Members of the Faculty and Staff:

Attached are membership lists for the various standing committees of the Faculty for 1970-71. I have tried to honor those preferences, both positive and negative, reported to me and to avoid overloading anyone.

Student members were chosen from lists prepared by the Committee on Committees of the Student Senate and by the Dean of Student's Office.

This memo is attached to your completely revised copy of the Faculty Manual. Charges for all standing committees appear in Section VI of that document. Please remove all of the old Faculty Manual from the binder previously provided to you and replace with this revision. The committed list is numbered for insertion in your Manual.

R. Gordon Bingham
Assistant to the President

September, 1970
COLLEGE COMMITTEES

1970-71

ACADEMIC FREEDOM AND TENURE: (Elected by the Faculty); Bristol (1973 - replaced by Reese fall term only), W. Schwarz (1975), Stone (1971)

ACADEMIC OPPORTUNITY: (Faculty) Bingham, chairman; Rick, Hartwig, C. Holmes, Kilburn, Maycock, Pilcher, Potts, Rawe, Weitz; (Behan and Loughlin consulting in fall term); Palmer (ex. off.)

Davies, Malloy, Maras, McMichaels, new Upward Bound Director to be named;
(Students) J. Brown, A. Clindinin, S. Collins, A. Crisses, W. Price, L. Rothblum

ADMISSIONS: (Faculty) Allison, chairman; Astiz, Berk, Corman, Driscoll, Freund, George, Ludwig, Maddaus, Pearce, Sheffer; Admissions Staff;
(Students) S. Bergan, R. Daly, J. Komoroske, G. Milsky, M. Williams

ADVISORY ON SALARY, PROMOTIONS, TENURE: (Faculty) Palmer, chairman; Finkelstein (1973), Huntley (1973), Ketchum (1971), Niemeyer (1972); Lichterman (ex. off.);
(Students) L. Giancirele, J. Throumoulos, E. Rundell

ALL-COLLEGE COUNCIL: (Faculty) Three to be elected at first General Faculty Meeting (Incumbents are W. Daniels, Nelson, Potts); Lichterman, Malloy
(Students) W. Spencer, G. Walker, others to be elected at first Student Senate Meeting, R. Teittinen

ATHLETICS: (Faculty) Harlow, chairman; Bishko, Festa, Flood, Loughlin, McMurray, Schaefer; Palmer (ex. off.)
(Students) R. Eichinger, D. Seward

CAMPUS DEVELOPMENT: (Faculty) Huntley, chairman; Carman, Harlow, Herman, Leach, Usher, Welch
(Students) M. Cohen, M. Krejci, A. Faga

COMPREHENSIVE EDUCATION: (Faculty) Bingham, chairman; F. Allen, BeVier, J. Daniels, Erskine, Roth, Stineback, Wells, Wylen
(Students) L. Kinter, T. McManus, F. Mindlin, D. Rahimi

COMPUTER SCIENCE: (Faculty) T. Schwarz, chairman; Aroian, Behan, Craig, Hartwig, Pikul, Seiken, Shanebrook, C. Williams

CURRICULAR AFFAIRS: (Faculty) Lichterman, chairman; Jonas, Rapaport, Shanebrook, Shinagel; Bingham, Palmer, Schmidt (ex. off.)
(Students) W. Birns, S. Bowen, N. Green, A. Levine, R. Petoff

DISCIPLINE: (Faculty) Nelson, chairman; Astiz, Calabria, Festa, Styles; Malloy (ex. off.) (Students) S. Bowen (Sr. class), G. Hyman (Jr. class), W. Adams (Soph. class) W. Spencer (Senate); R. Teittinen (IFC) non-voting member

ENVIRONMENTAL STUDIES: (Faculty) George, chairman; BeVier, Carman, Finkelstein, Haag, Hartwig, McNamara, Sowa; Lichterman, Palmer, Roth (ex. off.) (Students) I. Schwarz, J. Valentine

FACULTY AND STAFF BENEFITS: (Faculty) Nelson, chairman; Behrens, Graves, Lambert, Miller, Peterson, Reed, Stone, Welch

FACULTY COUNCIL: H. Martin, chairman; (Division I) Klemm (1971), Ludwig (1972), Niemeyer (1972); (Division II) Fox (1971), Prosper (1971), one additional representative to be elected as a one year replacement for W. Daniels; (Division III) Bick (1972), Huntley (1972), W. Martin (1971); (Division IV) Allison (1971), Driscoll (1972), Ketchum (1972); Lichterman, Palmer; Schmidt, Secretary

GIRLING CENTER: (Faculty) Swanker, chairman; Coleman, Harlow, Usher, Weifenbach; (Students) L. Bloom, S. Ciesinski

GRADUATE STUDIES: (Faculty) Palmer, chairman; Board, Evans, Fishman, Gado, Ketchum, Roth, Thimm; Lichterman (ex. off.); Weifenbach, Secretary (Students) D. Holmes, M. Petusevsky, J. Robbins, W. Sumner

HONORARY DEGREES AND SPECIAL EVENTS: (Faculty) Herman, chairman; D. Bittleman, Butzel, Dalgleish, Hooverman, Murphy, Thompson, Wilson (Students) P. Gruppuso, R. Michaelson, W. Sussman, S. Weems

HONORS: (Faculty) Reece, chairman; Goodheart, Lichterman, Nichols, W. Schwarz, Walker, Wilson (Students) C. Cave, R. Karlin, J. Lieb, H. Miller

LIAISON: (Faculty) Prosper, chairman; Goble, Wilson, one additional faculty member to be elected by students on the Committee (Students) M. Coven, R. Teittenin, M. Wilensky

LECTURES AND CONCERTS: (Faculty) Ross, chairman; A. Bittleman, Bryant, Curtis, Haag, Peck, Styles, Thimm, Thomas, Waldrop, Weil (Students) V. Foster, G. Grossman, R. Levine

