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Bulletin of the
UNIVERSITY OF MINNESOTA



Minnesota University.
Faculty Information
1955

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-

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.

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 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.

JAMES LEWIS MORRILL
President

(From the first edition of the
Faculty Information Bulletin, 1951.)

Acknowledgment

The committees responsible for both the first and second editions of this bulletin are greatly indebted to Mrs. Alma Scott of the Archives Division of the University Library. Although many administrations throughout the University made contributions which are gratefully acknowledged, no one gave as much time and thought to the project as she did, working painstakingly with each member of the two subcommittees in finding the sources for hundreds of items of information and in checking their accuracy.

This edition was prepared as an extensive revision of the first edition by a subcommittee of the University Senate Committee on Education. The members of this subcommittee were Professors C. Arthur Williams, Jr., chairman, Werner W. Boehm, F. Lloyd Hansen, and Dorothy Sheldon. Several new sections were added (Personal Services, Information Relating to Committee Assignments, and Information Relating to Community Service, for example) and the total amount of information supplied was increased by a considerable fraction of the first edition. All basic data from the earlier edition were carefully verified and brought up to date. The faculty has cause to be grateful to the members of this subcommittee and to Professors Elio D. Monachesi and John G. Darley of the parent senate committee, who, together with the chairman, reviewed the final manuscript with considerable care.

C. GILBERT WRENN, *chairman*
Senate Committee on Education

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

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FACULTY INFORMATION

I. Background and Organization of University

A. Historical Background

The University of Minnesota was established in 1851 by an act of the Minnesota territorial legislature. The first school was a liberal arts preparatory department. In 1868, six years after the Morrill Act was passed, courses in agriculture were added to the curriculum and the University was allotted public land in proportion to its representation in Congress. The first collegiate level courses were given in 1869.

Since that time, the University has continued to expand its course offerings and activities. It is currently considered one of the five largest universities in the United States. Sources of income for the University include the income on the invested proceeds received from the sale of the public land received under the Morrill Act, 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.

B. Academic Organization

The University of Minnesota includes fifteen major academic units administered by deans, three unattached academic departments and offices, and three military instruction units. The major colleges are:

1. *Agriculture, Institute of.* The institute includes the following:

- a. AGRICULTURAL EXPERIMENT STATION which 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.
- b. AGRICULTURAL EXTENSION SERVICE which has educational activities in every county of the state and is financed by federal, state, and county funds.
- c. AGRICULTURE, FORESTRY, AND HOME ECONOMICS, COLLEGE OF. This includes the Schools of Forestry and Home Economics and the academic departments.
- d. VETERINARY MEDICINE, SCHOOL OF
- e. VOCATIONAL SCHOOLS OF AGRICULTURE (subcollegiate) at St. Paul, Crookston, Morris, Grand Rapids, and Waseca

2. *Business Administration, School of* (including the Department of Economics)

3. *Dentistry, School of*

4. *Duluth Branch, University of Minnesota.* This branch includes four academic divisions: the Division of Education and Psychology, the Division of Humanities, the Division of Science and Mathematics, and the Division of Social Studies. It has permission to grant the degrees of Associate in Arts, Bachelor of Arts, and Bachelor of Science. Under the Graduate School, work leading to the Master of Arts degree with majors in education or in curriculum and instruction may be taken at the Duluth Branch.

5. *Education, College of.* In addition to its education curriculum, this college has under its jurisdiction the Child Study Center, the Elementary School, the University High School, the Bureau of Recommendations, the Bureau of Educational Research, the Curriculum Laboratory, the Psycho-Educational Clinic, and the Bureau of Field Studies and Surveys.

6. *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 of 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.

7. *General Extension Division.* Through evening classes, correspondence study, and short courses, the Extension Division enables college graduates to work toward advanced degrees and gives noncollege 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 program in mortuary science, the Center for Continuation Study which conducts conferences and short courses, the Municipal Reference Bureau, the University Program Service, the University radio station KUOM, the Audio-Visual Extension Service, and the State Organization Service.

8. *Graduate School*

9. *Law School*

10. *Medical Sciences, College of.* The College embraces these units:

- a. **MEDICAL SCHOOL**, including the departments of anatomy, bacteriology, medicine, obstetrics and gynecology, ophthalmology, otolaryngology, pathology, pediatrics, pharmacology, physical medicine and rehabilitation, physiology, psychiatry and neurology, radiology, surgery, continuation medical education, medical technology, and physiological chemistry.
- b. **NURSING, SCHOOL OF**
- c. **PUBLIC HEALTH, SCHOOL OF.** This includes the divisions of hospital administration, biostatistics, public health nursing, public health engineering and sanitation, health education, personal health, public health administration and epidemiology, and the Laboratory of Physiological Hygiene.
- d. **UNIVERSITY HOSPITALS** including Mayo Memorial, Elliot Memorial, Todd Memorial, Eustis Memorial, the Cancer Detection Center, the

Outpatient Clinic, the Psychopathic Hospital, and the Variety Club Heart Hospital.

11. *Pharmacy, College of*

12. *Science, Literature, and the Arts, College of.* The units of this college include the School of Journalism, the Library School, the School of Social Work, and the departments of anthropology, art, astronomy, botany, classics, English, general studies, geography, geology and mineralogy, German, history, humanities, linguistics and comparative philology, mathematics, music, philosophy, physics, political science, psychology, Romance languages, Scandinavian, Slavic and Oriental languages, sociology, speech and theater arts, and zoology.

13. *Summer Session.* Two short summer terms of five weeks each are held on the Minneapolis, St. Paul, and Duluth 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 at the Forestry and Biological Station in Itasca State Park.

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

a. ARCHITECTURE, SCHOOL OF

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

c. ENGINEERING, COLLEGE OF. This includes civil, mechanical, electrical, agricultural, and aeronautical engineering, mathematics, mechanics and materials, drawing and descriptive geometry, and the Rosemount Research Center.

d. MINES AND METALLURGY, SCHOOL OF. This includes mining, metallurgical, geological, and petroleum engineering, and the Mines Tax Commission.

