

CNC Community CHRONICLE

November 27, 1974
No. 28 of 1974

SUNDAY
Dec. 1



dies solis

MONDAY
Dec. 2



dies lunae

TUESDAY
Dec. 3

Dean's Administrative
Council - CC Board Rm.
10:30



dies martis

WEDNESDAY

Dec. 4

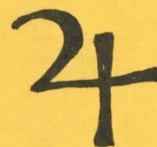
Graduation Committee
Noon - Conference Room



dies mercurii

THURSDAY
Dec. 5

President's Council
Conference Room - 10:00



dies jovis

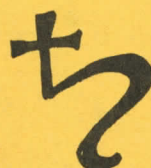
FRIDAY
Dec. 6

Ad Hoc Budget
Committee
3:00 Conf. Room



dies veneris

SATURDAY
Dec. 7



dies saturni

November 25, 1974
50-25-1074

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THURSDAY
Nov. 2

10:00 AM - 12:00 PM
County - CC Court Room
10:00

FRIDAY
Nov. 3

10:00 AM - 12:00 PM
County - CC Court Room
10:00

SATURDAY
Nov. 4

10:00 AM - 12:00 PM
County - CC Court Room
10:00

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10:00 AM - 12:00 PM
County - CC Court Room
10:00

COMMITTEE REPORTS

FACULTY EVALUATION COMMITTEE (FEC)

Interim Report to the Faculty, 11/21/74

The present FEC was organized in September, 1974. (The previous committee, continuing in operation over the summer, has submitted a report for 1973-74, the first year of operation.) At the organization meeting the committee elected Prof. Squires Chairman, Prof. Millar Vice Chairman and Prof. Persky Secretary. Current membership is:

	<u>Professors</u>	<u>Current Division</u>	<u>New Division</u>	<u>Elected</u>	<u>Term expires</u>
Full:	Squires	M & NS	S & BS	1973	1976
	Sacks	M & NS	Q & NS	1974	1977
Assoc.	Kernodle	S S	S & BS	1973	1975
	Millar	Hum	A & L	1974	1977
Asst.	Persky	M & NS	Q & NS	1973	1976
	Swindlehurst	Soc Stud	Bus & Econ	1973	1975

The committee has, in all matters thus far decided, reached a unanimous position. Where lack of full consensus became evident, further consideration and research have provided a basis for agreement by all members.

Where members have acted on behalf of the committee, it has been with prior consent of the committee or with the understanding that such actions were subject to approval of the entire committee. Some matters so far decided have already appeared in the Chronicle, in transmissions to the Dean of Academic Affairs, the President or to Departments, or in correspondence with colleagues. Following is a partial list of actions taken so far this semester:

1. Revised procedures for evaluations (see memo of October 14, 1974).

The committee is keenly aware of concern that the previous committee might have made judgments concerning individual faculty members. This was not the case. However, due to pressure of time, criteria and procedures were evaluated at the same time peer evaluations were received; reservations concerning procedures or criteria were necessarily viewed in the context of the particular peer evaluation. To avoid this undesirable conjunction of events, the committee this year has established a schedule which provides that criteria and procedures be agreed upon before peer evaluations take place. We greatly appreciate the excellent cooperation of the departments (or peer groups where the department membership was insufficient to provide a peer group) in establishing these criteria and procedures in adequate time for the first round of evaluations.

2. Revised the peer group evaluation report forms, eliminating duplications and, hopefully, clarifying the options, while offering one new one. Copies of the forms were sent to all departments.

The committee was confronted with a particularly difficult situation concerning second-year probationary members about whom the peer group might have reservations sufficient to question the desirability of contract renewal for more than one additional year, but insufficient to recommend that the appointment terminate at the end of the current year. The schedule for such members calls for notice by December 15 if the current contract is not to be renewed. Postponing the decision for another year would automatically grant a fourth year's appointment, since the member in his third year is entitled to a full year's notice of non-renewal.

The result of the committee's deliberations appears in the current document, "Recommendations Concerning Retention of Faculty Members on Probationary Contracts," approved by the Committee October 8, 1974. Please note the additional option:

that the decision in doubtful cases may be deferred until June, with notice to be given at that time in case the decision is against continuation beyond the following year. We believe the new option provides all concerned with the broadest possible opportunity for fair evaluation; it is also available for faculty members in the third or more years of probationary service.

