

Minnesota University

Twin Cities Campus

FACULTY INFORMATION BULLETIN
SUPPLEMENT, Fall 1973



EQUAL OPPORTUNITY

The Board of Regents has committed itself and the University of Minnesota to the policy that there shall be no discrimination in the treatment of persons because of race, creed, color, sex, or national origin. This policy is particularly applicable in the recruitment and hiring of members of the faculty and staff and in promoting the academic pursuits of all students at both undergraduate and graduate levels. Individual faculty members are expected to support the development of affirmative action programs that will provide an ethnic and sex balance in their departments.

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I. Twin Cities Campus Organization and Administration

ADMINISTRATION

The organization and administrative officers for the Twin Cities campus are the same as those for the entire University. Please refer to the all-University bulletin for detailed information.

TWIN CITIES CAMPUS ASSEMBLY

The Twin Cities Assembly is the elected governing body of the Twin Cities campus. The Assembly has legislative authority over the Twin Cities campus as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of other institutes, colleges, or schools of the Twin Cities campus. The Assembly has the power to enact regulations governing faculty members and students in those relations with the University that affect the Twin Cities campus.

The Assembly is composed of elected faculty and student representatives of the various schools and colleges, the President, and Twin Cities campus members of the All-University Administrative Committee, who are ex officio nonvoting members. Twin Cities campus members of the Senate Consultative Committee are ex officio voting members of the Assembly. The elected faculty representatives make up the Twin Cities Faculty Assembly, and the elected student representatives comprise the Twin Cities Student Assembly. Each member of the Twin Cities Assembly represents the Twin Cities campus as a whole. The terms of office of elected Twin Cities Assembly faculty and student representatives coincide with their terms as University Senate representatives.

The President of the University is chairman of the Assembly. A vice chairman is elected by the Assembly at its first meeting in the spring of the academic year from among its members for a term of one year; he is eligible for re-election. The Assembly meets at least once each quarter and the agenda and minutes are sent to all faculty and student members of the Assembly. Copies of the Assembly constitution are available on request from the clerk of the University Senate.

Standing committees of the Assembly are:

Committee on Committees, composed of six faculty members and three students (elected, need not be members of the Assembly). The committee reviews the number, scope, and functions of all standing, campus, and special committees of the Assembly, and assists the chairman of the Assembly with committee appointments.

Steering Committee, consists of seven faculty members and five students (elected, need not be members of the Assembly) and the ex officio vice chairman of the Assembly. It serves as coordinator between administrative offices and the Assembly and as liaison among the several standing committees of the Assembly. The steering committee is responsible for arranging the order of business for the Assembly.

Committee on Educational Policy, includes eight members of the faculty, three students, and such ex officio representatives as may be specified in the rules of the Assembly. It seeks ways in which the total educational work of the Twin Cities campus may be improved.

Committee on Intercollegiate Athletics, composed of eight faculty members, three students, two representatives of the Minnesota Alumni Association, and others as specified in Assembly rules. The committee exercises faculty control over intercollegiate athletics, formulates all policy matters, and supervises policies.

Committee on Student Affairs, includes ten faculty members, two representatives of the Alumni Association, and thirteen students. The committee is responsible for formulating policies relating to student affairs not elsewhere assigned and for supervising the financial affairs of all Twin Cities campus student organizations over which the University has control.

II. Teaching Policies and Procedures

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

GRADING POLICIES AND PRACTICES

The grading policy below was adopted by the Twin Cities Campus Assembly on April 27, 1972, and is applicable in its entirety to the Twin Cities campus. The coordinate campuses have their own grading policies. The policy is as follows:

1. There shall be two grading systems: A-B-C-D-N and S-N. Each college (meaning also each separate school or institute) shall determine to what extent and under what conditions each system may be available to its students and its faculty. Any college may specify what courses or what proportion of courses taken by its students or its prospective students must be on a particular grading system.
2. The S-N system represents a self-contained alternative to the A-B-C-D-N system, and the two may not be combined for a particular student in a particular course. Students may receive only symbols from the grading system under which they are registered.
3. When the two grading systems are available to a student, he or she should declare a choice of systems as part of the initial registration. The choice may not be changed after the end of the second week of classes (first week in summer sessions).
4. The following symbols, as defined, may be used on the University's official transcript, the chronological quarterly record of the student's credits earned. The official transcript is released by the University, at the student's request, with the official recorder's seal imprinted.
 - 4.1. Grade of A—Represents achievement that is outstanding relative to the level necessary to meet course requirements.
 - 4.2. Grade of B—Represents achievement that is significantly above the level necessary to meet course requirements.
 - 4.3. Grade of C—Represents achievement that meets the basic course requirements in every respect.
 - 4.4. Grade of D—Represents achievement that is worthy of credit even though it does not fully meet the basic course requirements in every respect.
 - 4.5. Grade of S—Represents achievement that is satisfactory to the instructor for the program in which the student is registered.

This definition is intended to imply that the standards for S may vary from one program to another.

4.6. In connection with all achievement symbols, but especially in connection with S, the instructor is obligated to define to a class in its early meetings as explicitly as possible the performance that will be necessary to earn each.

4.7. Symbol of V—Indicates registration as an auditor or visitor, a noncredit, nongrade registration.

4.8. Symbol of T—Posted as a preceding supplement to the original grade to indicate credits transferred from another institution or from one college or campus to another within the University when re-evaluation is required.

4.9. In the Doctor of Medicine and Doctor of Veterinary Medicine programs, O (outstanding) may be used with S-N.

5. The supplementary symbols as defined below may be used on the University's internal, operational record. While the operational record is officially available only to the student and advisers and college officials of the student's own college, it may be made a part of the operational record in the student's next undergraduate college within the University after transfer if the new college so desires.

5.1. Symbol of W—Entered by the recorder when a student officially withdraws from a course in accordance with procedures established by the student's college.

5.2. Symbol of I—Assigned by an instructor to indicate incomplete, in accordance with provisions announced in class at the beginning of the quarter, when in the instructor's opinion there is a reasonable expectation that the student can complete successfully the work of the course. An I that is not made up by the end of the next quarter of residence becomes an N; instructors may set dates within the quarter for makeup examinations. (In the Graduate School, in master's degree programs in undergraduate colleges, and in the Doctor of Medicine programs, an I remains until changed by the instructor.) When an I is changed to another symbol, the I is removed from the record.

5.3. Symbol of N—Assigned when the student does not earn an S or a D or higher and is not assigned an I. It stands for no credit.

5.4. Symbol of X—Indicates that a student may continue in a continuation course in which a grade cannot be determined until the full sequence of quarters is completed. The instructor shall submit a grade for each X when the student has completed the sequence.

5.5. The supplementary symbols shall be removed from the computer record when the student graduates.

6. If a student is permitted by the college to repeat a course in which credit is already earned, the later (latest) grade is the one reported on the official transcript. It is reported in the quarter earned, the previous grade not being reported, though it remains on the internal, operational record.

7. Any college may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, etc.

8. This grading system shall go into effect for the fall quarter, 1972, thereby replacing all previous University systems, but its definitions and provisions may not be applied retroactively to any grades or symbols recorded before that time. Each college shall devise ways to relate the new system to the former systems in a manner best suited to its purposes.

