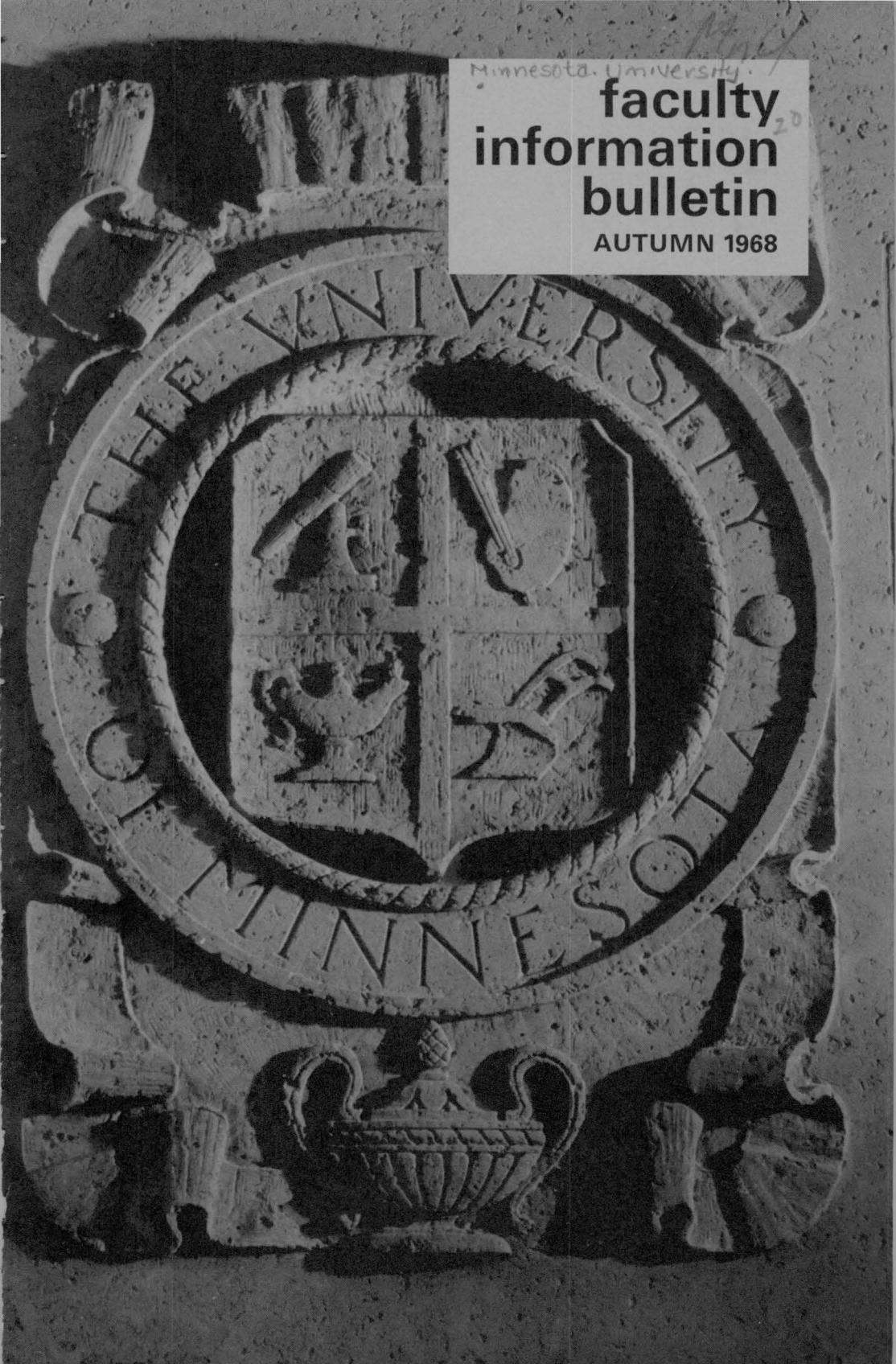


Minnesota University

faculty
information
bulletin

AUTUMN 1968



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	- - - - -	1945-1960
O. Meredith Wilson	- - - - -	1960-1967
Malcolm Moos	- - - - -	1967-

University of Minnesota *Faculty Information*, 1968 edition.

M MFF
M M66f

TO ALL NEW FACULTY MEMBERS

Welcome to the University of Minnesota. You are joining the University as we are entering an exciting new stage of our existence involving extended University community involvement. Faculty, students, and administrators in all fields are discovering new ways to cooperate in generating and maintaining an understanding of people, processes and problems of the community.

Our common effort to fulfill these goals is in keeping with the basic philosophy of the University which is engraved over the entrance to Northrop Memorial Auditorium.

"Founded in the faith that men are ennobled by understanding .

Dedicated to the advancement of learning and the search for truth

Devoted to the instruction of youth and the welfare of the state"

I'm delighted we will be working together in the pursuit of these goals.

Sincerely,



Malcolm Moos

President

Table of Contents

	Page
The University	1
Organization and Administration	3
Duties and Privileges of the Faculty	7
Faculty Personnel Information	11
Teaching Policies and Procedures	20
Student Counseling Services	24
Academic Resources of the University	28
Miscellaneous Policy Matters	34
Personal Services	39
Appendix	53
University Organization	55
Administrative Committee	59
Maps	61
Index	68

I. The University

On December 22, 1869, William Watts Folwell delivered his inaugural address as the first president of the University of Minnesota. With a prophetic look at the future, he foresaw a great "federation of schools" — the modern university with its vast educational scope. He forecast a university "not merely from the people, but for the people."

The University was chartered in 1851, seven years before the Territory of Minnesota became a state. It began as a preparatory school, was beset by financial crises during its early years, and was forced to close during the Civil War. During this difficult time, John Sargent Pillsbury began the long and dedicated service that won him respect as "the Father of the University." As University Regent, State Senator, and later Governor, he led the University out of its financial problems and set it on the road to greatness.

In 1869, when the University reopened its doors and President Folwell gave his farsighted inaugural address, there were only nine faculty members and eighteen students. Two students were graduated at its first Commencement in 1873. Today, the visionary's dream has become a fact. The University has grown into a major center of education, creative scholarship, research, and service. It is one of the largest universities in the United States, with an enrollment of 46,088 full-time students in its degree-granting colleges and schools in 1967-1968. Its administrators and faculty members are constantly growing and adapting to accommodate the burgeoning student body and to meet the demands of a society experiencing revolutionary change.

The University has won affection, support, and respect in the state. State residents make up 89 percent of the University enrollment. More than 40 percent of the state's college students attend the University of Minnesota, and thousands of Minnesotans benefit each year from its extension courses, adult education seminars, short courses, and from a multitude of university services.

The University is statewide. The Twin Cities Campus offers the full range of academic and professional degrees, from Associate in Arts through Doctor of Philosophy. Academic and preprofessional programs are available at Duluth, Morris, and Crookston. Other important parts of the University are the Southern School of Agriculture in Waseca, the Hormel Institute in Austin, The Mayo Graduate School of Medicine in Rochester, the Lake Itasca Forestry and Biological Station in Itasca State Park, the Forest Research Center at Cloquet, the Cedar Creek Natural History Area near Bethel, the Rosemount Research Center, the Horticulture Research Center and the Landscape Arboretum at Excelsior, and the agricultural experiment stations at Rosemount, Crookston, Grand Rapids, Lamberton, Morris, and Waseca.

The University is supported by appropriations from the State Legislature; by student tuition and fees; by federal and other research grants; by proceeds from sales, services, and auxiliary enterprises; and by gifts, grants, and contracts from corporations, foundations, individuals, and others.

The University is proud of its support from organizations and individuals of the state of Minnesota. The largest endowed professorship at the University, The American Legion Heart Research Professorship of Pediatrics and Microbiology, was provided by the American Legion. The Variety Club of the Northwest, composed of people from show business, is responsible for the Variety Club Heart Hospital.

Now, the Lions Clubs of Minnesota, having already established the Eye Bank at the University, are raising funds to build and equip an Eye Clinic for Children at the University of Minnesota. The Masonic Memorial Hospital was built by the Masons of Minnesota, and the Minnesota Veterans of Foreign Wars made possible the Veterans of Foreign Wars Cancer Research Center, all on the Minneapolis Campus.

Many individuals contribute to scholarships, fellowships, and other special funds.

The University's early growth and later heritage was stimulated by the Morrill Act of 1862 — the famous "Land Grant" act passed by the Congress of the United States — from which the University still gains strength and prestige.

The people of Minnesota recognize the significance of their University in the life of the state, of the nation, and of American higher education. Every distinction that comes to the University comes to the people of Minnesota as well. Knowledge transcends state boundaries, and the University has made and continues to make a distinguished contribution to national and international scholarship and to research in the arts, sciences, and professions.

II. Organization and Administration

BOARD OF REGENTS

The Board of Regents is the governing body of the University. Its chief responsibilities are enactment of laws governing the University, control of University expenditures, and responsibility for all staff changes — appointments, promotions, resignations, and retirements.

The twelve Regents are chosen by the State Legislature. Although not required by statute, it is customary to elect one Regent from each of Minnesota's eight Congressional districts and four from the state at large. They serve without pay for six-year terms.

The President of the University is exofficio President of the Board of Regents. From its membership, the Board elects a Chairman and a Vice Chairman. The Board also elects a Secretary, a Treasurer, and an Assistant Secretary from outside its membership. All officers, with the exception of the President, are elected for a two-year period.

The deadline for submitting material to the Board of Regents is fourteen days before any meeting date at which action is requested. Dates of Board meetings are announced well ahead of time in the Official Daily Bulletin, which is published in the *Minnesota Daily* when classes are in session, and in a special bulletin during class schedule breaks.

ADMINISTRATIVE OFFICERS

The President of the University is responsible to the Board of Regents. He is the chief executive officer of the University, and is the representative of the faculties and the University Senate to the Board of Regents.

Five vice presidents, appointed by the Board of Regents, divide the responsibilities of administering the University into five areas: Administration, Academic Administration, Business Administration, Educational Relationships and Development, and Student Affairs.

THE UNIVERSITY SENATE

The University Senate is the voice of the faculty. It has legislative control over educational matters concerning the University as a whole, but not over the internal affairs of any individual college, institute, or school except where these overlap or materially affect the interests of other colleges or of the University as a whole.

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 called by the President, or by ten members of the Senate or twenty voting members of the faculties.

The Senate is composed of elected representatives of the various schools and colleges, as well as the President and the members of the Administrative

Committee who are ex officio nonvoting members. The elected members are chosen by secret ballot by the faculty members with the rank of assistant professor and above in the several schools and colleges. One Senate member is chosen for each ten faculty members, or fraction thereof, in each college. Office is held for three years.

Senate agenda and minutes are sent to all faculty members, who may attend Senate meetings and participate fully, except for voting.

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, 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 from its membership at the first meeting of each academic year. The Clerk of the Senate, who need not be a member, is appointed by the President with the consent of the Senate.

The special standing committees of the Senate are the following:

University Administrative Committee, composed of the President, the vice presidents, the provosts, the deans, and other members of the University staff added by the President and approved by the Senate. The committee advises the President concerning the general educational, administrative, and fiscal policies of the University and aids the President in putting these policies into effect. (Current members of the Administrative Committee are listed on page 59.)

Faculty Consultative Committee, composed of seven faculty members elected for three-year terms by the regular members of the faculty who are professors or associate professors. If no member is elected from the St. Paul Campus, the Duluth Campus, or the Morris Campus, the elected members appoint one member from each for a one-year term. The Consultative Committee meets with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. No members of the University Administrative Committee may be members of the Faculty Consultative Committee which represents the faculty at large.

Committee on Senate Committees, composed of six members elected by the Senate for three-year terms. It reviews the number and scope of standing committees, makes recommendations about them to the Senate, and recommends to the President candidates for appointment to the standing committees of the Senate.

Other standing committees and their functions are:

All-University Council on Liberal Education establishes "floor" requirements for all bachelors' degrees, subject to Senate ratification. It also keeps such requirements under study, sees that they are carried out, and proposes changes as evidence warrants.

All-University Extension considers and reviews policies and activities of all agencies of the University engaged in extension work.

Audio-Visual Aids formulates policies concerning the production, supply, use, and distribution of audio-visual aids.

Admissions Policy recommends all-University policies concerning admissions and the educational problems involved. The Office of the Dean of Admissions and Records, the Office of the Dean of Students, and all major instructional units are represented on this committee.

Business and Rules arranges the order of business for Senate meetings and prepares the agenda. Items of business proposed by individual Senate members are referred to this committee for consideration, but a majority vote of the Senate may make it possible to consider a matter at the meeting at which it is introduced. This committee also may amend or recommend new bylaws or standing rules.

Closed Circuit Television formulates policies on use of closed circuit television.

Educational Policy recommends ways in which the total educational work of the University may be improved.

Faculty Welfare considers and reviews policies in the University that concern the personal and professional welfare of faculty members.

Institutional Relationships is concerned with the relationship of the University to other institutions of learning. This committee represents the University in determining the accreditation given to Minnesota private schools, and may represent the University in conferences with educational associations and agencies. It also advises on matters which affect intra-University relations among the colleges and departments.

Institutional Research is an advisory committee to the Bureau of Institutional Research.

Intercollegiate Athletics is responsible for all matters of policy pertaining to intercollegiate athletics, including student eligibility, scheduling of inter-collegiate contests, awards, and policies concerning tickets to intercollegiate contests and the pricing of such tickets.

Judicial hears and reports on cases in which academic staff members claim unjust dismissals.

Library considers and makes recommendations on library policy and administration.

Reserve Officers Training Corps maintains liaison between the Senate and the three military educational departments (Army, Navy, and Air Force R.O.T.C.), and considers problems confronting these departments.

Student Affairs supervises all student affairs and student organizations within the jurisdiction of the Senate and not within the control of any other standing committee. It supervises the financial affairs of all student organizations over which the University has control, all student publications, and all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It establishes general policies concerning the development of recreational facilities and programs for students, and makes recommendations regarding program operation to the Recreation Coordinating Council and to any standing committee, department, or agency concerned with such programs.

Student Scholastic Standing recommends general rules and regulations on a University-wide basis concerning students' scholastic standing, and correlates the regulations of the colleges with Senate regulations on this subject.

University Functions plans or gives advice on commencements and other all-University functions.

University Printing and Publications makes recommendations regarding official publications and the printing of materials used by the University.

THE GENERAL FACULTIES

The general faculty of each college is composed of the President of the University (the Provost in the case of the Duluth and Morris Campuses), the dean, associate and assistant deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each division giving instruction in another college may be represented on the faculty of that college by one or more members. Each faculty controls the internal affairs of its own unit, including entrance requirements, curriculum, instruction, examinations, grades, degrees, and disciplinary matters not under the jurisdiction of the All-University Disciplinary Committee.

ACADEMIC ORGANIZATION

The University of Minnesota has nineteen major academic divisions. These colleges, institutes, and schools — and the departments or divisions of each — are outlined in the organizational listings on page 55.

III. Duties and Privileges of the Faculty

A faculty member serves the University in a variety of ways: as a teacher instructing students, as a scholar adding to the fund of human knowledge, and as a citizen contributing his special skill and knowledge through various forms of public service.

TEACHING

The University emphasizes excellence in teaching. The first duty of every faculty member engaged in instruction is the communication of knowledge and values to students, and the stimulation of their intellectual ability, curiosity, and imagination.

RESEARCH

Research is the second strong arm of the University. The faculty member is aided in obtaining funds and facilities for research, and is encouraged to contribute to the ever-expanding realms of human knowledge.

PUBLIC SERVICE AND PROFESSIONAL COMMITMENTS

The faculty member is encouraged, within proper limitations, to contribute his special knowledge and skill to institutions and groups outside the University. To regulate faculty service outside the University, the Board of Regents has adopted the following policy restrictions:

- Full-time members of the faculty shall not engage in any outside activity which substantially interferes with their regular University duties. Any outside employment should contribute to their growth and efficiency in their 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 without prior approval of the staff member's department head and the Board of Regents. This rule applies to such activities as consultantships or other teaching appointments, but not to writing books or articles or to giving occasional speeches.
- While it is not possible to draw the line definitely between professional service of a consultative character by an expert 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 faculty member is permitted to serve as a regular paid consultant or staff member for another Minnesota state agency without appropriate authorization.

—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 its departments.

—No member of the faculty shall use University technical equipment for purposes of private practice without giving notice to the Vice President for Business Administration and paying a reasonable fee.

In order that the University may have clear records of continuing professional commitments, the University has adopted a system of annual reporting.

