

MEETING OF THE UNIVERSITY SENATE

Thursday, January 17, 1974

3:15

Nicholson Auditorium

The voting membership of the University Senate totals 214, including the president, 151 members of the faculty, 62 students and the Consultative Committee. For a quorum, a majority of the voting membership (108) must be present. Amendments to the constitution require advance notice and 143 affirmative votes at one meeting, or 108 affirmative votes at each of two meetings, the second of which must be a regular meeting. Amendments to the Bylaws require advance publication and 108 affirmative votes. Other actions require only a simple majority of the members present and voting. The members of the all-University Administrative Committee are ex officio non-voting members of the University Senate.

Any member of the faculty and any student eligible to vote for senators may be admitted to meetings of the University Senate and shall be entitled to speak at the discretion of the University Senate. Only elected members of the University Senate, the members of the Senate Consultative Committee, and, in case of a tie, the chairman, shall be entitled to vote.

Any representative may designate any elected alternate from his institute, college, school, or student constituency as the alternate to serve in his place and stead by written notice to the clerk of the Senate prior to the commencement of any meeting of the University Senate.

ATTENDANCE RECORD

A roll of elected and ex officio members will be circulated during the meeting. Members will please check their names to indicate their presence. If the list misses you, please stop after the meeting to check your name. The roll, after adjournment, will be at the rostrum.

An attendance record for nonmembers will also be circulated and will be on the rostrum after the meeting.

A summary of the attendance of members elected for the current academic year will be included in the June minutes.

UNIVERSITY OF MINNESOTA THE SENATE DOCKET

January 17, 1974

Your committee on Business and Rules respectfully presents the following matters for consideration.

I. REPORT OF THE ALL-UNIVERSITY SCHEDULE COMMITTEE

Reported for Action (15 min.)

UNIVERSITY CALENDAR 1974-75

** July 15	Monday	Graduate School application deadline for fall quarter.
August 12-September 21		Fall registration. Orientation program for new students. (Dates for the various colleges will be announced in mailed instructions.)
August 23	Friday	Last date applications for fall admission to the undergraduate colleges or for change of college within the University can be assured full consideration.
August 30	Friday	Last date applications for fall admission as adult special student in CLA can be assured full consideration.
September 2	Monday	Labor Day, holiday.
September 3	Tuesday	Start Dental School.
September 4-8		Welcome week-Crookston Campus.
September 9	Monday	Fall quarter classes begin—Crookston.
September 12	Thursday	Last day for payment of fall quarter fees for students registered through September 7.
September 16	Monday	Last date applications for fall admission for adult special in IT and Business Administration can be assured full consideration.
September 15	Sunday	Parent's Day—Twin Cities Campus.
September 15-20		Welcome Week—Twin Cities Campus.
September 15-22		Orientation and registration—Morris and Duluth Campuses.
September 20	Friday	Last day for registration and payment of fees for undergraduates including adult special students, except teachers in service.

Fall Quarter—1974

September 23	Monday	Fall quarter classes begin.
September 27	Friday	Last day for registration and payment of fees for Graduate School and teachers in service.
October 19	Saturday	Homecoming—Twin Cities Campus—Iowa Homecoming—Duluth Campus—Concordia Homecoming—Morris Campus—Michigan Tech.
October 21		Morris Campus Assembly, 4:00 p.m.
October 24	Thursday	Twin Cities assembly, 3:30 p.m.
October 28	Monday	Veteran's Day, holiday.

** November 4	Monday	Last date for paying graduation fees for fall quarter.
November 15	Friday	Last date applications for winter admission to the undergraduate colleges or for change of college within the University can be assured full consideration.

*This calendar includes most, but not all, events for all campuses of the University except Crookston. Some variations are desirable at Duluth, Morris, Crookston and Wasesca. Students on those campuses will be informed of variation and differences by officials on those campuses.

**Students applying to or planning to transfer to colleges, schools and programs other than CLA and General College should consult the appropriate college to determine the deadlines. Many of those are different from that indicated above.