e. MINES EXPERIMENT STATION

f. ST. ANTHONY FALLS HYDRAULIC LABORATORY

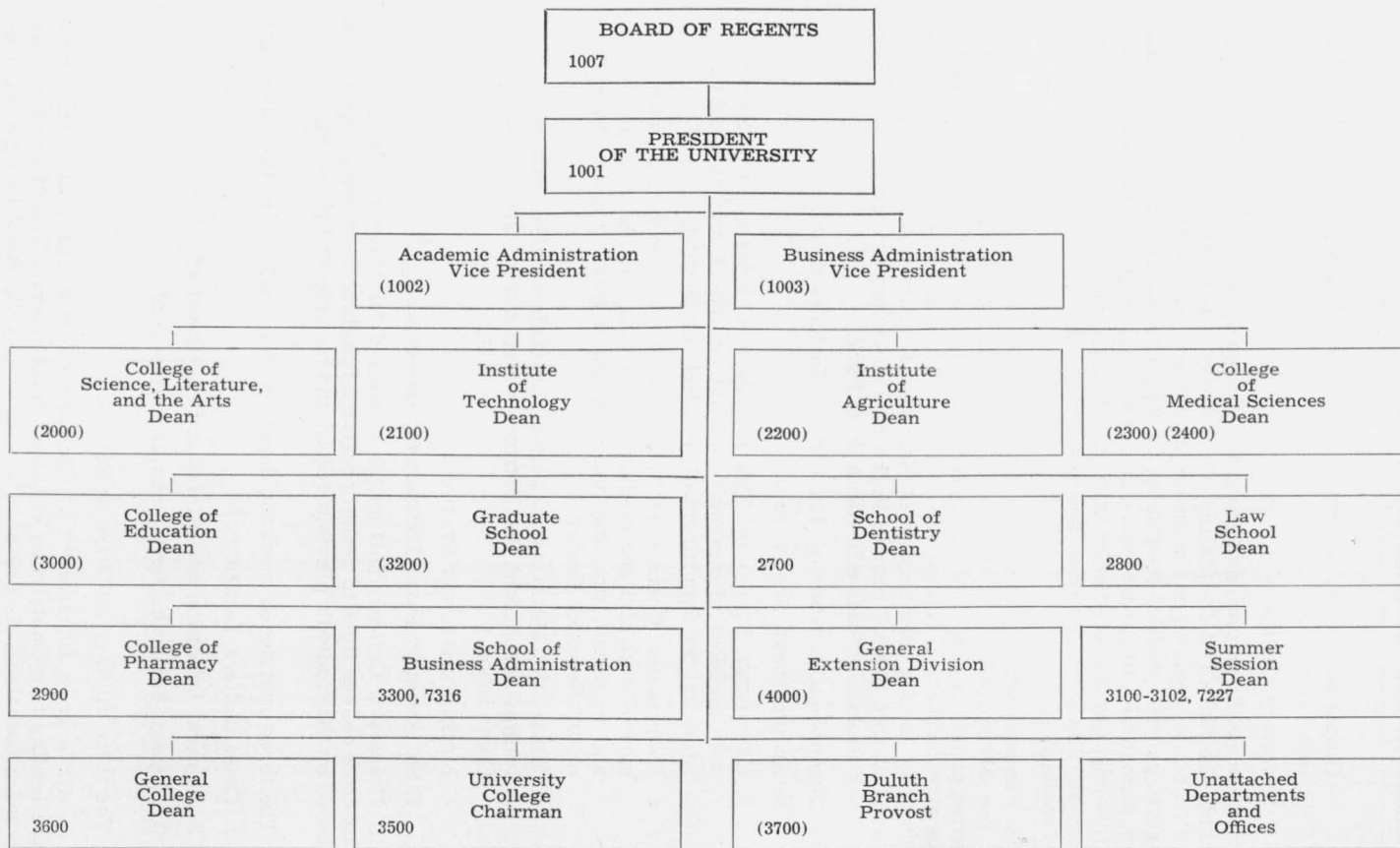
15. *University College.* This unit is organized for students who find they must cross college lines to design programs fulfilling their needs. Admission is based on the student's previous record and his proposed program.

The three unattached academic department and offices are the following:

1. *Child Welfare, Institute of*
2. *Physical Education and Athletics, Department of*
3. *Physical Education for Women, Department of*

The three military units are as follows:

1. *Air Science, Department of.* This unit offers a four-year elective program leading to a commission in the air force reserve. The 24 credits apply toward a baccalaureate degree. The course may be fitted in with the stu-



Organization Chart of the University of Minnesota

dent's major sequence in any college and is credited as a minor sequence in the College of Science, Literature, and the Arts.

2. *Military Science and Tactics, Department of.* This unit offers a four-year elective course of 24 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.

3. *Naval Science, Department of.* This unit offers two programs 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 in times of emergency after completion of the required two years of active duty in the navy or marine corps. These civilian students obligate themselves to take naval science courses and drills and one summer training cruise. The navy or marine corps 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.

C. Government and Organization

1. *Board of Regents and Administrative Officers.* An organization chart of the University appears on page 4.

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-member 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 members 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 representative of the faculties and the University Senate in 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 Military Science and Tactics, the Department of Naval Science, the Department of Air Science, 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, University services (including printing services, dormitories, and garages), protection and safety, contracts and collections (pertaining to real estate and rentals), insurance and retirement, patents, University bookstores, Rosemount Research Center, and the Office of the Comptroller (including supervision of purchasing, trusts and student loan collections, the University storehouse, accounting, and bursar's office). The vice president, business administration, is also the principal staff adviser to the president in all University business affairs and is secretary to the Board of Regents.

2. *University Senate.* The University Senate has general legislative authority over educational matters concerning the University as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other institutes, colleges, or schools.

The senate meets at least twice in each quarter of the academic year at a time and place determined by the president. Special meetings may be held upon the call of the president or upon the written request of ten members of the senate or of twenty voting members of the faculties.

Members of the senate are the president, the deans, and elected members. The regular members of each faculty who are professors or associate professors jointly elect from their ranks one senate member for each ten of their regular members, or fraction of that number, holding such rank. The regular members of each faculty who are assistant professors (including research associates) or instructors (including research fellows) jointly elect from their ranks one senate member for each forty of their regular members, or fraction of that number, holding such rank. Each member is elected for a one-year term, the annual elections being held no later than October 20.

Senate agenda and minutes are sent to all faculty members entitled to vote for senate members.

The president of the University is chairman of the senate. He may suspend action taken by the senate or any college faculty and ask for reconsideration of such action. If the president and the senate or college faculty do not reach agreement on the action, the question may be appealed to the Regents by the president, the senate, or the college faculty.

The vice chairman is elected by the senate at the first meeting of each academic year. The clerk of the senate, who need not be a member of the senate, is appointed by the president with the consent of the senate.

The *special* standing committees of the senate are the following:

- a. *University Administrative Committee* composed of the president, the vice president, the deans, and such other members of the University staff as may be added by the president. The committee ad-

vises the president concerning the general educational, administrative, and fiscal policies of the University and aids the president in effectuating these policies.

- b. *Faculty Consultative Committee* composed of seven members elected for three-year terms from their own ranks by the regular members of each faculty who are professors or associate professors. If no member is elected from either the St. Paul Campus or the Duluth Branch, the elected members shall appoint one member from each for a one-year term. No members of the University Administrative Committee may be members on or vote for members of the Faculty Consultative Committee.

This committee represents the faculty at large. It meets with the president at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget.

- c. *Committee on Senate Committees* which makes recommendations concerning the number and scope of standing committees.

