

Minnesota University.

**faculty
information
bulletin**

FALL 1970



PRESIDENTS OF THE UNIVERSITY

William Watts Folwell	1869-1884
Cyrus Northrop	1884-1911
George Edgar Vincent	1911-1917
Marion LeRoy Burton	1917-1920
Lotus D. Coffman	1920-1938
Guy Stanton Ford	1938-1941
Walter C. Coffey	1941-1945
James Lewis Morrill	1945-1960
O. Meredith Wilson	1960-1967
Malcolm Moos	1967-

University of Minnesota *Faculty Information*, 1970 edition.
Prepared by the Department of University Relations.

THE UNIVERSITY OF MINNESOTA
AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

MFF
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1970

TO ALL NEW FACULTY MEMBERS

Welcome to the University of Minnesota.

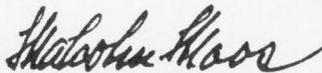
You join our staff at a time when deep tensions in our society threaten the rational commitment that undergirds the structure and purposes of the University. As an institution, we have managed so far to avoid violence and destruction, largely through the deliberate commitment of this community to the great rational purposes of the University.

In a time when the divisions among us are receiving great public emphasis, I am confident that you will find the University of Minnesota a place where we work together to attain goals which unite us and have united us long before they were engraved over the entrance to Northrop Memorial Auditorium:

“Founded in the faith that men are ennobled by understanding
Dedicated to the advancement of learning and the search for truth
Devoted to the instruction of youth and the welfare of the state”

I'm delighted that we have the opportunity to work together this year at the University of Minnesota.

Sincerely,



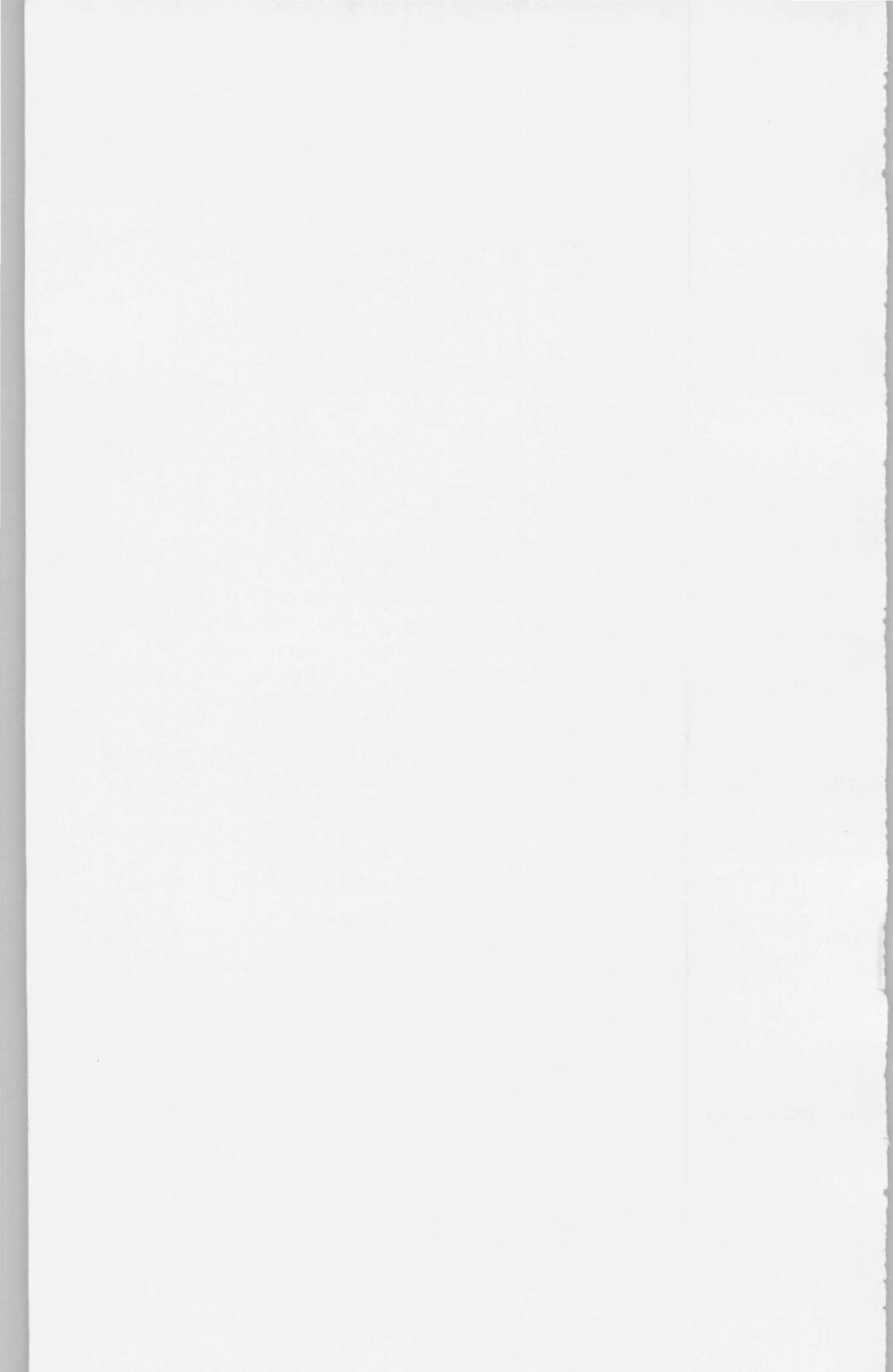
Malcolm Moos

President



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I. The University

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

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

In 1869, when the University reopened its doors and President Folwell gave his farsighted inaugural address, there were only nine faculty members and eighteen students. Two students were graduated at its first Commencement in 1873. Today, the visionary's dream has become a fact. The University has grown into a major center of education, creative scholarship, research, and service. It is one of the largest universities in the United States, with an enrollment of 50,415 full-time and part-time students in its statewide degree-granting colleges and schools in 1969-1970. Its administrators and faculty members are constantly growing and adapting to accommodate the burgeoning student body and to meet the demands of a society experiencing revolutionary change.

The University has won affection, support, and respect in the state. State residents make up approximately 95 percent of the University's undergraduate enrollment and nearly 50 percent of its graduate enrollment. Well over a third of the state's college students attend the University of Minnesota, and thousands of other Minnesotans benefit each year from its extension courses, adult education seminars, short courses, and a multitude of University services.

The University is statewide. *The University of Minnesota, Minneapolis-St. Paul*, offers the full range of academic and professional degrees, from Associate in Arts through Doctor of Philosophy. *The University of Minnesota, Duluth*, a part of the University system in northeastern Minnesota since 1949, offers undergraduate and graduate academic programs, provides a variety of pre-professional programs, and is currently establishing professional programs in social work and medicine. *The University of Minnesota, Morris*, which opened in western Minnesota in 1960, is the site of a unique public liberal arts program offered in a small-college setting. *The University of Minnesota Technical College, Crookston*, which opened in northwestern Minnesota in 1966, and the *University of Minnesota Technical College, Waseca*, which is scheduled to open in the fall of 1971 in southern Minnesota, provide up to two years of general, paraprofessional, and technical education, primarily in agriculture-related fields. Other important parts of the statewide University are the Hormel Institute in Austin, the Mayo Graduate School of Medicine and the General Extension

Center in Rochester, the Lake Itasca Forestry and Biological Station in Itasca State Park, the Forest Research Center at Cloquet, the Cedar Creek Natural History Area near Bethel, the Rosemount Research Center, the Horticultural Research Center and the Landscape Arboretum at Excelsior, and the agricultural experiment stations at Rosemount, Crookston, Grand Rapids, Lamberton, Morris, and Waseca. A University-affiliated private undergraduate medical school is currently being developed by the Mayo Foundation in Rochester, and the Regents have recommended establishment of a baccalaureate campus of the University in Rochester as well.

The University is supported by appropriations from the state Legislature; by student tuition and fees; by federal and other research grants; by proceeds from sales, services, and auxiliary enterprises; by gifts, grants, and contracts from corporations, foundations, individuals, and others; and by income from investment of its permanent endowment funds and operating income.

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

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

Many individuals contribute to scholarships, fellowships, and other special funds. Friends and associates provided the funds for the Frederick R. Kappel Chair in Business and Government Relations. One of the two largest professorships at the University, the chair is named after the former president and chairman of the board of American Telephone and Telegraph.

The University's early growth and progress were stimulated by the Morrill Act of 1862 – the famous land-grant act passed by the Congress of the United States – from which the University still gains strength and prestige.

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

II. Organization and Administration

BOARD OF REGENTS

The Board of Regents is the governing body of the University. Its chief responsibilities are enactment of rules, regulations, and policies governing the University, control of University expenditures, and approval of all staff changes – appointments, promotions, resignations, and retirements.

The 12 Regents are chosen by the state Legislature. Although not required by statute, it is customary to elect one Regent from each of Minnesota's eight Congressional districts and four from the state at large. They serve without pay for six-year terms.

The President of the University is *ex officio* President of the Board of Regents. From its membership, the Board elects a chairman and a vice chairman. The Board also elects a secretary, a treasurer, and an assistant secretary from outside its membership. All officers, with the exception of the President, are elected for a two-year period.

The Board holds a meeting once each month except in August. Much of the business considered by the Board is first reviewed by one or more of its seven committees, which meet at the call of the chairman. Dates of Board meetings are announced well ahead of time in the *Official Daily Bulletin*, which is published in the *Minnesota Daily* (the Twin Cities campus student newspaper) when classes are in session and as a special bulletin during quarter breaks. Materials for consideration by the Board are usually submitted through the office of one of the vice presidents and then through the office of the secretary to the Board.

ADMINISTRATIVE OFFICERS

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

Seven vice presidents, appointed by the Board of Regents, divide the responsibilities of administering the University into seven areas: Administration; Academic Administration; Finance, Planning, and Operations; Coordinate Campuses and Educational Relationships; Health Sciences; Student Affairs; and Consultant to the President.

THE UNIVERSITY SENATE

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

Until 1969 the Senate had authority and responsibility for all educational matters of concern to more than one college. The Senate Constitution was

amended in May, 1969, and approved by the Board of Regents in June, 1969, to provide for intermediate organizational units between the colleges and the Senate. The revised Senate Constitution makes provision for individual campus assemblies with authority over educational matters of concern to more than one college but within one campus.

The Senate meets at least once in each quarter of the academic year, at a time and place determined by the President. Special meetings may be called by the President at the request of the Consultative Committee or at the written request of ten members of the Senate. The Twin Cities Assembly also meets once each quarter.

The Senate is composed of elected representatives of the various schools and colleges, as well as the President and the members of the Administrative Committee, who are ex officio nonvoting members. The elected members are chosen by secret ballot by faculty members with the rank of instructor and above in the several schools and colleges. One Senate member is chosen for each 20 faculty members, or fraction thereof, in each college. Each Senate member also serves on the assembly for his campus. Office is held for three years.

Student representation on the Senate began in 1969. Provision is made for the handling of some issues by the faculty component alone and others by the student component alone.

Senate and Assembly agenda and minutes are sent to all faculty members, who may attend Senate meetings and participate fully except for voting. In advance of each Senate meeting, dockets are published in the *Minnesota Daily*.

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

The vice chairman is elected by the Senate from its membership at the first meeting of the spring quarter of each academic year. The clerk of the Senate and the parliamentarian, who need not be members, are appointed by the President with the consent of the Senate.

Major standing committees of the Senate are the following:

All-University Administrative Committee, composed of the President, the vice presidents, the provosts, the deans, and other members of the University staff added by the President and approved by the Senate. The committee advises the President concerning the general educational, administrative, and fiscal policies of the University and aids the President in putting these policies into effect. (Current members of the Administrative Committee are listed on page 66.)

Senate Consultative Committee, composed of nine faculty members and seven student members elected for three-year terms by regular faculty members with the rank of instructor or above. Each faculty member of the committee shall have the rank of assistant professor or above. The Consultative Committee meets regularly with the President to discuss matters of policy relating to educational

interests or policies of the University, personnel, service functions, and the budget. No members of the University Administrative Committee may be faculty members of the Consultative Committee, which represents the faculty and students at large.

Committee on Senate Committees, including eight faculty members elected by the Senate for three-year terms. It reviews the number and scope of standing committees, makes recommendations about them to the Senate, and recommends to the President candidates for appointment to the standing committees of the Senate. There are five student members.

Other standing committees and their functions are:

All-University Council on Liberal Education, which establishes "floor" requirements for all bachelors' degrees, subject to Senate ratification. It also keeps such requirements under study, proposes changes as evidence warrants, and stimulates new approaches to providing opportunities for liberal education.

All-University Extension and Community Programs Committee, which considers and reviews policies and activities of all agencies of the University engaged in extension work.

Instructional Materials and Media Committee, which formulates policies concerning the production, use, and distribution of educational equipment, materials, media, and techniques.

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

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

Faculty Affairs Committee, which considers and reviews policies in the University that concern the personal and professional welfare of faculty members.

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

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

Library Committee, which considers and makes recommendations on library policy and administration.

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

Research Committee, which studies and recommends to the Senate policies with respect to research activities and resources of the University.

Resources and Planning Committee, which considers circumstances and developments relating to the future of the University, its basic purposes, educational programs, financial resources, physical facilities, and all matters that may affect its long-term development.

Copies of the Senate and Assembly Constitutions are available on request from the University Recorder, 120 Morrill Hall.

THE GENERAL FACULTIES

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

ACADEMIC ORGANIZATION

The University of Minnesota has 14 colleges, institutes, and schools. These units — and the departments or divisions of each — are outlined in the organizational listings on page 68.

III. Duties and Privileges of the Faculty

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

TEACHING

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

RESEARCH

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

The Graduate School Research Center offers assistance to faculty members seeking support for research. See Research Funds, page 38.

PUBLIC SERVICE AND PROFESSIONAL COMMITMENTS

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

Full-time members of the faculty shall not engage in any outside activity which substantially interferes with their regular University duties. Any outside employment should contribute to their growth and efficiency in their special field of work.

No full-time member of the faculty shall receive from any outside source either an annual retaining fee or a regular salary without prior approval of the staff member's department head and the Board of Regents. This rule applies to such activities as consultantships or other teaching appointments, but not to writing books or articles or to giving occasional speeches.

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

No full-time faculty member is permitted to serve as a regular paid consultant or staff member for another Minnesota state agency without appropriate authorization.