LIBRARY: (Faculty) Board, chairman; Galantowicz, Jones, Kershner, LeClerc, Seiken, Weick; Evans, Tolan (ex. off.) (Students) S. Simons, P. Vivian
PRESIDENT'S COUNCIL: (Faculty) Bick, Jonas, Huntley, Pikul, Peck; (Students) S. Ciesinski, D. Kessler, W. Spencer, R. Weiner; (Administration) Kleinkauf, Lichterman, Malloy, Palmer, Timberlake, Usher, Miss Van Fleet

RELIGIOUS ACTIVITIES: (Faculty) Snider, chairman; Calabria, Loughlin, Potts (Students) D. Rice, J. Schosheim, President of Newman Club to be elected

RESEARCH: (Faculty) Rappaport, chairman; Ballard, Eisenstadt, Haag, D. Holmes, Maycock, Panilillo, Sharlet

SECURITY AND SAFETY: (Faculty) Hoffman, chairman; Ingvarsson, Maciariello, Male, Smith, Warde, C. Williams; Kleinkauf, Usher (ex. off.) (Students) J. Achenbaum, R. Baas, S. Pierce, J. Overton

STANDING OF STUDENTS: (Faculty) Malloy, chairman; Hoffman, Huntley, McNamara, Stineback, C. Swartz, Urban; Schmidt, Secretary; Conable, Lichterman, Maras, Palmer, Shupe, Weitz (ex. off.) (Students) P. Andrews, R. Bernhardt, H. Ginsberg, S. Kaufman

STUDY ABROAD: (Faculty) T. Schwarz, chairman; C. Holmes, Maras, W. Martin, Nichols, Reece, Roberts, Weston (Students) D. Arnold, M. Crowley

(SUB-COMMITTEE) FOREIGN STUDENTS AT UNION: (Faculty) Roberts, chairman, W. Martin, Weston (chairman during fall term in Roberts' absence; continues as member) (Students) B. Gale, President of International Students Association to be elected

UNION-VITA: (Faculty) Schick, chairman; Gillette, Kershner, Nichols, Panilillo, Roulier (for Union); Coe, Glowacki (for VITA)
... an introduction

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Statement on Research Policy and Procedures
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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 President (Miss Bouck, Administrative Assistant) 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 President (Miss Bouck, Administrative Assistant) to do so.
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 full-time 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 as of 1969 from about $57,000 at age 25 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 if proper information is given to the Payroll Office. 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."

These provisions are effective for full-time faculty and professional staff. The President may make proportional provisions for part-time persons in the same groups.

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 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 full-time 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. Provision for additional plots for other family members may be voted by the Board of Trustees in exceptional circumstances. 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 for sabbatical leave should provide (a) a full and clear explanation of the plan of study during leave and (b) a report on the arrangements made or pending for the carrying out of that study. It should be reviewed and approved by the chairman of the applicant's department and then transmitted, with a letter indicating the chairman's approval, to the Dean of Center. The Advisory Committee will examine the application and recommend for or against to the President who will transmit recommended applications to the Board of Trustees. Since the Board must make its decision in time for a replacement, if one is needed, to be engaged, faculty members should submit their applications no later than October first preceding the academic year in which the leave is to be taken.

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.

Although treatment of claims is reported to have lacked uniformity, Revenue Ruling No. 64-176 provides in general that the expenses of a teacher for sabbatical leave travel will be deductible as ordinary and necessary business expenses only if, and to the extent that, the travel is directly related to the duties of the teacher. Anyone planning travel for the purposes of his sabbatical study should obtain a copy of the ruling and confer with a local Internal Revenue official in advance of filing a claim.
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. 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 T.I.A.A. major medical, group life insurance and total disability policies cover faculty on leave only when they are engaged in full-time study for an advanced degree or 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 T.I.A.A. 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 retroactively 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. 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 CHILDREN FINANCIAL AID POLICY

Union College offers scholarship grants to 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 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.

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.)
      
      (3) By State law, students receiving this benefit are not eligible for New York State Scholar Incentive Awards.

**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. Special permission is required for more than two courses.

   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.
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.
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, Library and Student Aid 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.

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. It is now in a position to prepare masters photographically from clean copy.

Reproduction takes time and the schedule is usually full. Advance notice of requests is therefore imperative.
XEROX

Xerox machines are located in the Administration Building (for administrative use only) and in the Library and Carnegie Hall (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.

GRANTS AND PROGRAMS OFFICE

Mrs. Pearl Stewart, in Room 101, Lamont, has accumulated a library of materials regarding government support and other outside support of research educational programs and other grants. She 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 any proposals that are planned or in process. Mrs. Stewart may be reached on Ext. 333.

STUDENT EMPLOYEES FOR ODD JOBS

The Employment Bureau keeps a list of students available to do odd jobs in faculty homes at the minimum rate of $1.85 an hour. A telephone call to the Financial Aid Office 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 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 antici-
pated 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 regularly enrolled students
who have been issued I.D. cards and to persons who have been issued
Union College Library cards. I.D. cards are automatically issued to
students upon enrollment. Upon request, Union College Library cards
are issued to officers of the college, to members of the faculty and staff,
and 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 re-
call at the end of two weeks from the date of loan.
2. Special Collections

Reference books, 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. Phonograph Records

Phonograph records are available for loan for a period of one week.

4. Browsing Collection

The browsing collection consists of current fiction and books of topical interest. These are available for loan for a period of one week. This is the only collection in the library which is not listed in the card catalogue.

5. 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. As a matter of regular practice, all reserve books are available for loan for a two-hour period, except as noted above for overnight use.

6. 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.

7. 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 de-
partmental policy and procedure on this matter. In some departments all recom-
mandations 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 nor-
mally be charged to departmental budgets should be submitted directly to the Ac-
quisions Librarian. Recommendations for new periodical titles must be approved
by the department chairman in all cases, and submitted directly to the Librarian.

It is library policy to discourage the purchase of multiple copies of a single
title. Where more than one copy seems desirable the Librarian should be con-
sulted.

All recommendations should be submitted on the appropriate cards available,
upon request, at the Acquisitions 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 or periodical is
ready for circulation, the person who recommended it is notified. In the case of
books, such notification takes the form of a yellow slip with the call number on it--
this indicates that the book 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. In the case of periodicals, notification of the starting issue and the
periodical's location in the library is given.