November 21	Thursday	Senate meeting, 3:15 p.m.
November 22	Friday	End of fall quarter—Crookston Campus.
November 28	Thursday	Thanksgiving Day, holiday.
November 29	Friday	Civil Service floating holiday.
November 28-29		Classes excused (except College of Medicine).
November 30	Friday	Last date applications for winter admission as adult special student in CLA can be assured full consideration.
December 2	Monday	Winter classes begin—Crookston Campus.
December 4	Wednesday	Last day of instruction.
December 5	Thursday	Study day.
December 6-12		Graduate School application deadline for winter quarter.
December 12	Thursday	Final examinations.
December 12-27		Commencement—Twin Cities Campus 7:30 p.m. Individual collegiate graduation events may be held throughout the quarter. Check college office.
December 16	Tuesday	End of fall quarter.
December 17	Tuesday	Orientation program period, registration and payment of fees for new students in some undergraduate colleges. Other colleges will announce dates in mailed instructions.
December 24	Tuesday	Last date applications for winter admission for adult special students in IT and Business Administration can be assured full consideration.
December 25	Wednesday	Last day for payment of winter quarter fees for undergraduates in residence fall quarter including adult special students, except teachers in service.
January 1	Wednesday	Civil Service floating holiday. Christmas Day, holiday. New year's Day, holiday.

Winter Quarter—1975

January 6	Monday	Winter quarter classes begin.
January 10	Friday	Last day for registration and payment of fees for Graduate School and teachers in service.
February 6	Thursday	Twin Cities Assembly meeting, 3:15 p.m.
February 10	Monday	Morris Campus Assembly, 4:00 p.m.
** February 17	Monday	Last date for paying graduation fees for winter quarter.
February 17	Monday	Last date applications for spring admission to the undergraduate colleges or for change of college within the University can be assured full consideration.
February 24	Monday	President's Day, holiday.
February 28	Friday	Registration for spring quarter—Crookston Campus.
March 3	Monday	End of winter quarter—Crookston Campus.
March 6	thursday	Last date applications for spring admission as adult special student in CLA can be assured full consideration.
March 10	Monday	Senate meeting, 3:15 p.m.

** Students applying to or planning to transfer to colleges, schools and programs other than CLA and General College should consult the appropriate college to determine the deadlines. Many of those are different from that indicated above.

March 10	Monday	Spring quarter classes begin—Crookston Campus.
March 14	Friday	Last day of instruction.
March 15	Saturday	Study day.
March 17-22		Last date applications for spring admission for adult special students in IT and Business Administration can be assured full consideration.
March 21	Friday	Final examinations.
March 21	Friday	Last day for payment of spring quarter fees for undergraduates in residence winter quarter including adult special students.
March 22	Saturday	Individual collegiate graduation events may be held throughout the quarter. Check college office.
March 24-28		End of winter quarter.
		Orientation program period, registration and payment of fees for new students in some undergra-

March 30 Sunday duate colleges. **Other colleges will announce dates in mailed instructions.**
Easter Sunday.

Spring Quarter—1975

April 1 Tuesday Spring quarter classes begin.
April 7 Monday Last day for registration and payment of fees for Graduate School and teachers in service.
April 14 Thursday Morris Campus Assembly, 4:00 p.m.
April 23 Wednesday Senate meeting, 3:15 p.m.
Last date for payment of graduation fees for spring quarter.
April 24 Thursday Twin Cities Assembly meeting, 3:30 p.m.
May 16 Friday End of spring quarter—Crocketon Campus.
May 19 Monday Graduate School application deadline for first term of Summer Session.
May 22 Thursday Senate meeting, 3:15 p.m.
May 26 Monday Memorial Day, holiday.
June 6 Friday Last day of instruction.
June 7 Saturday Study day.
June 9-14 Final examinations.
June 13 Friday Commencement, "The Mall", 7:30 p.m., Provost's Reception after commencement—Morris Campus.
Commencement, 8:00 p.m.—Duluth Campus. Commencement—Waseca.
June 14 Saturday Commencement—Twin Cities Campus 7:30 p.m. Individual collegiate graduation events may be held throughout the quarter. Check college office. End of spring quarter.