Consultation and medical practice by faculty members of the College of Medical Sciences differ in several important respects from outside consulting activities by faculty members of other units of the University. A statement of policy, "Consultation Practice in the College of Medical Sciences," has been developed by the Board of Regents in cooperation with the College of Medical Sciences to provide guidance.

UNIVERSITY SERVICE

Faculty members can contribute to the University and help determine its policy by serving on University committees. The democratic government of the University is dependent on the contributions of all faculty members to committee activities. Accordingly, faculty members are encouraged to share in this activity, and may contact the chairman of the committee on committees to indicate a desire to serve. There are four types of committees on which a faculty member may be asked to serve:

University Senate Committees and Subcommittees (see page 3).

Special Ad Hoc Committees, which consider special problems that arise in two or more colleges.

Standing and Special Committees, which deal with the internal matters of any school or college.

All-University, Non-Senate, Standing Committees, which are appointed by the President and deal with matters of all-University concern.

COMMUNITY SERVICE

Public service by faculty members, either in the name of the University or as private citizens, is encouraged, and there are few areas of community service in which staff members are not involved. Civic organizations, political parties, and church groups offer a variety of ways to increase the already substantial contribution the faculty member makes to society through his professional activity. Although not obligatory, active service benefits the community and strengthens the University's position in it.

Legislators', Editors', and Broadcasters' Day, acquaints the public with the goals of the University. It is held annually on the day of the first or second home football game. Faculty members are asked to serve as hosts and guides on this day, and at other special events as well.

University of Minnesota Week. Each February, the Minnesota Alumni Association and the Minnesota Junior Chamber of Commerce join the University in sponsoring University of Minnesota Week which includes the last Thursday in February, designated by the University as Charter Day. Faculty members are encouraged to speak before civic and alumni organizations as part of the week's events. Those wishing to do so should register with the Department of University Relations or the Alumni Association.

Center for Urban and Regional Affairs. The Center was recently established to facilitate and coordinate urban and regional University programs in research, curriculum, and extension services. New programs, where needed, will be initiated by the Center to support and broaden ongoing University urban and regional activities.

REGENTS' STATEMENT ON ACADEMIC FREEDOM

The Board of Regents released a statement on academic freedom on December 14, 1963. Entitled "Freedom and the University," this statement received wide notice as a reaffirmation of the historic American concept of academic freedom. Copies of the full statement, which all staff members should read, may be obtained from the office of each dean or from the Department of University Relations, 318 Walter Library, Minneapolis Campus. The statement says in part:

"It cannot be stated too strongly that the only atmosphere in which a university can fulfill its assigned role is the atmosphere of freedom. Nor is it surprising that in America, where free discussion is the first principle of our political faith, universities have flourished best and have made at the same time the most remarkable contribution to the public good. Those universities contributing most have been those which are most free . . .

"The student and the professor must live in an atmosphere where questioning is encouraged, where every alternative can be explored, where their free minds may be allowed to test the validity of each idea, and where they feel free to follow wherever truth may lead. Such a free atmosphere is not merely necessary to university freedom; it is also the way of life which we have a right to associate with America. To ask that the right of the University to this freedom be respected is not to ask for special privilege, but rather to ask for the opportunity to demonstrate the efficiency of the freedom in which we all believe and for which so many brave Americans have died. The most American activity of them all is to think, to speak, and to inquire freely. The un-American activity is to deny such freedom . . .

"Just as the atmosphere of freedom within a university is the best guarantee of productive and responsible instruction, so also is it the best guarantee that students will grow toward responsible citizenship. A free society calls for citizens well-schooled in the wisdom traditional to that society. It also calls for citizens accustomed to grappling with new ideas, to participating in the give-and-take of public discussion, and to assuming public responsibility for their own thinking. Students properly assert their right to learn the responsibilities of choice and decision which they must bear as citizens, and the free university properly provides the most appropriate setting for such learning . . .

"The university is of paramount importance to our nation because it seeks to bring the methods of reason to bear upon our problems — to find better means to public peace, as well as more effective ways to deter threats of violence which may be directed toward our nation. To do its rational work wisely, a university by its very nature requires freedom to inquire . . .

"The University, operating in an atmosphere of freedom, has made great contributions to the healthy, stable society of which we are all now so proud. We as Regents are satisfied that, to a very high degree, the faculty of the University and its administration understand the mission of the University and are using their freedom responsibly. We are satisfied that the existing agencies for enforcement of law and for protection of national peace and safety are alert and adequate to their tasks. We are also sure that the University officials are prepared to, and do, cooperate with them in assuring national safety. We are impressed by the great responsibilities related to national safety and prosperity that are continuously entrusted to University personnel, and we wish to take this opportunity to reaffirm our faith in the University and in the efficiency of freedom."

IV. Faculty Personnel Information

FACULTY APPOINTMENTS

New staff members are recommended by the faculty and the dean of each individual college or school, and approved by the President and the Board of Regents. After final approval, publicity regarding appointments may be released through the appropriate University news service.

Types of appointments are designated by symbols which indicate the terms of employment: A, twelve months; B, academic year (September 16 through June 15); C, special term as noted; D, six months (October 1 to March 31); E, nine months (October 1 to June 30); F, special term (September 16 to April 15); H, part time; L, Civil Service staff who have acquired longevity; P, assistant professors and instructors who have acquired tenure; T, temporary positions. Appointments are designated by these letter symbols plus a figure indicating the percentage of working time the position requires. Thus BHT50 indicates a temporary position for the academic year, half time.

Each prospective faculty member receives a "request for academic background information" from the President's office. This form, with the original appointment blank, is the nucleus of each faculty personnel record file. The faculty member should notify the President's office in writing whenever an addition to his academic or professional background occurs (for example: additional academic degrees, honors, publications, or professional activities).

Some policies regarding faculty employment are:

1. Persons over 48 years of age ordinarily may not be appointed for the first time to full-time University positions.
2. Not more than one member of a family may be employed in the same University department except in special circumstances, and then only with the approval of the Board of Regents.
3. Before his appointment becomes fully effective, each new full-time regular instructor or assistant professor must pass a prescribed physical examination. This examination must be completed before the end of the first academic quarter of service. All original full-time regular appointments to the rank of associate professor or professor are effective only upon passing the prescribed examination within eight weeks of the beginning of service. All promotions to a tenure rank necessitate taking a second physical examination, the results of which are considered in reaching a final decision on the promotion. Examinations will be given by the University Health Service without cost. If the individual prefers, he may be examined by a private physician at his own expense, but the results must be reported on University Health Service forms.

APPOINTMENTS TO GRADUATE SCHOOL FACULTY

There are two types of membership in the graduate teaching faculty: full membership and associate membership. Full members 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 graduate committees, and if authorized to do so, act as advisers to candidates for Master's degrees. Others are approved as associate members specifically to teach certain courses. All recommendations for Graduate School faculty appointments originate with the teaching departments. Requirements for such appointments are not the same in all departments.

PROMOTIONS

Recommendation for promotion generally is made by the department head, and must be subsequently approved by the dean, the President, and the Board of Regents. There are no fixed requirements about length of service before promotion.

TENURE

There are four classes of regular faculty positions: professor, associate professor, assistant professor (including research associate), and instructor (including research fellow). 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 the rank unless it is stipulated otherwise.

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 the end of his fourth year, when 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.

In addition to the regular appointments, a large number of *non-regular appointments* are made. These are identified in the *Regulations Concerning Faculty Tenure* as the positions of lecturer, professorial lecturer, visiting lecturer, visiting or substitute professor, county extension agent in the Agricultural Extension Service, any position coded T or X (temporary position

or temporary employee in position) or designated as clinical (regardless of rank), and the positions of assistant, teaching assistant, and research assistant. Under the regulations, tenure credit is not acquired by appointment to a non-regular position, nor is there created any presumption of a right to reappointment. Part-time positions also are ordinarily non-regular, whatever the title.

For further information, see the pamphlet, *Regulations Concerning Faculty Tenure*, which can be obtained from the office of the Vice-President for Academic Administration or from the Personnel Records Division.

INSURANCE AND RETIREMENT PLANS

Group Life Insurance. All full-time faculty members holding the rank of instructor and higher who are under 60 years of age are eligible for the \$20,000 Group Life Insurance. Coverage is effective on the first date of University service. Application must be made at the time of appointment. There is no cost to the staff member for the insurance; the University pays the total premium.

Group Life Insurance terminates when the staff member resigns or retires from the full-time service of the University, but he may obtain within 31 days, without evidence of insurability, an individual policy other than term insurance for a like or smaller amount by paying the required premium.

Group Income Disability. Faculty members eligible for Group Life Insurance also are eligible for the Group Income Disability, with coverage effective on the first date of University service. There is no cost to the faculty member; the University pays the total premium.

If the insured staff member is disabled for a period longer than four months, he will receive a monthly income not to exceed 60 percent of salary and not to exceed \$1,000 per month, beginning with the fourth completed month of disability, and continuing each month until he reaches age 65, or until recovery or death. The coverage terminates when the staff member resigns or retires from full-time service at the University, but he may obtain within 31 days, without evidence of insurability, an individual policy in the amount of \$200 per month coverage by paying the premiums at his attained age to the insurance company.

REMUNERATION

The salary to be paid a prospective faculty member usually is an individual matter agreed upon by the department head and the faculty member, with the approval of the dean of the college, and is confirmed by the President and the Regents at the time of the appointment. Salaries for assistant professors, research associates, instructors, and research fellows cannot go below floors established each year. These minimums are announced by the President's Office at the time each new budget is prepared.

All University employees are paid semimonthly, but not everyone is paid on the same day. The month is divided into two periods, the first through the fifteenth, and the sixteenth through the last day of the month. Regular payroll

employees are paid on the fifteenth and the last day of the month; those on the miscellaneous payroll are paid on the tenth and the twenty-fifth.

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 is September 30 for those on the regular payroll and October 10 for those on the miscellaneous payroll. Last payment: December 15, regular; December 25, miscellaneous.

Winter Quarter: First payment: December 31, regular; January 10, miscellaneous. Last payment: March 15, regular; March 25, miscellaneous.

Spring Quarter: First payment: March 31, regular; April 10, miscellaneous. Last payment: June 15, regular; June 25, miscellaneous.

It is expected that a resigning staff member will complete all work connected with a quarter, although the last payday may precede the actual close of the quarter.

University payroll checks may be cashed at the Bursar's window on the first floor of Morrill Hall, except during registration periods. There are no campus facilities for cashing personal checks.

Staff members who have been employed 75 percent time or more for at least three months may borrow up to \$300 (but not to exceed the gross monthly salary) for emergency purposes from the Staff and Employees' Loan Fund.

The services of various Twin Cities financial institutions also are available to staff members with special needs (see page 39). A list of these institutions with their announced plans for University of Minnesota faculty members may be secured from the Office of University Relations in Morrill Hall. Still additional information on staff and employee loans may be found in the *Manual of Business Procedures*.

Faculty Retirement Plan. For staff members newly eligible after September 16, 1963, the Faculty Retirement Plan provides allowances from:

1. Social Security.
2. Annuity income provided from (a) University contributions of 2½ percent of the first \$5,000 of gross annual salary, plus 13 percent of such gross annual salary in excess of \$5,000, and (b) staff contributions of 2½ percent of salary.

Faculty members eligible for the \$20,000 Group Life Insurance are eligible for the Faculty Retirement Plan, subject to the following waiting periods:

Associate Professor or higher, no waiting period.

Assistant Professor or Research Associate, October 1 following two years of service.

Instructor, Research Fellow, or eligible Civil Service staff member, October 1 following three years of service.

Any staff member eligible for the Faculty Retirement Plan is required to participate in OASDI (Social Security).

The compulsory retirement date for a staff member is the June 30 following his 68th birthday. There is the option of retiring earlier, however, with appropriate readjustments in allowances.

For further information, confer with the Department of Insurance and Retirement.

Salary or Annuity Option. Effective January 1, 1962, the Regents of the University approved implementation of the Technical Amendments Acts of 1958 (called the Mills Bill) as it relates to the University staff in the following cases:

1. The Faculty Retirement Plan alone. In brief, the Mills Bill is a legal device whereby the staff member participating in the Faculty Retirement Plan may request the University to reduce his salary by a number of dollars equal to his contributions to the Faculty Retirement Plan. The University uses this amount to pay the staff member's share of annuity premiums in the Faculty Retirement Plan. The advantage to the staff member is that currently such reduction in his salary is not includable in federal or state taxable income.
2. Optional Additional Annuities. Section II of the Mills Bill provides for the purchase of additional annuities (separate from the Faculty Retirement Plan) on an optional basis, for academic staff on the regular payroll, including temporary appointees, lecturers, and part-time appointees. A staff member may request the University to reduce his salary by a certain number of dollars (subject to the 20 percent exclusion limit). The University uses this amount to purchase additional retirement annuities which have no relation to the Faculty Retirement Plan. Again, the advantage to the staff member is that currently such reduction in his salary is not includable in federal or state taxable income. The University makes no contribution other than the amount of salary reduction.
3. Variable Annuities. Beginning October 1, 1964, the University gave staff members the choice of participating in a plan under which they may divert a portion of the combined contributions by the University and the staff member to a variable annuity. This option is available under both the Faculty Retirement Plan and the additional optional annuities provision.

A portion of the contributions, if the staff member chooses the variable annuity plan, and 100 percent, if he does not, are used to purchase fixed dollar annuities. Contributions to a fixed dollar annuity purchase a definite amount of guaranteed annuity income and are invested almost exclusively in fixed dollar obligations, such as bonds and mortgages. Contributions to a variable annuity buy units (like shares of ownership) in a broadly diversified common stock fund. Before retirement, the value of

the variable annuity can change from year to year depending on the rise or fall of the market value of the common stocks and their earnings. After retirement, the amount of the monthly income can fluctuate for the same reasons.

For further information, confer with the Department of Insurance and Retirement.

MEDICAL EXPENSE PLANS

Hospitalization, Surgical—Medical—Obstetrical, Major Medical, and Additional \$5,000 Group Life Insurance. A member of the academic staff holding an appointment of not less than 75 percent time is eligible to receive his own health benefits and his own additional life insurance without cost; any premium for dependent health benefit coverage would be paid by the staff member through payroll deduction. The above applies only to nonstudents.

A newly appointed or newly eligible staff member's coverages (including dependent coverages, if any) shall become effective on the first day of the first payroll period beginning on or after the 28th day following the first day of eligible employment. (Individuals who do not make application for dependent coverage within 30 days after their date of eligibility may insure such dependents only by furnishing satisfactory evidence of good health.)

University Health Service. Faculty members may join the Health Service Plan by paying the membership fee. This plan provides the member with outpatient benefits, including dispensary and specialist services and an annual physical examination. The plan covers all services rendered except that charges are made for some items and services such as X-ray and physical therapy in excess of \$50 per year, glasses, drugs, and dental care.

The membership period runs from September 16 to the following September 15. Applications will be accepted any time before September 16 for services beginning September 16. Applications also will be accepted before March 15, but these must be for 18 months with service beginning on March 15. Faculty members may apply for membership at the cashier's office on the second floor of the University Health Service on the Minneapolis Campus.

PROPERTY INSURANCE

Faculty members who bring valuable equipment of their own to their offices should realize that no University insurance covers this personal property.

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 needs 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

Board of Regents through his department head or dean. Two kinds of leaves of absence are recognized: with pay, and without pay. Leaves with pay are granted for the following:

Military Service. Leaves are granted to full-time faculty members for required service in the National Guard or any of the armed services reserve forces. These are usually for no longer than two weeks.

Attendance at Scientific or Professional Meetings. Leaves are granted to persons representing the University or attending meetings important to the individual's work.

Appearance in Court. Faculty members do not lose pay when testifying before a court or a legislative committee on 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.

Vacations. Academic staff members on A (12-month) appointments accrue vacation at the rate of two days per full month of service, i.e. 22 days per year. A staff member will not be entitled to vacation leave during his first year of service until he has completed 11 full months of service. Vacations are to be taken at the convenience of his department. A staff member with an A appointment who does not take a vacation is not entitled to extra pay instead. Vacation time normally is taken at the conclusion of the year in which it is earned. If postponement of a vacation for more than the equivalent of one quarter into the subsequent year is necessary, the matter must be agreed upon in writing between the staff member and the department head, and a copy of the agreement must be sent to the office of the Academic Vice 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.

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

Sabbatical Leave. After six consecutive years of full-time service at the University, faculty members, holding twelve-month (A) or nine-month (B) appointments, are eligible for sabbatical leave. This is granted to staff members who have held the rank of assistant professor for at least two years, to associate and full professors, and to instructors who are on permanent tenure. Whether for a full year or for a shorter period — part of the leave one year, part another — all leaves require the approval of the applicant's department head, the dean of his college, the President, and the Board of Regents. Half salary is paid by the University with the understanding that staff members granted leave will return to the campus for at least one year's service or will reimburse the University for

salary and the University's share of fringe benefits paid during the furlough. While on leave, faculty members are free to accept nonservice grants for research or study but may not draw pay for professional employment or practice. A sabbatical leave report summarizing the work done is to be submitted to the President within three months after return to the University.