Reports on departmental book budgets are generally made three times a year
to the chairman of departments and the center deans.

Budgetary factors limit our acquisitions program, but departments which 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 matters of 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.

Most recent Government Documents 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 is 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 accession 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. It should be noted that lending libraries frequently exercise their privilege of stipulating conditions for the use of their materials, and in all such cases Union College Library regulations are superseded.
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, microfiche, or microfilm form, can be provided by the library.

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 10 cents per copy.
b. **Individual Members of the College Community**

Individual members of the college community will be charged 10 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 (This does not apply to requests for multiple copies of materials or copies of dissertations and theses in lieu of carbon copies).

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 10 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 are available to assist in courses requiring attention to bibliographical matters. 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 studies which are available to members of the faculty upon written 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 (requests should be directed to the Registrar's Office), or for an occasional class (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 be directed to the Librarian.
IV ADMINISTRATIVE RULES

Policies and Procedures on Faculty Appointments, Reappointments, Promotions and Tenure

NEW APPOINTMENTS

New appointments to the Faculty of Union College shall be for one, two, or three years at a rank and salary appropriate to the academic background and teaching experience of the appointee and in keeping with the criteria described under each rank. The letter of contract from the Office of the President shall indicate whether the appointment is terminal or open to continuation if mutually agreeable. Any special conditions pertaining to the appointment shall be mentioned in the letter of contract, subject to review and approval by the Board of Trustees. The new faculty member is expected to provide a letter of acceptance and a transcript of his graduate work and previous experience for the official files.

REAPPOINTMENTS

The departmental chairman originates the request for reappointment of a faculty member not on tenure and submits this request to the Dean of his Center. As with new appointments, the President assumes responsibility for reviewing such requests with appropriate faculty, the Faculty Advisory Committee and the Dean of the Center concerned before the action is transmitted to the Committee on Academic Affairs of the Board of Trustees. All such recommendations for reappointment must originate by June 1 of the year before the expiration of three-year appointments, and by December 1 for two- and one-year appointments. Notice of intention not to recommend for reappointment shall, when possible, reach the faculty member by December 15.

PROMOTIONS

The departmental chairman originates the request in writing for the promotion of a faculty member on his staff. In submitting this recommendation, the chairman should list the factors which prompt the request. The record of achievement since the last promotion or since the original appointment to the Faculty of Union College shall determine eligibility for promotion. In reviewing a recommendation for promotion, the relevant faculty, the Faculty Advisory Committee and the President shall consider primarily teaching ability and research activity (or comparable creative activity), for the College regards teaching effectiveness and substantial professional achievement as inseparably related; each enriches the other. In addition, the reviewing committee will consider professional involvement, services to the College, and in some instances the rank structure within the department and the relevance of the fields of competence of the teacher in question to the educational goals of the institution. Time-in-rank shall not be an arbitrary factor either for or against eligibility for promotion. Normally, all recommendations for promotion will be transmitted to the Board of Trustees at the January meeting.
TENURE

Recommendations for tenure originate with the departmental chairman, who shall have conferred with and polled the professors and associate professors in his department, and are forwarded to the appropriate dean in writing along with a resume of the teacher's background and achievement. These recommendations must reach the President by May 1 of the year preceding a final decision, so that a review may occur and a recommendation, if appropriate, be transmitted to the Academic Affairs Committee for action at the full meeting of the Board of Trustees in June of the year preceding the one in which tenure becomes applicable. As tenure commits the College to permanent employment for as long as the position to which the appointment is made continues to exist, although it does not guarantee either subsequent promotion or salary increments, the College must exercise the greatest care in this decision. The President will appoint an ad hoc committee to examine the record of each candidate for tenure and to report its findings, with a recommendation for or against, to the Advisory Committee. The ad hoc committee will normally consist of one member of the candidate's Department, one member of his Division but not of his department, one member of his Center from the other Division, and one member of the other Center. Tenure will not normally be granted unless the individual holds the doctorate or equivalent in his field of competence.

The approval of a tenure appointment shall be confirmed in writing by the President and made a part of the records of the College.

Normally, a faculty member may be recommended for tenure under one of the following conditions with respect to length of service before the end of the academic year prior to fulfilling the tenure requirements:

1. Seven years of full-time teaching at Union College and the rank of associate professor or higher, by the time tenure, if granted, becomes effective.

2. Four years of full-time teaching at Union College and the rank of associate professor or higher AND more than three years of full-time teaching at one or more regionally accredited institutions of higher learning or equivalent service in professionally related work, by the time tenure, if granted, becomes effective.

3. Specific indication in the letter of contract from Union College in those cases not covered by the above stipulations -- in keeping with the general provisions of the 1940 Statement of Principles of the American Association of University Professors.

Members of the Department of Physical Education and the Library who receive appointments as full-time faculty members at Union College may become eligible for tenure in keeping with these provisions but need not hold the rank of associate professor to receive a continuing contract. It is further understood that tenured faculty members in the Department of Physical Education and the Library shall hold that degree normally considered the highest degree within the field of competence.
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.
c. 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 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.

**RETIREMENT**

Retirement for faculty and administrative staff commences at the end of the contract year in which the individual reaches age 65. The contract year is defined as September 1 - August 31 for faculty, and July 1 - June 30 for administrative staff.
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 chairmen, 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 reports on 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) must have 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 Office of the Registrar. Requests for the use of extra rooms for tests or lectures should be made to this office. Likewise, rooms for special meetings, evening groups, etc., must be cleared through the Registrar. This is not only to avoid 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. 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.

The original class list is replaced by a "revised" list by the fourth week of the term. At this time instructors are requested to bring any discrepancies between the Registrar's list and their own personal record to the attention of the Registrar. This is a critical procedure, for this is the last time before grades are due that clerical errors or wayward students may be caught.

