



3"

# UNIVERSITY OF MINNESOTA

## *Faculty Information*

1962

"The genius of a university is satisfied when professors and students are gathered together in one community engaged in joint enterprise—perpetuating the wisdom of the ages, increasing the community of men capable of intellectual inquiry, and together expanding the frontiers of truth."

O. Meredith Wilson

## PRESIDENTS OF THE UNIVERSITY

William Watts Folwell	-	-	-	-	-	-	1869-1884
Cyrus Northrop	-	-	-	-	-	-	1884-1911
George Edgar Vincent	-	-	-	-	-	-	1911-1917
Marion LeRoy Burton	-	-	-	-	-	-	1917-1920
Lotus D. Coffman	-	-	-	-	-	-	1920-1938
Guy Stanton Ford	-	-	-	-	-	-	1938-1941
Walter C. Coffey	-	-	-	-	-	-	1941-1945
James Lewis Morrill	-	-	-	-	-	-	1945-1960
O. Meredith Wilson	-	-	-	-	-	-	1960-

MFF  
M66f

## Preface

Engraved on the façade of Northrop Memorial Auditorium on the Minneapolis Campus of the University of Minnesota are the following words:

"Founded in the faith that men are ennobled by understanding

Dedicated to the advancement of learning and the search for truth

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

This common enterprise unites us all at the University of Minnesota, whether our field is plant genetics, English literature, or educational psychology. This always has been, and must continue to be, the philosophy which guides the work of the University of Minnesota.

That the students and the faculty are the heart of any university is a truism, but I think it is worth repeating. The core of the University, the very reasons for its existence, are the students and faculty who make possible the realization of the goals engraved on Northrop. All of the resources and facilities of the University exist to serve the students and faculty in their search for and dissemination of knowledge.

This handbook is designed to acquaint faculty members with these resources and facilities. If it proves useful to faculty members; if, in any way, it assists them in meeting their responsibilities and achieving their goals, it will have served its purpose.

O. MEREDITH WILSON

*President*

## **Table of Contents**

	Page
Background and Organization of the University .....	1
Faculty Personnel Information .....	9
Information Relating to Teaching .....	19
Advising and Counseling of Students .....	22
Information Relating to Study and Research .....	25
Teaching, Study, and Research Aids .....	27
Committee Assignments .....	32
Community Service .....	33
Personal Services .....	35
Publications Providing Faculty Information .....	46

# BACKGROUND AND ORGANIZATION OF THE UNIVERSITY

## HISTORICAL BACKGROUND

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

Since that time, the University has continued to expand its course offerings and activities. It is currently considered one of the four largest universities in the United States. Sources of income for the University include the income on the invested proceeds from the sale of the public land received under the Morrill Act, appropriations made by the state legislature, federal and other grants for research, fees and receipts, proceeds from service enterprises, gifts, trust funds, and proceeds from intercollegiate athletic contests.

For an account of the growth and development of the University, staff members can read *The University of Minnesota, 1851-1951*, by James Gray.

## ACADEMIC ORGANIZATION

The University of Minnesota includes 17 major academic units administered by deans or (in the case of the Duluth Campus) a provost, and three military instruction units. The major colleges are:

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

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

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

AGRICULTURAL SHORT COURSES which has the responsibility for planning and conducting special short courses and continuing education in the broad fields of agriculture, home economics, forestry, and veterinary medicine on the University campuses and at other locations in the state.

RESIDENT INSTRUCTION which includes the College of Agriculture, Forestry, and Home Economics. The College includes the Schools of Forestry and Home Economics and the Departments of Agricultural Biochemistry, Entomology and Economic Zoology, Agricultural Economics, Horticulture, Agricultural Engineering, Agronomy and Plant Genetics,

Plant Pathology and Botany, Rhetoric, Animal Husbandry, Poultry Husbandry, Dairy Husbandry, Dairy Industries, and Soils.

SCHOOLS OF AGRICULTURE (subcollegiate) at Crookston, Grand Rapids, and Waseca.

**Business Administration, School of.** The School includes the Departments of Accounting, Business Functions and Management, Economics, Industrial Relations, and Quantitative Analysis; the Industrial Relations Center; and the Upper Midwest Economics Study, a research program currently supported by a Ford Foundation grant. In November, 1961, the Board of Regents approved the addition of a Graduate School of Business Administration to be established as soon as sufficient funds are obtained.

**Dentistry, School of.**

**Duluth, University of Minnesota.** The Duluth Campus includes four academic divisions: the Divisions of Education and Psychology, Humanities, Science and Mathematics, and Social Sciences. It grants the degrees of Associate in Arts, Bachelor of Arts, and Bachelor of Science. Under the Graduate School, work leading to the Master of Arts degree with majors in education, in curriculum and instruction, or in educational psychology (high school counselor training) may be taken at Duluth.

**Education, College of.** The College includes the Institute of Child Development, the University Elementary School, the University High School, the Bureau of Recommendations, the Bureau of Educational Research, the Bureau of Field Studies and Surveys, the Psycho-Educational Clinic, the Office of Student Personnel for the College, and the Department of Student Teaching. In addition, through its various instructional departments, the College prepares both elementary and secondary school teachers as well as school counselors, administrators, and other specialists.

**General College.** This College provides a general education for students who for one reason or another may not attend the University for four years. An Associate in Arts degree is conferred upon completion of two years of work and satisfactory performance in a comprehensive examination. Students who show they can successfully handle the work requirements of four-year colleges may transfer with advanced standing to the college of their choice.

**General Extension Division.** Through Evening and Special Classes and Correspondence Study, the General Extension Division enables college graduates to work toward advanced degrees and gives noncollege graduates an opportunity to work toward baccalaureate degrees and to advance educational and personal or vocational interests. Evening classes are held on the Minneapolis, St. Paul, and Duluth campuses; downtown in Minneapolis, St. Paul, and Duluth; and in other cities and villages throughout Minnesota. The General Extension Division also includes the Center for Continuation Study which conducts conferences and short courses, the Municipal Reference Bureau, the University Program Service, the Department of Radio and Television Broadcasting, the Audio-Visual Extension Service, and the State Organization Service.

The Department of Mortuary Science is administered by the dean of the General Extension Division.

**Graduate School.** The Graduate School is organized under seven advisory group committees in the areas of Agriculture; Biological Sciences; Languages and Literature; Medical Sciences; Education, Philosophy, Music, Psychology, Child Development, and Speech Pathology; Physical Sciences, Mathematics, and Engineering; and Social Sciences. Together with the dean and the associate dean, the chairmen of these committees form the Executive Committee which advises the dean of the Graduate School.

Graduate work crosses the boundaries of the departments, schools, and colleges comprising the University, including those at the Mayo Foundation at Rochester. Its faculty of full and associate members teaches both in the Graduate School and in the several undergraduate and professional colleges.

#### **Law School.**

**Medical Sciences, College of.** The College includes these units:

MEDICAL SCHOOL, including the Departments of Anatomy, Anesthesiology, Microbiology, Medicine (including Dermatology), Psychiatry and Neurology (including Clinical Psychology and Child Psychiatry), Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Pathology, Laboratory Medicine, Pharmacology, Physiology, Radiology (including Radiation Therapy), Physiological Chemistry, Pediatrics, Surgery (including Urology, Neurosurgery, and Orthopedic Surgery), Continuation Medical Education, and Physical Medicine and Rehabilitation.

MEDICAL TECHNOLOGY, COURSE IN.

NURSING, SCHOOL OF.

OCCUPATIONAL THERAPY, COURSE IN.

PHYSICAL THERAPY, COURSE IN.

PUBLIC HEALTH, SCHOOL OF, which includes the Divisions of Hospital Administration, Biostatistics, Public Health Nursing, Public Health Engineering, Health Education, Personal Health and Hygiene, and Public Health Administration and Epidemiology; and the Laboratory of Physiological Hygiene.

UNIVERSITY HOSPITALS, including the Masonic Memorial Hospital, the Variety Club Heart Hospital,\* the Psychopathic Hospital, and Child Psychiatric Hospital.

X-RAY TECHNOLOGY, COURSE IN.

**Morris, University of Minnesota.** The Morris Campus includes four divisions: the Divisions of Humanities, Social Sciences, Science and Mathematics, and

---

\* Support from individuals and organizations throughout the state substantially augments the University's teaching, research, and service programs. In the medical sciences field, contributions have been made by the Minnesota Masons who provided the funds for the Masonic Memorial Hospital; the Minnesota Veterans of Foreign Wars, whose contributions made possible the construction of the Veterans of Foreign Wars Cancer Research Center; the Variety Club of the Northwest, which gave funds for the Variety Club Heart Hospital; and the Minnesota American Legion, which established the American Legion Memorial Heart Research Professorship.

Education. A junior class will be initiated at Morris in 1962 and a senior class will be initiated in the fall of 1963. Courses of study will then be offered leading to the Bachelor of Arts degree.

**Pharmacy, College of.** Training at both the undergraduate and graduate levels is offered in the College of Pharmacy through the Departments of Pharmaceutical Technology, Pharmaceutical Chemistry, Pharmacognosy, and Pharmacology.

**Science, Literature, and the Arts, College of.** The units of this College include: the School of Journalism; the School of Social Work; the Library School; the Public Administration Center; the interdepartmental programs which include American Studies, Comparative Literature, International Relations and Area Studies, Linguistics and Comparative Philology, the Center for the Philosophy of Science, the Laboratory for Research in Social Relations, and the Minnesota Family Study Center; the interdisciplinary programs which include Communications, Humanities, Natural Science, and Social Science; and the Departments of Anthropology, Art (including the University Gallery), Astronomy, Botany, Classics, English, Geography, Geological Survey, Geology and Mineralogy, German, History, Mathematics, Music, Philosophy, Political Science, Psychology, Romance Languages, Scandinavian, Slavic and Oriental Languages, Sociology, Speech and Theater Arts (including the University Theater), Statistics, and Zoology (including the Laboratory of Biophysics and Dight Institute for Eugenics Research).