Single Quarter Leave With Pay. Full-time one-quarter leaves on full salary for study and research are granted on an all-University competitive basis to full-time appointees who have tenure and a minimum of three full academic years with the University. Applications that receive the endorsement and support of the department head or administrative officer are forwarded to the dean of the applicant's college for referral to a college-level screening committee. The committee's recommendations are sent to a University-wide selection committee, and finally to the President, who recommends approval to the Board of Regents.

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 *The President's Report, 1952-1954*, pages 14-15.

Application forms for single quarter leaves are available in the deans' offices. An announcement about the deadline for submission of applications is made in the Official Daily Bulletin during the fall quarter of each year.

TRAVEL

The University generally pays the travel expenses of a staff member who makes a trip as an official representative of the University. Travel outside of the state at University expense must be officially approved. Detailed information may be obtained from the *Manual of Business Procedures* or from the Business Office.

While on University business, most University of Minnesota staff members are insured under a travel accident policy covering travel by air, ground, and water. The University assumes the entire cost of this insurance. The amount of coverage is \$50,000 for accidental death.

RESIDENT TUITION

New full-time faculty members with the rank of instructor or above and their immediate families may pay resident tuition and fees in all colleges. Graduate students of certain classifications who are giving 25 percent or more of full-time service to the University are privileged to pay tuition at the Graduate School resident rate, regardless of source of fund, resident status, or curriculum pursued. This privilege applies also to members of immediate families. Those included are fellows, scholars, assistants, research associates, and members of the teaching staff and scientific bureaus and experiment stations; they must be

regularly enrolled in the Graduate School or be in the final year of the Master's degree curricula in undergraduate colleges.

ORIENTATION PROGRAM

All new University faculty members and their spouses are invited to attend an Orientation Program in the fall. The purpose of the program is to acquaint the new staff member with the policies, procedures, and goals of the University; to introduce him to the President, members of the Board of Regents, deans, and permanent faculty members; and to provide him with information about the University. Faculty members with children (all ages) are invited to bring them along; arrangements are made for their care during the program. Further orientation usually is planned by the departments.

GUIDE SERVICE

The Department of University Relations maintains a guide service. Faculty members who wish to take a group on a tour of the University should call this department.

V. Teaching Policies and Procedures

DEGREES

The University offers two-year Associate degrees, Bachelor's degrees, Master's degrees, Specialist degrees, Doctor of Philosophy degrees, and certain professional degrees, such as Doctor of Education, Doctor of Medicine, Doctor of Dental Surgery, and Doctor of Veterinary Medicine.

COURSES

Information on admission requirements is given in the *General Information Bulletin* and in the official bulletin of each college. Student registration begins several weeks before the start of each quarter, as announced in the *General Information Bulletin* and the Official Daily Bulletin. Detailed information concerning courses is given in the bulletin of each college; time and location of classes are given in the quarterly *Class Schedule*.

Courses listed in the bulletins usually are 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, 200 and over. Most junior and senior courses numbered 50-99 also are open to sophomores with a C average or better in prerequisite courses.

CLASS LISTS

Class lists are sent to faculty members through their department heads. Instructors 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 in class vary with the colleges. Staff members should become familiar with their college regulations.

CLASSROOMS

Classrooms are assigned by the University's Office of Space Allocation and Scheduling through the department heads. Room assignments are listed in the quarterly *Class Schedule*. Requests for classrooms for examinations are handled in the same way as classroom requests.

Any special classroom requirements should be made known to the departmental office, which will inform the room scheduling service. If a faculty member is considering teaching a course which will require a specially equipped room, he may find out what is available by calling the Office of Space Allocation and Scheduling.

Courses taught on closed circuit television are coordinated through the Department of Radio and Television and the Office of Space Allocation and Scheduling.

OFFICE SPACE

Office space is assigned to a faculty member by his department head at the time of his appointment. Classroom buildings, unless used for evening classes, are open from 7 a.m. to 6 p.m. Buildings used for evening classes are locked at 10 p.m. A faculty member entering a locked building is expected to relock the building from the inside when he comes in and to close windows, turn off lights, and lock the doors when he leaves. The Department of Police checks on all buildings periodically.

To obtain office and building keys, a letter signed by the head of the department must be submitted to the Department of the Police. Each individual must sign for his own keys and be responsible for them until they have been returned to the Department of Police and his name has been removed from the records.

ROOMS FOR SPECIAL LECTURES AND EVENTS

Classrooms or auditoriums for special lectures or events may be reserved by calling the Office of Space Allocation and Scheduling on the Twin Cities Campus. However, if space is desired in Coffman Memorial Union or the St. Paul Student Center, contact the Director of Student Unions; the Director of the Nolte Center and the Director of Concerts and Lectures may authorize use of space in the Nolte Center and Northrop Auditorium respectively.

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

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 the Committee on Student Scholastic Standing in their college for adjustment.

Teachers may request assistance with planning, construction, or analysis of classroom tests from the examinations consultant in the Bureau of Institutional Research. The services of the examinations consultant and a series of nontechnical bulletins dealing with common problems of classroom evaluation are available without charge to interested faculty members and departments.

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.

GRADES

Final grades for students must be sent to the recorder within 72 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 reported, changes can be made only on recommendation of the Committee on Student Scholastic Standing of the college concerned.

TEXTBOOKS AND PRESCRIBED CLASSROOM MATERIALS

Faculty members should arrange with their department heads for the textbooks and classroom materials they need. Books and supplies are ordered by the University Bookstores on the basis of information received from the office of the department head. Giving this information to the Bookstores as soon as firm decisions have been made will minimize the possibility of error and delay.

TEXTBOOKS, MIMEOGRAPHED MATERIALS WRITTEN BY STAFF

The use in teaching and sale to students of textbooks or duplicated syllabi written by staff members must be approved in advance by the Administrative Committee of the Senate. Requests for approval are forwarded through the department head and dean to the secretary of the committee. They should indicate the estimated price, the approximate number of pages and diagrams, and the number to be sold, as well as the general nature and proposed use of the work, including course number.

Commercially published printed textbooks written by staff members require only a letter incorporating the information indicated above and the name of the publisher.

Approval for mimeographed, photo offset, or similar works is requested on a special form available to departmental offices at the General Storehouse. The mimeograph department and the University Bookstores cooperate in producing, pricing, and selling mimeographed publications written for students.

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 laboratory projects in connection with regular class work, or they may be more extensive, 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 obtain the approval of the Assistant Vice President of Business Administration. This is done by sending a memo to Property Accounting containing all pertinent information. If approval is given, Property Accounting will arrange for insurance coverage with the cost chargeable to the department concerned.

STUDENT REACTION TO INSTRUCTION

A two-part form developed by a faculty committee is available for teachers interested in getting student reactions to their courses and instruction. The forms, designed to be used near the close of the term, can be obtained without charge from the Bureau of Institutional Research. Completed forms are tabulated and summarized by the Bureau, and results are sent only to the faculty member involved. The Bureau does not keep copies.

STUDENT ASSISTANTS

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

ASSISTANTSHIPS

Appointments to teaching or research assistantships are offered through each department and are approved by the Graduate School. Students must be enrolled in, or approved for admission to, the Graduate School to hold one of these appointments. Applications for graduate assistantships must be made by February 15 for the ensuing academic year. They should be submitted to the head of the department making the appointment.

During the academic year, graduate assistants usually are appointed for 50 percent time or more. They may be employed for more than 75 percent time only if the dean of the Graduate School gives his approval. During Summer Sessions, they may work any percentage of time, up to and including 100 percent, without the special permission of the Dean. Pay for graduate assistants depends on the percent 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.

VI. Student Counseling Services

THE FACULTY MEMBER AS ADVISER

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

COLLEGE COUNSELING SERVICES

Advising and counseling services are maintained in the College of Agriculture, Forestry, and Home Economics, the College of Education, the General College, the General Extension Division, the Institute of Technology, the Law School, the College of Liberal Arts, the School of Nursing, the College of Pharmacy, and the College of Veterinary Medicine. A faculty member may refer a student to the counseling service of his college.

COMMITTEE ON STUDENT SCHOLASTIC STANDING

Most colleges have a Committee on Student Scholastic Standing which hears student petitions for exemptions from requirements, assists students who have difficulty in scheduling required courses, advises those who do not maintain satisfactory scholastic standing, acts on students' requests to carry more than the regular credit load per quarter, acts on reports of scholastic misconduct when it occurs within a single college, and recommends administrative procedures to the faculty.

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students, the coordinating agency for student personnel services, administers the following: the Student Counseling Bureau, the Student Housing Bureau and Residence Counseling Program, the Coordinator of Students' Religious Activities, the Disciplinary Counseling Office, the Foreign Student Adviser's Office, the Bureau of Student Loans and Scholarships, the Speech and Hearing Clinic, the Student Activities Bureau and Orientation Program, the Minnesota Planning and Counseling Center for Women, the Dad's Association, and Student Life Studies. A directory of all personnel services for students is available from the Office of the Dean of Students. The Dean of Students is responsible for carrying out the Regents' policy for consultation with students about policies and problems of students.

The proper utilization of student personnel agencies is expected to enhance the educational growth and development of students. Faculty members are encouraged to be informed of those services available and to help students in their utilization.

Orientation of New Students. A student-faculty committee works with the orientation coordinator in the Office of the Dean of Students to plan an orientation program. Students are introduced to the intellectual mission of the University through lectures, classroom demonstrations, book exhibits, and retreats, and to the services of the University through lectures and visits.

Student Counseling. Students may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic, specialized help with vocational, personal, and social problems, and aid for handicapped students. Faculty advisers and counselors in college offices may consult the Student Counseling Bureau about students' problems. They may learn which faculty advisers or counselors have previously interviewed a student, and may obtain information about tests of a student's scholastic aptitude, vocational interests, personality, and academic achievements. Machine scoring of mid-term and final examinations may be arranged through the Technical Division of the Bureau.

Student Misconduct. Reports of student nonacademic misconduct are referred to the Disciplinary Counseling Office in the Office of the Dean of Students. The Disciplinary Counseling Office is the agent for the All-University Committee on Student Behavior, appointed by the President. Reports of certain types of misconduct in student residences are heard by student judiciary boards. Instances of scholastic dishonesty within a single college are handled by the college; intercollege cases of scholastic dishonesty are reported to the Disciplinary Counseling Office.

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 their purposes and officers, may be obtained from the bureau. Faculty members are invited to lecture at special camps and retreats for new students, students of high achievement, and campus leaders.

Foreign Students. Students and faculty from other countries with special problems should be referred to the Office of the Adviser to Foreign Students. Staff members in this office offer information and counseling on problems of a personal, financial, and educational nature; act as liaison with foreign governments; and assist in meeting the problems of federal, state, and local regulations.

Loans and Scholarships. Students who have trouble financing their education can receive advice and help from the Bureau of Student Loans and Scholarships. Through the bureau, students may be aided in planning their budgets, may obtain short- or long-term loans, and may learn of available scholarships and grants.

Speech and Hearing Difficulties. Students with speech and hearing problems should be referred to the Speech and Hearing Clinic for consultation, diagnosis, and remedial help.

Student Housing. The Student Housing Bureau assists students in making suitable living arrangements off campus. It provides information on the rates and availability of rental units, counsels students and householders in their problems, administers the Regents' policy against discrimination in private housing, acts as a student housing information and population data center, and prepares information for the *Student-Staff Directory*.

Residence Counseling. Residence counselors are certified and trained for the residence halls, sororities, fraternities, and a number of off-campus houses. The counseling program is planned to help students adjust to and benefit from their University living environment.

Religious Activities. Questions regarding religious organizations and personnel on campus should be referred to the Coordinator of Students' Religious Activities.

Planning and Counseling Center for Women. The Minnesota Planning and Counseling Center for Women is a coordinating and facilitating service designed to help the undergraduate and graduate student prepare to maintain her intellectual competence during the family years, and to make the mature woman's return to academic, civic, or vocational productivity a practical reality. The program includes counseling, special curricular offerings, placement, child-care, scholarships, and other services.

Dads Association. The Dads Association is an organization of University parents which provides parents with an opportunity to get information about the University and to be of service to the University and its students. Monthly campus meetings, community programs, an Emergency Loan Fund, and newsletters to parents are some of the services offered.

Student Life Studies. The staff of Student Life Studies initiates and conducts research on the various aspects of student life, often in cooperation with other student personnel agencies.

VETERANS' AFFAIRS AND STUDENT DEFERMENT

The Office of Admissions and Records assists with problems concerning veterans' affairs and Selective Service deferments. On the Minneapolis Campus this aid and the necessary forms and booklets are available in 105 Morrill Hall; on the St. Paul Campus, in 202 Coffey Hall; on the Duluth and Crookston campuses, in the Office of Student Services; and on the Morris Campus, in the Office of Admissions and Scholarships.

PLACEMENT

General. A Placement Inquiries Clearance Office is located in the Bureau of Recommendations Office of the College of Education at 400 12th Avenue S.E. This clearance office does not register or recommend candidates for jobs but

directs prospective employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures. Certain colleges and divisions have their own placement offices.

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. The Bureau fills thousands of vacancies at elementary, secondary, and college levels each year. Its services are available to M.A. and Ph.D. graduates of the University seeking careers in college teaching, as well as to College of Education graduates who are prepared to teach in elementary and secondary schools.

VII. Academic Resources of the University

THE UNIVERSITY LIBRARIES

With collections totalling 2,750,000 volumes, the University of Minnesota Library now ranks tenth in size among those of American universities. The Humanities and Social Sciences resources are housed in the new O. Meredith Wilson Library, completed in 1968, and the Science and Technology collection is in the Walter Library. There are more than 20 additional subject libraries on the Minneapolis campus.

Specialized departmental libraries on the Minneapolis campus include: Architecture, Art, Bio-Medical, Chemistry, Education, Engineering, Geology, Journalism, Law, Mathematics, Mines-Metallurgy-Chemical Engineering, Music, Pharmacy, Physics, Public Administration, and University High School. Serving the St. Paul campus are libraries for Agriculture, Bio-Chemistry, Entomology, Forestry, Plant Pathology, and Veterinary Medicine. There are also libraries on the Duluth, Morris, and Crookston campuses.

Unusually strong collections in 17th Century English History and in Scandinavian materials are of special interest. The James Ford Bell Collection in the Wilson Library is primarily concerned with the history of exploration and trade before 1800. An extensive collection of foreign and U.S. newspapers, both in newsprint and on microfilm, is maintained in the Wilson Library Newspaper Division. Other notable special collections include the Ames Library of South Asia, the East Asian Library, the Middle East Library, the Kerlan Collection of Children's Literature and Book Illustration, the Hess Collection of Dime Novels, Immigrant Archives, Social Welfare History Archives, and the University Archives, which collects and preserves materials pertaining to the history of the University.

The general card catalog listing the holdings of all Minneapolis-St. Paul campus libraries, is in the Wilson Library. Publications not in the University's own collection may be requested for faculty use through the Interlibrary Loan Division. A copying service, to provide single copies of journal articles or pages from books at nominal cost, is maintained in various libraries throughout the campus.

Members of the academic staff are invited to recommend books for purchase by the library by submitting suggested titles to the Resources Department. The Wilson Library has a number of faculty study rooms for research and writing, for which application may be made at the Director's Office.

Reserve book rooms are maintained in both the Wilson and Walter Libraries to provide maximum circulation of titles used for course assignments. All faculty members receive forms for listing books to be placed on reserve. These should be submitted to the reserve librarian in Wilson Library one month before the start of the quarter during which they will be needed. Books should be listed on the forms exactly as they appear on bibliographies assigned to students.

THE UNIVERSITY PRESS

The University of Minnesota Press extends the horizons of teaching and research beyond the campus to scholars and general readers. It publishes the results of scholarship and research by University faculty members and other scholars.

The Press maintains professional editorial, production, sales, and promotion staffs, and distributes its publications through established book trade channels in the United States and abroad. Normally, royalties are paid to authors beginning with the first copy sold, regardless of whether or not the book involved is expected to incur a deficit.

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, with advice from specialists in the fields concerned.

The Regents have designated the University of Minnesota Press as the agency for advising all applications for copyright in the name of the University of Minnesota. On all University materials subject to copyright, the copyright is to be taken out in the name of the University of Minnesota.