Other standing committees and their functions are:

- a. *Audio-Visual Aids* which formulates policies concerning the production, supply, use, and distribution of audio-visual aids.
- b. *Business and Rules* which 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, but a majority vote of the senate may make it possible to consider an item at the meeting at which it is introduced. This committee may also recommend new by-laws or standing rules.
- c. *Debate and Oratory* which has charge of all local and intercollegiate contests in debate and oratory.
- d. *Education* which recommends ways in which the total educational work of the University may be improved.
- e. *Institutional Relationships* whose chief concern is the relation of the University to other institutions of learning. This committee represents the University in determining the accreditation accorded Minnesota schools and colleges and may represent the University in conferences with educational associations and agencies.
- f. *Institutional Research* which serves primarily as an advisory committee to the Bureau of Institutional Research.
- g. *Intercollegiate Athletics* which recommends policies in regard to intercollegiate athletics and decides questions of student eligibility for intercollegiate sports.
- h. *Judicial* which hears and reports on cases in which academic staff members claim unjust dismissals.
- i. *Library* which considers and makes recommendations on library policy and administration.
- j. *Necrology* which prepares and presents suitable memorials of deceased faculty members and former faculty members.

- k. *Recreation* which establishes general policies concerned with the development of recreational facilities and programs for students.
 - l. *Reserve Officers Training Corps* which maintains liaison between the senate and the three military units on campus and gives continuing consideration to the problems confronting these departments.
 - m. *Student Affairs* which supervises all those students' affairs and organizations within the jurisdiction of the senate and not within the control of any other standing committee. This committee maintains supervision over the financial affairs of all student organizations over which the University has control. It also supervises all student publications.
 - n. *Student Scholastic Standing* which recommends general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis. This committee also correlates and harmonizes the administration of the regulations of the colleges concerning student scholastic standing with the administration of the senate rules and regulations dealing therewith.
 - o. *University Functions* which plans and advises with respect to commencements and other all-University functions.
 - p. *University Printing and Publications* which makes recommendations regarding official publications and the printing of materials used by the University.
3. *General Faculty of Each College.* The general faculty of each institute, college, or school of collegiate rank is composed of the president, the provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that unit by one or more members. Each faculty, or executive faculty if so organized, controls the internal affairs of its own unit including entrance requirements, curricula, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee.

II. Faculty Personnel Information

A. Appointments

Each academic unit selects its own staff members in co-operation 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 of age. 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 the examination is taken.

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.

B. 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 candi-

dates 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 teaching departments. The requirements for such appointments are not the same in all departments.

C. Tenure and Security

There are four classes of regular faculty positions: professor, associate professor, assistant professor (including research associate), and instructor (including research fellow). All other positions and all part-time or temporary positions are nonregular. Every person appointed to a nonregular position is given a written statement from the president setting forth the conditions of his tenure.

Unless there is a written agreement to the contrary, the following tenure rules apply to the regular positions.

Professors and associate professors acquire indefinite tenure immediately upon attaining that rank.

Assistant professors are appointed initially for two years. On or before June 15 of the calendar year immediately preceding the year in which his initial appointment terminates, an assistant professor is notified whether his appointment is to terminate at the end of the second year or is to be extended to include a third year. The same procedure is followed each year until, at the end of his fourth year, the assistant professor will receive either a terminating appointment of one year or indefinite tenure.

Instructors are appointed initially for one year. If the instructor is not to be reappointed at the end of his initial appointment, he is entitled to written notice on or before the preceding March 15. If he is not to be reappointed following his second or subsequent period of appointment, he is entitled to written notice on or before the preceding December 15. Ordinarily the maximum period of service at the rank of instructor is seven years.

D. Promotions

Promotions are initiated with the individual departments, but they are subject to the approval of the president and the Board of Regents. 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," asking for his academic background. This form, together with the original appointment blank, is the nucleus for each file.

E. Remuneration

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 fifteenth and the last day 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, September 30 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, December 31, regular; January 9, miscellaneous. Last payment, March 15, regular; March 24, miscellaneous.

Spring Quarter: First payment, March 31, 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 16, 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.

In most colleges 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 at the time the new budget is prepared.

Staff members who are regularly employed 75 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 4 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 Office of the Comptroller.

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.

F. Insurance and Retirement Plans

The following group protection plans are available to faculty members:

1. *Group death and Disability Insurance.* This jointly purchased insurance provides for the payment of the face amount of the policy if the insured dies or if he becomes totally and presumably permanently disabled prior to age 60. The face amount of the policy is \$10,000 but it is reduced by \$1,000 on each July 1 after which his age at nearest birthday is 60 until it reaches a minimum of \$5,000.

All eligible full-time faculty members are required to join the plan. Professors and associate professors become eligible when they are appointed to regular full-time positions; assistant professors and research associates after one full academic year; instructors and research fellows after two full consecutive academic years.

The group insurance terminates when the staff member leaves the full-time service of the University, but he may obtain within thirty-one days, *without evidence of insurability*, an individual policy other than term insurance for a like or smaller amount by paying the required premium.

2. *Retirement Plan.* There are two parts to this plan, the basic plan and the additional optional plan.

Under the basic plan the amount of the retirement allowance at age 68 is 50 per cent of the average base salary for full-time service during the five years preceding retirement subject to the following maxima: Deans, \$3,500; Professors, \$2,500; Associate Professors, \$2,150; Assistant Professors and Research Associates, \$1,800; Instructors and Research Fellows, \$1,800.

These allowances are provided primarily through insurance annuity contracts. Each year for twenty years (or the time necessary to accumulate sufficient units to provide his retirement allowance if earlier) each eligible faculty member is given the opportunity to purchase jointly with the University a level-premium annuity or endowment contract worth \$1,000 at maturity. Each of the first fifteen contracts provides for the waiver of future premiums in case of total and permanent disability prior to age 60 and for the payment of a monthly income of \$10 beginning with the fourth month of the disability and continuing to the maturity date of the contract. If the annuity contracts offered are not sufficient to provide the specified retirement allowances, the University agrees to supplement the contracts in so far as it is able to do so.

All full-time faculty members covered by the group death and disability insurance on June 30 are eligible to participate in the retirement plan on the following October 1. Faculty members are notified by the director of insurance and retirement when they become eligible to start their retirement plan.

Under the additional optional plan, a faculty member who has completed the basic plan is given each year for five years the opportunity to purchase jointly with the University one additional contract. Income received from these contracts is in addition to the basic plan income.

3. *Medical Expenses*

- a. *GROUP HOSPITALIZATION INSURANCE.* Under this plan the University promises to pay \$12 per day toward hospital room and board charges for members and their dependents. Charges for general nursing

service, operating room service, drugs, surgical dressings, laboratory service, X-ray service up to \$15, electrocardiograms, and several special services are also covered. Each member or dependent is entitled to seventy days of care in any contract year, but no single claim may exceed \$800.

All regular faculty members are eligible for membership upon appointment to a position which calls for three months of continuous service. Faculty members on the miscellaneous payroll become eligible upon the completion of six months' full-time continuous service. If a faculty member does not apply within sixty days after becoming eligible, he may not participate until the following September 16 in which case application must have been made before August 31. The faculty member pays the entire premium.

- b. **BLUE SHIELD.** Under these contracts, the Minnesota Blue Shield pays surgical fees and charges for in-hospital care by a physician up to specified limits. Eligibility requirements listed for group hospitalization insurance also apply here. The faculty member pays the entire premium.
- c. **UNIVERSITY HEALTH SERVICE.** This plan provides medical and dental care at the health service for the participating faculty member only. Each participant is entitled to a physical examination upon joining and every two years thereafter. The plan covers all services rendered, but there are charges for special items such as X rays, glasses, and drugs. The membership period runs from September 16 to the following September 15, but persons may join any time by paying a proportionate fee. The faculty member pays the entire fee.