**Summer Session.** Two five-week summer terms are held on the Minneapolis, St. Paul, and Duluth campuses. The majority of the Summer Session courses are drawn from the regular academic curriculum, enabling University students to accelerate their education by attending classes throughout the year. A variety of workshops and institutes are available and there is opportunity for teachers and others to engage in special summer studies. In addition to regular University faculty members, guest lecturers from this country and abroad conduct classes. Special courses in the field of biology are given at the Lake Itasca Forestry and Biological Station in Itasca State Park.

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

**ARCHITECTURE, SCHOOL OF.**

**CHEMISTRY, SCHOOL OF.** This includes the Department of Chemistry with Divisions of Inorganic, Organic, Analytical, and Physical Chemistry; the Department of Chemical Engineering; and the Department of Metallurgy.

**ENGINEERING, COLLEGE OF.** This includes the Departments of Electrical Engineering, Mechanical Engineering, Mathematics, Aeronautics and Engineering Mechanics, and Civil Engineering and Hydraulics; and the Rosemount Aeronautical Laboratories.

**MINES AND METALLURGY, SCHOOL OF.** This includes the Divisions of Mineral Engineering and Metallurgical Engineering, the Ore Estimate Division, and the Mines Experiment Station.

**PHYSICS, SCHOOL OF.**

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

**Veterinary Medicine, College of,** which includes the Divisions of Veterinary Anatomy, Veterinary Bacteriology and Public Health, Veterinary Medicine and Clinics (including the clinics at St. Paul and Maple Plain), Veterinary Obstetrics, Veterinary Pathology and Parasitology, Veterinary Physiology and Pharmacology, and Veterinary Surgery and Radiology; and the Veterinary Diagnostic Laboratories.

The three military units of the University are as follows:

**Air Science, Department of.** This unit requires registration in Air Science for twelve quarters which leads to a commission in the United States Air Force. Air Science classes are taught for nine quarters or less with a maximum of 24 credits applicable toward a baccalaureate degree. The course may be fitted in with the student's major sequence in any college and is credited as a minor sequence in the College of Science, Literature, and the Arts.

**Military Science, Department of.** This unit offers an elective course of 24 academic credits applicable toward a baccalaureate degree. Upon successful completion of the ROTC course, a student is commissioned a second lieutenant in the U. S. Army Reserve. Selected students are tendered a commission in the Regular Army. Deferments are granted for students pursuing ROTC. Students who have completed ROTC may be granted a delay in call to active service to pursue graduate studies.

**Naval Science, Department of.** This unit offers two programs. The differences between the two are in the methods of selection, the amount of subsidization that the student may receive, and the obligations entailed. Both programs require the students to take the same Naval Science courses. The credits received from these courses are applicable toward any baccalaureate degree. Upon the receipt of the degree, and the completion of the Naval ROTC course, the student is then eligible for appointment as an ensign in the United States Navy, or as a second lieutenant in the Marine Corps.

## GOVERNMENT AND ORGANIZATION

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

The twelve-member Board is selected by the state legislature; one member is chosen from each of Minnesota's nine congressional districts, and three are chosen at large. Members serve without pay and are elected for a six-year period, four members being named each biennium. The President of the University is ex officio President of the Board of Regents.

Departments which have matters for consideration by the Board must submit them in writing to the President of the Board at least fourteen days before the meeting date at which action is expected. Dates of Board meetings and deadlines for submitting items are announced well ahead of time

in the Official Daily Bulletin, published in the *Minnesota Daily*, the student newspaper.

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

To help govern such a large organization, responsibilities are divided among three vice presidents: the Vice President, Academic Administration; the Vice President, Business Administration; and the Vice President and Administrative Assistant. Each is appointed by the Board of Regents and is responsible to the President.

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

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

Members of the Senate are certain ex officio members, including the President and the members of the Administrative Committee of the Senate, and elected members. The regular members of each faculty who are professors or associate professors jointly elect from their ranks one Senate member for each ten of their regular members, or fraction of that number, holding such rank. The regular members of each faculty who are assistant professors (including research associates) or instructors (including research fellows) jointly elect from their ranks one Senate member for each forty of their regular members, or fraction of that number, holding such rank. Each member is elected for a one-year term, the annual elections being held early in October.

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

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

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

The special standing committees of the Senate are the following:

**UNIVERSITY ADMINISTRATIVE COMMITTEE** composed of the President, the vice presidents, the deans, and such other members of the University staff as may be added by the President. The committee advises the President concerning the general educational, administrative, and fiscal policies of the University and aids the President in putting these policies into effect.

**FACULTY CONSULTATIVE COMMITTEE** composed of seven members elected for three-year terms from their own ranks by the regular members of

each faculty who are professors or associate professors. If no member is elected from either the St. Paul Campus or the Duluth Campus, the elected members shall appoint one member from each for a one-year term. No members of the University Administrative Committee may be members of or vote for members of the Faculty Consultative Committee.

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

**COMMITTEE ON SENATE COMMITTEES** consisting of six members elected by the Senate for three-year terms. It reviews the number and scope of standing committees of the Senate, makes appropriate recommendations thereon to the Senate, and recommends to the President faculty candidates for appointment to standing committees of the Senate.

Other standing committees and their functions are:

**AUDIO-VISUAL AIDS** which formulates policies concerning the production, supply, use, and distribution of audio-visual aids.

**BUSINESS AND RULES** which arranges the order of business for Senate meetings. Items of business proposed by individual Senate members are referred to this committee for consideration and presentation, but a majority vote of the Senate may make it possible to consider an item at the meeting at which it is introduced. This committee may also recommend new by-laws or standing rules.

**EDUCATION** which recommends ways in which the total educational work of the University may be improved.

**FACULTY WELFARE** which considers and reviews policies and procedures in the University which may concern the personal and professional welfare of the faculty.

**INSTITUTIONAL RELATIONSHIPS** which is concerned with the relation of the University to other institutions of learning. This committee represents the University in determining the accreditation accorded Minnesota schools and colleges and may represent the University in conferences with educational associations and agencies.

**INSTITUTIONAL RESEARCH** which serves primarily as an advisory committee to the Bureau of Institutional Research.

**INTERCOLLEGIATE ATHLETICS** which recommends policies in regard to inter-collegiate athletics and decides questions of student eligibility for inter-collegiate sports.

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

**LIBRARY** which considers and makes recommendations on library policy and administration.

**RESERVE OFFICERS TRAINING CORPS** which maintains liaison between the Senate and the three military units on campus and gives continuing consideration to the problems confronting these departments.

**STUDENT AFFAIRS** which supervises all those students' affairs and student organizations within the jurisdiction of the Senate and not within the control or supervision of any other standing committee. It supervises the financial affairs of all student organizations over which the University has control and all publications issued by students. It has charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction, and it establishes general policies concerning the development of recreational facilities and programs for students. It also makes recommendations regarding the operation of recreation programs to the Recreation Coordinating Council and to any standing committee, department, or agency concerned with such programs.

**STUDENT SCHOLASTIC STANDING** which recommends general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis. This committee also correlates and harmonizes the administration of the regulations of the colleges concerning student scholastic standing with the administration of the Senate rules and regulations dealing therewith.

**UNIVERSITY FUNCTIONS** which plans and advises with respect to commencements and other all-University functions.

**UNIVERSITY GENERAL EXTENSION** considers and reviews the policies and activities of the General Extension Division to correlate these with other University academic policies and activities, and to make appropriate recommendations.

**UNIVERSITY PRINTING AND PUBLICATIONS** which makes recommendations regarding official publications and the printing of materials used by the University.

**General Faculty of Each College.** The general faculty of each institute, college, or school of collegiate rank is composed of the President, the provost (in the case of the Duluth Campus), deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that unit by one or more members. Each faculty, or executive faculty if so organized, controls the internal affairs of its own unit including entrance requirements, curriculums, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee.

# FACULTY PERSONNEL INFORMATION

## APPOINTMENTS

Each academic unit selects its own staff members in co-operation with the dean of the school or college. However, every appointment must be approved by the President and the Board of Regents before it becomes effective. For this reason, no publicity regarding an appointment may be released until the President and the Regents have approved the appointment. All such releases must be made through the appropriate University news service.

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

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

Not more than one member of a family may be employed in any one department of the University, except to meet emergencies or other special circumstances, and then only with the approval of the Board of Regents.

Before his appointment becomes fully effective, every individual receiving an initial full-time regular appointment at the rank of instructor or assistant professor is required to pass satisfactorily a prescribed physical examination. This examination must be completed before the end of the first academic quarter of service. All original full-time regular appointments to the rank of associate professor or professor *are effective only upon passage* of the prescribed physical examination which must be taken prior to the beginning of service. All promotions to a rank which carries tenure necessitate taking a second physical examination, the results of which constitute one of the factors taken into account in reaching a final decision on the proposed promotion.

All of these examinations may be taken at the University Health Service without cost to the individual. If he prefers, the individual may be examined by a private physician at his own expense, provided that the results are reported on the forms furnished by the University Health Service.

The President's Office maintains a personal record card for each faculty member. At the time of his original appointment, each prospective faculty member is sent a "request for information," asking for his academic background. This form, together with the original appointment blank, is the nucleus for each file.

If a graduate degree is pending, the faculty member should notify the President's Office, in writing, when the degree has been conferred.

## **GRADUATE SCHOOL APPOINTMENTS**

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

All recommendations for Graduate School faculty appointments originate with the teaching departments. The requirements for such appointments are not the same in all departments.

## **TENURE AND SECURITY**

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

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

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

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

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

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

## **PROMOTIONS**

Promotions are initiated with the individual departments, but they must be approved by the dean, the President and the Board of Regents. No fixed

time must be served in any rank before a faculty member may be promoted to another rank.

All promotions to a rank which carries tenure necessitate taking a physical examination, the results of which constitute one of the factors taken into account in reaching a final decision on the proposed promotion.

## REMUNERATION

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

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

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

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

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

This means that any resignation on the part of a staff member, at the end of any quarter, would terminate, as far as pay periods are concerned, with the last pay day of that quarter, although the actual working period may not terminate exactly on this date. For instance, class work does not normally begin as early as September 16, when the pay period starts, but on the other hand, it may continue after December 15, when the pay period ends. The same condition, because of holidays and so on, may apply to any other quarter. That is, the working calendar is based on semimonthly periods, as are the pay periods, but for obvious reasons, they cannot always coincide completely as to date. It is expected that a staff member will complete all work connected with the quarter though the pay period may antedate the actual closing of the quarter.