3. Change of Course or Section

Students are not permitted to pass from one course or section to another without specific authorization from the Registrar. The general regulations concerning dropping and adding of courses, changing majors, and withdrawal from College or individual courses appear in The Academic Register.
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 Students. 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. 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, 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 an "P" unless the instructor excuses the student. The faculty member should check directly with the College Physician in case of a student illness or with the Dean of Students if the student is absent because of an official College function. 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 scheduled by the Registrar's Office and will, whenever possible, avoid student conflicts. For this reason it is generally difficult to change the time of an examination. Any changes to which the Registrar cannot readily agree must have
the approval of the Dean of the Center. Most final examinations are conducted in regular classrooms. Multiple section courses may be combined in one or more large rooms, however, if the instructors do not object and/or conflicts are not created.

Finally, College 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. Written authorization from the instructor's Dean of Center must be submitted to the Registrar along with each grade of "Incomplete."

7. Grades

Information concerning the grading system appears in The Academic Register.

At the outset of the fifth week of each term, faculty members receive from the Registrar's Office a list of all freshmen enrolled in each of their courses. Mid-term grades are to be reported not later than the Monday following the end of the fifth week of classes. In addition, yellow "D or F" cards are included so that the particular reasons for low mid-term grades may be explained. These cards are subsequently sent to the Dean of Students who consults with each student and/or his faculty adviser.

Mid-term "D or F" cards (only) are also requested for upper-classmen. These are sent to faculty members directly by the Dean of Students and are returned to him. Consultation with student and/or adviser then proceeds as with freshmen.

Grades for all students at the end of the term, indicated on forms provided by the Registrar's Office, must be submitted to the Registrar not later than three calendar days after the final examination in the course. "D or F" cards are again provided and are used by the Committee on the Standing of Students when necessary. Only through faculty cooperation in the prompt filing of grades can the academic standing of all students be properly computed before the beginning of the next term and a timely meeting of the Faculty Committee on the Standing of Students held. For students completing requirements for graduation, any grade of "F" (Failed) must reach the Office of the Registrar before noon of the Thursday preceding Commencement.

Faculty members should consult The Academic Register for information on withdrawals.
Once a grade is processed by the Registrar, a grade may be changed only if a request is submitted in writing by the faculty member to his departmental chairman. The request should include a detailed statement of the reasons for the change. If approved by the department chairman, the request is forwarded to the Committee on the Standing of Students and is approved only if the Committee acts favorably. In those instances in which the request to change a grade is based on a clerical or computational error, the Registrar may act for the Committee.

Instructors are asked to announce to their classes that the only method for obtaining final grades before the mailing goes out to parents and adviser is to leave a post card with the instructor. Grades are not given out at the office of the Registrar, Dean of Students, or Center Deans.

8. Academic Honesty

The College assumes that students will not resort to plagiarism, 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

Each Dean of Center has a budget for faculty travel which he will disburse according to the following priorities:

1) faculty member reading a paper at a professional conference
2) faculty member chairing a major committee at a conference
3) faculty member chairing a minor committee at a conference
4) faculty member attending a conference.

No faculty member will be remunerated for more than one such conference a year.

A special travel budget is provided for department chairmen who attend conferences to interview candidates for vacant positions.

The following scale of remuneration obtains for all:

1) travel to and from the conference by the most direct route at tourist airlift rates or
2) travel to and from the conference by self-owned auto at $.10 per mile, the total not to exceed the air rate.
3) a per diem of $20, prorated for half days.

If a share of travel expenses or an honorarium is paid by the conference host, the faculty member is obligated to claim remuneration from the College sufficient to meet only the difference between what the host provides and the allowable amounts enumerated above.

Faculty members representing the College at meetings, installations, etc. may have their actual travel expenses fully reimbursed.

Administrative Staff

Travel on college business will be remunerated as follows: tourist airlift rate, actual surface transportation costs, actual hotel costs, actual meal costs. The staff member charged with approving expense accounts will himself be responsible for keeping costs in line.
2. **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 UCCO-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, Dean of Center 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.
3. **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/fifty thousand dollars ($20,000/$40,000) Public Liability, (Bodily Injury.)

4. **Entertainment of Students**

The College provides limited funds for the entertainment of students. This money is not available for instructors to have their students in a course out for a meal nor does it cover the cost of dates and/or wives. There is simply not enough money to extend our generosity that far. For the faculty member who cannot easily entertain his advisees at home, it may be possible to arrange a dinner elsewhere, provided that he checks the arrangements with the Dean of the Center.

The College has also established a modest fund for faculty advisers of freshmen to have lunch with each advisee once a term at West College. The adviser merely signs a chit at the dining hall (Account 140-005) and joins his advisee in what we hope will be a pleasant conversation at no inconvenience to either.

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 Director of Business and Facilities Operations 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.

PROCEDURE FOR FILLING NON-ACADEMIC OPENINGS

I. It is the general policy of Union College to promote from within if qualified candidates employed in lower graded positions are available for consideration.

II. The Business Office shall be notified in writing at as early a time as possible by the head of the department or office in which an opening is going to occur, indicating the name of the incumbent who is leaving and expected last day to be worked. The Business Office shall, within two working days, either (a) furnish a list of potential candidates for consideration who are already employed by the College; or (b) state that he will have to go outside the College for candidates.

III. If a list of candidates already employed by the College is furnished, the office having the opening must contact the head of the office where the candidate works, obtain recommendations and if interested arrange with the present supervisor for interviewing the candidate, assuming the candidate is interested in the opportunity.

As soon as interviews are completed, the office with the opening shall notify the Business Office of the results, indicating for each candidate whether or not an interview was held and the outcome.

If a candidate has been selected who accepts the opening, the Business Office shall notify the office where incumbent candidate is presently employed. Date of transfer is negotiable between department or office heads; however, at least two weeks must be allowed before transfer unless the "losing" department is willing to accept an earlier date.

This now creates a new opening and the sequence reverts back to Paragraph II.