Because the state self-insures most state property, the University carries insurance only on income-producing buildings, such as dormitories and athletic buildings. Campus buildings are largely fire resistive, but faculty members who bring valuable equipment of their own to their offices should realize that neither the self-insurance nor University-purchased insurance covers this personal property.

G. 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.

1. Leaves with pay are granted for the following:

- a. *Military service.* Granted to members of the national guard or any of the other armed services. Usually granted for no longer than two weeks.
- b. *Attendance at scientific or professional meetings* by persons representing the University or attending meetings important to the individual's work.

- c. *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.
- d. *Sabbatical furloughs.* See page 22.
- e. *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 termination date. Full information may be obtained from the department head.
- f. *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.
- g. *Single quarter leaves* for special studies, research, and scholarly writing. See page 22.

2. 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.

H. 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 Office of the Comptroller.

I. Buildings and Equipment

1. *Office Space.* Office space is assigned to a faculty member by his department head at the time of his appointment. Class room buildings, unless used for evening classes, are open from 7:00 a.m. to 6:00 p.m. Buildings used for evening classes are locked at 10:00 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 Safety checks on all buildings periodically.

2. *Classrooms.* Classrooms are assigned by the University room scheduling office through the department heads. Room assignments are listed in the *Class Schedule* issued quarterly. Special classroom requests for such things as examinations should be handled through the department office.

Any special requirements such as a room suitable for the use of audio-visual aids should be made known to the department head in order that this information may be passed on to the room scheduling service.

3. *Rooms for Special Lectures or Events.* Faculty members may secure classrooms or auditoriums for special daytime lectures or events by calling the University room scheduling office. Space for special evening lectures or events is handled by the office of the Physical Plant Department. However, if the space desired is in Coffman Memorial Union, the Center for Continuation Study, Coffey Hall Auditorium, or Northrop Memorial Auditorium, contact the office of the director of the building desired.

Some departments prefer to have these requests also channeled through the department office.

4. *Furniture and Equipment.* 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 (Office of the Comptroller) 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 Safety.

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 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.

If a faculty member needs a typewriter or calculating machine for use in connection with his work for the University and the department supply is limited, the department office may rent such equipment from the University storehouse. The storehouse should be notified when the typewriter is to be returned or moved to another location or needs repair.

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

J. Miscellaneous Policy Matters

1. *University Publicity Matters.* 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.

2. *Use of the University of Minnesota Name.* According to a University 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.

3. *Important Visitors.* 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. Arrangments 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.

4. *Solicitation of Funds on Campus.* Soliciting funds or contributions on the campus is forbidden except as specifically approved by the administrative committee of the senate.

5. *Attendance at Academic Functions.* Professors and associate professors are expected to attend, in academic costume, the opening convocation, Cap and Gown Day convocation, 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.

6. *Official Daily Bulletin.* 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 10:00 a.m. of the *day before* it is to be published.

7. *Gifts to the University.* All matters concerning gifts to the University, including gifts through wills, should be cleared through the Office of the Comptroller. Gifts are subject to formal acceptance by the Board of Regents.

8. *The Greater University Fund.* This is a department of the University and an official agency for the solicitation and receipt of gifts. One fund in this department that is of especial interest to faculty is the University Memorial Fund. The purpose of this fund shall be to honor and perpetuate the memory of deceased faculty and staff members, or members of their families. Contributions to the fund will make it possible for the men and women so honored to live on in memory and serve the University and the community. Gifts made to this fund without specific designation of their purpose may be used for any of various purposes, such as scholarships, fellowships, or other student aids; book selections; research; or improvement of educational facilities, to give a few examples.

III. Information Relating to Teaching

A. Courses

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

B. Class Lists

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 official list to verify their registration at their college window in the recorder's office. Students are responsible for their own registration. A student may register as an auditor with the approval of his college; he pays the regular fee but does not take examinations, receives no grade, and earns no credit.

Policies on student attendance at class vary with the colleges; staff members should become familiar with their college regulations.

C. Examinations

A schedule of hours for final examinations is published in the *Class Schedule* each quarter. If the regular classroom is inadequate for final examinations, a special room may be requested through the department 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 Student Scholastic Standing for adjustment.

The Student Counseling Bureau furnishes a scoring and statistical service to colleges and departments using tests 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 department office.

D. Grades

Final grades for students must be sent to the recorder within ninety hours after the final examination for each course. An explanation of the marking system is printed on the instructor's copy of the final Class Report. After the grades have been thus reported, changes can be made only on recommendation of the Committee on Student Scholastic Standing of the college concerned.

E. Use of Textbooks Written by Staff

The use in teaching at the University of printed or mimeographed textbooks written by staff members must be approved 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 it is to be sold for more than \$1, also must be approved by the vice president, business administration. Forms for the approval of mimeographed materials may be obtained from department offices. The University bookstores co-operate with the departments by selling mimeographed publications written for students.

F. Field Trips

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.

G. Student Assistants

The instructor is informed by the head of his department concerning the availability of teaching assistants for his classes. Such appointments usually require one-fourth to one-half of full-time service.

IV. Information Relating to the Advising and Counseling of Students

A. The Faculty Member as Adviser

Each student is assigned to a faculty adviser who offers help in academic procedures and vocational and personal problems. The number of students assigned to one faculty member varies with the college.

B. College Counseling Services

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, and Home Economics and the School of Veterinary Medicine, the College of Education, the General College, the Institute of Technology, and the School of Nursing. Faculty members may refer a student to the counseling service of his college.

C. Committee on Student Scholastic Standing

Most colleges have a Committee on Student Scholastic Standing 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.

D. Office of the Dean of Students

The Office of the Dean of Students, a co-ordinating agency for student personnel activities, administers the work of the following specialized bureaus: Student Counseling Bureau, Student Housing Bureau, Co-ordinator 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 obtain further information from or direct students to seek assistance from the various bureaus of the Office of the Dean of Students. A directory of all student personnel services at the University is available from the Office of the Dean of Students.

1. *Student Counseling.* Faculty members may refer students to the Student Counseling Bureau which maintains specialists in vocational problems, personal and social problems, and special needs of handicapped 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.

2. *Student Misconduct.* 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 dishonesty in a single college are handled by the respective college.

3. *Veterans Affairs.* 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.

4. *Student Activities.* 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.

E. Placement

1. *General.* 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 which serves as a referral center is located in the Bureau of Recommendations office. The clearance 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. Individual colleges also have placement offices.

2. *Teachers.* The Bureau of Recommendations is a placement center in the College of Education for school, college, and university teachers, counselors, educational research workers, psychologists, and school supervisors and administrators.

V. Information Relating to Study and Research

A. Educational Opportunities

1. *Studying for a Degree.* 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.