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

Staff members who are regularly employed 75 per cent time or more may borrow up to \$300 (but not to exceed the gross monthly salary) from the staff and employees' loan fund for emergency purposes. Since the amount available for staff loans is limited, staff members have the opportunity of borrowing funds for special needs from the State Capitol Credit Union (see page 12). For further information on staff and employee loans, see the *Manual of Business Procedures*.

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

## STATE CAPITOL CREDIT UNION

All University faculty members can join the State Capitol Credit Union by paying a 25¢ membership fee and by opening a savings account for a dollar or more. The Credit Union is a non-profit organization, owned and operated by state and University employees. The University office of the Credit Union is located near the Minneapolis Campus at 616 Washington Avenue.

Faculty members who belong to the Credit Union may save by putting their money into \$5 shares of ownership, which in most cases are life insured and which earn quarterly dividends, or by putting their money on deposit. Deposits earn interest quarterly but are not life insured.

Credit Union members can borrow almost any amount for any worthwhile purpose. The interest rate is one per cent per month on the unpaid balance. In the event of temporary disability for members under age 60, the Credit Union will pay the principal and interest which fall due during disability, if it is continuous for three or four months. Free loan protection insurance pays off the loan in most cases if the member should die or become totally and permanently disabled.

A payroll deduction plan is available to Credit Union members as a method for saving or making loan repayments. Staff members may request deductions by filling out the authorization cards which can be obtained at the Credit Union office.

For further information on Credit Union services, see the *Manual of Business Procedures* or contact the Credit Union office.

## INSURANCE AND RETIREMENT PLANS

The following group protection plans are available to faculty members:

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

The amount of Group Life Insurance is \$12,000, but the insurance on each staff member who first became insured on July 1, 1948, or later shall be reduced by \$1,000 on the July 1 when he is nearest age 61 and by \$1,000 on each July 1 thereafter until it reaches a minimum of \$7,000.

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

**Group Income Disability.** Faculty members eligible for the Group Life Insurance are also eligible for the Group Income Disability and the effective

date is the same. Again, there is no cost to the faculty member; the University pays the total premium. Under this coverage, eligible faculty members may receive payments of \$150 per month for any total permanent disability which occurs between July 1, 1961, and the date they reach 68. A staff member must be disabled for more than a four-month period before he can begin receiving the payments. This income disability coverage is in addition to any disability coverage for which the staff member is now or will be eligible. The coverage terminates when the staff member resigns or retires from the full-time service of the University.

**Faculty Retirement.** Retirement income is provided from the following sources:

- (1) Old Age, Survivors, and Disability Insurance of the Federal Social Security Act (OASDI); and
- (2) The Basic Plan, which includes (a) retirement income from annuities purchased jointly by the staff member and the University, and (b) income from current funds of the University, termed "University Supplement."

The total retirement allowances are presently subject to the following maximums:

Professors, \$5,500.

Associate Professors, \$5,000.

Assistant Professors, Research Associates, Instructors, and Research Fellows, \$4,500.

Faculty members eligible for the \$12,000 Group Life Insurance are eligible for the Basic Retirement Plan, subject to the following waiting periods:

Associate Professor or higher, October 1 following one year of service.

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

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

Any staff member eligible for the Basic Retirement Plan is *required* to participate in OASDI.

For further information, contact the Department of Insurance and Retirement.

**Salary or Annuity Option.** The Regents of the University in November, 1961, approved implementation of the Technical Amendments Act of 1958 (termed the Mills Bill) as it relates to members of the University staff in the following cases:

- (1) The Faculty Retirement Plan alone. In brief, the Mills Bill is a legal device whereby the staff member participating in the Faculty Retirement Plan *may* request the University to reduce his salary by a certain number of dollars (subject to a 20 per cent exclusion limit). The University uses this amount to pay the staff member's share of annuity premiums in the Faculty Retirement Plan. The advantage to the staff member is that *currently* such reduction in his salary would not be includable in federal or state taxable income.

(2) Purchase of additional annuities (separate from the Faculty Retirement Plan) on an optional basis, for academic staff on the regular payroll including "X" and "T" appointees, lecturers, and part-time appointees. A staff member *may* request the University to reduce his salary by a certain number of dollars (subject to the 20 per cent exclusion limit). The University uses this amount to purchase additional retirement annuities which would have no relation to the Faculty Retirement Plan. This is not matched from University funds. Again, the advantage to the staff member would be that currently such reduction in his salary would not be includable in federal or state taxable income.

#### **Medical Expense Plans.**

MINNESOTA BLUE CROSS. Faculty members working not less than 25 per cent of the University's normal work period are eligible to participate in the Group Hospitalization Plan. There are two plans offered by Minnesota Blue Cross. The \$25 Deductible Semi-Private Comprehensive Plan provides for 365 days of care per confinement, full payment of room charges in a two-or-more-bed room (in a private room, an allowance equal to the hospital's average two-or-more-bed room charge), and full payment for operating room, drugs, surgical dressings, laboratory services, diagnostic X rays, etc. The subscriber pays the first \$25 of the Blue Cross allowance for each admission.

The \$12 Per Day Plan differs from the \$25 Deductible Plan in three areas—it provides only \$12 per day on the room charge, there is a \$15 limit on diagnostic X rays, and there is no deductible factor.

Faculty members must apply within 30 days following their appointment or wait until the annual reopening period in September.

MINNESOTA INDEMNITY (MII). The MII Basic Medical-Surgical-Obstetrical Plan pays surgical fees and charges for in-hospital care by a physician, up to specified limits. The MII Major Medical coverage provides for supplemental surgical-medical expense.

To be eligible for Major Medical coverage, staff members must apply for the Basic coverage. Eligibility and application requirements for both are the same as for Minnesota Blue Cross.

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

The membership period runs from September 16 to the following September 15. Applications will be accepted any time before September 16 for services beginning September 16. Applications will also be accepted before March 15, but these must be for 18 months with service beginning on March 15.

Faculty members may apply for membership at the cashier's office on the second floor of the University Health Service on the Minneapolis Campus.

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

## LEAVES OF ABSENCE

For short leaves of a day or two when there will be no interruption of a regular work schedule, a faculty member may need only oral permission from his dean or department head. For longer leaves, which will interrupt his work schedule, a faculty member should submit a formal request to the President and the Board of Regents. Two kinds of leaves of absence are recognized: with and without pay.

Leaves with pay are granted for the following:

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

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

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

**Sabbatical leaves.** See page 26.

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

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

**Single quarter leaves** for special studies, research, and scholarly writing. See page 26.

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

## TRAVEL

In general, the University does not pay for traveling expenses of a staff member unless he makes a trip as an official representative of the University to an organization in which the University holds membership, or is otherwise on official University business. Travel outside of the state at University expense calls for approval on a standard form. Detailed information can be obtained from the *Manual of Business Procedures* or from the Business Office.

## 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 re-lock the building from the inside and then to close windows, turn off lights, and lock the door when leaving. The Department of Police checks on all buildings periodically.

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

## MISCELLANEOUS POLICY MATTERS

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

**Use of the University of Minnesota Name.** The name of the University, its buildings, facilities, and personnel, may not be used in advertising, although the interpretation of this policy permits public service and some types of institutional advertising. In the latter cases, the Department of University Relations approves advertising policy. The name of the University is not to be used on any publication by members of its staff in a manner suggesting University endorsement unless such publication has been authorized by the University. (See also page 34.)

**Visitors on Campus.** Faculty members who have distinguished guests or who know of important visitors in the community are urged to give such information to the Vice President, Academic Administration. Sometimes, the

Department of Concerts and Lectures can make special arrangements to present such visitors at special meetings and lectures on the campus or to have such guests serve as substitute convocation speakers in the event of an emergency when a scheduled speaker cannot appear.

Frequently, such visitors are newsworthy and the Department of University Relations will arrange with one of the news services for appropriate publicity.

The Department of University Relations, through its guide service, will show visitors the points of interest on the Minneapolis and St. Paul campuses.

**Relationships with Legislators and Congressmen.** The University has many relationships throughout the year with members of the state legislature and with members of the Minnesota congressional delegation. The President has requested that staff members involved in such relationships keep the Vice President and Administrative Assistant informed of public committee assignments, hearing schedules, legislative proposals, and other matters which develop through these direct relationships.

**Solicitation of Funds on Campus.** Soliciting funds or contributions on any campus is forbidden except as specifically approved by the Administrative Committee of the Senate.

Each fall, staff members on the Minneapolis Campus are asked to contribute to the Consolidated Drive for United Fund and Voluntary Agencies, which includes the United Fund of Hennepin County and the American Cancer Society and Minnesota Heart Association. Somewhat similar drives are conducted on all other campuses. Staff members may authorize payroll deductions over a six-month period.

**Attendance at Academic Functions.** All faculty members are urged to attend as many University functions as possible. Academic processions are held in conjunction with Opening Convocation, Charter Day Convocation, Cap and Gown Day Convocation, and the June Commencement. For these occasions, each college selects a slated number of its faculty members as its representatives. Those selected for these functions who do not own their caps and gowns may secure these without charge at the University Bookstores. Since caps and gowns are at a premium during the June Commencement, deans normally ask those faculty members who own their academic costume to represent their colleges.

**Official Daily Bulletin.** The Official Daily Bulletin, issued by the Department of University Relations and generally published in the student newspaper, the *Minnesota Daily*, carries administrative and faculty announcements of an official nature. Faculty members are responsible for knowledge of these announcements. Between quarters, a separate inter-quarter bulletin is published weekly. A faculty member wishing to make an announcement in the bulletin should type a brief account of the information, have it signed by his department head or dean or by a staff member whose signature is authorized for this purpose, and send it to the Publications Editor, Department of University Relations, two days prior to the publication date. In the case of the inter-quarter bulletin, notices should be submitted one week prior to publication.

**Gifts to the University.** All matters concerning gifts to the University, including gifts through wills, should be cleared either through the Vice President, Business Administration, or the Vice President and Administrative Assistant. The Vice President, Business Administration, is the Secretary to the Board of Regents and all gifts to the University are approved by the Regents and are acknowledged by the Secretary of the Board.