IV. If there are no potential candidates already employed by the College, or if none are selected for the opening, the Business Office shall take as many of the following steps as necessary to secure candidates for the opening:
A. Notify the agencies specified in our Affirmative Action Program of the opening. (Urban League of Albany, SCAP, Neighborhood Youth Corps, Commission on Human Rights)

B. Forward to the office with the opening, all applications for employment on file which are no more than three months old. After review of the applications, the office with the opening may contact applicants directly to determine whether applicant is still interested and if so, to arrange an interview. When this step is completed, all applications should be returned to the Business Office, indicating which are no longer interested in employment, and results of interview on each of the others.

C. Place advertisements in the news media to secure candidates for the opening. Applicants will be directed at time of initial visit to the office with opening for immediate interview, if arrangements can be made at that time.

V. Determination of rate of pay shall be on the following basis:

A. Internal transfer – At the same rate as present position with rate review after three months based on performance in new position.

B. New employee – At minimum rate for the job classification assuming minimum qualifications. If qualifications exceed minimum specified, Business Office may authorize higher starting rate, taking into consideration rates paid other employees in same classification.

**COLLEGE INSURANCE – LIABILITY**

The insurance protection of the College for the various liability risks inherent in our operation can be defined only in generalities, for each individual situation becomes subject to evaluation. General conditions are described here.

It should be noted at the outset that the liability of the College or its insurance company for payment of any damages is based entirely on judgment by a court, or by out of court negotiations, that the College or its agents were negligent. Limits of insurance coverage will not be listed, but are considered adequate.

A. Automobile

1. College owned Vehicles - The College insurance would be the prime defendant in any action for damages. It is assumed the College cars are used only on legitimate College business within the regulations and policies defined by the College. Other than authorized legitimate use could result in counter-suit by the College against the individual so using the vehicle.

2. Non-Owned Vehicles - The owner, insurer of such a vehicle (a student for example) would bear the prime liability in case of a claim. If a judgment in excess of the limits of coverage of the owner were obtained, the College insurance could become involved as secondary insurance.
3. Hired Vehicles - This would include vehicles rented from such sources as Hertz and Avis, etc. and also vehicles owned by individuals who are being reimbursed by the College for use of personal cars on College business via an amount per mile driven. This category also includes rented buses or other ground carriers. The same situation applies here as in (2) above.

B. Watercraft
The College owned sailboat, used by the sailing club, is included under the prime liability coverage and falls into the same category as A.1. Any other watercraft use (such as Biology field trip at Woods Hole) would fall under an "umbrella" policy which requires the College to pay the first $10,000.00 of any settlement.

c. Aircraft
The College has no prime liability insurance coverage where aircraft are involved. The insurance of the airline as required by law is the only source of relief when a commercial airline is used. The amount per passenger is very limited on international flights.

In case of charter the situation is:
1. Without crew (piloted by a college employee) - No insurance protection of any kind.

2. With crew included in charter - Coverage under "umbrella" policy with College liable for first $10,000.00 of any settlement.

   No one is authorized to charter an aircraft or to pilot an aircraft on any College business or activity.

D. General Liability
Adequate insurance coverage is carried by the College to protect the College and anyone acting on behalf of the College as an authorized representative in the legitimate business of the College. This includes field trips, research program work, visitors to our facilities as well as travel within the guidelines above.
FACULTY RESEARCH

A faculty committee, chaired by Professor Neal Allen, submitted a proposal on faculty research to the Faculty Council in 1967. There it was discussed and approved. A copy of that proposal, as amended, is part of the appendix of this Manual.

RESOLUTION ON CONSULTANCIES AND PAID RESEARCH WORK: BOARD OF TRUSTEES MINUTES, JANUARY 14, 1970

The fundamental obligation of the faculty member is to the College, and the College regards its contract as one for full-time employment. Recognizing, however, the value of faculty services to the larger community and the value of work "in the field" to faculty members, the College allows faculty members to spend not more than the equivalent of one day's time of each working week during the teaching year in consultancies and research for which outside remuneration is received. In return, the College expects (1) that such remunerated employment will be of a character to improve the learning and skill of the faculty member and, by that, to increase his value as a teacher, and (2) that it will not in any way interfere with the full and punctual fulfillment of teaching responsibilities.

Faculty members engaged in remunerated consultancies or research work are obligated to report the nature, duration, and contractor for it to the Dean of Center and to obtain approval from the department chairman and Dean of Center prior to entering into any contract for services.

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.

5. Patents resulting from inventions or discoveries made by members of the staff or by students in connection with government-sponsored research contracts, grants, fellowships or other such arrangements, shall be controlled by the terms of those arrangements. Staff members performing government-sponsored research shall execute such agreements as will enable the College to meet its obligations to the sponsoring agencies.

6. The President shall appoint a Committee on Patents, composed of both faculty members and administrative officers, whose responsibility it shall be (a) to review the circumstances surrounding the making of the inventions, (b) to determine the respective equities of the inventors and of the College, also of outside parties in the case of inventions resulting from collaborative or sponsored research, and (c) with respect to each invention, to make its recommendations to the President for final decision.

7. Net income derived by the College from patents shall ordinarily be devoted to research within the College, with preference given to the departments, schools, or Centers in which the patents originated.

8. Members of the faculty shall be free to make their own agreements respecting patent rights arising out of consulting contracts for services outside the College, and these shall be governed solely by the mutual understanding of the parties thereto. The Dean of the appropriate Center and the Dean of the Faculty shall be notified of all patents attributable to such agreements by the researcher involved.

9. The agreement by Research Corporation and Union College provides that, on all discoveries or prospective inventions submitted to it, Research Corporation will make a report to the College and the inventor as to the patentability and commercial feasibility of the particular invention or discovery without cost either to the inventor or to the College, and in the event they proceed to
patent items determined to be patentable and commercially feasible, Research Corporation will bear all the cost involved in patenting, developing and licensing the patents. The income developed through Research Corporation's commercialization of each invention is shared with the institution and with the institutional inventor, with the entire net share of the foundation's portion being distributed as grants-in-aid in support of scientific research.