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

No member of the faculty shall use University technical equipment for purposes of private practice without giving notice to the Vice President for Finance, Planning, and Operations and paying a reasonable fee.

While staff members share with their fellow citizens the right to campaign for and to hold public office, it is expected that they will plan for an arrangement with the University that will accommodate the contemplated public service activity. The Regents have approved a detailed policy on political activity (section VIII, page 40 of this book). Prior approval by the Board is required for any full or partial leave of absence. A staff member elected to political office requiring full-time service for a period of more than one year will be expected to resign after election.

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

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

UNIVERSITY SERVICE

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

University Senate and Assembly Committees and Subcommittees (see page 3).

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

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

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

Faculty members are also invited to participate in public-oriented University events.

Legislators-Editors-Broadcasters Day. An annual event, Legislators-Editors-Broadcasters Day acquaints lawmakers and mass media people from Minnesota with the goals of the University. Displays from many departments and disciplines present a concentrated view of the University. Faculty members and students are asked to serve as hosts and guides on this day.

Commencements, Opening Convocation, and Cap and Gown Day. Faculty members serve as marshals and faculty representatives at these University ceremonies. All-campus commencements are held in June, August, and December, and individual colleges may have their own events during any quarter. At the Opening Convocation, held at the beginning of each school year, the President gives his welcoming address to students and faculty. Cap and Gown Day is held each May to recognize all University honor students.

Speakers Bureau. Faculty members are often asked to be commencement speakers at high schools and colleges throughout Minnesota, and other requests for participation in community events are occasionally received. The bureau seeks to fill these requests.

Faculty members wishing to participate in any of these activities should contact the Department of University Relations (373-2126).

COMMUNITY SERVICE

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

Channels of direct service to the community are provided through several departments of the General Extension Division. The Division administers evening classes both on and off campus, specially scheduled classes, and correspondence courses. Faculty members are encouraged to contribute to the lectures and seminars offered in all disciplines in which the University can relate to the general public. Services to special sectors of the public, such as professional groups, government officials, low-income groups, cultural and artistic organizations, and others, provide faculty members with ways to exercise special skills in service to the community.

Faculty members may also serve the community through the Center for Urban and Regional Affairs, which was established at the University to facilitate and coordinate urban and regional University programs in research, curriculum, and extension services. New programs, where needed, will be initiated by the Center to support and broaden ongoing University urban and regional activities.

REGENTS' STATEMENT ON ACADEMIC FREEDOM

The Board of Regents released a statement on academic freedom on December 14, 1963. Entitled "Freedom and the University," this statement received wide notice as a reaffirmation of the historic American concept of academic freedom. Copies of the full statement, which all staff members should read, may be obtained from the office of each dean or from the Department of University Relations, S-68 Morrill Hall. The statement says in part:

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

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

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

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

"The University, operating in an atmosphere of freedom, has made great contributions to the healthy, stable society of which we are all now so proud. We as Regents are satisfied that, to a very high degree, the faculty of the University and its administration understand the mission of the University and are using their freedom responsibly. We are satisfied that the existing agencies for enforcement of law and for protection of national

peace and safety are alert and adequate to their tasks. We are also sure that the University officials are prepared to, and do, cooperate with them in assuring national safety. We are impressed by the great responsibilities related to national safety and prosperity that are continuously entrusted to University personnel, and we wish to take this opportunity to reaffirm our faith in the University and in the efficiency of freedom.”

REGENTS' POLICY ON EQUAL OPPORTUNITY

The Board of Regents has committed itself and the University of Minnesota to the policy that there shall be no discrimination in the treatment of persons because of race, creed, color, sex, or national origin. This policy is particularly applicable in the recruitment and hiring of members of the faculty and staff and in promoting the academic pursuits of all students at both undergraduate and graduate levels. Individual faculty members will be expected to support the development of affirmative action programs which will ensure a proper ethnic balance among the students and staff of their department. The Equal Employment Opportunity Manual contains a full statement of policies and programs and is available through departmental offices or the office of the Vice President for Administration.

IV. Faculty Personnel Information

FACULTY APPOINTMENTS

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

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

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

Two policies that should be noted regarding faculty employment are the following:

The employment of more than one member of a family in the same University department requires special approval of the Board of Regents.

Before his appointment becomes fully effective, each new full-time regular instructor or assistant professor must pass a prescribed physical examination. This examination must be completed before the end of the first academic quarter of service. All original full-time regular appointments to the rank of associate professor or professor are effective only upon passing the prescribed examination within eight weeks of the beginning of service. All promotions to a tenure rank necessitate taking a second physical examination, the results of which are considered in reaching a final decision on the promotion. Examinations will be given by the University Health Service without cost. If the individual prefers, he may be examined by a private physician at his own expense, but the results must be reported on University Health Service forms.

APPOINTMENTS TO GRADUATE SCHOOL FACULTY

There are two types of membership in the graduate teaching faculty: full membership and associate membership. Full members teach graduate courses,

serve on graduate committees, supervise theses, and serve as advisers to candidates for masters' or doctors' degrees. Associate members teach graduate courses, serve on graduate committees, and, if authorized to do so, act as advisers to candidates for masters' degrees. Others are approved as associate members specifically to teach certain courses. All recommendations for Graduate School faculty appointments originate with the teaching departments, are reviewed by the Graduate Group Committees, and on recommendation of the Group Committees are approved by the dean of the Graduate School.

PROMOTIONS

Recommendation for promotion generally is made by the department head and must be subsequently approved by the dean, the President, and the Board of Regents. There are no fixed requirements for length of service before promotion. Promotions in or to tenure rank require the concurrence of the dean of the Graduate School.

TENURE

There are four classes of regular faculty positions: professor, associate professor, assistant professor (including research associate), and instructor (including research fellow). Unless there is a written agreement to the contrary, the following tenure rules apply to the regular positions:

Professors and associate professors acquire indefinite tenure immediately upon attaining the rank unless it is stipulated otherwise.

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

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

In addition to the regular appointments, **appointments on special contracts** and **nonregular appointments** are made. Detailed information on special contract appointments may be found in the pamphlet, *Regulations Concerning Faculty Tenure*. Nonregular appointments are identified in this pamphlet as the positions of lecturer, professorial lecturer, visiting lecturer, visiting or substitute professor,

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

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

REMUNERATION

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

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

The exact academic period covered by each quarter may vary as to date, but pay periods fall regularly in six equal semimonthly paychecks 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 is December 15, regular; December 25, miscellaneous.

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

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

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

University payroll checks may be cashed at the Bursar's window on the first floor of Morrill Hall and at the Bursar's office on the West Bank between Blegen and Anderson Halls. Personal checks up to \$25 may be cashed at the cashiers' windows in both offices.

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

The services of various Twin Cities financial institutions also are available to staff members with special needs (see page 47). A list of these institutions with their announced plans for University of Minnesota faculty members may be secured from the Department of University Relations in S-68 Morrill Hall. Additional information on staff and employee loans may be found in the *Manual of Business Procedures*.

INSURANCE AND RETIREMENT PLANS

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

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

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

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

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

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

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

Associate Professor or higher, no waiting period.

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

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

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

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

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

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

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

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

ownership) in a broadly diversified common stock fund. Before the staff member retires, the value of the variable annuity can change from month to month depending on the rise or fall of the market value of the common stocks and their earnings. After he retires, the amount of monthly income can fluctuate for the same reasons.

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

MEDICAL EXPENSE PLANS

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

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

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

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

PROPERTY INSURANCE

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

LEAVES OF ABSENCE

For short leaves of a day or two when there will be no interruption of his regular work schedule, a faculty member needs only oral permission from his dean or department head. For longer leaves that will interrupt his work schedule, a faculty member should submit a formal request to the President and Board of

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

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

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

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

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

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

While on leave, faculty members are free to accept nonservice grants for research or study or to augment their sabbatical stipend to approximately the level of their full-time salary, provided that the activity for which compensation is received does not interfere with the purposes of the sabbatical. If unusual travel or living expenses will be involved, the augmentation can exceed half salary. A request for permission to augment salary, with specific information regarding the augmentation, should accompany the application for sabbatical leave. A sabbatical leave report summarizing the work done is to be submitted to the President within three months after return to the University.

Single Quarter Leave With Pay. Full-time single quarter leaves on full salary for study and research are granted on an all-University competitive basis to full-time appointees who have tenure and a minimum of three full academic years with the University and to assistant professors who are eligible to apply for such leaves in the second year of service. Associate professors and professors on special contract appointments are also eligible to apply for these leaves in the second year of service.

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.

Application forms for single quarter leaves are available from the General Storehouse. Announcements of the deadline for submission of applications are sent to department heads for distribution to faculty members eligible for these leaves during the fall quarter of each year.

TRAVEL

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

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

RESIDENT TUITION

New full-time faculty members with the rank of instructor or above and their immediate families may pay resident tuition and fees in all colleges.

Graduate students of certain classifications who are giving 25 percent or more of full-time service to the University are privileged to pay tuition at the resident rate, regardless of source of fund, resident status, or curriculum pursued. This privilege applies also to members of immediate families. Those

included are fellows, scholars, assistants, research associates, and members of the teaching staff, scientific bureaus, and experiment stations. They must be regularly enrolled in the Graduate School or be in the final year of the master's degree curricula in undergraduate colleges.

Effective June 16, 1970, graduate students of certain classifications are extended resident tuition privileges beyond the term of their qualifying appointment, subject to the following regulations:

To qualify, the appointee must have held appointment as a teaching assistant, research assistant, teaching associate, or administrative fellow for a minimum of three academic quarters after September 15, 1969, at 25 percent time or more. Two summer terms count as one academic quarter.

A qualifying appointment for three quarters entitles the graduate student to extend the resident tuition privilege for three additional quarters. A qualifying appointment for more than three quarters entitles him to extend the privilege on a quarter-for-quarter basis up to a maximum of six quarters' use. This extended privilege also applies to members of his immediate family.

TOUR SERVICE

The Department of University Relations maintains a Tour Service. Faculty members who wish to take a group on a tour of the University should call this department. In addition to regularly scheduled tours, the department provides guided tours by appointment.

V. Teaching Policies and Procedures

DEGREES AND CERTIFICATES

The University offers extension certificates, two-year associate degrees, bachelors' degrees, masters' degrees, specialist degrees, Doctor of Philosophy degrees, and certain professional degrees such as Juris Doctor, Doctor of Education, Doctor of Medicine, Doctor of Dental Surgery, and Doctor of Veterinary Medicine.

TEACHING ASSIGNMENTS

Department heads will notify faculty members of their teaching assignments for the academic year. Faculty members who desire summer session teaching appointments should consult with their department heads.

GRADING POLICIES AND PRACTICES

All-University policies, adopted by the University Senate (December 12, 1957; March 9, 1967; and June 4, 1970) are as follows:

1. There shall be five permanent grades, A (highest), B, C, D (lowest), and P (pass), which shall be acceptable for the completion of a single course.
2. There shall be two permanent grades, F (failure) and N (no credit), which shall be appropriate when a student does not complete successfully the work of a course.
- *3. The grades of P and N may not be used except under the provisions of a plan developed by the faculty of a particular college for applying use of these grades in certain of its courses.
- *4. The grades P and N shall represent a self-contained grading scale alternative to the traditional scale. For a single student in a single course, neither P nor N may be used in conjunction with A, B, C, D, or F.
- *5. The student seeking the bachelor's degree at the University must earn a minimum of 75 percent of the residence course credits he offers for graduation in courses in which he has been graded A, B, C, or D.
- *6. Instructors should consider the line dividing the P and N grades to be at approximately the same level of performance as that dividing the D and F grades.
7. The effects of authorization of use of the P-N grading on educational practice at the University shall be reviewed by the Senate Committee on

*The statements on the use of the symbols P and N, in items 3, 4, 5, and 6 apply in all cases except for the use of the symbol P authorized in item 12 for the Doctor of Medicine program.

Student Scholastic Standing and the Senate Committee on Educational Policy not later than the academic year 1970-71, and a recommendation brought to the Senate by these groups for continuation of this authorization for use of P-N, or for discontinuance, or for such other modifications in Senate legislation on grading as may seem advisable.

8. There shall be a registration symbol I (incomplete) that shall be assigned when a student neither earns a final grade by completing a course nor qualifies for a W (withdrawal) as defined in section nine below. A student may earn a permanent grade in place of an I with permission of the instructor (or of the department if the instructor is not available). For the convenience of both students and instructors, I's should be made up early in the next regular quarter of attendance, but instructors may extend the time if they believe delay is justified. Students do not have to be registered in order to make up I's.

An I that is not made up remains on the student's record; it does not count in the grade-point average. When an I is made up, it is removed from the record.

9. There shall be a symbol W to indicate official cancellation from a course without grade. This shall be assigned in all cases of official cancellation during the first six weeks of classes irrespective of the student's standing. Whether cancellation is permitted is within the authority of the student's college to determine. After six weeks, W shall be posted only if the student is not failing at the time of official cancellation. W is a registration symbol, not a grade, and shall be posted by the recorder on the basis of the student's registration activity as approved by the student's college.
10. There shall be a symbol X which may be reported in continuation courses in which a student is permitted to continue but in which a grade cannot usually be determined until the sequence is completed. The instructor shall submit a grade for each X when the student has completed the entire sequence.
11. In courses numbered 200 and higher, the permanent grade S (satisfactory) may be used to indicate satisfactory work for graduate students. In calculating grade-point averages, it counts as a B.
12. In the Doctor of Medicine program, the permanent grade S (pass) may be used to indicate satisfactory work for Doctor of Medicine candidates. The student's standing will be calculated using more detailed evaluations available in the college office.
13. There shall be a registration symbol V (visitor) to indicate registration as an auditor or visitor.
14. There shall be a symbol T (transferred) indicating credits transferred from another institution, or from one college to another within the

University when a re-evaluation is required. It shall be posted as a preceding supplement to the original grade.

15. For purposes of determining scholarship averages, grade points shall be assigned as follows:

Each credit of A	4 grade points
Each credit of B	3 grade points
Each credit of C	2 grade points
Each credit of D	1 grade point
Each credit of F	0 grade points

A student's scholastic average — or grade-point average — shall be the sum of grade points divided by the sum of credits passed and failed. In general, all credits must enter into the grade-point average, except credit in work graded as P or N. If a course is repeated, usually both grades should enter into the computation of the grade-point average. However, the faculty of a school or college may determine which credits and grade points are to be included in the average.