2. *Courses Leading to an Advanced Degree.* Staff members who wish to take courses leading to an advanced degree from the Graduate School or who wish to take any courses for Graduate School credit must apply for admission before they can register for courses. Application blanks are available at the Graduate School. After admission the staff member follows the regular registration procedure.

B. Research Funds

1. *General.* 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.

2. *Summer Research Appointments.* 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.

3. *Research Grants from Outside Agencies.* The Graduate School is interested in assisting members of the faculty in their efforts in obtaining research support from sources outside of the University. These sources include governmental and nongovernmental organizations, such as foundations. Special information about the nature and conditions of these grants is frequently available through the individual departments and through the Graduate School. Applications for such research grants are sent to the department heads and are forwarded by them to the appropriate dean or administrative officer for recommendation. If the president and the Board of Regents approve, the Office of the Comptroller sends the application to the agency concerned. Research grants and contracts are usually awarded by letter. Then the grant or contract must be approved by the Board of Regents. Upon approval by the Board of Regents, the Comptroller's Office prepares a budget.

C. Assistantships

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. Graduate assistants are usually appointed for 50 per cent time or more. They may be employed for more than 75 per cent time only if the dean of the Graduate School gives his approval. Pay for graduate assistants depends on the per cent time of the appointment. A schedule of the current rate of pay for these assistantships is announced in a letter sent out by the president's office when budget preparation begins.

D. Leaves of Absence

1. *Sabbatical Leave*. 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 except in those cases where instructors have achieved permanent tenure as instructors. 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 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 but can accept a nonservice grant for research or study. 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.

2. *Single Quarter Leave with Pay*. Full time leaves on full salary for study and research for the duration of one quarter are granted to persons holding full-time appointments with tenure.

Applications require the endorsement and support of the department head or administrative officer. They will then be forwarded to the dean of the applicant's college for referral to a college level screening committee. The recommendations of the screening committee will be passed on to a University-wide selection committee which will forward its recommendation to the president.

Single quarter leaves with pay must not precede or follow sabbatical leaves or a graduate school research grant for the summer. The quarter spent on leave counts as a portion of the six academic years required for eligibility for sabbatical leave.

Eligible persons must pledge themselves to return to University service for a full academic year or its equivalent after completion of the leave.

Details are set forth in a document dated September 30, 1954 and entitled *Faculty Short-Term Leaves*.

VI. Teaching, Study, and Research Aids

A. University Library

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, Biological-Medical, Art, Engineering, Pharmacy, Mathematics-Physics, Geology, Mines and Metallurgy, Music, Architecture, and Chemistry. Other libraries on campus include Law, Journalism, and University High School.

The University of Minnesota Library has great strength in many fields but is perhaps best known for its holdings in the field of seventeenth-century English history and Scandinaviana.

Among the outstanding single collections is the James Ford Bell Collection, room 13 of the Library. The books in this collection deal primarily with the history of exploration and trade, particularly in the sixteenth, seventeenth, and eighteenth centuries. They are available to scholars interested in working with original source materials. The Bell Room is open to readers between 8 a.m. and 5 p.m., Mondays through Fridays. Arrangement may be made with the curator to show materials from the collection to groups of interested students.

A limited number of study rooms in the main library are available for faculty use. These rooms are assigned for one quarter at a time, and applications should be made at the office of the director of libraries. 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 third 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 catalog of all library holdings is located on the second floor of the main library. Through an interlibrary loan service, centered in the Reference Room, 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.

The Reserve Room is maintained in the library to provide maximum circulation of books in heavy demand. Forms for listing books and other materials to be placed on reserve for student use are sent to all faculty members. 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 maintains a microfilm collection of more than 13,000 reels, housed in B3 Johnston Hall. This room is open Monday through Friday from 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 5:00 p.m. During other hours arrangement for the use of microfilm projectors may be made in the Reference Room.

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, contains a browsing collection of books of general interest. The room is primarily for leisure-time reading, and includes a wide selection of literary works such as might be found in a large personal library.

B. Facilities for Publication

1. *University of Minnesota Press.* 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 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 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.

2. *Printing, Mimeographing, Multilithing Services.* Printing, addressographing, multilithing, photostating, mimeographing, and ditto work services are available at the University Printing and Mimeograph Departments on the Minneapolis Campus and at the Mimeograph and Bulletins Department on the St. Paul Campus. 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.

3. *Photographic Laboratory.* 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. The medical photography laboratory does technical medical photography for the Medical School and University Hospitals.

4. *Blueprints*. Blueprinting service includes blueline and blackline printing as well as standard blueprinting. The former ones are done on both campuses but blueline printing is done only on the St. Paul Campus. Instructions on using this service are given in the *Manual of Business Procedures*.

5. *Medical Illustrations*. Drawings, diagrams, and graphs in pen and ink, half-tone, and color are made by illustrators on the staff of the Department of Medical Illustration for reproduction in books, journals, and on lantern slides. The illustrators also prepare exhibits and displays for medical and other scientific meetings. Instructions on using this service can be found in the *Manual of Business Procedures*.

C. Audio-Visual Services and Exhibits

The Audio-Visual Education Service offers its facilities for the production of educational films and for the microfilming of printed or other material for any department or faculty member. It can furnish such materials as slides, filmstrips, tape recordings, charts, graphs, models, flat pictures, exploded and three-dimensional views.

D. Tabulating Research Laboratory

The tabulating research laboratory, located in Vincent Hall, will help with research problems through use of punch cards and tabulating machines. The machine methods are acceptable to many fields: mechanics, social science, business, etc.

E. University Computing Center

An electronic analogue computer, an "electronic brain" which produces mathematical computations, and digital computing equipment are administered by the Department of Electrical Engineering and may be used in research problems conducted by departments, staff members, or organizations and industries outside the University. The center is located in room 225, Mechanical Engineering.

F. Informational and Research Bureaus

1. *Minnesota World Affairs Center*. 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.

2. *Center for International Relations and Area Studies*. A Center for International Relations and Area Studies is maintained by the Interdepartmental Committee on International Relations as a center for research, in-

formation, and distribution of literature on international subjects. It is concerned primarily with student and staff activities in the international field, but co-operates 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 the library's work by contributing magazines or other publications they receive which may not otherwise be available to this library.

3. *Bureau of Educational Research.* The Bureau of Educational Research, an agency of the College of Education, conducts, co-ordinates, 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.

4. *Bureau of Institutional Research.* 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.

VII. Information Relating to Committee Assignments

A. Obligation of Faculty Members

Each faculty member is expected to bear his fair share of committee work. Committee appointments are made on some rational basis such as special qualifications for the task or distribution of the work load. A faculty member does not have to accept any committee assignment, but there is a strong presumption that he will do so.

B. Types of Committees

There are three types of committees upon which a faculty member may be asked to serve.

1. *University Senate Committees and Subcommittees.* The standing senate committees are listed on pages 6, 7, and 8; each of these committees may have subcommittees to aid them in their work. Senate committee members (except the elected members of the Faculty Consultative Committee) are appointed by the president and confirmed by the senate; subcommittee members are appointed by the chairman of the parent senate committee.