9. The new official transcript will be implemented as the University's recordkeeping is converted to computer and as transcripts are computer produced. It is not feasible to maintain manually (the current method) an official transcript and supplementary operational records. Computer-produced transcripts are tentatively scheduled for new freshmen in fall 1972, for new advanced standing students in fall 1973, and for all students at the University by the end of 1974-75. During the transition period, some official transcripts will be under the new system, some under the old. Under the old, supplementary symbols as well as grades of accomplishment will be part of the officially released transcript. Each transcript will be clearly identified as to the procedures under which it was produced.

10. An appropriate standing Assembly committee shall have authority to grant to individual colleges permission to use experimental grading methods outside the provisions of this official University system, for a specified period, provided that the proposals do not interfere significantly with the registration options of students from other colleges and programs. Such experimental systems shall be reported for information to the Twin Cities Campus Assembly as soon as permitted and, after the specified period, shall be re-evaluated, either to be extended, discontinued, or, with Assembly approval, made a regular system for the unit concerned.

11. An appropriate standing Assembly committee is charged with resolving disputes between and among colleges should procedures developed under this grading system result in unacceptable complica-

tions for students registering across college lines. The committee may bring to the Assembly issues it is unable to resolve informally through negotiation, with recommendations for resolution.

There is considerable interest at this University, as well as generally in higher education, in having a two-point grading system along with a more traditional five-point system. The grading policy leaves to each college how much or how little each system is available to its students, prospective students, and faculty. No University guidelines or restrictions are set.

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 enters and to close windows, turn off lights, and lock doors when he leaves. The Police Department checks on all buildings periodically.

To obtain office and building keys, a faculty member should apply to his department.

CLASSROOM SPACE

Classrooms are assigned by the University's Scheduling Office. 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 Scheduling Office. If a faculty member is considering teaching a course that will require a specially equipped room, he may find out what is available by calling the Scheduling Office.

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

ROOMS FOR SPECIAL LECTURES AND EVENTS

Classrooms or auditoriums for special lectures or events may be reserved by calling the Scheduling Office. However, if space is desired in Coffman Memorial Union or the St. Paul Student Center, contact the director of the respective union or center. The director of the Department of Conferences and the director of the Department of Concerts and Lectures may authorize use of space in Nolte Center and Northrop Auditorium, respectively.

Some departments prefer to have these requests channeled through the departmental 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 Scheduling 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.

The Student Counseling Bureau furnishes a test-scoring and analysis service to colleges and departments using answer sheets suitable for machine scoring. Information on this service, including costs and types of answer sheets available, may be obtained from the bureau or from the staff member's department office.

Teaching faculty members are encouraged to contact the Measurement Services Center for assistance in the planning, construction, and/or evaluation of classroom examinations. This assistance ranges from occasional consultation on testing problems to intensive research on particular examinations (often in conjunction with the examination-scoring service of the Student Counseling Bureau). There is no charge for consultation services, but out-of-pocket research costs are borne by the sponsoring unit.

FIELD TRIPS

Field trips may be arranged by a faculty member in consultation with his department head. These may be short trips that are considered laboratory projects in connection with regular class work or they may be more extensive, lasting a week or more between quarters or during the summer.

If University equipment is to be taken on a field trip, a memo containing all pertinent information should be sent to Property Accounting prior to anticipated departure date. If approval is given, Property Accounting will arrange for insurance coverage, with the cost chargeable to the department concerned.

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 25 to 50 percent of full-time service.

GRADUATE ASSISTANTSHIPS

Appointments to teaching or research assistantships or administrative fellowships are offered through the various departments. Students must be enrolled in or approved for admission to the Graduate School to hold one

of these appointments. During the regular academic year, but not during summer sessions, such appointees must be registered in the Graduate School in each quarter within the term of their appointments. Applications for graduate assistantships should 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 typically are appointed for 50-percent time. They may be appointed for more or less than 50-percent time, but may not be employed for more than 75-percent time in any one appointment or in any combination of appointments. In very exceptional cases, the dean of the Graduate School may authorize employment beyond the 75-percent limit. During the summer, they may work any percentage of time, up to and including 100 percent, without the special permission of the dean. Stipends for graduate assistants depend on the percentage of time of the appointment. A schedule of the current stipends for these assistantships is announced in a letter sent from the President's Office when budget preparation begins. Appointees are urged to elect the payroll deduction plan for fee payment.

Graduate students holding appointments as teaching assistants, research assistants, teaching associates, and administrative fellows at 25-percent time or more pay "in-state" tuition rates. This same privilege applies to members of their immediate families in the schools and colleges of registration in the University.

Effective June, 1970, these same privileges have been extended beyond the term of qualifying appointment, subject to the following rules:

The qualifying appointee must have held one of the above appointments for a minimum of three academic quarters, at 25-percent time or more, after September 15, 1969. Two summer sessions count as one academic-year quarter.

The use of the privileges is extended, after completion of the qualifying three quarters of appointment, on a quarter-for-quarter basis up to a maximum of six quarters of use. Appointment for three quarters entitles extension of the privilege for three additional quarters; more than three quarters entitle extension (on a quarter-for-quarter basis) for not more than six quarters.

The entitlement of the qualifying appointee and members of his immediate family to this privilege will not extend beyond three years from the termination of the last or most recent qualifying appointment.

III. Academic Resources

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

CAMPUS LIBRARIES

On the Twin Cities campus/Minneapolis are the O. Meredith Wilson Library, housing humanities and social science resources, and the Walter Library, housing the basic science and technology collection. Specialized departmental libraries include architecture, art, bio-medical, chemistry, education-psychology-library science, engineering, geology, journalism, law, mathematics, mines-metallurgy-chemical engineering, music, natural history, pharmacy, physics, public administration, and Marshall-University High School. Serving the Twin Cities campus/St. Paul are a central library for agriculture, biological sciences, and home economics and departmental libraries for biochemistry, entomology, forestry, plant pathology, and veterinary medicine.

In Minneapolis, 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 Hess Collection of dime novels, the Immigrant Archives, the Kerlan Collection of children's literature and book illustration, the Middle East Library, the Social Welfare History Archives, and the University Archives, in which materials pertaining to the history of the University are collected and preserved.

The general card catalog listing the holdings of all Twin Cities campus libraries is in the Wilson Library, with microfilm copies of the catalog in Walter, Bio-Medical, and central St. Paul campus libraries. Publications not in the University's own collection may be requested from other cooperating libraries by inquiring at the Wilson Library reference desk, the Bio-Medical Library, or the St. Paul campus central library. A copying service, to provide single copies of journal articles or pages from books at nominal cost, is maintained in various libraries on the campus. Members of the academic staff are invited to recommend books for library purchase 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 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. Faculty members wishing to place books on reserve in any other library should contact the librarian of that library.

PRINTING AND GRAPHIC ARTS SERVICES

Printing. The Printing Department operates a modern, well-equipped plant staffed with technicians and craftsmen experienced in handling the wide range of printed materials required by faculty and staff members. Every job is reviewed for the most economical and expeditious manner of handling. Those jobs requiring specialized equipment because of the nature of the work or length of the run are purchased from local suppliers. The plant functions as an information center, providing cost estimates and preplanning production guidance.

