Union College Faculty Manual

September 1969
The Faculty Manual includes information about the policies and procedures at Union College primarily for the information of the faculty and staff. This summary seeks to assemble the many kinds of information which together explain the pattern for living and teaching in the Union College community. It is not exhaustive and certainly it cannot convey the philosophy which pervades the campus -- the philosophy that friendly accommodation of individuals and a free flow of information make the College a cooperative undertaking. Therefore, if the Faculty Manual fails to clarify these arrangements or to make explicit essential policy governing relations among faculty members, we trust that the individual faculty or staff member will feel free to inquire at the Office of the Provost and Dean of the Faculty about policies and procedures.

For the same reason the College has adopted a format for this Manual that permits changes and additions as they appear. From time to time new pages will be distributed. Each page bears a number and date. When new pages appear, please insert them in the appropriate section of the Manual so that you may have a continuously current copy. If you wish to check your copy against the latest edition, you may call at the Office of the Provost to do so.
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... an introduction

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I. SALARIES AND FRINGE BENEFITS

SALARY PAYMENTS

Faculty salaries for the normal academic year's work are paid in twenty-six biweekly installments. The first installment is paid in early September and the last installment in August. Checks may be picked up at the Business Office, delivered to your Department, or deposited to your local bank account as you direct.

Administrative salaries normally run from July 1 through June 30 of an academic year unless a different arrangement is explained in the letter of contract.

Before the first salary check can be prepared it is necessary to fill out the following forms at the Business Office:

1. Federal Income Tax Withholding Certificate - Form W-4
2. Information for Collective Life Insurance
3. Hospitalization Insurance
   (a) Blue Cross - Blue Shield
   (b) Major Medical Expense Plan
4. New York State Loyalty Oath to be signed in the President's Office, (Miss Bouck, Administrative Assistant).

INCOME TAXES

Attention of all new members of the faculty is called to the fact that both the Federal and the New York State personal income taxes are deducted from each salary check. In addition, the annual tax and estimated tax reports must be filed independently by each faculty member.

STATE LOYALTY OATH

The oath required by Section 3002 of the Education Law "shall be administered by the president or other head of such school, college, university, or institution, or by the officer or person, or in the case of a board or body, having authority to employ such person as a teacher, instructor or professor in such school, college, university or institution..." This oath should be filed by the faculty member with the President.
MOVING EXPENSES

New members of the teaching faculty may receive assistance from the College in meeting expenses incurred in the move to Schenectady. The amount of reimbursement is generally one-half the cost of commercial movers and does not include personal transportation or packing. The College requests a receipt for these moving expenses for audit purposes and for issuance of a check.

COLLECTIVE LIFE INSURANCE

Union College provides at no cost to its faculty Teachers Insurance and Annuity Association Collective Life Insurance. This is a decreasing form of life insurance; the College pays for five units for each faculty member. Death payments range from about $57,000 at age 25 as of 1969 to $18,600 at age 45 to about $3200 at age 65 and will be paid only to the beneficiary named by the insured. A change of beneficiary may be made at any time. This policy terminates whenever a participant ceases active service to the College.

SICK LEAVE

The Trustees of the College have established the following policy on sick leave:

"The President of the College can approve full salary up to three months, plus one week for each year of service up to a maximum of one-half year, or until the Total Disability Insurance takes over.

"Anything beyond this can be recommended by the President to the Executive Committee for consideration.

"The work of the sick person has been customarily carried on by other members of the faculty or administrative staff during his absence, except when the absence was of such duration as to cause a material deficiency in the teaching or administrative service or of such duration as to impose undue hardship on the members of the faculty or administrative staff. In such event, the President makes every effort to obtain a replacement for the sick person."

Normally the President issues a letter explaining the conditions of sick leave to those obliged to be absent for an extended period.
HOSPITALIZATION INSURANCE

Union College provides coverage for medical expenses under two group plans which supplement each other. It is a member of the Blue Cross and Blue Shield of the Capital District. To help further in serious illness or accident, it provides the Teachers Insurance and Annuity Association group Major Medical Expense Insurance.

The employee pays the premium of the Blue Cross Hospitalization and Blue Shield Surgical insurance through a biweekly salary deduction, and the College assumes the cost of the T.I.A.A. Major Medical plan.

Blue Cross Hospitalization and Blue Shield Surgical provide basic insurance for expenses in the hospital. The T.I.A.A. Major Medical then pays 80 percent of covered expenses up to $25,000 after the employee pays the first $100.00 of expenses for each illness above the basic Blue Cross - Blue Shield insurance. Additional information on both plans is available at the Business Office.

DISABILITY INSURANCE

Union College was the first college to introduce this long-needed fringe benefit under which it provides at no cost to its faculty the T.I.A.A. Total Disability Insurance Plan. This insurance provides, in case of total disability, for payment of 60 percent of the first $1,000 of monthly base salary, plus 40 percent of base salary above $1,000 a month (up to a maximum of $1,000 per month including Social Security, Workman's Compensation, or similar statutory benefits) to the faculty member until he reaches age 65, when his annuity becomes effective. The plan also continues the total T.I.A.A. annuity contribution during the period of total disability. This insurance is available to members of the faculty after age 30 and two years of service at Union College. Benefits paid under this insurance are not subject to income taxes.

RETIREMENT PLAN

The College Retirement Plan is operated through annuity policies issued by the Teachers Insurance and Annuity Association and is in addition to and separate from Federal Social Security coverage. By action of the Board of Trustees and upon authorization of the President, participation shall be available to members of the faculty who are engaged in teaching or administrative work, whose appointments are not part-time, and who have completed one year of service. Participation shall be required of eligible members upon the completion of one year of service and attainment of age thirty. A faculty or staff member who comes from an institution where he has participated in a similar plan and who holds a retirement annuity contract will continue to participate without interruption.

This plan is financed by deductions from each participant's salary
and by a monthly contribution from the College. The current rates are:

Deductions from salary .......... 5%
Contribution from Union College .... 10%

The total amount is vested in the individual and forwarded directly by the College to his account.

At the option of the participant, the amount of his contribution to the T.I.A.A. plan may be increased through voluntary salary reduction. The participant must make application to the Business Office to reduce his base salary by a specified percentage (either 5 percent or 8 1/3 percent), applying that amount to his T.I.A.A. annuity payment.

The College Retirement Equities Fund is another method of providing retirement income for staff members. Policy holders can invest their full annuity premiums with the T.I.A.A. or they can invest one-fourth, one-third, one-half, or three-quarters in C.R.E.F. and the rest in T.I.A.A. The portion of premium placed in T.I.A.A. will provide a guaranteed fixed dollar annuity; the portion placed in C.R.E.F. will provide a variable, or unit, annuity based upon the performance of common stocks. Additional information on C.R.E.F. may be obtained at the Business Office.

COLLEGE PLOT IN VALE CEMETERY

Members of the College faculty and administrative staff, their wives and their unmarried children have the privilege of interment in the College plot in Vale Cemetery without charge for the area assigned. The faculty member is responsible for furnishing adequate markers and for the upkeep of the area assigned to him. A "perpetual care" plan may be purchased from the Vale Cemetery Association.
SABBATICAL LEAVES

Members of the faculty on permanent tenure are entitled to apply in writing for a sabbatical leave equivalent to one-half the academic year on full salary or a full year on half salary, to be taken during their seventh year of teaching on the Union faculty and each seventh year thereafter. The Chairmen of departments will try to work out a rotating schedule of such sabbaticals, so that no department will be severely handicapped during any particular year by the absence of faculty members on sabbatical leave. Since the purpose of a sabbatical leave is to improve the faculty member's competence as a scholar-teacher at Union, the College is justified in expecting that anyone granted sabbatical leave will return to teach here for at least one year after termination of the leave.

The application should state how the sabbatical leave of absence is to be used and where the research or additional study is to occur, and should indicate clearly how this sabbatical period of study will increase teaching effectiveness. These applications are reviewed by the Chairmen of the departments concerned, submitted to the Dean of the Center for approval, and then transmitted to the Office of the President. (Miss Bouck, Administrative Assistant) As the Board of Trustees wish to pass upon them in ample time for arrangements to be made to take care of the faculty member's teaching during the period when he will be away, faculty members should submit their applications by no later than October 1.

Time spent on leaves of absence without salary shall not count toward the six years of full-time teaching required for sabbatical leave. No faculty member may apply for a sabbatical leave immediately following a leave of absence.

Upon his return from a sabbatical leave of absence, the faculty member is expected to write a report of his activities during the sabbatical leave and file it with the Office of the President, (Miss Bouck, Administrative Assistant) as part of his permanent dossier.
LEAVES OF ABSENCE WITHOUT PAY

A faculty member may request through the Dean of the Center a leave of absence without pay for not more than one year to pursue research which will enhance him professionally. In general, a faculty member should request such a leave before January 1 for the following academic year so that the College may review its personnel needs. If leave is granted, the College assumes that the faculty member will return to Union the year following his leave unless the faculty member notifies the College to the contrary before February 1 of the academic year during which he is on leave.

A leave of absence without pay shall not count towards establishing eligibility for a sabbatical. Within a department sabbaticals shall normally take precedence over a leave of absence. A leave of absence may count toward tenure and/or promotion if, in the opinion of the administration, such a leave substantially enhances the faculty member’s professional standing and his service to Union College; notice of such opinion ordinarily to be given simultaneously with the granting of the leave. Similarly, consideration of salary increases while a faculty member is on leave depends upon the extent to which the leave enhances his service to the College.

The College wishes to remind the faculty that TIAA major medical, group life insurance and total disability policies cover faculty on leave only when engaged in full-time study for an advanced degree or when actively working in the field of education or pursuing research under a foundation or government grant. If the faculty member on leave elects to pay the cost of any or all of these policies while on leave, the College will reimburse the faculty member for the premiums when he returns to teaching at Union. The College does not make any contribution to the pension plan while the faculty member is on leave. Faculty may contribute directly to TIAA as they wish. Faculty going on leave who have children in college and are receiving financial assistance from Union toward tuition costs elsewhere should inform the Business Office of their plans and, when they return to Union, apply for this fringe benefit for the year of the leave.

For those faculty on leave who remain in Schenectady, the College will make available office space, laboratory space, and other facilities (including services) so far as they are not needed for the normal operation of the College. Such requests should be forwarded by the Department Chairman to the Business Office.

Finally, although the College recognizes the importance of such leaves, approval of such a requested leave of absence without pay is at the discretion of the Board of Trustees upon the recommendation of the President.
FACULTY AND STAFF CHILDREN FINANCIAL AID POLICY

Under the following provisions, Union College offers scholarship grants to sons and daughters of members of the Faculty and Administrative and Maintenance Staff:

I. Eligibility: The following are eligible for benefits under this program:

A. Unmarried sons and daughters of members of the faculty and staff who are in active service and employed by the College on a full-time basis, or who are on leave of absence for not more than one year.

B. Unmarried sons and daughters of emeritus members of the faculty.

C. Unmarried sons and daughters of deceased members of the Union Faculty who died in active service and who had completed at least ten consecutive years in the College's employ prior to their death may be declared eligible at the discretion of the President, the Comptroller, and the Chairman of the Finance Committee of the Board of Trustees.

D. Married sons and daughters of those named in sections A, B, C above are also eligible provided the student attends Union.

E. Children of employees other than Faculty and Administrative Officers appointed by the Board of Trustees are not eligible until the parent has five years of full-time continuous service with Union College.

II. Qualifications

A. To qualify for a grant from Union, the applicant must be:

1. Enrolled in the undergraduate program of an accredited institution offering a bachelor's degree in the arts, sciences, or engineering, based on at least four years of academic work.

or

2. With the approval of the Secretary of the College, enrolled in a recognized two-year junior college, provided the applicant is pursuing a program of study which at the end of two years will qualify him or her for transfer to another institution offering a bachelor's degree in the arts, sciences, or engineering.
B. To retain the scholarship, the applicant shall be in Good Standing and eligible to return to the institution attended.

III. **Amount and Payment of Grant:** Scholarships are awarded on an annual basis for not more than four academic years, at the undergraduate level only, according to the following provisions:

A. The children of all full-time employees, professional and non-professional, employed before September 1, 1971 are entitled to the following scholarship benefits, except as otherwise provided:

1. Tuition remission at Union to the maximum extent of $833.00 per term or $2,500 per year whichever is less, or

2. The lower of either (a) an annual tuition grant of $1,250 or (b) the annual tuition and fixed fees applicable to all students actually paid at any other accredited college.

