

*The Bulletin of the*  
UNIVERSITY OF MINNESOTA



*Minnesota, University.*  
*Information for Faculty*

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*While every effort has been made to insure the accuracy of statements in this first edition, regulations and procedures are sometimes modified. Supplements to this document will not, in general, be issued.*

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## Preface

The members of the faculty of any college or university serve the cause of higher education by devoting themselves to the instruction of youth and to the advancement of their own special fields of scholarship. The members of the faculty of a state university, however, acknowledge an additional responsibility to the citizens of the state supporting the university enterprise. The people of Minnesota have always taken a great pride in their university. They have an unusual sense of partnership in its functions and activities. Therefore, the members of the faculty of the University of Minnesota enjoy a privileged relationship with the people of Minnesota—a relationship that carries with it certain obligations.

Because the welfare of the state is in large measure related to the educational development of its citizens, the first obligation of this faculty is to maintain a democratic system of education designed to enable the youth of the state to develop their capabilities to the fullest and richest extent. A second obligation is to advance the frontiers of knowledge through pure and applied research, the results of which often return the original investment manyfold by upgrading the economy of the state. The third of these obligations is to provide public services of many kinds to the state: advice on matters of concern to agriculture, business, and industry; technical and professional aid on the many problems facing individuals, groups, and communities large and small. The fourth obligation is to assist in providing cultural leadership for the state and region through the maintenance of creative activities in music, the arts, and the theater, and the stimulation of special talents in these fields.

If a university is to be defined as a community of scholars, then the faculty is in truth the heart of the university. The university is great to the extent that its faculty is alert, professionally active, and devoted to the instruction of the youth entrusted to its guidance. The effectiveness of the university depends upon the effectiveness of its faculty.

This pamphlet, therefore, has a very important function to perform because it is intended to assist the members of the teaching staff, particularly those new to the university, in meeting these responsibilities and obligations. It provides, in simplified and readily usable form, an overview of the many activities, services, and agencies of the University of Minnesota. Its purpose is to reveal the multitude of resources available in this educational community to make each faculty member's contribution to our joint effort professionally effective and personally satisfying.

J. L. MORRILL  
*President*

## Acknowledgment

In presenting this information to the faculty, acknowledgment is gratefully given to the many individuals whose cooperation has made this publication possible. To Mrs. Alma Scott, of the archives division of the University Library, particular thanks are due for the months of painstaking soliciting of information, the checking into a multitude of printed documents, and the compiling of the relevant data in the preliminary draft of the material. The extensive files preserved in the archives office, from which the material in this bulletin has been abstracted, provide witness to her efforts and to the subsequent task of refining the material to its present form.

Acknowledgment also is made to the members of the staff of the University of Minnesota Press who have cooperated in editing and revising the preliminary manuscript: Miss Edith Seidel, Miss Janet Salisbury, and Mrs. Margaret S. Harding. And finally, much credit for the successful conclusion of this project must be given to members of the Subcommittee on Faculty Welfare of the University Senate Committee on Education, under whose aegis the bulletin has materialized, and who have spent many hours in blocking out the policies governing its organization and presentation. Members of this subcommittee are Professors Edwin S. Cieslak, Paul R. Grim, Julius M. Nolte, Harold Macy, William Munro, Henry Nash Smith, Robert C. McClure, acting chairman, and Richard Gaumnitz, chairman.

H. T. MORSE, *Chairman*  
*Senate Committee on Education*

# INFORMATION FOR FACULTY

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## Background of the University

Established while Minnesota was still a territory in 1851, the University of Minnesota has become one of the leading universities in this country, as well as one of the largest. The university now has three major campuses—in Minneapolis, St. Paul, and Duluth—and ten instructional and research units in various parts of the state. More than 100,000 degrees have been conferred.

The university is a land-grant institution, which means that, under the federal Morrill Act of 1862, it was allotted public land in proportion to its representation in Congress. In accordance with this act, the money received from the sale of such land is invested and the income used as a perpetual fund for the support of colleges of agricultural and mechanic arts.

Other sources of the university's income are appropriations made by the state legislature, federal and other grants for research, fees and receipts, proceeds from service enterprises, gifts, trust funds, and proceeds from intercollegiate athletic contests.

### Government and Organization

The university is an autonomous body governed solely by a Board of Regents. The board enacts laws governing the university, controls university expenditures, and acts upon all staff changes—appointments, resignations, retirements, and promotions.

The twelve-man board is appointed by the state legislature; one member is

chosen from each of Minnesota's nine congressional districts, and three are chosen at large. Members serve without pay and are elected for a six-year period, four being named each biennium. The president of the university is ex officio president of the Board of Regents.

Departments which have matters for consideration by the board must submit them in writing to the president of the board at least fourteen days before the meeting date at which action is expected. Dates of board meetings and deadlines for submitting items are announced well ahead of time in the *Official Daily Bulletin*, published in the *Minnesota Daily*, the student newspaper.

The president of the university is directly responsible to the Board of Regents. He is the chief executive officer of the university and the intermediary between the faculties, the University Senate, and the Board of Regents.

To facilitate governing such a large organization, responsibilities are divided between two vice presidents, one for academic administration and one for business administration. Each is appointed by the Board of Regents and is responsible to the president.

The vice president, academic administration, has jurisdiction over the following units: Office of the Dean of Students, the university libraries, the Office of Admissions and Records, the student unions, the Students' Health

Service, the University of Minnesota Press, the Department of Concerts and Lectures, the Department of University Relations, the Museum of Natural History, the Department of Naval Science, the Department of Military Science and Tactics, the Department of Air Science and Tactics, and the Bureau of Institutional Research.

The jurisdiction of the vice president, business administration, covers university service units and revenue-producing units. Important among these departments are physical plant operation, physical plant new construction, civil service personnel, service enterprises (including printing department, dormitories, and garages), protection and investigation, contracts and collections (pertaining to real estate and rentals), insurance and retirement, patents, university bookstores, Rosemount Research Center, and comptroller's office (including supervision of purchasing, trusts and student loan collections, the university storehouse, accounting, and bursar's office). The vice president, business administration, also acts as the principal staff adviser to the president in all university business affairs and as secretary to the Board of Regents.

## The University Senate

The University Senate has general jurisdiction over all academic matters. The senate has no jurisdiction, however, over the internal affairs of any school or college except where these affairs might concern two or more colleges or conflict with the interests of the university as a whole; questions of jurisdiction between the senate and a faculty are determined by the president.

When the action of any faculty af-

fects the interests and welfare of the university as a whole or another college or school, such action may, after mutual conference, be appealed to the senate and, after a full hearing of the faculties, be negatived by a two-thirds vote of all senate members present, provided such vote is equal in number to one half of the senate members in residence.

The senate meets once each quarter of the academic year, but special meetings may be called by the president or upon the written request of ten members.

Members of the senate are the president, the deans, all faculty members of the rank of associate professor and above (including acting professors), faculty members holding executive positions equivalent to the rank of full professor, and other persons from the administration, faculty, and nonteaching staff as designated by the senate. Senate members whose university appointments are for less than half time and senate members emeriti may participate in discussions but have no vote.

The president of the university also is president of the senate. He names its committees, subject to senate approval. Senate actions are subject to his suspensive veto. The university recorder is the clerk of the senate and custodian of its records.

The administrative committee of the senate consists of the president, the deans, and designated administrative officers. It meets at the call of the president and serves him in an advisory capacity. The relatively small size of the committee enables it to act in emergencies.

This committee carries out the policies of the Board of Regents and the senate. It has the power to approve

all textbooks, but in practice it requires approval only of textbooks written by faculty members and required in their classes.

To facilitate study of and action on problems, the senate has a number of standing committees and also may appoint special committees. The standing committees and their functions are:

*Intercollegiate Athletics.* Recommends policies in regard to intercollegiate athletics and decides questions of student eligibility for intercollegiate sports.

*Student Affairs.* Recommends policies concerning affairs of student organizations and publications. Consists of one representative from the university's Duluth Branch, two alumni, nine faculty members, and nine students.

*Debate and Oratory.* Recommends policies in regard to all local and intercollegiate contests.

*University Functions.* Recommends policies in regard to commencements and special functions.

*University Printing.* Makes recommendations regarding official publications and the printing of materials used by the university.

*Education.* Surveys the university curriculum to determine how teaching methods may be improved by adding new schools or courses or modifying existing courses to meet changing demands. Its findings are advisory only.