Summer Quarter—1975 (Waseca only)

June 30 Monday Summer quarter classes begin.
July 4 Friday Independence Day, holiday
September 1 Monday Labor Day, holiday.
September 12 Friday End of summer quarter.

Summer Sessions—1975 (Crocketon only)

Summer Session I
June 9 Monday Orientation and registration.
June 10 Tuesday Classes begin.
July 4 Friday Holiday.
July 11 Friday Last day of session.
Summer Session II
July 14 Monday Registration
July 15 Tuesday Classes begin.
August 15 Friday Last day of session.

Summer Session—First Term 1975

June 10 Tuesday Last date for payment of graduation fees, SSI
June 16 Monday First term, fees due.
June 17 Tuesday First term classes begin.
June 23 Monday Graduate School application deadline for second term Summer Session.
July 4 Friday Independence Day, holiday.
July 18 Friday Individual collegiate graduation events may be held throughout the session. Check college office. End of first term.

Summer Session—Second Term 1975

July 18 Friday Last date for payment of graduation fees, SSII
July 21 Monday Second term, fees due.
July 22 Tuesday Second term classes begin.
August 22 Friday Commencement—Twin Cities Campus 4:00 p.m. Individual collegiate graduation events may be held throughout the session. Check college office. Commencement—Duluth Campus 4:00 p.m. End of second term.

Possible 1975-76 CALENDAR

	Fall	Winter	Spring	SSI	SSII
Classes begin	9/29/75	1/5/76	3/29/76	6/14/76	7/19/76
Classes end	12/9/75	3/12/75	6/4/76	7/16/76	8/20/76
Exams	12/11-17/75	3/15-19/75	6/7-11/76		

Vernon B. Cardwell
Chairman

II. UNIVERSITY COMMITTEE ON BUSINESS AND RULES

1. Reported for Action (20 min)

The Committee on Business and Rules recommends Amendment of the Constitution, Article III, Section 4, paragraph g. to read:

The faculty and student constituencies of each institute, college or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty and the students of each institute, college or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. Any representative may designate anyone from the appropriate pool for his unit as an alternate to serve in his absence, by written notice to the clerk of the Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

2. Reported for Action (5 min.)

The Committee on Business and Rules recommends Amendment of the Bylaws, Article 1, Section 1, to add (25) Waseca.

3. Reported for Action (30 min.)

The Senate Committee on Business and Rules has been asked by the Consultative Committee to consider reducing the Senate to half its present size, assuring representation from all units now represented. The Committee on Business and Rules see both advantages and drawbacks to such a move:

1. A body larger than 70 people cannot adequately discuss matters brought before it. Because of the size many members are discouraged from participating in the debate.
2. There exists a finite pool of people willing to devote time to the Senate. A smaller Senate would reduce the demand on this pool.
3. A small Senate could be structured to give each unit equal weight; on the other hand, this might not be desirable since the Twin Cities units are so much larger than the others.
4. Only very visible people in each unit would be elected to a smaller Senate. Would this be an advantage or a disadvantage?
5. A large body can better protect minority interests by assuring minorities a chance to be heard.

The committee seeks discussion of this problem by the Senate. In order to focus the discussion it proposes the following resolution for approval, amendment or disapproval.

The Senate instructs the Committee on Business and Rules to proceed with a detailed plan to cut the size of the Senate approximately in half.

4. Reported for Action (5 min.)

Whereas W. Donald Beatty has served tirelessly and well as clerk of the Senate since its inception, taking care of the myriad of details which are necessary for it properly to function, and whereas Professor Beatty has found it necessary to relinquish these duties because of ill health,

Be it resolved that the Senate thanks Professor Beatty for his faithful and competent service and wishes him well in the years ahead.