B. Two children of all such employees employed after September 1, 1971 shall be eligible for the following scholarship benefits only after five years of continuous service to the College:

1. Tuition remission at Union to the maximum extent of $833.00 per term or $2,500 per year whichever is less, or

2. A grant for attendance at another accredited college equal to the tuition then charged at the State University of New York at Albany, or $1,250, or the tuition at the other college attended, whichever is lowest.

C. The amounts in A-1 and B-1 will be reduced by the amount of any outside award (NYS Regents Scholarships, etc.).

D. The maximum liability under Paragraphs A-1 and B-1 in the first instance and A-2 and B-2 in the second instance, shall in each instance be $50,000 per year averaged over a three-year period; the two funds shall be treated independently. In the event the claims under either shall be in excess of $50,000, the treatment of the excess shall be referred to the Executive Committee of the Trustees. Lacking Trustee action, however, all of the awards in either group shall be reduced proportionately in amount so as to total $50,000.
E. Applications for meritorious exceptions to the above provisions and any questions arising hereunder shall be referred for final decision to the Executive Committee of the Trustees.

F. The Trustees reserve the right in their sole discretion to amend or terminate the benefits under Paragraph B hereof. All benefits under Paragraphs A and/or B shall be reduced or terminated by any other grants or remissions made hereafter for the same purpose by any other source or instruments as follows:

1. If the student commutes to a nearby college and has outside awards which bring his total aid to more than the Union tuition, the grant from Union College shall be reduced accordingly.

2. If, in the rare instance, a faculty child residing at another college should receive outside awards which bring his total aid to more than the recognized cost of attending that college, the Union College grant shall be reduced accordingly.

3. Grants shall be payable to the institution attended for credit against the recipient's tuition charges in installments as tuition payments become due.

IV. Administration of the Program

1. The Faculty Children's College Aid Program is administered by the Secretary of the College. Parents of eligible sons and daughters must apply for initial scholarship grants to the Secretary by June 1st of the year of college entrance.

2. It is the responsibility of the Union faculty or staff member to notify the Secretary of the College if his son or daughter withdraws from or fails to remain in Good Standing at the college at which he or she is receiving benefits before the four-year period of assistance expires.

3. It is not necessary to apply for financial aid at the college of the child's choice in order to receive benefits under this program, but any scholarships received will be taken into account as explained in Paragraphs III, F. 1 and 2 above.
TUITION REMISSION AT UNION COLLEGE FOR FACULTY, STAFF, THEIR SPOUSES AND CHILDREN

1. All full-time staff members of Union College, their spouses and any children who have not reached the age of twenty-five, may enroll in Union College courses tuition free. Special fees, however, must be paid.

Since course work of a staff member may not interfere with the performance of his duties, courses should normally be taken in the Evening Division.

The course work of a spouse or child may be taken in day or evening programs. Special permission is required for more than one course per term (three courses per year), except in the case of qualified children of full-time staff members who are enrolled full-time as students at Union.

Admission to degree status will be governed by the regular requirements and procedures of the College.

2. Sons or daughters of part-time employees are not eligible.
OFFICE OF THE PRESIDENT

UNION COLLEGE

To All Full-Time Employees

From President Martin

Regarding the statement on faculty/staff children's scholarships, issued March 10, 1972:

Professor Pilcher has informed me that some of you have expressed concern about the "maximum liability" provision (item 3 in the statement). It is intended to refer only to out-of-pocket (i.e., cash) commitments and therefore applies to 1(b) and (c) and to 2(b), but not to the (a) provision in either paragraph.

Because Professor Pilcher is also concerned that my covering letter may be misconstrued (final paragraph) to mean that the final document had the full endorsement of the committee, I note here that such was not my intent. The Trustees made clear at the outset of discussion that they wanted to give the faculty committee ample opportunity to make its case. That the committee did with great thoroughness, both in writing and orally in two meetings. The special Trustee committee then worked out and presented to the Board the revision you have in hand. Obviously it is not so generous a plan as the one we had; on the other hand, it is a long distance from being bad, especially for those hired before September first. It compares very favorably, in fact, with like benefits at other institutions.

March 21, 1972
OFFICE OF THE PRESIDENT
UNION COLLEGE

To All Full-Time Employees

From President Martin

The attached statement, which will be incorporated in the Faculty and Staff manuals as next issued but which becomes effective immediately, is the result of long and thorough discussion between the Committee on Faculty and Staff Benefits, chaired by Professor Pilcher, and members of the Board of Trustees. It reflects an awareness on the part of both groups that the scholarship fringe-benefit for children of full-time faculty and staff has become an increasingly heavy tax on our resources, one that has to be restrained in some fashion.

Between 1966-7 and the present year, the total outlay (including remission of tuition for those who attend Union) rose from $30,485 to $90,485. The out-of-pocket cost (tuition paid to other institutions) for the same period rose from $25,086 to $55,485. Projections to 1976-7 show continued increase in cost too great to be accommodated in any rational distribution of our limited resources, and this new plan is therefore substituted for the old one.

The new plan has two distinctive features: (1) it protects employees hired before September 1, 1971, against serious effect on expectations and on the long-range budgeting some have done; (2) it initiates a much altered plan for employees hired after September 1, 1971. (We have taken care this year not to make expectation about this fringe-benefit any part of the hiring process, simply because we did not know until recently what changes in the plan might be voted.)

The one significant difference for employees hired before September 1, 1971, is that the remission benefit is frozen at $2500, our 1971-2 tuition, and the cash benefit at half that sum with a further adjustment if the total of out-of-pocket cost exceeds $50,000 (see 3).

You will note in the concluding paragraph an explicit reservation about amending or terminating the benefit. I can say with entire confidence that the Trustees have no present intention to amend or terminate, but they do recognize the necessity of providing the College with protection against fiscal eventualities it cannot now predict. This kind of caveat is implicit in most fringe-benefit allowances unless they have been subject to contract negotiation, so there is really no change in attitude implied.

I want to take this opportunity to thank Professor Pilcher and his committee as well as Dean Olton (who did much of the analysis) for their useful work in reaching a settlement which seems to me a decent combination of justice with the realities of budget.

March 10, 1972
TRUSTEE RESOLUTION ADOPTED JANUARY 19, 1972

1. The children of all full-time employees, professional and non-professional, hired before September 1, 1971 are entitled to the following scholarship benefits, except as otherwise provided:

   (a) Tuition remission at Union to the maximum extent of $2,500, or

   (b) The lower of a tuition grant of $1250 or the tuition actually paid at any other accredited four year college.

   (c) In the case of non-professional employees there must be five years of continuous service preceding award.

2. Two children of all such employees hired after September 1, 1971 shall be eligible for the following scholarship benefits only after five years of continuous service to the College:

   (a) Tuition remission at Union to the maximum extent of $2,500, or

   (b) A grant for attendance at another accredited college equal to the tuition then charged at New York State University at Albany, or $1,250, or the tuition at the other college attended, whichever is lowest.

3. The maximum liability under Paragraphs 1 and 2 shall in each instance be $50,000 and the two funds shall be treated independently. In the event the claims under either shall be in excess of $50,000, the treatment of the excess shall be referred to the Executive Committee of the Trustees. Absent Trustee action, however, all of the awards in either group shall be reduced proportionately in amount so as to total $50,000.

4. The current individual qualification provisions shall be continued as at present set forth in the faculty and staff manuals.

5. Applications for meritorious exceptions to the above provisions and any questions arising hereunder shall be referred for final decision to the Executive Committee of the Trustees.

6. The Trustees reserve the right in their sole discretion to amend or terminate the benefits under Paragraph 2 hereof. All benefits under Paragraphs 1 and/or 2 shall be reduced or terminated by any other grants or remissions made hereafter for the same purpose by any other source or instruments as follows:

   (a) If the student commutes to a nearby college and has outside awards which bring his total aid to more than the Union tuition, the grant from Union College shall be reduced accordingly.

   (b) If, in the rare instance, a faculty child residing at another college should receive outside awards which bring his total aid to more than the recognized cost of attending that college, the Union College grant shall be reduced accordingly.

   (c) Grants shall be payable to the institution attended for credit against the recipient's tuition charges in installments as tuition payments become due.
FACULTY CHILDREN FINANCIAL AID POLICY

Union College offers financial grants to unmarried sons and daughters of members of the Union faculty and administrative officers to assist in their undergraduate college education.

A. Eligibility

1. The following are eligible for benefits under this program:

   a. Unmarried sons and daughters of members of the faculty and administrative officers who are in active service and employed by the College on a full-time basis, or who are on leave of absence for not more than one year.

   b. Unmarried sons and daughters of emeritus members of the Faculty.

   c. Unmarried sons and daughters of deceased members of the Union Faculty who died in active service and who had completed at least ten consecutive years in the College's employ prior to their death may be declared eligible at the discretion of the President, the Provost, the Business Manager, and the Chairman of the Finance Committee of the Board of Trustees.

B. Qualifications

1. To qualify for a grant from Union, the applicant must be:

   a. Enrolled in the undergraduate program of an accredited institution offering a bachelor's degree in the arts, sciences, or engineering, based on at least four years of academic work.

   or

   b. With the approval of the Secretary of the College, enrolled in a recognized two-year junior college, provided the applicant is pursuing a program of study which at the end of two years will qualify him or her for transfer to another institution offering a bachelor's degree in the arts, sciences, or engineering.

2. To retain the scholarship, the applicant shall be in Good Standing and eligible to return to the institution attended.
C. **Amount and Payment of Grant**

1. Scholarship grants under this program are awarded on an annual basis, for not more than four academic years at the undergraduate level to any one applicant.

2. The amount of each annual award shall be:

   a. **For attendance as a regular full-time student at Union College.**

      (1) Full tuition (All special fees excluded.)

      (2) The award in (1) above will be reduced by the amount of any outside award (New York State Regents Scholarships, etc.) if the student lives at home.

**Notes:**

1. All full-time staff members of Union College, their spouses and any children who have not reached the age of twenty-five, may enroll in Union College courses tuition free. Special fees, however, must be paid.

Since course work of a staff member may not interfere with the performance of his duties, courses should normally be taken in the Evening Division.

The course work of a spouse or child may be taken in day or evening programs (except that female students must receive special permission to enroll in the regular day program). Special permission is required for more than 20% courses per term (three courses per year).

Admission to degree status will be governed by the regular requirements and procedures of the College.

2. Sons or daughters of part-time faculty members are not eligible.

3. Those who teach full-time but are not employees of the College (as is the case with ROTC instructors) are eligible under the conditions in C.2. and Note 1, but only for as long as the father is in active service at Union.

   b. **For attendance at another accredited institution** (Per B, 1), the lesser of:
(1) One-half the annual tuition charge at Union, or

(2) The annual tuition charge at the institution attended, including fees applicable to all students of the type included in Union's own tuition charge (such as health fee, library fee, etc.).

In both instances, the amount of the annual Union College award shall be reduced as follows:

(a) If the student commutes to a nearby college and has outside awards which bring his total aid to more than the Union tuition, the grant from Union College shall be reduced accordingly.

(b) If, in the rare instance, a faculty child residing at another college should receive outside awards which bring his total aid to more than the recognized cost of attending that college, the Union College grant shall be reduced accordingly.

(c) Grants shall be payable to the institution attended for credit against the recipient's tuition charges in installments as tuition payments become due.

D. Administration of Program

1. The Faculty Children's College Aid Program is administered through the Secretary of the College. Parents of eligible sons and daughters shall apply for initial scholarship grants to the Secretary of the College by June 1st of the year of college entrance.

2. It is the responsibility of the Union faculty member to notify the Secretary of the College if his son or daughter withdraws from or fails to remain in Good Standing at the college at which he or she is receiving benefits before the four-year period of assistance expires.

3. It is not necessary to apply for financial aid at the college of the child's choice in order to receive benefits under this program, but any scholarships received will be taken into account as explained in paragraph C.2.b. above.

4. The benefits received under this program are not considered income for income tax purposes.
FACULTY BABY SITTING SERVICE

A Faculty Baby Sitting Service is provided faculty families through the Student Employment Bureau, which is a part of the Office of Student Aid. The Bureau will provide one of its regular "sitters" upon request or the faculty member may engage the services of a specific student who in turn is added to the list of student "sitters" on file with the Bureau. The students are compensated at the rate of $.75 an hour upon presentation of a form signed by the faculty member and receive transportation to and from campus. Each faculty family may have "free" service up to $25.00 a year. The Bureau keeps an account for each member of the faculty who uses this service.