16. The official grade-point average shall be calculated in accordance with paragraph 15 above regardless of when grades were earned.
17. Any college or school may set special scholastic standards or other standards as a condition for registration in particular courses of study, for placing students on probation, for admission to the college or school, for promotion, for honors, for continued residence in the college or school, or for degrees, etc.
18. The Senate wishes to encourage college faculties to experiment with grading systems or combinations of systems other than those explicitly defined by the action of the Senate. Accordingly, the faculties of the several colleges are authorized to propose to the Senate Committee on Student Scholastic Standing experimental plans for grading that fall outside those plans currently approved by the Senate. If approval for a proposed experiment is given by the Senate Committee on Student Scholastic Standing, the faculty making the proposal will be further authorized to proceed with this experiment for a period of three years. At the end of the three-year period, the plan will be reviewed by the Senate according to the procedures stipulated in item seven for review of experiments with "pass-no credit" grading.

Departmental and collegiate faculties are responsible for determining other policies regarding grading practices. Departmental faculties are urged to give consideration to the utilization of appropriate grading practices.

Final grades for students must be sent to the Recorder within 72 hours after the final examination for each course. After the grades have been reported, changes can be made only on recommendation of the Committee on Student Scholastic Standing of the college concerned.

AUTHORIZED COURSES

The initiation of new courses, or the revision of existing ones, is first the responsibility of departmental faculties. Collegial review is expected. College policies regarding the initiation and revision of courses vary. Faculty members will wish to familiarize themselves with their own college policies.

COURSES

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

Courses listed in the bulletins usually are numbered as follows:

- 0-000 to 0-998 noncredit courses
- 1-000 to 1-998 for lower division students
- 3-000 to 3-998 for upper division students
- 5-000 to 5-998 for upper division, graduate, or professional students
- 8-000 to 8-999 for graduate students only

CLASS LISTS

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

Policies on student attendance in class vary with the colleges. Staff members should become familiar with their college regulations.

CLASSROOMS

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

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

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

OFFICE SPACE

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

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

ROOMS FOR SPECIAL LECTURES AND EVENTS

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

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

EXAMINATIONS

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

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

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

TEXTBOOKS AND PRESCRIBED CLASSROOM MATERIALS

Faculty members should arrange with their department heads for the text-

books and classroom materials they need. Books and supplies are ordered by the University Bookstores on the basis of information received from the office of the department head. Giving this information to the Bookstores as soon as firm decisions have been made will minimize the possibility of error and delay.

TEXTBOOKS AND MIMEOGRAPHED MATERIALS WRITTEN BY STAFF

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

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

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

FIELD TRIPS

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

If University equipment is to be taken on a field trip, it is necessary to obtain the approval of the Assistant Vice President for Business Administration. This is done by sending a memo to Property Accounting containing all pertinent information. If approval is given, Property Accounting will arrange for insurance coverage with the cost chargeable to the department concerned.

STUDENT REACTION TO INSTRUCTION

Forms developed in conjunction with faculty committees are available to teachers interested in getting student reactions to their courses and instruction. The forms, designed to be used at midquarter or near the close of the term, can be obtained without charge from the Bureau of Institutional Research. Completed forms are tabulated and summarized by the bureau, and results have traditionally been sent only to the faculty member involved. Recently, however, where faculties have approved the use of such data in making decisions about faculty promotions and salary increases, copies of the data are sent to the decision-making person or group involved.

STUDENT ASSISTANTS

The instructor is informed by the head of his department about the availability of teaching assistants for his classes. These appointments usually require 25 to 50 percent of full-time service.

ASSISTANTSHIPS

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

During the academic year, graduate assistants usually are appointed for 50 percent time or more. They may not be employed for more than 75 percent time in any one appointment or in any combination of appointments. In very exceptional cases, the dean of the Graduate School may authorize employment beyond the 75 percent limit. During the summer, they may work any percentage of time, up to and including 100 percent, without the special permission of the dean. Stipends for graduate assistants depend on the percentage of time of the appointment. A schedule of the current stipends for these assistantships is announced in a letter sent from the President's office when budget preparation begins.

VI. Student Counseling Services

FACULTY ADVISERS

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

COLLEGE COUNSELING SERVICES

A faculty member may refer a student to the counseling service of his college.

COMMITTEE ON STUDENT SCHOLASTIC STANDING

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

OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs, headed by the Vice President for Student Affairs, is the University's coordinating agency for student personnel services and administers the following: University Health Service, Minnesota Union, Office of Admissions and Records, Student Counseling Bureau, Student Financial Aid, Office of the Adviser to Foreign Students, Student Activities Bureau, Disciplinary Counseling Office, Coordinator of Student Religious Activities, New Student Orientation, Minnesota Planning and Counseling Center for Women, Dads' Association, and Student Life Studies. The vice president's office is responsible for carrying out the University's policies affecting students, and for consultation with students about policies and problems. The Office for Student Affairs is also interested in the proper utilization of University agencies and facilities to enhance the educational growth and development of students.

Admissions and Records. Each campus has an admissions and records office. Office personnel receive and process new student applications for all undergraduate colleges and for the professional schools. They also accept requests for transfer between colleges and for readmission. In discharging these responsibilities, they are guided by the principle that there shall be no difference in the treatment of persons because of race, creed, color, sex, or national origin and that equal opportunity and access to facilities shall be available to all. Students are admitted directly from high school, in transfer from other colleges, by examination, and as adult specials (those who wish limited course work for

special needs and who do not have a degree objective). Qualified students may also enroll for summer work only and for work in the General Extension Division without regular admission status.

The offices also have responsibilities associated with registration, maintenance of records of academic progress, collection and maintenance of general student information, fees and billing (including authorizations for certain scholarships and awards), determination of residence status and residence fee privileges, transcripts, statistics, diplomas, and publication of bulletins. The offices, upon request, help students who wish information relating to contacts with Selective Service Boards. They also assist veterans and war orphans who qualify for financial support from the Veterans Administration as well as students who qualify for support through Social Security.

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

The Health Service program is divided into two parts: (1) prevention and care of illness in the individual students, and (2) public health supervision of environmental factors on the campus that might be detrimental to the health and safety of students and staff. The first part includes health examinations, complete medical care including consultations in all of the medical specialties, and hospitalization when needed. The second part includes communicable disease control and a comprehensive environmental health and safety program carried out by a large staff of engineers, health physicists, sanitarians, and technicians.

The Health Service also performs pre-employment medical examinations for faculty and Civil Service staff and executive physical examinations.

For an annual fee, members of the faculty and Civil Service staff have the privilege of joining the Health Service Plan of outpatient care. This plan entitles the staff member to an annual complete medical examination if he wishes and to ambulatory medical care in the outpatient department. It does not provide for medical care during hospitalization or for home calls. Only the staff member is eligible for medical care under this plan; family members are excluded.

Orientation of New Students. A student-faculty committee works with the orientation coordinator in the office of the Vice President for Student Affairs to plan orientation programs. These programs introduce students to the intellectual mission of the University through lectures, classroom demonstrations, book exhibits, and retreats, and to the services of the University through lectures, tours, and discussions.

Student Counseling Bureau. Students with special needs may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic; specialized help with vocational, personal, and social problems; and aid for handicapped students. Faculty advisers and counselors in college offices may

consult the bureau about a student's problems, may learn which faculty advisers or counselors have previously interviewed a student, and may obtain information about tests of a student's scholastic aptitude, vocational interest, personality, and academic achievements. Machine scoring of midterm and final examinations is arranged through the Technical Division of the bureau.

Student Conduct. Reports of student nonacademic misconduct are referred to the Disciplinary Counseling Office. The office is the agent for the All-University Committee on Student Behavior, appointed by the President. Reports of certain types of misconduct in student residence halls are heard by student judiciary boards. Instances of scholastic dishonesty within a single college are handled by the college; intercollege cases of scholastic dishonesty are reported to the Disciplinary Counseling Office, from which office they may be referred to the Campus Committee on Student Behavior.

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

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

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

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

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

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

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

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

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

SPEECH AND HEARING CLINIC

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

PLACEMENT

General. A Placement Inquiries Clearance Office is located in the Bureau of Recommendations of the College of Education. This clearance office does not register or recommend candidates for jobs but directs prospective employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures. Certain colleges and divisions have their own placement offices.

Teachers. The Bureau of Recommendations, located at 400 12th Avenue S.E., Minneapolis, is a placement center in the College of Education for teachers, counselors, educational research workers, psychologists, and school supervisors and administrators. The bureau fills thousands of vacancies at elementary, secondary, and college levels each year. Its services are available to M.A. and Ph.D. graduates of the University seeking careers in college teaching, as well as to College of Education graduates who are prepared to teach in elementary and secondary schools.

VII. Academic Resources of the University

THE UNIVERSITY LIBRARIES

With collections totaling nearly three million volumes, the University of Minnesota Library now ranks tenth in size among those of American universities. The humanities and social science resources are housed in the new O. Meredith Wilson Library, completed in 1968, and the science and technology collection is in the Walter Library. There are more than 20 additional subject libraries on the Twin Cities campus.

Specialized departmental libraries on the Minneapolis campus include architecture, art, bio-medical, chemistry, education-psychology-library science, engineering, geology, journalism, law, mathematics, mines-metallurgy-chemical engineering, music, pharmacy, physics, public administration, and Marshall-University High School. Serving the St. Paul campus are libraries for agriculture, biochemistry, entomology, forestry, plant pathology, and veterinary medicine. There are also libraries on the Duluth, Morris, Crookston, and Waseca campuses.

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

The general card catalog listing the holdings of all Twin Cities campus libraries is in the Wilson Library, with microfilm copies of the catalog in Walter, bio-medical, and St. Paul campus libraries. Publications not in the University's own collection may be requested for faculty use through the Interlibrary Loan Division. A copying service, to provide single copies of journal articles or pages from books at nominal cost, is maintained in various libraries on the campus. Members of the academic staff are invited to recommend books for library purchase by submitting suggested titles to the Resources Department.

The Wilson Library has a number of faculty study rooms for research and writing, for which application may be made at the director's office. Reserve book rooms are maintained in both the Wilson and Walter Libraries to provide maximum circulation of titles used for course assignments. All faculty members receive forms for listing books to be placed on reserve. These should be submitted to the reserve librarian in Wilson Library one month before the start of the quarter during which they will be needed. Books should be listed on the forms exactly as they appear on bibliographies assigned to students. Faculty members wishing to place books on reserve in any other library should contact the librarian of that library.

THE UNIVERSITY PRESS

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

The Press maintains professional editorial, production, sales, and promotion staffs and distributes its publications through established book-trade channels in the United States and abroad. Normally, royalties are paid to authors beginning with the first copy sold.

The Press invites faculty members to submit manuscripts and also welcomes the opportunity to discuss with an author his ideas for publication before a manuscript is completed. Decisions as to acceptability for publication are made by a faculty committee, with advice from specialists in the fields concerned.

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

DUPLICATION AND PHOTOGRAPHIC SERVICES

Duplicating Services. Multilith, mimeograph, xerox, and ditto services are available at Central Duplicating, B-15 Johnston Hall. The University Printing Department does multilithing and offset and letterpress printing at 204 Shops Building. Complete addressing and mailing services are available at Addressograph and Mailing Services, Shops Building. Printing, mimeograph, multilith, ditto, and addressograph services are available at the Mimeograph and Bulletins Department, 3 Coffey Hall, on the St. Paul campus.

Instant Copy Service. Copies of book pages and other printed materials can be obtained from the Instant Copy Service in five locations: 20 Wilson Library, 10 Walter Library, 33 Social Science Building, the Bio-Medical Library in Diehl Hall, and 3 Coffey Hall on the St. Paul campus.

Art and Instructional Materials. A variety of classroom visuals — overhead transparencies, 2 x 2 slide art, illustrations, posters, charts, and TV visuals — are produced in the Art and Instructional Materials Division of Audiovisual Resources. Displays, exhibits, name plates, and other graphic presentations are available to University departments and related organizations on a custom-crafted basis.

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

Motion and Still Photography. The Motion and Still Photography Division of Audiovisual Resources provides professional personnel, equipment, and

facilities to members and departments of the University community. The division assists with all types of film projects, location photography, and classroom visuals.

Processing. Highly specialized service, equipment, and personnel in all fields of photographic processing are offered in the Processing Division of Audiovisual Production Services. The division processes black and white and color film, motion picture film, and microfilm. It also does printing and enlarging from any of these sources as well as copy work and manufacturing of slides.

Related services include photographic supply sales, consultation services, and a photographic archive containing thousands of negatives and transparencies.

Visual Products Sales. Visual Products Sales provides assistance in the promotion, distribution, and sale of all visual educational materials produced by University departments or faculty members. These include all motion picture films, 8mm film loops, single concept films, sound and silent filmstrips, overhead transparencies, 35mm slides, and tape recordings that can be used for educational purposes.

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 blue-line or black-line printing. Whiteprint duplicating is done on the Minneapolis campus by the Engineering Graphics Division of the Mechanical Engineering Department and on the St. Paul campus by the Agricultural Engineering Department. Instructions are given in the *Manual of Business Procedures*.

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

The department is staffed and equipped to produce a wide range of drawings and photographs of scientific material for use in textbooks, journals, movies, lecture slides, and exhibits. Experienced medical illustrators and artists produce drawings, diagrams, and graphs in pen and ink, halftone, and color, and also design exhibits. Photomicrography, photomacrography, and specimen, patient, and surgical photography and cinematography are some of the typical photographic services that are offered.

The department is located in C-566 Mayo. For further information, call 373-8824.

AUDIOVISUAL SERVICES

The University's several audiovisual service units assist University personnel in producing, selecting, obtaining, and using all types of audiovisual materials. Faculty members are encouraged to produce materials for their own use and for placement in the audiovisual libraries. In-service education for faculty and staff is available on request, with a special seminar-laboratory for consultation and study of presentation projects and problems. Specific services continually

offered are equipment repair and installation, preview facilities for selection of materials and equipment, classroom design, exhibit design and construction, artist and graphic art services, motion and still picture production, audio recording and duplication, projection and operator service, and collections of films, filmstrips, and other materials.

ARTS ADVISORY OFFICE

Individuals or groups seeking assistance in areas of the performing arts are encouraged to contact the Arts Advisory Office, which offers short courses, classes, performance programs, and a performing arts loan library. Help with problems and with development of innovative programs is also available.