2. *Special Committees* appointed at the time a problem arises to consider matters involving two or more colleges. Depending upon the nature of the committee, these appointments are made by the president, either of the two vice presidents, or a dean.

3. *Standing Committees* and special committees dealing with the internal matters of any school or college. Appointments are usually made by the dean or some faculty executive committee.

VIII. Information Relating to Community Service Other Than Regular Teaching Assignments and Private Research

A. Obligation of Faculty Members

In addition to carrying out regular teaching assignments and doing private research, each faculty member is expected to bear his fair share of the University's other obligations to the community. Each individual should try to contribute in those areas in which he is most proficient.

B. Types of Services

Typical extra services include consulting, advising, and doing research for government, industry, unions, and other organizations; giving public lectures; rendering services to other educational institutions; teaching evening classes and correspondence courses; and conducting conferences and short courses at the Center for Continuation Study.

C. University Policy Restrictions on Outside Professional Activities

The Board of Regents has adopted the following policy restrictions on outside professional activities:

No full-time member of the faculty shall engage in any outside activity which substantially interferes with his regular University duties. Any outside employment that is engaged in should be such as would contribute to his growth and efficiency in his special field of work.

No full-time member of the faculty shall receive from any outside source either an annual retaining fee or a regular salary unless the arrangement has been approved by the staff member's department head and the Board of Regents. This rule applies to such things as consultantships or other teaching appointments, but not the writing of books, articles, or occasional speeches.

While it is not possible to draw the line definitely between professional service of an expert or consultative character and routine professional work, the University is opposed to the entrance of faculty members into ordinary competition in the various professional fields.

No full-time staff member is permitted to serve as a regular paid consultant or staff member for another Minnesota state agency without an appropriate leave of absence and reduction of pay at the University.

No member of the faculty who engages in consultation or other private practice shall use the official stationery of the University or give as a business address the University, its buildings, or departments.

No member of the staff shall use the University technical equipment for purposes of private practice without notice to the comptroller and the payment of a reasonable fee for the privilege enjoyed.

IX. Personal Services

A. Housing

The University maintains a Staff Housing Bureau to assist faculty members in securing housing accommodations. Because it is difficult to arrange for housing without a personal conference, new faculty members are advised to come to the campus without their families until suitable living quarters can be found, unless they are prepared to stay for a week or ten days in hotel or motel accommodations.

A faculty homesite plan is offered to permanent staff members who wish to build new homes in an all-University community on land leased from the University.

B. 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 a consultation service for parents and 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 may be obtained by writing or calling the Institute of Child Welfare.

The College of Education maintains the University Elementary School for laboratory and demonstration purposes. Enrollment is limited and there is a tuition charge. Interested persons may write to the principal of the University Elementary School.

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 at University High School.

C. Eating Facilities

Coffman Memorial Union offers a variety of eating facilities. Largest is the cafeteria on the ground floor. There is also a fine soda fountain on the first floor and a quick lunch counter and commuter's lunchrooms on the ground floor. Party, banquet, and private dining room facilities are also available. Arrangements for use of these private dining rooms may be made by calling the Food Service Office, Ext. 6236, 6237, or 6693.

Shevlin Hall, located on the northwest corner of the campus, combines a cafeteria and lunchroom for the convenience of students and staff on this part of the campus.

The St. Paul Campus offers full food service in the cafeteria located in the Dining Hall Building. Lunch counter and soda fountain facilities are available in the St. Paul Campus Union.

The Campus Club, a private faculty social club described on page 37, also has eating facilities.

D. Parking

The Minneapolis Campus is located in a crowded, semi-industrial area, and space for parking automobiles is limited. In recent years, the building program, increased student body and staff, and decreased use of public transportation have made parking on or near the campus a difficult problem. Some parking space is available in garages and parking lots that are supervised by the Department of Protection and Safety. There is no parking on Minneapolis Campus streets at any time during the day or evening. This is enforced twenty-four hours a day, including Sundays and holidays. Cars parked on campus streets are tagged.

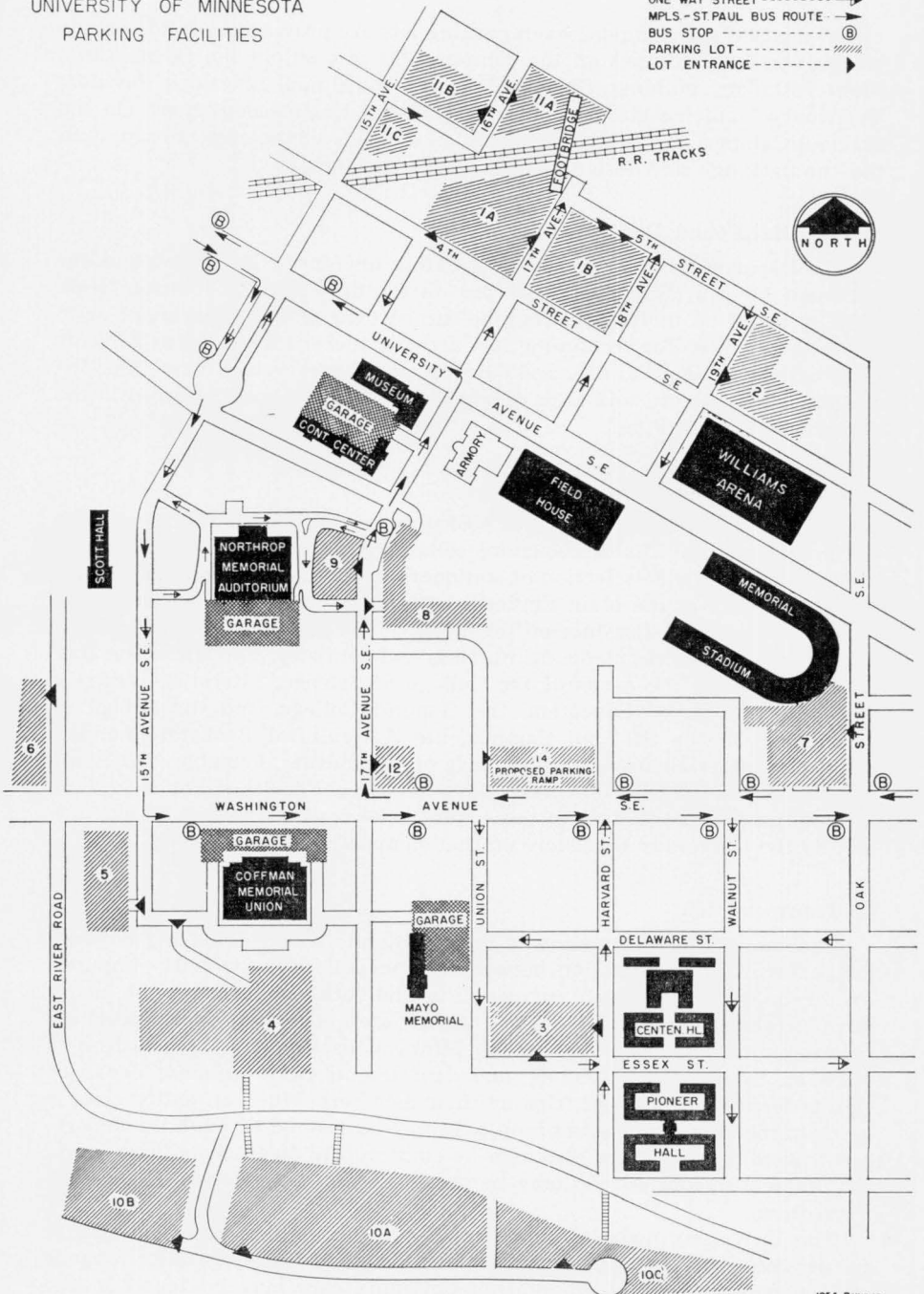
All staff members and students may park in the lots on or near the campus (see map). The Minneapolis Campus has sixteen parking lots in which space is rented by the day or fraction thereof on a first-come first-served basis to staff and students. These are located at Fourth Street and Seventeenth Avenue Southeast (2); Fourth Street and Nineteenth Avenue Southeast; behind Coffman Memorial Union; North of Comstock Hall; behind School of Mines; Oak and Washington Southeast; north and east of the Administration Building; Fifth Street and Fifteenth and Sixteenth Avenues Southeast; Seventeenth Avenue and Washington Southeast (2); north of Cooke Hall; Hospital Court; and River Flats. A copy of the parking map and lists of rates are available from the Department of Protection and Safety, Garage and Parking Lot Office, 431 Johnston Hall. Underground parking garages are located in Mayo Memorial, Coffman Memorial Union, Center for Continuation Study, and Northrop Memorial Auditorium. Space in these garages may be rented by staff members on monthly or yearly contracts. If no space is available at the time of application, the applicant's name is placed on a waiting list. Application should be sent to the Garage and Parking Lot Office.