3. Initiated discussions in response to correspondence from Assistant Attorney General Ryland concerning legal aspects of the evaluation procedures.
4. Discussed with President Windsor the circumstances concerning decisions on "inequity adjustment" which did not conform to the procedures established for such decisions. The matter will be considered further. It was agreed that, in order to assure equitable treatment with regard to merit increases and "inequity" adjustments, the committee must have information concerning the terms of contracts. With the necessity for confidentiality understood by all concerned, it was agreed that necessary information would be available to the committee, including salary history information. This has not yet been done, awaiting clarification of the legality of this matter.
5. Consideration of matters relating to non-renewals because of low enrollments in some areas. It was agreed that a bilateral agreement between a department and the administration is a departure from the procedures which have been established by the Faculty and approved by the President. The committee's concern was informally explained to the Dean of Academic Affairs. A full study of the matter is in process.
6. To assure security of confidential information, the committee has obtained a pad-locked file cabinet, with keys available to committee members only.
7. Reviewed the list of members eligible for evaluation as second-year Faculty members, in conjunction with Dean Edwards and the Departments involved.

Our criteria are explained in a memo sent to the departments and published in the Chronicle. In several instances, there was misunderstanding concerning probationary periods, in contrast with the total years of service, including temporary contracts.

8. Reviewed statements from departments concerning criteria and procedures to be followed.

Questions of omissions or uncertainty are being resolved with correspondence with the departments. In each case involving a departure from the procedures, or standards (usually in the make-up of the peer group), the faculty member is contacted and offered the opportunity to approve or indicate reservations about the exceptional situation.

In the case of a member in a one member department, it was decided from a nearby school in the same discipline. Such membership is arranged by the Dean of Academic Affairs in consultation with the committee and with the concurrence of the faculty member.

9. The committee has been called upon to render opinions concerning evaluation

as second-year probationary faculty members of faculty members who do not have this status. A statement of policy has been sent to the Dean.

The committee agreed that, as the group of faculty most closely working with the regulations dealing with such matters, we could properly give useful information to the Dean of Academic Affairs on such matters. We emphasized, however, that we did not wish to make judgments concerning any individual, but rather about a situation covered in one of the documents with which we regularly work.

The committee currently has the following items on the agenda (not necessarily in order of priority):

1. Composition of peer groups, especially for small departments, and the question of the role first-year faculty members should play in peer evaluations.
2. Several questions relating to time counted toward promotion and tenure. These include "equivalent excellence," bases for exceptions to time requirements for promotions; and evaluation of faculty members with part or full-time administrative responsibilities.
3. Tenure criteria and minimum time;
4. Definition of "merit" for a College-wide standards.
5. Procedures for reduction of staff ("riffing")
6. Procedures for reaching decisions concerning matters relating to evaluation arising during the summer months.
7. Further discussions with Assistant Attorney General
8. Meeting with a department at its chairman's request concerning an evaluation matter.
9. Ensuring compliance with stated criteria and procedures for current (and later) evaluations.

Your committee meets at least one morning per week for at least two hours. In addition, members correspond with other members of the faculty, with the departments, and with other offices of the College (or the Commonwealth); one member handles filing and recording of the voluminous correspondence passing through the committee. We also plan day-long session(s) during the year-end break. While most transactions deal with policy matters or procedures brought to the faculty, there are instances of exchange of confidential information concerning individuals. For this reason, our meetings are not generally open. However, members of the committee will willingly transmit your suggestions to the committee, and we maintain a mail box (FEC, Box 147) for receipt of correspondence. We will gladly entertain questions at Faculty meetings.

DEAN'S ANNOUNCEMENTS

New Dean of Admissions

I am pleased to announce that the Board of Visitors has accepted the recommendations of the College and has appointed Mr. Keith McLoughland as the new Dean of Admissions. Mr. McLoughland has accepted the appointment.