*Business and Rules.* Arranges the order of business for senate meetings. Items of business proposed by individual senate members are referred to this committee for consideration and presentation. This committee also may recommend new bylaws or standing rules to the senate.

*Relation of the University to Other Institutions of Learning.* Represents the university in determining the list

of accredited schools whose certificates shall admit students to the university. Also represents the university in state educational conferences.

*Library.* Considers and makes recommendations on library policy and administration.

*Students' Work.* Administers senate rules on students' work and acts as a clearing-house for intercollege exchange of information on the policies of college student work committees.

*Judicial.* Hears and reports to the senate cases in which academic staff members claim unjust dismissal.

*Audio-Visual Materials.* Recommends policy concerning the production, supply, use, and distribution of audio-visual materials.

*Necrology.* Prepares necrologies for appropriate senate action.

*Recreation.* Makes recommendations on general policies for the development of students' recreational facilities and programs.

*Institutional Research.* Advises the Bureau of Institutional Research with respect to the studies to be undertaken by the bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the bureau's activities.

*Reserve Officers Training Corps.* Maintains liaison between the senate and the three military units on campus (Military Science and Tactics, Naval Science, and Air Science and Tactics) and considers problems confronting these units.

## Colleges and Departments

According to the constitution and bylaws of the University Senate, the general faculty of each college or collegiate school is composed of the president, the dean, professors, associate

professors, assistant professors, and instructors. Each college, school, or department giving instruction in another unit is represented on the faculty of that unit by one member.

Each faculty controls the internal affairs of its unit including entrance requirements, curriculums, instruction, examinations, grading, degrees, and discipline, except in cases of conflict with university policy.

The colleges and schools of the university are:

*College of Science, Literature, and the Arts.* The units of the college include the School of Journalism, the School of Social Work, the departments of anthropology, art, astronomy, botany, classics, English, general studies, geography, geological survey, geology and mineralogy, German, history, linguistics and comparative philology, mathematics, music, philosophy, physics, political science, psychology, Romance languages, Scandinavian languages, sociology, speech, zoology, three interdepartmental programs (American studies, international relations and area studies, and laboratory for research in social relations), the Public Administration Training Center, the University Theatre, and the University Gallery.

*Institute of Technology.* The institute includes these units:

COLLEGE OF ENGINEERING. Includes civil, mechanical, electrical, agricultural, and aeronautical engineering, mathematics and mechanics, drawing and descriptive geometry, and the Rosemount aeronautical facility.

SCHOOL OF CHEMISTRY. Includes the department of chemistry with divisions of inorganic, organic, analytical, and physical chemistry, and the department of chemical engineering.

SCHOOL OF MINES AND METALLURGY. Includes mining, metallurgical, geological, and petroleum engineering, and the mines tax commission.

MINES EXPERIMENT STATION.

SCHOOL OF ARCHITECTURE.

ST. ANTHONY FALLS HYDRAULIC LABORATORY.

ENGINEERING EXPERIMENT STATION.

*Department of Agriculture.* The department is divided into three major units: college and schools, Agricultural Experiment Station, and Agricultural Extension Service. In addition, there are units for the direction of short courses and publications.

COLLEGE OF AGRICULTURE, FORESTRY, HOME ECONOMICS, AND VETERINARY MEDICINE. Includes the College of Agriculture and the Schools of Forestry, Home Economics, and Veterinary Medicine. There are also subcollegiate vocational schools of agriculture at St. Paul, Crookston, Morris, and Grand Rapids.

AGRICULTURAL EXPERIMENT STATION. Supervises research in agriculture, forestry, home economics, veterinary medicine, and related sciences. The central station is on the St. Paul campus with branch stations or outlying units at Rosemount, Castle Danger, Cloquet, Crookston, Duluth, Excelsior, Grand Rapids, Morris, and Waseca.

AGRICULTURAL EXTENSION SERVICE. Has educational activities in every county of the state and is financed by federal, state, and county funds.

*College of Education.* In addition to its education curriculum, the college has under its jurisdiction a child study center, an elementary school, the University High School, the Bureau of

Recommendations, and the Bureau of Educational Research.

*College of Pharmacy*

*General College.* This college provides a general education for students who do not plan to attend the university for four years. An associate in arts degree is conferred upon completion of two years' work and satisfactory performance in a comprehensive examination. Students who show they can successfully handle the work requirements of four-year colleges may transfer with advanced standing to the college of their choice.

*University College.* This unit is organized for students who find they must cross college lines to design programs fulfilling their needs. Admission is based on the student's previous record and his proposed program.

*College of Medical Sciences.* The college embraces these units:

**MEDICAL SCHOOL.** Includes the departments of anatomy, bacteriology, medicine, psychiatry and neurology, obstetrics and gynecology, ophthalmology and otolaryngology, pathology, pharmacology, physiology, surgery, radiology and physical medicine, pediatrics, continuation medical education, medical technology, physiological chemistry, physical therapy, occupational therapy, and child psychiatry.

**SCHOOL OF NURSING.**

**SCHOOL OF PUBLIC HEALTH.** Includes hospital administration, the laboratory of physiological hygiene, biostatistics, public health nursing, public health engineering, health education, personal health and hygiene, and public health administration and epidemiology.

**UNIVERSITY HOSPITALS.** Includes Elliot Memorial, Todd Memorial, Eustis Memorial, the cancer institute, the out-

patient clinic, the psychopathic hospital, and the Variety Club heart hospital.

*School of Dentistry.*

*Law School.*

*School of Business Administration.*

*Graduate School.*

*General Extension Division.* Through evening classes, correspondence study, and short courses, the Extension Division enables college graduates to work toward advanced degrees and gives non-college graduates an opportunity to work toward baccalaureate degrees and to advance personal or vocational interests. Evening classes are held on the Minneapolis, St. Paul, and Duluth campuses, downtown in Minneapolis, St. Paul, and Duluth, and in other cities and villages. The division also includes the Center for Continuation Study, the Municipal Reference Bureau, the university radio station, KUOM, and various other services.

*Summer Session.* Two short summer terms from five to six weeks each are held on the three main campuses. These accelerated courses enable regular university students to speed up their education and also give teachers a chance for further education. In addition to regular university faculty members, guest lecturers from this country and abroad conduct classes. Special courses in the field of biology are given during the second term at the Forestry and Biological Station in Itasca State Park.

*University of Minnesota, Duluth Branch.* By an act of the 1947 state legislature, the Duluth State Teachers College became the Duluth Branch of the university. The provost, who heads the Duluth Branch, exercises the same independence as the deans of any of the other university units, and bachelor

of arts and bachelor of science degrees are conferred. (UMD faculty members should acquaint themselves with the UMD faculty handbook which gives specific information relating to the Duluth campus.)

*Unattached departments and offices.* These units, which are directly under the jurisdiction of the president, are the Department of Physical Education and Athletics, the Department of Physical Education for Women, the Institute of Child Welfare, the Division of Library Instruction, the Department of Alumni Relations, and the Greater University Fund.

## Reserve Officers Training Programs

Three military units are attached to the university—the Departments of Military Science and Tactics, Air Science and Tactics, and Naval Science. All are under the jurisdiction of the vice president, academic administration.

The Department of Military Science and Tactics offers a four-year elective course of twenty-four academic credits, applicable toward any university baccalaureate degree. Upon successful completion of the ROTC course, the student is commissioned a second lieutenant in the reserve corps.

The Department of Air Science and

Tactics offers a four-year elective program leading to a commission in the air force reserve. The twenty-four credits apply toward a baccalaureate degree. The course may be fitted in with the student's major sequence in any college and is credited as a minor sequence in the College of Science, Literature, and the Arts.

There are two naval training programs under the Department of Naval Science at the university, and students enrolled in them are either "contract" or "regular" students. The two groups take the same naval science courses and drills, but the programs vary in methods of selection, benefits received, obligations entailed, and summer cruises required.

Contract students are those who do not want full-time naval careers, but who are willing to serve as reserve officers in time of emergency. These civilian students obligate themselves to take naval science courses and drills and one summer training cruise. The navy provides uniforms and a subsistence allowance and offers reserve commissions to qualified graduates. Regular NROTC students, on the other hand, seek careers in the regular navy or marine corps. Enrolled students are appointed midshipmen, USNR, and the government pays their tuition and provides textbooks, uniforms, and retainer pay.

## Information about Your Job

The university issues complete and helpful manuals explaining policy matters on appointments, insurance, and

other matters of security important to the teaching staff. A list of official bulletins and publications most fre-

quently used by academic personnel may be found on page 32.