PUBLICATION SERVICES

Duplicating Services. Multilithing, mimeographing, xeroxing, and ditto are available at Central Duplicating, B-15 Johnston Hall. The University Printing Department does multilithing, offset printing, and letterpress at 204 Shops B. Complete addressing and mailing services are available at the Addressograph and Mailing Services, Shops B. Printing, mimeographing, multilithing, ditto, and addressographing services are available at the Mimeograph and Bulletins Department, 3 Coffey Hall, on the St. Paul Campus. Instructions on using the laboratory for official University projects are given in the *Manual of Business Procedures*.

Instant Copy Service. Copies of book pages and other printed materials for study and theses can be obtained from the Instant Copy Service in three locations: 10 Walter Library, 33 Social Science Building on the West Bank, and 3A Coffey Hall on the St. Paul Campus.

Photographic Laboratory. The University Photographic Laboratory, 125 North Hall, on the St. Paul Campus, offers complete photographic services for faculty members. The laboratory does highly specialized photography, both in color and black and white, and will build special photographic equipment for research projects. It also provides microfilming services. Instructions on using the laboratory for official University projects are given in the *Manual of Business Procedures*. It is a division of the Audio-Visual Education Service.

Motion Picture Production. A complete motion picture and filmstrip production facility is available to the faculty for research, recording, and reporting, and for the production of classroom materials. This unit has highly

specialized equipment, and personnel who can fill almost every request for producing motion picture film or filmstrips. It is a division of the Audio-Visual Education Service.

Artist Services. Art work for classroom materials, publications, displays, and exhibits can be obtained from the Artist Service, a division of the Audio-Visual Education Service.

Whiteprint Service. Sketches, plans, charts, graphs, grade reports, and theses can be reproduced by the whiteprint process on both the Minneapolis and St. Paul campuses. Copies can be made in either blueline or blackline printing. Whiteprint duplicating is done on the Minneapolis Campus by the Engineering Graphics Division of the Mechanical Engineering Department and on the St. Paul Campus by the Agricultural Engineering Department. Instructions are given in the *Manual of Business Procedures*.

Medical Art and Photography. The Department of Medical Art and Photography provides a visual communication service for the medical sciences as well as other interested branches of the University.

The Department is staffed and equipped to produce a wide range of drawings and photographs of scientific material for use in textbooks, journals, movies, lecture slides, and exhibits. The staff of experienced medical illustrators and artists produce drawings, diagrams, and graphs in pen and ink, halftone, and color, as well as design exhibits and fabricate 3-dimensional models. Photomicrography, photomacrography, specimen, patient, and surgical photography and cinematography represent some of the typical photographic services that are offered.

The Department is located in C566 Mayo. For further information, call extension 3-2791.

AUDIO-VISUAL EDUCATION SERVICE

The Audio-Visual Education Service assists in producing, obtaining, and utilizing all types of instructional materials and devices. In-service education for faculty and staff is available on request. A special seminar laboratory facility is available for consultation and study of presentation projects and problems. Some of the other services offered are audio-visual equipment repair and installation, classroom design, exhibit design and construction, artist and graphic art services, motion picture and still picture production, audio recording and duplicating, a projection and operator service, a collection of films, filmstrips, and other audio-visual materials, and preview facilities for new materials and equipment.

SLIDE LIBRARY

The Art History Department's collection of about 100,000 slides is housed in 109 Jones Hall. Slides are available to faculty members of all departments for

class use on one-day loans (when this use will not conflict with Art History lectures).

The collection of 100,000 photographs and reproductions of works of art is housed in 203-A Jones Hall. This collection is open to faculty members and graduate students of all departments for teaching and research.

UNIVERSITY COMPUTER CENTER

Faculty members from all departments of the University may receive help in solving their research and educational problems from the staff of the University Computer Center. The Center operates large-scale digital, analog, and hybrid computers, as well as punched card tabulating equipment. Headquarters of the University Computer Center is 227 Experimental Engineering Building.

MANAGEMENT INFORMATION SYSTEMS RESEARCH CENTER

The Management Information Systems Research Center, 93 Blegen Hall on the West Bank, conducts research with local firms as associates. The School of Business Administration works with the MISRC as a member of the association performing research, and as a portion of the University receiving teaching and consulting aid from the Center.

The MISCR also participates in the operations of the West Bank Computer Facilities under the direction of the University Computer Center.

Further information may be obtained by contacting the director of the Center.

SOCIAL SCIENCE RESEARCH FACILITIES CENTER

This Center specializes in the research problems of the social scientist that are adaptable to electronic data processing (EDP). Faculty members and graduate students working on dissertations may use the facility. The center has access to several computers, owns or rents a variety of tabulating equipment, and employs graduate students from several of the social sciences to work with the research investigators on all EDP aspects of projects. Headquarters for the Center is in 25 Blegen Hall.

RESEARCH AND COORDINATING BUREAUS

Bureau of Institutional Research. The Bureau of Institutional Research is maintained by the University (1) to study its own educational processes, (2) to study higher education in Minnesota, and (3) to cooperate in regional or national studies of higher education. It serves as a research arm for faculty committees and collegiate units as well as for the central administration. The Bureau is headed by a full-time director.

The Bureau aims to stimulate faculty interest in the University's educational problems and to assist in developing and carrying out research focused on college-level instruction. Results of research projects are published in various

forms; the most significant of them are printed in the Bureau's *Report Series*. Copies are available to staff members upon request. Any faculty member is welcome to consult the director about Bureau assistance for an educational study. The Bureau maintains an examinations consulting service, available to all staff members and departments. Most projects are supported from regularly budgeted Bureau funds.

Center for Curriculum Studies. In response to established needs for a coordinated program to stimulate and support faculty effort for the improvement of education, the Board of Regents has established the Center for Curriculum Studies.

Under an administrative committee formed of the deans of the major colleges of the University, and chaired by the Vice President for Administration, the Center administers University funds in support of projects in educational research and development of the precollege and undergraduate levels. The All-University Council on Liberal Education serves as an advisory board to the Center on undergraduate problems.

The Center facilitates, coordinates, and supports work in a variety of program areas:

- (1) School Curriculum and University Course Development. Besides coordinating Project English, Project Social Studies, and the MINNEMAST project in school curriculum development, the Center supports a wide range of projects to upgrade the quality of undergraduate education through a Small Grants Program.
- (2) Research on and Development of Applications of Technology to Education. Present efforts are aimed at the innovative use of television and films, and the use of the computer in education.
- (3) Research on Basic Problems of Learning and Teaching. The Center supports research work, largely in social and developmental psychology, of relevance to education with particular emphasis on assessment.
- (4) Development of Inter-Institutional Educational Research and Development Programs. The Center encourages educational projects among all faculties of institutions of higher education of the State of Minnesota, especially those requiring the unique facilities of the University.

Faculty members interested in curriculum revisions and improvement are urged to submit proposals to the Small Grants Program of the Center.

Bureau of Educational Research. The Bureau of Educational Research operates chiefly as a small grants program. It supports research activities on pertinent educational problems by College of Education faculty members and others interested in this field.

INTERNATIONAL ACTIVITIES

Office of International Programs. The Office of International Programs was established in 1963 to provide central program planning and coordination of the diverse international activities of departments, institutes, and colleges of the

University. Emphasis is placed on stimulating interest in and obtaining financial support for activities in teaching, research, and service in the international field.

The office is headed by a Dean of International Programs, who is assisted by an Associate Dean responsible for overseas technical assistance projects, and by an Assistant Dean who coordinates campus-based activities. University-wide faculty committees have been established to provide program guidance and implementation in specific areas of interest. A University-wide Council on International Programs with faculty membership from the principal units of the University has been established to advise the dean in carrying out his functions.

Among the programs and activities currently in progress are research centers, a small-grants research program for University faculty, curriculum development in the international field, expansion of faculty in the international field, interdisciplinary faculty seminars, and technical assistance projects in Latin America — the largest of which is a University of Minnesota-University of Concepción (Chile) joint program sponsored by the Ford Foundation.

Center for International Relations and Area Studies. The Center for International Relations and Area Studies functions as a department office for a number of graduate and undergraduate interdisciplinary programs designed for the study of international relations or area studies of Asia (East or South), Western Europe (Scandinavian countries, England, France, Germany), Russia and Eastern Europe, and Latin America. Supplementary graduate training in intelligence research may be added to these programs.

The center has a reading room and a collection of current periodicals, government information papers, publications of international organizations, and pamphlets. Occasional research projects are undertaken by the staff. The center also arranges conferences and institutes and sponsors speakers on topics of current interest.

Minnesota World Affairs Center. The Minnesota World Affairs Center on the Minneapolis Campus is a department of the General Extension Division. It provides impartial information on international questions and gives individuals and organizations an opportunity to participate in a broad community program of world affairs education. The Center helps individuals and groups to plan programs, and gives advice about speakers, pamphlets, display materials, films, and other educational materials.

RESEARCH FUNDS

The Graduate School will help members of the faculty of the rank of instructor and above obtain research support from sources outside of the University, including both governmental and non-governmental organizations. Special information concerning these grants is available through the Graduate School Research Center and often through individual departments. The Center also tries to maintain a supply of application materials required for the various federal programs. The project must have the approval of the department head, dean, and administrative officer before it is released to the agency concerned. If a grant is made, it is subject to acceptance by the Board of Regents.

VIII. Miscellaneous Policy Matters

UNIVERSITY PUBLICITY MATTERS

All University public information matters are handled through University news services on the Twin Cities, Duluth, Morris, and Crookston campuses. In addition, a special news service handles information for the Department of Intercollegiate Athletics. Any faculty member who wishes to publicize, or is in any way involved in, a newsworthy project should consult in advance the news service on his campus for assistance in obtaining proper newspaper, television, radio, and magazine coverage.

USE OF THE UNIVERSITY OF MINNESOTA NAME

The name of the University and its buildings, facilities, and personnel may not be used in advertising, although the interpretation of this policy permits public service advertising and some types of institutional advertising. In these cases, the Department of University Relations approves advertising copy. The name of the University is not to be used in any way by members of its staff in a manner suggesting University endorsement of any product, service, publication, or political viewpoint.

VISITORS ON CAMPUS

Faculty members who have distinguished guests or who know of important visitors in the community are urged to inform (1) the Vice President for Academic Administration and (2) the Director of University Relations. Sometimes special arrangements can be made to present such visitors at special meetings and lectures on the campus. Press conferences can be arranged with the approval of the visitor. Mail and telephone calls can be expedited if the visitor's whereabouts is known. The Department of University Relations, through its guide service, will show visitors the points of interest on the Twin Cities Campus.

RELATIONSHIPS WITH LEGISLATORS AND CONGRESSMEN

Faculty members interact throughout the year with members of the State Legislature and the Minnesota Congressional delegation. The President has requested that staff members so involved keep the Vice President for Educational Relationships and Development informed of public committee assignments, hearing schedules, legislative proposals, and other matters which develop through these direct relationships.

Faculty members seeking program guidance or assistance in relations with federal agencies may contact the Federal Programs Office in the office of the Vice President for Educational Relationships and Development. The Federal Programs Office maintains liaison with all federal agencies supporting programs

at the University of Minnesota and is available to assist faculty members desiring contact or information.

SOLICITATION OF FUNDS ON CAMPUS

Soliciting funds or contributions on any campus is forbidden unless specifically approved by the Administrative Committee of the Senate.

Each fall, staff members on the Minneapolis Campus are asked to contribute to the Consolidated Fund Drive for the United Fund of Hennepin County and other voluntary agencies, which include the Minnesota Division of the American Cancer Society and the Minnesota Heart Association. The drive is organized by the Special Projects Program of the Department of University Relations. Similar drives are conducted on all other campuses. Staff members may authorize payroll deductions over a six-month period.

ATTENDANCE AT ACADEMIC FUNCTIONS

All faculty members are urged to attend University functions. Academic processions are held at the Opening Convocation, the Cap and Gown Day Convocation, and the June Commencement. For these occasions, each college selects a number of its faculty members as its representatives. Those selected who do not own caps, hoods, and gowns may borrow them without charge from the University Bookstores.

ACADEMIC COSTUME

Academic dress at the University of Minnesota generally conforms to the rules of the Intercollegiate Bureau of Academic Costume. Exceptions: honor students wear maroon and gold shoulder insignia on their gowns; tassels on caps of seniors indicate their colleges or schools by color. Faculty members who do not have personal academic costumes may secure them for University functions, free of charge, from the University Bookstores.

OFFICIAL DAILY BULLETIN

The Official Daily Bulletin, issued by the Department of University Relations and generally published in the student newspaper, the *Minnesota Daily*, carries official administrative and faculty announcements. Faculty members are responsible for knowledge of these announcements. Between quarters, a separate bulletin is published as needed.

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, 318 Walter Library, two days before the publication date. For the interquarter

bulletin, notices should be submitted one week before publication. Except for certain notices of unusual campus-wide importance, notices will be printed only once.

GIFTS TO THE UNIVERSITY

All matters concerning gifts and the solicitation of gifts to the University, including wills and bequests, should be cleared with the Office of the Vice President for Educational Relationships and Development.

All development project proposals involving a goal of \$500 or more from a private extra-University source are to be reviewed by the Coordinating Council. A faculty member wishing to solicit funds from private individuals, industrial organizations, foundations, or other private groups should seek Coordinating Council approval.

The major fund-raising agencies at the University of Minnesota are:

University of Minnesota Foundation — an independent, nonprofit, Minnesota corporation organized to secure major gifts for the University.

The Minnesota Alumni Fund — concentrates entirely on raising money from the alumni through various annual giving programs. The alumni express their interest in and their support of the University through this fund.

Special Projects Program — administered by the Department of University Relations to raise money and handle existing funds for hundreds of projects, including memorial gifts and gifts for scholarship and research. Its staff also organizes and carries out the annual Consolidated Fund Drive on the Minneapolis Campus. Two major funds administered by this program are:

The University of Minnesota Memorial Fund — directed by a twelve-member committee of academic and civil service staff representatives from all University campuses. Staff members or their spouses may be memorialized through gifts to this fund. The names of those who are memorialized are inscribed in a Book of Honor. Contributors may designate the use to which gifts will be put, if they wish.

The General Memorial Fund — through which persons not identified with the University as staff members or their spouses may be memorialized.

The Minnesota Medical Foundation — a nonprofit foundation with some 2,000 members, dedicated exclusively to the advancement of medical education and research at the University. Its funds are used primarily for scholarships and loans to medical students, but it also gives awards for outstanding teaching, grants research funds, and aids in the construction of buildings for the College of Medical Sciences. One of its publications is the official journal of the College, the *University of Minnesota Medical Bulletin*.

STUDYING FOR A DEGREE

Faculty members may work toward an advanced degree at the University during their spare time and during the Summer Session. However, no one with an appointment above the rank of instructor or research fellow is permitted to take a graduate degree from the University of Minnesota.

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 courses for Graduate School credit must apply for admission to the School before they can register for courses. Application blanks are available at the Graduate School. After admission, the staff member follows the regular registration procedure.

ADMISSION TO THE UNIVERSITY

Admission to the University of Minnesota is open to all qualified persons. Admission is based primarily on previous achievement and ability. No questions regarding race or religion appear on either academic admission forms or applications for employment.

AWARDS AND RECOGNITIONS GIVEN BY THE UNIVERSITY

The University of Minnesota confers several awards and honorary degrees on persons who have achieved distinction and recognition in public service, education, science, literature, or the arts. A special Committee on University Honors, appointed by the President and consisting of representative members of the faculty, screens all recommendations for:

Honorary Degrees — conferred upon persons of eminence who have made significant contributions in scholarship or public service. Nominations are considered only if the person has rendered outstanding service to the University of Minnesota or the state, or is a former University student or graduate who has achieved great distinction in his field.

Honorary degrees are given sparingly. From 1925, when the first honorary degree was awarded, to 1968, only 46 were given. The present policy of the Honors Committee is not to recommend current or retired faculty members for an honorary degree.

Outstanding Achievement Award — conferred upon graduates or former students of the University who have attained distinction and demonstrated leadership in their chosen fields or professions, or in public service. Faculty members who are former students or graduates of the University are not eligible for this award, while on the staff of the University.

Alumni Service Award — conferred upon graduates or former students of the University in recognition of service to the University, its schools,

colleges, departments, or faculty, or to the Alumni Association or any of its constituent groups. Faculty members are not eligible while on active service at the University.

Building Names. A University building may be named in honor of an individual. The Regents determine building names; recommendations are made by the Honors Committee. Information on policies and procedures governing bestowal of a personal name on a building may be obtained from the Honors Committee chairman.