5. Reported for Information

The committee discussed holding all senate meetings with the campuses linked by telephone. We saw no reason not to, if a coordinate campus requests it.

RUSSELL K. HOBBIE
Chairman

III. COMMITTEE ON COMMITTEES
Reported for Action (10 min.)

The committee on Committees recommends Amendment of the Bylaws, Article III, Section 6 (Committee on Faculty Affairs), by replacing the number 6 by the number 10. The section will then read:

There shall be a Committee on Faculty Affairs which shall be composed of at least 10 members of the faculty, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider and review policies and procedures in the University which may concern the personal and professional welfare of the faculty.

BETTY W. ROBINETT
Chairman

IV. REPORT OF THE UNIVERSITY APPEALS COMMITTEE ON ACADEMIC FREEDOM AND RESPONSIBILITY
Reported for Information

The University Senate mandated the University Appeals Committee on Academic Freedom and Responsibility (UACAFR) to fulfill three functions:

- 1) To make recommendations to the President on appeals relating to questions of academic freedom and responsibility which have been filed with the president's office and referred to the committee;
- 2) to determine the routing of appeals on academic freedom and responsibility for cases not covered by existing policies of the Senate; and
- 3) to review policies and practices relating to appeals procedures on academic freedom and responsibility and to recommend changes which may be indicated (Senate Minutes, November 11, 1971).

The committee has concentrated on the second and third charges, because the president's office has not referred specific cases to the committee.

An examination of the labyrinth of grievance appeals mechanisms reveals that present procedures are unreasonably vague and confusing to persons who desire to file grievances. To eliminate this confusion the committee is making several recommendations based on the assumption that any grievance procedure must conform to the principles of fairness, simplicity, and accessibility. Fairness means that the complainant and respondent are entitled to due process of law in the adjudication of grievances. Simplicity means that the system of appeals must be as simple as such due process and the University's structure will allow. Accessibility means that all complainants will have full and speedy access to grievance mechanisms, including adequate appeals, and that they will be able to secure adequate information and assistance.

In this report the committee will seek 1) to define academic freedom and responsibility in a way that will delimit the kinds of grievance falling under this rubric, 2) to clarify the routing of grievances and appeals concerning academic freedom and responsibility, 3) to propose general guidelines for the structure and implementation of grievance procedures, 4) to propose general principles for the resolution of grievances, and 5) to make specific recommendations for implementation.

DEFINITIONS

Academic Unit

Every unit of the University, such as a department, which is given the responsibility to initiate the hiring, promotion and termination of employment of faculty members and every grouping of such units, such as a college, which is given the responsibility to review their initial recommendations. Unless the context of these regulations otherwise requires the term, "academic unit" refers to the initiating unit.

Civil Service Employee

Anyone who holds a Civil Service Appointment with the University.

Complainant

The party or parties alleging a violation of academic freedom or charging the respondent with failure to meet academic responsibility.

Disposition

The outcome of any proceeding, formal or informal, including the report made by the Grievance Committee at the end of formal grievance proceedings. Such report shall include the committee's decision as to whether the grievance is valid, the reasons for the decision, and recommendations to the appropriate administrator on the actions, if any, to be taken. The outcome existing after all appeals are exhausted, or after both parties forgo further appeal, is the final disposition.

Faculty Member

Anyone who holds any type of Academic Appointment with the University.

Formal Grievance

The filing of a written statement of grievance as defined in Article IV, Section B regarding academic freedom and-or academic responsibility. (Note: The Faculty Tenure Code proposes "complaints committees" to deal with academic employment grievances. These "complaints committees" are not to be confused with the "grievance committees" proposed in this report.)

Grievance

The contention by members of the University community that their academic freedom has been denied or that other members of the University community have not fulfilled their academic responsibilities. (For a definition of academic freedom and responsibility, see Article I.)

Record

The file of all documents and evidence resulting from a particular grievance. This record shall be maintained by the University Grievance Review Officer.

Respondent

The person (s) or institution (s) against which a formal grievance has been filed.

Student

Anyone who has a currently paid fee statement.