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

# INFORMATION RELATING TO TEACHING

## COURSES

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

## CLASS LISTS

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

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

## CLASSROOMS

Classrooms are assigned by the University's Office of Room Assignments and Scheduling through the department heads. Room assignments are listed in the *Class Schedule* issued quarterly. Special classroom requests for such things as examinations should be handled through the department office.

Any special requirements such as a room suitable for the use of audio-visual aids should be made known to the department head in order that this information may be passed on to the room scheduling service. If a faculty member is considering teaching a course which will require a specially equipped room, he may find out what is available by contacting the Office of Room Assignments and Scheduling.

## ROOMS FOR SPECIAL LECTURES AND EVENTS

Faculty members may secure classrooms or auditoriums for special lectures or events by calling the Office of Room Assignments and Scheduling on either the St. Paul or Minneapolis campus. If the space desired is in Coffman Memorial Union, the Center for Continuation Study, the St. Paul Student Center, or Northrop Memorial Auditorium, contact the director of

Student Unions, the director of the Continuation Center, or, in the case of Northrop, the director of Concerts and Lectures.

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

## **EXAMINATIONS**

A schedule of hours for final examinations is published in the *Class Schedule* each quarter. If the regular classroom is inadequate for final examinations, a special room may be requested through the department office. Changes in scheduled hours may be made only upon the written recommendation of the dean or assistant dean. Students with conflicts in examination hours may appeal to their Committee on Student Scholastic Standing for adjustment.

The teacher interested in assistance with the planning, construction, or analysis of his classroom tests may contact the examinations consultant with the Bureau of Institutional Research. The services of the examinations consultant and a series of non-technical bulletins directed toward common problems of classroom evaluation are available without charge to interested faculty members and departmental groups.

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

## **GRADES**

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

## **TEXTBOOKS AND OTHER PRESCRIBED CLASSROOM MATERIALS**

Faculty members should notify their department heads well in advance what textbooks and classroom materials they will expect their students to purchase. This information is then given to the Office of Room Assignments and Scheduling. All bookstores order their textbooks on the basis of information given to them by this office. In order that the bookstores may have ample time to stock the texts, department heads are asked to submit their requests to the Office of Room Assignments and Scheduling by the third week of the preceding quarter. Faculty members should avoid last minute changes in their required texts, since these create problems for the bookstores and students. Before changing their requests, faculty members should talk with their department heads.

## **STUDENTS' REACTIONS TO INSTRUCTION**

A two-part form, developed by a faculty committee, is available to teachers interested in securing student reactions to their courses and in-

struction. The form is designed to be administered near the close of the term with student reactions returned directly to the faculty member. Persons interested in this service should contact the Bureau of Institutional Research for further details.

### **USE OF TEXTBOOKS AND MIMEOGRAPHED MATERIALS WRITTEN BY STAFF**

The use in teaching and sale to students of textbooks or duplicated syllabi written by staff members must be approved in advance by the Administrative Committee of the Senate. Requests for approval are forwarded through the department head and the dean of the college to the secretary of the committee. They should indicate the estimated price, the approximate number of pages and diagrams, and the number to be sold, as well as the general nature and proposed use of the work. Commercially published printed textbooks written by staff members require only a letter incorporating the information indicated above and the name of the publisher. Approval for mimeographed, photo offset, or similar works is requested on a special form available to departmental offices at the general storehouse. The mimeograph department and the University Bookstores co-operate in producing, pricing, and selling mimeographed publications written for students.

### **FIELD TRIPS**

Field trips may be arranged by a faculty member in consultation with his department head. These may be short trips which are considered as laboratory projects in connection with regular class work or may be more extensive (usually lasting a week or more) and conducted for seniors, or occasionally juniors, between quarters or during the summer. If University equipment is to be taken on a field trip, it is necessary to clear this matter with the University inventory supervisor. If approval is given, the equipment is automatically insured.

### **STUDENT ASSISTANTS**

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

# **ADVISING AND COUNSELING OF STUDENTS**

## **THE FACULTY MEMBER AS ADVISER**

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

## **COLLEGE COUNSELING SERVICES**

Counseling services for students in their respective colleges or schools are conducted by the College of Science, Literature, and the Arts, the College of Agriculture, Forestry, and Home Economics, the College of Veterinary Medicine, the College of Education, the General College, the Institute of Technology, and the School of Nursing. Faculty members may refer a student to the counseling service of his college.

## **COMMITTEE ON STUDENT SCHOLASTIC STANDING**

Most colleges have a Committee on Student Scholastic Standing which makes decisions on individual student's petitions for exemptions from established requirements, assists students who have difficulty in scheduling required courses, advises students who do not maintain satisfactory scholastic standing, acts upon students' requests to carry more than the regular credit load per quarter, makes disposition on reports of scholastic misconduct when such misconduct occurs within a single college, and makes recommendations to the faculty concerning relevant administrative procedures.

## **OFFICE OF THE DEAN OF STUDENTS**

The Office of the Dean of Students, a co-ordinating agency for student personnel activities, administers the work of the following specialized bureaus: Student Counseling Bureau, Student Housing Bureau, Co-ordinator of Students' Religious Activities, Disciplinary Counseling, Foreign Student Adviser, Bureau of Student Loans and Scholarships, Speech and Hearing Clinic, Student Activities Bureau, and the Residence Counseling Program. Faculty members may obtain further information from or direct students to seek assistance from the various bureaus of the Office of the Dean of Students. A directory of all student personnel services at the University is available from the Office of the Dean of Students.

**Orientation of New Students.** A student-faculty committee works with the orientation co-ordinator in the Dean of Students Office to plan in detail an orientation program which places major emphasis on the academic side of University life. Students are introduced to the intellectual mission of the University through special lectures, classroom demonstrations, book exhibits, and special retreats.

**Student Counseling.** Faculty members may refer students to the Student Counseling Bureau where a study skills and reading clinic and specialists in vocational problems, personal and social problems, and special needs of handicapped students are available. Faculty advisers and counselors in college offices may consult the Counseling Bureau on students' problems. Any faculty member may learn what faculty advisers or counselors have previously interviewed a student and may get information about tests of a student's scholastic aptitude, vocational interests, personality, and academic achievements.

**Student Misconduct.** Reports on charges of student misconduct are referred to the Office of the Dean of Students where the Disciplinary Counseling Office acts as agent for the All-University Committee on Student Behavior, appointed by the President. Cases of scholastic dishonesty in a single college are handled by the respective college; inter-college cases of scholastic dishonesty are handled by the Disciplinary Counseling Office.

**Student Activities.** The Student Activities Bureau, which promotes and supervises the activities of organized student groups, frequently enlists faculty members to act as sponsors or advisers for student organizations. A roster of these organizations, with information on purposes, officers, and the like, may be obtained from the Bureau. Faculty members are also invited to lecture at special camps and retreats for new students, students of high achievement, and campus leaders.

**Foreign Students.** Foreign students with special problems should be referred to the Office of the Adviser to Foreign Students.

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

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

**Student Housing.** The Student Housing Bureau assists students to make proper living and dining arrangements off campus. It provides information on the rates and availability of rental units, counsels students and householders in their problems, administers the Regents' policy against discrimination in private housing, and acts as a student housing information and data center with a current address roster by colleges.

**Residence Counseling.** Residence counselors are certified and trained for the residence halls, sororities, fraternities, and a number of off-campus houses. Co-ordination of the counseling program is planned to assist students in adjusting to and benefiting from their University living environment.

**Religious Activities.** Questions regarding religious organizations and personnel on campus should be referred to the Co-ordinator of Students' Religious Activities.

## **VETERANS AFFAIRS AND STUDENT DEFERMENT**

The Office of Admissions and Records offers assistance to all members of the University community who need help with problems dealing with veterans affairs and selective service deferments. On the Minneapolis Campus this assistance, along with the necessary forms and printed booklets on that subject, is available in room 102 Administration building. On the St. Paul Campus this assistance is available in room 202 Coffey Hall. At the Duluth and Morris campuses this assistance is available from the Office of Student Services.

## **PLACEMENT**

**General.** To make it easier for prospective employers off campus to get in touch with the appropriate University departments when they are seeking to hire University graduates, a Placement Inquiries Clearance Office, which serves as a referral center, is located in the Bureau of Recommendations office of the College of Education. This clearance office does not register or recommend candidates for jobs but directs employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures. Certain colleges and divisions have their own placement offices.

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

# INFORMATION RELATING TO STUDY AND RESEARCH

## EDUCATIONAL OPPORTUNITIES

**Studying for a Degree.** Faculty members may work toward an advanced degree from the University during their spare time and during the Summer Session. But no one with an appointment above the rank of instructor or research fellow is eligible to receive the doctor of philosophy degree from the University of Minnesota.

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

## RESEARCH FUNDS

The Graduate School is interested in assisting members of the faculty in their efforts to obtain research support from sources outside of the University. These sources include governmental and nongovernmental organizations. Special information about the nature and conditions of these grants is frequently available through the individual departments and through the Graduate School Research Center. The staff of the Center is also available to aid the faculty member by editing the application and assisting in the preparation of the budget for the project. Before the formal proposal is forwarded to the agency concerned, approval must be secured from the department head, dean, and administrative officer for the University. If the grant is made, it must be accepted by the Board of Regents.

## ASSISTANTSHIPS

Appointments to teaching or research assistantships are offered through the various departments or schools and are approved by the Graduate School. Applications for graduate assistantships must be submitted by February 15 for the ensuing academic year. They should be submitted by the applicant to the head of the department making the appointment. Graduate assistants are usually appointed for 50 per cent time or more. They may be employed for more than 75 per cent time only if the dean of the Graduate School gives his approval. Pay for graduate assistants depends on the per cent time of the appointment. A schedule of the current rate of pay for these assistantships is announced in a letter sent out by the President's Office when budget preparation begins.