Graphic Design. The Graphic Design Department provides an experienced staff of professional designers to plan and prepare publications that are camera-ready for printing. Each assignment is carefully considered to achieve maximum effectiveness within time and budget requirements. Graphic Design will provide creative visual impact, organization, and continuity for publications. The department offers advice concerning costs, schedules, and alternatives in the design and production of material.

Duplicating. Short-run offset duplicating, mimeographing, and instant copying services are offered at Central Duplicating and elsewhere on the Twin Cities campus. Walk-in services are available for both copying and offset duplicating. These facilities also have a complete complement of bindery equipment.

Addressing and Mailing. Modern equipment and trained personnel provide rapid service in addressing, inserting, sealing, sorting, and delivery of mail to the post office. Mailing lists are set up and maintained on plates for repeat mailings. The shop also has the capability to attach computer-generated labels. Mailing procedures should be worked out and postal regulations understood before a mailer is printed. Information is available on request from Addressing and Mailing.

PHOTOGRAPHIC SERVICES

Art and Instructional Materials. A variety of classroom visuals—overhead transparencies, 2x2 slide art, illustrations, posters, charts, and TV visuals—are

produced in the Art and Instructional Materials Division of University Media Resources. Displays, exhibits, nameplates, and other graphic presentations are available to University departments and related organizations on a custom-crafted basis.

Microfilm Services. The microfilm section of University Photographic Services, a division of University Media Resources, offers 16mm and 35mm microfilm (black and white or color), aperture cards, Micro Jackets, Microfiche, and cartridge loading and indexing. These services can be used for filming business records, department documents, books, engineering drawings, and computer print-outs.

Motion and Still Photography. The Motion and Still Photography Divisions of University Media Resources provide professional personnel, equipment, and facilities to departments and members of the campus community. The divisions assist with all types of film projects, location photography, and classroom visuals.

Nonprint Materials Publication Sales. The Department of Audio-Visual Library Services provides audio-visual library services for assistance in the use of nonprint and print media as a learning resource. A film library housing over 8,500 titles (20,000 prints), an audio-tape library of 3,000 subjects, and a library of other nonprint subjects are among the services offered as an educational resource for patrons. Extensive bibliographic data and reference service are provided for patrons on request. Limited preview facilities and equipment are available on the campuses of the University. The library service is on a fee basis.

Processing. Highly specialized service, equipment, and personnel in all fields of photographic processing are provided by University Photographic Services. The division processes black and white and color film, motion picture film, and microfilm. It also does printing and enlarging from any of these sources as well as copy work and manufacturing of slides. Related services include photographic supply sales, consultation services, and a photographic archive containing thousands of negatives and transparencies.

Whiteprint Service. Sketches, plans, charts, graphs, grade reports, and theses can be reproduced by the Whiteprint process. Copies can be made in either blue-line or black-line printing by the Agricultural Engineering Department. Instructions are given in the *Manual of Business Procedures*.

Biomedical Graphic Communications. The Biomedical Graphic Communications Department provides a visual communication service for the health sciences as well as other interested units of the campus. 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. Experienced medical illustrators and artists

produce drawings, diagrams, and graphs in pen and ink, halftone, and color, and also design exhibits, brochures, and multimedia presentations. Photomicrography, photomacrography, and specimen, patient, and surgical photography and motion pictures are some of the typical photographic services offered.

CAMPUS PUBLICATIONS

Class schedules are distributed by the Office of Admissions and Records to the college offices each quarter.

Twin Cities Campus Calendar of Events, published monthly by University Relations, lists time and place of concerts, plays, athletic events, and other programs scheduled on the campus.

Minnesota Daily, the independent student newspaper on the Twin Cities campus, is published daily during the academic year and twice weekly during summer sessions.

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

A faculty member wishing to make an announcement in the Bulletin should type the information in brief form, have it signed by his department head or dean or by the staff member whose signature is authorized for this purpose, and send it to the editor in the Department of University Relations. Notices must be received by 10 a.m. two working days before the desired 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.

IV. Student Services

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

UNIVERSITY HEALTH SERVICE

The functions of the Health Service are to assure students and faculty members a healthy environment in which to live and work, to protect the health of University students, and to teach students the value of preventive and curative medicine through individual and formal health counseling.

The Health Service program is divided into two parts: prevention and care of illness in the individual students and public health supervision of environmental factors on the campus that might be detrimental to the health and safety of students and staff. The first part includes health examinations, complete medical care, including consultations in all of the medical specialties, and hospitalization when needed. The second part includes communicable disease control and a comprehensive environmental health and safety program carried out by a large staff of engineers, health physicists, sanitarians, and technicians.

ORIENTATION OF NEW STUDENTS

Student-faculty committees work with the director of orientation in the Office of the Vice President for Student Affairs to plan orientation programs. These programs are designed to inform new students of the special assistance available for their use, to help them clarify and understand their own and the University's expectations, and to provide them an opportunity to meet and interact informally with fellow classmates, faculty, and staff members. These objectives are accomplished by retreats, lectures, book discussions, one-to-one counseling, small group meetings, tours, and shared living and dining experiences.

STUDENT COUNSELING BUREAU

Students with special needs may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic, aid of handicapped students, and specialized help with vocational, personal, and social problems. Faculty advisers and counselors in college offices may consult the bureau about a student's problems and may obtain information about scores of entrance tests a student has taken. Machine scoring of midterm and final examinations is arranged through the technical division of the bureau.

STUDENT CONDUCT

Complaints of violation by students of University standards of conduct are registered with the conduct code coordinator. Consultations on matters

relating to student misconduct may be initiated with the coordinator or the director of the Special Counseling Office. The latter serves as the secretary of the Committee on Student Behavior and is authorized to handle personally cases that do not require activation of formal hearings. Should a formal hearing be requested by the student or should the complaints be of such a serious nature as to require committee action, the secretary convenes the committee and makes arrangements for a hearing.

Complaints of student misconduct in residence halls are handled by the residence hall staff and judiciary boards. Instances of scholastic dishonesty within a single college that do not involve persons from other colleges are handled in accordance with that college's procedures. Instances of scholastic dishonesty of an intercollegiate nature are reported to the Special Counseling Office. If the complaint of scholastic dishonesty cannot be resolved to the satisfaction of all parties concerned, the secretary may refer it to the Committee on Student Behavior.

STUDENT ACTIVITIES

The coordinator of student activities and his staff, who promote and advise the activities of organized student groups, frequently enlist 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 coordinator or from any of the student activities centers. Faculty members also are invited to speak to students of high achievement, to campus leaders, and to new students at special camps and retreats.

FOREIGN STUDENTS

The Office of International Student Advisers reports to the vice president for student affairs and is closely linked to the Campus Assembly committee on international students and the University Senate subcommittee on international education. Functions of the office include liaison with agencies of the United States and foreign governments; administration of the University's exchange visitor program; counseling on educational, personal, social, and career problems; administration of foreign student tuition scholarships; liaison with sponsors of educational programs; arrival and return assistance; special orientation for newcomers; aid to U.S. students traveling or studying abroad; development of community relations; and other services.

Special attention is given to research on foreign student affairs, interpersonal relations, attitudes and attitude formation, academic achievement, cross-cultural counseling, and faculty views on teaching foreign students. The office staff closely follows national and international developments affecting the flow of persons across national boundaries and remains aware of legislation and regulations regarding currency, exchange, visas, travel, health, and employment.