Mr. McLoughland has held the position of Assistant Dean of the Rutgers University Graduate School of Business since 1969. In this position he has had full responsibility for all student service functions including recruitment, admissions, financial aid, scheduling, registration, and record maintenance. He has had responsibility for faculty teaching assignments, student organization guidance, catalogue design, and public relations activities. In these responsibilities, he has worked closely with the faculty, has served as a member of all relevant committees, and has enjoyed considerable success as a teacher in at least one course each semester in business history and/or literature. This spring, Mr. McLoughland received the Rutgers Graduate School of Business Administration Black MBA Student Association Award citing his work "for demonstrated sensitivity to the aims of black students and having actively participated in programs at the Business School that are designed to up-grade the quality of the black educational experience." Mr. McLoughland recently has published an article entitled "Charles William Engelhard: A Business Biography." During Mr. McLoughland's tenure as Assistant Dean at Rutgers, and largely through his recruiting efforts, the Graduate School of Business application pool increased by 600%, and while the quality of incoming students remained consistently excellent, enrollment increased from 550 to 1400 students.

Mr. McLoughland holds a bachelors degree in liberal arts with a concentration in History from Rutgers College, a masters degree in American Social and Economic History from Rutgers University, and has completed 21 hours of course work in management at the Rutgers School of Business.

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Faculty Exchange with Norfolk State

As a result of discussions with administrative officials at Norfolk State College, I am pleased to announce progress in establishing a faculty exchange program between our two schools. Any faculty members who would be interested in teaching for a semester at Norfolk State, or any department chairman who would be interested in having a faculty member from Norfolk State teach in his department, should make his interests known to my office.

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Ad Hoc Budget Committee

The Ad hoc Academic Budget Committee will meet on Friday, December 6, at 3:00 P.M. in the Conference Room of the Administration Building. This meeting is essential so that a large number of faculty travel requests, some of which have pressing deadlines, can be reviewed, and general guidelines for future requests may be established.

To facilitate the planning and recommendations of this committee, I would also like to request that faculty members who anticipate important travel later in the year, to please notify my office of the nature and anticipated dollar requirements of their travel. This information will be necessary before our Friday, December 6 meeting in order to help the Committee establish a dollar limit for all travel requests.

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In-Service Status

Faculty members who have questions concerning their years-in-service status in the light of recently clarified college policies regarding scholarly leaves-of-absence are encouraged to bring their questions to my attention as soon as possible.

NOTICES

Equal Opportunity Guidelines

A copy of the EQUAL EMPLOYMENT OPPORTUNITY HANDBOOK is in the library. The HANDBOOK is in the library. The Handbook contains copies and summaries of the laws relating to the equal employment opportunity program. It is edited by David McCloud (Equal Employment Opportunity Coordinator for Virginia) and D. Patrick Lacey, Jr. (Assistant Attorney General for Virginia).

Lora Friedman
Affirmative Action Coordinator, CNC

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Employee Benefits

In some cases, employees are confused as to the Blue Cross/Blue Shield benefits available to them through "Employee Only" coverage. To clarify one area the following is in effect that "NO MATERNITY BENEFITS ARE AVAILABLE THROUGH 'EMPLOYEE ONLY' COVERAGE."

Effective January 1, 1975, under the provisions of the Fair Labor Standards Act (Federal Wage and Hour Law) the minimum wage rate for covered employees will become \$2.00 per hour. This will be an increase over the current minimum wage rate of \$1.90 per hour. ALL STUDENTS WHO ARE EMPLOYED BY THE COLLEGE WILL BE PAID THE MINIMUM HOURLY WAGE OF \$2.00.

Elizabeth P. Welch

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Study Travel Abroad

The College Humanities Consortium is accepting applications for the January, 1975, Study-Travel-Abroad program. Students involved in this program will leave Kennedy Airport, New York, on January 2, 1975, by TWA Airlines, and arrive in Rome on January 3. Those attending the trip will return from Millan on January 23. Up to four credits may be earned for this study-travel program in History of the Arts. Expenses of the program range from \$985 to \$1,075 depending on the number of credits. These fees include air fare, bus in Europe, board and room. They do not include passport fees, health care, laundry, travel to New York, and tuition. Faculty members are encouraged to call this trip to the attention of their students. Christopher Newport College participates in the activities of the College Humanities Consortium.

GRANTS AND FELLOWSHIPS

National Institute of Education

NIE will continue to award grants for educational research projects. Unsolicited proposals should reflect established NIE purposes. Information available in the Sponsored Programs office.