## **LEAVES OF ABSENCE**

**Sabbatical Leave.** Full-time leaves on half salary are granted to persons holding full-time A or B appointments. Persons granted such leaves must be assistant professors or above and must have taught at the University for at least six consecutive years, at least two years with a rank not lower than assistant professor except in those cases where instructors have achieved permanent tenure as instructors. Eligible persons may apply for a full year's absence or they may take part of the sabbatical leave one year and part another year. All applications must be approved by the department head, the dean, the President, and finally the Board of Regents. Persons on sabbatical leave may not draw pay from other employment or practice but can accept a nonservice grant for research or study. Upon returning, one who has been on sabbatical leave must send a report to the President summarizing his accomplishments; the report should be submitted within three months following return from the leave. The staff member is expected to remain at the University at least one year following the leave.

**Single Quarter Leave with Pay.** Full-time leaves on full salary for study and research for the duration of one quarter are granted on an all-University competitive basis to persons holding full-time appointments with tenure and whose service to the University aggregates a minimum of three full academic years.

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

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

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

Details are set forth in a document dated October 27, 1961, and entitled *Faculty Short-Term Leaves*.

# TEACHING, STUDY, AND RESEARCH AIDS

## UNIVERSITY LIBRARY

The general University Library is located on the Minneapolis Campus. The main library is housed in Walter Library. College, school, and departmental libraries which are operated under the jurisdiction of the University Library are the following: Agriculture, Bio-Medical, Art, Education, Freshman-Sophomore, Biochemistry, Forestry, Entomology, Veterinary Medicine, Engineering, Pharmacy, Mathematics-Physics, Geology, Mines and Metallurgy, Music, Architecture, and Chemistry. Other libraries on campus include Law, Journalism, University High School, and Public Administration.

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

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

Other notable special collections include the Ames Library of South Asia, the Kerlan Collection of illustrated children's books and original illustrations, the Hess Collection of dime novels, and the Paul Bunyan Collection, all housed in the Walter Library and available through the Department of Special Collections.

A limited number of study rooms in the Walter Library are available for faculty use. These rooms are assigned for one quarter at a time, and applications for these rooms should be made at the office of the director of libraries. Desks, chairs, and bookshelves are furnished, but faculty members must provide their own typewriters and supplies. Carrels, which may be reserved at the circulation desk, are primarily for the use of graduate students.

Faculty members are invited to make recommendations on book purchases for the general library. The general catalog of all library holdings is located on the second floor of the Walter Library. Through an interlibrary loan service, centered in the Reference Room, materials not available in the University of Minnesota Library may be borrowed from other research libraries for use by faculty members. If material is not available for interlibrary loan because of its value or rarity, it is often possible to arrange for photocopies, and the Reference Department will give advice in such matters.

Faculty members may, when necessary, withdraw books from the library for as long as a year, with renewal privileges. Faculty members may enter the library stacks at any time by identifying themselves.

The Reserve Room is maintained in the Walter Library to provide maximum circulation of books in heavy demand. Forms for listing books and other materials to be placed on reserve for student use are sent to all faculty members. These are to be filled out and submitted one month before the start of each quarter so that the necessary books will be ready for students' use. To avoid confusion, instructors are asked to see that books are listed on these forms in the same way that they appear on bibliographies assigned to students. Assigned readings for lower division classes can be placed on reserve in the Freshman-Sophomore Library in Johnston Hall.

The Library maintains an extensive newspaper collection, both in newsprint and in microfilm. The Newspaper Room in Walter Library is open 8 a.m. to 5 p.m., Monday through Saturday. During other hours arrangement for the use of newspapers may be made in the Walter Library Reference Room.

An Archives Division, housed in Walter Library, collects and preserves materials of historical significance about the University. Faculty members are urged to give items appropriate to this collection to the Archives Division.

The Arthur Upson Room, on the first floor of the Walter Library, contains a browsing collection of books of general interest. The room is primarily for leisure-time reading, and includes a wide selection of literary works such as might be found in a large personal library.

## FACILITIES FOR PUBLICATION

**University of Minnesota Press.** The University of Minnesota Press, the book publishing agency of the University, publishes the results of scholarship and research by members of the University faculty and by scholars elsewhere. It also publishes more popular interpretations of research for the intelligent lay public and books about Minnesota and the Midwest. The press maintains professional editorial, production, and distribution staffs, operating much like a commercial publisher. It advertises its publications by established book promotion methods and sells directly to bookstores in the United States through commission salesmen and to booksellers abroad through experienced agents. Royalties are paid on all books whenever the potential sales make such payment possible. The Press invites faculty members to submit manuscripts and welcomes the opportunity to discuss with an author his ideas for publication before a manuscript is completed. Decisions as to acceptability for publication are made by a faculty Committee on the University Press acting on the advice of specialists in the fields concerned.

**Printing, Mimeographing, Multilithing Services.** Printing, addressographing, multilithing, mimeographing, and ditto work services are available at the University Printing and Mimeograph Departments on the Minneapolis Campus and at the Mimeograph and Bulletins Department on the St. Paul Campus. The services, which should be arranged through the department head, are described fully in the *Manual of Business Procedures*.

**Photographic Laboratory.** A University photographic laboratory, with offices on both the Minneapolis and St. Paul campuses, offers all kinds of photographic services for faculty members. The Laboratory does highly specialized photography, both in color and black and white, and will build the

necessary equipment to record, photographically, any type of research project. Instructions on using the Laboratory for official University projects are given in the *Manual of Business Procedures*.

**Motion Picture Production.** A complete motion picture and filmstrip production facility is available to the faculty for research, recording, reporting, and for the production of classroom materials. This unit has highly specialized equipment and personnel that can provide most every need in producing motion picture film or filmstrips.

**Instant Copy Service and Artist Service.** The quick copy of book pages and other opaque copy for study and thesis can be obtained from the Instant Copy Service located in the Walter Library. The microfilming service is also located with this facility. Art work and illustrations for publications can be obtained from the Artist Service. All three of these services are divisions of the Audio-Visual Education Service.

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

**Medical Art and Photography.** The Department of Medical Art and Photography is staffed and equipped to produce scientific material requiring a great deal of precision work. Drawings, diagrams, and graphs in pen and ink, half-tone, and color are made by illustrators on the staff of the Department for reproduction in books, journals, and on lantern slides. The Department also makes three-dimensional moulage for prosthesis or for teaching aids, and prepares exhibits and displays for medical and other scientific meetings.

A full staff of medical photographers can serve all branches of the medical sciences with black and white and color transparencies and prints, photomicrography, specimen photographs, and patient photos.

Instructions in using this service can be found in the *Manual of Business Procedures*.

## AUDIO-VISUAL EDUCATION SERVICES

The Audio-Visual Education Service offers its facilities and staff to assist in producing, obtaining, and utilizing all types of instructional materials and devices. Instructional presentation problems can be examined in its faculty and staff laboratory. Some of the services offered are: visual equipment repair and installation, exhibit design and construction, artist and graphic art services, motion picture and still picture production, audio recording and duplicating, a collection of films, filmstrips, and other audio-visual aids, and preview facilities for examining new materials and aids.

## NUMERICAL ANALYSIS CENTER

Faculty members from all departments of the University may receive help in solving their research problems from the staff of the University's

Numerical Analysis Center. The Center includes (1) the Scientific Computing Laboratory, which provides for the solution of a wide variety of problems by use of high speed digital and analog computers, and (2) the Tabulating Research Laboratory, which provides service and training in the processing of data using punch cards. Headquarters of the Numerical Analysis Center is in 230 Experimental Engineering.

## SCHOOL OF BUSINESS ADMINISTRATION COMPUTER

A computer installation which carries out computing and data-processing operations in millionths of seconds is located on the ground floor of Vincent Hall. The computer is used in the School of Business Administration academic programs and is available for use by faculty members from other departments, if scheduling permits. Faculty members should contact the manager of the SBA Computer for further information.

## INFORMATIONAL AND RESEARCH BUREAUS

**Minnesota World Affairs Center.** The Minnesota World Affairs Center, with offices on the Minneapolis Campus, is maintained by a group of member organizations to provide impartial information on international questions and to provide individuals and organizations with a chance to participate in a broad community program of world affairs education. Help is given individuals or groups in planning programs and by giving advice about speakers, pamphlets, display materials, films, and other educational resources.

**Center for International Relations and Area Studies.** The Center for International Relations and Area Studies performs the functions of a department office for a number of interdisciplinary programs designed specially for the study of international relations or one of the following areas: Asia (East, Southeast, South), Northwest Europe (Scandinavian countries, England, France, Germany), Russia, and Latin America. Supplementary graduate training in intelligence research may be added to these programs. The Center provides a reading room and a collection of books and materials, emphasizing current periodicals, government information papers, publications of international organizations, and pamphlets. Occasional research projects are undertaken by the staff, which includes a director, a consultant to the South Asia program, a research fellow, and a secretary-librarian. The Center also arranges conferences and institutes and sponsors individual speakers on topics of current interest.

**Bureau of Educational Research.** The Bureau of Educational Research is a part of the College of Education. Its purposes are (1) to conduct a modest program of pioneering research on some significant educational problems, (2) to provide internship experiences for the training of workers in educational research, and (3) to stimulate research among the faculty members of the College of Education. Its present program of research is focused on problems of identifying, developing, and using intellectual talent. Thus far, most attention has been given to the abilities involved in creative thinking. A large resource file has been assembled in this area of knowledge, and assistance is being given to graduate students and faculty of the University

of Minnesota and hundreds of scientists throughout the world interested in investigations in this area. Through research memoranda, monographs, newsletters, and other media, the Bureau seeks to provide faculty members with information about its own research as well as that of others within the College of Education. Faculty members are invited to consult the director about the facilities for research on questions in which they are interested.

**Bureau of Institutional Research.** The Bureau of Institutional Research is a unit maintained by the University primarily for the study of its own educational problems. Second, the Bureau is maintained for the study of problems in higher education generally and is serving increasingly as the co-ordinating agency for such studies. Headed by a full-time director, the Bureau is under the general guidance of a University Senate committee. The Bureau aims to stimulate faculty interest in the University's educational problems and to give assistance in carrying out many kinds of instructional investigations. Results of research projects are published in various forms, and the most significant studies are printed in the *Report Series*, which is published by the Bureau. Copies are available to staff members upon request. Any faculty member is welcome to consult the director in regard to Bureau assistance for an educational study. The Bureau maintains an examinations consulting service, available to all staff members and departments. Most projects undertaken are supported from regularly budgeted Bureau funds.