Unit Administrator

Deans, Directors, Department Heads, or other Executive Officers.

I. ACADEMIC FREEDOM AND RESPONSIBILITY: DEFINITION AND SCOPE

The formulation of a comprehensive, unambiguous and satisfactory, definition of academic freedom is difficult. The basic interests to be protected and the relationships of those with whom the definition is concerned, however, can be stipulated in general terms. The statement of McMurrin in the *Encyclopedia of Educational Research* phrases the concept in the affirmative: "Conceived positively, academic freedom is the encouragement to adventurous, creative, and innovative thought, the condition and inspiration for genuine intellectual and artistic achievement."¹ The continued necessity to defend the concept of academic freedom has brought forth more familiar definitions embodying those terms: "The central concern of academic freedom is the promotion of the common good by ensuring absence of, or protection against, external and institutional influences that may inhibit scholarly freedom to speak, expound and disseminate ideas."²

In 1963 the Regents of the University of Minnesota stated without equivocation, "...the only atmosphere in which a university can fulfill its assigned role is the atmosphere in which a university...the student and 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."³ It is generally accepted that academic freedom includes the freedom to research, teach, publish, and learn without inhibition by external influence, within or without the institution. As such, it forms an extension of the minimum protection guaranteed in the Bill of Rights and is considered the basis for the system of academic tenure. The University Senate of the University of Minnesota in 1970 adopted a statement on academic freedom and responsibility which gave new breadth to the concept by removing from its definition the emphasis on the protection of the rights of academic faculty and extending this concept to include the entire academic community: "Academic freedom consists in the unfettered exercise of scholarship. The faculty and students are obligated to help protect academic freedom and to help provide the conditions in which academic responsibility can prevail."⁴ The benefits of academic freedom accrue to all who pursue or facilitate scholarly endeavors. Included within this class is the entire academic community: administrators, civil service employees, faculty, and students.

The statement of the University Senate also stipulated that the responsibility for the maintenance of academic freedom falls on every member of the academic community: "Academic responsibility involves the entire learning community—the administrator in the service of faculty and students, and the scholarly enterprise; the faculty member in the pursuit of learning and in the service of his students and society; the student in his quest for understanding and development." To that statement should be added, "The civil service employee in service to and support of scholarly activity." A heavy burden of responsibility falls upon the faculty, who must maintain high ethical and professional standards. By the same token, the student body must maintain standards conducive to a climate fostering academic pursuits. The faculty, students, administration, and civil service employees have heretofore acted independently in their concern for academic freedom and responsibility. However, there is no clearly defined mechanism for the resolution of grievances arising from the interference with or abridgement of scholarly freedom to seek, expound and disseminate ideas.

II. GRIEVANCE PROCEDURES RELATING TO ACADEMIC FREEDOM AND RESPONSIBILITY JURISDICTION

In order to define precisely those grievances subject to the recommendations in this report, it is useful to review the existing grievance systems in the University.

A. Civil Service Grievance Procedure

The Civil Service Grievance Procedure provides a means for full-time and part-time civil service employees to seek redress of employment grievances.

There is an exception to this rule. Full-time or part-time employees who are also students may have a grievance which relates to both their student status and civil service status. In order to determine whether or not that grievance should be handled through the Civil Service Grievance Procedure, it is necessary to examine the remedy sought. If that remedy primarily affects the employment relationship, the Civil Service Grievance Procedure should be used. If the remedy sought primarily affects the student's academic status, the grievance should be referred to the grievance committee established pursuant to the recommendations of this report.