Nominations for any of these awards or honors, except the Alumni Service Award, may be made to the Committee on University Honors by any member of the faculty or staff, by the Alumni Association, or by an alumnus. Nominations for the Alumni Service Award will be accepted only from the Alumni Honors Committee of the Minnesota Alumni Association. Details concerning nominating procedures may be obtained from the Honors Committee chairman.

Regents Award — given to individuals, organizations or groups in recognition of contributions to the building and development of the University through significant benefactions, or in recognition of the performance of exceptionally valuable service to the University. Candidacy is not limited to graduates or former students of the University. Nominations for this award are channeled through a committee authorized by the Board of Regents.

Regents' Professorship — established by the Board of Regents in 1965 as the highest recognition given by the University to members of its faculty. Regents' Professors are to be of outstanding academic distinction, judged by the scope and quality of their scholarly or artistic contributions, the quality of their teaching, and their contributions to the public good.

IX. Personal Services

HOUSING

The Staff Housing Bureau lists privately-owned apartments and homes for rental or sale. In addition, temporary accommodations in residence halls and in motels and hotels can be secured through the Bureau. Pillsbury Court, a University apartment development of 48 town houses near the Minneapolis Campus, is available for such occupancy by full-time faculty members of the rank of instructor and above. Priority will be given to new faculty members whenever possible.

A faculty homesite plan is offered to permanent faculty members with tenure who wish to build new homes in an all-University community in Falcon Heights, a suburb of St. Paul. The land for these homesites is leased from the University.

PERSONAL FINANCIAL SERVICES

Some financial institutions in the Twin Cities have special services to help new faculty members with relocation problems. Among these services are personal loans, real estate counseling, and interim financing.

A faculty member who wishes to know more about these personal financial services may call or write the Department of University Relations, 318 Walter Library.

SCHOOLS

The University maintains several special schools for children. Although it is not the purpose of the schools to serve the children of faculty members, applications from faculty families are welcome and are given equal consideration with others.

The Institute of Child Development. This is a center on the Minneapolis Campus that studies the behavior of normal children. The institute conducts a Nursery School for children 2½ to 5 years of age. Information may be obtained from the Nursery School office. The institute is a sponsoring department of the Center for Psychological Services. It is a facility for helping children with problems of psychological adjustment. Information about the clinic can be obtained from the head of the Child Development Clinic.

Marshall-University High School. The University High School, located on the Minneapolis Campus, is jointly administered by the University of Minnesota and the Minneapolis Board of Education. It is coeducational and includes junior and senior high school grades. Since the major purpose of the school is to assist in University programs of research, classroom demonstrations, and teacher

education, this laboratory school reflects a student population that is representative of typical Minnesota high schools. Enrollment is limited to 1300 students. Tuition and fees are paid by those students not residing in Minneapolis. Further information can be obtained from the principal of the Marshall-University High School.

EATING FACILITIES

Coffman Memorial Union offers a wide variety of eating facilities. The largest is the cafeteria on the ground floor. There also are a soda fountain and grill on the first floor, and a quick-lunch counter and commuters' lunchrooms with vending service on the ground floor.

The St. Paul Campus offers full food service, including a Faculty Dining Room, and an a la carte cafeteria in the Dining Center Building. A snack bar is located in the Rouser Room of the St. Paul Student Center.

Party, banquet, and private dining room facilities are available both in Coffman Memorial Union and in the St. Paul Student Center. Arrangements may be made by calling the Food Service office for either campus. Take-out service and catering service also are provided on both campuses.

Shevelin Hall, located in the northwest corner of the Minneapolis Campus, has a cafeteria and lunchroom. Vending service is provided in the combination lunchroom and study hall of the Classroom Building on the West Bank.

The Kirby Student Center on the Duluth Campus houses a cafeteria, which serves three meals a day, seven days a week, and is open all day for snack service, and the Bull Pub, a snack bar. Vending service is available in the Education Building on the Duluth Campus.

Louie's Lower Level, a commuter lounge and cafeteria on the lower floor of the Food Service Building, serves faculty and students on the Morris Campus. Both hot meals and vending service are available.

The Crookston Campus has a dining hall which serves the contract students. The Trojan Inn serves as a commuter lounge and cafeteria for students and faculty. The main dining hall is also available to faculty.

The two Campus Clubs, private faculty social clubs on the Minneapolis and Duluth campuses, also have dining facilities. They are described on page 50.

PARKING

There are parking facilities for staff members and students on or near the Minneapolis Campus (see map on page 61). Facilities include outdoor parking lots, parking ramps, and several parking areas which are regulated by meters. There are also underground parking garages located in Mayo Memorial Building, Coffman Memorial Union, the Nolte Center for Continuing Education, and Northrop Memorial Auditorium.

Space in the underground garages may be rented by staff members on yearly contracts. Contract parking space also is available in some of the outdoor lots and in the parking ramps. Applications should be sent to the Parking Facilities

Office. If space is not available at the time of application, the applicant's name is placed on a waiting list. Copies of the parking map and lists of rates are available from the Department of Police, Parking Facilities Office, 2030 University Avenue S.E., Minneapolis.

Parking reservations for visitors to the campus are made through the Parking Facilities Office of the Department of the Police. Arrangements may be made through departmental offices for charging parking fees for guests of the University to a departmental budget.

To ensure the safety of pedestrians and to facilitate movement of fire trucks, ambulances, and other emergency vehicles, parking on Minneapolis Campus streets is forbidden. This regulation is strictly enforced 24 hours a day, including Sundays and holidays.

Parking space in the Northrop and Nolte Center garages may be reserved by season ticket holders for evenings when the Minneapolis Symphony Orchestra concerts and Masterpeice Series programs are given. To reserve space for these events, Masterpiece Series ticket holders should telephone the Parking Facilities Office. Symphony ticket holders should apply through the Minneapolis Symphony Office.

Northrop garage is open to the public for those special evening events which do not require reservations. Except for the special events evenings, the Northrop garage opens at 7 a.m. and closes at 10 p.m. The Union, Nolte Center, and Mayo garages are open to the public 24 hours a day.

Faculty members wishing to return to the campus during the evening hours may use the parking lots, except for those which are reserved on evenings when special events are scheduled.

On the St. Paul Campus, parking lots are close to most buildings. In addition, a new parking lot on the adjacent State Fair Grounds is served by shuttle bus from the campus.

Permit parking is available on the Duluth Campus in lots adjacent to the buildings. The spaces nearest the buildings are reserved for faculty members.

At the Morris Campus, spaces in faculty-staff parking lots within the campus area are assigned to all faculty members. There is a minimal charge for parking privileges.

On the Crookston Campus, space is available for faculty and staff parking. There is a minimum charge. A special area has been designated for official visitors to the campus.

LOST AND FOUND DEPARTMENT

The Department of Police operates a lost and found department for the Minneapolis Campus at 2030 University Avenue.

UNIVERSITY BOOKSTORES

The University operates several bookstores on the campuses. On the Minneapolis Campus, the Coffman Memorial Union Bookstore sells books of

general interest, both fiction and nonfiction, and a wide selection of school and stationery supplies. The Engineers' Bookstore, in the Main Engineering Building, serves the textbook and supply needs of the Institute of Technology, the College of Pharmacy, and the College of Medical Sciences. The Medical Bookstore, in the Mayo Memorial Building, serves medicine, dentistry, and nursing. The Nicholson Hall Bookstore serves the College of Liberal Arts, the College of Education, the General College, and the General Extension Division. On the West Bank, there is a Bookstore in the Classroom Building serving the College of Liberal Arts and the School of Business Administration. The Coffey Hall Bookstore on the St. Paul Campus sells books and materials used in the College of Agriculture, Forestry, and Home Economics, and the College of Veterinary Medicine. There are also University bookstores on the Morris, Duluth, and Crookston campuses.

TRANSPORTATION

Intercampus buses, running at 10-minute intervals during daytime hours, and at 5-minute intervals between 7:25 a.m. and 10:00 a.m., furnish transportation between the Minneapolis and St. Paul campuses. Anyone riding campus to campus, rides free. Anyone boarding and/or exiting from the bus between campuses must pay cash or have cards obtained at the Bursar's Office (Minneapolis) or the Cashier's Office (St. Paul). The card offers 25 rides for \$3.00. Departments may purchase cards, entitling them to 25 rides, which staff members may use for business trips between campuses.

When an entire class is going to the other campus, a group pass may be obtained from the department office. A special bus also may be chartered to go from one campus to another.

A bus transportation system between the East and West Banks of the Minneapolis Campus currently is in operation. Full information may be obtained from the Transportation Office.

The University owns a number of automobiles which are available from a pool for University business. Aircraft owned and operated by the University are also available. Information on obtaining cars and planes is in the *Manual of Business Procedures*.

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.

The Campus Mail Department on the Minneapolis Campus will pick up heavy parcels or large quantities of mail, either for delivery on campus or to be mailed at the U.S. Post Office. Arrangements should be made by the department office with the Campus Mail Department. The Receiving Department of the

General Storehouse will pick up items to go to the express office or the freight office. Arrangements for this service also should be made by 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 major buildings. 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 *Student-Staff Directory*.

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

TELEPHONE SERVICE

The Twin Cities Campus has twenty-four hour Centrex telephone service. Centrex, by electronically routing off-campus calls directly to individual phones or to departmental answering points, allows your callers to reach you immediately without going through a central switchboard.

The University and the Hospitals Information Operators are on duty twenty-four hours a day. To contact the University Information Operator, dial "3-2002." Hospitals Information is reached by dialing "3-8666."

To report any campus emergency, always dial "O."

To reach any other University telephone on the Twin Cities Campus, dial the last five digits of the listed Centrex number.

Long distance calls placed from University telephones are automatically charged against the department in which the phone is located. Each department is responsible for controlling and recording all long distance calls made from its telephones.

All new telephone service is ordered through the Department of Plant Services. For repair of existing telephone equipment, call NW Bell Repair (410-2234) and report the problem to the Repair Clerk who answers.

For more detailed information on the telephone system and telephone procedures, see your *Student-Staff Directory*.

PUBLICATIONS

The Catalog of the University is published in sections, referred to as bulletins of the particular schools or colleges. Most college bulletins are published biennially; an exception is the annual General Information Bulletin originated by the Office of Admissions and Records. That office arranges publication and distribution of these bulletins and has responsibility for the mailing permit used.

The Minnesotan, published monthly during the academic year by the Department of University Relations, is sent to staff members at their homes. It reports on staff activities and on University projects and programs of particular

interest to the staff, and includes a "Calendar of Events," listing the time and place of concerts, plays, athletic events, and other programs scheduled at the University. A larger calendar is published separately and sent to organizations and businesses throughout the Twin Cities for posting on bulletin boards.

Reports, a publication containing information about the University, is published each quarter by the Department of University Relations and is sent to parents, Outstanding Achievement Award winners, and special friends of the University.

The Student-Staff Directory, published each fall by the Department of University Relations, contains listings of staff members, students, and the various departments and divisions of the University. Copies are distributed through departmental offices, and each faculty member may request a copy for use at home.

Special Bulletins may be issued on occasion by individual units of the University.

Constitution and By-Laws of the University Senate. Available from the Clerk of the Senate.

Regulations Concerning Faculty Tenure. Available from the Office of the Vice President for Academic Administration, or the Personnel Records Division.

Manual of Business Procedures. Available in all department offices. The Manual is in three sections. The Personnel Section, dealing with policies and procedures for both academic and Civil Service staff members, covers such subjects as appointments, educational opportunities, Health Service and hospitalization plans, leaves of absence, retirement plans, termination of service procedures, and vacations.

The Equipment, Supplies, and Service Section covers procedures and forms to use in obtaining equipment, supplies, and services.

The Fiscal Section covers budget preparation and financial records.

Civil Service Rules. Available in all department offices.

Outline of Group Life Insurance, Group Income Disability Insurance, and Faculty Retirement Plan are available from the Department of Insurance and Retirement.

Rules and Regulations Relating to Travel. Available from the Business Office.

Official Daily Bulletin. Published in the *Minnesota Daily*, the student newspaper, and as a separate sheet when the *Daily* is not published. Distributed to all campus offices.

Class Schedule. Distributed to the college offices.

Audio-Visual Education Service Catalogue. Available from the Audio-Visual Education Service.

The Moccasin. Handbook for new students on the Twin Cities Campus. Available from the Student Activities Bureau.

University Press Catalogues. Available from University Press. The "Complete Annotated Book List" covers all University Press publications in print. Seasonal descriptive catalogues published in fall and spring announce forthcoming books.

RECREATIONAL AND CULTURAL OPPORTUNITIES

The University offers much in the way of music, theater, and the arts, as well as recreational and social opportunities for the leisure time of faculty members and students.

Minneapolis Symphony Orchestra. The University is the home of the Minneapolis Symphony Orchestra, one of the nation's leading symphony organizations. The University of Minnesota Chorus performs with the Orchestra at least once each season, and distinguished guest soloists such as David Oistrakh, Igor Stravinsky, and Andre Previn make frequent appearances. The regular Subscription Concert series begins in October of each year and includes twenty Friday evening concerts, divided into two series of ten concerts each. Faculty members receive a reduction on the price of season tickets for the full season (except for the lowest price section) and a reduction on tickets for either ten-concert series. There is also a newly initiated series of eight Thursday evening concerts.

In addition to the Friday evening Subscription Concerts, a ten-concert series called *Adventures in Music* is presented on Sunday afternoons with such great artists as Henry Mancini, Andre Kostelanetz, and Jack Jones.

Season tickets and single concert tickets for all Minneapolis Symphony Orchestra concerts are available from the Symphony Ticket Office, 106 Northrop Memorial Auditorium, or may be charged to a Dayton's department store account.

The Department of Concerts and Lectures. Each spring, the University, through the Department of Concerts and Lectures, together with the Minnesota Orchestral Association and a regional committee of sponsors and guarantors, presents a series of performances by the Metropolitan Opera Company of New York, in Northrop Memorial Auditorium. Mail orders for tickets are accepted at the ticket office six weeks before the opera performances, and the box office sale of single tickets opens approximately 10 days before the first performance.

The University Artists Course, a division of the Department of Concerts and Lectures, presents two musical series during the year. The Masterpiece Series usually consists of seven or eight concerts by internationally recognized musical artists. The Celebrity Series consists of four or five lighter concerts. Season tickets may be ordered at the Artists Course ticket office, 105 Northrop Memorial Auditorium. Tickets for individual concerts are on sale the Monday of the week preceding the concert either at the Artists Course office or at Dayton's department stores.

In addition to the University Artists Course, the Department of Concerts and Lectures sponsors several special concerts each year featuring outstanding ballet troupes, orchestras, popular artists, and attractions.

Convocation programs are presented at various times on different days of the week, usually in Northrop Memorial Auditorium, when University classes are in session. Attractions include lectures, musical programs, and films. Normally no admission is charged, and the general public and members of the University family are cordially invited.

The Department of Concerts and Lectures, in cooperation with interested departments, also sponsors special lectures and scientific conferences for smaller and selected audiences.

During the summer, the Summer Session and the Department of Concerts and Lectures cooperate in sponsoring a series of lectures, concerts, and programs. An outstanding feature of this series is the concert by the Summer Session Symphony Orchestra. Normally there is no admission charge for these attractions.

University Theatre. Productions are scheduled throughout the year. During the academic year, University Theatre activities include the Scott Hall Auditorium Series of five plays, with nine performances of each; the Young People's University Theatre Series at the Crawford-Livingston Theatre (St. Paul) and Scott Hall; a foreign language series; and experimental series in the Studio and Arena Theatres. Each summer, the Theatre operates the Centennial Showboat as well as the Peppermint Tent Theatre on the bank of the Mississippi River, presenting some 100 performances during June, July, and August. Theatre groups have also taken several international tours.

Several two-year McKnight Fellowships are available for graduate students. Students holding these fellowships get experience in acting, playwriting, directing, and technical aspects of theatre work with the University Theatre during the first year and with the Tyrone Guthrie Theatre during the second.

Season tickets to Theatre productions are inexpensive. They may be purchased at the Scott Hall Ticket Office where single tickets are also sold during the run of each play.

Music Department Programs. Weekly music hours at which faculty, students, and guest artists perform are sponsored at 11:15 a.m. each Tuesday by the Music Department. The Department also sponsors senior student and faculty recitals throughout the year. The Opera Workshop annually presents a complete opera or scenes from operas. The University Chorus, the University Symphony Orchestra, and the University Bands maintain an active concert schedule. Admission to most of these events is free.

Faculty members are invited to participate in the University Chorus, the University Bands, the University Symphony Orchestra, the Opera Workshop, and the Tuesday Music Hours. Information may be obtained from the Music Department.