National Science Foundation

Post-Doctoral Energy-Related Fellowships - Approximately 90 fellowships will be awarded. They are intended primarily for "research postdoctorals who have demonstrated a special aptitude for research and who have an interest in energy-related problems" in the following fields: mathematics, physical sciences, biological sciences, and social sciences. Applicants interested in inter-disciplinary energy-

related studies are particularly encouraged. Stipend - \$12,000 per annum. Tenure may be no less than six months and no more than 12. Maximum travel allowance is \$1500; Special Allowance of \$300 is available. Application packets are available in the Sponsored Programs office. Deadline: December 20, 1974.

Faculty Fellowships - Approximately 80 fellowships will be awarded in this program which is designed to "help teachers broaden their perspective in the applications of science to societal problems." Teachers of science and mathematics who have had five or more years experience and hold at least a bachelor's degree may apply. The competition will be divided into two categories: for those with doctoral degrees and those with bachelor's and master's. Deadline: January 7, 1975. Application materials will be available later this month in the Sponsored Programs office at the College of William and Mary.

Bicentennial Student Filmmaking Program.

USIA has extended the deadline for this previously announced program to January 1, 1975.

Metropolitan Life Insurance Company Educational Grants

This newly announced program will award grants to colleges and universities which "develop programs for improving cooperation and understanding between businessmen, educators and students." Approximately 10 individual grants will be awarded annually ranging in size from a minimum of \$2500 to a maximum of \$15,000. The 1975 competition will be limited to schools in the Middle States plus accredited institutions in the State of Virginia. Deadline: January 31, 1975. Information concerning the program is available in the office of Stan Brown, Director for Corporate Relations. Cornell University: Southeast Asia Program and China-Japan Program, 1975-76.

Seniors interested in graduate work in these areas will find information on these programs posted in James Blair Hall, first floor and in the Sponsored Programs office.

NOTICES

St. Cecilia Encounter Society

The First Annual Meeting of the St. Cecilia Encounter Society was held on November 22 (St. Cecilia's Day) at the home of Professor Mary Thompson. The Society was organized by members of the CNC faculty wishing to recognize the patron saint of music. An interesting evening included the Benjamin Britten work: Hymn to St. Cecilia (text by Wylan Hugh Auden), a reading by Professor Mazzarella of Dryden's Ode to St. Cecilia and refreshments including St. Cecilia's punch.

RECRUITING AND APPOINTMENT PROCEDURES

Christopher Newport College

1. The Search Process

- A. Department chairmen or division coordinators request, in writing, authorization for new or replacement faculty, detailing the instructional needs for the position, and the specific qualifications of the new or replacement faculty member.
- B. The Dean of Academic Affairs authorizes the new or replacement faculty position, approves the qualifications for the position, and requests that the department chairman or division coordinator form a search committee to recommend candidates for the position.
- C. The division coordinator appoints search committees for new full-time faculty appointments in departments of three or fewer full-time members; department chairman appoints search committees in departments of four or more full-time members; every search committee should include a non-voting, ex officio Affirmative Action representative whose responsibility is to monitor procedure.
- D. Advertisements of positions are approved by the Dean of Academic Affairs before they are placed in newspapers, magazines, professional journals, or placed with recruitment agencies.
- E. A Xeroxed copy of the national ad, as it appeared in print, is placed on file with the CNC Affirmative Action coordinator.
- F. Positions are announced internally through the CNC Community Chronicle.
- G. After allowing a reasonable period of time for receiving replies to the ad, complete dossiers are gathered for all candidates under serious consideration. Complete dossiers consist of a personal letter stating interest in the position; vitae information; college transcripts, if they are not already included in the candidate's dossier; and at least three letters or telephone transcripts of personal or professional reference. Recommendations received orally are summarized in writing by the recipient and made part of the circularized dossier.
- H. After discussion with, and on the recommendation of the search committee, the Dean of Academic Affairs, within the limits of the established recruitment or travel budget, invites one or more candidates for interviews on campus. Such interviews are scheduled only after the candidate's dossier is complete and made available to all involved in the decision to recommend the candidate to the President.
- I. The chairman of the search committee arranges the time of interviews, and assists the candidates in making their travel plans and overnight accommodations.
- J. The chairman of the search committee assures all members of the department who are not on the search committee an opportunity to interview all applicants who are invited to the campus. Whenever possible, faculty members of related academic disciplines and student majors are involved. This is especially true in the case of new and small departments.
- K. The complete dossier of each candidate who is invited for interview is placed on file in the office of the Dean of Academic Affairs for purposes of review by the College Affirmative Action Committee.