## Appointments

Each academic unit selects its own staff members in cooperation with the dean of the school or college. Every appointment must be approved by the president and the Board of Regents before it becomes effective. For this reason, no publicity regarding an appointment may be released until the president and the regents have approved the appointment. All releases must be made through the appropriate university news service.

Types of appointments are designated by symbols which indicate the term of appointment: A, twelve months; B, academic year (September 16 to June 15); C, special term as noted; D, six months (October 1 to March 31); E, nine months (October 1 to June 30); H, part time; P, assistant professors who have acquired tenure; T, temporary position; X, employee is temporary in position; TX, both position and employee are temporary. Appointments are designated by these letter symbols plus a figure indicating the percentage of working time the position requires. For example, BHT50 designates a temporary position for the academic year, half time.

Ordinarily, persons appointed to regular full-time university positions for the first time may not be over forty-eight years old. Exceptions may be made in unusual circumstances. Appointments of persons over forty-eight involve a reduction in the retirement allowance.

The university does not usually employ two members of a family either temporarily or permanently unless one

is at the university primarily as a student.

Appointees must pass physical examinations before their appointments become effective. Newly appointed instructors and assistant professors must take their examinations during their first quarter of service. All appointments or promotions to a rank which carries indefinite tenure (associate professor or professor) are conditional on passing a physical examination.

Examinations are given in the Students' Health Service without cost to the appointee. An appointment may be made by calling the faculty health desk at the Students' Health Service. A form signed by the appointee's dean should be presented at the Health Service at the time of the examination.

If the appointee prefers, he may be examined by a private physician at his own expense. The results must be reported on forms furnished by the Health Service.

## Graduate School Appointments

There are two types of membership in the graduate teaching faculty, full membership and associate membership. Full members of the graduate faculty are authorized to teach graduate courses, serve on graduate committees, supervise theses, and serve as advisers to candidates for Master's or Doctor's degrees. Associate members teach graduate courses, serve on committees for graduate degrees, and, if authorized to do so, act as advisers to candidates for Master's degrees. Others are approved as associate members specifically to teach certain courses.

All recommendations for Graduate School faculty appointments originate

with the departments which make up the Graduate School.

## Tenure and Security

The Board of Regents has set up four classes of regular faculty positions: professor, associate professor, assistant professor, and instructor.

Professors and associate professors acquire indefinite tenure immediately on attaining that rank, if they are given regular full-time appointments, unless there is a written agreement to the contrary.

Assistant professors may acquire indefinite tenure after they serve a probationary period. The first regular appointment of an assistant professor is ordinarily for two years. If the assistant professor is not to be reappointed after the first two-year appointment, he is entitled to written notice at the end of the first year. His service will end when the second year is completed. Research associates have the tenure rights and status of assistant professors; research fellows have the rights and status of instructors.

Instructors and research fellows ordinarily cannot acquire indefinite tenure. An instructor's first appointment is for one academic year. If the instructor is not to be reappointed at the end of his first year, he is entitled to written notice three months before the end of the appointment.

No tenure rights are carried by T and X appointments.

Promotions are initiated within the department. No fixed time must be served in any rank before a faculty member may be promoted to another rank.

The president's office maintains a personal record card for each faculty member. At the time of his original

appointment, each prospective faculty member is sent a "request for information" form asking for his academic background. This form, together with the original appointment blank, is the nucleus for each file.

Since this file is used in evaluating each faculty member's services to the university, it is to his advantage to keep it up to date. Faculty members are asked to supply the president's office with current information on memberships or offices held in professional societies, articles and books published, and honorary degrees received.

Regulations concerning tenure and termination of service (including resignation and retirement) are explained in the pamphlet *Regulations Concerning Academic Tenure*.

## Financial Information

All university employees are paid twice a month, but not everyone is paid at the same time. Each month is divided into two pay periods: the first day through the fifteenth, and the sixteenth through the last day of the month. Pay is based on work done within these pay periods. Persons on the regular payroll receive their checks on the first and fifteenth of the month; persons on the miscellaneous payroll, on the ninth and the twenty-fourth.

The exact academic period covered by each quarter may vary as to date, but pay periods fall regularly in six equal semimonthly pay checks as follows:

*Fall Quarter:* First payment, October 1 for those on the regular payroll; October 9 for those on the miscellaneous payroll. Last payment, December 15, regular; December 24, miscellaneous.

*Winter Quarter:* First payment, January 1, regular; January 9, miscellaneous. Last payment, March 15, regular; March 24, miscellaneous.

*Spring Quarter:* First payment, April 1, regular; April 9, miscellaneous. Last payment, June 15, regular; June 24, miscellaneous.

This means that any resignation on the part of a staff member, at the end of any quarter, would terminate, as far as pay periods are concerned, with the last pay day of that quarter, although the actual working period may not terminate exactly on this date. For instance, class work does not normally begin as early as September 15, when the pay period starts, but, on the other hand, it may continue after December 15, when the pay period ends. The same condition, because of holidays and so on, may apply to any other quarter. That is, the working calendar is based on semimonthly periods, as are the pay periods, but for obvious reasons, they cannot always coincide completely as to date. It is expected that a staff member will complete all work connected with the quarter though the pay period may antedate the actual closing of the quarter.

The salary to be paid a prospective faculty member is an individual matter which the department head and the staff member agree upon, with the approval of the dean of the college. Salaries for assistant professors, research associates, instructors, and research fellows cannot go below floors established each year except by special arrangement. These floors are announced by the president's office when the budget is prepared.

Staff members who are regularly employed seventy-five per cent time or more may borrow up to \$300 (but

not to exceed the gross monthly salary) from the staff and employees' loan fund for emergency purposes or special needs. A borrower is required to give a promissory note in full amount of the loan. Interest is charged at the rate of four per cent. In general, loans are not extended for more than twelve months. Repayment of principal and interest is by payroll deduction unless otherwise agreed upon. Repayment may be made before the agreement specifies if the borrower wishes. No security is required beyond an authorization to the comptroller to withhold, at his discretion, the necessary payments from salary due in case of nonpayment in accordance with provisions of the note. Loans are granted upon recommendation of the department head, dean, or administrative officer and the final approval of the comptroller. Application forms and further information may be obtained from the comptroller's office.

University payroll checks may be cashed at the bursar's window on the main floor of the Administration building except during registration periods when students are paying tuition fees. There are no campus facilities for cashing personal checks.

## Leaves of Absence

For short leaves of a day or two when there will be no interruption of a regular work schedule, a faculty member may need only oral permission from his dean or department head. For longer leaves, which will interrupt his work schedule, a faculty member should submit a formal request to the president and the Board of Regents. Two kinds of leaves of

absence are recognized: with and without pay.

Leaves with pay are given for the following:

*Military service.* Granted to members of the national guard or any of the other armed services. Usually granted for no longer than two weeks.

*Attendance at scientific or professional meetings* by persons representing the university or attending meetings important to the individual's work.

*Appearance in court.* Faculty members do not lose pay when testifying before a court or legislative committee in a matter concerning the federal or state government or the university, or if called to testify as an expert or to serve on a jury.

*Sabbatical furloughs.* Full-time leaves on half salary are granted to persons holding full-time A or B appointments. Persons granted such leaves must be assistant professors or above and must have taught at the university for at least six consecutive years, at least two years with a rank not lower than assistant professor. Eligible persons may apply for a full year's absence or they may take part of the sabbatical leave one year and part another year. All applications must be made to the dean or department head. Applications then are submitted to the president, who places the application on the agenda for approval by the Board of Regents. Persons on sabbatical leave may not draw pay from other employment or practice. Upon returning, one who has been on sabbatical leave must send a report to the president summarizing his accomplishments; the report should be submitted within three months following return from the leave.

*Vacations.* Full-time faculty members with A appointments are entitled, after serving one academic year or its equivalent, to paid vacations of four calendar weeks a year, to be taken at the convenience of their departments. A staff member with an A appointment who does not take a vacation is not entitled to extra pay instead. Vacation time is normally to be taken at the conclusion of the year in which it is earned. If it is necessary to postpone the taking of a vacation for more than the equivalent of one quarter into the subsequent year, the matter is to be agreed upon in writing between the staff member and the department head, and a copy of the agreement is to be sent to the office of the president. When a staff member terminates his position with the university, provision is made for earned vacation time in fixing the date of the termination. Full information on this matter may be obtained from the department head.