B. Student Conduct Code

In 1970, the Board of Regents of the University approved a comprehensive Student Conduct Code establishing "offenses against the academic community." The Code defined the following disciplinary offenses. (See the Student Conduct Code⁵ for the definitions):

1. Scholastic dishonesty
2. Furnishing false information
3. Identification and compliance
4. Misuse of privileges and identification
5. University facilities
6. Disorderly conduct on the campus
7. Theft and property damage
8. University rules
9. Weapons on campus
10. Disruptive demonstrations
11. Keys
12. Violation of federal or state law of special relevance to the University
13. Sound amplification
14. Disruptive noise
15. Attempt to injure or defraud
16. Disruption of University events
17. Persistent violations

It is obvious that many offenses falling within the provisions of the Student Conduct Code represent a breach of academic freedom or responsibility. The Board of Regents has also adopted Procedures for Disciplinary Proceedings to enforce the Student Conduct Code. A committee has been established to hear complaints against and appeals by students. Dispositions made by the campus committee on student behavior may be appealed to the president. Presumably, the president might refer any such appeal involving questions of academic freedom and-or responsibility to the University Appeals Committee on Academic Freedom and Responsibility pursuant to the first charge to this committee.

The Senate should make only one change in the procedure for enforcement of the Student Conduct Code. A student should have the right to appeal a disposition of the Campus Committee on Student Behavior directly to the University Appeals Committee on Academic Freedom and Responsibility if, in the judgment of the University Appeals Committee on Academic Freedom and Responsibility, the matter concerns academic freedom and-or responsibility. This would modify the discretion presently in the president's office to refer an appeal to the University Appeals Committee on Academic Freedom and Responsibility. Because the president may make the ultimate disposition of the grievance, the president should not be involved in the appeals procedure until the final step.

C. Judicial Committee

Article III, section 7 of the Bylaws of the University Senate provide for the establishment of a Judicial Committee. The Faculty Tenure Regulations, currently being revised, set forth the jurisdiction of the Judicial Committee. As provided in the proposed Faculty Tenure Regulations, the Judicial Committee would have jurisdiction over the following cases:

1. Section 13: Review of administrative decision denying renewal of a regular probationary appointment (review limited to specific grounds).
2. Section 14: Review of denial of new appointment of faculty member holding non-regular appointment which is to terminate (review limited to specific grounds).
3. Section 15: Review of termination or suspension of any appointment with continuous tenure, or of any other appointment before the end of its specified term, because of demonstrably bona fide financial exigency caused by a drastic revision in the University budget (review limited to specific grounds).
4. Section 16: Review of termination or suspension of any appointment with continuous tenure, or of any other appointment before the end of its specified term, for cause related to the fitness of the faculty member as a teacher, scholar, or colleague.
5. Section 17: Review (after exhaustion of procedures of Faculty Complaints Committee) of complaints by faculty members against the University or its academic administrators regarding matters affecting them other than those relating to the termination or suspension of appointments. The proposed regulations continue: "Complaints may involve such matters as promotion; salary; the assignment of teaching, research, or public service duties; or the assignment of space or other facilities." Furthermore, the proposed regulations provide that Section 17 shall not "apply to complaints by students or faculty members alleging violation of the principles set forth in the Statement on Academic Freedom and Responsibility adopted by the University Senate, December 17, 1970." The comment to this section of the proposed regulation states: "The procedure established here is exclusively for complaints by faculty members against official action of the University."

D. Faculty Complaints Committee

Section 17 of the proposed Faculty Tenure Regulations provides for the establishment of Faculty Complaints Committees. As indicated in the immediately preceding section (II C 5), Section 17 is directed at "complaints by faculty members against the University or its academic administrators." It does not apply to "complaints by students or faculty members against other students or faculty members."

E. Grievance Procedures Relating to Academic Freedom and Responsibility

- A review of the existing grievance systems in the University discloses:
1. A Civil Service Grievance Procedure for employment grievances by civil service employees of the University;
 2. a Student Conduct Code Disciplinary Procedure for most complaints by the

- University regarding student behavior; and
3. proposed Faculty Tenure regulations for employment complaints by faculty against the University or its academic administrators.