STUDENT FINANCIAL AID

Students who need assistance in financing their education can receive advice and help from the Office of Student Financial Aid. Through this office, students may be aided in planning their budgets, in obtaining short- or long-term loans, and in learning of available scholarships and grants.

HOUSING OFFICE

The Housing Office assists students, staff, and faculty in making suitable living arrangements off campus. It provides information on the rates and availability of rental units, mediates housing complaints, administers the Regents' policy against discrimination in private housing, and acts as a student housing information and population data center.

The office also certifies and trains residence advisers for the residence halls, sororities, fraternities, and a number of off-campus houses. The counseling program is planned to help students benefit from their University living environment.

RELIGIOUS ACTIVITIES

Questions regarding student religious organizations should be referred to the Student Activities Centers. Other inquiries regarding the religious community should be referred to the Office for Student Affairs.

MINNESOTA WOMEN'S CENTER

The center is a resource facility to collect and provide information on and about women, with special reference to women students. It offers a referral service for women students and women in the community, and a resource library containing books, pamphlets, and research studies about women. It provides women, students and nonstudents, with an opportunity to become informed about and involved with the current women's social movement. Students may receive independent study credit for special projects, and seminars on women can also be arranged.

PARENTS ASSOCIATION

The Parents Association is an organization of University parents that serves as a channel of communication between parents and the University. It provides information to parents on all facets of the University. Regular monthly programs are scheduled on the Twin Cities campus or in outstate areas. A newsletter is published monthly for members. A special service offered by the Parents Association is an emergency loan fund for University students.

STUDENT LIFE STUDIES

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

SPEECH AND HEARING CLINIC

Students with speech and hearing difficulties should be referred to the Speech and Hearing Clinic for consultation, evaluation, and remedial help.

PLACEMENT

General. A Placement Inquiries Clearance Office is located in the Education Career Development Office of the College of Education. 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 Education Career Development Office in the College of Education includes a placement center (formerly called the Bureau of Recommendations) for teachers, counselors, educational research workers, psychologists, and school supervisors and administrators. Its services are available to M.A. and Ph.D. graduates of the University seeking careers in college teaching, research, and administration, as well as to College of Education graduates who are prepared to teach in elementary, secondary, and postsecondary schools.

OTHER STUDENT SERVICES

A Directory of Services, listing many University and community service resources that specialize in dealing with the problems of youth (e.g., counseling, emergency, employment, legal, medical, and selective service and general services), is published in the front section of the *Student-Staff Directory*. Faculty members may wish to refer to it when counseling students.

V. Miscellaneous Policy Matters

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

INFORMATION AND TOUR SERVICES

The Department of University Relations maintains a Visitor Information Center and tour service on the Twin Cities campus. Anyone wishing to tour the Twin Cities campus, individually or with a group, should contact the center. In addition to regularly scheduled tours, the center provides guided tours by appointment.

VISITORS ON CAMPUS

Faculty members who have distinguished guests or who know of important visitors in the Twin Cities community are urged to inform the vice president for academic administration and the director of University Relations. Sometimes arrangements can be made to present such visitors at special meetings and lectures on campus. News conferences can be arranged with the approval of the visitor. Mail and telephone calls can be expedited if the visitor's whereabouts are known. The Department of University Relations, through its Visitor Information Center, will show visitors the points of interest on the Twin Cities campus.

SOLICITATION OF FUNDS ON CAMPUS

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

On the Twin Cities campus, the Consolidated Fund Drive has received such approval. Each fall, staff members are asked to contribute to the fund drive for the United Fund, the Minnesota Division of the American Cancer Society, the Minnesota Heart Association, and the University of Minnesota Student Aid Fund. The drive is organized by the Office of the Director of Development. Staff members may authorize payroll deductions over a six-month period.

ATTENDANCE AT ACADEMIC FUNCTIONS

All faculty members are welcome to attend University functions. For occasions when academic processions are held, 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. Contact University Relations for rental procedures.

All faculty and staff members are invited to participate in special events and commencement ceremonies. Commencements are held in June, August, and December on the Twin Cities campus, and faculty members who wish to serve as marshals should contact the Department of University Relations early in the quarter in which a commencement will take place. Faculty members often wish to participate when a family member or favorite student is receiving a degree.

Special events include building dedications, groundbreakings, and other events of all-University importance. Inquiries about such events should be directed to the commencements and special events coordinator in the Department of University Relations.

VI. Personal Services for Faculty

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

HOUSING

The Housing Office lists privately owned apartments and homes for rent, sublease, or sale. In addition, temporary accommodations in residence halls and in motels and hotels can be secured through the office. Pillsbury Court, a University apartment development of 48 townhouses near the Minneapolis campus, is available for occupancy by full-time faculty members of the rank of instructor and above. Priority will be given to new faculty members whenever possible; early application is a must.

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

CAMPUS 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. The institute, which studies the behavior of normal children, conducts a nursery school for children three to five years of age. Information may be obtained from the nursery school office.

The Psycho-Educational Center. The center provides a data-based referral service through which individuals may be referred to help within and without the University, coupled with follow-up; and interdisciplinary, data-based Reading Exchange; comprehensive program evaluation services; consultation on Precise Personal Management techniques; and consultation in psycho-educational endeavors. Educational, psychological, and social problems of individuals, families, groups, and community agencies are current targets of the center's activity. Its basic purpose is to provide a variety of opportunities for multi-disciplined inquiry and demonstration that will be of service to University students and faculty and to the community.

Marshall-University High School. The Marshall-University High School, located on the Twin Cities campus/Minneapolis and in the Dinkytown area near the campus, is the result of a merger in 1968 of University High

School and Marshall High School and 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. The school has dual roles as a Minneapolis public school responsible for the formal education of those students attending its classes and as a research and teacher education center for the College of Education of the University. The school has a student population that is representative of typical Minnesota high schools. Enrollment is limited to 1,300 students. Tuition and fees are paid by students not residing in Minneapolis. Further information can be obtained from the principal of Marshall-University High School.

EATING FACILITIES

Minneapolis, East Bank. Coffman Memorial Union offers a wide variety of eating facilities. The major cluster of food services is on the ground floor; three separate dining rooms associated with a scatter-system service area offer the most complete food selection. The In, a fast-food service, and the Northstar and Ski-U-Mah rooms, lunchrooms with vending services, are on ground level also. The Fountain Grille, located on the first floor, offers a choice of sandwiches, beverages, snacks, desserts, and ice cream specialties. A cafeteria and lunchroom are located in Shevlin Hall.

Minneapolis, West Bank. A vending area with adjacent eating facilities is at ground level in Anderson Hall. Blegen Hall has two dining areas at ground level, each with counter service. A scatter food service, Riverbend, a snack bar, the Dinghy, and vending facilities are in the Auditorium Classroom Building.

St. Paul. The St. Paul campus offers full food service, including a dining room and two a la carte cafeterias in the Dining Center. A snack bar is located in the Rouser Room of the St. Paul Student Center.

Party, Banquet, and Private Dining. 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 in either Minneapolis or St. Paul. Take-out and catering service is also provided in both locations.

Campus Club. The Campus Club is a private faculty social club and also has dining facilities. See Clubs and Organizations for more information.

PARKING

There are parking facilities for staff members and students on or near the Twin Cities campus/Minneapolis (see maps at end of this book). Facilities include outdoor parking lots, parking ramps, and several parking

areas that 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 Auditorium.