*Sick leave.* For an absence of only a few days, during which time the department can carry on his work, a faculty member need only apply informally to his department head. But if the absence will extend beyond the normal payroll period, an application for leave of absence must be submitted to the president through the department.

*Other leave.* Leaves without pay may be given for study, research, and other work; work with the state or federal government or with private industry; personal reasons; active military duty; extended illness or disability.

## Travel

In general, the university does not pay for traveling expenses of a staff

member unless he makes a trip as an official representative of the university to an organization in which the university holds membership, or is otherwise on official university business. Travel outside of the state at university expense calls for approval on a standard form. Detailed information is given in a pamphlet on *Rules and Regulations Relating to Travel by University Employees*, which may be obtained at the comptroller's office.

## Health and Insurance

Faculty members may get a physical examination upon joining and every two years thereafter and medical and dental care as needed by joining the voluntary health service plan. The cost is \$26 a year plus charges for special items such as X-rays, glasses, and drugs. The plan does not cover the faculty member's family. The membership period runs from September 16 to the following September 15, but persons may join at any time by paying a proportionate fee.

A voluntary hospitalization service plan helps pay a portion of the hospital bills when members or their dependents, if included in the policy, require hospital care. Fees, regulations, and benefits are explained in a bulletin which may be obtained from the Department of Insurance and Retirement.

A \$10,000 term life insurance plan with disability benefits is compulsory for all eligible faculty members. All full-time faculty members—those with A or B appointments—are required to join the plan. A medical examination is not necessary. Professors and associate professors become eligible when they are appointed to regular full-time positions, assistant professors and re-

search associates after one full academic year, instructors and research fellows after serving two full consecutive academic years.

Annual premiums of \$75 are paid through deductions from pay checks. Equal deductions are made from each of eighteen consecutive checks, beginning September 30 each year. If the insured takes a sabbatical leave or a leave with pay, premiums will be deducted as usual; if the insured takes a leave without pay, he pays the premium. If the staff member dies, the total amount of the insurance is paid to his beneficiary. If the staff member becomes totally and permanently disabled before he is sixty, the entire amount of the insurance is payable to him. The insurance ends upon retirement, or on June 30 after his sixty-eighth birthday—whichever comes first—or if the staff member resigns or changes from full- to part-time service.

## Retirement

The university's voluntary retirement plan provides income for retired faculty members. A full-time faculty member with a regular appointment becomes eligible for the plan after he has taken out his \$10,000 group insurance policy. Faculty members are notified by the director of insurance and retirement when they become eligible to start their retirement plan.

The university shares in the cost of premiums on a series of retirement contracts. Each contract is worth \$1,000 at maturity. One contract is offered each year until the staff member has accepted the total number of contracts for which he is eligible. Payments on premiums are deducted from each of eighteen consecutive pay checks, beginning with the October 1 payroll.

## Educational Opportunities

Faculty members may work toward an advanced degree from the university during their spare time and during the summer session. But no one with an appointment above the rank of instructor or research fellow is eligible to receive the doctor of philosophy degree from the University of Minnesota. He can, however, take course work toward a doctorate to be obtained elsewhere if the course work is acceptable for graduate transfer. All academic appointees giving 25 per cent or more of full-time service, and all full-time civil service appointees, when enrolled in the Graduate School, will pay tuition at the Graduate School resident rate, regardless of source of fund, resident status, or curriculum pursued.

The Graduate School administers various funds to assist faculty members in carrying out research projects. Application forms for requesting such aid may be obtained from the Graduate School office. After review of the applications by advisory committees, grants are made for the fiscal year beginning July 1.

Appointments to teaching or research assistantships are offered through the various departments or schools and are approved by the Graduate School. Applications for graduate assistantships must be submitted by February 15 for the ensuing academic year. They should be submitted by the applicant to the head of the department making the appointment. Such appointments usually require one fourth to one half of full-time service.

To encourage research and writing by faculty members during the summer, a special university committee receives applications and selects faculty members for recommendation to

the president and Board of Regents for summer research appointments. Information about the plan is sent to faculty members in the fall quarter by the dean of the Graduate School.

## Policy Matters

The following is a brief explanation of university policy on various matters of concern to the academic staff.

All university publicity matters are handled through University News Service on the Minneapolis, St. Paul, and Duluth campuses. In addition, special news services handle publicity for the Department of Physical Education and Athletics and the Community Program Service of the General Extension Division. Any faculty member who wishes to publicize a newsworthy project should consult, in advance, the news service on his campus for assistance in securing proper press and radio publicity.

According to a senate ruling, the name of the University of Minnesota is not to be used on any publication by members of its staff in a manner suggesting university endorsement unless such publication has been authorized by the university. No faculty member engaged in private practice may use official university stationery for this purpose nor may he use as a business address the university, its buildings, or departments.

Staff members applying directly to or otherwise negotiating with outside sources for funds to support research must secure the approval of the college dean and then of the president's office for such solicitation. An application submitted for approval should incorporate a complete statement of the scope of the undertaking for which

funds are sought and details of the proposed budget. The forms to be used vary, depending upon the agency, foundation, or other source to be approached. The comptroller's office can give advice about the forms to be used. After an application is submitted to the president's office, it is reviewed by the comptroller for recommendations in regard to the proposed budget. Applications approved by the president's office are submitted to the Board of Regents for ratification. Amendments or applications for the extension of grants must be processed in the same manner as original applications.

Soliciting funds or contributions on the campus is forbidden except as specifically approved by the administrative committee of the senate.

Any continuing employment outside the university, such as consultantships or other teaching appointments (but not the writing of books, articles, or occasional speeches) must be approved by the staff member's department head and the Board of Regents.

Senate members are expected to attend, in academic costume, the opening convocation, Cap and Gown Day convocation, baccalaureate services, and June commencement. At other commencements only those participating in the conferring of degrees need attend. Faculty members are urged also to attend Charter Day ceremonies in February.

Approval of the use in teaching at the university of printed or mimeographed textbooks written by staff members must be given by the administrative committee of the senate. Such approval may be requested by letter

from the dean of the college concerned to the president's office. Such mimeographed material, if to be sold for more than one dollar, also must be approved by the vice president, business administration. Forms for the approval of mimeographed materials may be obtained from departmental offices. The university bookstores cooperate with the departments by selling mimeographed publications written for students.

A staff member who wishes to make the university a beneficiary in his will should consult the comptroller or director of trusts on the drawing up of the will.

Faculty members who have distinguished guests or who know of important visitors in the community are urged to give such information to the Department of Concerts and Lectures. Arrangements may be made to present visitors at special meetings or lectures on the campus or to have such guests serve as substitute convocation speakers in the event of an emergency when a scheduled speaker cannot appear. The Department of University Relations will assist staff members in showing visitors the points of interest on campus.

A university bulletin, *Publications of the Faculties*, listing all books, articles, and other materials published by university staff members during the year is issued annually. Each faculty member is asked to fill out a form every year listing for this purpose his published material. These bulletins, which have been published since 1928, are filed in the library.

## Information Relating to Teaching and Counseling

Student registration begins several weeks before the start of each quarter, as announced in the *General Information Bulletin* and the *Official Daily Bulletin*. Information on admission requirements for the various colleges is given in the *General Information Bulletin* and in the official bulletins of the colleges. Courses, as listed in the catalogues, are usually numbered as follows: junior college courses, 1-49; senior college courses, 50-99; courses primarily for seniors and graduate students but open also to juniors, 100-199; courses for graduates only, 200 and over. Most senior college courses numbered 50-99 also are open to sophomores with a C average or better in prerequisite courses.

Class lists are sent to faculty members through their department heads. The instructor should advise students who appear in class but whose names are not on the list to verify their registration at their college window in the recorder's office. Students are responsible for their own registration. Policies on student attendance at class vary with the colleges, and staff members should become familiar with their college regulations. A student may register as an auditor with the approval of his college; he pays the regular fee but does not take the final examination, receives no grade, and earns no credit.

Field trips may be arranged by a faculty member in consultation with his department head. These may be short trips which are considered as laboratory projects in connection with regular class work or may be more extensive (usually lasting a week or

more) and conducted for seniors, or occasionally juniors, between quarters or during the summer. If university equipment is to be taken on a field trip, it is necessary to clear this matter with the university inventory supervisor. Insurance in connection with such trips must always be arranged in advance with the director of insurance and retirement.

A schedule of hours for final examinations is published in the *Class Schedule* each quarter and in the *Official Daily Bulletin* before the examination period. If the regular classroom is inadequate for final examinations, a special room may be requested through the departmental office. Changes in scheduled hours may be made only upon the written recommendation of the dean or assistant dean. Students with conflicts in examination hours may appeal to their committee on students' work for adjustment.