10. The provisions of this policy may be changed or discontinued at any time by action of the Board of Trustees appropriately taken. Such change or discontinuance, however, shall not affect any rights heretofore accrued under this policy.
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 serves 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, 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.
SPECIAL FACILITIES

Girling Center (two miles from the main campus) is a fifty-acre, partly wooded plot which now contains recreational facilities -- a swimming pool, an artificial skating rink, a clubhouse, picnic sheds and outdoor cooking-serving equipment. Its operation is the responsibility of a faculty-student committee. Arrangements for use of any of the facilities at the Center must be made through Mr. Henry Swanker, Ext. 333.

Searls House (in Rensselaerville, about 30 miles from Schenectady) is a large summer house with a pleasant half-acre of lawn and gardens. It can accommodate fifteen persons overnight and thirty for meals and provides space for small conferences and seminars. Arrangements for its use must be made through the Office of Special Programs, Ext. 261.

Girling Center is the gift of the late Wallace Girling '17, a Life Trustee of the College. Searls House is the gift of Mrs. Frederick Searls, long-time friend of the Charles Waldrons and mother-in-law of Dr. Leslie DeGroot '48.
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 un-fulfilled 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.
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 engaged in the instruction of students, including members of the Physical Education Department and the Library who hold academic rank, and including those 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 advising and instruction of students, and 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 proposed major changes in educational policy, or in the status and duties of Faculty members, shall be submitted to the appropriate Faculty body.

Section 4. All members of the Faculty shall have equal privileges and rights subject to the Charter of the College 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. College 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. Faculty Committees may be created, dissolved or merged by the Faculty in accordance with this Constitution and these By-Laws.

Section 3. All faculty appointments to committees shall be made by a Faculty Committee on Committees in accordance 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 a legislative and 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 ten members of the Faculty, 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 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 January 7, 1972 shall be considered operative; and any changes in these matters hereafter shall be made as provided for in this Constitution. A quorum for the adoption of this Constitution and these By-Laws shall be a majority of the entire Faculty.

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 Robert's Rules of Order as final authority, when not inconsistent with the Constitution and By-Laws.

2. Notice of meeting shall be sent to each member of the Faculty not less than one week before the meeting.

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

4. One half of the eligible Faculty in residence must be present to constitute a quorum.

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 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.
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 normally be for at least two years. The Faculty Committee on Committees shall attempt to stagger these terms.

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; two academic officers chosen by the President; three students serving on matters of policy only. Should any member of the Committee fail to serve his full term, a replacement for the balance of the term shall be elected by the same procedure; such a member may be eligible for a subsequent full term.

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 with supporting data and at least once a year a summary of their deliberations 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.

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 re-consideration 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 in which they sit by invitation.

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 Institute of Administration and Management shall be considered a department.

VII. Faculty Representatives to the Board of Trustees

1. Each Center shall elect from among its tenured members one member 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 members 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.

Note: When the term "Center" is used, it shall be defined as a pairing of Divisions I and II, and III and IV.

January, 1972
A special committee and outside consultants are now reviewing the constituency, charter, and corporate future of Union University. For your information and reference during the discussions which may follow this study, the Faculty Manual includes the original Charter and subsequent amendments.

1. UNION COLLEGE CHARTER AND AMENDMENTS THERETO
2. LEGISLATIVE ENACTMENTS AFFECTING UNION COLLEGE
3. UNION COLLEGE CHARTER AMENDMENTS SINCE 1900

UNION COLLEGE CHARTER

By the Regents of the University of the State of New York:

WHEREAS, Abraham Oathout, Gerrit S. Veeder, Junior, Abraham Wempel, Abraham Fonda, Nicholas Van Patten, Harmanus Bradt, Nicholas Vander Volger, Nicholas Veeder, Isaac Vrooman, Michael Tymse, Jacob G. Fonda, Abraham Van Ingen, and one hundred fifteen other citizens of this state as well residing elsewhere as in the town of Schenectady have applied and have in writing made known to us that they the said applicants were minded to found a college in the said town and have also made known to us the plan on which and the funds with which it is intended to found and provide for the said college and have proposed to us the twenty-four persons hereinafter named for the first trustees of the said college and have signified to us that the name of the said college shall be UNION COLLEGE and we having approved thereof and it appearing to us that the funds intended by the said applicants for the use of the said college are as duly and sufficiently secured and vested for that purpose as is requisite and that the founding of the said college can not be farther completed before the said trustees are incorporated therefore in virtue of the power in us by law we have granted and declared and by these presents do grant and declare that a college for the instruction and education of youth in the learned languages and liberal and sciences shall be and hereby is founded and established in the said town - that the trustees of the said college shall always be twenty-four in number and that Robert Yates, Abraham Yates, Junior, Abraham Ten Broeck, Goldsbrow Banyar, John V. Henry, George Merchant, Stephen Van Rensselaer, John Glen, Isaac Vrooman, Joseph C. Yates, James Shuter, Nicholas Veeder, James Gordon, Beriah Palmer, Samuel Smith, Henry Walton, Amoni Rodgers, Aaron Condict, Jacobus V. C. Romeyn, James Cochran, John Frey, D. Christopher Peck, Jonas Platt, and Jonas Coe shall be the present trustees and that the said trustees and their successors shall be a body corporate and politic by the name of THE TRUSTEES OF UNION COLLEGE IN THE TOWN OF SCHENECTADY IN THE STATE OF NEW YORK and shall have perpetual succession and be capable to sue and be sued and to purchase, take hold, enjoy and have lands, messuages, tenements, hereditaments, and real estate whatsoever in fee simple or for term of life or lives or years or in any other manner howsoever and also goods, chattels, books, monies, annuities and all other things of what nature or kind so ever provided always the clear yearly value of such real estate do not exceed the sum of
thirteen thousand three hundred thirty-three dollars and one-third of a dollar lawful money of the United States and also to appoint a President and professors and tutors to have the immediate care of the education and government of the students who shall be sent to and admitted in the said college for instruction and education according to such ordinances, rules and orders as shall be made by the said trustees and also to appoint a treasurer and clerk and all other needful officers and ministers and assign to them their respective business and duties and also from time to time to make such ordinances, rules or orders for the management and disposition of the lands and other real estate and of the chattels and monies and other property at any time held or possessed by them the said trustees for the use of the said college and for the more orderly and conveniently performing and executing the trusts and authorities thereby granted and committed to them as they the said trustees shall deem most fit and beneficial and also all such ordinances, rules and orders direct and appointing what books shall be publicly read and taught in the said college and for the better government of the said college and of the President, Professors, Tutors, and Students thereof as they the said trustees think best for the general good of the same provided that no ordinance, rule or order to be made by the said trustees nor shall the appointment of a President or of any Professor or Tutor in the said college nor of a treasurer or clerk or any other officer or minister have any force or validity unless the same shall be agreed to by the major part of any thirteen or more of them the said trustees convened and met together and provided further that no such ordinance, rule, or order shall be repugnant to the laws of this state or the laws of the United States. Neither shall any of them extend to exclude any person of any religious denomination whatever from equal liberty and advantage of education or from any of the degrees, liberties, privileges, benefits or communities of the said college on account of his particular tenets in religion and provided also every such ordinance, rule or order whereby the punishments of expulsion, suspension, degradation or public confession shall be inflicted on any student shall be put in execution only by such major part of any thirteen or more of the said trustees, that the President of the said college shall hold his office for and during his good behavior but that all Professors and Tutors and every treasurer and clerk and all other officers and ministers shall hold their respective offices at the will and pleasure of the said trustees. There shall be two meetings of the said trustees in the said town in every year on such days and at such place as the said trustees shall by ordinances to be by them from time to time made in that behalf appoint to be denominated stated meetings and until the said trustees shall have made an ordinance appointing the days and place for such stated meetings the same shall be held on the last Tuesday in May and the last Tuesday in September and in the building hitherto called the academy - that when any special
Special Meeting on request of five trustees