The Employment Bureau will also provide students to do odd jobs in faculty homes at the rate of $1.25 an hour. Odd-job services, however, cannot be charged against the allotment for free baby-sitting.

LOCKER PROGRAM

The Union College Locker Association is a cooperative group of faculty and staff established in 1952 to conduct a freezer-locker business including the purchase of groceries, household supplies, and meats in wholesale quantities for resale to the membership.

There is an initiation fee of $10.00. Memberships are of two kinds. A full membership of $15.00 a year rents a 27-cubic foot locker and includes the privilege of purchasing from the Association. An associate membership of $5.00 a year covers purchasing privileges only.

Approximately 60 faculty and staff members belong to the Association, whose store and locker are located behind South College. Inquiries and applications should be made to Wilford H. Ketze, general manager of the Association.
LOCKER PROGRAM

The Union College Locker Association is a cooperative group of faculty and staff established in 1952 to conduct a freezer-locker business including the purchase of household supplies, ice cream, baked goods, frozen foods, and meats in wholesale quantities for resale to the membership.

There is an initiation fee of $10.00. Memberships are of two kinds. A full membership of $15.00 a year rents a 27-cubic foot locker and includes the privilege of purchasing from the Association. An associate membership of $5.00 a year covers purchasing privileges only.

Approximately 50 faculty and staff members belong to the Association, whose store and locker are located behind South College. Inquiries and applications should be made to Wilford H. Ketz, general manager of the Association (374-3460).

CREDIT UNION

All employees of Union College are eligible for membership in the Schenectady Teachers Federal Credit Union, which offers advantageous rates for saving and borrowing money. Further information can be obtained from the Chairman of the Faculty and Staff Benefits Committee, or directly from the credit union at 1646 State Street, Schenectady, telephone 393-7149.
II SERVICES

COLLEGE BOOKSTORE

The College Bookstore gives faculty, staff and students as much of a discount on books and merchandise as a non-profit operation permits. Faculty and staff may charge items totalling $1.00 or more. Accounts are payable in 30 days. Any account containing charges which have not been paid within two months of original billing will be withdrawn and the charging privilege discontinued. All bills must be paid in full by Commencement weekend.

NOTARY PUBLIC SERVICE

This service is available at the Business Office without charge to members of the faculty and staff.

DINING FACILITIES

The College dining facilities in Hale House, the Rathskeller, and West College are open at all times to faculty members and their families. The Rathskeller, located beneath the Geology Building in South Colonnade, is open six days a week (closed Saturdays), from 2 p.m. to 12 midnight; the menu at the Rathskeller includes sandwiches and snacks, coffee, soft drinks, and beer.

Arrangements for special dinners or luncheons in the College dining halls may be made through the resident manager for Saga Food Service, the caterers who handle the College's dining halls. A variety of menus at different prices is available for such events. Before scheduling a special dinner, however, faculty should check with the Registrar's Office to avoid conflicts with other events. Cocktails may be served in Hale House only with special permission from the College Business Manager.

HEALTH SERVICE

Faculty members may obtain annual physical examinations from the Health Service, located in Silliman Hall. Minor injuries and ailments of members of the faculty and staff are treated by the College Physician on an emergency basis only; the services of the College Physician will not supplant those of the family doctor, and no outside calls are made by the staff of the Health Service.
NEWS BUREAU

Official College relations with the local and national press, radio, television, and other media are handled by and through the News Bureau. All releases of information about College functions, whether sponsored by the College or by organizations with the College, should be channelled through the News Bureau, which will arrange and coordinate appropriate publicity. It is the policy of the College to release all information through this single channel in order to minimize the chances of duplicate, confusing, or contradictory stories. Advisers to official student organizations should make sure that the students check with the News Bureau before releasing information to public news outlets.

To facilitate the planning of publicity, please notify the News Bureau at least a month in advance, if possible, of events for which publicity is desired. In the case of a visitor or lecturer whose presence deserves coverage, please arrange to have him supply the News Bureau with a glossy photograph suitable for newspaper use and appropriate biographical information.

The News Bureau maintains a number of mailing lists, including various lists for faculty and staff at home and office addresses; lists of high schools and libraries; lists of newspapers, magazines, television stations, etc.; lists of other colleges; and others. Most of these mailing lists are on Addressograph plates, and they may be used by other offices for appropriate College mailings. The lists are not available for use by organizations "outside the College family."

PUBLICATIONS OFFICE

All official publications, whether budgeted to separate departments or included in the general printing budget, should be submitted to the Publications Office for a general editorial review. Proposals for additions to the roster of College publications and promotional material should be submitted to the Publications Office in time for review and inclusion in the next year's printing budget. In general, this means that proposals should be submitted no later than November of the academic year preceding the year which the publication is sought.

MULTILITH SERVICE

The Department of External Affairs in Lamont operates a multilith service that can be used by any department in the College. There is a basic charge for supplies, machine time and labor. Mrs. Casper Van Loan, Room 202, Lamont can usually give you an estimate on cost.

In other years, the Department required that multilith masters be made by the division requesting service. We are now in a position to prepare masters photographically from clean copy.

Reproduction takes time and the schedule is usually full. Advance notice of your requests is therefore imperative. Call Mrs. Van Loan on 331 as soon as you anticipate a need and she will schedule your work.
XEROX

Xerox machines are located in the Administration Building (for administrative use only) and in the Library, Carnegie Hall and Science-Engineering Center Room S100 (for faculty and staff use). Charges are made against departmental budgets when the service is used. See pp. FM III, 5-6 for a further description of Library photocopy facilities.

POLICY ON USE OF DUPLICATING MACHINES

Use of multilith and Xerox machines, and the mimeograph and ditto equipment located in departmental offices is subject to the following restrictions:

1) the work of the office where the machine is located has priority

2) no duplicating on behalf of a political candidate or party is permitted

3) no use is permitted for commercial purposes other than that of promoting approved college events

4) no time of secretaries or clerks may be requested except as approved by the person to whom the secretary or clerk reports

5) users are responsible for observance of copyright law.

GRANTS AND PROGRAMS OFFICE

A library of materials regarding government and other outside support of research and educational programs is located in the Science-Engineering Center, Room S100. Mr. Swanker (Ext. 333) will assist any faculty member in using these materials to determine the requirements for well prepared proposals.

The College subscribes to The Guide to Federal Assistance for Education, published by Appleton-Century-Crofts, College and University Reporter, published by Commerce Clearing House, and the Annual Register of Grant Support, thus providing the best current information available. The Grants and Programs Office is also on the mailing list of most Federal Agencies.

The Grants and Programs Office will appreciate early knowledge of proposals planned or in process.

STUDENT EMPLOYEES FOR ODD JOBS

The Student Aid Office keeps a list of students available for part-time work at the minimum rate of $1.85 per hour. A call to Ext. 315 should produce a student ready to work in short order.
III LIBRARY SERVICES

GENERAL PRINCIPLES

Library policies rest on the principle that the college library has a vital role in the educational program of the college. Its policies are formulated with the advice of the Faculty Library Committee, which serves as the formal faculty agency in such matters.

The college library functions as something more than a repository for books, periodicals, etc. It is, in fact, a bibliographic center, with resources reaching far beyond the confines of its walls through the services it can offer. However, library services can be developed only in the measure in which they are used, and it is, therefore, essential that members of the faculty not only cooperate with the library, but that they actually participate in its growth and development. It is expected that members of the faculty and students will use its resources and services; that they will participate in the acquisition program by recommending the purchase of specific books and other such material; and that they will make suggestions for improving library services.

LOAN POLICY

A. Borrowing Privileges

Borrowing privileges are extended to persons possessing a Union College Library card. These cards are issued automatically to officers of the College, to members of the faculty, to all enrolled students, and upon request, to alumni. All other persons must make special application to the Librarian.

B. Loan Regulations

1. General Collections

Student and General Public

Books are lent for a period of 28 days with the option of renewal at the end of that time, provided the material is not in demand. All books are subject to recall after two weeks in cases where they are in demand. Bound periodicals are lent for a period of 14 days, again with the option of renewal at the end of that time, provided the material is not in demand.

Faculty

Loans extended to members of the faculty have no time limit. However, should the material be in demand, it is subject to recall at the end of two weeks from the date of loan.
2. Special Collections

Reference books, the current issues of periodicals, rare books, and items in the College archives and other special collections are not available for loan to anyone. They must be used in the library.

3. Rental Collections

Phonograph records, and books in the special rental collection of current fiction and books of topical interest are available for loan without charge for a period of one week. A rental charge of five cents a day is made for each book or record kept beyond the loan period.

4. Reserve Books

Members of the faculty who wish to restrict the use of a book, periodical issue, etc., so that students enrolled in their classes will have an opportunity to read assigned passages may do so by requesting the Circulation Librarian to place the book on reserve. Books are placed on reserve only at the request of members of the faculty. A book that is placed on reserve must be used in the library. It can be taken from the library only in the evenings after 10:30 p.m., or one half hour before the library closes, and must be returned by 9 a.m. the following morning, or within one half hour after the library opens. Students who wish to borrow books on reserve over holiday periods, etc., must obtain, in writing, the permission of the faculty member who placed the book on reserve when the library possesses only one copy. The library reserves the right further to restrict the use of reserve books by placing them on a "two hour per student" use basis when circumstances so warrant.

5. Current Periodicals

The latest issues of periodicals are not available for loan, and must be used in the library; however, the back issues of current volumes are available for loan for a period of one week.

6. Fines

Fines are assessed against persons holding materials beyond the due date.
ACQUISITION POLICY

The growth and development of the library requires the active participation of the faculty in its acquisition program. Each member of the faculty is, therefore, invited to submit recommendations for books and other materials to be added to the collections, and should consult with the chairman of his department regarding departmental policy on this matter. In some departments all recommendations are submitted through a department representative when they are to be charged against departmental budgets. In such cases the library will accept only recommendations so submitted. In other departments, recommendations are not submitted through a representative, and are, therefore, accepted directly from any member of the department. Recommendations for books which would not normally be charged to departmental budgets should be submitted directly to the library. Recommendations for new periodical titles should be approved by the department chairman in all cases.

It is library policy to discourage the purchase of multiple copies of a single title. Where this is desirable the Librarian should be consulted.

All recommendations should be submitted on the appropriate cards available, upon request, at the order office. Recommendations which include full bibliographical information are given priority over those lacking such information. Please include the date of publication. In cases where it is necessary that an order be rushed through, the recommendation card should be marked rush in the top right hand corner, and should stipulate the date on which the material is needed.

A report is made on every recommendation. When a book has been received, catalogued, and marked, the person who recommended the book receives a yellow slip with the call number on it. This indicates that the book has been processed and is being held for him at the circulation desk. Books not called for within ten days are placed in the New Book Section or in the regular collections.

Reports on departmental book budgets are made four times a year to the chairmen of departments.

Budgetary factors play a part in our acquisitions program, but departments which have overspent their budgets, or wish to recommend expensive items should discuss the matter with the Librarian.
GOVERNMENT DOCUMENTS

The Library is a selective depository for United States Government Documents. It is library policy to maintain strict control over all changes in selection. The advantages of receiving this material free of charge must be weighed against our ability both to care for it and to carry out the articles of agreement which a depository must enter into with the United States Government.

The selection of depository material must be made under categories determined by the Superintendent of Documents. Such categories are frequently general and may include items varying in format from bound books through pamphlets to single sheets. Some depository material is constantly revised in a manner requiring long hours of work by the library staff. All depository material remains the property of the United States Government, and, with few exceptions, cannot be discarded without the explicit permission of the Superintendent of Documents. Requests for changes in the selection of depository material should, therefore, be discussed with the Librarian.

Any Government Document may, of course, be acquired by the Library through normal acquisition procedures.

CARE OF THE COLLECTIONS

All matters pertaining to the care of the collections are under the jurisdiction of the library. This includes questions of classification, housing, binding, discarding, and the like. It is library policy to consult with members of the faculty on these matters as occasion warrants, but the library must reserve the right of final decision.

REFERENCE - RESEARCH SERVICES

It is library policy to cooperate with any member of the faculty who is doing research, and with any student who assigned special projects. To this end, the library will endeavor to procure such material as may be needed by direct purchase or interlibrary loan, or copies of such material in the form of microfilm, photostats and the like. Normally the costs of these services are born by the library and are not passed on to the individual. The library, however, reserves the right to purchase any such material which, in its judgment, should be a part of the regular library collections.