Because of long waiting lists already held by Parking Services, contract parking space is not available in Twin Cities campus garages and ramps. However, contract parking space is available in some of the outdoor lots; inquiries should be made to Parking Services. If space is not available at the time of application, the applicant's name may be placed on a waiting list at his request. Copies of the parking map and lists of rates are available from Parking Services.

Parking reservations for visitors to the campus are made through Parking Services. Arrangements may be made through departmental offices to charge 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.

Northrop and Nolte Center garages are open to the public for special evening events that do not require reservations. The Coffman Memorial Union garage and the River Road ramp behind the Union are open to the public every evening without reservation.

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

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

TRANSPORTATION

Intercampus buses, running at 10-minute intervals during daytime hours, at 5-minute intervals between 7:25 and 10 a.m., and at 20- and 30-minute intervals in the evening, furnish transportation between the Minneapolis and St. Paul campuses. On Saturdays, the buses operate on a 20-minute schedule in the morning and a 30-minute schedule in the afternoon and evening. There is no bus service on Sundays and University holidays. Anyone riding from campus to campus rides free. Anyone boarding and/or exiting the bus between campuses must pay a regular cash bus fare or use a reduced-fare card obtainable at the Bursar's Office in Minneapolis (east and west banks) or the Cashier's Office in St. Paul. Departments may request special passes for use by staff members on business trips to stops between the campuses. Requests for such passes should be made by department heads to the University Transit Services Office. Campus buses also provide frequent service between the campuses and the remote parking lots on Como Avenue and the Fairgrounds. Parking is free, and bus fare is very economical.

A free bus transportation system between the east and west banks of the Twin Cities campus/Minneapolis operates at 5-minute intervals.

Route maps showing the stops of the various buses are on display at the information counters in Coffman Memorial Union, the West Bank Union, Morrill Hall, and the St. Paul Student Center, at the Transit Services Office, in the *Student-Staff Directory*, and in each quarter's *Class Schedule*. Small handout schedules are also available at each of these locations, and the schedules are posted at each stop along the routes.

Several express bus lines, morning and afternoon, link suburban areas directly to the east and west banks of the Twin Cities campus/Minneapolis. For schedules and route information, call the Transit Services Office.

The University also offers a free computer-matched car pool service. Applications are available at the information counters in Coffman Union, the West Bank Union, Morrill Hall, the St. Paul student Center, and the Transit Services Office.

The University owns a number of automobiles that 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*.

IDENTIFICATION CARDS

Faculty identification cards are available to faculty members on the Twin Cities campus. Faculty members should obtain authorization cards from their department offices. (Department heads should order the cards from the Identification Card Office.) After completing the card as specified, it should be mailed or brought to the ID card office. A picture on the card is desired.

CHECK CASHING

University payroll checks may be cashed at the Bursar's Office on the east and west banks in Minneapolis and at the Cashier's Office in St. Paul. Personal checks up to \$25.00 may be cashed. A student or staff identification card will be required.

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 general outpatient and specialist services and an annual physical examination. The plan covers all services rendered except such items and services as X ray and physical therapy in excess of \$50.00 per year, glasses, drugs, and dental care, for which charges are made. The plan does not

provide for medical care during hospitalization or for home calls. Only the staff member is eligible for medical care under this plan; family members are excluded.

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 at the Health Service in Minneapolis.

The Health Service also performs pre-employment medical examinations for faculty and certain civil service staff members and executive physical examinations.

LOST AND FOUND

Each campus building has a Lost and Found Office. Building directory boards usually list the office, or department secretaries should know its location. After one week, unclaimed items will be sent to the nearest location: West Bank Union, Coffman Union, or Coffey Hall Post Office. If items are unclaimed for a longer period of time, they will be sold at a public sale.

UNIVERSITY BOOKSTORES

The University operates several bookstores on the campus. In Minneapolis, the Engineering Bookstore in Main Engineering serves the textbook and supply needs of the Institute of Technology, the College of Pharmacy, and the College of Biological Sciences. The Medical Bookstore in Millard Hall serves medicine, dentistry, and nursing. The Nicholson Hall Bookstore serves the College of Liberal Arts, the College of Education, the General College, and Continuing Education and Extension. The Smith Bookstore on the West Bank serves the College of Liberal Arts and the College of Business Administration. The Coffey Hall Bookstore in St. Paul sells books and materials used in the Institute of Agriculture, the College of Veterinary Medicine, and the College of Biological Sciences.

MAIL FACILITIES

United States Post Offices for outgoing mail only are located in Coffman Memorial Union and Coffey Hall. Most regular postal services are offered, except issuance of foreign money orders or acceptance of foreign parcels other than printed matter.

United States mail is delivered regularly to all campus buildings by the Campus Mail Department in St. Paul and by the U.S. Postal Service in Minneapolis. Collection boxes are located at various points on the campus.

The Campus Mail Department will pick up heavy parcels or large quantities of mail 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 and between the Minneapolis and St. Paul portions of the campus is handled 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 daily. Campus mail should be addressed with name, department, room number, building designation, and campus, as listed in the *Student-Staff Directory*. Return address should be included to ensure return of mail that is not deliverable. All bulk mailings (over 50 letters) must be sorted and bundled by department and building. For bulk mailings of more than two pounds, the Campus Mail Department should be called to arrange for pickup by truck. Campus Mail does not pick up books.

Further information may be obtained from the *Manual of Business Procedures*, Index 2-M-1.

TELEPHONE SERVICE

The Twin Cities campus has a Centrex telephone system that electronically routes off-campus calls directly to individual phones or to departmental answering points, thereby allowing callers to reach their parties immediately without going through a central switchboard.

The University and Hospitals information operators are on duty 24 hours a day. To contact the University information operator from an off-campus phone, dial 373-2851; from a campus phone, dial 373-2002. Hospitals information is reached by dialing 373-8484.

To report any campus emergency, always dial "0."

To reach any University telephone on the Twin Cities campus from another campus phone, dial the last five digits of the listed Centrex number.

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

To order new installations or changes to existing phones, call Telephone Services, 373-3293. For repair of existing telephone equipment, call Northwestern Bell Repair (410-2234) and report the problem to the repair clerk.

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

SECRETARIAL SERVICES FOR ORGANIZATIONS

Faculty members who are officers of state or national organizations and who need secretarial services that can be charged to those organizations will find it convenient to use the State Organization Service, a unit of Continuing Education and Extension. Clerical services such as typing and duplicating, mailing, membership and mailing list maintenance, bookkeeping, and other office work can be purchased when needed on a piecemeal basis.

PROGRAM SERVICES FOR VOLUNTARY GROUPS

Faculty members and their families seeking programs for organizations outside of the University are welcome to use the services of Continuing Education and Extension. Call or write the dean or the World Affairs Center, Women's Programs, Continuing Education in the Arts, or Audio-Visual Library Services.

RECREATIONAL AND CULTURAL OPPORTUNITIES

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

The Minnesota Orchestra. Celebrating its 71st year during the 1973-74 season, the Orchestra's regular subscription series begins in October. The twin concert series, with a full schedule of guest artists, is held Fridays in Northrop Auditorium and Thursdays (plus one Saturday) in I. A. O'Shaughnessy Auditorium at the College of St. Catherine in St. Paul. Patrons may select a 20-, 10-, or 5-concert series at substantial savings over single-ticket prices; faculty and staff members receive an additional price reduction for the 20- and 10-concert series.