Parking space in the Northrop and Center garages may be reserved for evenings when the Minneapolis Symphony Orchestra concerts and Artist Course programs are given. To reserve space for these events, ask the Garage and Parking Lot Office to have your name put on the waiting list. A season ticket is required for a garage reservation. Northrop garage is open to the public during such special evening events as programs in the auditorium, other than those for which reservations are needed. Except for the special events evenings, the Northrop garage opens at 7:00 a.m. and closes at 7:00 p.m. The Union, Center, and Mayo garages are open to the public twenty-four hours a day on a transient basis except for regular concert evenings when the Center garage is reserved.

Staff and faculty wishing to return to the campus during the evening hours may use the parking lots, except some lots are reserved on special events evenings. Lots 11A, 11B, 2, 7, 10A, 10B, and 10C are open without charge. These are on the periphery of the campus and within walking distance.

UNIVERSITY OF MINNESOTA
PARKING FACILITIES

- LEGEND:
 ONE WAY STREET ----->
 MPLS - ST PAUL BUS ROUTE ----->
 BUS STOP -----(B)
 PARKING LOT -----
 LOT ENTRANCE ----->



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, Student Union, Livestock Pavilion, Veterinary Medicine building, and Agricultural Engineering shops. On the St. Paul Campus, parking is permitted on one side of the streets only, with the "no parking" side designated by yellow curbing.

E. Lost and Found Department

The Department of Protection and Safety operates a lost and found department for the Minneapolis Campus on the fifth floor of Johnston Hall. 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.

F. 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 Professional Colleges Bookstore in the Main Engineering building serves the textbook and supply needs of the Institute of Technology. The Medical Bookstore in the Mayo Memorial serves medicine, nursing, and dentistry. The Nicholson Hall Bookstore serves the needs of the College of Science, Literature, and the Arts, the College of Education, the General College, and the School of Pharmacy. On the St. Paul Campus, the Agricultural Bookstore handles books and materials used in the College of Agriculture, Forestry, and Home Economics and the School of Veterinary Medicine. Faculty members receive a 10 per cent discount at all of these stores. Needs of the Duluth Branch are met by the University Bookstore on that campus.

G. Transportation

Intercampus buses, running at twenty-minute intervals during daytime hours, furnish transportation between Minneapolis and St. Paul campuses. Faculty members who have regular duties on both campuses receive passes through their department offices. Other staff members may purchase tickets at the bursar's office on the Minneapolis Campus or the cashier's office on the St. Paul Campus, and departments may purchase books or 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 bus 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 pool includes station wagons and passenger cars. Information on obtaining cars may be found in the *Manual of Business Procedures*.

H. 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 issuance of foreign money orders, and acceptance of foreign parcel post other than printed matter.

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 department office.

Campus mail service to all department 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, department, room number, and building designation, as listed in the *Staff Address Book*.

Further information may be obtained from the *Manual of Business Procedures* if desired.

I. 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 8:00 a.m. to 5:00 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. Consult the *Staff Address Book* for detailed information about all campus and local calls.

J. 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.

1. *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 co-operation 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 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 Memorial 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 Memorial 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 seven or eight concerts by internationally famous artists. Season tickets may be purchased at discounts ranging from 39 to 52 per cent. University students, faculty, and staff members are given special attention in seat assignments. Season tickets may be ordered at the artists course office, 105 Northrop Memorial 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.

In addition to the University Artists Course the Department of Concerts and Lectures sponsors several special concerts each year featuring outstanding ballet troupes, orchestras, and recitalists. Tickets for these attractions are on sale two weeks before the event at the artists course, downtown, and Field Schlick ticket offices. University students, faculty, and staff are given priority in seat assignment and, whenever the contract with the visiting artist will permit it, are given special ticket rates.

Each Thursday morning at 11:30 when University classes are in session, convocation programs are presented by the Department of Concerts and Lectures. Featured attractions include lecturers, musicals, films, etc. Normally no admission is charged and the general public as well as members of the University family is cordially invited to hear and see these world famous personalities.

The Department of Concerts and Lectures in co-operation with interested departments also sponsors special lectures and scientific conferences on specific topics for smaller and selected audiences.

During the summer the Summer Session and the Department of Concerts and Lectures co-operate in sponsoring a series of lectures, concerts, and entertainment. Outstanding features of this series include the presentation of the Summer Session Symphony Orchestra. Normally there is no admission charge for these attractions.

2. *Theater and Motion Pictures.* The University Theatre conducts a wide variety of dramatic activities, including a major season of five plays, each playing ten or more performances in Scott Hall; two children's plays, each playing a run of two weeks in Scott Hall; an arena season of three plays in Shevlin Hall; a foreign language series; a student-directed series; plus miscellaneous productions. In addition to its campus activities, the University Theatre, in conjunction with the Department of Concerts and Lectures, operates two touring companies which play throughout Minnesota and the surrounding states. Season tickets are available at low cost to staff members

and may be purchased at the ticket office in Scott Hall. Single tickets are sold during the run of each play.

The Audio-Visual Education Service through its Film Society regularly offers outstanding foreign, experimental, or unusual domestic motion pictures each quarter of the academic year. The Film Society's faculty committee selects these films to serve definite needs of the students and faculty and to illustrate the motion picture as a communications device.