# COMMITTEE ASSIGNMENTS

## OBLIGATION OF FACULTY MEMBERS

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

## TYPES OF COMMITTEES

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

**University Senate Committees and Subcommittees.** The standing Senate committees are listed on pages 6-8; each of these committees may have subcommittees to aid it in its work. Senate committee members (except the elected members of the Faculty Consultative Committee and the Committee on Senate Committees) are appointed by the President and confirmed by the Senate; subcommittee members are appointed by the chairman of the parent Senate committee.

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

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

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

# COMMUNITY SERVICE

## OBLIGATION OF FACULTY MEMBERS

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

## TYPES OF SERVICES

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

**Legislators', Editors', and Broadcasters' Day, University of Minnesota Week, and Other Special Events.** Every effort is made by the University to acquaint individuals and organizations throughout the state with the programs and goals of the University. To help accomplish this, the University takes every opportunity to invite individuals and groups to visit the campuses. Legislators', Editors', and Broadcasters' Day is held each year on the day of the first home football game. Faculty members are asked to serve as hosts and tour guides on this day as well as at other special events which feature open houses and tours of University facilities.

Each February, as part of the celebration of Charter Day, the Department of University Relations, the Minnesota Alumni Association, and the Junior Chamber of Commerce co-operate in sponsoring University of Minnesota Week. Faculty members are urged to volunteer to speak on subjects of their choice before civic and alumni organizations as part of the Week's events.

## UNIVERSITY POLICY RESTRICTIONS ON OUTSIDE PROFESSIONAL ACTIVITIES

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

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

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

While it is not possible to draw the line definitely between professional

service of an expert or consultative character and routine professional work, the University is opposed to the entrance of faculty members into ordinary competition in the various professional fields.

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

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

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

Consultation activities within the Medical Center differ in several important respects from the outside consulting activities of faculty members of other units of the University. A plan concerning the consulting activities of Medical School faculty members which will take account of these differences and of the Medical School's primary functions of teaching and research is currently being evolved. Details of an interim plan, in effect at the present time, can be obtained from the Office of the Dean of the College of Medical Sciences. It is expected that the definitive plan will go into effect July 1, 1962, or as soon thereafter as details can be developed.

# PERSONAL SERVICES

## HOUSING

The University maintains a Staff Housing Bureau to assist faculty members in securing housing accommodations in the Twin Cities. The Bureau is not staffed to offer more than guidance and a listing of privately owned apartments and homes available for rental and in some cases, for sale.

Limited accommodations are available in the residence halls for very temporary occupancy while home-hunting. Motels and hotels are also available.

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

The University also maintains an apartment house in Minneapolis which is available to faculty members when apartments become vacant; these apartments are either efficiency or one-bedroom apartments and are not available to families with children.

## SCHOOLS

Special schooling facilities for children of various ages are maintained by the University on the Duluth and Minneapolis campuses. Although the purpose of the schools is not to serve children of faculty members, the schools are of special interest to families connected with the University. Applications from these families are welcomed and given equal consideration along with other applications.

**The Institute of Child Development.** The Institute of Child Development is a center on the Minneapolis Campus for the study of the behavior of normal children. The Institute conducts a nursery school for children from two and a half to five years of age. It also operates a clinic for children with problems of psychological adjustment. Information about the nursery school may be obtained by calling the nursery school office. For information about the clinic, call the head of the Child Development Clinic.

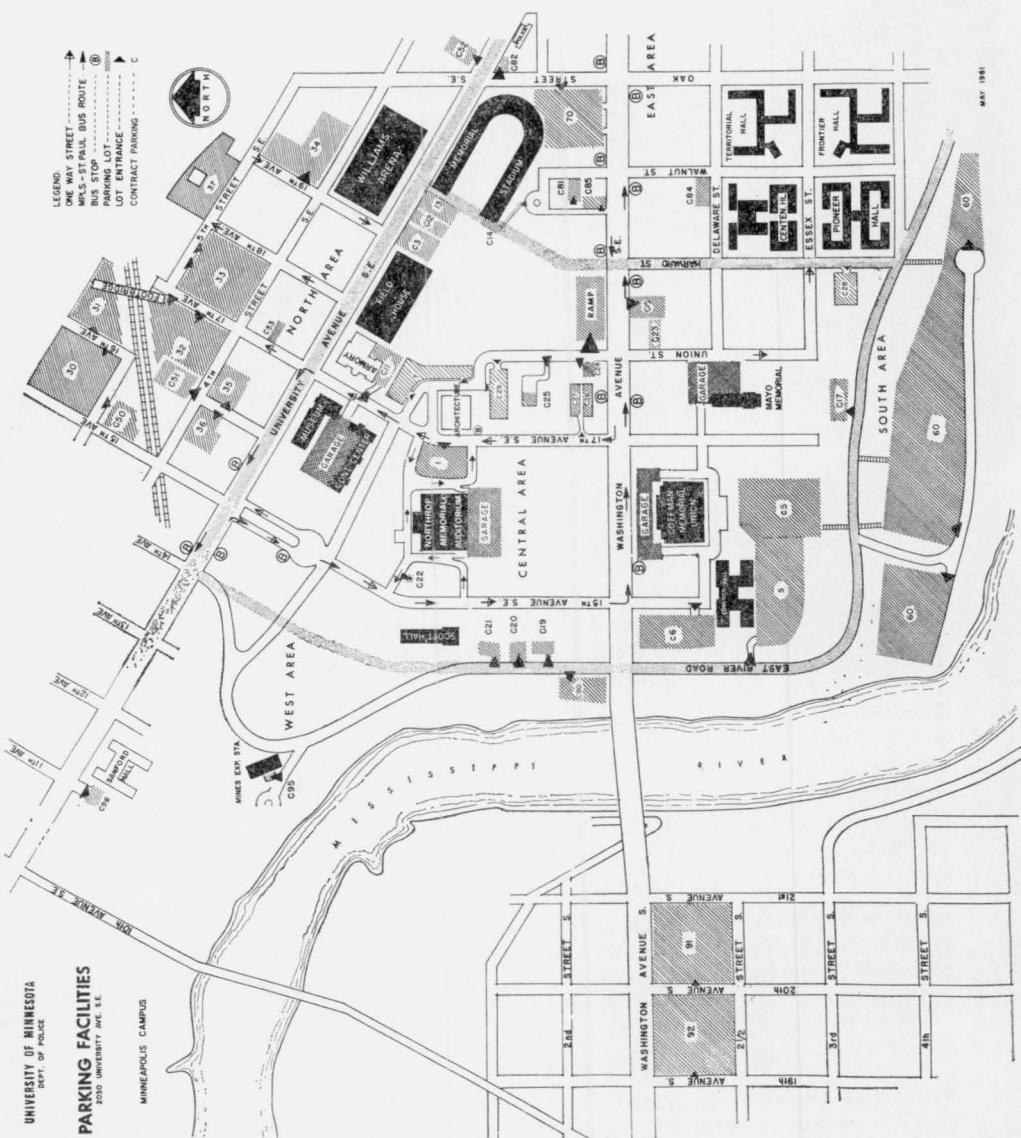
**University Elementary School.** The College of Education maintains the University Elementary School for laboratory and demonstration purposes. Enrollment is limited and there is a tuition charge. Interested persons may write to the principal of the University Elementary School.

The Duluth Campus operates a University Laboratory School which includes a kindergarten and eight grades.

**University High School.** The University High School, located on the Minneapolis Campus, is administered by the College of Education. It is coeducational and includes both junior and senior high school grades. Since the major purpose of the school is to assist in University programs of teacher education, research, and classroom demonstration, this laboratory school seeks a student population which is representative of typical Minnesota high schools. Enrollment is limited to 480 students and there is a nominal charge

UNIVERSITY OF MINNESOTA  
DEPT. OF POLICE  
2020 UNIVERSITY AVE. E.  
MINNEAPOLIS CAMPUS

**PARKING FACILITIES**



for tuition and fees. Twenty service scholarships are awarded annually to help maintain the representative character of the student body. Further information can be obtained from the principal of the University High School.

## EATING FACILITIES

Coffman Memorial Union offers a wide variety of eating facilities. Largest is the cafeteria on the ground floor. There is also a soda fountain on the first floor and a quick lunch counter and commuters' lunchrooms on the ground floor. The St. Paul Campus offers full food service in the Dining Center cafeteria. A snack bar is located in the Rouser Room of the St. Paul Student Center. Party, banquet, and private dining room facilities are available both in Coffman Union and in the St. Paul Student Center. Arrangements may be made by calling the Food Service Office on either the St. Paul or Minneapolis campus. Take-out service and catering service are also provided on both campuses.

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

The Campus Club, a private faculty social club described on page 44, also has eating facilities.

Dining facilities are located in the Dining Hall on the Morris Campus and in the Kirby Student Center on the Duluth Campus.

## PARKING

All staff members and students may park in the lots on or near the Minneapolis Campus (map on page 36). In addition, there are some parking areas which are regulated by parking meters. The Minneapolis Campus has 18 parking lots, plus a parking ramp, in which space is rented by the day or fraction thereof on a first-come, first-served basis to staff and students. A copy of the parking map and list of rates are available from the Department of Police, Parking Facilities Office, 2030 University Avenue S.E.

To insure the safety of pedestrians and to facilitate movement of fire trucks, ambulances, and other emergency vehicles, there is no parking on Minneapolis Campus streets at any time during the day or evening. This is enforced twenty-four hours a day, including Sundays and holidays. Cars parked on campus streets are tagged.

Underground parking garages are located in Mayo Memorial, Coffman Memorial Union, Center for Continuation Study, and Northrop Memorial Auditorium. Space in these garages may be rented by staff members on yearly contracts. Contract parking space is also available in some outdoor lots and in the parking ramp. If no space is available at the time of application, the applicant's name is placed on a waiting list. Applications should be sent to the Parking Facilities Office.