meeting of the said trustees shall be deemed necessary the senior trustee then residing in the said town and taking upon himself the exercise of the office shall on application for that purpose in writing under the hands of any five or more of the said trustees appoint a time for such special meeting at some convenient place in the said town and cause due notice thereof to be given by advertising the same in one or more of the public newspapers printed in the said town and in one or more of the public newspapers printed in the City of Albany at least twenty days before such meeting and at such meeting such senior trustee before entering upon any business shall certify such notification to the trustees then met. That whenever the said trustees shall be met together at any meeting the senior trustee then present shall preside at such meeting. That the seniority intended in these two several cases shall be determined in the order in which the said trustees are herein named and shall be hereafter elected. That the said trustees may by the President of the said college or any other person by them authorized and appointed give and grant any such degree or degrees to all such persons by them thought worthy thereof as are known to and usually granted by any university or college in Europe. That the said trustees shall and may have a common seal under which they shall and may pass all grants diplomas and all other writings whatsoever requisite or convenient to pass under such seal and which seal shall be engraven in such form and with such devices and with such inscription as shall be agreed upon by the said trustees and to alter the name at their pleasure and finally that the said trustees and their successors forever shall enjoy all the corporate rights and privileges which we are empowered to grant.

In testimony whereof we have caused our common seal to be affixed to these presents the 25th day of February in the 19th year of the Independence of the United States 1795.

Resolved that the common seal of the University be affixed thereto and that Mr. L'Hommedieu and Mr. Benson be a committee to wait on his excellency the Governor with the said charter to have the same subscribed by him as chancellor and that the secretary then deliver the said charter together with the evidences in his possession of property belonging to the said college to any one of the trustees therein named who may be in this city.

GEORGE CLINTON
Chancellor

DeWitt Clinton
Secretary

* * *

UNIVERSITY OF THE STATE OF NEW YORK
By the Regents of the University of the State of New York:
Amendment
July 15, 1864

Whereas the Trustees of Union College in the town of Schenectady in the State of New York, a college subject to the visitation of the Regents of the University of the State of New York, have by their petition this day presented to the said Regents, asked that the number of Trustees of said College necessary for a quorum for the transaction of business when said Trustees are lawfully assembled, be reduced from eleven to seven and have in the opinion of the said Regents, shown sufficient cause therefor and have also filed with them duly authenticated proof of publication of notice of their said intended application, in accordance with the ordinance in that behalf; Now, therefore, the said Regents by this Instrument under their Common Seal, and in pursuance of the authority in them by law vested, do ordain and declare that the number of Trustees of the said College, necessary to be present to form a quorum for the transaction of business when the said trustees are convened and met together in the meetings thereof, hereafter to be held at the times and the places appointed by such Trustees for such meeting, by ordinances by them made in conformity to the charter of the College, shall be Seven instead of the number heretofore required for such quorum, and that this ordinance do take effect immediately; subject to the right to us, the said Regents, to alter, amend or repeal these presents.

In Witness Whereof, the said Regents have hereto caused their common seal to be affixed and their Chancellor and Secretary to subscribe their names, this fifteenth day of July, in the year of our Lord, one thousand eight hundred and sixty-four.

John V. L. Pruyn,
Chancellor

S.B. Woolworth, Secretary.

UNIVERSITY OF THE STATE OF NEW YORK
By the Regents of the University of the State of New York:

Amendment
Jan. 11, 1867

An application having been made to the Regents by the Trustees of Union College for an amendment of their Charter in regard to the tenure of the office of President of the said college which application it satisfactorily appears was unanimously agreed to by the said Trustees during the late vacancy in the said office, and it appearing to the Regents that due public notice of the said application has been given, and no objection there to having been presented:

Now therefore be it known, that the said Regents by virtue of the said authority in them by law vested, do ordain, determine and declare,

That so much of the Charter of Union College granted by this Board on the twenty-fifth day of February in the year one thousand seven hundred and ninety-five as provides that the President of the said College shall hold his office for and during his good behavior, be and the same is hereby repealed, and that President of the said
College, including the present incumbent, do hold his office at the will and pleasure of the Trustees of the said College, to be expressed by the votes of a majority of all the said Trustees.

In Witness Whereof, the said Regents have hereto caused their common seal to be affixed and their Chancellor and Secretary to subscribe their names this eleventh day of January in the year one thousand eight hundred and sixty-seven.