In addition to the Thursday and Friday series, a 7-concert series entitled *Adventures in Music* is presented on Sunday afternoons at Northrop Auditorium, featuring popular entertainment stars. Special concerts include such favorites as Handel's *Messiah* and a fully staged production of the *Nutcracker* ballet.

Season and single-concert tickets are available at the Orchestra ticket office and at all Dayton's stores.

The Department of Concerts and Lectures. Each spring the University, through the Department of Concerts and Lectures, joins the Minnesota Orchestral Association and a regional committee of sponsors and guarantors in presenting in Northrop Memorial Auditorium a series of performances by the Metropolitan Opera Company of New York. 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 series of programs during the year. The Masterpiece Series usually consists of six or seven concerts by internationally recognized musical artists. The World Dance Series consists of five or six concerts by ballet, modern dance, folk, and mime companies. Season tickets may be ordered at the Artists Course ticket office. Tickets for individual concerts go on sale the Monday of the week preceding the concert either at the Artists Course office or at Dayton's stores.

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

During the academic year, convocation programs are presented at various times on different days of the week, usually in Northrop Memorial Auditorium. Attractions include lectures, musical programs, theatrical productions, and films. Normally no admission is charged, and the general public and members of the University staff are 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 for which there is normally no admission charge.

University Theatre. Productions are scheduled throughout the year at the new Rarig Center, which features four completely different types of theatres. The new theatre complex, which was in planning for over 30 years, was dedicated in June, 1973. During the academic year, University Theatre activities include main season productions, Young People's University Theatre productions, workshop productions, and Reader's Theatres. During the summer, the Theatre operates the Centennial Showboat and the Peppermint Tent on the bank of the Mississippi River and stages summer session productions in Rarig Center. The Theatre also sends touring companies to secondary and elementary schools throughout the Upper Midwest area.

Season and individual tickets may be purchased at the Rarig Center ticket office.

University Radio and Television. KUOM, 770 on the AM dial, is the Twin Cities campus radio station. Programming includes news, classical and modern music, literature, drama, criticism, interviews, discussions, and lectures. KUOM also provides news and background information about the University. Classroom lectures, offered for credit through Continuing Education and Extension, are broadcast each quarter during the academic year.

Also during the academic year, Media Resources of Continuing Education and Extension presents "University Television" on KTCA-TV, channel 2, every Monday and Wednesday evening at 9 p.m. Check local listings for

program descriptions. A wide range of programs is offered, reflecting the University's educational and cultural resources. Faculty involvement in these programs is encouraged. One or two series during the year may be offered as courses for credit. For more information, contact the coordinator of broadcast television.

Music Department Programs. The department sponsors senior student and faculty recitals throughout the year. The Opera Workshop annually presents a complete opera or scenes from operas. The Collegium Musicum, the Contemporary Music Ensemble, 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 all of the above activities. Information may be obtained from the Music Department.

Motion Pictures. Audio-Visual Library Services 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. Details are given in the *Minnesota Daily*. An admission fee is charged.

Art. The University 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 gallery's collection contains paintings, sculptures, prints, drawings, photographs, and ceramics, as well as some examples of period furniture and *objets d'art*. Of particular importance is the collection of earlier twentieth-century American paintings. Regular viewing hours are held Monday through Friday. The gallery is also open to concert-goers on concert evenings. The gallery lends original works of art to faculty and staff members for their offices through its rental loan program.

Other galleries are located in Coffman Memorial Union and the Wilson Library.

In the St. Paul Student Center, three galleries exhibit paintings and other art forms throughout the year. Galleries are open during regular building hours.

James Ford Bell Museum of Natural History. The museum houses permanent exhibits depicting the natural history of Minnesota, temporary exhibits on the life sciences, and the Touch and See Room, a favorite with children. Free illustrated lectures or films are presented on Sunday afternoons from November through mid-April; these programs are family-oriented. Phone

or write for schedules and brochures.

Union Facilities. There are three unions or student centers on the Twin Cities campus. Faculty members are invited to use these facilities along with students and staff.

Coffman Memorial Union, Minneapolis. Coffman Union, which is directed by a Union Board of Governors composed of students, faculty, and alumni, offers a variety of facilities and programs for faculty use. Facilities are available for ceramics, woodworking, metalworking, photography, and handicraft projects. Supplies may be purchased in the Artcraft Studio. Bowling lanes are available for faculty leagues and for open bowling. Pocket billiard tables are available throughout the day and evening. The Union Board organizes dances, weekend outings, lectures, discussions, and other activities in which faculty members may wish to participate.

A cafeteria, a soda fountain and grill, quick lunch counters, and lunchrooms with vending service are located in Coffman. Barber and beauty shops are located on the ground floor. A post office is also on the ground floor.

The Campus Club occupies the fourth, fifth, and sixth floors of Coffman and affords dining, meeting, lounge, and activity areas to faculty and staff members (see Clubs and Organizations).

St. Paul 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, stereophonic phonograph equipment, art galleries, and outings equipment rental service are available. Faculty members may reserve conference rooms for meetings. The North Star Ballroom may be reserved for banquets, conferences, meetings, and parties.

Planned union 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.

The Rouser Room offers snack bar service.

West Bank Union. The Union is a student-faculty-staff organization established to assure resources and processes to individuals and groups to meet their interests and needs, to provide services, and to develop programs.

Services include office support to campus organizations, lost and found, locker rentals, check cashing, and information. Programs include speakers, discussions, films, music, art, and the Video Access Center.

Board and staff members of the West Bank Union are available to discuss interests or suggestions.

Sports Activities. The Department of Intercollegiate Athletics offers faculty members a reduced price on season athletic tickets that admit holders to all regular home University football and baseball games, swimming and gymnastic meets, wrestling matches, and track and field meets. The season ticket does not cover exhibitions or other special events or contests such as championship tournaments.

Reduced prices on season basketball and season hockey tickets are also available. The sale of these tickets is in the fall approximately one month prior to the opening of the basketball and hockey seasons. A mailing of applications is made to staff members in the fall.

Each University staff member (regardless of marital status) who is eligible for staff-employee season athletic tickets may purchase two tickets. In addition, those staff members with children under 18 years may purchase up to two additional tickets for their use. The only restrictions are that one ticket must be for the personal use of the staff member and that those purchased for children under 18 (which will be over-stamped "CHILD") be used only by the staff member's children.

Single game admissions may be purchased at regular prices. Staff football tickets are sold during the spring and at that time a complete mailing of information and ticket application is sent to University employees. Season tickets may be purchased with cash or by a payroll-deduction plan during the spring sale. Staff-employee tickets are also sold during the fall. For current information, call the Athletic Ticket Office.

The Department of Intramurals-Extramurals provides men and women faculty members with the opportunity to participate in a variety of sports with the purchase of the intramural-extramural activity permit for \$20.00 per year or \$5.00 per quarter. 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.

The IM-EM card may be purchased at the intramural-extramural offices in Minneapolis and St. Paul.

For faculty members, the *Faculty Sports Club Newsletter* gives information on physical recreation opportunities. A variety of club activities are available, with special emphasis on conditioning exercises, jogging, handball, paddleball, swimming, and squash.