1. Interlibrary loan

The library will endeavor to borrow books for any member of the faculty or student body for use in his work. Interlibrary loan requests must be made in writing to the Reference Librarian in charge. Request forms are available at the reference desk.
2. Special Purchases

Requests for the purchase of books, microfilm, etc., to be used for special research purposes are handled on an individual basis, and should be made to either the Librarian or the Reference Librarian in charge.

3. Special Research

Members of the reference staff are available to act as consultants in bibliographical projects.

PHOTOCOPYING SERVICES

1. Services Available

Copies of printed and written texts, either in sheet, book, or microfilm form, can be provided by the library; by Xerox or Reader-printer.

Every request, without exception, must be submitted in writing on the form provided by the library. These forms bear a statement designed to protect the College from possible infringement of copyright laws. The library will not copy any material for a person who refuses to accept responsibility as indicated on the request form. Further, the library reserves the right to refuse any request for copies of material when, in its judgment, such copying would involve the infringement of copyright laws. Request forms are available at the reference desk.

2. Schedule of Charges

a. Administrative Offices, Departments, and Student Organizations

All administrative offices, departments, and student organizations will be charged at the rate of 5 cents per copy. Quarterly statements, based upon library records, will be sent to the Business Office where they will be charged against the budgets of the various offices, departments, and student organizations. This will include charges for copies made for instructional purposes. It is assumed that the signature of the person requesting the copies will serve as sufficient authorization for the charges.

The term "student organization" as used above refers only to those student organizations which have been officially recognized by the Student Council and have budgets approved by the Student Tax Committee. All other student organizations will be charged at the rate of 15 cents per copy.
b. **Individual Members of the College Community**

Individual members of the college community will be charged 15 cents per copy. No charge will be made in the case of members of the faculty and administration who need such copies for their own research, or, in the case of students who have their instructors verify, on the appropriate library form, that such copies are needed for their academic work.

c. **Individuals Who Are Not Members of the College Community**

Individuals who are not members of the administration, faculty, or student body, or who do not hold library cards will be charged 35 cents per copy. Furthermore, copying for persons in this category will be restricted to materials which constitute part of the Union College library collections, or which are obtained through Union College library services. Copies of other materials will have to be obtained from commercial firms in the area.

d. **Sales Tax**

Photocopying services are subject to sales tax in accordance with the regulations of the New York State Sales Tax Department.

**STUDENT INSTRUCTION**

Members of the library staff give instruction in the use of the library to all incoming freshmen. This instruction is given in conjunction with the Freshman Comprehensive Education courses. It consists of two formal lectures with assignments, and one laboratory period in which the student is assigned a bibliographical project.

Members of the library staff are available to assist in courses which deal with bibliographical subjects. In cases where such assistance is thought to be desirable, requests should be made to the Librarian.
FACULTY STUDIES - SEMINAR ROOMS

The library has several small study rooms which are available to members of the faculty upon application to the Librarian. It is intended that these rooms be used for study and research projects, especially those involving continuing use of library materials. No faculty study is to be considered an office; the library staff discourages students from interrupting faculty members when they are using their studies. Faculty studies are assigned for the period of one term.

Faculty members with small classes which could benefit by meeting in the library may request use of the Phi Beta Kappa Room, either for a term or for an occasional class. Such requests should be directed to the Librarian.

The Music Room may also be used for a special class or for meetings of college groups. Requests should be made well in advance of the desired date, since the Music Room may be so assigned only once a week. These requests should also be directed to the Librarian.
The College may discharge a faculty member who is on permanent tenure on grounds of moral turpitude, teaching incompetence, mental or physical incapacity to perform his duties, or conviction of violation of the Feinburg Law of New York State for Communist affiliation. In cases of mental or physical incapacity to perform duties, the procedures to establish total disability as provided under faculty benefits will be followed. If, however, the incapacitated faculty member is unable or refuses to avail himself of this benefit, the College may be obliged to dismiss him with one year's salary in lieu of notice. The discontinuance of the department or of the particular subjects taught by the faculty member or financial difficulties within the College may also oblige the institution to discontinue a member on permanent tenure. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, will, if possible, be considered by the Faculty Committee on Academic Freedom, the Faculty Advisory Committee, and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher will be informed in writing before the hearing of the charges against him and he will have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He will be permitted to have with him an adviser of his own choosing who may act as counsel. There will be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony will include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude will receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.
FACULTY RANKS AND THE CRITERIA FOR PROMOTION

1. Instructor.

Appointment to the rank of instructor shall be for either one or two years, renewable or not in accordance with the letter of contract.

2. Assistant Professor.

Appointment or reappointment at the rank of assistant professor shall be for two years and is renewable unless the letter of contract specifies to the contrary. Promotion to this rank requires:

   a. The master's degree or higher
   b. Demonstrated professional competence
   c. Scholarly activity and professional alertness

3. Associate Professor.

Those initially appointed to the rank of associate professor receive a three-year contract, renewable with or without tenure in keeping with the provisions for determining tenure. Two appointments at this rank may be regarded as conferring tenure unless the College indicates to the contrary. Promotion to this rank assumes:

   a. The Ph.D. or its equivalent
   b. Outstanding performance as a teacher
   c. Mature scholarship recognized by the profession
   d. Continuous and substantial service to the College
4. **Professor.**

Appointment to the rank of full professor from within the Faculty of Union College automatically confers tenure if not already granted and is recognition of a sustained contribution to the educational programs of the College and an established professional competence. Appointments to this rank from outside the Faculty shall be for three years, and a decision on tenure shall be made no later than the second year of this appointment. Promotion to this rank requires:

a. The Ph.D. or its equivalent
b. Outstanding performance as a teacher for no less than ten years or equivalent services in professionally related work.

b. Mature scholarship recognized by the profession and normally demonstrated in publications, exhibits, election to office in national or international professional organizations, receipt of grants or awards, or similar marks of unusual scholarly accomplishment.

d. Continuous and substantial service to the College

**FACULTY RESIGNATIONS**

In the event that a faculty member decides to resign, the College recommends that he observe the following procedures, combining as they do both accepted practice in academic circles and normal courtesy:

1. **Resignation before receipt of contract letter.**

When a faculty member indicates to his departmental chairman that he intends to accept another position and that he will not accept a letter of contract from Union College, the chairman should notify the Dean of the Center immediately and the faculty member should submit a letter of resignation to the Dean of the Center as soon as convenient so that an official acknowledgement may be made a matter of record.

2. **Resignation after receipt of contract letter.**

When a faculty member returns a signed carbon of his salary letter, the College assumes that the terms are mutually satisfactory and that the faculty member will fulfill the contract. The College tries whenever possible to issue these letters early in February. Therefore, unless a faculty member has been notified by December 15 that he will not receive a continuing contract, the faculty member should not
consider a position elsewhere after February 1 without first informing the department chairman of his interest in another job. The College recognizes that a faculty member may well become aware of a teaching opportunity which represents a professional advancement he should not deny himself, but it is a matter of courtesy to alert the chairman to the possibility and to confer with him before accepting any firm offer. Acceptance of another position after the letters of contract have been issued requires, in this sense, a release from the contract at Union College and a formal letter of resignation addressed to the Dean of the Center who, after consultation with the President, will acknowledge the action taken.

3. Resignation after May 1 to accept a position in the forthcoming academic year.

The American Conference of Academic Deans and the American Association of University Professors have agreed that it is increasingly awkward if faculty members in receipt of letters of contract change positions late in the academic year at a time when institutions cannot readily find qualified replacements. Therefore, colleges have generally accepted the understanding that after May 1 a faculty member should expect to honor his contract for the coming academic year unless an untoward emergency makes an exception reasonable. If a faculty member is approached by another institution after May 1 with what seems to be an irresistible opportunity, he should immediately notify both the department chairman and the Dean of the Center, and further request that the dean or head of the other institution or agency confer with the dean at Union before any further negotiations occur. This procedure prevents any misunderstanding which might prejudice the future appointments of the faculty member. The AAUP has also suggested that this procedure apply at any time of the year, thirty days after a faculty member is notified of the terms of his continuing employment.

The principal reason for these procedures is to provide an effective code of ethics for the profession and to assure the faculty member of safeguards to his professional future.

**SALARY INCREASES**

Salary increases are based on a merit system. There is no program of automatic annual pay increments. During the fall of each year the College makes an evaluation of faculty performance and recommends, within the financial resources available, salary increases on an individual basis. This evaluation involves departmental chairman, the deans, the Faculty Advisory Committee, and the President. Once the recommendations have been reviewed and approved, the individual faculty member receives his salary letter for the following year (approximately February 1st). The College regards salaries as a personal matter and does not make public individual salaries. It does, however, cooperate with national salary surveys and indicates the authorized ranges for each rank.
ACADEMIC FREEDOM

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return (contract research) should be based upon the written approval of the President of the College.

2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

3. The College or university teacher is a citizen, a member of a learned profession, and a member of the faculty of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special association with the College imposes special obligations. As a man of learning and a member of the faculty, he should remember that the public may judge his profession and his institution by his utterances.
TEACHING REGULATIONS AND PROCEDURES

Each faculty member has the general responsibility for his own classes, limited only by the academic regulations of the College and the policy of the department of which he is a member. These regulations represent the conditions under which instruction occurs at Union. When questions arise, a faculty member should first consult his department chairman and then, but only if necessary, the Dean of the Center.

1. Classroom Assignments

All classroom assignments are made by the Registrar. Requests for the use of extra rooms for tests or lectures should be made to the Registrar. Rooms for special meetings, evening groups, etc., must be cleared through the Registrar. This is not only to avoid group conflicts in assignments but to see that adequate police officer coverage is made available at the close of meetings. Groups should check doors, windows, and ash receptacles before leaving a room.

2. Class Lists

The Registrar's Office distributes class lists as soon as possible at the beginning of each term. Any questions concerning the names on these lists (or the absence of names) should be sent directly to the Registrar. Please do not change the list without word from the Registrar. As long as a student's name appears on a class list, he should be considered a member of the class and reports made accordingly.

3. Change of Course or Section

Students are not permitted to pass from one course or section to another, to withdraw from any course, to attend any course in addition to those regularly scheduled for them, or to take any studies out of their regular order, without the specific authorization of the Dean of the Center and notification to the Registrar. The general regulations concerning dropping and adding of courses, changing majors, and withdrawal from College appear in The Academic Register.

No instructor may change the time of meeting of any class without authorization from his departmental chairman and the Dean of the Center. This does not refer to special trips, emergencies, etc.

4. Attendance

The Academic Register states that each instructor shall announce at the beginning of the term the policy he follows
with respect to student absences from class. In general, the College expects students to attend classes regularly, but it recognizes that the primary responsibility belongs to the student within the spirit of this regulation: absence is the exception, not the rule. Moreover, each instructor may make explicit requirements concerning attendance in his course, for the College realizes that methods of instruction vary and classroom participation may have greater prominence in one course than in another.

Within this regulation each faculty member is expected to keep a record of a student's attendance in classes and laboratories. This record is particularly significant for students in academic difficulty. Whenever a student is absent for more than a week without explanation, the faculty member should report the student's name and the dates of his absence to the Dean of the Center. Not infrequently a student may leave college for a time and this information becomes important.

Students who wish to be excused from attendance at class are expected to tell the faculty member in advance or, when that is not possible, immediately afterwards.

Not only is a faculty member expected to act promptly to discourage indiscriminate class absences, but it is also his privilege to drop a student for excessive cutting. The instructor should first consult with the student and verify the absences. Then the instructor should address to the Dean of the Center a brief letter stating the conditions and asking that the grade of "F" be recorded.

Faculty members are expected to meet their classes as scheduled. Whenever an instructor wishes to alter the pattern of class meetings from the printed schedule, he should clear the change with his department chairman and inform the Registrar's Office. At no time should such a change be at the expense of a student's other obligations. There are occasions when a faculty member must be absent from the campus or when he is ill and cannot meet his class. All such faculty absences should be arranged with the chairman of the department. If the absence is for more than three days, the Dean of the Center should also be informed. The College hopes that other faculty may be available to substitute if the absence is for more than one class.

In the event that a faculty member plans a field trip off-campus, he should notify the department chairman and the Dean of the Center as far in advance as possible and check with all the students in the course to determine whether this absence will work an undue hardship on their participation in other classes scheduled during the field trip.

Administrative officers who expect to be absent from the campus for more than three days should inform the President's Office in advance.
5. **Student Trips**

Arrangements for all student trips undertaken by any department involving absence from a course in another department should be made in advance with the Dean of the Center.