Parking space in the Northrop and Center garages may be reserved by season ticket holders for evenings when the Minneapolis Symphony Orchestra concerts and Masterpiece Series programs are given. To reserve space for these events, Masterpiece Series ticket holders should contact the Parking Facilities Office. Symphony ticket holders should apply through the Minneapolis Symphony office. Northrop garage is open to the public for those spe-

cial evening events which do not require reservations. Except for the special events evenings, the Northrop garage opens at 7 a.m. and closes at 7 p.m. The Union, Center, and Mayo garages are open to the public twenty-four hours a day on a transient basis except for regular concert evenings when the Center garage is not available.

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

On the St. Paul Campus, six parking lots are provided in locations adjoining various buildings on the campus. The lots adjoin the Gymnasium, Plant Pathology building, Snyder Hall, Livestock Pavilion, Veterinary Medicine building, and Agricultural Engineering shops. In addition, there is a large lot on the corner of Cleveland and Commonwealth avenues.\* On the St. Paul Campus, parking is permitted on one side of the streets only, with the "no parking" side designated by yellow curbing.

## **LOST AND FOUND DEPARTMENT**

The Department of Police operates a lost and found department for the Minneapolis Campus at 2030 University Avenue. Articles found on the campus may be turned over to this department. Articles may be reclaimed at this same office. Unreclaimed articles are sold after ninety days.

## **UNIVERSITY BOOKSTORES**

The University operates several bookstores on the various campuses. The Coffman Memorial Union bookstore sells general books, both fiction and nonfiction, and a wide selection of stationery supplies. The Professional Colleges bookstore in the Main Engineering building serves the textbook and supply needs of the Institute of Technology. The Medical bookstore in the Mayo Memorial serves medicine, dentistry, and nursing. The Nicholson Hall bookstore serves the needs of the College of Science, Literature, and the Arts, the College of Education, the General College, the College of Pharmacy, and the General Extension Division. On the St. Paul Campus, the Coffey Hall bookstore handles books and materials used in the College of Agriculture, Forestry, and Home Economics and the College of Veterinary Medicine. There is a University Bookstore at Morris and one at Duluth to serve the needs of those campuses. Faculty members receive a five per cent discount at all of these stores.

## **TRANSPORTATION**

Intercampus buses, running at twenty-minute intervals during daytime hours, furnish transportation between Minneapolis and St. Paul campuses. Faculty members who have regular duties on both campuses receive passes through their department offices. Other staff members may purchase tickets at the bursar's office on the Minneapolis Campus or the cashier's office on the St. Paul Campus, and departments may purchase books or tickets for use on business trips by their members. When an entire class is going to the other campus, a group pass may be secured through the department head. A special bus also may be chartered to go from one campus to the

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

The University owns a number of automobiles which are available to faculty members for University business. The pool includes station wagons and passenger cars. Information on obtaining cars may be found in the *Manual of Business Procedures*.

## MAIL FACILITIES

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

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

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

Campus mail service to all department offices on the Minneapolis and St. Paul campuses and between the two campuses is operated by the University. No postage is required on items sent through campus mail. There are collection boxes for campus mail in all buildings except some of the temporary ones. Deliveries are made twice a day on both campuses. Campus mail should be addressed with the name, department, room number, and building designation, as listed in the *Staff-Student Address Book*.

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

## PUBLICATIONS

The University of Minnesota *Staff Bulletin*, containing information about staff members' activities as well as other information of particular interest to University staff members, is published by the Department of University Relations on the first and fifteenth of each month during the academic year. It is sent to staff members at their homes. The issue published on the first of each month includes a *Calendar of Events*, listing the time and place of concerts, plays, athletic events, and other programs scheduled by University departments. An enlarged edition of the Calendar is published separately and sent to organizations throughout the Twin Cities for posting on bulletin boards.

*Reports*, a publication containing information about the University, is published by the Department of University Relations and is sent to parents of University students each quarter.

## TELEPHONE SERVICE

Twenty-four-hour telephone service is maintained on the Minneapolis Campus. The St. Paul Campus telephone switchboard is open Monday through Friday from 8 a.m. to 5 p.m. and individual lines are open addi-

tional hours. Detailed information on telephone service is given in the *Staff-Student Address Book*. Long distance calls or telegrams on official business should be arranged through the department head so they can be charged to the proper budget. Consult the *Staff-Student Address Book* for detailed information about all campus and local calls.

In the spring of 1962, the Centrex Direct-Inward-Dialing System will be installed on both the Minneapolis and St. Paul campuses. Replacing most of the central switchboard functions, Centrex will electronically route off-campus calls directly to individual phones or departments. Callers will dial the campus prefix—373 for Minneapolis, 677-2 for St. Paul—and then the extension number. This does not include numbers originating on the University Hospitals switchboard.

## RECREATIONAL AND CULTURAL OPPORTUNITIES

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

**The Minneapolis Symphony Orchestra.** The University is the home of the Minneapolis Symphony Orchestra, which, during its regular season, plays weekly Friday night concerts in Northrop Memorial Auditorium. Guest soloists appear with the orchestra in many of the concerts. There is close co-operation between the University of Minnesota Chorus and the Minneapolis Symphony Orchestra, with several choral works on the orchestra's schedule each season. Faculty members receive a \$6 reduction on the price of season symphony tickets (in any but the lowest priced seat section), with such purchase limited to two season tickets. Season tickets should be ordered before September 20 at the Symphony ticket office, 106 Northrop Memorial Auditorium. Tickets for single concerts also may be purchased at this office. Twilight concerts, at prices lower than those for the regular symphony concerts, are given by the orchestra on a number of Sunday afternoons during the season. Individual tickets for these programs may be purchased at the auditorium box office in the foyer on the day of the performance.

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

The University Artists Course, a division of the Department of Concerts and Lectures, presents two series of musical attractions during the year. The Masterpiece Series is usually seven or eight concerts by internationally recognized musical artists and the Celebrity Series is a four or five concert series which tends to be in a somewhat lighter vein. Season tickets at substantial discounts to purchasers are sold for each series. Season tickets may be ordered at the Artists Course ticket office, 105 Northrop Auditorium. Tickets for individual concerts are on sale the Monday of the week preceding the concert at the Artists Course office, Downtown Ticket Office in the North-

western Bank Building, Minneapolis, or the Field Schlick Ticket Office in St. Paul.

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

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

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

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

**University Theater.** University Theater productions are scheduled throughout the year. Each summer the Theater operates the Centennial Showboat on the Mississippi River, presenting over 100 performances during June, July, and August. During the academic year, University Theater activities include a major season of five plays, each playing ten or more performances in Scott Hall; two children's plays, each playing a run of two weeks in Scott Hall; a foreign language series; a student-directed series; plus several original productions. In addition to its campus activities, the University Theater, in conjunction with the Department of Concerts and Lectures, presents plays in high schools throughout the North Central States. The Theater also has taken several international tours. Season tickets to Theater productions are available at low cost and may be purchased at the Scott Hall Box Office. Single tickets are sold during the run of each play.

**Music Department Programs.** Weekly music hours at which faculty, student, and guest artists perform are sponsored each Tuesday at 11:30 a.m. by the Music Department. The Department also sponsors senior student and faculty recitals throughout the year; the Opera Workshop, which annually presents scenes from operas or a complete opera; and quarterly concerts by the University Chorus, the University Symphony Orchestra, and the Concert Band. Attendance at most of these events is free. Faculty members are invited to participate in the University Chorus, University Symphony Orchestra, the Opera Workshop, and the Tuesday Music Hours. Call the Music Department for further information.

**Motion Pictures.** The Audio-Visual Education Service can obtain or provide films for special showings on a variety of subjects. In co-operation with the Summer Session, the Service presents the Newsreel Theater which consists of a number of newsreels accompanied by other short subjects. Also during the Summer Session, a series of educational and informational films is shown weekly to acquaint the staff with the new titles available for classroom and group showing.

During the school year the Institute of Agriculture shows current feature motion picture releases in Coffey Hall Auditorium each Saturday afternoon and evening during fall and winter quarters. These showings, for which a small fee is charged, are for students, staff members, and their families.

**Art.** The University Art Gallery, located on the third and fourth floors of Northrop Memorial Auditorium, presents a program of major exhibitions of the art of all periods. These exhibitions are drawn from national as well as local sources, and also include frequent presentations from the Permanent Collection of the Gallery. In addition, the Gallery maintains three lending programs for the staff and students of the University of Minnesota. An Office Loan Collection provides original works for staff offices; a Student Rental Collection makes available for rental to students framed original prints and selected reproductions; the Pictorial Reference Files contain approximately 70,000 photographs related to the history of art. The University Gallery is open to the public from 8:30 a.m. to 4:30 p.m. weekdays, Sundays as announced, and on concert evenings.

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

The Tweed Gallery on the Duluth Campus is used by staff members from all campuses of the University. It is the permanent home of the Tweed Art Collection which includes paintings by Millet, Rousseau, and other Barbizon artists of France as well as by artists from many countries and periods in the history of art. The Collection was presented to the University in 1950 by Mrs. Alice Tweed Tuohy as a memorial to her late husband, George Tweed. Mrs. Tuohy also contributed to the construction of the Tweed Gallery, completed in 1958.

**Minnesota Museum of Natural History.** The Museum houses permanent exhibits emphasizing the natural history of Minnesota and temporary exhibits covering the life sciences. Hours are 9 a.m. to 5 p.m. Monday through Saturday and 2 p.m. to 5 p.m. Sunday during the regular academic year. Summer hours are 8:30 a.m. to 4:30 p.m. Monday through Saturday and 1:30 p.m. to 4:30 p.m. Sunday. The Museum presents free illustrated lectures on Sundays from mid-November to mid-April.

**Union Facilities.** The facilities and programs of Coffman Memorial Union, which are under the direction of the Union Board of Governors, are open to the faculty. In addition, community organizations of educational, professional, or service nature may request use of facilities and meeting rooms through the office of the assistant director of student unions.

Faculty, staff, alumni, and other persons who have contributed to the student unions have the privilege of using the special facilities of the unions at no charge, simply by requesting a privilege card at the information desk. Others may obtain a privilege card for a nominal \$1 fee.

**COFFMAN MEMORIAL UNION.** The Art Craft Studio is open weekdays from 12 noon to 10 p.m. and Saturdays from 9 a.m. to 5 p.m. Facilities are available for work in ceramics, woodworking, metalworking, photography, and handicraft projects. Supplies may be purchased in the Art Craft Studio.