CONFERENCE AND WORKSHOP SERVICE

Faculty members interested in arranging conferences in their disciplines or in other areas of interest are urged to contact the Department of Conferences and Institutes of the General Extension Division. A wide range of conferences, workshops, and seminars at collegiate or postgraduate levels are offered each year through the department. Assistance in planning, publicizing, administering, and evaluating conferences is provided by the department.

UNIVERSITY COMPUTER SERVICES

The University has several computer centers that offer a wide variety of services to University faculty members. In addition to computing service itself, faculty members may receive help in solving their research and educational problems from the staff associated with the centers.

Computer centers whose primary mission is academic instruction, research, and public service include:

University Computer Center. The headquarters for this center is 227 Experimental Engineering. The facilities include a large-scale digital computer, remote terminals, and peripheral equipment located in a number of buildings on and off campus.

West Bank Computer Center. Headquartered in 90 Blegen Hall, this center provides computing service primarily for the social sciences, management sciences, and humanities. Consultation and other services are provided by this center and by two other centers on the West Bank: the Management Information Systems Research Center (MISRC) and the Social Science Research Facilities Center (SSRFC).

Health Sciences Computer Center. This center provides computing services primarily for staff members in the health sciences. Its headquarters is located in the VFW Cancer Research Center.

Hybrid Computer Laboratory. This center specializes in hybrid computation and interactive high-speed graphics. These facilities are available for research

problems for which hybrid computation and graphic analysis offer special advantages. The headquarters of this facility is 143 Space Science Center.

UMD Computer Center. This center is located in 330 Science-Mathematics Building. In addition to its use by the UMD faculty and students, it provides services for some administrative activities, particularly those of the office of Student Personnel Services.

St. Paul Computer Center. The primary mission of this facility is to provide a computer service for public-service activities related to the agricultural sciences. It also provides some computing services to members of the faculty. The headquarters of this center is 26 North Hall.

Center for Human Learning. This center is located on the fourth floor of Ford Hall. The main focus of the center's activities is research and development in Computer-Assisted-Learning (CAL). The facilities are available to faculty members having an interest in CAL.

The activities of the individual computer centers are coordinated by the Office of University Computer Services, located in 142 Space Science Center.

In addition to the academic facilities listed above, the University has a computer for administrative activities including those of academic administration, such as student admissions and records. This computer is managed by the Data Processing Center.

RESEARCH AND COORDINATING BUREAUS

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

The bureau aims to stimulate faculty interest in the University's educational problems and to assist in developing and carrying out research focused on college-level instruction. Results of research projects are published in various forms; the most significant of them are printed in the bureau's *Report Series*. Copies are available to staff members upon request. Any faculty member is welcome to consult the director about bureau assistance for an educational study. The bureau maintains an examinations consulting service and a student-course (teacher) evaluation service, available to all staff members and departments without charge. Most projects are supported from regularly budgeted bureau funds.

Center for Curriculum Studies. The Board of Regents established the Center for Curriculum Studies in response to the need for a coordinated program to stimulate and support faculty and faculty-student efforts for the improvement of education.

Under an administrative committee composed of the deans of the major colleges of the University and chaired by the designate of the Vice President for Academic Administration, the center administers University funds in support of projects in educational research and development at the precollege, undergraduate, and postbaccalaureate levels. Two advisory boards guide the center: the All-University Council on Liberal Education and the Advisory Committee on Precollege Educational Development.

The center facilitates, coordinates, and supports work in five general program areas:

Development efforts to improve the quality of undergraduate education. A wide range of projects, extending from renewal of existing programs to the development of new courses and curriculums, are supported under the Small Grants Program.

Development efforts in precollege education. Projects joining the resources of the schools and the University are supported under the Precollege Small Grants Program.

Research and development efforts in the application of the several technologies to education. Current efforts are directed to the innovative use of films, television, and computers in education.

Research on basic problems of learning and teaching. The center supports research work, largely in social and developmental psychology, of relevance to education with particular emphasis on assessment and evaluation.

Interinstitutional educational research and development programs. The center encourages educational projects among all faculties of institutions of higher education of the state of Minnesota, especially those requiring the unique capabilities and resources of the University.

Faculty members interested in curriculum revision and educational development at any level are urged to consult with the staff of the Center for Curriculum Studies. Proposals for support of educational development projects may be submitted to the Small Grants Program through the Center for Curriculum Studies (317 Walter Library, telephone 373-4537).

Office of Educational Research Planning and Development. The Office of Educational Research Planning and Development operates chiefly as a small grants program. It supports research activities on pertinent educational problems by College of Education faculty members and others.

INTERNATIONAL ACTIVITIES

Office of International Programs. The Office of International Programs was established in 1963 to provide central program planning and coordination for the diverse international activities of departments, institutes, and colleges of the University. Emphasis is placed on stimulating interest in and obtaining financial support for activities in teaching, research, and service in the international field.

The office is headed by the Associate to the Vice President, Academic Administration, for International Programs, who is assisted by a director of programs who is responsible chiefly for overseas projects of assistance and research. University-wide faculty committees have been established to provide program guidance and implementation in specific areas of interest. A University-wide Council on International Programs with faculty membership from the principal units of the University has been established to advise the associate to the vice president in carrying out his functions.

Among the programs and activities currently in progress are research centers, a small-grants research program for University faculty, a grant program for faculty and graduate students under the auspices of the Midwest Universities Consortium for International Activities, expansion of faculty in the international field, interdisciplinary faculty seminars, initiation of student overseas-study programs, and projects of assistance in Latin America, Africa, and Asia.

Harold Scott Quigley Center of International Studies. The Quigley Center functions as a department office for graduate and undergraduate interdisciplinary programs designed for the study of international relations. The center has a reading room and a collection of current periodicals, government information papers, publications of international organizations, and pamphlets from various sources. The center arranges conferences and institutes and sponsors speakers on topics of current interest. It is also developing programs to sponsor and encourage research in international relations.

Minnesota World Affairs Center. The Minnesota World Affairs Center at 3300 University Avenue, Minneapolis, is a department of the General Extension Division. It provides impartial information on international questions and gives individuals and organizations an opportunity to participate in a variety of community programs on world affairs. The center organizes conferences and lecture series, helps groups plan programs, and gives advice about speakers, pamphlets, films, and other educational materials.

RESEARCH FUNDS

The Graduate School Research Center is the central office of the University that assists faculty members in developing project proposals for submission to outside funding sources. The office maintains extensive files on federal and private funding agencies and keeps current information on all the agency policy changes, deadline dates, etc. Information on foundation funding is coordinated closely with the office of the Director of Development. Application forms for various agencies (Public Health Service, Office of Education, etc.) are available, and the Graduate School Research Center attempts to answer questions (except those directly related to budgetary matters) that faculty may have regarding proposals.

A project proposal must have the approval of the department head and dean and must be routed through the Graduate School Research Center to the administrative officer before it is forwarded to the funding agency involved. If a grant is made, it is subject to acceptance by the Board of Regents.

Currently the Graduate School Research Center serves as a collection point for all completed proposals. There they are reviewed, encoded for future analytical studies, and forwarded to the Business Office. The review process is for the purposes of determining consistency with University policies on space, staffing, equipment, and various other academic considerations as requested by the office of the Vice President for Academic Administration. Review also aids the Graduate School in attempting to insure that, where graduate students are involved, University policies are being followed.

The Graduate School also has some internal research funds that are used to assist and support faculty research. Applications for such support are made to the Graduate School.

The Graduate School Research Center gathers and analyzes financial data from various internal and external sources and uses the results in the preparation of staff reports relevant to questions posed by University administrators and outside agencies. It also maintains an inventory of all research currently being performed at the University.

In cooperation with the Graduate School Fellowship Office, the Graduate School Research Center assists in the administration of Fulbright fellowships and serves as liaison when needed between faculty research award recipients and granting agencies.

VIII. Miscellaneous Policy Matters

POLICY ON UNIVERSITY STAFF POLITICAL ACTIVITY

The importance of University staff interest and participation in service to the community is recognized by the Board of Regents. Staff members of the University share with their fellow citizens the right to campaign for and to hold public office.

Recognizing these interests and rights of the staff in contributing to public service, it is also necessary for the Board of Regents to state a clear policy and procedure on political activity by University staff members. Such policy and procedures are needed to obviate any possible incompatibility of such activity with the effective discharge by a staff member of his responsibilities to the University. A balance must be maintained between the University's obligation to organize and staff its teaching programs and the encouragement of public service.

Many public offices, appointments, and positions make limited demands on time and energy and are consistent with the staff member's full-time responsibility to the University. Other kinds of public service may place such demands on a staff member that the generous discharge of responsibilities to the University may be impaired.

When demands on time and energy will be incompatible with a staff member's primary obligation to the University, it is expected that he or she should plan for an arrangement with the institution that will accommodate the contemplated public service activity. Such an arrangement may require a leave of absence or a reduction in work load with equitable adjustment in compensation.

When a staff member is elected to political office requiring full-time service, the normal leave of absence procedures referred to above would not appear to provide sufficient accommodations. In such instances, it is likely that the obligations of the full-time office for an extended period of time will conflict with the staff member's primary obligation to the University. Inasmuch as the full-time office will occupy the time and energy of the staff member for an extended period, a problem arises because there are serious limits to the University's ability to staff its educational programs properly while keeping staff positions encumbered for staff members who are on leave for extended periods of time.

The policy of the Board of Regents on University Staff Political Activity is as follows:

1. It is expected that any staff member contemplating candidacy for elective political office or appointment to public office, where the duties of a campaign or the holding of the office would seriously interfere with the fulfillment of University responsibilities, will begin consultations with the appropriate collegiate and administrative units of the University. These consultations should focus on the question of whether or not temporarily suspending some portion of the staff member's responsibilities can be accommodated without serious impairment of the functioning of the

department or unit of the University that is involved. Whenever it is feasible to do so, it is expected that a staff member will begin such consultations well in advance of the time period for which a temporary reduction in responsibilities or a leave of absence is requested.

2. When a staff member is elected to a political office, e.g., to office in the state Legislature, that requires absenting himself or herself from University duties for continuous periods of time less than one year, it is anticipated that normal leave of absence procedures for a portion, or portions, of the year will accommodate the need to temporarily suspend the staff member's responsibilities to the University.
3. Prior approval by the Board of Regents will continue to be required for any full or partial leave of absence.
4. When a staff member is elected to political office requiring full-time service for a period of more than one year, e.g., to offices such as Governor, United States Representative, or United States Senator, it is expected that he or she will resign from the University staff position after election.

The Board of Regents wishes, through this policy, to insure the balance of public service with the University's primary obligation to staff and maintain its teaching programs, and, at the same time, to encourage public service, including the holding of political office. It is understood that the staff member's association with the University should not be misused in campaign activities or campaign literature.

UNIVERSITY NEWS AND PUBLICITY

Information or news of all-University or Twin Cities campus significance is prepared, edited, and distributed by the University News Service on the Minneapolis-St. Paul campus. News services are also located on the Duluth, Morris, Crookston, and Waseca campuses. In addition, a special news service handles information for the Department of Intercollegiate Athletics, and specialized news services are available in some academic units of the University. Any faculty member who wishes to publicize, or is in any way involved in, a newsworthy project or event should consult in advance the news service on his campus for assistance in obtaining proper newspaper, television, radio, and magazine coverage. These news services are listed in the *Student-Staff Directory* and campus directories. The Department of University Relations can also provide information and references to the most suitable service.

USE OF THE UNIVERSITY OF MINNESOTA NAME

The name of the University and its buildings, facilities, and personnel may not be used in advertising, although the interpretation of this policy permits public service advertising and some types of institutional advertising. In these cases, the Department of University Relations approves advertising copy. The

name of the University is not to be used in any way by members of its staff in a manner suggesting University endorsement of any product, service, publication, solicitation of funds, or political viewpoint.

VISITORS ON CAMPUS

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

RELATIONSHIPS WITH LEGISLATORS, CONGRESSMEN, AND FEDERAL OFFICES

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

Faculty members seeking program guidance or assistance in relations with federal agencies may contact the Federal Programs Office in the office of the Vice President for Coordinate Campuses and Educational Relationships. The Federal Programs Office maintains liaison with all federal agencies supporting programs at the University of Minnesota and is available to assist faculty members desiring contact or information.

SOLICITATION OF FUNDS ON CAMPUS

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

Each fall, staff members on the Twin Cities campus are asked to contribute to the Consolidated Fund Drive for the United Fund and other voluntary agencies, including the Minnesota Division of the American Cancer Society, the Minnesota Heart Association, and the University of Minnesota Student Aid Fund. The drive is organized by the Office of the Director of Development. 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 encouraged to attend University functions. Academic processions are held at the Opening Convocation, the Cap and Gown Day Convocation, and the June Commencement. For these occasions, each

college selects a number of its faculty members as its representatives. Those selected who do not own caps, hoods, and gowns may borrow them without charge from the University Bookstores.

ACADEMIC COSTUME

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

OFFICIAL DAILY BULLETIN

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

A faculty member wishing to make an announcement in the Bulletin should type a brief account of the information, have it signed by his department head or dean or by a staff member whose signature is authorized for this purpose, and send it to the Daily Bulletin Editor, Department of University Relations, S-68 Morrill Hall, two days before the publication date. For the interquarter bulletin, notices should be submitted one week before publication. Except for certain notices of unusual campus-wide importance, notices will be printed only once.

GIFTS TO THE UNIVERSITY

All matters concerning gifts and the solicitation of gifts to the University, including wills and bequests, should be cleared with the Office of the Director of Development.

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

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

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

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

Special Projects Office, administered by the Office of the Director of Development to raise money and handle existing funds for hundreds of projects,

including memorial gifts and gifts for scholarship and research. Its staff also organizes and carries out the annual Consolidated Fund Drive on the Twin Cities campus. Two major funds administered by this office are:

University of Minnesota Memorial Fund, directed by a 12-member committee of academic and civil service staff representatives from all University campuses. Staff members or their spouses may be memorialized through gifts to this fund. The names of those who are memorialized are inscribed in a Book of Honor. Contributors may designate the way in which their gifts should be used.

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

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

ADMISSION TO THE UNIVERSITY

Admission to the University is open to all qualified persons. Admission is based primarily on previous achievement and ability. No questions regarding race, religion, color, sex, or national origin appear on either academic admission forms or applications for employment. Brief description of admissions requirements for individual colleges may be found in the *General Information Bulletin* distributed by the Office of Admissions and Records.