Motion Pictures. The Audio-Visual Education Service can provide or obtain films on a variety of subjects for special showing. Each week during the Summer Session, a series of educational and informational films is shown to acquaint faculty members with the new titles available for classroom and group showing.

During the school year, the University Film Society, a student organization, offers showings of outstanding American and foreign motion pictures. These are shown on both the Minneapolis and St. Paul Campuses; details are given in the *Minnesota Daily*. An admission fee is charged.

Art. The University Art Gallery on the third and fourth floors of Northrop Memorial Auditorium presents major exhibitions drawn from national and local sources, including frequent presentations from the permanent collection of the Gallery.

The Print Room houses a sizable collection of prints and drawings.

The Gallery is open to the public from 8:30 a.m. to 4:00 p.m. weekdays, on Sundays as announced, and to concert-goers on concert evenings.

In addition, the Gallery lends original work to staff members for their offices through its Office Loan Collection.

Art exhibits also are on view regularly in the Fine Arts Room of Coffman Memorial Union and in the St. Paul Student Center. Notices of these exhibits appear in the *Minnesota Daily* and on the bulletin boards in the unions.

Tweed Gallery on the Duluth Campus serves not only the students and staff members of the University but the entire northern Minnesota, northern Wisconsin, and upper Michigan area. It is the permanent home of the George P. Tweed Memorial Art Collection, which is noted for its paintings by the Barbizon artists of France, and also includes works by artists from many countries and periods in the history of art. The Collection was presented to the University in 1950 by Mrs. Alice Tweed Tuohy as a memorial to her late husband, George P. Tweed. The original gallery, built with contributions from Mrs. Tuohy and her daughter, Mrs. John Brickson, was substantially enlarged in 1965 by an additional gift from Mrs. Tuohy.

James Ford Bell Museum of Natural History. The museum houses permanent exhibits depicting the natural history of Minnesota and temporary exhibits on the life sciences. Hours during the regular academic year are 9 a.m. to 5 p.m., Monday through Saturday, except 9 a.m. to 9 p.m. on Wednesdays and 2 p.m. to 5 p.m. on Sundays. Summer hours are 8:30 a.m. to 4:30 p.m., Monday through Saturday, and 2 p.m. to 5 p.m., Sunday. The museum presents free illustrated lectures or films on Sunday afternoons November through mid-April; these programs are family oriented. A series of technical programs covering current research and imminent problems is scheduled for 7:30 p.m. on alternate Wednesday evenings. Phone 373-2423 for schedules or brochures.

Union Facilities. There are three unions or student centers and two commons rooms or lounges at other locations on the Morris, Duluth, and Twin Cities campuses. Faculty are invited and welcomed to use these facilities along with students and staff.

Coffman Memorial Union, Minneapolis Campus. The facilities and programs of Coffman Memorial Union, directed by the Union Board of Governors, open to the faculty. Students, faculty, and alumni are represented on the board.

The Arcraft Studio is open from noon to 10 p.m., weekdays, and from 9 a.m. to 5 p.m., Saturdays. Facilities are available for work in ceramics, woodworking, metalworking, photography, and handicraft projects. Supplies may be purchased in the Arcraft Studio.

Sixteen bowling lanes are available for faculty leagues and for open bowling from 8 a.m. to midnight, Monday through Thursday, from 8 a.m. to 2 a.m., Friday and Saturday, and from noon to 11 p.m., Sunday. Pocket billiard tables are available throughout the day and evening, Monday through Saturday.

The Union Board organizes dances, weekend outings, lectures and discussions, and other activities which faculty members may join as participants.

A cafeteria, a soda fountain and grill, quick lunch counters, and lunchrooms with vending service are located in Coffman Memorial Union.

Barber and beauty shops are located on the ground floor. Hours for the barber shop are 8 a.m. to 5 p.m., weekdays, and 8 a.m. to 1 p.m., Saturdays. The beauty shop is open from 8 a.m. to 5 p.m., weekdays. The Campus Club occupies the fourth, fifth, and sixth floors of Coffman Union.

St. Paul Campus Student Center. The St. Paul Student Center Board of Governors has a voting membership of student, faculty, and alumni representatives. It determines policies for operation of the Student Center and conducts a planned program of activities, most of which are open to faculty members.

The board invites faculty members to use the facilities of the center, which include eight modern bowling lanes, six billiard tables, table tennis equipment, and facilities for card playing. Magazines, newspapers, television, radio, and stereophonic phonograph equipment, art galleries, men's shower room, and sign-making equipment are available. Faculty members may reserve conference rooms for meetings. The North Star Ballroom may be reserved for banquets, conferences, meetings, and parties.

Building hours are 7:00 a.m. to 11 p.m., Monday through Friday, noon to midnight on Saturday, and noon to 11 p.m., Sundays and holidays. The Rouser Room offers continuous snack bar service from 7:45 a.m. to 9:30 p.m. during the school year.

Planned activities include coffee hours, discussion sessions, convocation programs, dances, art exhibits, and concerts. For most of these events there is no charge to staff members. Necessary fees are kept minimal.

West Bank Union. The Union provides limited areas for student-faculty interaction on the West Bank Twin Cities Campus. Faculty influence and participation is invited. The commons room in 110 Anderson Hall, especially,

was developed to encourage student-faculty conversation and a teletype is constantly presenting news of current happenings as a stimulant for conversation. Coffee service for everyone is available in the commons room in 130 Business Administration.

Kirby Student Center, Duluth Campus. The facilities of the Kirby Student Center are available to the faculty and include a cafeteria, snack bar, general lounge, billiards room, and the fine arts lounge, which is used as a music listening room. Arrangements can be made through the Information Desk for use of meeting rooms. The UMD Campus Club is adjacent to the Student Center.

Morris Campus. The Morris Campus does not have a student union building. However, the lower floor of the Food Service Building, called "Louie's Lower Level," is a cafeteria and commuters' lounge, and is open to the faculty.

Crookston Campus. The Crookston Campus does not have a student union building. However, the lower floor of the dining hall has a snack bar, cafeteria, and commuters lounge. This is called the Trojan Inn and is available to students and faculty.

Sports Activities. The Department of Intercollegiate Athletics offers faculty members a reduced price on season athletic tickets which admit holders to all regular home University football, baseball, and basketball games, swimming and gymnastic meets, wrestling matches, hockey games, and various track and field meets. The season ticket does not cover exhibition or other special events or contests, such as the Holiday Hockey Series and championship tournaments. Married staff members may purchase a second ticket for their spouses at a reduced rate; those who are unmarried are entitled to only one ticket. Tickets are for personal use and are nontransferable. Single game admissions may be purchased at regular prices. Staff tickets are sold during the spring, and at that time, a complete mailing of information and ticket application is sent to University employees. Staff-Employee tickets are also sold during the fall. It is suggested that the Athletic Ticket Office be called for current information.

The School of Physical Education, through the intramural offices of the Department of Physical Education for Men and the Department of Physical Education for Women, provides faculty members with the opportunity to participate in a variety of sports. Archery, badminton, basketball, bowling, cricket, fencing, golf, handball, horseshoes, judo, karate, paddleball, skating, soccer, softball, squash, swimming, tennis, touch football, volleyball, and weight-lifting are offered.

For men faculty members, the Faculty Fitness Forum is offered daily, Monday through Friday, during the noon hour period. A variety of activities is available with special emphasis on conditioning exercises, jogging, handball, paddleball, swimming, and squash.

A family recreation program is conducted on Sunday afternoons in Cooke Hall on the Minneapolis Campus, and in the Gymnasium on the St. Paul Campus. Information about this program, open to faculty members and their families, may be obtained from the Department of Intramurals for Men, Minneapolis Campus, and the Gymnasium, St. Paul Campus. Faculty men may rent lockers on a daily, quarterly, or yearly basis.

Norris Gymnasium for Women, on the Minneapolis Campus, is available to women faculty members during the "Open Recreation" hours, 4:30 to 9:00 p.m., Monday through Thursday. The swimming pool is open for recreational swimming at various times during the day. Information about the swimming pool schedule may be obtained from the Department of Intramurals for Women in Norris Gymnasium. Equipment for a variety of activities, including golf and tennis, may be obtained at the equipment dispensing room. A small fee is required for the use of a swimming suit and towel. Instruction in a number of sports is offered in Extension classes in Norris Gymnasium. Information on classes may be found in the General Extension Division Bulletin.

The University golf courses — an 18-hole course and a short course — on Larpenteur Avenue, near the St. Paul Campus, are open to all University staff members. Identification cards are issued in the main clubhouse. Greens fees may be paid in advance for the season, or on a daily basis, and guests may play for an additional fee.

The ice skating rink in Williams Arena may be used at scheduled hours, and there are tennis courts on both the Minneapolis and St. Paul campuses. A small fee is charged for tennis and skating.

On the Duluth Campus, special programs and facilities for faculty members are available at the Physical Education Building, including the swimming pool and tennis and volleyball courts. Special hours for their use will be announced. Lockers are available for faculty use by application to the head of the Men's or Women's Physical Education Department.

On the Morris Campus, recreational facilities including the gymnasium, the swimming pool, and tennis courts are available for use by faculty members. Special times are arranged and announced each year. Faculty teams also take part in the men's intramural program on campus.

Recreational facilities on the Crookston Campus include the gymnasium, the swimming pool, and the tennis court. These facilities are available for faculty members as well as for students. Faculty teams also participate in the men's intramural program on campus.

CLUBS AND ORGANIZATIONS

The Campus Club. All full-time faculty members with the rank of instructor or above, and Civil Service staff members with comparable positions, are eligible to join the University of Minnesota Campus Club, a private faculty social club. Its quarters on the top three floors of Coffman Memorial Union offer a fine view of the campus and of downtown Minneapolis.

The Campus Club provides members an opportunity to meet socially with faculty members from all departments of the University. Its facilities include dining areas, lounge and reading rooms, a recreation room, and a few dormitory rooms. Lunch is served daily, Monday through Saturday, and family dinners are served on Thursday evenings. The club also arranges special dinners, parties, receptions, and teas for its members. The club is maintained through annual membership dues, initiation fees, and receipts for services rendered to members. Information may be obtained from the office of the club on the fourth floor of Coffman Memorial Union.

In 1964, a second Campus Club was opened with quarters adjacent to the Kirby Student Center on the Duluth Campus. Its facilities, including a dining room and lounge, are open to faculty members on a membership basis. Lunches are served there Monday through Friday, and dinners are served on special occasions.

The University of Minnesota Alumni Club. The Alumni Club is a private club in the Sheraton-Ritz hotel in downtown Minneapolis, with membership open to members of the University of Minnesota Alumni Association. Any faculty member who joins the Alumni Association is also eligible for membership in the Alumni Club, whether or not he is a University of Minnesota alumnus. Facilities of the club include the Regents' Room (a dining room), the Seminar (a bar), a lounge, and three private dining and conference rooms. Information on the club may be obtained from the Department of Alumni Relations, 205 Coffman Memorial Union.

The Faculty Women's Clubs. The clubs, in Minneapolis, St. Paul, Duluth, Morris, and Crookston, are open to women members of the faculty and to wives of faculty men with the rank of instructor or above. The clubs are divided into sections which meet independently to pursue special interests. Monthly meetings of the governing board and section chairmen coordinate their activities.

The Faculty Dancing Club. This club holds a series of dancing parties, including several dinner dances each season, in the main ballroom of Coffman Memorial Union and in the St. Paul Student Center. The cost of membership is small and covers everything except the dinners, which are paid for separately. Regular and clinical faculty members with the rank of instructor or above and Civil Service staff members with comparable positions are eligible for membership.

Faculty Dining Clubs. These are private social clubs which have monthly dinner meetings, both on and off campus. The meetings usually feature speeches or presentations by club members. Membership is limited and is by invitation. The clubs try to get representation from the various University departments.

American Association of University Professors, University of Minnesota Chapter. One of the largest chapters in the country, the Minnesota chapter of AAUP is active in improving academic standards and promoting faculty and

student welfare. The work of the chapter is presented to the faculty through annual meetings, committee reports, a discussion forum series, and the publication *Inform*. Membership in the local chapter is open to all members of the national AAUP.

The Association of Student Teaching and Research Assistants. The Association of Student Teaching and Research Assistants (ASTRA) acts as the spokesman for students who hold part-time academic jobs at the University of Minnesota. It aims to: improve their financial status and job conditions; help them to improve the service they give as teachers, graders, and researchers; increase the participation of assistants in University policy making; and see that standards of fairness are observed in dealings between the University and its part-time student academic employees.

Others. Most of the national and international professional societies in scholarly fields have local chapters at the University or within the state. Information about these groups may be obtained from department heads.

APPENDIX

THE TWIN CITIES

With more than one and a half million people, the metropolitan area of the Twin Cities — Minneapolis, St. Paul, and suburbs — is the largest population center between Chicago and the Pacific Northwest. Located in the rolling lake country of eastern Minnesota, the cities have spacious residential areas graced with trees, parks, lakes, and rivers. Commercial activity is brisk, and employment is high. Fine shops and department stores, famous restaurants, impressive new buildings, and excellent educational facilities reflect the general prosperity.

The metropolitan area is a major production center for machinery, graphic arts products, and electrical and scientific instruments. Gould-National Batteries, Inc., Minnesota Mining and Manufacturing Company, and Honeywell, Inc., are among the nationally known firms with headquarters here. The area is a food-producing center as well. Minneapolis is the hub of the nation's milling industry and the home town of General Mills, Pillsbury, and International Milling. The South St. Paul stockyards are among the largest in the country.

The Twin Cities provide cultural and recreational activity in great variety. The Minneapolis Symphony Orchestra is one of the nation's oldest and most respected. Each spring the Metropolitan Opera Company of New York presents a series of performances in Northrop Memorial Auditorium. The St. Paul Civic Opera, the St. Paul Civic Orchestra, the Schubert Club, the Bach Society, the New Friends of Chamber Music Society, the Saint Paul Chamber Orchestra, and many other musical organizations provide a wealth of activity for enjoyment or participation.

Two major art galleries are located in Minneapolis. The Walker Art Center houses one of the world's finest collections of jade and has a rich collection of contemporary paintings and sculpture. The Minneapolis Institute of Art, in its permanent collection, has works by the great masters and exhibits of architecture and design from many periods in history.

St. Paul's new Arts and Science Center is one of the few facilities in the country to combine the visual arts, the performing arts, and the sciences in one building. It houses the city's major art gallery and the science museum, with research facilities. Theatre St. Paul and several musical organizations perform and have offices at the Center.

Theatre is well-represented in the Twin Cities. The Tyrone Guthrie Theatre, nationally acclaimed for the depth and brilliance of its repertory performances, is in Minneapolis. Theatre St. Paul, the University Theatre, and the Old Log Theatre give performances year-round, and the Theatre Guild brings major Broadway shows to St. Paul. The University Showboat on the Mississippi River and the Peppermint Tent on the river bank provide summertime entertainment. Semi-professional groups such as Theatre-in-the-Round, the Firehouse Theatre, and the Moppet Players also perform regularly.

Four commercial television stations, two educational television stations, and a number of AM and FM radio stations serve the Twin Cities.

Spectator sports are popular. The Minnesota Twins of the American League (baseball) and the Minnesota Vikings of the National Football League play their home games in Metropolitan Stadium. The State High School Basketball Tournament and University of Minnesota sports events attract crowds to the campus. There is a professional ice hockey team, the Northstars, and the Minnesota Pipers is a professional basketball team.

The many lakes in the residential areas and hundreds more in the surrounding countryside offer swimming, boating, and fishing in summer, and ice skating, ice boating, snowmobiling, and ice fishing in winter. Close at hand, the St. Croix, Mississippi, and Minnesota Rivers offer excellent opportunities for boating. There are several excellent ski areas nearby, fish and game abound, and the rolling countryside is suitable for bicycling and hiking. The average monthly temperature is 12 degrees in January, 45 in April, 73 in July, and 48 in October.

Two unique local events are the St. Paul Winter Carnival and the Minneapolis Aquatennial. The Minnesota State Fair, held in a St. Paul suburb, is one of the nation's largest. A favorite spot for family outings is the Como Park Zoo in St. Paul.

Minnesota political parties welcome thoughtful participation in party affairs. The result is an informed public and a high level of local and state government.

The Department of University Relations, 318 Walter Library, will provide additional information about the Twin Cities upon request.