6. **Examinations**

Faculty members are free to give whatever types of examinations, essays, reports, and laboratory assignments they deem appropriate. Although no regulation requires notifying students in advance of hour tests, it is general practice to schedule such tests at the beginning of the term and to inform students. As some instructors prefer not to use a classroom period from the regular schedule for hour tests, and as multiple sections of a course may have a common examination, there are certain vacant periods in the weekly calendar during which hour tests may be given. If a faculty member wishes to use one of these hours, he should request a time and date from the Registrar at the beginning of the term. When the convocation schedule permits, faculty may use the 11:30 hour on Tuesdays and Thursdays, but once again it is necessary to clear this time with the Registrar at the beginning of the term so as to avoid conflicts. An hour test counts as a class. Ordinarily no hour tests are given during the week preceding final examinations. A student absent from an hour test receives a zero unless the instructor excuses the student. The faculty member should check directly with the College Physician in case of student illness or with the Dean of Students if the student is absent because of an official College function. Since the three-term calendar provides more frequent meetings, over a shorter span of time, with students in a course, the College asks that instructors arrange directly an appropriate make-up test for students who have legitimate excused absences. In deference to their colleagues and in fairness to students, faculty should end their classes promptly at the schedule time and complete tests within fifty minutes unless a class is normally scheduled for a longer period.

Final examinations are arranged through the Registrar's Office and will, whenever possible, avoid student conflicts. For this reason it is generally difficult, especially with the compact schedule now in effect, to change the time of an examination. Any changes must have the approval of the Dean of the Center. Guidelines for the administration of final examinations are issued prior to each examination period and include suggestions on seating and proctoring. Finally, faculty regulations require that all assigned work be completed no later than the beginning of the examination period. Only in the case of illness or unanticipated personal reasons acceptable to the instructor and the Dean of the Center may a student receive an "Incomplete" for failure to finish assigned work in a course.
7. Grades

Information concerning the grading system appears in The Academic Register. Since there are no ad-interim or mid-term grades under the three-term calendar, except for freshmen, it is important that students doing marginal work or lower be warned early enough in the term that they may redress their academic situation, if possible, before the reporting of grades at the end of the term. For freshmen the College will continue to use pink slips for "D" or "F" standing at the end of the fifth week each term. These cards are sent to the Deans of the Centers. Grades at the end of the term, indicated on forms sent to the instructor from the Registrar's Office, must be in the Office of the Registrar not later than three days after the final examination in the course. Only through such cooperation can a student's standing be properly computed before the beginning of the next term and course changes indicated when necessary. For students completing their requirements for graduation, any grade of "F" (Failed) must reach the Office of the Registrar before noon of the Thursday before Commencement.

For students receiving grades of "F" the College expects some notations as to the reasons on the forms provided by the Registrar.

Faculty members should consult The Academic Register for information on withdrawals.

No change in a grade may be made after it is submitted unless a faculty member explains in writing why the error occurred and the chairman of the department concerned approves the recommendation. The change will be authorized only if the Dean of the Center approves the recommendation.

Students may place self-addressed post cards in their final examination bluebooks for the purpose of learning their final grades. Instructors are asked to announce to their classes that this is the only method for obtaining grades before the official mailing goes out to adviser and parents. Grades are not given out at the offices of either the Registrar or the Center Deans.

8. Academic Honesty

The College assumes that students will not resort to plagiardism, the theft and mutilation of library books, or any other form of academic dishonesty. Therefore, it is important that each instructor make clear to his students the extent to which they may work together in the preparation of papers, reports, essays, problems, or laboratories. Similarly every faculty member should use some occasion in class to remind students of what plagiarism is and what is expected of them with respect to the use of library materials. All cases of academic dishonesty should be reported to the department chairman who may, at his discretion, transmit the information to the Dean of the Center and the Dean of Students. On examinations instructors should be explicit as to whether the test is an 'open-book' examination or whether all materials which might assist a student are to be left outside the examination area.
V. CASH ADVANCES AND EXPENSE ACCOUNTS - TRAVEL AND LIVING

1. **Travel to Meetings of Learned Societies, etc.**

   Faculty members are allowed coach rail, bus, or economy jet fare to attend meetings of recognized learned societies. Authorization for such travel is given by the department chairman, subject to the approval of the Center Dean. Approved travel will be reimbursed on the basis of actual coach rail, bus, or economy jet fare, plus actual living expenses up to a maximum of $15.00 per day. The College will reimburse the cost of registration fees in addition to the items above.

2. **Travel on College Business or As a Representative of the College.**

   From time to time faculty members or administrative officers may be called upon to travel on College business, or to represent the College at meetings, installations, etc. In such instances, the costs of travel are considered fully reimbursable. However, reimbursement will be limited to the actual cost of transportation, room, meals, and related expenses which may reasonably be considered part of the trip.

3. **Cash Advance**

   A cash advance may be drawn to provide funds for:

   A. Travel and living expenses on any trip for which reimbursement of expenses will be made by the College.

   B. Entertainment of visitors, faculty candidates, advisees and other groups as approved by appropriate authority.

   C. Local purchases on a cash basis from approved vendor sources.

   D. Working funds (change, etc.) for a specific College event.

   The procedures and responsibilities below apply to cash advanced by the College:

   A. The individual requesting a cash advance shall present to the Business Office Cashier, Form UCCO-101 Cash Advance Request and Receipt, appropriately completed and approved.

   B. The cash advanced will be charged against the requestor's budget account as directed on the Cash Advance Request and Receipt Form.
C. All cash advanced must be accounted for by expense account, vendor receipts for petty cash purchases, and/or returns.

D. All cash advanced is the personal responsibility of the requestor who is liable for liquidation of the Cash Advance. (see "C" above.) Money lost, stolen, misplaced, used for non-reimbursable expenses or otherwise unaccounted for must be repaid by the individual drawing the cash advance.

E. Should the requestor prefer that all or part of the cash advance be by Union College check, the appropriate indications must be made on Form UCACO-101 and presented to the Cashier at least seven working days prior to the day the cash advance is to be picked up.

F. Cash Advances up to $499.99 may be approved by the individual responsible for the budget account to which the Cash Advance will be charged; Cash Advances of $500.00 or more must, in addition, be approved by either the Comptroller, Provost or President of the College.

G. A Cash Advance should not be drawn more than three working days before it is needed, and must be liquidated within five working days following the trip, event, etc..

4. **College Car.**

In instances involving authorized travel by car, College representatives are encouraged to use the College station wagon or sedan, if either is available. Arrangements to use a College vehicle may be made through the Business Office (Ext. 204). The department authorizing the travel will be charged at the rate of $.10 per mile traveled. **NB: Because of insurance regulations, no person under 25 and no student may operate a College car under any circumstances.** When personal automobiles are used for approved travel, mileage will be reimbursed at the rate of $.10 per mile plus tolls and parking fees. Personal cars used for College business must have insurance coverage of at least five thousand dollars ($5,000.00) (Property and Damage) and twenty/forty thousand dollars ($20,000/$40,000) Public Liability, (Bodily Injury.)

5. **Expense Accounts.**

The quotations below are taken from the United States Treasury Department Internal Revenue Service Document No. 5049 (1-63).
"IF YOU RECEIVED REIMBURSEMENTS OR ALLOWANCES for your travel, transportation, entertainment, and other ordinary and necessary business expenses, in connection with your employment, the reimbursements and allowances must be included as income in your income tax return unless: (1) you were required to, and did, make an accounting for such expenses to your employer, (2) you do not deduct such expenses on your return, and (3) the sum of such expenses equals or exceeds the total amount of reimbursement and allowances.

"ACCOUNTING TO YOUR EMPLOYER MEANS that you were required to, and did, submit an expense account or other written statement to him showing the business nature and the amount of your expenses (including cards or otherwise) broken down into such broad categories as transportation, meals and lodging while away from home overnight, entertainment, and other business expenses.

"SUBSTANTIATION OF EXPENSE ACCOUNT INFORMATION will not ordinarily be required of you in connection with your Federal income tax liability if you were required to, and did, account to your employer for business expenses. If your employer's accounting procedures and requirements for your reporting and substantiation of expenses are not adequate, you will be required to substantiate such expenses.

"THE ADEQUACY OF YOUR EMPLOYER'S ACCOUNTING PROCEDURES and requirements will be determined by considering the facts and circumstances of each case, taking into account the controls the employer maintains to insure that you were paid (through advances, reimbursements, or otherwise) for only ordinary and necessary business expenses you paid or incurred in connection with your employment in his business. Examination and approval of your expense account by your employer or a person responsible directly or indirectly to him for a proper audit is one important control required. You may not audit your own account."

For the benefit and convenience of our faculty and staff, our expense accounting procedure has been designed in the necessary detail to fulfill the requirements of the Internal Revenue Service to the best of our knowledge. If you file expense accounts carefully and follow the instructions herein and on the back of an Expense Account Statement, your duplicate copy of your expense accounts together with copies of cash advances should provide all necessary information in the event you are required to substantiate any expenses.
The procedures and responsibilities below apply to Expense Account Statements submitted to the College.

A. Individuals requesting reimbursement of expenses shall present to the Business Office Cashier, Form UCCO-102 Expense Account Statement, appropriately completed and approved.

1. If no cash was received in advance or if expenses exceed cash advanced, the Expense Account Statement should be accompanied by Form UCCO-101, Cash Advance Request and Receipt, appropriately approved and made out to the amount equal to the difference between expenses and cash advanced.

2. If cash advanced exceeded expenses, the difference between the cash advanced and expenses should accompany the expense account either in cash or by check.

B. The Cashier will issue a receipt for cash or checks submitted to balance the expense account with cash advanced.

C. If expenses exceeded cash advanced or no cash advance was made, the Cashier will remit in cash (or by check, if requested) the amount necessary to balance with the expense account, providing the Cash Advance and Receipt Form is presented. (See A-1 above.) If reimbursement of expenses is to be by check, allow seven working days for processing.

D. The final net expenses will result in a charge or credit to the appropriate budget account as designated on the Cash Advance and/or Expense Account Statement.

E. When staying with friends in lieu of a hotel or motel, a gift of nominal value to the host and/or hostess is a reimbursable expense item and should be identified as such.

F. Expense Accounts must be submitted and settled no later than five working days following the completion of the trip or other transaction for which reimbursement is to be made.

To provide each individual who administers budgetary control with knowledge of current expenditures for which he is responsible, and to meet the audit requirements of the IRS, you should have your Expense Account Statement approved before submission to the Business Office by your Department Chairman, Dean or Administrative Office Head, as appropriate. To avoid undue delay due to absence of the person who would normally approve your Expense Account Statement, you should obtain approval by the individual who would approve Expense Account Statements of the person absent.
VI. RELATED MATTERS

PURCHASING PROCEDURE

The Business Manager is the only person authorized to place a purchase order for the account of the College or its departments, with the exception of the Bookstore and Library. Purchase Orders are initiated by the Chairman of the department concerned. The original and two copies of the purchase order are forwarded to the Business Office for notation and approval. The original purchase order will then be forwarded by the Business Office to the seller. Small items may be purchased for cash by members of the faculty, who are then reimbursed on presentation of a sales slip approved by the Chairman of the department responsible for the account charged.
FACULTY RESEARCH

A faculty committee, chaired by Professor Neal Allen, last year submitted a proposal on faculty research to the Faculty Council. There it was discussed and approved. A copy of that proposal, as amended, is part of the appendix of this Manual.

The Deans of the Centers and department chairmen receive numerous notices of special grants and fellowships open to college faculty members for research and advanced study. There are a number of other, less well known foundations which offer similar grants. The President and the Dean of the Faculty will be glad to assist in the preparation of a proposal or in supplying supporting letters or documents. The timetable on many fellowships has been advanced to accommodate the large number of applicants. Therefore, anyone interested in this kind of award should seek out information and begin application well in advance of the time when he wishes support and sufficiently ahead of the deadline that the requisite forms and letters may reach the appropriate offices on schedule. In all cases faculty members should inform department chairmen of their intentions to apply for such assistance.

PATENTS

The College has negotiated an agreement with the Research Corporation of New York City for the management of any patentable inventions resulting from research or other activities on the campus. The provisions cited below presumably cover all contingencies.

1. Patent rights resulting from research carried on by staff members or students in connection with projects supported entirely or largely by College resources shall be assigned to and controlled by the College, which shall give to the inventor 15% of the gross financial returns from the sale or exploitation of such patents.