- L. Since a primary qualification for holding a position on the faculty lies in an ability to teach undergraduates, whenever possible, candidates who are invited to the campus are asked to teach a class in an area of their special interest.
- M. After all interviews, the search committee discusses all candidates, and formally votes for its preferences. The committee chairman then informs the Dean of Academic Affairs in writing of the committee's decision, together with recommendations for appointment in order of preference. Academic rank and salary appropriate to the candidate's background and experience and in conformity with college salary standards also are recommended.
- N. The Dean of Academic Affairs reviews the recommendations of the committee, confirms the agreed-upon first choice, and informs that individual in writing of the intention to recommend him or her for appointment to the President, and through the President to the appropriate committee of the Board of Visitors, which is the appointing body. This letter from the Dean of Academic Affairs to the candidate includes:
 - (1) A clear statement that the appointment is made only by the Board of Visitors with the approval of the President, and that the Dean's present statement of intention is therefore recommendatory to the President and the Board.
 - (2) The date of the next meeting of the Board Committee, and indication that a contract letter will be sent to the individual by the Dean immediately after that meeting, provided that the candidate responds in time to be placed upon the agenda, and, of course, assuming that the Board Committee accepts the recommendation.
 - (3) Reference to the Faculty Handbook which shall have been given to the candidate prior to the conveyance of the Dean's letter of intention, and to the detailed statements contained therein regarding College policies and procedures.
 - (4) Appropriate details of rank, salary, term, and tenure consideration that will be presented to the President and the Board. In the case of a recommendation for a Restricted or part-time appointment, it is to be clearly indicated that no future or other commitment by the College is intended or implied.
- O. The Dean of Academic Affairs is responsible for determining the rank, salary, and any other appropriate terms of appointment.

2. The Appointment Process

- A. When an individual has stated that he or she would accept an appointment, the Dean conveys to the President for his approval the candidate's complete dossier and copies of all pertinent correspondence with the candidate. The Dean also prepared for the Committee of the Board the appropriate resolutions for the candidate's appointment, the resolutions to include the candidate's proposed salary and a brief resume of his or her academic background and qualifications.
- B. After approval of the recommended appointments by the Board Committee and the President, the Dean of Academic Affairs, on behalf of the Board and President, sends to successful candidates the appropriate contract, confirming the appointment, and the details of rank, salary, term, etc., as stated in his earlier letter. A mutually binding obligation is understood upon the return of the contract form, duly signed by the appointee.

3. Consultation in Case of Conflict of Judgment

- A. Within the College's administrative procedures, there are possibilities for conflict of judgment on a candidate's merits at two points in the appointment process as outlined above: the search committee might disagree with the Dean, and the Dean with the President. In such a circumstance, where the disagreement develops to the point where the administrative officer indicates he will not recommend the candidate to the next highest officer, it is understood that the compelling reasons for the disagreement will be made known to all those already involved in formal judgment on the candidate, and a full discussion on the candidate's suitability for the vacancy will be held in an attempt to resolve the difficulty.
- B. Such a discussion will include all those involved in the recommendation to the point where the difficulty arose, and will be called on the initiative of the administrative officer who finds he is unable to endorse the received recommendations. (Thus, in a case where the Dean of Academic Affairs does not accept a recommendation from the search committee, the Dean would call a meeting which would include the members of the search committee, and, if appropriate, any others involved in the matter.) Except in extraordinary circumstances, and only with the approval of the President, the candidate would not personally be involved in such discussions.
- C. If agreement is not reached out of such a discussion, the substance of the difficulty is to be reported to the next highest administrative or governing office (in the hypothetical case above, to the President) where the final decision is made as whether to recommend the candidate (further).
- D. Possibility of a difference of judgment also occurs at the level of the Board of Visitors, and it is hoped that appropriate and essentially parallel procedures for discussion in case of conflict of judgment would be developed by the Board at its initiative.

4. Announcement

Public announcement of appointment may be made immediately following receipt of the contract, signed by the appointee, by the College.

5. Major Administrative Appointments

Major Teaching and Research administrative appointments follow essentially the same procedures as those outlined above for the appointment of faculty members.