A family recreation program is conducted on Sunday afternoons in Minneapolis and St. Paul. Information about this program, open to faculty members and their families who purchase IM-EM activity cards, may be obtained from the office of intramurals for men and women. Faculty members may rent lockers on a daily, quarterly, or yearly basis.

Norris Gymnasium for Women is available to men and women faculty members during the "open recreation" hours throughout the day. Information about times when facilities are available for such activities as archery, badminton, conditioning exercises, golf, swimming, tennis, and volleyball may be obtained from the Norris intramural office. Equipment for a variety of activities may be obtained at the equipment dispensary room. A locker-towel-swimming suit charge of 25c daily, \$5.00 per quarter, \$12.00 per three quarters, or \$15.00 per year is required for use of swimming pools. Instruction in selected sports is offered in extension classes in Norris Gymnasium. Information on classes may be found in the Continuing Education and Extension bulletin.

The University golf courses—an 18-hole, par 71 course of 6,331 yards and a 9-hole, par 27 course of 1,386 yards—are located on Larpenteur Avenue and Fulham, near the St. Paul campus, and are open to all University staff members. Greens fees may be paid on a daily or seasonal basis. Reservations may be made for weekend play. Club rentals, locker and towel service, and golf supplies are available. The courses are located on the intercampus bus line. Guests are permitted with staff members.

Twenty hard-surface tennis courts—located at 19th Avenue and 4th Street S.E., Minneapolis—and additional courts on the St. Paul campus are open to staff members for a nominal fee. Reservations are not necessary. Guests are permitted.

The indoor ice skating rink in Williams Arena is available to staff members and their families during scheduled hours, with staff-family recreational skating exclusively on Sunday mornings. A nominal fee is charged, and rental skates and skate sharpening are available. The rink is open from mid-October to mid-March.

CLUBS AND ORGANIZATIONS

Campus Club. All full- or part-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 downtown Minneapolis.

The Campus Club provides members with an opportunity to meet socially with faculty members from all departments. Its facilities include a number of dining areas, lounge and reading rooms, and recreation rooms. Lunch is served daily, Monday through Saturday, and membership dinners are served on Thursday evenings. Members' First Tuesday luncheons, with a special guest speaker, are open to members, their spouses, and guests. The club also arranges special dinners, parties, receptions, teas, and holiday buffets for its members and their guests. A sixth floor service line accommodates several private committee meeting rooms. The club is

maintained through annual membership dues, initiation fees, and charges for services rendered to members. Information may be obtained from the club office.

Faculty Women's Club. The club promotes fellowship among faculty women through social events, as well as through sections that meet monthly to pursue such special interests as art, music, culinary arts, drama, community concerns, and international affairs. A clubroom is maintained in Coffman Memorial Union. The club gives scholarships to selected women undergraduates each year. Membership is open to faculty women and wives of faculty men with the rank of instructor or above.

Faculty Dancing Club. The club holds a series of dancing parties, including several dinner dances each season, in Coffman Memorial Union and at off-campus locations in the Twin Cities area. 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. For further information, call Mrs. Karwyn Bissonnette, 484-5861.

American Association of University Professors, University of Minnesota Twin Cities Chapter. One of the largest chapters in the country, the University of Minnesota AAUP is active in "protecting academic freedom and due process, 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 a chapter newsletter. Membership in the local chapter is open to all members of the national AAUP.

University of Minnesota Federation of Teachers. The Twin Cities campus UMFT is affiliated with the Colleges and Universities Division of the American Federation of Teachers, AFL-CIO. The UMFT states that the extension of the faculty role in University governance is the basis for maintaining academic quality and that the maintenance of high academic standards at the University is a responsibility of the faculty. Through collective bargaining, the UMFT expects to "halt the erosion of faculty salaries" and "maintain faculty control over curricula."

University of Minnesota Federation of Teachers, Graduate Assistant Chapter. The Graduate Assistant Chapter, through collective bargaining on behalf of Twin Cities campus teaching and research assistants and teaching associates, expects to work "for clear and consistent definitions of graduate assistant jobs throughout the University, real graduate assistant participation in decisions about policies that affect them, and salary and fringe benefits that are commensurate with the work they do." The GAC is affiliated with the American Federation of Teachers, AFL-CIO.

American Association of University Women, Minneapolis Branch. The Minneapolis branch is one of the largest in the country. Its purpose is to unite alumnae of colleges and universities on the AAUW list of qualified institutions for practical educational work, to concentrate and increase their effectiveness in the community for the solution of social and civic problems, to participate in the development and promotion of the policies and programs of the American Association of University Women, and to contribute to its growth and advancement.

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.

VII. The Twin Cities

With almost two 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 normally 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, 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 Multifoods.

The Twin Cities provide cultural and recreational activity in great variety. The Minnesota 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 Opera Association, the St. Paul Civic Orchestra, the Schubert Club, the Bach Society, the New Friends of Chamber Music Society, the St. Paul Philharmonic Society, the St. Paul Chamber Orchestra, the Chimera Theatre, 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 Arts, in its permanent collection, has works by the great masters and exhibits of architecture and design from many periods in history. Also noteworthy are the collections and exhibits of the University Gallery in Northrop Auditorium.

St. Paul's 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. Several musical organizations perform and have offices at the center. The renovated Old Federal Courts Building will become the new home of the Arts and Science Council.

Theatre is well-represented in the Twin Cities. The Guthrie Theater, nationally acclaimed for the depth and brilliance of its repertory performances, is in Minneapolis. 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. Semiprofessional groups such as Theatre-in-the-Round, the Stagecoach, the Theater of Involvement, and the Children's Theatre Company also perform regularly.

An outstanding point of interest is the Bell Museum of Natural History on the University of Minnesota's Twin Cities campus/Minneapolis.

Four commercial television stations, two educational television stations, four daily newspapers, 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. There are also two professional ice hockey teams, the Minnesota North Stars of the National Hockey League, and the Minnesota Fighting Saints of the World Hockey Association. The State High School Basketball Tournament and University of Minnesota sports events attract crowds to the campus.

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 in St. Paul is one of the nation's largest. A favorite spot for family outings is the Como Park Zoo in St. Paul.