2. Patents resulting from inventions and discoveries made by staff members or by students in the course of their personal research and with little or no use of College resources shall be the sole property of the inventors. If patentable discoveries arise during the course of research in which the Faculty Patents Committee determines that the College has no interest, the discoverers or inventors thereof shall be promptly so notified and the College shall release any interest which it may have in such discoveries.

3. A faculty or staff member may at his option elect to have his invention administered as in Paragraph 1, in which case, the inventor's share and other particulars become consistent with that arrangement.

4. Research carried on by a student in fulfillment of course requirements or other requirements for an academic degree, including the preparation of a thesis or dissertation, shall be construed as making use of College resources and shall be subject to the provisions of Paragraph 1, above.
UNION COLLEGE SYMPOSIUM

The College publishes for its alumni, friends, and others a quarterly magazine, UNION COLLEGE SYMPOSIUM. Contributions from faculty members are a major part of the magazine, and the editors are eager to consider manuscripts submitted by faculty members.

In general, the magazine seeks articles written in an informal style about subjects of general interest, rather than technical papers or works of formal scholarship more appropriate for the specialized journals. This general policy should not be interpreted, however, as a ban on articles about fairly rarified subjects; it applies more to manner than to matter.

Articles on almost any subject, whether directly connected with Union College or not, will be considered for publication, as will poems, pure opinion pieces, etc.. In general, fiction will not be considered. At the risk of flattering SYMPOSIUM, it may be said that the general aim is for articles of the level of Harper's, Scientific American, Yale Review, and other superior magazines. Preferred length for articles is 2,500 to 4,000 words.

Additional information may be obtained from the Director of Publications, who also functions as editor of the magazine.
FACULTY PARKING

All members of the Union College faculty and staff, and students, must register their vehicles with the Office of the Security and Safety Division, at which time they will be issued decals to be displayed on their vehicles. No motorcycles, scooters or motorbikes are permitted on campus.

Parking is permitted only in the prepared parking areas. No parking is allowed on the roads or grass. Parking is prohibited in front of walks, driveways and entrances.

Because the amount of parking space at any given location on the campus is limited, it is expected that all travel between buildings on the campus will be accomplished on foot. For the same reason, no parking spaces are assigned to particular individuals or departments, and all parking is on a "first-come, first-served" basis.

Bicycles are an acceptable mode of transportation -- even commendable, but their owners should secure them properly when leaving them at an appropriate station on campus.
FACULTY CONSTITUTION

Preamble

The purpose of this Constitution is to reaffirm the historical and continuing contract among the Faculty of the College, the Students of the College, and the Administration and Trustees to promote the welfare and growth of Union College in all matters pertaining to the instruction of students, and the intellectual and academic excellence of the institution. This Constitution provides those principles and procedures which describe the relationship of the Faculty to the regularized legislative practices and organized channels of cooperation between the Faculty, the Student Body, the Administration, and the Board of Trustees. The Constitution recognizes the role of the Faculty as a partner in the responsibility and obligation of advancing the stature and position of Union College. In addition, the Constitution, and the By-Laws adopted under it, recognize the overriding authority of the Charter of Union College, the By-Laws of the Board of Trustees of Union College, and the applicable statutes of New York State and regulations of the University of the State of New York; and no provision of the Constitution or of the By-Laws adopted under it shall in any way conflict with, or be construed to conflict with, any provision of the said Charter, By-Laws of the Board of Trustees of Union College, statutes, or regulations.

ARTICLE I

The Faculty

Section 1. The Faculty of Union College shall consist of those persons appointed by the President and the Board of Trustees to positions primarily concerned with the instruction of students, including members of the Physical Education Department and the Library who hold academic rank, and those persons holding joint appointments with other institutions of higher learning who have at least half-time instructional duties at Union College.

Section 2. The Faculty of Union College shall join with students, the Board of Trustees and the administration in the establishment and maintenance of educational standards. The Faculty shall be specifically responsible for the advisement and instruction of students, the cultivation of an intellectual and scholarly atmosphere on the campus, and shall recommend to the Trustees all persons to be awarded earned degrees.

Section 3. All major changes in educational policy, or in the status and duties of Faculty members, shall be submitted to the appropriate legislative body of the Faculty.

Section 4. The Faculty shall be governed by the College Senate, College and Faculty committees, and the Divisions.

Section 5. All members of the Faculty shall have equal privileges and rights subject to the Charter and the Constitution of the Faculty. Every faculty member shall have the right of attendance at General Meetings of the Faculty. Each member shall have the right of discussion and vote at General Meetings, and the same rule shall apply to the members of Divisions and Departments at Divisional and Departmental Meetings.
ARTICLE II

General Faculty Meetings

Section 1. The Faculty may hold General Meetings as provided in the By-Laws. These meetings shall be held for the purpose of (1) direct communication of important matters to the Faculty; (2) exchange of views; (3) actions to amend this Constitution in accordance with Article VII; (4) the election of members to the Academic Freedom, Tenure, and Professional Conduct Committee; (5) the selection of prize recipients and recommendation to the Trustees of all persons to be awarded earned degrees; and (6) such other matters as require the vote of the entire faculty. Normally votes are not taken in the course of (1) and (2) above.

Section 2. All members of the Faculty may attend General Meetings with the right of discussion and vote. Members of the administration may attend and participate in General Meetings upon invitation of the presiding officer, but may not vote. Students and others may attend and participate in General Meetings upon majority vote of those faculty present, but may not vote.

ARTICLE III

College Senate

Section 1. Except as provided in Article II, section 1, all legislative power conferred upon the Faculty by the Trustees shall be vested in the College Senate.

Section 2. Eligibility for Faculty membership in, and the manner of election to the College Senate, shall be established in the By-Laws of this Constitution.

ARTICLE IV

Committees

Section 1. Standing Committees shall be created, dissolved, or merged by the College Senate in accordance with the procedures established in the By-Laws of the College Senate.

Section 2. All faculty appointments to committees shall be made by a Faculty Committee on Committees with procedures as established in the By-Laws.

ARTICLE V

Divisions

Section 1. A Division shall be established by the Trustees, after consultation with, and advice from, the President, and shall consist of such departments of instruction as, by reason of their similarity of academic area, instructional methods and mutual interests, are combined for the purposes of discussions and planning of instruction in the related departments of which it is constituted. The Divisions shall operate in accordance with the By-Laws.
Section 2. The several Divisions shall function as the deliberative arm of the Faculty.

Section 3. Students and others may attend and participate in Division meetings upon majority vote of those faculty present, but may not vote.

ARTICLE VI

BY-LAWS

The procedure of the legislative function of the Faculty shall be prescribed by its By-Laws.

ARTICLE VII

Amendments of the Constitution and By-Laws

Section 1. Amendments to this Constitution may be proposed by any Department, Division, the College Senate, or the Board of Trustees by written presentation to all members of the Faculty by mail at least one week before any General Meeting of the Faculty. A two-thirds vote of those present shall be required for adoption by the General Meeting, and no amendment shall take effect until it has been ratified by the Trustees. No proposed amendment may be considered at a General Meeting of the Faculty unless announced in the call of the meeting, and no proposed amendment will be considered to be pending for a period greater than two years.

Section 2. Changes in the By-Laws may be adopted at any General Meeting of the Faculty by a vote of two-thirds of those Faculty members present. Each Faculty member shall be provided with a copy of such proposed changes in the By-Laws at least one week before the meeting at which the proposed change may be voted.

Section 3. A quorum for the voting of amendments to the Constitution and changes in the By-Laws shall be a majority of the entire faculty.

ARTICLE VIII

Adoption of This Constitution and By-Laws

This Constitution and these By-Laws of the Faculty shall take effect when adopted by a two-thirds vote of the Faculty present at a General Meeting of the Faculty. All existing curricula, regulations and committees concerned with the instruction of students in existence on ("the date of passage of this document") shall be considered operative; and any changes in these matters hereafter shall be made as provided for in this Constitution.

BY-LAWS

I. Procedures for all Meetings of the Faculty:

1. All meetings of the Faculty (General, Divisional) shall be conducted in accordance with accepted parliamentary procedure, with the current edition of Roberts' Rules of Order as final authority, when not inconsistent with the Constitution and By-Laws.
2. In all computations of a quorum, of a two-thirds vote, etc., any fraction shall be counted as an integer.

II. General Meetings of the Faculty:

1. General Meetings of the Faculty may be called at any time by the President or upon agreement of a majority of the several Division chairmen.

2. The President or someone designated by him shall preside, and the Secretary of the College or someone designated by him shall act as secretary, at all General Meetings of the Faculty.

3. For purposes of electing members of the Faculty to the Academic Freedom, Tenure and Professional Conduct Committee, and for the recommendation to the Trustees of all persons to be awarded earned degrees, a majority vote of those present shall be required.

III. College Senate

1. The function of the College Senate and its composition shall be as defined in the Constitution and By-Laws of that body.

2. The Faculty delegation to the College Senate shall consist of the Division Chairmen, and eight elected Faculty members.

3. Each Division shall send to the Senate its chairman; and two representatives, one to be elected each year to a two-year term. Elections shall be held in the last week of May and a majority of those present will suffice. (At the inception of the Senate in the Fall, 1971, those Faculty members who would ordinarily have served on the Faculty Council at that time shall be the Faculty representatives to the Senate and shall serve to the end of their elected terms).

4. No elected Faculty Senator shall be elected for more than two successive full terms. In the case of election of members to unfilled terms, election shall be by a majority vote of those present.

5. Any Faculty Senator may be recalled and may then stand for re-election on receipt by the Senate of a petition signed by 40% of his constituents.

6. Within 30 days during which the College is in session following action on a proposal by the College Senate, a petition to the Agenda Committee of the College Senate signed by one-fifth of the Faculty shall result in a referendum (for such purposes "faculty" shall be defined as in Article I, Section 1 of this Constitution). If the referendum is approved by simple majorities of the entire faculty and the entire student body, it supplants the Senate's original decision. Should the referendum gain majority support of one group and not the other, then the referendum will take effect only if two-thirds of the Senate concurs or, that failing, if the President concurs.

7. A petition to the Agenda Committee of the College Senate signed by one-fifth of the Faculty shall result in the placing of a proposal on the agenda of the College Senate.
IV. Committees

1. The Divisions shall each elect a Faculty member from their number to serve on the Faculty Committee on Committees for a three-year term. These four shall annually select a fifth Faculty member to serve with them and the five shall elect a chairman from among themselves. (At its inception, the four elected members shall draw lots to determine which one member shall have a one-year term, which one member shall have a two-year term, and which two members shall have three-year terms.)

2. The Faculty Committee on Committees shall request from the Faculty their preferences as to assignments to College and Faculty Committees and shall make appointments in accord with these preferences and with due consideration given to a balance among concerned parties. The Committee on Committees shall endeavor to provide for continuity in membership on Faculty and College Committees. Appointments of Faculty members to Faculty and College Committees shall be for one year.

3. Special Cases:
   a. The Academic Freedom, Tenure, and Professional Conduct Committee shall consist of three Faculty members elected at a General Meeting of the Faculty. If no such meeting is held, the Faculty Committee on Committees will provide for appropriate nominating procedures and will administer the direct election of members to this Committee by mail ballot.
   
   b. The Committee on Promotions, Salaries and Tenure shall consist of one tenured Faculty member elected from each Division for a three-year term who shall not immediately succeed himself; one Faculty member from the untenured ranks of each Center, elected to a three-year term by a secret ballot cast only by the untenured members of that Center (at the time of his election, the untenured Faculty member shall have been on the Faculty from a minimum of two to a maximum of four years) and serving on matters of policy and salaries only; the two academic Deans; three students serving on matters of policy only.
   
   c. The Faculty Committee on Committees shall be constituted as in IV, 1 above.
   
   d. The chairman of the College Committee on Budget and Priorities shall be a faculty member elected by and from among the Faculty members of the committee itself.

4. College Committees shall submit their proposals and their written reports at least once a year to the Agenda Committee of the College Senate.

5. Faculty Committees shall report to the several Division Chairmen who, in turn, shall place these reports or proposals on the agenda for the next Division meeting.
V. Divisions

1. A Division shall consist of such departments of instruction as indicated in Article V of the Constitution; Divisions shall consist of all members of the Faculty as defined in Article I, and any others designated by the Division and approved by the College Senate. The chairman of each Division shall be elected from among the full-time teaching staff of that Division for a three-year term by preferential ballot (with or without nominations at the discretion of the Division) cast by the members of the Division at a regular meeting. The Dean of the appropriate Center shall be a regular voting member of each of the Divisions in that Center.