University Organization

Board of Regents

The Honorable Lester A. Malkerson, Minneapolis
Chairman

The Honorable Marjorie J. Howard (Mrs. C. Edward), Excelsior
Vice Chairman

The Honorable Elmer L. Andersen, St. Paul

The Honorable Daniel C. Gainey, Owatonna

The Honorable Albert V. Hartl, Fergus Falls

The Honorable Herb L. Huffington, M.D., Waterville

The Honorable Fred J. Hughes, St. Cloud

The Honorable Charles W. Mayo, M.D., Rochester*

The Honorable William K. Montague, Duluth

The Honorable George W. Rauenhorst, Olivia

The Honorable Otto A. Silha, Edina

The Honorable Herman F. Skyberg, Fisher*

Dr. Malcolm Moos, President

Dr. Laurence R. Lunden, Secretary

Mr. Clinton T. Johnson, Treasurer

Mr. Sterling B. Garrison, Assistant Secretary

President of the University

MALCOLM MOOS

Vice President, Administration

DONALD K. SMITH

Vice President, Academic Administration

WILLIAM G. SHEPHERD

Vice President, Business Administration

LAURENCE R. LUNDEN

Vice President for Educational Relationships and Development

STANLEY J. WENBERG

Vice President for Student Affairs

PAUL H. CASHMAN

*The entire University community was saddened by the untimely deaths of Regent Mayo, July 28, 1968, and Regent Skyberg, September 8, 1968. The University has lost two of the most perceptual of its leaders. Regent Mayo was elected in 1951 as an at-large member of the Board of Regents. He became chairman in 1961 and remained in this position until 1967. Regent Skyberg was elected to the Board of Regents in 1949 as a representative of the seventh Congressional District.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

ADMINISTRATION

President

Director of Planning and Executive Assistant

Vice President, Administration

Vice President, Academic Administration

Academic Divisions

Institute of Agriculture

College of Agriculture, Forestry, and Home Economics
School of Forestry
School of Home Economics
Schools of Agriculture (subcollegiate)
Technical Institute, Crookston
Agricultural Experiment Station
Agricultural Extension Service
Agricultural Short Courses
International Agricultural Programs

College of Biological Sciences

School of Business Administration

School of Dentistry

College of Education

School of Physical Education
University High School

General College

General Extension Division

Graduate School

Office of International Programs

Law School

College of Liberal Arts

School of Journalism and Mass Communication
Library School
School of Social Work

College of Medical Sciences

University Hospitals
Medical School
School of Nursing
School of Public Health

College of Pharmacy

Summer Session

Institute of Technology

School of Architecture
School of Chemistry
School of Earth Sciences
College of Engineering
School of Mineral and Metallurgical Engineering
School of Physics and Astronomy
School of Mathematics

University College

College of Veterinary Medicine

University of Minnesota, Duluth

University of Minnesota, Morris

Department of Law Enforcement Science

Departments of Aerospace Studies, Military Science, and Naval Science
(Air Force, Army, and Navy ROTC)

Department of Concerts and Lectures

Center for Urban and Regional Affairs

Bureau of Institutional Research

Council on Liberal Education

University Libraries

James Ford Bell Museum of Natural History

University Press

Space Science Center

University Computer Services

Vice President, Business Administration

Secretary, Board of Regents

Office of the Advisory Architect

Budget Officer

Business Office
Department of Civil Service Personnel and Student Employment
Data Processing Center
Office of the Field Auditor
Department of Insurance and Retirement
Investment Counsel
Plant Services
Department of Police
Purchasing Department
Office of the Treasurer
University Flight Facilities
Office of the University Attorney
University Bookstores
University Services

Vice President, Educational Relationships and Development

Department of Alumni Relations
Coordinating Council
Department of Intercollegiate Athletics
Department of University Relations
University of Minnesota Foundation
Secretary, Senate Committee on Institutional Relationships
Federal Programs Office
Coordinator of Campuses

Vice President, Student Affairs

Office of Admissions and Records
Office of the Dean of Students
University Health Service
Department of Student Unions

University of Minnesota, Duluth, Provost

University of Minnesota, Morris, Provost

Administrative Committee

SHERWOOD O. BERG, Dean, Institute of Agriculture
RODNEY A. BRIGGS, Provost, University of Minnesota, Morris
WALTER T. BROUGHTON (Captain), Professor, Naval Science
RICHARD S. CALDECOTT, Dean, College of Biological Sciences
PAUL H. CASHMAN, Vice President, Student Affairs
WARREN B. CHESTON, Dean, Institute of Technology
WILLARD W. COCHRANE, Dean, Office of International Programs
DONALD W. COWAN, Director, University Health Service
BRYCE L. CRAWFORD, Dean, Graduate School
RAYMOND W. DARLAND, Provost, University of Minnesota, Duluth
PAUL V. GRAMBSCH, Dean, School of Business Administration
EDWIN L. HAISLET, Director, Alumni Relations
JAMES F. HOGG, Assistant Vice President, Academic Administration
ROBERT B. HOWARD, Dean, College of Medical Sciences
STANLEY B. KEGLER, Assistant Vice President, Educational Relationships
and Development
ROBERT J. KELLER, Dean, College of Education
ELMER W. LEARN, Director of Planning and Executive Assistant to the
President
WILLIAM B. LOCKHART, Dean, Law School
FRED E. LUKERMANN, Assistant Vice President, Academic Administration
LAURENCE R. LUNDEN, Vice President, Business Administration
EILEEN McAVOY, Administrative Assistant to the President
KEITH N. McFARLAND, Assistant Dean, Institute of Agriculture
WILLIAM L. NUNN, Director, University Relations
MARSHALL W. RYMAN, Director, Department of Intercollegiate Athletics
STANLEY D. SAHLSTROM, Director, University of Minnesota Technical
Institute, Crookston
ERWIN M. SCHAFFER, Dean, School of Dentistry
WILLIAM G. SHEPHERD, Vice President, Academic Administration
DONALD K. SMITH, Vice President, Administration
EDWARD B. STANFORD, Director, Libraries
ROBERT E. SUMMERS, Dean, Admissions and Records
WILLARD L. THOMPSON, Dean, General Extension Division and Summer
Session

WILLIAM T.S. THORP, Dean, College of Veterinary Medicine

ALFRED L. VAUGHAN, Dean, General College and Chairman, University
College Committee

FRANK VERBRUGGE, Director, University Computer Services

LAWRENCE C. WEAVER, Dean, College of Pharmacy

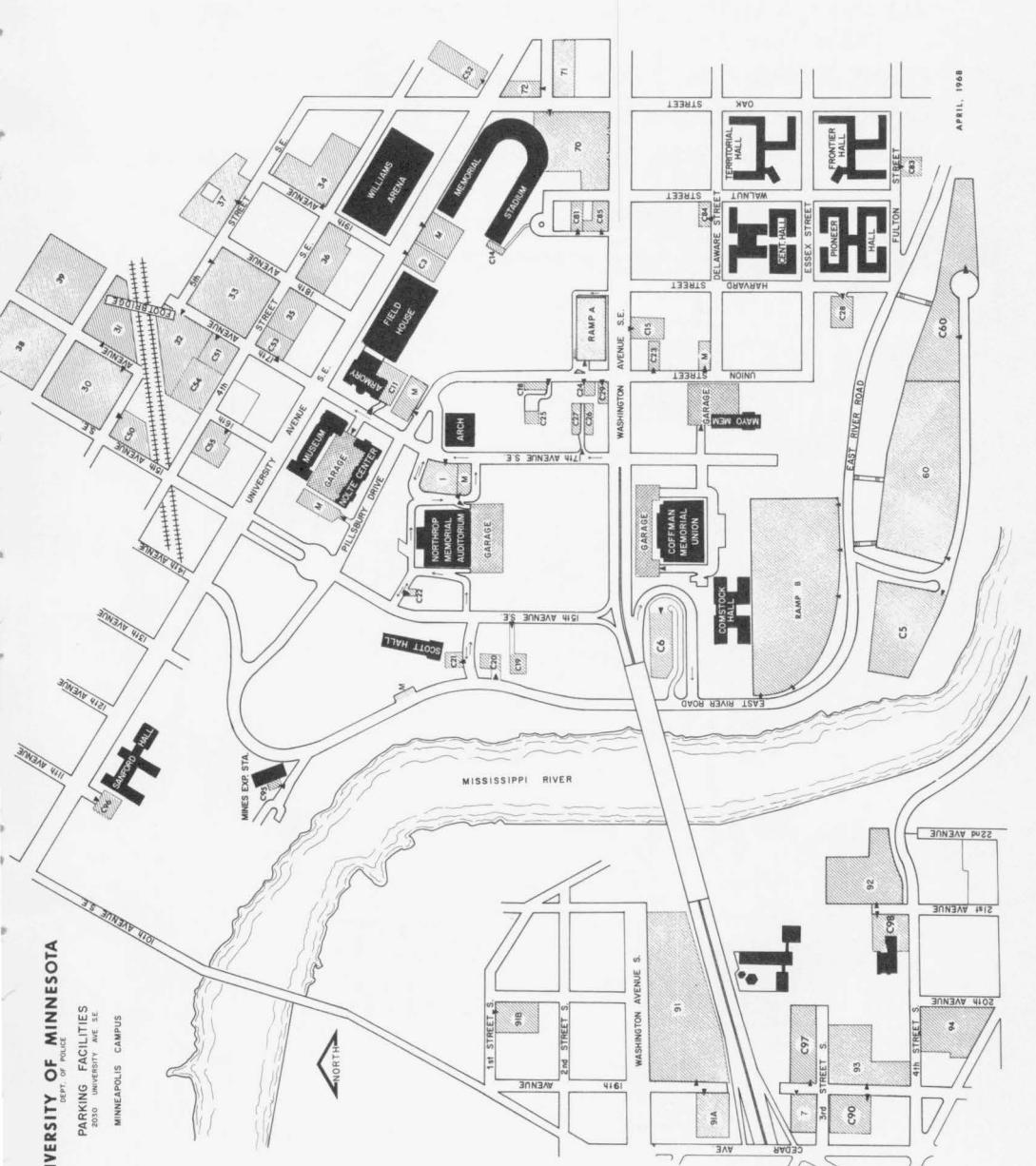
STANLEY J. WENBERG, Vice President, Educational Relationships and
Development