The grievances not covered by other existing procedures of the University and subject to the jurisdiction of the Grievance Committees established hereunder are the following:

1. Academic freedom and responsibility grievances brought by students, faculty members, and-or civil service employees against other students, faculty members and-or civil service employees;
2. academic freedom and responsibility grievances brought by students, faculty members and-or civil service employees against University academic administrators;
3. discrimination grievances brought by undergraduate academic employees against supervisors or academic administrators; and
4. other grievances not falling within any other existing grievance system in the University. In view of the broad definition of academic freedom and responsibility discussed earlier, it is appropriate to include within the jurisdiction of these committees any grievances not covered by any other existing grievance system.

III. GRIEVANCE PROCEDURES RELATING TO ACADEMIC FREEDOM AND RESPONSIBILITY: STRUCTURE AND IMPLEMENTATION

A. Grievance Committees

There shall exist in each department and other academic unit (division, school, institute, college, campus) a standing committee to act upon grievances initiated within the unit or appealed from a subordinate unit. Members shall be, wherever possible, faculty members, students, and civil service employees elected by their peers (cf. III C). Unit administrators shall be ineligible for membership. Committee members who are involved in a grievance must disqualify themselves, and appropriate mechanisms shall be designed for the temporary replacement of disqualified members. Each committee shall elect from among its members a chairperson, who shall be empowered to receive statements of grievance from the Grievance Review Officer (cf. IV B), call committee meetings and maintain records of committee activities (cf. IV B), transmit those records to the appropriate parties (cf. IV B), and accept written appeals (cf. IV C).

B. Grievance Review Officers

Each college, institute, and campus shall have a Grievance Review Officer who shall be selected in a manner determined by the head of the unit. Such Grievance Review Officer shall not be a member of any grievance committee. The primary responsibility of the officer shall be to monitor all grievance procedures within the jurisdiction of the unit to insure that the rights of complainant and respondent are respected. Any Grievance Review Officer may transfer a grievance proceeding from the jurisdiction of an academic unit to that of the next higher unit, if in his/her discretion it is necessary to achieve a fair and impartial disposition. The Grievance Review Officer shall also transmit any written appeal of a disposition and the record of the grievance proceeding to the chairperson of the appropriate unit (cf. IV C). The Grievance Review Officer shall transmit to the University Grievance Office summaries of grievance proceedings from the academic unit and any subordinate unit.

In the event that the Grievance Review Officer in any of his capacities in the academic community is involved in a grievance, the University Grievance Review Officer shall act in his place.

Implementation of Grievance Procedures

Each department or other academic unit shall transmit to the University Appeals Committee on Academic Freedom and Responsibility for its review a statement describing the implementation of grievance procedures for that unit. Plans for implementation must include input from faculty, students, civil service employees, and administrators. The statement should reflect the principles of fairness, simplicity, and accessibility, and the procedures must insure that:

1. The rights of complainants and respondents are guaranteed;
2. the grievance committee, wherever possible, includes peer representation;
3. grievances are dealt with as expeditiously as possible; and
4. the grievance committee is given adequate clerical support.

All statements of unit grievance procedures will be reviewed by the University Appeals Committee on Academic Freedom and Responsibility for compliance.

IV. GENERAL PROCEDURES RELATING TO ACADEMIC FREEDOM AND RESPONSIBILITY: GENERAL PRINCIPLES

A. Informal resolution

It is hoped that, whenever possible, grievances will be resolved through informal negotiation between the persons involved, possibly with the informal assistance of other persons within the unit. At the initiation of informal procedures the complainants, at their discretion, may transmit a sealed statement of the grievance to the unit Grievance Review Officer. In such cases, the envelope containing the statement should bear only the name and address of the complainant and the date. The envelope shall remain unopened until a formal statement of grievance is filed or a countercharge is filed against the complainant. If at any time before a formal, unsealed statement is filed, the complainant requests the envelope's return, the Grievance Review Officer shall comply. If on the thirtieth day from the submission of the sealed envelope, no new statement has been filed, and the complainant has not requested the envelope's return, it shall be returned immediately.