Sixteen bowling lanes are available both for faculty leagues and for open bowling. The lanes are available Monday through Thursday from 8 a.m.

to midnight, Friday and Saturday from 8 a.m. to 1 a.m., and Sunday from 12 noon to 11 p.m. Pocket billiard tables are available throughout the day as well as in the evening, Monday through Saturday.

The Union Board organizes dances, weekend outing trips, hikes, and other activities which the faculty member may join as guest or as chaperon.

Departments may arrange student-faculty coffee hours which are co-sponsored by the Student-Faculty Relations Committee. Information on coffee hours and other activities may be obtained through the Program Office, Room 230, Coffman Memorial Union.

Barber and beauty shops are located on the ground floor of Coffman Union. Hours for the barber shop are 8 a.m. to 5:10 p.m. weekdays and 8 a.m. to 1 p.m. Saturdays. The beauty shop is open weekdays from 8 a.m. to 5 p.m. except for Tuesday when it remains open until 6:30 p.m. Appointments may be made by calling Ext. 137.

**ST. PAUL CAMPUS STUDENT CENTER.** The Student Center Board of Governors, with a voting membership of student, faculty, and alumni representatives, 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. Also available are magazines, newspapers, television, radio, and stereophonic phonograph equipment. A photography darkroom, men's shower room, and sign-making equipment are available. Faculty members may also reserve conference rooms for meetings. Continuous Snack Bar service in the Rouser Room is available from 7:45 a.m. to 9:30 p.m. during the school year. The North Star Ballroom may also be reserved for banquets, conferences, meetings, and parties. Building hours are 7:30 a.m. to 11 p.m. daily, and 2 p.m. to 11 p.m. Sundays and holidays.

Planned activities include coffee hours, discussion sessions, convocation programs, modern and old-time dances, art exhibits, and concerts. Most of these are available to staff members without charge, and fees, when charged, are close to actual costs.

**Sports Activities.** Faculty members are given a special reduced price on season athletic tickets. These tickets admit holders to all regularly designated home University football games, baseball games, basketball games, swimming and gymnastic meets, wrestling matches, hockey games, and various track and field meets. These tickets do not admit holders to exhibition or other special events or contests, such as the Holiday Hockey Series and championship tournaments. Information about tickets is sent to all department heads in the late summer. Staff members who are married may purchase a second ticket for their spouse at a reduced rate; those who are unmarried are entitled to buy one ticket. Tickets are for personal use only and are non-transferable. Tickets for a single game or event may be purchased at regular prices.

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

Norris Gymnasium for Women is available to women faculty members regularly at the "Open Recreation" hours, 4:30 to 5:30 p.m., Monday through Thursday. Equipment for a variety of activities including golf and tennis may be secured for use in the building at the equipment dispensing room; a small fee is required, however, for the use of a swimming suit and towel.

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

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

## CLUBS AND ORGANIZATIONS

**The Campus Club.** All full-time faculty members with the rank of instructor or above, and civil service staff members with comparable positions, are eligible to join the University of Minnesota Campus Club, a private faculty social club which has its quarters on the top three floors of Coffman Memorial Union. The Campus Club provides its members with the opportunity to meet socially with faculty members from all departments of the University. Its facilities include dining areas, lounge and reading rooms, a recreation room, and a few dormitory rooms. Lunches are prepared daily, Monday through Saturday, and family dinners are served on Thursday evenings. The Club also arranges special dinners, parties, receptions, and teas for its members. The Club is maintained through annual membership dues, initiation fees, and receipts for services rendered to members. Information may be obtained from the office of the Club on the fourth floor of Coffman Union.

**The Faculty Women's Club.** This Club is open to women members of the faculty and to wives of faculty men with the rank of instructor or above. The Club is divided into a number of different sections which pursue special interests. The sections meet independently and there are monthly meetings of the executive board and section chairmen.

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

**Faculty Dining Clubs.** The faculty dining clubs are private social clubs which have monthly dinner meetings, both on and off campus. The meetings generally feature speeches or presentations by club members. Membership is limited and is by invitation only, with attempts to get representation from the various University departments.

**American Association of University Professors, University of Minnesota Chapter.** The University of Minnesota chapter of the AAUP is the second largest chapter in the country with nearly 600 members. The chapter is active in improving academic standards and promoting faculty and student welfare. The work of the chapter is presented to the faculty through annual meetings, committee reports, and the publication of *Inform*. Membership in the local chapter is available to all members of the national AAUP.

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

## PUBLICATIONS PROVIDING FACULTY INFORMATION

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

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

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

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

The Fiscal Section covers budget preparation and financial records.

*Civil Service Rules.* Available in all department offices.

*Outline of Group Life Insurance, Group Income Disability Insurance, and Faculty Retirement Plan* and a pamphlet describing the Blue Cross and MII plans are available from the Department of Insurance and Retirement.

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

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

*General Information Bulletin.* Available from the Service Bureau of the Office of Admissions and Records. Covers admission procedures, colleges of the University and their types of courses, degrees, expenses, University services for students, fees, and other general information.

*Bulletins* of individual schools and colleges. Available from the Service Bureau of the Office of Admissions and Records.

*Class Schedule.* Distributed to the college offices.

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

*Staff-Student Address Book.* Distributed to all campus offices.

*The Moccasin.* Handbook for new students on the Minneapolis and St. Paul campuses. Available from the Student Activities Bureau.

## Index

Page	Page
Administrative Officers .....	5
Advising of Students .....	22
Agriculture, Institute of .....	1
Appointments .....	9
Art Galleries .....	42
Assistantships .....	21, 25
Athletic Events .....	43
Attendance at Academic Functions .....	17
Audio-Visual Aids and Services .....	29
Board of Regents .....	5
Bookstores .....	38
Business Administration, School of .....	2
Class Lists .....	19
Classrooms .....	19
Clubs and Organizations .....	44
Coffman Memorial Union .....	42
Colleges, Schools, and Institutes of the University .....	1
Committee Assignments .....	32
Committees, Types of .....	32
Community Service Obligations .....	33
Computers .....	29
Concerts and Lectures .....	40
Counseling Services for Students .....	22
Courses .....	19
Dentistry, School of .....	2
Disability Insurance .....	12
Duluth, University of Minnesota .....	2
Eating Facilities .....	37
Education, College of .....	2
Educational Opportunities .....	25
Educational Research, Bureau of Examinations .....	30
Field Trips .....	21
General College .....	2
General Extension Division .....	2
Gifts to the University .....	18
Government of the University .....	5
Grades .....	20
Graduate School .....	3
Graduate School Appointments .....	10
Greater University Fund .....	18
Health Service .....	14
Historical Background .....	1
Housing .....	35
Informational and Research Bureaus .....	30
Institutional Research, Bureau of .....	31
Insurance and Retirement Plans .....	12
International Relations and Area Studies, Center for .....	30
Law School .....	3
Leaves of Absence .....	15, 26
Legislators, Relationships with .....	17
Library .....	27
Life Insurance .....	12
Loans .....	11, 12
Lost and Found .....	38
Mail Facilities .....	39
Medical Art and Photography .....	29
Medical Expense Plans .....	14
Medical Sciences, College of .....	3
Military Units of the University .....	5
Minneapolis Symphony Orchestra .....	40
Minnesota World Affairs Center .....	30
Morris, University of Minnesota .....	3
Motion Picture Production .....	29
Museum of Natural History .....	42
Music Programs .....	41
News Services .....	16
Numerical Analysis Center .....	29
Office of the Dean of Students .....	22
Office Space .....	16
Official Daily Bulletin .....	17
Organization of the University .....	1
Outside Professional Activities .....	33
Parking .....	37
Personal Services .....	35
Pharmacy, College of .....	4
Photographic Laboratory .....	28
Physical Examinations .....	9
Printing Services .....	28
Promotions .....	10
Publication Facilities .....	28

	Page		Page
Publications .....	39, 46	Student Scholastic Standing .....	22
Publicity .....	16	Summer Session .....	4
Recreational and Cultural			
Activities .....	40	Tabulating Equipment .....	29
Remuneration .....	11	Technology, Institute of .....	4
Research Aids .....	25, 27	Telephone Service .....	39
Research Funds .....	25	Tenure and Security .....	10
Reserve Officers Training Corps .....	5	Texts and Other Prescribed	
Retirement Plan .....	13	Classroom Materials .....	20
Rooms for Special Lectures and		Texts Written by Staff Members .....	21
Events .....	19	Tours of Campus .....	17
Sabbatical Leave .....	26	Transportation .....	38
St. Paul Campus Student Center .....	43	Travel .....	16
Schools, Elementary and		Union Facilities .....	42
Secondary .....	35	University College .....	5
Science, Literature, and the Arts,		University of Minnesota Name,	
College of .....	4	Use of .....	16
Senate .....	6	University of Minnesota Press .....	28
Senate Committees .....	6	University Theater .....	41
Sick Leave .....	15	Vacations .....	15
Single Quarter Leave .....	26	Veterans Affairs and Student	
Solicitation of Funds .....	17	Deferment .....	24
Sports Activities .....	43	Veterinary Medicine, College of .....	5
State Capitol Credit Union .....	12	Visitors on Campus .....	16
Student Placement .....	24		

## THE BOARD OF REGENTS

Dr. O. Meredith Wilson, President

Mr. Laurence R. Lunden, Secretary

Mr. Clinton T. Johnson, Treasurer

Mr. Sterling B. Garrison, Assistant Secretary

The Honorable Charles W. Mayo, M.D., Rochester  
First Vice President and Chairman

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

The Honorable Daniel C. Gainey, Owatonna

The Honorable Richard L. Griggs, Duluth

The Honorable Bjarne E. Grottum, Jackson

The Honorable Robert E. Hess, White Bear Lake

The Honorable Fred J. Hughes, St. Cloud

The Honorable A. I. Johnson, Benson

The Honorable Lester A. Malkerson, Minneapolis

The Honorable A. J. Olson, Renville

The Honorable Otto A. Silha, Minneapolis

The Honorable Herman F. Skyberg, Fisher