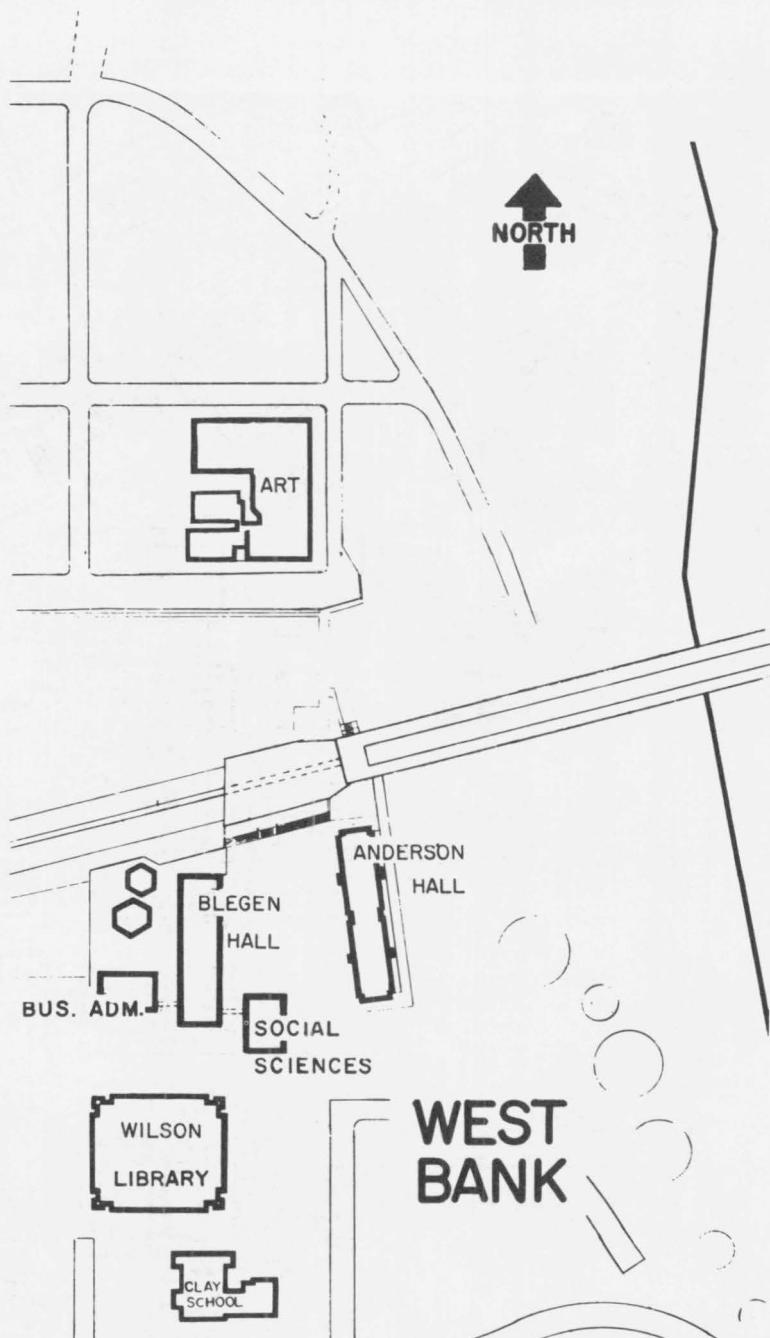
EDMUND G. WILLIAMSON, Dean of Students

E.W. ZIEBARTH, Dean, College of Liberal Arts

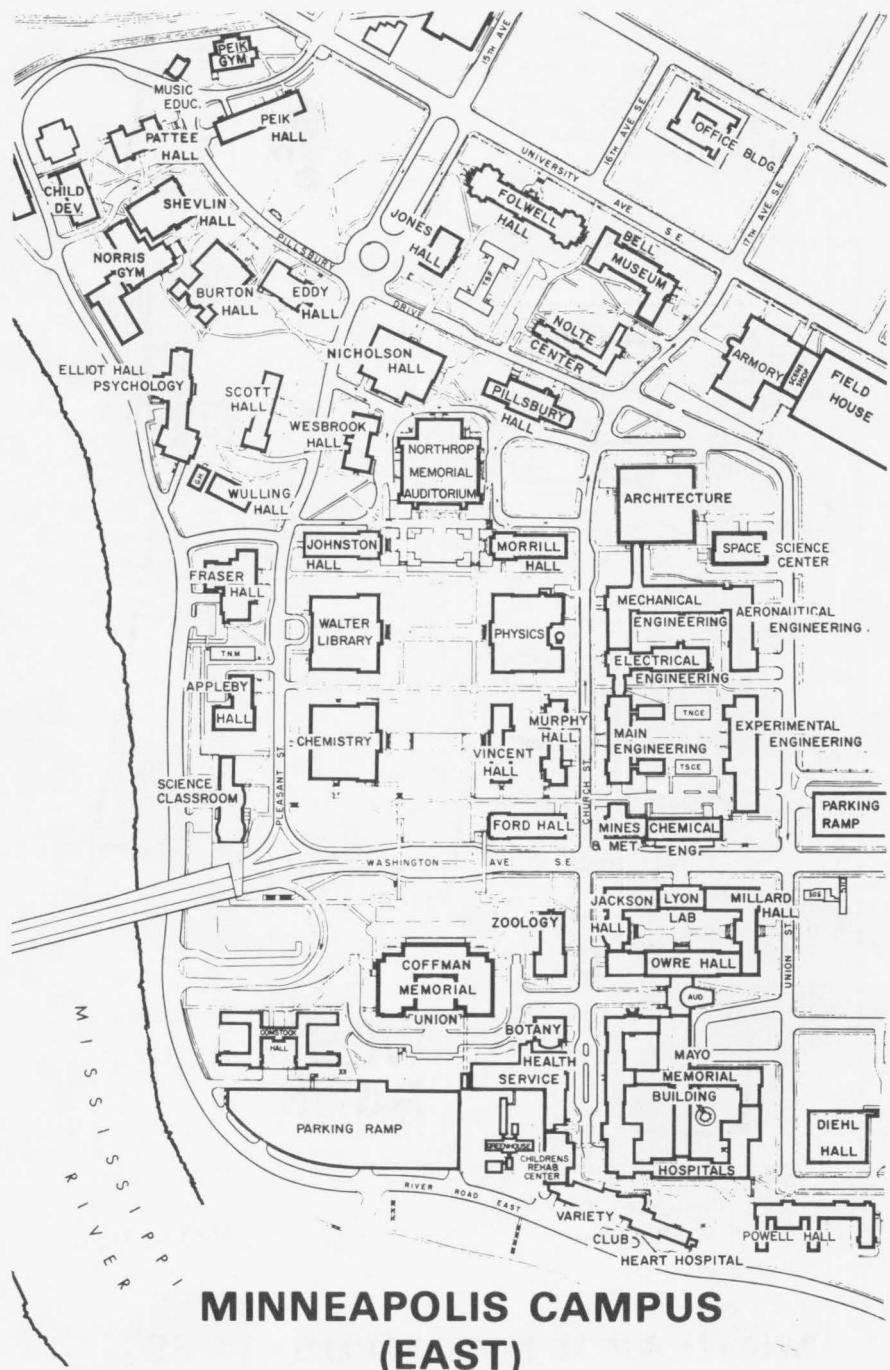
UNIVERSITY OF MINNESOTA

DEPT. OF POLICE
PARKING FACILITIES
2020 UNIVERSITY AVE. S.E.
MINNEAPOLIS CAMPUS

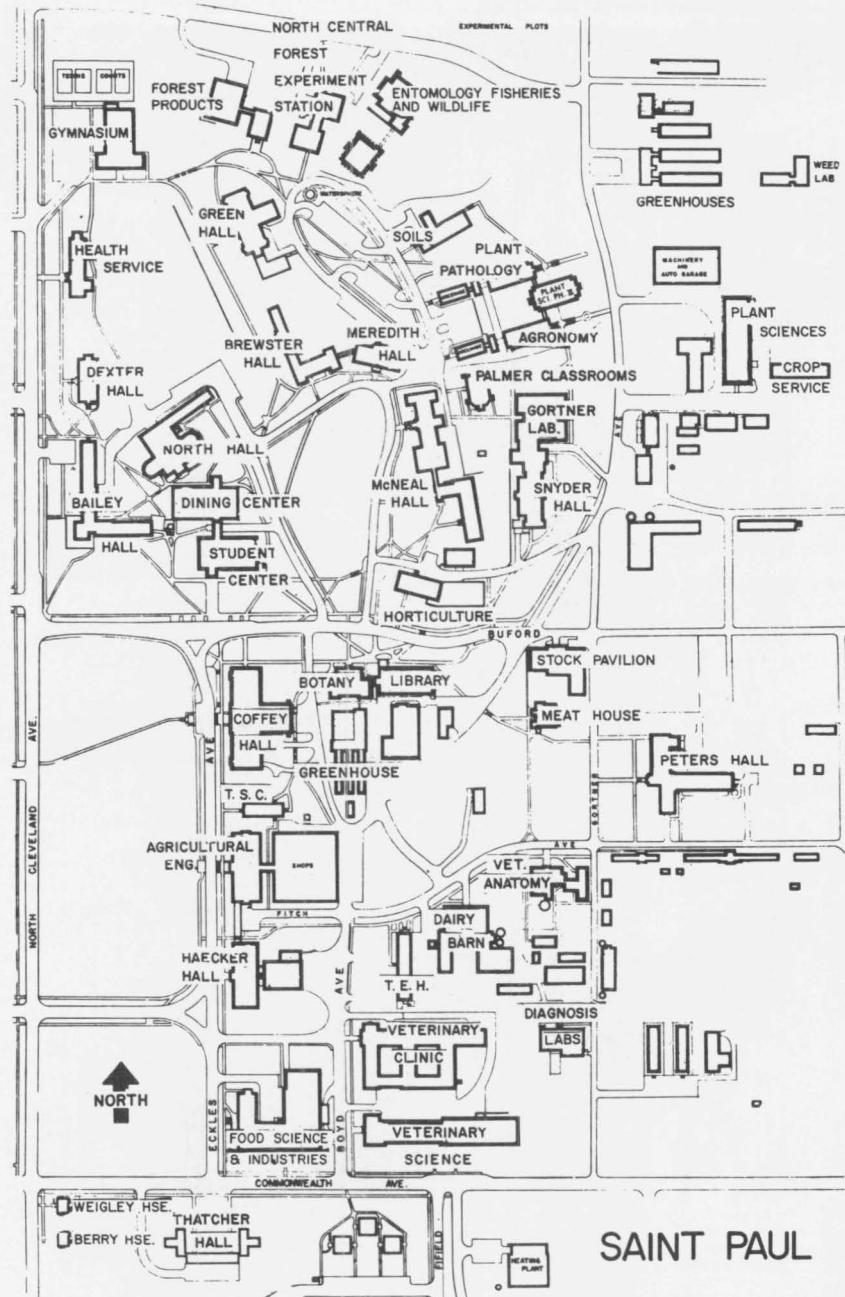




MINNEAPOLIS CAMPUS (WEST)

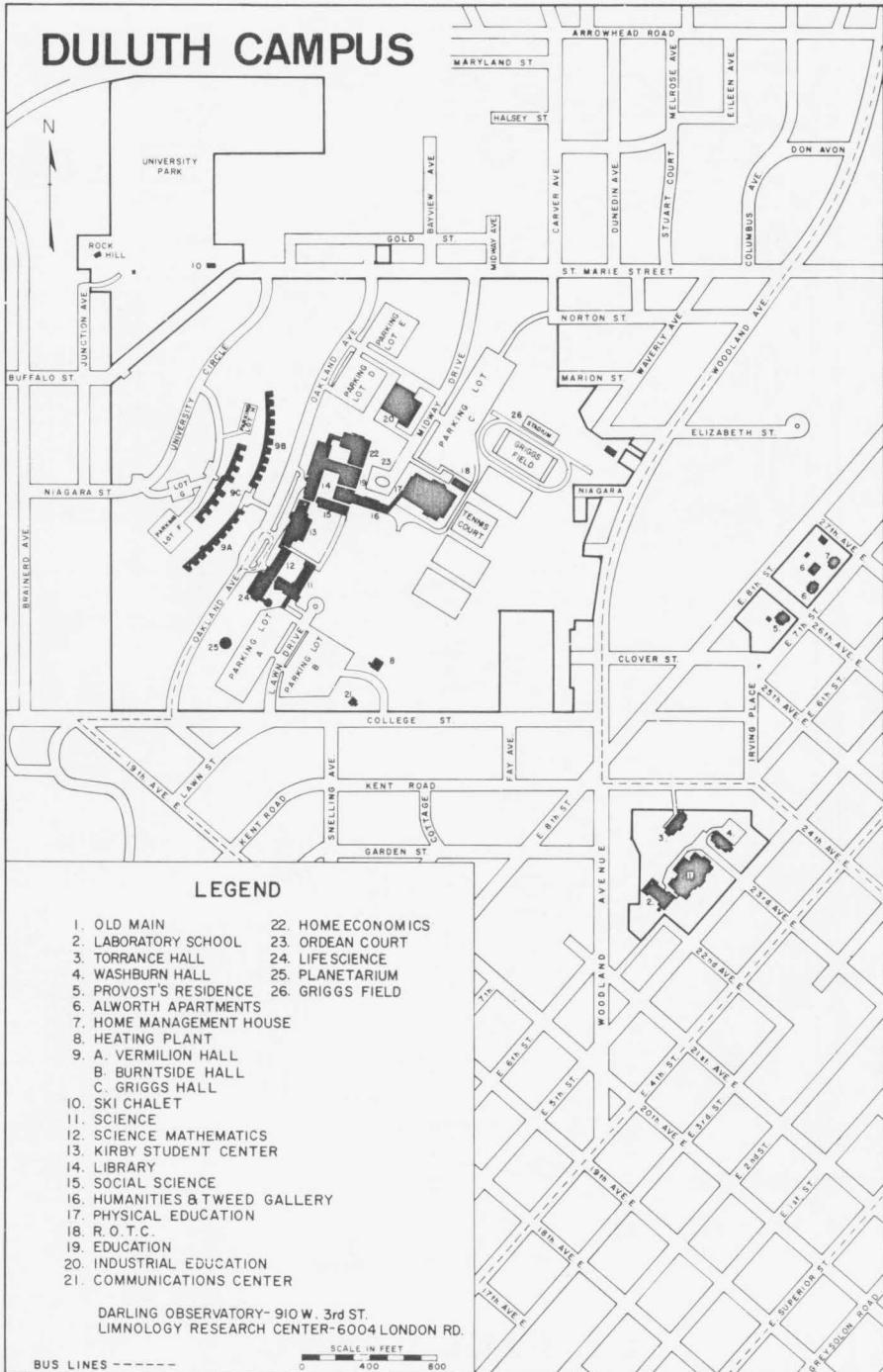


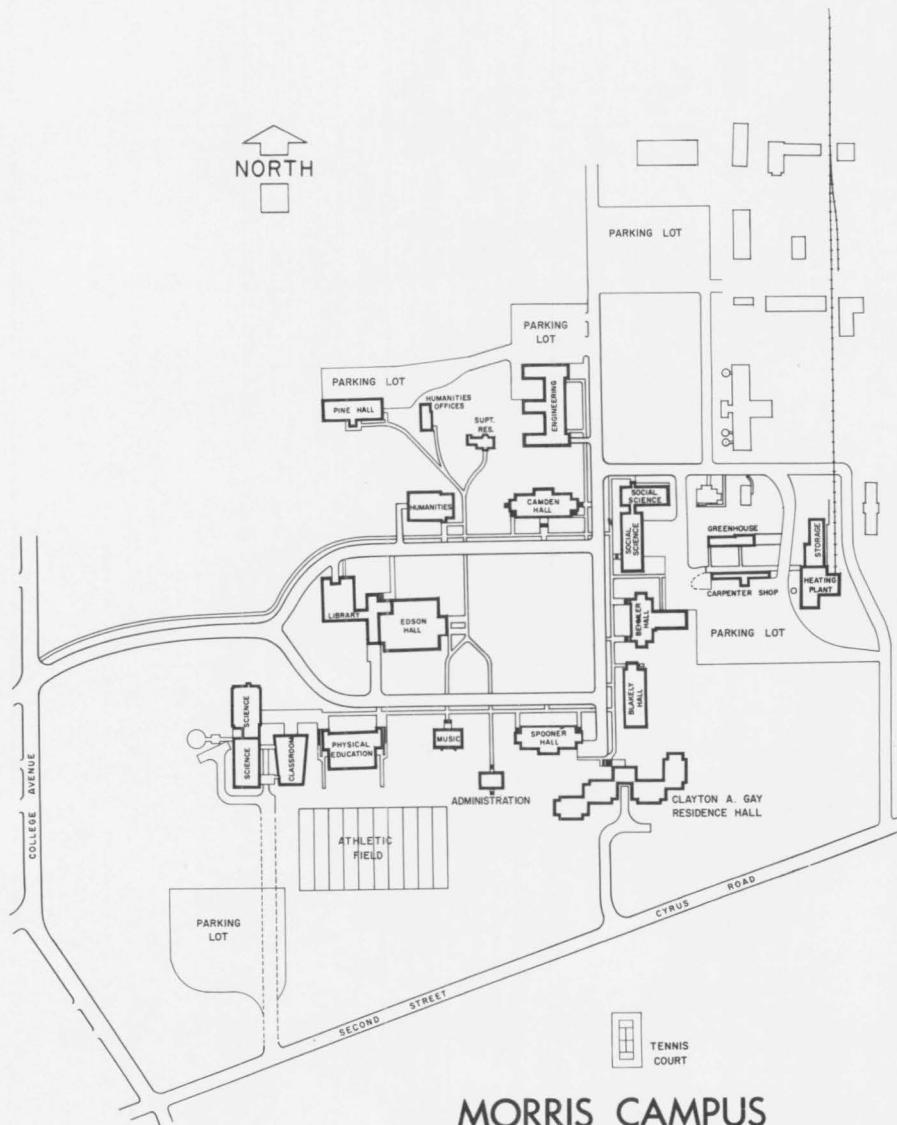
**MINNEAPOLIS CAMPUS
(EAST)**



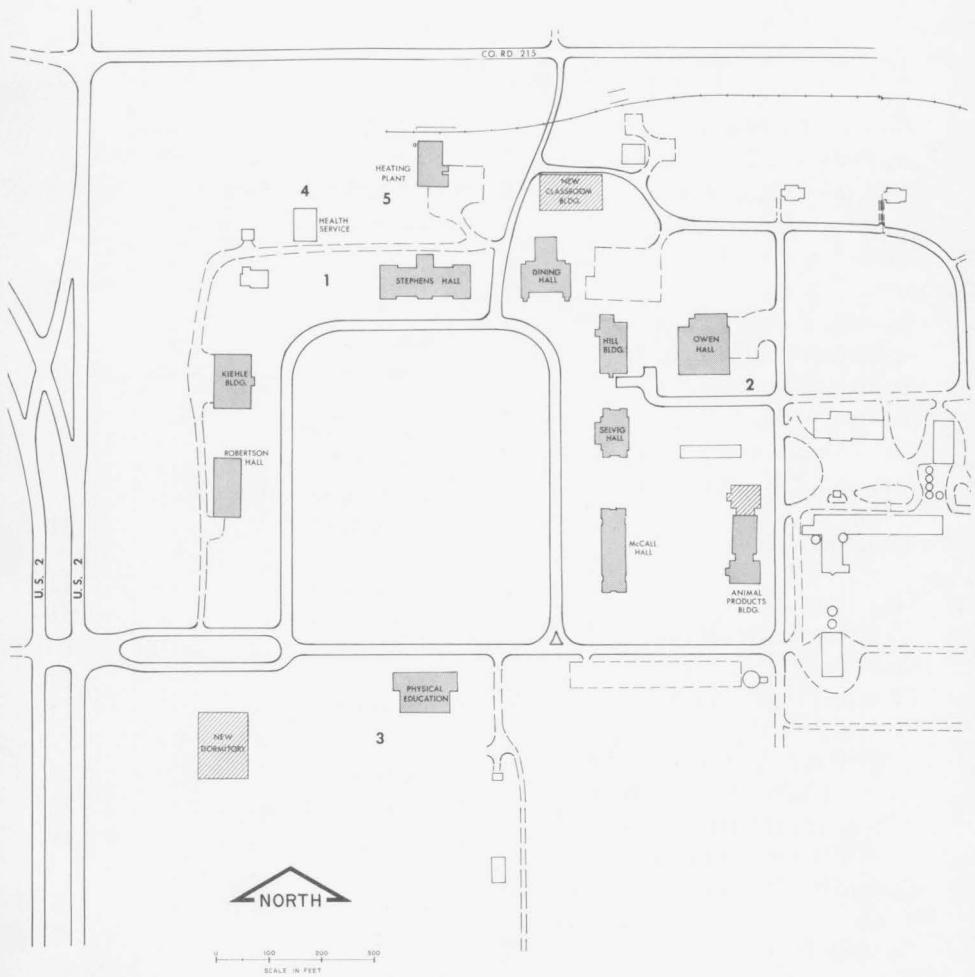
ST. PAUL CAMPUS

DULUTH CAMPUS





MORRIS CAMPUS



CROOKSTON TECHNICAL INSTITUTE

Index

Page	Page		
Academic Costume	35	Gifts to University	36
Academic Freedom, Statement of .	9	Grades	22
Academic Functions	35	Graduate School Faculty	12
Academic Organization	6	Guide Service	19
Administrative Officers	3	Housing	39
Admission	37	Insurance	13
Advisers, Faculty	24	International Activities	32
Appointments, Faculty	11	Leaves of Absence	16
Assistants, Students	23	Legislative Relations	34
Assistantships	23	Libraries, University	28
Audio-Visual Service	30	Lost and Found	41
Awards and Honors	37	Mail	42
Bookstores, University	41	Maps	61
Class Lists	20	Medical Expenses	16
Classroom Materials	22	Name, University	34
Classrooms	20	Office Space	21
Clubs and Organizations	50	Official Daily Bulletin	35
Computer Centers		Orientation	19
University Computer Center .	31	Parking	40
Social Science Research Cent.	31	Personal Services	39
Management Information Syst.		Placement	26
Research Center	31	Press, University	29
Counseling Services	24	Professional Commitments	7
Courses	20	Promotions	12
Cultural Events	45	Property Insurance	16
Deferment, Student	26	Publication Services	29
Degrees	20	Publications	43
Degrees, Advanced	37	Publicity, University	34
Duties and Privileges	7	Recreation	45
Eating Facilities	40	Regents, Board of	3
Examinations	21	Remuneration	13
Faculties, General	6	Research	7
Faculty Personnel Information . .	53	Research Bureaus	31
Field Trips	22		
Financial Services	39		
Funds, Solicitation of	35		

	Page		Page
Research Funds	33	Teaching	7
Retirement	13	Teaching Policies	20
Rooms	21	Telephones	43
Schools	39	Tenure	12
Senate, University	3	Textbooks	22
Service, Community	8	Transportation	42
Service, Public	7	Travel	18
Service, University	8	Tuition	18
Slide Library	30	Twin Cities	53
Student Counseling	24	Veterans' Affairs	26
Student Reactions	23	Visitors on Campus	34
Student Scholastic Standing	24		
Students, Dean of	24		