The Student Counseling Bureau furnishes a scoring and statistical service to colleges and departments using tests (for either final or other examinations) with answer sheets suitable for machine scoring. Information on this service, including costs, may be obtained from the bureau or from the staff member's departmental office.

Final grades for students must be sent to the recorder within ninety hours after the final examination for each course. After grades have thus been reported, changes can be made only on recommendation of the committee on students' work of the college concerned.

## Student Aids

Counseling services for students in their respective colleges or schools are conducted by the College of Science, Literature, and the Arts, the College of Agriculture, Forestry, Home Economics, and Veterinary Medicine, the College of Education, the General College, the Institute of Technology, and the School of Nursing. Each student is assigned to a faculty adviser who offers help in academic procedures and vocational and personal problems.

Most colleges have a committee on students' work which makes decisions on individual students' petitions for exemptions from established requirements, assists students who have difficulty in scheduling required courses, advises students who do not maintain satisfactory scholastic standing, acts upon students' requests to carry more than the regular credit load per quarter, assists in determining policies regarding individual students (in such matters as discipline), and makes recommendations to the faculty concerning relevant administrative procedures.

The Office of the Dean of Students, a coordinating agency for student personnel activities, administers the work of the following specialized bureaus: Student Counseling Bureau, Student Housing Bureau, Coordinator of Students' Religious Activities, Disciplinary Counseling, Foreign Student Adviser, Bureau of Student Loans and Scholarships, Bureau of Veterans' Affairs, Speech and Hearing Clinic, Student Activities Bureau, and Veterans' Counseling Center.

Faculty members may refer students to the Student Counseling Bureau, which maintains specialists in vocational problems, personal and social problems, and special needs of handi-

capped students, and a study skills clinic. Faculty advisers and counselors in college offices may consult the Counseling Bureau on students' problems. Through a contact desk which serves as a clearance agency for registering counseling interviews with students, any faculty member may learn what faculty advisers or counselors have previously interviewed a student and may get information about tests which students have taken. To keep this information up to date, all faculty members are urged to report each week the names of students with whom they have had counseling interviews.

Reports on charges of student misconduct are referred to the Office of the Dean of Students, whose disciplinary counseling office acts as agent for the all-university disciplinary committee, appointed by the president. Cases of scholastic difficulty or scholastic dishonesty in a single college are handled by the respective college.

The Bureau of Veterans' Affairs maintains branches on the Minneapolis and St. Paul campuses. The bureau asks that faculty members send it lists of books and supply requirements for classes three months before classes begin, and also to furnish the office with names of veterans registered for field trips in connection with class work.

Faculty members may obtain further information from or direct students to seek assistance from the various bureaus of the Office of the Dean of Students. The Student Activities Bureau, which promotes and supervises the activities of organized student groups, frequently enlists faculty members to act as sponsors or advisers for student organizations. A roster of these organizations, with information on purposes, officers, and the like may be obtained from the bureau. A directory

of all student personnel services at the university is available from the Office of the Dean of Students.

To make it easier for prospective employers off campus to get in touch with the appropriate university departments when they are seeking to hire university graduates, a Placement Inquiries Clearance Office serves as a referral center. This office does not register or recommend candidates for

jobs but directs employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures.

The Bureau of Recommendations is a placement center for teachers, counselors, educational research workers, psychologists, and school supervisors and administrators.

## Classroom and Supplementary Teaching Facilities

Office space is assigned to a faculty member by his department head at the time of his appointment. Classroom buildings, unless used for evening classes, are open from 7 A.M. to 6 P.M. Buildings used for evening classes are locked at 10 P.M. A faculty member entering a locked building is expected to re-lock the building from the inside and to close windows and turn off lights when leaving. The Department of Protection and Investigation checks on all buildings periodically.

If needed furniture or equipment is not available in a department, a request for such items should be made to the department head. The inventory supervisor (comptroller's office) is often able to fill such needs by transferring equipment from one department to another. Equipment no longer needed by a department should be released to the inventory supervisor. Thefts or losses should be reported to

the Department of Protection and Investigation.

Arrangements for borrowing equipment from another university or college or for lending University of Minnesota equipment to another university may be made by a department head through the inventory supervisor. University equipment may be used off the campus under certain conditions. Information about this may be obtained from the department head. The university's scientific apparatus repair shop constructs and repairs scientific equipment for any university department.

Typewriters and calculating machines may be rented from the university storehouse through the department heads. The storehouse should be notified when the typewriter is to be returned or moved to another location or needs repair.

Faculty members may secure classrooms or auditoriums for special lec-

tures or events by calling the university room scheduling office in regard to daytime events and the physical plant office in regard to evening events.

A laundry service is maintained for departments using university-owned items requiring laundering and for departments requiring employees to wear special uniforms.

## Transportation

An intercampus trolley car, running at fifteen-minute intervals during daytime hours, furnishes transportation between the Minneapolis and St. Paul campuses. Faculty members who have regular duties on both campuses receive passes through their departmental offices. Other staff members may purchase tickets at the bursar's office on either campus, and departments may purchase books of tickets for use on business trips by their members. When an entire class is going to the other campus, a group pass may be secured through the department head. A special car also may be chartered to go from one campus to the other. Full information may be obtained from the *Manual of Business Procedures*.

The university owns a number of automobiles which are available to faculty members for university business. The auto pool includes a station wagon, an ambulance, a school bus, and passenger cars. Information on obtaining cars may be found in the *Manual of Business Procedures*.

A faculty member who wishes to buy books, periodicals, or other publications for departmental purposes should consult his department head, who will arrange for the purchase.

## Audio-Visual Services and Exhibits

The Audio-Visual Education Service can supply instructors in any department with audio-visual materials such as motion picture films, slides, charts, filmstrips, and wire, tape, or disc recordings in great variety. The services are fully described in the *Manual of Business Procedures*, and in a catalogue issued by the Audio-Visual Service. An adviser will help with the selection of suitable materials, and operators are provided for classroom showings of films. Some of the equipment does not require a trained operator and may be handled by the classroom instructor himself. Departments are charged only for the actual services received. Projection or recording equipment may be rented by the day, week, month, quarter, or year. Reservations for equipment should be made thirty-six hours in advance. Faculty members interested in purchasing motion picture equipment for departmental or personal use may consult the audio-visual engineering staff for advice.

In addition to furnishing audio-visual materials, the department offers the use of film storage vaults at no cost to university departments. An artist service also is available for the making of posters, charts, and other visual displays.

There are many exhibits on the campus which are helpful as teaching aids. The Department of Art sponsors a continuing succession of exhibits, open to the public, in the art gallery in Northrop Memorial Auditorium. Announcements of these exhibits will be sent to anyone upon request to the gallery director. The Museum of Natural History houses an extensive col-

lection of displays, including natural habitat exhibits of animals and birds. The museums of anatomy, pathology, and surgery have a large number of specimens available for teaching purposes. The Mayo Foundation Museum of Hygiene and Medicine (at Rochester) houses medical exhibits which are internationally noted.

### Insurance on Property

Since the university is a state institution, it carries insurance only on income-producing buildings, such as dormitories and athletic buildings. Campus buildings are largely fireproof, but faculty members who bring valuable equipment of their own to their offices may want to carry their own insurance on it, since university insurance does not cover personal property of staff members.

### Mail Facilities

United States post offices are located on the Minneapolis campus in Coffman Memorial Union and on the St. Paul campus in Coffey Hall. All regular postal services are offered except the sale of postal savings bonds, issuance of foreign money orders, and acceptance of foreign parcel post other than printed matter.

Campus mail service to all offices on the Minneapolis and St. Paul campuses and between the two campuses is operated by the university. No postage is required on items sent through campus mail. There are collection boxes for campus mail in all buildings except some of the temporary ones. Deliveries are made twice a day on both campuses. Campus mail should

be addressed with the name, building designation, and room number, as listed in the *Staff Address Book*.

United States mail is delivered regularly to all campus buildings, and collection boxes are located at various points on the campuses.

For a small service charge, the Physical Plant department on the Minneapolis campus will transport heavy parcels to and from the post office, express office, or freight office. Arrangements should be made through the departmental office.