2. All proposals in Divisional meetings directly affecting the work of other Divisions or the College administration shall be referred to the College Senate.

VI. Departments

1. A Department consists of those Faculty members who teach the subject matter of a particular discipline or related combination of disciplines.

2. Departmental Chairmen shall be appointed by the President, after consultation with members of the Department, normally for a term of five years, and may be re-appointed for additional terms after reconsideration by the President and consultation with the members of the Department. The President may terminate the appointment at his discretion at any time.

3. Each Department shall hold at least one meeting per term with student representatives invited. Student representatives shall have full voting rights in all Department meetings at which they sit and their participation is encouraged.

4. In Departments with three or fewer full-time Faculty on the staff, there shall be one student representative; in Departments with four to six full-time Faculty on the staff, there shall be two student representatives; in Departments with seven to nine full-time Faculty on the staff, there shall be three student representatives; in Departments with ten or more full-time Faculty on the staff, there shall be four student representatives. To qualify, a student must be majoring in said Department and be a member of the Junior or Senior class. Where the Department offers graduate study and where two or more student representatives are mandated, one must be a graduate student. Representatives shall be elected during the Spring Term of each academic year at a meeting of all majors in the Department. Students with majors not assigned to a Department shall, for this purpose, be considered majors in the Department to which their primary academic advisor belongs.
5. By a vote of two-thirds of the Faculty members in a Department, a Department Chairman may call for an executive session at which no student representatives shall be present. Normally, such sessions will be devoted to discussion of examinations, departmental prizes and awards, and similar confidential matters.

6. For purposes of the Constitution and these By-Laws, the Industrial Administration Institute shall be considered a department.

VII. Faculty Representatives to the Board of Trustees

1. Each Center shall elect from among its tenured members one representative to the Board of Trustees. Election shall be by secret ballot for a three-year term and shall require a majority vote of those present. At the outset, the two elected representatives shall draw lots to determine who shall serve a three-year and who shall serve a two-year term. No Faculty member may serve more than two successive full terms.

August, 1971
BY-LAWS OF THE COLLEGE SENATE

I. Procedures of all Meetings

1. All meetings of the College Senate shall be conducted in accordance with accepted parliamentary procedure, with the current edition of Roberts' Rules of Order as final authority.

2. (Quorum to be determined by Senate)

II. College Senate

1. The College Senate shall be the legislative body of Union College and as such it will deal with appropriate academic and non-academic matters placed on its agenda by the Agenda Committee (see below).

2. The College Senate shall be composed of eight elected faculty members (at its inception, the present members of the Faculty Council); six elected undergraduate students and one elected graduate student; the Division Chairmen; the two academic deans; the Dean of Students; and the President as its chairman.

3. The agenda of the College Senate shall be determined by the Senate's Agenda Committee which will be made up of the President as its chairman, a member elected from and by the faculty delegation and a student elected from and by the student delegation. Proposals to be considered by the College Senate, including most committee reports (see below), will be submitted to the three members of the Agenda Committee. All Committee reports shall be made available to College Senators at the same time that they are made available to the President. New business will be invited from the floor in College Senate meetings.

4. In general, issues brought before the College Senate are expected to be of an academic nature. If the Agenda Committee is divided as to whether an issue is academic or non-academic, that issue shall be considered an academic one unless the College Senate, by a two-thirds majority of those present, overrides the Agenda Committee's ruling. However, the Agenda Committee may rule a proposal non-academic, in which case the voting procedure of the College Senate will be modified in such a way as to reflect the composition of the present All-College Council. Hence, in order to provide for a student majority of one on non-academic matters, the voting on such matters shall be restricted to the seven student members; the Dean of Students; one of the two academic deans (designated by the President at the beginning of each academic year); and four faculty representatives (one from each Division -- but not its chairman -- elected at the beginning of each academic year by faculty members of the respective bodies on the College Senate).
5. All meetings of the College Senate shall be recorded on tape and that tape shall be retained as the official oral record of the meeting for one academic year. A duplicate tape shall be placed on closed reserve in the Library and be made available to members of the college community.

6. New legislation, other than emergency legislation, which is raised at one meeting of the College Senate, cannot be voted on until the next regular meeting of the Senate.

III. Election of Members

1. The Faculty shall choose its representatives to the College Senate as follows: each Division shall send its Chairman to the Senate during his three-year term in that position and in addition shall elect two representatives to two-year terms. The members of the Faculty Council as of the date of these By-Laws will continue to serve to the end of their elected terms in order to insure staggered terms. Elections shall be held in the last week of May and a majority vote of those present shall suffice for election.

2. The President of the Student Senate shall be a member of the College Senate. One undergraduate and the one graduate student shall be members-at-large, chosen in campus-wide elections by their respective constituencies. The remaining four undergraduate students shall be elected according to their academic affiliation. Students majoring in each Division shall elect one representative to the College Senate. (To compensate for disparities in the numbers of divisional majors, Center I interdivisional majors will be considered Division I majors and students in physics, mathematics, and Center II interdivisional and interdepartmental majors will be considered Division IV majors. Periodically, the Liaison and Governance committee shall review these distributions and make adjustments in order to assure approximate parity of constituencies.) Student representatives shall be elected for a one-year term at meetings of appropriate majors held during the Spring Term. If no student receives a majority in an election, a run-off will be held between the two students with the largest vote. (Additional standards for the election of students to the College Senate, not incompatible with the principles outlined here, may be established by the Student Senate which will also administer and supervise the elections.)

3. Any Senator may be recalled and may then stand for re-election on receipt of a petition signed by 40% of his constituents.

IV. Committees

1. Committees shall be designated (i) College Committees, (ii) Faculty Committees, (iii) Student Committees or (iv) Ad hoc Committees. College Committees shall submit their proposals and their written reports at least once a year to the Agenda Committee of the College Senate which must act on them in one of the following ways: (i) Return them to the Committee, with instructions for further study; (ii) Submit them to the Divisions and the Student Senate for consideration; (iii) Postpone action, in which case the chairman of the particular College Committee shall be properly notified; (iv) Place them on the agenda of the College Senate for immediate action in case of "emergency" business. Faculty Committees shall report
to the chairman of the Divisions who, in turn, shall place their reports on the agenda of the next meeting of the Division. Student Committees shall report to the President of the Student Senate who, in turn, shall place their reports on the agenda of the next meeting of the Student Senate. Ad hoc Committees shall report to the President. The Divisions, the Student Senate, and the President may forward such committee reports or motions derived from them to the Agenda Committee of the College Senate.

2. The Student Committee on Committees shall perform its function as at present. The faculty will elect a Faculty Committee on Committees: each Division will choose one member for a three-year term, with the four members then selecting a fifth to serve with them for three years, and the five then electing the committee's chairman. At its inception, in order to assure staggered terms, the committee members shall draw lots to decide which one member shall have a one-year term, which one member shall have a two-year term, and which two members shall have three-year terms. Once established, the Faculty Committee on Committees shall request information from members of the Faculty as to their preferences for committee assignments, make its selection in accordance with such preferences and with due consideration given to a balance among concerned parties. Both the Student Committee on Committees and the Faculty Committee on Committees shall forward their list of College Committee members before the end of each academic year to the President who, in turn, shall choose a chairman for each committee from among committee members on the lists (except for the Budget and Priorities Committee -- see below).

3. As all College Committees and most Faculty Committees and Student Committees shall have a defined number of administrators, or staff, as members, the President or his representative shall make such appointments. The President, at his discretion, may also appoint ad hoc Committees when a special task needs to be performed and when no standing committee has the necessary competence to perform such a task.

4. Special Cases:

a. Curricular Affairs: In order to reduce routine business for the College Senate, the CAC shall report on its actions on individual course proposals to the College Senate; at the next regular meeting of the Senate, should a motion opposing the CAC's action carry by a majority of those present, the CAC's action will be overridden. In the absence of such contravening action by the Senate, the decision of the CAC will stand. All other proposals or reports will be submitted to the College Senate in the regular manner.

b. Academic Freedom, Tenure and Professional Conduct: Members of this Faculty Committee shall be directly elected by faculty holding academic rank at an appropriate General Meeting of the Faculty. If no such meeting is held, the Faculty Committee on Committees will provide for appropriate nominating procedures and will administer the direct election of members to this Committee by mail ballot. The President shall designate a chairman from among those so elected.
c. Budget and Priorities: The chairman of this College Committee shall be a faculty member elected from among the faculty members on the committee itself. The 8 faculty and 4 student members of the committee will be chosen in the regular manner by the Faculty Committee on Committees and the Student Committee on Committees, respectively; and three members of the administration chosen by the President.

5. Prior to the October and June meetings of the Board of Trustees, the Board's seven Standing Committees -- excepting the Executive Committee -- shall meet with corresponding College Committees. A number of faculty members and students proportional to the number of each on the relevant committees and who are elected by their peers on the campus committee for joint sessions with Trustee Committees shall sit with Trustee groups at the twice yearly meetings. The agenda for these meetings shall be prepared in advance by the appropriate chairman of each Standing Committee of the Board in cooperation with the President and the appropriate chairman of each corresponding College Committee. Proposals on the agenda of such joint committee meetings shall be properly considered and voted upon, and, if the vote is favorable, forwarded for final decision to the Board of Trustees. Joint committee meetings shall be chaired by the chairman of the appropriate Standing Committee of the Board or his representative. The President and Vice-President of the Student Senate shall continue to take part in the activities of the Board's Committee on Student Life.

6. Committees may be created, dissolved or merged by majority vote of the College Senate.

V. Referendum and Initiative

1. The Agenda Committee of the College Senate shall be authorized to receive petitions for a referendum. Within thirty days during which the College is in session following College Senate action on any proposal, a petition signed by one-fifth of the faculty or one-fifth of the student body will result in a referendum. (For such purposes, the "student body" shall be defined as all full-time students and the "faculty" as all those persons appointed by the President and Board of Trustees to positions primarily concerned with the instruction of students, including members of the Physical Education Department and the Library who hold academic rank, and those persons holding joint appointments with other institutions of higher learning who have at least half-time instructional duties at Union College). If the referendum -- administered by the Liaison and Governance Committee -- is approved by simple majorities of the entire student body and the entire faculty, it supplants the Senate's decision respecting that proposal. Should the referendum be approved by a majority of either the student body or the faculty and be rejected by the other, then the referendum will take effect only if two-thirds of the College Senate concurs or, that failing, if the President concurs.

2. The Agenda Committee of the College Senate shall be authorized to receive petitions for an initiative. A petition signed by one-fifth of the faculty or one-fifth of the student body shall result in the placing of a proposal on the agenda of the College Senate.

August, 1971
Preamble

The purpose of this Constitution is to reaffirm the historical and continuing contract between the Faculty of the College and the Administration and Trustees to promote the welfare and growth of Union College in all matters pertaining to the instruction of students, and the intellectual and academic excellence of the institution. This Constitution provides those principles and procedures of academic government which establish regularized legislative practices and organized channels of cooperation between the Faculty, the Administration, and the Board of Trustees. The Constitution recognizes the role of the Faculty as a partner in the responsibility and obligation of advancing the stature and position of Union College. In addition, the Constitution, and the By-Laws adopted under it, recognize the overriding authority of the Charter of Union College, the By-Laws of the Board of Trustees of Union College, and the applicable statutes of New York State and regulations of the University of the State of New York; and no provision of the Constitution or of the By-Laws adopted under it shall in any way conflict with, or be construed to conflict with, any provision of the said Charter, By-Laws of the Board of Trustees of Union College, statutes, or regulations.

ARTICLE I

The Faculty

Section 1. The Faculty of Union College shall consist of: the President, the Dean of the Faculty (or Provost); the Dean of Humanities and Social Science; the Dean of Sciences and Engineering, the Director for Special Programs, the Dean of Students, the Registrar, the Director of Admissions, the Comptroller, the Director of Publications, and the Director of Alumni relations, and those appointed by the President and the Board of Trustees to positions primarily concerned with the instruction of students, including those holding joint appointments with other institutions of higher learning who have at least half-time instructional duties at Union College.

Section 2. The Faculty of Union College shall be responsible for the establishment and maintenance of educational standards. Specifically, the faculty shall recommend to the Trustees all persons to be awarded degrees; shall plan courses and curricula, advise and instruct students, and cultivate an intellectual and scholarly atmosphere on the campus.