B. Formal Grievance Procedure

If any party to the informal negotiations is not satisfied with the disposition and wishes to pursue the grievance, a formal statement must be filed with the Grievance Review Officer. It shall consist of a full, written statement of the grievance and a description of any attempt at informal negotiation. It may include the sealed envelope, at the discretion of the complainant. Copies of this statement shall be provided immediately to all parties by the Grievance Review Officer, who shall then act as a third party to monitor the grievance proceeding. The Grievance Committee chairperson shall then call and conduct meetings to determine a disposition of the grievance in accordance with the procedures established by the academic unit (cf. IIIA). The disposition and recommendations of the grievance made by the Grievance

Committee shall be transmitted in writing by the chairperson to the complainant, respondent, head of the academic unit, and the Grievance Review Officer.

C. Appeals

If either party to the grievance is dissatisfied with the disposition, a written appeal may be filed with the committee chairperson and Grievance Review Officer. The appeal must state what change in disposition it seeks, whether it be 1) a reversal of the disposition, 2) a change in the recommendations for action, or 3) both the above steps. The Grievance Review Officer shall be responsible for transmitting all written documents pertaining to the grievance to the chairperson of the appeals committee at the next academic level and to the Grievance Review Officer at that level, wherever appropriate. The procedure outlined in the above paragraph shall be followed. Ordinarily, the complainant or respondent shall be given the right to one appeal. If, however, an academic unit creates both departmental and divisional grievance committees within a single college or campus, the complainant or respondent shall be entitled to appeal to both a divisional and a collegiate or campus appeals committee. The University Appeals Committee on Academic Freedom and Responsibility will exercise discretionary review of any appeal beyond the campus or collegiate level.

V. RECOMMENDATIONS

A. Recommendation 1

All academic units shall submit written statements of their grievance procedures to the University Appeals Committee on Academic Freedom and Responsibility. Any statement not approved by the committee shall require further revision by the academic unit and subsequent review by the University Appeals Committee on Academic Freedom and Responsibility. Immediately upon the approval of the statement, the academic unit shall establish a grievance committee to implement the procedures outlined in the statement.

B. Recommendation 2

In order to provide complainants with adequate information and assistance, the University must publish and disseminate a description of all University grievance procedures.

C. Recommendation 3

Each college, institute, or campus shall appoint a Grievance Review Officer to provide assistance for complaints and to insure that the rights of complainants and respondents are respected. These officers shall file written summaries of all grievances and their dispositions with the University Grievance Officer.

D. Recommendation 4

On the basis of its findings, in each grievance proceeding, the grievance-appeal committee shall make recommendations to the unit administrator for action.

E. Recommendation 5

Students shall have the right to appeal a disposition of the Campus Committee on Student Behavior directly to the University Appeals Committee on Academic Freedom and Responsibility if, in the judgment of the University Appeals Committee on Academic Freedom and Responsibility, the matter concerns academic freedom and-or responsibility.

F. Recommendation 6

Civil service employees, whenever possible, shall be included on all grievance committees. Their rights and responsibilities with respect to academic freedom shall be governed by these grievance procedures.

¹ S. McMurrin, "Academic Freedom," in *Encyclopedia of Educational Research* (4th ed.) New York: MacMillan Co., 1969, p. 2.

² "Report of the University of Utah Commission to Study Tenure," *AAUP Bulletin*, Autumn, 1971, p. 421.

³ Statement of the Regents of the University of Minnesota, issued December 14, 1963.

⁴ Statement adopted by the University Senate, December 17, 1970.

⁵ *Student Conduct Code*, A statement of standards of student conduct enforceable by University agencies, July, 1970.

The committee asks for comments and suggestions and will be engaged in appropriate consultation on all campuses. It expects to move adoption of the report at the next Senate meeting.

FRED AMRAM
Chairman

V. REPORT OF THE CONSULTATIVE COMMITTEE ON PROGRESS TOWARDS SELECTION OF A PRESIDENT Reported for Information

VI. QUESTIONS TO ADMINISTRATORS

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. NECROLOGY

MARTIN H. ROEPKE
1905-1973

KARL WILHELM STENSTROM
1891-1973