### Telephone Service

Twenty-four-hour telephone service is maintained on the Minneapolis campus. The St. Paul campus telephone switchboard is open Monday through Friday from 8 A.M. to 5:30 P.M. and individual lines are open additional hours. Detailed information on telephone service is given in the *Staff Address Book*. Long distance calls or telegrams on official business should be arranged through the department head so they can be charged to the proper budget. Staff members may make official calls to St. Paul telephone exchanges simply by asking the university operator for the St. Paul line and identifying the department placing the call.

### Student Help

Student employees may be secured by departmental offices through the Student Employment Bureau. All student employees except those on academic payrolls are hired under civil service provisions and only through the regularly provided channels.

## Aids to Study and Work

Many facilities are offered on the campuses to assist staff members in their teaching and research. The general University Library is located on the Minneapolis campus. College, school, and departmental libraries which are operated under the jurisdiction of the University Library are the following: Agriculture, Duluth Branch, biological-medical, law, engineering, pharmacy, mathematics-physics, geology, mines and metallurgy, music, architecture, chemistry, and University High School.

In the main library, a limited number of study rooms are available for faculty use. These are assigned for one quarter at a time, and applications should be made at the office of the librarian. Desks, chairs, and bookshelves are furnished, but faculty members must provide their own typewriters if they need them. Carrells, which may be reserved at the circulation desk, are primarily for the use of graduate students. There is a small room on the first floor available to anyone who brings his own typewriter for occasional use in the library.

Faculty members are invited to make recommendations on book purchases for the general library. The general catalogue of all library holdings is located on the second floor of the main library. Through an interlibrary loan service, materials not available in the University of Minnesota Library may be borrowed from other research libraries for use by faculty members. If material is not available for interlibrary loan because of its value or rarity, it is often possible to arrange for photostatic or microfilmed copies,

and the reference department will give advice in such matters.

Faculty members may, when necessary, withdraw books from the library for as long as a year, with renewal privileges. Faculty members may enter the library stacks at any time by identifying themselves. Graduate seminar libraries in history, language, and education, open to faculty members, are located on the top floor of the library.

A reserve room is maintained in the library to provide maximum circulation of books in heavy demand. Forms for listing books and other reference materials to be placed on reserve for student use are sent to all faculty members who teach undergraduate courses. These are to be filled out and submitted one month before the start of each quarter so that the necessary books will be ready for students' use. To avoid confusion, instructors are asked to see that books are listed on these forms in the same way that they appear on bibliographies assigned to students.

The University Library has a microfilm collection of more than 6,000 reels, representing various kinds of specialized material. Arrangements for the use of microfilm projectors may be made with the reference department.

An archives division collects and preserves materials of historical significance about the university. Faculty members are urged to give items appropriate to this collection to the archives division.

The Arthur Upson room, on the first floor of the library, has open shelves of new books of general interest, avail-

able for circulation before they are put in the regular stacks. The room may be used for leisure-time reading, and, in addition to the new titles, the collection includes a wide selection of literary works such as might be suitable for a large personal library.

A reader's adviser service is maintained on the second floor of the library to give help in any problems concerning the university's library service.

### Informational and Research Services

The Minnesota World Affairs Center, with offices on the Minneapolis campus, is maintained by a group of member organizations to provide impartial information on international questions and to provide individuals and organizations with a chance to participate in a broad community program of world affairs education. Help is given individuals or groups in planning programs, a roster of speakers is available and arrangements are made for groups to engage them for programs, and display materials and films are offered for use by interested groups.

A Center for International Relations and Area Studies is maintained by the Interdepartmental Committee on International Relations as a center for research, information, and distribution of literature on international subjects. It is concerned primarily with student and staff activities in the international field, but cooperates with the Minnesota World Affairs Center in stimulating interest in foreign affairs and offers its services to groups and individuals throughout the state. The center maintains a large library of periodicals, books, and clippings. Faculty members

can further its work by contributing to the center's library magazines or other publications they receive which may not otherwise be available to this library.

The Bureau of Educational Research, an agency of the College of Education, conducts, coordinates, and facilitates research on significant educational problems. Through its publications program the bureau disseminates research findings to professional educators. Most projects of the bureau are instituted at the suggestion of faculty members, who usually take an active part in the planning and guidance of the projects they propose. Faculty members are invited to consult the director about the facilities for research on questions in which they are interested.

The Bureau of Institutional Research is a unit maintained by the university primarily for the study of its own educational problems and secondarily for the study of problems in higher education generally. Headed by a full-time director, the bureau is under the general guidance of a University Senate committee. The bureau aims to stimulate faculty interest in the university's educational problems and to give assistance in carrying out many kinds of educational investigations. Results of research projects are published in various forms, including the printed bureau report *Studies in Higher Education*. Any faculty member is welcome to consult the director in regard to bureau assistance for an educational study. The bureau maintains an examination consultant service, available to all staff members and departments. Most projects undertaken are supported from regularly budgeted bureau funds.

## Publications Information

The University of Minnesota Press, the book publishing agency of the University, publishes the results of scholarship and research by members of the university faculty and by scholars elsewhere. It also publishes more popular interpretations of research for the intelligent lay public and books about Minnesota and the Midwest.

The university press maintains professional editorial, production, and distribution staffs, operating much like a commercial publisher. It advertises its publications by established book promotion methods and sells directly to bookstores in the United States through commission salesmen and to booksellers abroad through experienced agents. Royalties are paid at customary commercial rates on all books whose potential sales make such payment possible. The university press invites faculty members to submit manuscripts and welcomes the opportunity to discuss with an author his ideas for publication before a manuscript is completed. Decisions as to acceptability for publication are made by a faculty committee on the university press acting on the advice of disinterested specialists in the fields concerned.

The Official Daily Bulletin, issued by the Department of University Relations and published in the student newspaper, the *Minnesota Daily*, carries administrative and faculty announcements of an official nature. Faculty members are held responsible for knowledge of these announcements. A faculty member wishing to make an announcement in the bulletin should type a brief account of the information, have it signed by his department head or dean or by a staff member whose signature is authorized for this

purpose, and send it to the publications editor, Department of University Relations, by 10 A.M. of the day before it is to be published.

The university calendar, a schedule of working days, holidays, final examination periods, and so on, for the entire academic year, is published annually in the *General Information Bulletin*. Special announcements concerning holidays appear in the Official Daily Bulletin.

The Department of University Relations issues a monthly magazine, the *Minnesotan*, sent to every staff member, and a quarterly newsletter, *Chats*, sent to parents of all university students. Suggestions by faculty members for articles in either of these magazines are welcome. This department also offers assistance to faculty members in the preparation of brochures and similar printed materials for their respective departments.

Mimeographing and multilithing services are available at the University Printing Department on the Minneapolis campus and at the bulletin room on the St. Paul campus. Addressograph and photostatic services also are available at the Printing Department. The services, which should be arranged through the department head, are described fully in the *Manual of Business Procedures*. No funds allocated to departments for operating supplies and expenses may be spent for off-campus printing or mimeographing without the prior approval of the president's office.

A university photographic laboratory, located on the St. Paul campus, offers all kinds of photographic services for faculty members, either in their official capacity or as individuals. The laboratory does highly specialized photography, both in color and black and white, and will build the necessary

equipment to record, photographically, any type of research project. Instructions on using the laboratory for official university projects are given in the *Manual of Business Procedures*. To place a personal order, a faculty member may communicate directly with the laboratory.

Blueprint services for university purposes or for a staff member's own use are available at the Department of Mathematics and Mechanics. Drawings, diagrams, and other kinds of specialized art work may be ordered from the Department of Medical Illustration. While this department does most of its work for the medical science departments, it also offers its services to other university departments,

to staff members as individuals, and to nonuniversity organizations and individuals. Instructions on using this service are given in the *Manual of Business Procedures*.

The Audio-Visual Education Service offers its facilities for the production of educational films and for the micro-filming of printed or other material for any department or faculty member.

An electronic analogue computer, an "electric brain" which produces mathematical computations, is available in the College of Engineering and may be used in research problems conducted by departments, staff members, or organizations and industries outside the university.

## Personal Services

The university maintains a Faculty Housing Bureau to assist faculty members in securing housing accommodations. Because it is difficult to arrange for housing without a personal conference first, new faculty members are advised to come to the campus without their families until suitable living quarters can be found. A faculty home-site plan is offered to permanent staff members who wish to build homes in an all-university community on university-owned land.

### Schools

Special schooling facilities for children of various ages are maintained by the university, and, although enrollment is not restricted to children of

faculty members, the schools are of special interest to families connected with the university.