The films are usually scheduled for afternoon and evenings one day per week in the Museum of Natural History Auditorium. Programs for each quarter are published and available upon request at Westbrook Hall. Tickets are usually purchased at the door, but they may also be purchased in room 40, Westbrook Hall.

The Summer Session offers a complete film series each summer free of charge. These programs usually go for ten or twelve weeks and are only Wednesday evening showings in Northrop Memorial Auditorium. Again, top quality foreign or domestic films are selected and shown.

The Newsreel Theater has for years been a feature of the Summer Session. A composite of releases from various film news gathering agencies is prepared for these showings each Wednesday noon in Northrop Memorial Auditorium. An excellent short subject and a comedy are usually included to make up a full fifty-minute program.

During the school year the Institute of Agriculture shows current feature motion picture releases in Coffey Hall Auditorium each Saturday afternoon and evening. These showings are for students, staff, and their families. Installation of a wide screen for cinemascope is expected in time for the fall quarter of 1955. With a wide screen, proper conversion of the projection equipment, and other minor changes, the St. Paul Campus will be up to date with its film offerings.

3. *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 8:30 a.m. to 5:00 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 Memorial Auditorium. A large collection of pictorial reproductions of painting, sculpture, and other forms of art is housed in the print room in 315 Northrop Memorial 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.

4. *Union Facilities.* Under the direction of the Coffman Memorial Union Board of Governors which is composed of faculty, alumni, and students the facilities and programs of Coffman Memorial Union are open to the faculty.

Community organizations of educational, professional, or service nature

may request the use of facilities and meeting rooms through the office of the director of student unions.

Faculty, staff, alumni, and other persons who have contributed to the student unions have the privilege of using the Art Craft Workshop and other similar special facilities at no charge by requesting a privilege card at the information desk. Other faculty, alumni, and staff may obtain a privilege card at a nominal fee. The Art Craft Workshop is open Tuesday through Saturday afternoons and evenings. Dark room facilities are also available for those interested in photography. Wood, leather, clay, metal, and other supplies for handcraft projects may be purchased in the Art Craft Workshop at approximately cost.

Bowling alleys are available both for faculty leagues and open bowling. During the regular academic year the sixteen alleys are open from 9:00 a.m. to 10:00 p.m. Monday through Friday and from 12:00 noon through 10:00 p.m. on Saturdays. Pocket billiard tables are available throughout the day as well as in the evening, Monday through Saturday.

The Union Board organizes dances, weekend outing trips, hikes, and other activities which the faculty members may join as guests or register as chaperons.

Departments may arrange student-faculty coffee hours without cost which are sponsored by the Student-Faculty Relations Committee. Information on coffee hours and other activities may be secured through the Program Office, room 230, Coffman Memorial Union.

Barber and beauty shops are located on the ground floor of Coffman Memorial Union. Hours for the barber shop are 8:00 a.m. to 5:30 p.m. daily, 8:00 a.m. to 1:00 p.m. Saturday. The beauty shop is open daily from 8:00 a.m. to 5:00 p.m., Monday through Friday. Appointments may be made by calling extension 137.

Activities and facilities of the St. Paul Campus Union are open to faculty, staff, and students. Planned activities include coffee hours, forums, open house parties, modern and old time dances. There are facilities for table tennis, pocket billiards, television, magazines, daily newspapers, and a snack bar. Dark room facilities are available for those interested in photography. Kitchen facilities may be used for a small rental charge.

Three faculty members and the director of resident instruction are voting members of the St. Paul Campus Union Board of Governors.

5. *Sports Activities.* Faculty members are given a special reduced price on season athletic tickets. These tickets admit holders to all home University football games, baseball games, basketball 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 include golf, tennis, swimming, handball, squash, badminton, basketball, volleyball, and skating.

Norris Gymnasium for Women is available to women faculty members regularly at the "Open Recreation" hours, 4:30 to 5:30 p.m., Monday through

Friday. Equipment for a variety of activities including golf and tennis may be secured for use in the building at the Equipment Dispensing Room; a small fee is required, however, for the use of a swimming suit and towel.

Attention should be called to the variety of instructional opportunities in Extension classes held in Norris Gymnasium on Tuesday and Wednesday evenings; in addition, an open practice swimming period is available one or two evenings per week. Further information may be secured through extension 6175.

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

6. *Clubs and Organizations.* 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 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.

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 University Symphony Orchestra and University Chorus are open to staff members and their wives or husbands. Call the music department for details.

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.

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 obtained through the various department heads.

X. Emergencías

Accidents, Fire, Police

Minneapolis Campus

Call University operator (by dialing red "0") on office phones.

St. Paul Campus

On weekdays between 8:00 a.m. and 5:00 p.m. dial red "0" and report to St. Paul Campus operator.

After 5:00 p.m. and on Saturdays, Sundays, and holidays dial 80 and report to Minneapolis Campus operator.

Other Publications Providing Information for Faculty

1. *University of Minnesota Organization Charts*. Prepared by the Office of the Comptroller and available in all department offices. Contains over twenty detailed organization charts.
2. *Constitution and By-Laws of the University Senate*. Available from the Clerk of the Senate.
3. *Regulations Concerning Academic Tenure*. Available from the Office of the Vice President, Academic Administration or the faculty personnel office.
4. *Manual of Business Procedures*. Available in all department offices.
 - a. Personnel section deals with such subjects as appointment practices, educational opportunities, health service and hospitalization plans, insurance, leaves of absence, retirement plan, research opportunities, civil service rating and salary plans, termination of service procedures, and vacations.
 - b. Equipment, supplies, and services section discusses procedures and forms to use in procuring equipment, supplies, and services.
 - c. Fiscal section covers budget preparation and financial records.
5. *Outline of Insurance and Retirement Plans and Plan for Group Hospitalization Service*. Available from the Department of Insurance and Retirement.
6. *Rules and Regulations Relating to Travel*. Available from the Comptroller's Office.
7. *Duluth Branch Faculty Handbook*. Available from department heads.
8. *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.
9. *General Information Bulletin*. Distributed to all campus offices. Covers admission procedures, colleges of the University and their types of courses, degrees, expenses, University services for students, fees, and other general information.
10. *Bulletins* of individual schools and colleges. Available from the Office of Admissions and Records.
11. *Class Schedule*. Distributed to all campus offices.
12. *Audio-Visual Catalogue*. Available from the Audio-Visual Education Service.
13. *Staff Address Book*. Distributed to all campus offices.
14. *Student Address Book*. Distributed to all campus offices.
15. *The Moccasin*. Handbook for new students on the Minneapolis and St. Paul campuses. Available from the Student Activities Bureau.

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“Universities, in the high tradition of science and scholarship in the western world, must restate in each new generation their age-old mission, which is the transmission of our cultural heritage, its reappraisal and reinterpretation in a changing time, and the discovery of new knowledge and ideas bound in themselves to bring new change for the enrichment of the future. To pass on, uncritically, to their students an acceptance of the status quo is to abrogate their functions, to prohibit progress and deprive democratic society of the fruits of freedom.”

JAMES LEWIS MORRILL