STUDYING FOR A DEGREE

Faculty members may work toward an advanced degree at the University during their spare time and during the Summer Session. However, no faculty member with an appointment above the rank of instructor or research fellow is permitted to take a graduate degree from the University of Minnesota, although he may take graduate courses and seminars to be used to meet degree requirements at other graduate institutions.

COURSES LEADING TO AN ADVANCED DEGREE

Staff members who wish to take courses leading to an advanced degree from the Graduate School or courses for Graduate School credit must apply for admission to the School before they can register for courses, except that an initial term may be taken in the General Extension Division. Application blanks are available at the Graduate School. After admission, the staff member follows the regular registration procedure. Staff members with doctoral degrees may audit occasional courses without formal registration or payment of fees.

COURSES OPEN TO FACULTY MEMBERS AND THEIR FAMILIES

In addition to regular day classes, the General Extension Division offers a variety of lectures, classes, and other study opportunities. Usually there are no scholastic admission requirements and few prerequisites. More than 1,000 evening classes and special day classes are offered throughout the state each year. Most of them may be taken with or without degree credit. Neighborhood seminars and lecture series on varied topics are also available.

The program in Continuing Education for Women offers special seminars accommodating the interests and hours of women, and the Independent Study Department makes available some 300 correspondence courses for both high school and college level credit.

A Counseling Office that caters especially to the problems and needs of adults is located in the General Extension Division. Telephone 373-3900 for information on programs serving all members of faculty families.

AWARDS AND RECOGNITIONS GIVEN BY THE UNIVERSITY

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

Honorary Degrees are conferred upon persons who have attained distinction through contributions of such importance that honor is warranted beyond the recognition that would ordinarily be accorded for meritorious service or prominence. The contribution may be local, national, or international in scope, but it must be exceptional in level or effect.

Traditionally, the All-University Committee on Honors has considered not only former University students and graduates who have achieved notably in a particular field, but also persons who have rendered distinguished service to the state of Minnesota or the University. For these, as well as for those whose eminence is not related to the University or the state, the criterion of unusual excellence governs the selection.

Honorary degrees are given sparingly. From 1925, when the first honorary degree was awarded, to fall, 1970, only 48 have been given. The present policy of the Honors Committee is not to recommend current or retired faculty members for an honorary degree.

Outstanding Achievement Awards are conferred upon alumni or former students of the University of Minnesota who have attained distinction in their chosen fields, professions, or public service, and who have demonstrated outstanding achievement and leadership on a community, state, national, or international level. Candidacy is limited to graduates or former students of the University of Minnesota, but when these are faculty members or retired faculty members, they are not ordinarily eligible for this award.

Alumni Service Awards are conferred upon graduates or former students of the University in recognition of service to the University, its schools, colleges, departments or faculty, or to the Alumni Association or any of its constituent groups. Faculty members are not eligible while on active service at the University.

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

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

Standard Oil Foundation-Horace T. Morse Awards are given, upon the recommendation of the All-University Council on Liberal Education, to faculty members in recognition of their outstanding contributions to undergraduate education. Each receives a University citation and a \$1,000 grant provided by the Standard Oil (Indiana) Foundation.

Other Teaching Awards are also given by some individual colleges.

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

Regents' Professorships were established by the Board of Regents in 1965 as the highest recognition given by the University to members of its faculty. Regents' Professors are to be of outstanding academic distinction, judged by the scope and quality of their scholarly or artistic contributions, the quality of their teaching, and their contributions to the public good. Once designated a Regents' Professor, a faculty member holds the title for as long as he remains at the University, and receives a \$5,000 gift annually from the University of Minnesota Foundation during his tenure. He also receives a sterling silver medallion suspended from a gold and maroon ribbon, to be worn over academic costume.

IX. Personal Services

HOUSING

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

A faculty homesite plan is offered to permanent faculty members with tenure who wish to build new homes in University Grove, an all-University community in Falcon Heights, a suburb of St. Paul. The land for these homesites is leased from the University. For information on off-campus private housing call 373-4184. For information on Pillsbury Court and University Grove, call 373-7542.

PERSONAL FINANCIAL SERVICES

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

A faculty member who wishes to know more about these personal financial services may call or write the Department of University Relations, S-68 Morrill Hall (373-2126).

SCHOOLS

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

The Institute of Child Development. This is a center on the Minneapolis campus that studies the behavior of normal children. The institute conducts a Nursery School for children 3 to 5 years of age. Information may be obtained from the Nursery School office.

The Psycho-Educational Center. The Psycho-Educational Center, located at 210 Pattee Hall on the Minneapolis campus, is a laboratory combining psychological and educational diagnostic studies, an experimental education unit for children with special learning disabilities, and various kinds of therapeutic and consultative services. Educational, psychological, and social problems of individuals, families, groups, and community agencies are currently targets of center activity. Its basic purpose is to provide a variety of practicum, demonstration, and disciplined inquiry opportunities that will be of service to University students and faculty and to the community.

Marshall-University High School. The Marshall-University High School, located on the Minneapolis campus and in the Dinkytown area near the campus, is the result of a merger in 1968 of University High School and Marshall High School and is jointly administered by the University of Minnesota and the Minneapolis Board of Education. It is coeducational and includes junior and senior high school grades. The school has dual roles as a Minneapolis public school responsible for the formal education of those students attending its classes and as a research and teacher education center for the College of Education of the University. This school has a student population that is representative of typical Minnesota high schools. Enrollment is limited to 1,300 students. Tuition and fees are paid by those students not residing in Minneapolis. Further information can be obtained from the principal at Marshall-University High School.

EATING FACILITIES

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

Shevlin Hall, located in the northwest corner of the Minneapolis campus, has a cafeteria and lunchroom.

Minneapolis, West Bank. A vending area with adjacent eating facilities is at ground level in Anderson Hall. Blegen Hall has two dining areas at ground level, each with counter service.

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

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

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

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

Crookston. Food service facilities on the Crookston campus are located in Bede Hall. The Trojan Inn, located in the lower level, provides a cafeteria and lounge area for guests, faculty, and students.

Campus Clubs. The two Campus Clubs, private faculty social clubs on the Minneapolis and Duluth campuses, also have dining facilities. They are described on page 61.

PARKING

There are parking facilities for staff members and students on or near the Minneapolis campus (see map on page 71). Facilities include outdoor parking lots, parking ramps, and several parking areas that are regulated by meters. There are also underground parking garages located in Mayo Memorial Building, Coffman Memorial Union, the Nolte Center for Continuing Education, and Northrop Memorial Auditorium.

Space in the underground garages may be rented by staff members on yearly contracts. Contract parking space also is available in some of the outdoor lots and in the parking ramps. Applications should be sent to the Parking Facilities Office. If space is not available at the time of application, the applicant's name is placed on a waiting list. Copies of the parking map and lists of rates are available from the Department of Police, Parking Facilities Office, 2030 University Avenue S.E., Minneapolis.

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

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

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

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

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

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

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

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

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

LOST AND FOUND DEPARTMENT

The Department of Police operates a lost and found department for the Minneapolis campus at 2030 University Avenue, S.E., Minneapolis.

UNIVERSITY BOOKSTORES

The University operates several bookstores on the campuses. On the Minneapolis campus, the Coffman Memorial Union Bookstore sells books of general interest, both fiction and nonfiction, and a wide selection of school and stationery supplies. The Engineering Bookstore, in the Main Engineering Building, serves the textbook and supply needs of the Institute of Technology, the College of Pharmacy, and the Medical School. The Medical Bookstore, in 123 Millard Hall, serves medicine, dentistry, and nursing. The Nicholson Hall Bookstore serves the College of Liberal Arts, the College of Education, the General College, and the General Extension Division. The H.D. Smith Bookstore on the West Bank serves the College of Liberal Arts and the School of Business Administration. The Coffey Hall Bookstore on the St. Paul campus sells books and materials used in the Institute of Agriculture and the College of Veterinary Medicine. There are also University bookstores on the Duluth, Morris, Crookston, and Waseca campuses.

TRANSPORTATION

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

When an entire class is going from campus to campus, a group pass may be obtained from the department office or a special bus may be chartered.

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

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

MAIL FACILITIES

United States Post Offices for outgoing mail only 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 by the Campus Mail Department, and collection boxes are located at various points on the campuses. The Campus Mail Department will also pick up heavy parcels or large quantities of mail for delivery on campus or to be mailed at the U.S. Post Office. Arrangement should be made by the department office with the Campus Mail Department. The Receiving Department of the General Storehouse will pick up items to go to the express office or the freight office. Arrangements for this service also should be made by the department office.

Campus mail service to all department offices on the Minneapolis and St. Paul campuses and between the two campuses is operated by the University. No postage is required on items sent through campus mail. There are collection boxes for campus mail in all major buildings. Deliveries are made twice a day on both campuses. Campus mail should be addressed with name, department, room number, building designation, and campus, as listed in the *Student-Staff Directory*. Return address should be included to ensure return of mail that is not deliverable. All bulk mailings (over 50 letters) must be sorted and bundled by department and building. For bulk mailings of more than two pounds, the Campus Mail Department should be called to arrange for pickup by truck. Campus Mail does not pick up books.

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

TELEPHONE SERVICE

The Twin Cities campus has 24-hour Centrex telephone service. Centrex, by electronically routing off-campus calls directly to individual phones, or to departmental answering points, allows callers to reach their parties immediately without going through a central switchboard.

The University and the Hospitals Information Operators are on duty 24 hours a day. To contact the University Information Operator, dial 373-2002. Hospitals Information is reached by dialing 373-8484.

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

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

Long distance calls placed from University telephones are automatically charged to the department in which the phone is located. Each department is

responsible for controlling and recording all long distance calls made from its telephones.

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

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

SECRETARIAL SERVICES FOR ORGANIZATIONS

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

PROGRAM SERVICES FOR VOLUNTARY GROUPS

Faculty members and their families seeking programs for organizations outside of the University are welcome to use the services of the General Extension Division. Call or write the dean of the division or the World Affairs Center, the Arts Advisory Office, Women's Continuing Education, Continuing Education in Urban Affairs, Continuing Education in Art, or Audio-Visual Extension.

PUBLICATIONS

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

University Report, published semi-monthly during the academic year and monthly during the summer by the Department of University Relations, is sent to Twin Cities campus staff members at their homes. It reports on University projects, programs, activities, and developments of special interest to the staff and emphasizes interpretation of University policies and events that might not receive adequate explanation elsewhere. It includes a "Calendar of Events" that lists time and place of concerts, plays, athletic events, and other programs scheduled at the University. The calendar is also published separately for organizations and businesses in the area and is available by subscription to individuals.

Brief, a weekly bulletin of current University news items, is produced for the Office of the President by the Department of University Relations. It is distributed to faculty, staff, and student leaders on all campuses.

Report to Parents, a publication containing information about the University, is published each quarter by the Department of University Relations for parents, Outstanding Achievement Award winners, decision-makers, and special friends of the University. It is mailed to parents of students on all campuses of the University and interprets campus events, policies, and developments for a general audience.

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

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

The Minnesota Daily is the independent student newspaper for the Twin Cities campus. It is published daily during the academic year and twice each week during summer sessions but is not published when classes are not in session. Staff offices are in Murphy Hall.

The Constitution and By-Laws of the University Senate are available from the clerk of the Senate.

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

The Manual of Business Procedures is available in all department offices. The Manual is in three sections: *The Personnel Section*, dealing with policies and procedures for both academic and Civil Service staff members, covers such subjects as appointments, leaves of absence, termination of service procedures, vacations and sick leave. *The Equipment, Supplies, and Services Section* covers procedures and forms to use in obtaining equipment, supplies, and services. *The Fiscal Section* covers budget preparation, financial records, and research contracts and grants.

Civil Service Rules are available in all department offices.

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

University of Minnesota Travel Regulations are available from the Business Office Travel Department.

The Official Daily Bulletin is published in the *Minnesota Daily*, the student newspaper, and as a separate sheet when the *Daily* is not published. It is prepared by the Department of University Relations and distributed to all campus offices.

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

The Audio-Visual Education Service Catalog is available from the Audio-Visual Education Service.

The Educational Resources Bulletin, which contains a subject index and alphabetical notations for a film and tape library exceeding 11,000 titles, is available from the Department of Audio-Visual Extension in the General Extension Division. Guides on specific subjects are also available.

Agricultural Extension and Agricultural Experiment Station Publications and a list of these publications are available from the Duplicating Services and Bulletins Office in Coffey Hall. Single copies of bulletins covering such topics as home economics, family living, and agriculture research development are free; class copies are available at cost.

University Press Catalogs are available from University Press. The "Complete Annotated Book List" covers all publications by the University of Minnesota Press in print. Seasonal descriptive catalogs published in fall and spring announce forthcoming books.

The Financial Report, issued annually by the Office of the Vice President for Finance, Planning, and Operations, presents the fiscal records and accounts of the University.

The Biennial Report, issued every two years by the Department of University Relations, summarizes the activities of the various departments of the University during the two-year period following the previous issue. The *Biennial Report* series is a primary source of comprehensive information on enrollments and curriculum changes, research and instruction efforts, faculty activities and honors, and other developments within the academic and administrative units of the University. A copy is available in the University Archives, Walter Library.

Campus and Departmental Publications include a variety of newsletters, magazines, and other publications that report on the activities of individual campuses, academic units, departments, and such organizations as the Minnesota Alumni Association and the Minnesota Medical Foundation. As available staff time and department priorities allow, the Department of University Relations provides editorial and production consultation to organizations and departments seeking to begin new publications or improve existing ones. Further information is available from the director.

RECREATIONAL AND CULTURAL OPPORTUNITIES

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

The Minnesota Orchestra. The University is the home of the Minnesota Orchestra, one of the nation's leading symphony organizations. The University of Minnesota Chorus performs with the Orchestra at least once each season. The regular Subscription Concert series begins in October of each year and includes

20 Friday evening concerts, divided into two series of 10 concerts each. The Minnesota Orchestra will launch its first double season in October 1970: an exciting 20-concert series with a full schedule of guest artists, with performances on Thursday evenings (plus two Saturdays) in the new I.A. O'Shaughnessy Auditorium at the College of St. Catherine in St. Paul and also on Friday evenings at Northrop Auditorium in Minneapolis. Faculty members receive a price reduction on season tickets for the full 20-concert series (except for the lowest priced section) and a reduction on tickets for either 10-concert series.