The Institute of Child Welfare conducts a nursery school and kindergarten for children from two through five years of age. It also offers study groups and lectures on the care and development of children. Information about fees and applications for admission to the school and about the other services offered may be obtained by writing to the Institute of Child Welfare at the university.

The College of Education cooperates with the institute in operating an elementary school, and interested persons may write to the principal, elementary school, at the university.

The University High School, administered by the College of Education, is coeducational and includes both junior and senior high school grades. Classes are small and the courses are designed for college preparation. A summer school also is conducted. Enrollment is limited, and there is a tuition charge, but a number of service scholarships are awarded annually. Full information may be obtained from the director of personnel, University High School.

### Eating Facilities

Coffman Memorial Union offers a variety of eating facilities, including a large cafeteria open to both staff members and students, several smaller restaurants, and private dining rooms for luncheon or dinner meetings. Arrangements for the use of the private dining rooms may be made with the Food Service office near the cafeteria. The St. Paul campus eating facilities are a cafeteria in the Dining Hall and a snack bar in the Farm Union.

### Parking Facilities

Parking space on the Minneapolis campus is available in garages operated by the Service Enterprises Department and on or near the Minneapolis and St. Paul campuses in parking lots supervised by the Department of Protection and Investigation.

Space in five small lots on the Minneapolis campus is reserved for staff members who drive in and out frequently on university business or who come from off-campus offices to teach classes. Permits for these lots are issued at a monthly rate.

The Minneapolis campus has seven large parking lots in which space is

rented by the day or fraction thereof on a first-come, first-served basis to staff members and students. These are located at Fourth Street and Seventeenth Avenue Southeast (two), behind Coffman Memorial Union, in front of Comstock Hall, behind Temporary South Mines buildings, at Oak and Washington Avenues Southeast, and across from the Administration building. These lots also are available for evening parking on concert nights.

Underground parking garages are located in Coffman Memorial Union, the Center for Continuation Study, and Northrop Memorial Auditorium. Space in these garages may be rented by staff members on monthly or yearly contract. If no space is available at the time of application, the applicant's name is put on a waiting list. Applications are taken at the union garage. Space in the Northrop and Center garages may be reserved for the evenings of the Minneapolis Symphony Orchestra and University Artists Course concerts. The Union garage is open to the public every week night. The Center garage is open to the public twenty-four hours a day except when it is reserved for concert evenings. Northrop garage is open to the public during special evening events in the auditorium, other than those for which reservations are necessary, and during basketball games. Except on special event evenings, this garage closes at 6:30 P.M.

On the St. Paul campus, seven parking lots are provided in locations adjoining various buildings on the campus. The lots adjoin the Gymnasium, Plant Pathology building, Snyder Hall, Farm Union, Livestock Pavilion, Veterinary Medicine building, and Agricultural Engineering Shops.

No parking is permitted on Minneapolis campus streets at any time, day or night, including Sundays and holidays. Cars violating this rule are tagged. On the St. Paul campus, parking is permitted on one side of the streets only, with the "no parking" side designated by yellow curbing.

### University Bookstores

The university operates several bookstores on the various campuses. The Coffman Memorial Union bookstore sells general books, both fiction and nonfiction, and a wide selection of stationery supplies. The bookstore in the Main Engineering building serves the textbook needs of the Institute of Technology and the Schools of Medicine, Nursing, and Dentistry. The Nicholson Hall bookstore serves the needs of the College of Science, Literature, and the Arts, the College of Education, and the General College. On the St. Paul campus, the Agricultural bookstore handles books and materials used in the College of Agriculture, Forestry, Home Economics, and Veterinary Medicine. Faculty members receive a ten per cent discount at all these stores. Needs of the Duluth

Branch are met by the University bookstore on that campus.

### Lost and Found Department

The Department of Protection and Investigation operates a lost and found department for the Minneapolis campus on the ground floor of Coffman Memorial Union. Articles found on the campus may be turned over to this department or to any college office. For reclaiming lost articles, there is a charge of 25 cents on articles valued up to \$10, and 50 cents on articles valued over \$10. Unreclaimed articles are sold after ninety days and the money is placed in the General University Fund.

### Accommodations for Visitors

The dormitory in the Center for Continuation Study offers room accommodations for campus visitors except when all the lodging quarters are reserved for persons attending short courses at the center. Limited transient accommodations for university guests also are available in the Campus Club quarters in Coffman Memorial Union.

## In Case of Emergencies

### Accidents at Work

*On the Minneapolis Campus.* If the injury is minor and the employee can go by himself or be taken to the hospital, he should go to W 212 University Hospitals (outpatient entrance on Church Street). Phone extension 8268

or 8269 and tell the hospital the employee is coming and that he was injured at work. If there is any question about moving the injured person, phone the Health Service (extension 8365) and ask to speak to a doctor. He will either give instructions or come to the

scene of the accident. If an ambulance is necessary, the doctor will usually arrange for it. In extreme emergencies you can get an ambulance immediately by calling Minneapolis General Hospital (Atlantic 1178).

*On the St. Paul Campus.* First aid for accidents on the St. Paul campus is given at the Campus Health Service. If necessary, the employee can be sent to W 212 University Hospitals. If the injury is minor, send the employee to the Campus Health Service, but first call and say that the employee is coming and that he was injured at work. For more serious injuries, phone the Health Service and ask for a doctor (extension 345 or 346). If an ambulance is necessary, call St. Paul Ancker Hospital (Cedar 7341). The St. Paul Campus Health Service is closed from June 15 to September 15. During this period, follow the procedure for the Minneapolis campus.

If an employee injured on the job prefers to go to his own physician, he

may do so. Accidents should be reported promptly to the department head concerned. Staff members are covered by the Workmen's Compensation Act.

## Fire

Fires should be reported directly to the Minneapolis fire department (Main 1391) or the St. Paul fire department (Garfield 7371) depending upon which campus is involved. The radio patrol of the university's Department of Protection and Investigation is dispatched to the site without additional notification.

## Police

In any case where emergency police help is needed on the campuses, call the Department of Protection and Investigation (extension 6801). This department maintains twenty-four-hour police protection of the university.

# Recreational and Cultural Opportunities

The university offers much in the way of music, theater, and the arts and recreational and social opportunities for the leisure time of the faculty and others in the community.

## Music

The university is the home of the Minneapolis Symphony Orchestra, which, during its regular season, plays weekly Friday night concerts in Northrop Memorial Auditorium. Guest

soloists appear with the orchestra in many of the concerts. There is close cooperation between the University of Minnesota Chorus and the Minneapolis Symphony Orchestra, with several choral works on the orchestra's schedule each season. Faculty members receive a \$5.00 reduction on the price of season symphony tickets (in any but the lowest priced seat section), with such purchase limited to two season tickets. Season tickets should be ordered before September 20 at the Symphony

ticket office, 106 Northrop Auditorium, the Minneapolis Downtown ticket office in the Northwestern Bank building lobby, or the Field-Schlick ticket office in St. Paul. Tickets for single concerts also may be purchased at those offices. Twilight concerts, at prices lower than those for the regular symphony concerts, are given by the orchestra on a number of Sunday afternoons during the season. Individual tickets for these programs may be purchased at the Symphony ticket office during the week before each concert and at the auditorium box office in the foyer before each performance.

Each spring, the university, through its Department of Concerts and Lectures, and the Minneapolis Orchestral Association jointly sponsor a season of four opera performances in Northrop Auditorium by the Metropolitan Opera Association of New York. Mail orders for tickets are accepted at the Symphony ticket office six weeks before the opera season, and box office sales of single performance tickets open two weeks before the first performance at the Symphony, Downtown, and Field-Schlick ticket offices.

The University Artists Course, sponsored by the Department of Concerts and Lectures, presents each season a series of six or seven concerts by internationally famous artists. Season tickets may be purchased at a considerable saving over single ticket prices. Season tickets may be ordered at the Artists Course office, 105 Northrop Auditorium. Tickets for single concerts, on sale ten days before each concert, may be purchased at the Artists Course, Downtown, and Field-Schlick ticket offices.

The University Symphony Orchestra, the University Chorus, and the University Band, student musical organi-

zations, give concerts from time to time on the Minneapolis campus, usually open, admission free, to university staff and students.

A number of musical events and lectures of general interest are arranged for the summer sessions, and these are open to all staff members, either free or at nominal cost.

Phonograph records of classical music may be rented for a small fee from the record lending library in Coffman Memorial Union. Information on the hours when the library is open may be obtained at the union information desk.