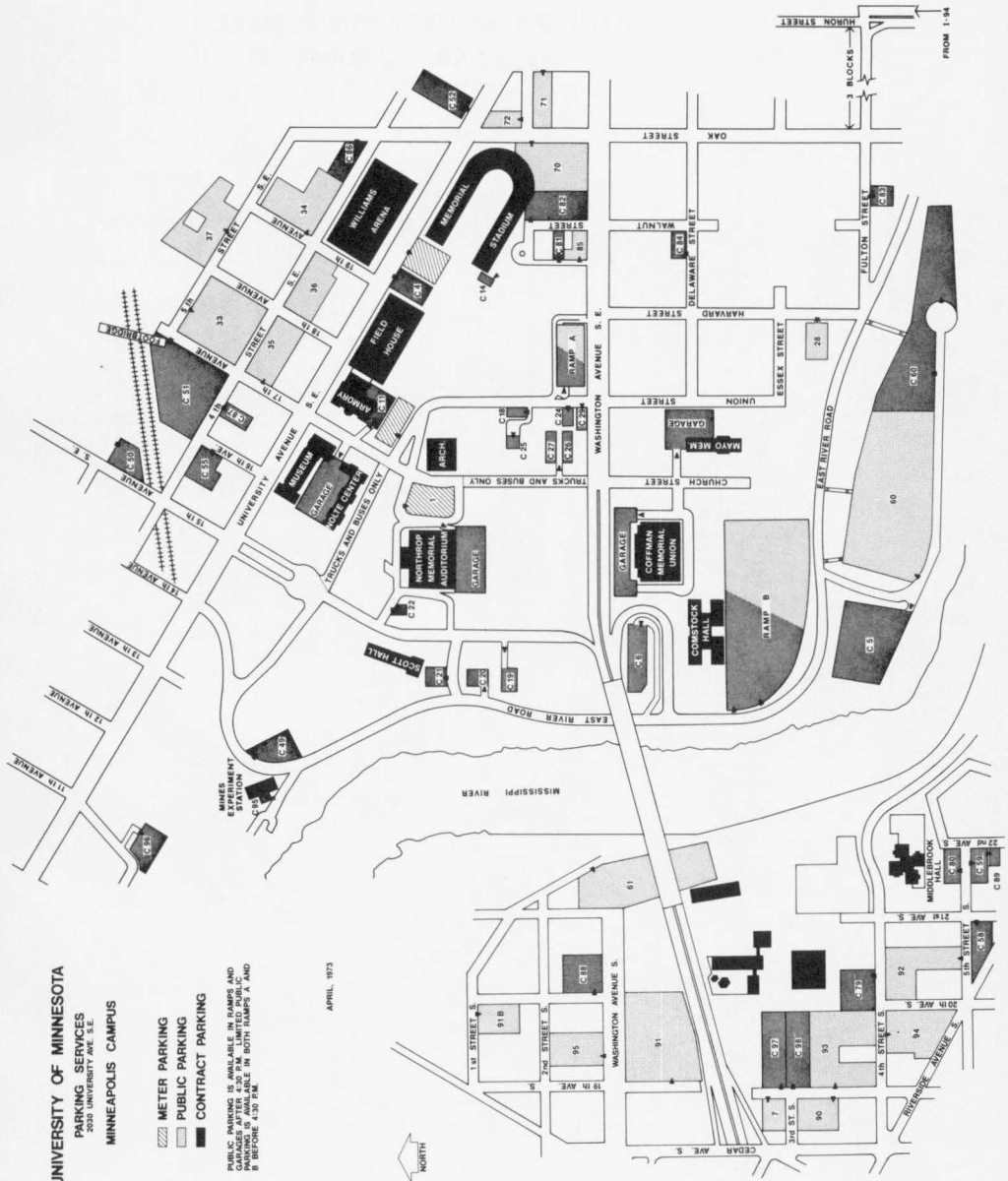
The Department of University Relations will provide additional information about the Twin Cities upon request.

UNIVERSITY OF MINNESOTA
PARKING SERVICES
 200 UNIVERSITY AVE. S.E.
MINNEAPOLIS CAMPUS

-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

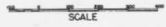
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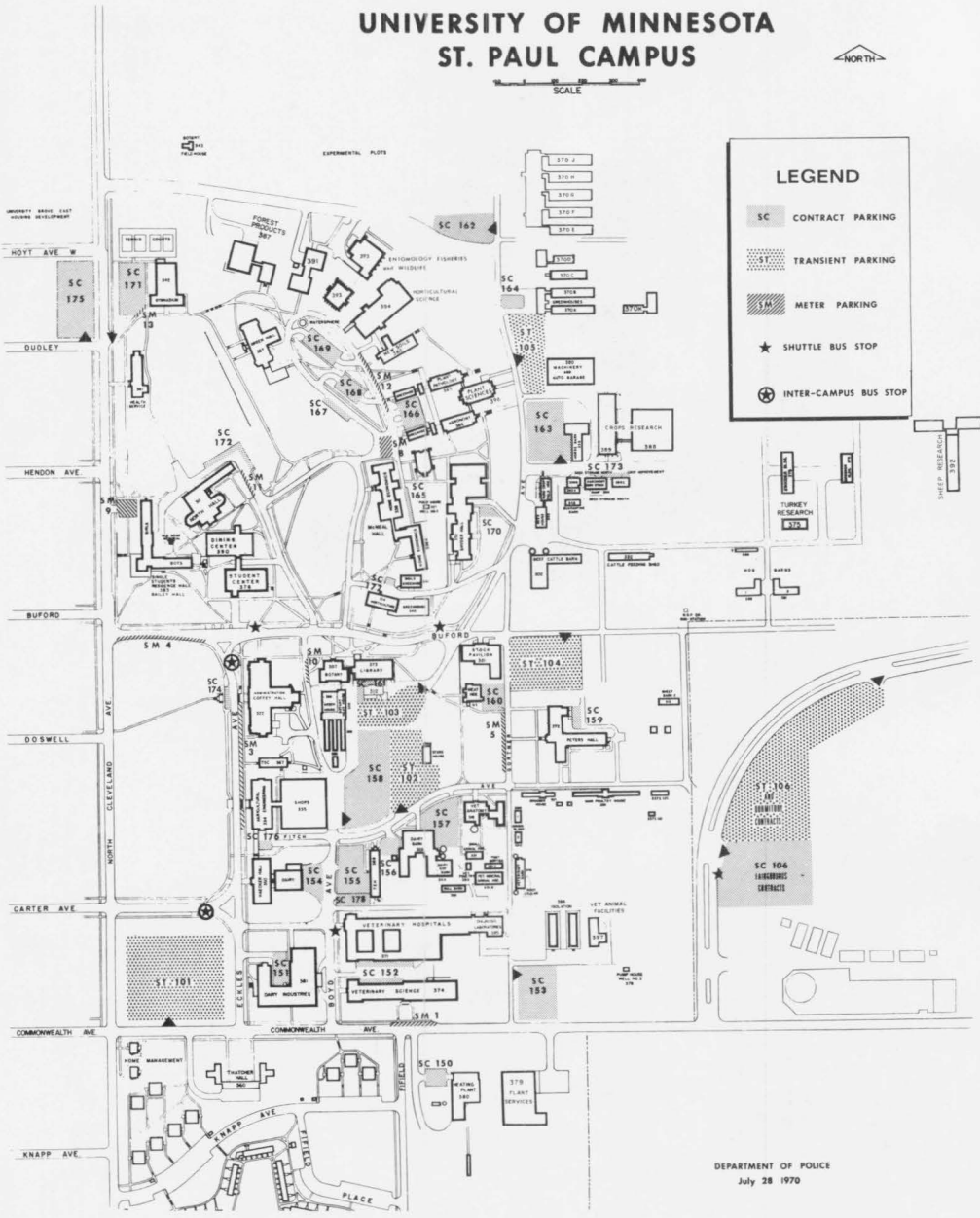
PARKING FACILITIES

UNIVERSITY OF MINNESOTA ST. PAUL CAMPUS



LEGEND

- SC CONTRACT PARKING**
- TRANSIENT PARKING**
- METER PARKING**
- ★
SHUTTLE BUS STOP
- ⊗
INTER-CAMPUS BUS STOP



DEPARTMENT OF POLICE
July 28 1970

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THE UNIVERSITY OF TORONTO