In addition to the Friday evening Subscription Concerts, a 10-concert series called *Adventures in Music* is presented on Sunday afternoons, with such great artists as Percy Faith, Norman Luboff, and Edward Villella appearing with the Orchestra.

Season tickets and single concert tickets for all concerts are available at the Orchestra Ticket Office, 106 Northrop Auditorium (373-2331), and at all Dayton's stores.

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

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

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

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

The Department of Concerts and Lectures, in cooperation with interested departments, also sponsors special lectures and scientific conferences for smaller and selected audiences. During the summer, the Summer Session and the Department of Concerts and Lectures cooperate in sponsoring a series of lectures, concerts, and programs, for which there is normally no admission charge.

University Theatre. Productions are scheduled throughout the year. During the academic year, University Theatre activities include the Scott Hall Audi-

torium Series of five plays, with eight performances of each; the Young People's University Theatre Series at Scott Hall; and experimental series in the Studio and Arena Theatres. Each summer, the Theatre operates the Centennial Showboat, as well as the Peppermint Tent on the bank of the Mississippi River, presenting some 100 performances during June, July, and August. Theatre groups have also taken several international tours.

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

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

Also during the academic year, the General Extension Division presents the University Television Hour on KTCA-TV, Channel 2, each weekday evening from 9 to 10 p.m. A wide range of programs is offered, reflecting the University's educational and cultural resources. One or two programs during the year may be offered as courses for credit. Some of the programs are also channeled to Duluth and Appleton.

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

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

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

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

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

photographs and ceramics, as well as some examples of period furniture and *objets d'art*. Of particular importance is the collection of twentieth-century American paintings. The Gallery is open to the public from 11 a.m. to 4 p.m. Monday through Friday, from 2 to 5 p.m. Sundays, and to concert-goers on concert evenings. The Gallery also lends original works of art to staff members for their offices through its rental loan program.

In the St. Paul Student Center, the North Star Gallery on the second floor and the Rouser Room and Main Lounge gallery areas on the first floor present exhibitions of works by students and local artists as well as traveling shows. Hours during the academic year and summer sessions are 8 a.m. to 10 p.m. Monday through Friday and 12 noon to 10 p.m. on Sundays. When classes are not in session, hours are 8 a.m. to 4 p.m.

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

A continuous exhibition program brings works by artists from all over the world to the Duluth community. A typical schedule for the year includes exhibitions of crafts, sculpture, photography, and prints as well as paintings. Tweed Gallery features at least one major exhibition each month with concurrent exhibitions of student work, selections from the permanent collection, and occasional one-man shows by local artists.

On the Crookston campus, art exhibits are on view regularly in the Kiehle Building. Prints, drawings, and original works are a regular feature of this campus gallery.

James Ford Bell Museum of Natural History. The museum houses permanent exhibits depicting the natural history of Minnesota and temporary exhibits on the life sciences. Hours are 9 a.m. to 5 p.m. Monday through Saturday and 2 to 5 p.m. on Sundays. Between October 15 and June 15, Wednesday hours extend from 9 a.m. to 9 p.m. The museum presents free illustrated lectures or films on Sunday afternoons from November through mid-April; these programs are family-oriented. Phone 373-2423 or write for schedules or brochures.

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

Coffman Memorial Union, Minneapolis Campus. Coffman Memorial Union, which is directed by a Union Board of Governors composed of students, faculty, and alumni, offers a variety of facilities and programs for faculty use. The Artcraft Studio is open from noon to 10 p.m. weekdays and from 9 a.m. to 5 p.m. Saturdays. Facilities are available for work in ceramics, woodworking, metalworking, photography, and handicraft projects. Supplies may be purchased in the Artcraft Studio. Bowling lanes are available for faculty leagues and for open bowling from 8 a.m. to midnight Monday through Thursday, 8 a.m. to 2 a.m. Fridays and Saturdays, and noon to 11 p.m. Sundays. Pocket billiard tables are available throughout the day and evening, Monday through Saturday. The Union Board organizes dances, weekend outings, lectures, discussions, and other activities that faculty members may join as participants.

A cafeteria, a soda fountain and grille, quick lunch counters, and lunch-rooms with vending service are located in Coffman Memorial Union. Barber and beauty shops are located on the ground floor. Hours for the barber shop are 8 a.m. to 5 p.m. weekdays and 8 a.m. to 1 p.m. Saturdays. The beauty shop is open from 8 a.m. to 5 p.m. weekdays. A post office on the ground floor is open 8:15 a.m. to 4:15 p.m. weekdays.

The Campus Club occupies the fourth, fifth, and sixth floors of Coffman Union and affords dining, meeting, lounge, and activity areas to faculty and staff members (see page 61).

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

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

Building hours are 7 a.m. to 11 p.m. Monday through Thursday, 7 a.m. to midnight Fridays and Saturdays, and noon to 11 p.m. Sundays and holidays. The Rouser Room offers continuous snack bar service from 7 a.m. to 9 p.m. during the school year.

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

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

Services include office support to campus organizations, lost and found, ticket sales, and campus information. Programs include speakers, discussions,

films (usually in 110 Anderson Hall Common Room), music, art, and the West Bank Union Fellows program.

Board and staff members of the West Bank Union are available in 110 Anderson Hall (373-4658) to discuss interests or suggestions.

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

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

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

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

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

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

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

For male faculty members, the Faculty Sports Club Newsletter gives information on physical recreation opportunities. A variety of club activities are

available, with special emphasis on conditioning exercises, jogging, handball, paddleball, swimming, and squash.

A family recreation program is conducted on Sunday afternoons in Cooke Hall on the Minneapolis campus and in the gymnasium on the St. Paul campus. Information about this program, open to faculty members and their families, may be obtained from the Department of Intramurals for Men (373-4200 or 373-0956). Faculty members may rent lockers on a daily, quarterly, or yearly basis.

Norris Gymnasium for Women on the Minneapolis campus is available to women faculty members during the "Open Recreation" hours throughout the day. Information about times when facilities are available for such activities as archery, badminton, conditioning exercises, golf, swimming, tennis, and volleyball may be obtained from the Department of Intramurals for Women in Norris Gymnasium (373-3218). Equipment for a variety of activities may be obtained at the equipment dispensary room. A fee of 25¢ daily or a locker-towel-swimming suit charge of \$4.00 per quarter plus a \$1.00 deposit is required for use of the swimming pools. Instruction in selected sports is offered in extension classes in Norris Gymnasium. Information on classes may be found in the General Extension Bulletin. Building hours are from 8 a.m. to 8:45 p.m. Monday through Thursday, 8 a.m. to 5:30 p.m. Fridays, and 8 a.m. to 1 p.m. Saturdays. Facilities may also be made available for groups at other times on request.

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

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

The indoor ice skating rink in Williams Arena, located at 19th and University Avenues S.E., Minneapolis, is available to staff members and their families during scheduled hours, with staff-family recreational skating exclusively on Sunday mornings. A nominal fee is charged, and rental skates and skate sharpening are available. The rink is open from mid-October to mid-March.

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

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

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

CLUBS AND ORGANIZATIONS

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

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

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

University of Minnesota Alumni Club. The Alumni Club is a private club in the Sheraton-Ritz Hotel in downtown Minneapolis, with membership open to members of the University of Minnesota Alumni Association. Any faculty member who joins the Alumni Association is also eligible for membership in the Alumni Club, whether or not he is a University of Minnesota alumnus. Facilities of the club include the Regents' Room (a dining room), the Seminar (a bar), a lounge, and three private dining and conference rooms. Information on the club may be obtained from the Department of Alumni Relations, 198 Administrative Services Building (373-2466).

Faculty Women's Club. The club, which is open to faculty women and to wives of faculty men with the rank of instructor or above, plans teas and other social events for its members. In addition, it sponsors a variety of smaller groups, called sections, in which members meet regularly to pursue special interests such as art, music, culinary arts, home and garden, youth activities, drama, and international affairs. The Faculty Women's Club also gives a number of full-tuition scholarships each year. Similar clubs are active on the Duluth, Morris, and Crookston campuses. The Women's Club on the Morris campus is also open to women staff members.

Faculty Dancing Club. This club holds a series of dancing parties, including several dinner dances each season, in Coffman Memorial Union and at off-

campus locations in the Twin Cities area. The cost of membership is small and covers everything except the dinners, which are paid for separately. Regular and clinical faculty members with the rank of instructor or above and Civil Service staff members with comparable positions are eligible for membership. For further information, call Mrs. Gloria Calpouzos, 631-1055 (afternoons only).

Faculty Dining Clubs. These are professional clubs that have monthly dinner meetings, both on and off campus. The meetings usually feature speeches or presentations by club members. Membership is filled by nomination and is distributed among the various disciplines of the University.

American Association of University Professors, University of Minnesota (Twin Cities) Chapter. The largest chapter in the country, the University of Minnesota AAUP is active in protecting academic freedom and due process, improving academic standards, and promoting faculty and student welfare. The work of the chapter is presented to the faculty through annual meetings, committee reports, a discussion forum series, and a chapter newsletter. Membership in the local chapter is open to all members of the national AAUP.

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

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

Appendix

THE TWIN CITIES

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

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

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

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

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

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

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

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

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

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

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

The Department of University Relations, S-68 Morrill Hall, will provide additional information about the Twin Cities upon request.

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Malcolm Moos

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Hale Champion

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Eugene Eidenberg, Acting Assistant Vice President for Academic Administration

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Waseca

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Crookston

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Edward B. Stanford, Director, Libraries
Lee Stauffer, Dean, School of Public Health
Willard L. Thompson, Dean, General Extension Division and Summer Session
William T.S. Thorp, Dean, College of Veterinary Medicine
Alfred L. Vaughan, Dean, General College
Frank Verbrugge, Director, Computer Services
Lawrence C. Weaver, Dean, College of Pharmacy
Stanley J. Wenberg, Vice President for Coordinate Campuses and Educational Relationships
C. Arthur Williams, Acting Dean, School of Business Administration
William Wright, Associate to the Vice President, Academic Administration, for International Programs
E.W. Ziebarth, Dean, College of Liberal Arts

University Organization

President

Vice President and Consultant to the President
Executive Director, University of Minnesota Foundation, and Director,
Development

Vice President for Administration

Bureau of Institutional Research
Department of Police
University Attorney
University Press

Vice President for Academic Administration

Academic Divisions

Institute of Agriculture

Agricultural Experiment Stations
Agricultural Extension Service
Agricultural Short Courses
School of Agriculture
School of Forestry
School of Home Economics
International Agricultural Programs

College of Biological Sciences

James Ford Bell Museum of Natural History

School of Business Administration

College of Education

Marshall-University High School
School of Physical Education

General College

General Extension Division

Graduate School

Law School

College of Liberal Arts

School of Journalism and Mass Communication
Library School
School of Public Affairs
School of Social Work
School of Statistics

Summer Session

Institute of Technology

School of Architecture and Landscape Architecture

School of Chemistry

School of Earth Sciences

School of Mathematics

School of Physics and Astronomy

University College

College of Veterinary Medicine

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

Department of Concerts and Lectures

Department of Criminal Justice Studies

Office of International Programs

Space Science Center

University Computer Services

University Libraries

Center for Urban and Regional Affairs

Vice President for Coordinate Campuses and Educational Relationships

Department of Alumni Relations

Coordinator of Coordinate Campuses

Federal Programs Office

Department of Intercollegiate Athletics

Secretary, Senate Committee on Institutional Relationships

Department of University Relations

Vice President for Finance, Planning, and Operations

Budget Officer

Business Office

Department of Civil Service Personnel and Student Employment

Data Processing Center

Office of the Field Auditor

Department of Insurance and Retirement

Investment Counsel

Physical Planning and Design

Physical Planning and Development

Purchasing Department
Support Services and Operations
Office of the Treasurer
University Bookstores
University Flight Facilities

Vice President for Health Sciences

School of Dentistry
Medical School
School of Nursing
College of Pharmacy
School of Public Health
University Hospitals

Vice President for Student Affairs

Office of Admissions and Records
Office of Student Affairs
Department of Minnesota Union
University Health Service

Provost, University of Minnesota, Duluth

Provost, University of Minnesota, Morris

Provost, University of Minnesota Technical College, Crookston

Provost, University of Minnesota Technical College, Waseca

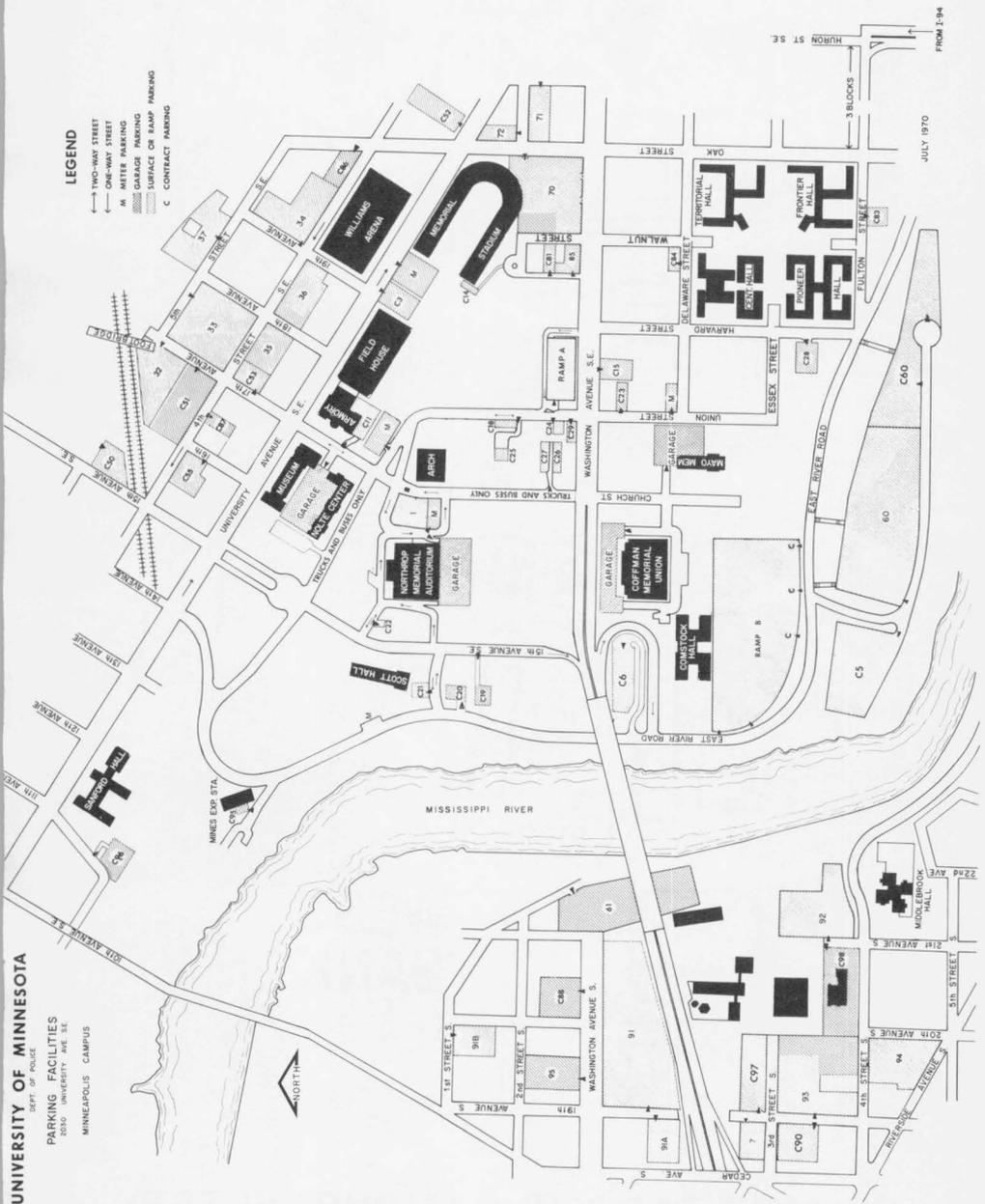
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MINNEAPOLIS CAMPUS