## Theater and Motion Pictures

The University Theatre gives a series of plays during the regular academic year and also during the summer sessions. Its major season includes about six plays, each of which is given about ten performances. Experimental, foreign language, and children's plays are given in addition to the regular season plays. Season or single tickets are available at low cost to staff members. Season tickets may be purchased at the ticket office in Scott Hall. Single tickets are sold during the run of each play.

A series of outstanding foreign and other special movies is sponsored each quarter by the Audio-Visual Education Service with showings in Northrop Memorial Auditorium. Books of tickets may be purchased at a saving over single ticket prices at the department office in Westbrook Hall. Single tickets are sold at the box office and department office before each movie. Selected American and foreign films also are shown during the summer sessions in Northrop Auditorium.

On the St. Paul campus, movies are shown for students and staff on most

Saturday afternoons during the fall and winter quarters in Coffey Hall auditorium.

Newsreels of current events are shown during the academic year on Wednesdays in the main ballroom of Coffman Memorial Union, with continuous showings from 11 A.M. to 1 P.M. Informational films are shown there on Mondays from 11 A.M. to 1 P.M. During the summer session, newsreels are shown in Northrop Memorial Auditorium.

Lectures illustrated with motion picture films or slides are given on Sunday afternoons, November through April, in the Museum of Natural History. There is no admission charge.

## Art

The University Art Gallery, located on the third and fourth floors of Northrop Memorial Auditorium, sponsors art exhibits which are changed about once a month. These exhibits are open Monday through Friday from 10 A.M. to 4 P.M. and during the hours of the concerts in the auditorium. An art reference library of several thousand books, periodicals, and museum publications is housed in rooms 305-307, Northrop Auditorium. A large collection of pictorial reproductions of painting, sculpture, and other forms of art is housed in the Print room, 315 Northrop Auditorium. The University Art Gallery also maintains a collection of several hundred framed, original oils, water colors, and prints which may be borrowed by staff members for use in campus offices. The dates when pictures may be selected are published in the Official Daily Bulletin. Loans are for the period of one academic year. There is no charge for these picture loans.

Art exhibits also are on view regularly in the Fine Arts room of Coffman Memorial Union. Notices of these exhibits appear in the *Minnesota Daily* and on the bulletin boards in the union.

## Campus Union Facilities

Coffman Memorial Union on the Minneapolis campus serves both faculty and students, providing facilities for conferences and professional meetings arranged by faculty, student, or alumni groups, and initiating activities for staff members and students. Community organizations of an educational, professional, or service nature may hold meetings in the union if sponsored by a university department or approved by the director of university relations.

Faculty members and their wives or husbands are privileged to use the arts and crafts workshop in the union, where materials and equipment for various crafts are provided at cost. Limited darkroom facilities also are available in the workshop. The shop is open two evenings a week and certain hours each day. The schedule may be had by calling the information desk in the union.

Bowling alleys are located in the basement level of the union, and a faculty bowling league meets there weekly. During the regular academic year the alleys are open from 9 A.M. to 10 P.M. daily and from 1 to 6 P.M. on Sundays. Summer hours are 9 A.M. to 6 P.M. daily.

The union organizes weekend bicycle trips, canoe trips, hikes, and other outings in which faculty members may join as guests or register as chaperons with expenses paid.

Barber and beauty shops are located on the ground floor of Coffman Union. Hours for the barbershop are 8 A.M. to 5:30 P.M. daily and 8 A.M. to 1 P.M. Saturdays. The beauty shop is open

daily from 8:15 A.M. to 5:30 P.M. except on Thursdays when it remains open till 8 P.M. Saturday hours are 8:15 A.M. to 12:30 P.M.

Activities and facilities of the St. Paul Campus Union are open to faculty and students. Among the planned activities are coffee hours, open house parties, football movies, and Friday night dances, held in the Gymnasium. There are facilities for table tennis and pocket billiards, and a lending library of phonograph records. Excellent dark-room facilities are available for those interested in photography. Kitchen facilities may be used for faculty or other gatherings for a small rental charge.

## Sports Activities

Faculty members are given a specially reduced price on season athletic tickets. These tickets admit holders to all home university football games, basketball games, baseball games, wrestling matches, hockey games, and various track and field meets. Information about tickets is sent to all department heads in the late summer. Staff members who are married may buy two season tickets at the special faculty price; those who are unmarried are entitled to buy one ticket. Tickets for a single game or event may be purchased at regular prices.

Faculty members may participate in a variety of sports through the intramural office of the Department of Physical Education and Athletics (for men) and the Department of Physical Education for Women. Sports available to men include golf, tennis, swimming, handball, squash, badminton, basketball, volleyball, and skating.

Norris Gymnasium for Women is open to women faculty members on Wednesdays from 6 to 8 P.M. Activities

include table tennis, badminton, deck tennis, volleyball, basketball, and other games and exercises. The swimming pool is open daily from 4 to 5:30 P.M. at no charge except a small fee for a swimming suit. A schedule of each quarter's activities may be obtained by calling the office in Norris Gymnasium.

The University Golf Club on Larpenteur Avenue near the St. Paul campus is open to all employees of the university. Identification cards are issued in the golf shop at the club at no charge. Green fees may be paid in advance for the season or on a daily basis. Guests may play for an additional fee.

## Clubs and Organizations

The Faculty Dancing Club holds a series of dancing parties, including several dinner dances each season, in the main ballroom of Coffman Memorial Union. The cost of membership is small and covers everything except the dinners, which are paid for separately.

The Campus Club, a private faculty social club, has quarters in Coffman Memorial Union, including a large dining room, lounges and reading rooms, a recreation room, and a few dormitory rooms. The club is maintained through annual membership dues, initiation fees, and receipts for services rendered to members. All full-time faculty members are eligible for membership. Information may be obtained from the office of the club on the fourth floor of Coffman Union.

The Graduate Student-Faculty Club, an informal group open to graduate students and faculty members, is organized for social and intellectual activities. Usually three social meetings

and two banquets with speakers are scheduled each year, and most of the meetings are held in Coffman Memorial Union.

A faculty music club, Crotchets and Quavers, is composed of amateur musicians who meet regularly in the homes of members for informal musical programs. Membership, limited to about fifty, is by invitation. The Bach Society, another musical group, is open to both faculty members and students who are interested in studying and performing the works of Bach. The group holds weekly study and practice sessions.

Most of the national and international professional societies in scholarly fields have local chapters at the university or within the state, and information about these groups may be ob-

tained through the various department heads.

The Faculty Women's Club is open to women members of the faculty and to the wives of faculty men with the rank of instructor or above. The club is divided into a number of different sections which pursue special interests. The sections meet independently and join for monthly meetings of the entire club.

The Minnesota Dames Club, originally open to the wives of graduate students only, is now open also to the wives of undergraduate students. The club, which is a chapter of a national organization, holds monthly evening meetings and forms special sections each year in accordance with the interests of the group.

# University Publications

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## OFFERING ADDITIONAL INFORMATION ON SUBJECTS COVERED IN THIS BULLETIN

Official Daily Bulletin (published in the *Minnesota Daily*, student newspaper, and as a separate sheet during periods when the *Daily* is not published; distributed to all campus offices)

*Manual of Business Procedures* (available in all departmental offices)

*Regulations Concerning Academic Tenure* (available from the office of the vice president, academic administration, or the personnel office)

*Rules and Regulations Relating to Travel* (available from the comptroller's office)

*Outline of Insurance and Retirement Plans* (available from the Department of Insurance and Retirement)

*Plan for Group Hospitalization Service* (available from the Department of Insurance and Retirement)

*General Information Bulletin* (distributed to all campus offices)

*Class Schedule* (distributed to all campus offices)

*Audio-Visual Catalogue* (available from the Audio-Visual Education Service)

*Staff Address Book* (distributed to all campus offices)

*Student Address Book* (distributed to all campus offices)

*Duluth Branch Faculty Handbook* (available from department heads)

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## Presidents of the University

William Watts Folwell 1869-1884

Cyrus Northrop 1884-1911

George Edgar Vincent 1911-1917

Marion LeRoy Burton 1917-1920

Lotus D. Coffman 1920-1938

Guy Stanton Ford 1938-1941

Walter C. Coffey 1941-1945

James Lewis Morrill 1945-

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UNIVERSITY OF MINNESOTA—

*“Founded in the faith that men are ennobled  
by understanding, dedicated to the advance-  
ment of learning and the search for truth,  
devoted to the instruction of youth and the  
welfare of the state”*

—Northrop Auditorium Facade