Section 3. In general, initiation of educational policy shall rest with the faculty; but whether initiated by the Faculty or by the Board of Trustees, changes of a major nature in the academic or social functioning of the College shall require consultation between the Faculty and the Trustees.
Section 4. The government of the Faculty shall be conducted through the General Faculty Meeting, the Faculty Council, Committees of the Faculty and the Divisions.

Section 5. All members of the Faculty shall have equal privileges and rights subject to the Charter and the Constitution of the College. Every faculty member shall have the right of attendance at General Meetings of the Faculty and meetings of the Faculty Council. Each member shall have the right of discussion and vote at the General Meetings, and the same rule shall apply to the members of Divisions and Departments at Divisional and Departmental Meetings.

ARTICLE II

General Faculty Meetings

Section 1. The Faculty shall hold General Meetings as provided in the By-Laws. These meetings shall be for the purpose of (1) information and discussion; (2) action on matters referred to the whole Faculty by the Faculty Council; (3) action on matters presented to the Faculty by individual faculty members in accordance with provisions in the By-Laws; (4) actions to amend this Constitution in accordance with Article VII; and (5) actions such as the special awards for Prize Day, and such other matters as require the vote of the whole Faculty.

Section 2. All members of the Faculty may attend General Faculty Meetings with the right of discussion and vote. Any person not holding Faculty status may attend General Faculty Meetings, upon invitation of the presiding officer as provided in the By-Laws of the Faculty, for the purpose of consultation, but may not vote.

Section 3. Any matter considered and acted upon by the Faculty Council which has not been referred to the General Faculty must be reconsidered and acted upon by the General Faculty, if at least twenty members of the Faculty request within one month that the matter be so considered. The General Faculty's action shall be final.

ARTICLE III

Faculty Council

Section 1. Except as otherwise provided in Article II, relating to legislative power vested in the General Faculty, all legislative power conferred upon the Faculty by the Trustees shall be vested in a Faculty Council.

Section 2. Eligibility for membership in, and manner of election to and operation of the Faculty Council shall be established in the By-Laws of this Constitution.

Section 3. The Faculty Council shall have full power of inquiry and investigation in all matters that come within the scope of its legislative powers.
Section 4. The President may suspend the execution of any legislation not longer than until the next meeting of the Trustees, stating his reasons in writing both to the Trustees and to the Faculty. The Faculty Council or the Faculty may by majority vote make representations to the Trustees, touching upon legislation which has been so suspended. The President shall then report back to the Faculty Council or General Faculty the action of the Trustees.

ARTICLE IV

Committees

Section 1. Committees of the Faculty shall be created or dissolved by the Faculty Council in accordance with the procedures established in the By-Laws.

Section 2. All Committee appointments, unless otherwise provided, shall be made by the President or his representative.

ARTICLE V

Divisions

A Division shall be established by the Trustees, after consultation with, and advice from, the President, and shall consist of such departments or instruction as, by reason of their similarity of academic area, instructional methods and mutual interests, are combined for the purposes of discussions and planning of instruction in the related departments of which it is constituted. The Divisions shall operate in accordance with the By-Laws.

ARTICLE VI

By-Laws

The procedure of the legislative function of the Faculty shall be prescribed by its By-Laws.

ARTICLE VII

Amendments of the Constitution and By-Laws

Section 1. Amendments to this Constitution may be proposed by any Department, Division, the Faculty Council, or the Board of Trustees by written presentation to all members of the Faculty by mail at least one week before any regular or special meeting of the General Faculty. A two-thirds vote of those present shall be required for adoption by the General Faculty, and no amendment shall take effect until it has been ratified by the Trustees. No proposed amendment may be considered at a General Faculty Meeting unless announced in the call of the meeting, and no proposed amendment will be considered to be pending for a period greater than two years.
Section 2. Changes in the By-Laws may be adopted at any regular or special General Faculty Meeting by a majority vote of the Faculty members present. Each Faculty member shall be provided with a copy of such proposed changes in the By-Laws at least one week before the meeting at which the proposed change may be voted. A quorum for the voting of such amendments shall be a majority of the entire faculty.

ARTICLE VIII

Adoption of This Constitution and By-Laws

This Constitution and these By-Laws of the Faculty shall take effect when adopted by a two-thirds vote of the Faculty present at a General Faculty Meeting and ratified by the Trustees. All existing curricula, regulations and committees concerned with the instruction of students in existence on May 11, 1967 shall be considered operative; and any changes in these matters hereafter shall be made as provided for in this Constitution.

BY-LAWS

I. Procedures of all Meetings of the Faculty:

1. All Meetings of the Faculty (General, Divisional, and Council) shall be conducted in accordance with accepted parliamentary procedure, with the current edition of Roberts' Rules of Order as final authority, when not inconsistent with the Constitution and By-Laws.

2. In all computations of a quorum, of a two-thirds vote, etc., any fraction shall be counted as an integer.

II. General Faculty Meetings:

1. The Faculty shall hold at least two regular General Meetings in each academic term at the call of the President. General Faculty Meetings may be called by the President at any time, and must be called within one month of any meeting of the Faculty Council at which the latter votes to refer a proposal to the consideration of the Faculty as a whole. Special Faculty Meetings must also be called by the President within two weeks of receipt of a petition for such meeting signed by at least twenty members of the Faculty.

2. The President or someone designated by him shall preside, and the Secretary of the College or someone designated by him shall act as secretary, at all General Meetings of the Faculty.

3. Any proposal referred to the General Faculty by the Faculty Council or by an individual faculty member, if presented to the President in writing and distributed to each member of the Faculty at least one week
before the Faculty Meeting shall be adopted if it receives a majority vote of the Faculty members present. Any proposal introduced during a General Faculty Meeting without such prior notice shall fail of adoption unless it receives a two-thirds vote of the Faculty members present. Proposals presented to the General Faculty must be approved or disapproved, or referred to the Faculty Council for discussion and report to the General Faculty or referred to the Faculty Council for final action.

III. Faculty Council:

1. The Council shall consist of the President, the Dean of the Faculty, the Deans of the Centers, chairmen of the Divisions; and two other members to be chosen by each Division for two-year terms.

2. Each Division shall choose its elected members by a secret ballot before the last General Faculty Meeting of the Academic year. A simple majority vote of those voting will suffice for election. Each division shall elect only one representative in each year; his term of office shall run for two years.

3. No elected Faculty Council member shall be elected for more than two successive full terms. In the case of election of members to unfulfilled terms, election shall be as indicated in By-Law III, Section 2.

4. The Faculty Council shall annually elect a secretary, who shall keep the minutes of the Council and transmit a copy to each member of the Faculty following each meeting. The secretary shall place on deposit in the Library for reference by the faculty all minutes of the Faculty Council meetings and other additional documents as the Council shall direct.

5. Meetings of the Council ordinarily shall be held monthly or semi-monthly or fortnightly during the academic year at an appointed time and place at its discretion. Special meetings of the Council may be called by the President as provided in By-Law III, Section 7. Each member shall attend all meetings of the Council, or appoint a proxy from his division and notify the Chairman of the Division and the Chairman of the Council.

6. Any member who fails to attend in person or by proxy two successive regular meetings of the Council may be suspended from membership by a majority vote of the Council. A suspended member may be reinstated by the Council at its next regular meeting, or, if so voted by the Council he may be replaced in a special election by his Division.

7. Special meetings may be called by the President at any time on at least 24-hours' written notice to all members of the Council; and for the consideration of old business, on at least 48-hours' written notice.
8. A quorum at all meetings shall consist of two-thirds of its members, provided that it must always include at least one representative of each of the Divisions.

9. Proposals for action may be laid before the Council by the Trustees, the President, the General Faculty, any member of the Council, any Division, or (in writing only, unless by invitation of the Council) by any member of the Faculty. Any proposal submitted to the Council shall be printed in the minutes of that meeting and forwarded to each member of the faculty, as provided in By-Law III, Section 4. A proposal may be (a) adopted at any meeting provided that it has been previously discussed by the Divisions; (b) referred to the General Faculty for final action; or (c) referred to a standing or special committee for study and report.

10. Whenever a proposal that is put to a final vote in the Council receives a majority but not the affirmative votes of two-thirds of the members present, and voting, it shall fail of adoption; but it may, by a subsequent majority vote of the Council, be referred to a General Meeting of the Faculty, which may be a regular or, at the discretion of the President, a special meeting. Written notice of such a meeting, containing the full text of the proposal, shall be sent to each member of the Faculty at least three days before the meeting is held. After an opportunity for full discussion has been provided, the proposal shall then be decided by a majority vote of the Faculty members present.

11. A proposal not previously considered by the Divisions may be adopted at the same meeting at which it is introduced provided that the Council, by a two-thirds vote, rules it an emergency proposal. But if a proposal is thus adopted and if subsequently, either at the same meeting or at the next meeting, at least four elected members of the Council vote to have the proposal referred to the General Faculty for final action, it must be so referred.

12. The President or, if so designated by him, the Dean of the Faculty shall be Chairman of the Council and shall preside at meetings of the Council. If the Chairman is absent from a meeting, the Dean of the Faculty, or if the Dean of the Faculty is Chairman, some member of the Council designated by him shall serve as Chairman pro tem.

IV. Committees:

1. Standing committees of the Faculty shall be created or dissolved by the Faculty Council. Proposals for the creation or dissolution of standing committees shall be acted upon in accordance with procedure for proposals as described in By-Law III, Sections 9, 10 and 11. Special Committees may be created or discharged at any meeting of the Faculty Council by a majority vote of the members present. All committees shall be appointed by the President, unless otherwise provided, and standing committees shall be appointed annually. In the personnel of committees provision shall be made as far as is practicable for the representation
of directly interested Divisions, and for gradual rotation in membership.

2. At such times as the Council shall determine, the chairmen of committees shall present to the Faculty Council, either in person or in writing, accounts of the progress of their respective committees.

V. Divisions:

1. A Division shall consist of such departments of instruction as indicated in Article V of the Constitution; and its Divisions shall consist of all members of the Faculty appointed to give instruction in those departments, and any other designated by the Division and approved by the Faculty Council. The chairman of each Division shall be elected from among the full-time teaching staff of that Division for a three-year term by preferential ballot (with or without nominations at the discretion of the Division) cast by the members of the Division at a regular meeting. The Dean of the appropriate Center shall be a regular voting member of each of the Divisions in that Center.

2. Each Division may be called upon to act for the Faculty Council, under its authority, with respect to discussion and planning of instructional matters in the related departments which constitute it.

3. All proposals in Divisional meetings directly affecting the work of other Divisions or the College administration, and specifically all proposals for new courses of study, substantial changes in courses, or changes in the requirements for a major, shall be referred to the Faculty Council.

4. Departmental Chairmen shall be appointed by the President, after consultation with members of the Department, for a term of five years, terminable at his discretion at any time, and may be re-appointed for additional terms after reconsideration by the President and consultation with the members of the Department.

Revised as of May 11, 1967.
III. College Senate

1. The function of the College Senate and its composition shall be as defined in the Constitution and By-Laws of that body.

2. The Faculty delegation to the College Senate shall consist of the Division Chairmen, and eight elected Faculty members.

3. Each Division shall send to the Senate its chairman; and two representatives, one to be elected each year to a two-year term. Elections shall be held in May and a majority of those present will suffice, but for an election to be valid, at least one half of the eligible Faculty members in residence must be present. (At the inception of the Senate in the Fall, 1971, those Faculty members who would ordinarily have served on the Faculty Council at that time shall be the Faculty representatives to the Senate and shall serve to the end of their elected terms.)

4. No elected Faculty Senator shall be elected for more than two successive full terms. In the case of election of members to unfilled terms, election shall be by a majority vote of those present.

5. Any elected Faculty Senator may be recalled on receipt of a petition signed by 40% of his constituents and presented to the Agenda Committee, which will then notify the constituency of the need for a new election. The Senator recalled may then stand for re-election.

6. Within 30 days during which the College is in session following action on a proposal by the College Senate, a petition to the Agenda Committee of the College Senate signed by one-fifth of the Faculty shall result in a referendum (for such purposes "faculty" shall be defined as in Article I, Section 1 of this Constitution). If the referendum is approved by simple majorities of the entire faculty in residence and the entire student body, it supplants the Senate's original decision. Should the referendum gain majority support of one group and not the other, then the referendum will take effect only if two-thirds of the Senate concurs or, that failing, if the President concurs.

7. A petition to the Agenda Committee of the College Senate signed by ten percent of the Faculty in residence shall result in the placing of a proposal on the agenda of the College Senate.