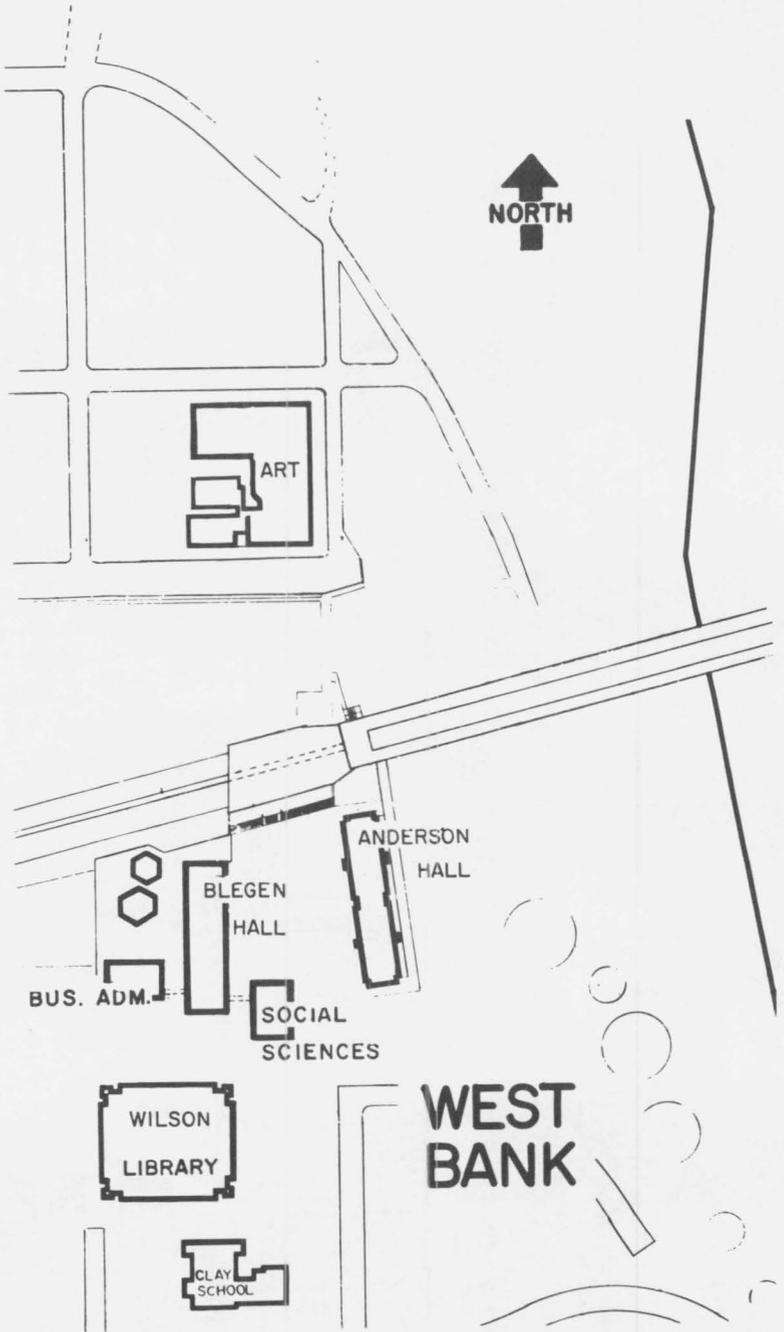
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- ONE-WAY STREET
- M METER
- G GARAGE
- S SURFACE OR RAMP PARKING
- C CONTRACT PARKING

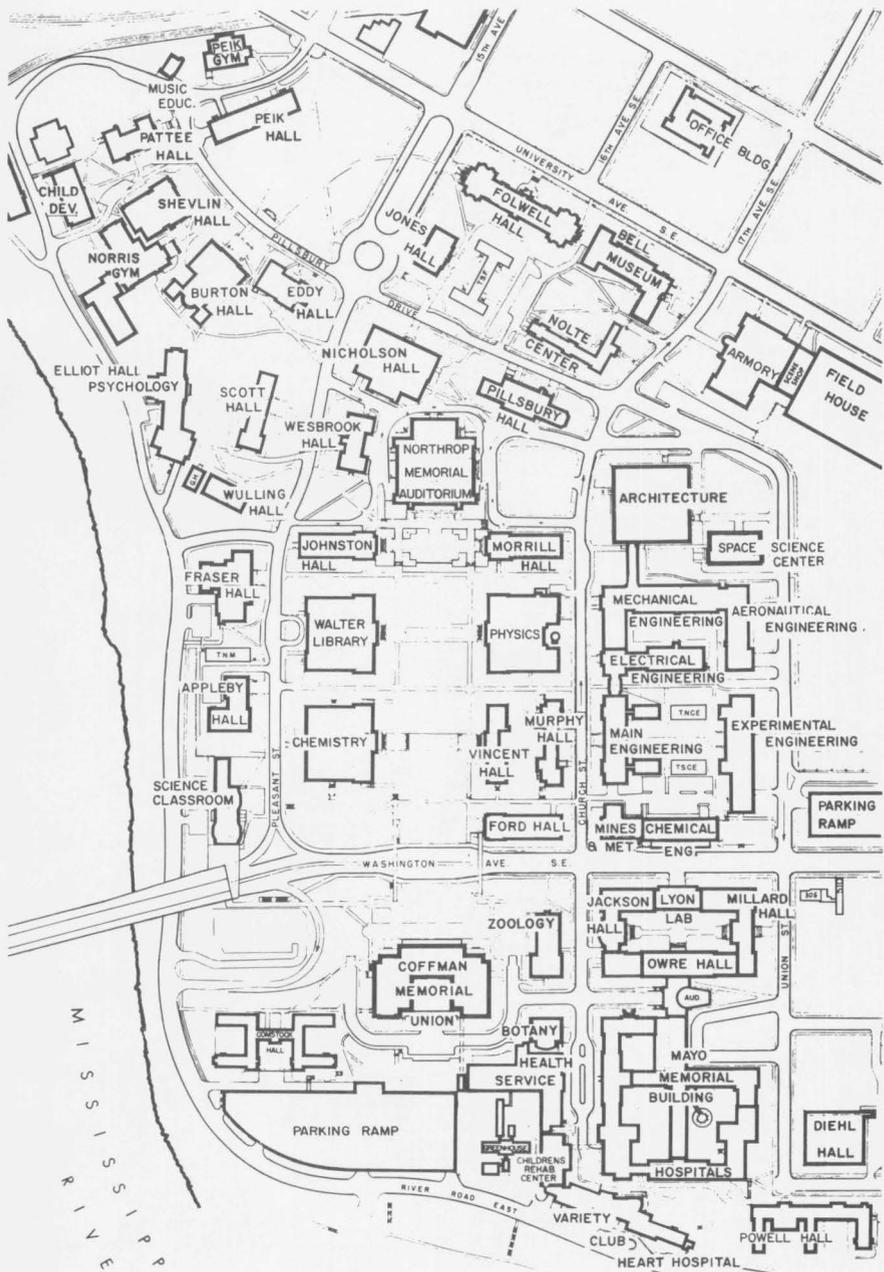


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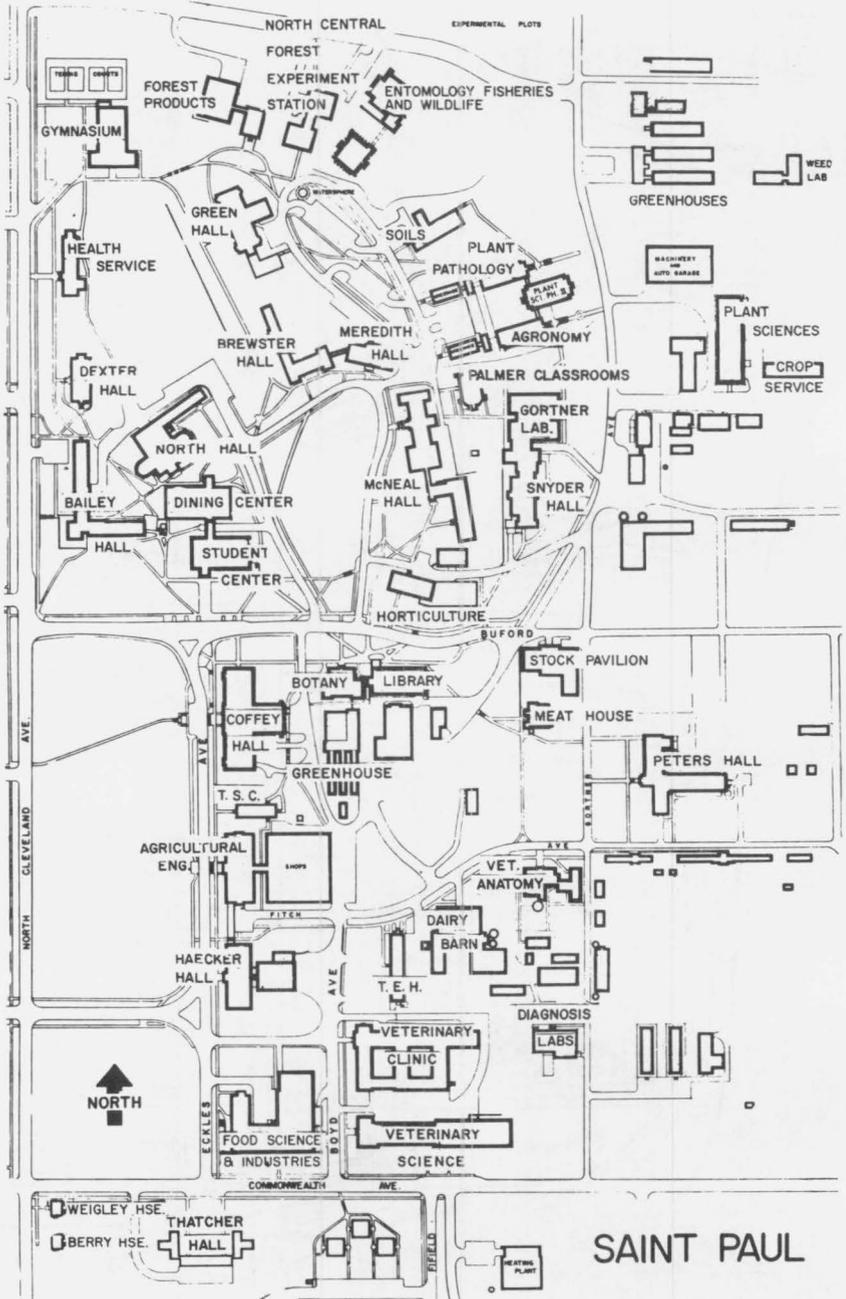
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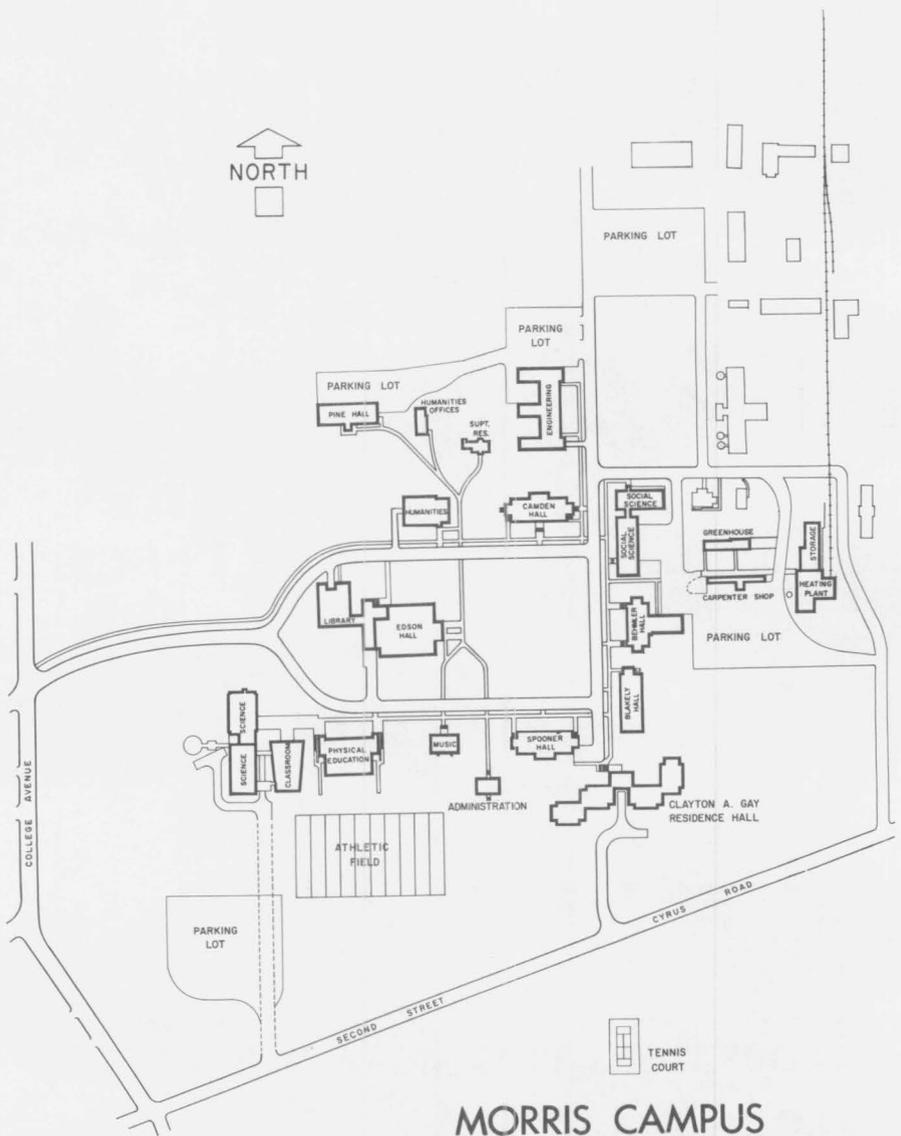
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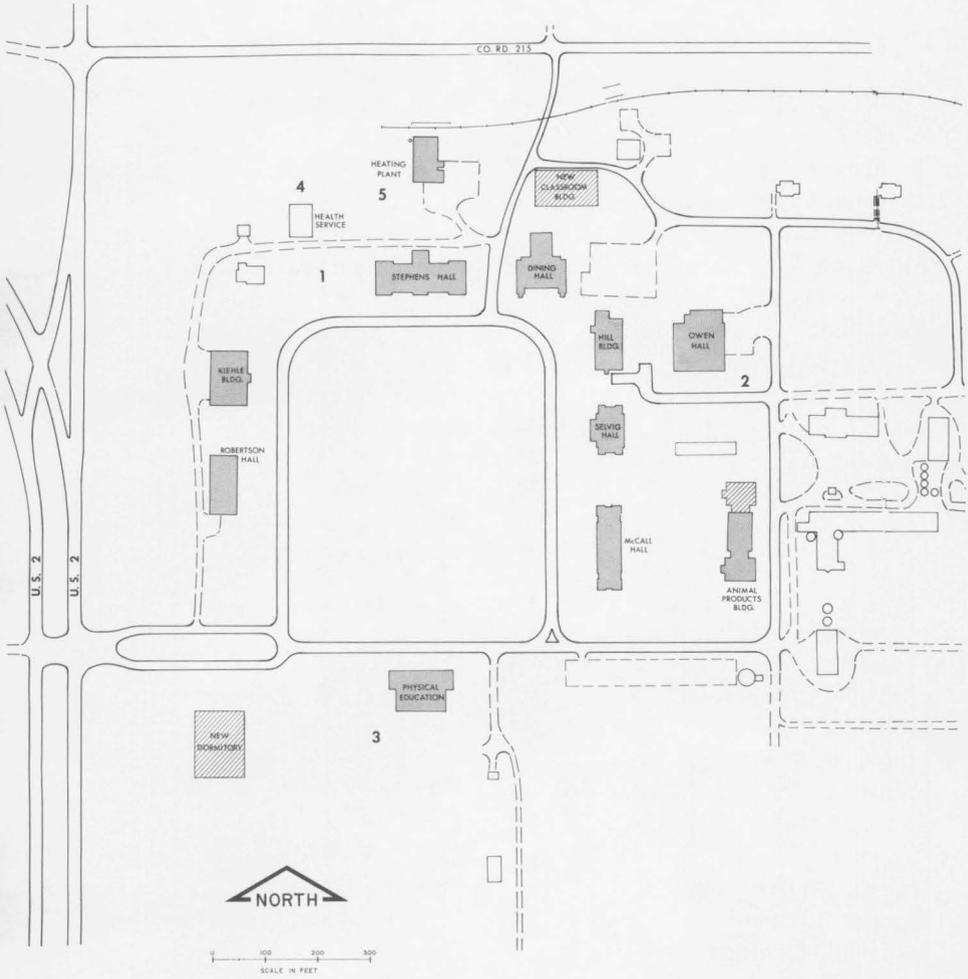
MINNEAPOLIS CAMPUS (EAST)



ST. PAUL CAMPUS



MORRIS CAMPUS



CROOKSTON TECHNICAL INSTITUTE

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**SUPPLEMENT
TO THE 1970 EDITION
OF THE
FACULTY
INFORMATION BULLETIN**

The Faculty Information Bulletin, intended primarily for the use of the Twin Cities faculty, was not reprinted for the 1971-72 academic year. To keep faculty members informed of significant changes that have occurred during the past year, this supplement has been issued — please insert it in your present bulletin. If you do not have a copy of the Faculty Information Bulletin, one may be borrowed from your department office or your colleagues.

NEW INFORMATION

In December, 1970, the University Senate issued a statement on academic freedom and responsibility. Copies of the statement are available from the Department of University Relations.

The Office of Budget Planning and Information Services was created in fall, 1971, to provide the data and analysis needed for budget decision-making. With the formation of the new office, budget planning has been separated from the day-to-day administration of the budget. In addition to providing data to the administration and faculty, the office will prepare budget information for legislative requests.

The Policy on University-Sponsored Educational Materials sets forth the rights and obligations of both the faculty member and the University when educational materials are produced. *The Patent Manual* contains the rights and obligations of the faculty member and the University with regard to any inventions or patents that may arise as a result of University research activities. Both publications are available from the Graduate School Research Center.

Faculty identification cards are available to faculty members on the Twin Cities campus. Faculty members should obtain an authorization card from the ID Office, have it signed by the head of the department, and then return the card to the ID Office.

The University of Minnesota Technical College, Waseca, opened in fall, 1971, and provides a two-year paraprofessional and technical education in the broad fields related to agriculture. Eating, parking, and other services and facilities are available on the Waseca campus. A brief description of each follows.

Food Service facilities are located in the main building. The dining hall on the main floor and the student canteen in the lower level provide food service to students, staff, and guests.

Parking spaces are provided for faculty and staff members. The "U" area in front of the college has been designated for use by official visitors to the campus.

Although the Waseca campus does not have a student union building, the student canteen and commuter's lounge is available to students and the faculty.

Recreational facilities in the Physical Education Building, including the gymnasium and swimming pool, are available to faculty members as well as students.

A Faculty Women's Club (see page 61) is located on the Waseca campus.

AMENDED SECTIONS

page 12—FACULTY APPOINTMENTS. At present, employment of more than one member of a family in the same University department requires

special approval of the Board of Regents. The policy relating to nepotism is under review, however, and is expected to be altered during the 1971-72 academic year.

page 12—APPOINTMENTS TO GRADUATE SCHOOL FACULTY. Last sentence should read "All recommendations for Graduate School faculty appointments originate with the teaching departments, are reviewed by the appropriate graduate faculty committees, and their recommendations forwarded to the dean of the Graduate School for final action."

page 18—MATERNITY LEAVE. The University will comply with the guidelines issued by the Minnesota Department of Human Rights regarding maternity benefits for staff members.

page 21—GRADING POLICIES AND PRACTICES. 1. P grade is not used by the Graduate School for its students either in undergraduate or graduate courses. 2. N grade is not used by the Graduate School for its students either in undergraduate or graduate courses. 11. In courses numbered 8-000 and higher, the permanent grade S (satisfactory) or U (unsatisfactory) may be used to indicate satisfactory or unsatisfactory work for graduate students. It is not calculated in figuring grade-point averages.

page 27—ASSISTANTSHIPS. Students must be admitted to and registered in the Graduate School to hold one of these appointments (except during the summer when registration is not required).

page 30—STUDENT CONDUCT. Reports of student nonacademic misconduct are referred to the Twin Cities campus Conduct Code Coordinator, and may be considered by the All-University Committee on Student Behavior or the Special Counseling Office. Reports of certain types of misconduct in student residence halls are heard by student judiciary boards. Instances of scholastic dishonesty within a single college are handled by the college; intercollege cases of scholastic dishonesty are reported to the Campus Conduct Code Coordinator, from whose office they may be referred to the Campus Committee on Student Behavior or to the Special Counseling Office, which is the agent for the University Committee on Student Behavior.

page 31—SPEECH AND HEARING. Students on the Twin Cities campus with speech and hearing difficulties should be referred to the Department of Communication Disorders for consultation, diagnosis, and remedial help.

page 32—UNIVERSITY LIBRARIES. Faculty members are urged to use the faculty identification card when checking out books.

page 36—CENTER FOR CURRICULUM STUDIES. The Curriculum Studies Center on the Twin Cities campus will merge with other educational development programs to form the Center for Educational Development.

page 38—RESEARCH FUNDS. The Office of Sponsored Programs, part of the Graduate School Research Center, is the central office of the University that assists faculty members in developing project proposals for submission to sources of outside funding. The office maintains extensive files of federal and private funding agencies and keeps such current information as all agencies' policy changes and deadline dates. Application forms for various agencies (Public Health Service, Office of Education, for example) are available in the office, and the staff attempts to answer questions that faculty mem-

bers may have regarding proposals. Information on foundation funding is coordinated closely with the Office of the Director of Development.

The Office of Sponsored Programs has recently been reorganized to provide improved services to the faculty and to sponsoring agencies. During the 1971-72 academic year, specialized personnel will be assigned to work closely with specific sponsoring agencies to ensure that faculty members seeking assistance will have the latest information available for any specific agency. The office maintains an inventory of all research currently being performed at the University and periodically publishes a newsletter to keep faculty members informed of current deadlines and research opportunities. Assistance in preparation and writing of proposals will be available upon request.

The services of the University Patent Advisor and Administrator of University Sponsored Education Materials are also available through the Office of Sponsored Programs.

The Office of Sponsored Programs serves as a collection and transmittal point for all completed proposals. The office reviews proposals to determine performance possibility, budget strategy and adequacy, and conformance to University and sponsoring agency policy. When a proposal involves the use of human volunteers, the office provides staff assistance to the Clinical Research Committee, which is responsible for review and approval of such procedures. At the present time, human subject review is limited to proposals to the United States Department of Health, Education, and Welfare; however, an all-University policy is under consideration. The Office of Sponsored Programs also encodes proposals for future analytical studies and forwards them to the appropriate agency. After the proposal has been transmitted to the funding agency, the office is responsible for negotiating the award.

A project proposal must have the approval of the faculty member's department head and dean before it is routed to the Office of Sponsored Programs for review and transmittal to the funding agency. If a grant is made, it is subject to acceptance by the Board of Regents.

In areas such as the faculty Fulbright program and student-originated studies, the Office of Sponsored Programs works in close cooperation with the Graduate School Fellowship Office.

The Graduate School also has some internal research funds that are used to assist and support faculty research. Applications for such support are made to the associate dean of the Graduate School.

page 42—RELATIONSHIPS WITH LEGISLATORS, CONGRESSMEN, AND GOVERNMENTAL OFFICES. The Office of the Vice President for Coordinate Campuses and Educational Relationships is responsible for liaison between the University and the state and federal governments. This responsibility covers the federal legislative process and those federal agencies dealing with all-University concerns (student financial aid, institutional aid, construction), contact with the major national educational associations, and relationships with the Minnesota Legislature and the agencies of state government.

Faculty members seeking information on federal or state legislation or wishing to report on or arrange for contact with state legislators or the Minnesota Congressional delegations should contact the office for assistance. The office subscribes to federal and state legislative services and numerous association newsletters to keep track of developing legislation, and can advise faculty members on the status of bills, prospective contacts that might be helpful, and previous contacts that may have been made regarding a particular legislative concern.

The faculty should also use the office for information about cooperative programs with state agencies. Increasingly, federal funds for research, development, and manpower projects are being channeled through state agencies that set priorities and reallocate funds accordingly; interested faculty members should be aware of these programs and their potential relationship to them.

The office publishes a *Governmental Relations Newsletter* to inform the faculty about the topics mentioned above. Faculty members wishing to be on this mailing list should call the office.

Information on available funds for sponsored projects (after the authorization and appropriations bills are passed) is available through the Office of Sponsored Programs, described above.

page 49—**PARKING.** Because of long waiting lists already held by the Parking Services office, contract parking space is unavailable in University garages and ramps on the Twin Cities campus. Contract parking space is available in some of the outdoor lots and inquiries should be made to the Parking Services office. If space is not available at the time of application, the applicant's name may be placed on a waiting list at his request. Copies of the parking map and lists of rates are available from the office.

Because of long waiting lists, parking space in the Northrop and Nolte Center garages may not be reserved by season ticket holders for evenings when the Minnesota Orchestra concerts and Masterpiece Series programs are given.

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

page 50—**TRANSPORTATION.** The bus card used on the Twin Cities intra-campus bus for stops between the campuses offers 18 rides for \$3.

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

page 61—**CAMPUS CLUB.** A reciprocal billing agreement exists between the Twin Cities and Duluth Campus Clubs.

page 61—**UNIVERSITY OF MINNESOTA ALUMNI CLUB.** The Alumni Club has been closed.

page 65—**BOARD OF REGENTS.**

The Honorable Elmer L. Andersen, St. Paul, Chairman

The Honorable Neil C. Sherburne, Lakeland Township, Vice Chairman

The Honorable Lyman A. Brink, Hallock
The Honorable Fred A. Cina, Aurora
The Honorable Daniel C. Gainey, Owatonna
The Honorable Herb L. Huffington, M.D., Waterville
The Honorable Fred J. Hughes, St. Cloud
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The Honorable Loanne R. Thrane (Mrs. Ralph), Chanhassen
The Honorable John A. Yngve, Wayzata
 Dr. Malcolm Moos, President
 Dr. Rodney A. Briggs, Acting Secretary
 Mr. Clinton T. Johnson, Treasurer
 Mr. Sterling B. Garrison, Assistant Secretary

Following is a list of Regents' committees and their chairmen: Executive, Andersen; Budget, Audit, and Legislative Relationships, Yngve; Contracts, Gifts, and Grants, Brink; Educational Policy and Long-Range Planning, Sherburne; Faculty, Staff, and Student Affairs, Cina; Health Sciences, Hughes; Investment, Insurance, and Retirement, Gainey; Physical Plant, Huffington; Public Affairs, Malkerson.

pages 65-70. See *Student-Staff Directory* for 1971-72 members of the Administration and the Administrative Committee and for revised University Organization.