JOHN V. L. PRUYN,
Chancellor of the University

S. B. Woolworth, Secretary.

UNIVERSITY OF THE STATE OF NEW YORK
By the Regents of the University of the State of New York:

Amendment June 2, 1871

An Ordinance to amend the Charter of Union College.

An application having been made to the said Regents, by the Trustees of Union College, for an amendment of the Charter of the said College, in order to provide for the election of four additional Trustees by the Alumni of said College, and it appearing to the said Regents that due public notice of the said application has been given as required by the ordinance of the said Regents in that behalf, and no objection thereto having been presented:

Now, therefore, be it known, that the said Regents of the University, by virtue of the authority in them by law vested, do ordain, determine and declare that the Charter of Union College be and the same is hereby amended, as follows, subject, however, to the power of the said Regents, at any time hereafter, on cause satisfactory to the said Regents, to alter, amend or repeal this ordinance:

Section 1. On the day preceding the next annual Commencement of Union College, at twelve o'clock, noon, an election shall be held in the Chapel of Union College to choose four additional Trustees of said College, which Trustees when duly chosen shall possess the same powers and perform the same duties as the other Trustees of said College. Such election shall be by ballot, and every graduate of the College who has received or may be entitled to receive his Master's Degree shall be entitled to vote at such election. To be eligible as such additional Trustees, the candidate must be a graduate of the College of at least ten years' standing. Immediately after the election, the Trustee so to be chosen shall be so classified that the term of office of one of them shall expire with the close of Commencement Day the next year after an election - Another the second - Another the third - Another the fourth.

Section 2. On the day preceding each subsequent Commencement, an election shall be held to choose one Trustee to fill the place of
Election of Alumni Trustee

the person whose term of service is about to expire. The person so chosen shall hold his office for the term of four years, and all the provisions of the first section of this ordinance relating to the qualifications of voters and the eligibility of candidates, and the time, place and manner of holding the election, shall be applicable to all such elections.

Trustees shall appoint Inspectors of election

Section 3. The Trustees of the College shall appoint Inspectors of such elections, and may prescribe rules and regulations for conducting such elections, and canvassing the votes and declaring the results, as they may deem proper. They shall also provide for the classification of the Trustees to be elected in pursuance of the first section of this Ordinance.

In Witness Whereof, the said Regents have caused their Common Seal to be hereunto affixed, and their Chancellor and Secretary to subscribe their names, this second day of June in the year one thousand eight hundred and seventy-one.

JOHN V. L. PRUYN,
Chancellor of the University

S. B. Woodworth, Secretary.

UNIVERSITY OF THE STATE OF NEW YORK

An Ordinance to amend the Ordinance entitled "An Ordinance to amend the Charter of Union College" passed June second, eighteen hundred and seventy-one.

Passed June 16, 1879.

Amendment June 16, 1879

The Regents of the University of the State of New York, on the petition of the Trustees of Union College in the Town of Schenectady in the State of New York, declare and ordain as follows:

Section 1. The second section of the Ordinance of June second, eighteen hundred and seventy-one, entitled, "An Ordinance to amend the Charter of Union College," is hereby amended to read as follows:

Section 2. On the day preceding each subsequent Commencement an election shall be held to choose one Trustee to fill the place of the person whose term of service is about to expire. The person so chosen shall hold his office for the term of four years and all the provisions of the first section of this Ordinance relating to the qualification of voters and the eligibility of candidates and the time, place and manner of holding the election, shall be applicable to all such elections; provided, that whenever there shall be three members of the Board of Trustees resident at Schenectady, no person residing there shall be eligible to be chosen a Trustee by the Alumni or under this Ordinance.
Section 3. This Ordinance shall take effect immediately, subject to the right of the said Regents of the University at any time hereafter to alter, amend, or repeal the same.

In Witness Whereof, the said Regents have caused their common seal to be hereto affixed and their Chancellor and Secretary have hereunto subscribed their names, this sixteenth day of June, eighteen hundred and seventy-nine.

E. C. BENEDICT,
Chancellor of the University

S. B. Woolworth, Secretary.

Certification: I hereby certify that the foregoing fifteen pages are a true copy and the whole thereof of the record of the Union College Charter and the amendments thereto, which record is in the custody of the Regents of the University of the State of New York.

June 16, 1898
(Melvil Dewey, Secretary.)

LEGISLATIVE ENACTMENTS AFFECTING UNION COLLEGE

Enactment of March 30, 1805, making the Trustees twenty-four in number.

Charter amended March 29, 1806, making the Trustees Twenty-one in number.

Enactment of February 14, 1823, adding the Governor and Lieutenant Governor as ex-officio Trustees.

Changes Necessitated by Revised State Constitution

By the constitution of 1846 the number of ex-officio trustees of Union College was reduced by the elimination of the chancellor, the supreme court justices, and the surveyor-general, and the Board was authorized to fill the vacancies created by this Constitutional Act in the same manner as other vacancies are filled.
Under this provision the total number of trustees continued to be twenty-one, of whom six, viz., the governor, lieutenant-governor, secretary of state, comptroller, treasurer, and attorney-general were ex-officio trustees, and fifteen were permanent or life trustees.

Enactment of April 6, 1795, relative to the Academy in the Town of Schenectady.

Enactment of April 9, 1795, relative to the payment of certain officers of government, and other contingent expenses.

Enactment of April 11, 1796, relative to the payment of certain officers of government and other contingent expenses.

Enactment of March 30, 1797, relative to rules of conduct in the college and certain payments for the preservation of the Anatomical Museum.

Enactment of March 7, 1800, appropriating ten thousand dollars for the purpose of completing the college edifice.

Enactment of March 24, 1801, to augment the funds of Union College.

Enactment of April 8, 1801, relative to the payment of certain officers of government and the granting of lands at Crown Point, Ticonderoga and Lake George.

Enactment of April 3, 1802, entitled "An Act for the Encouragement of Literature." Including the granting of lands at Lake George, Crown Point and Ticonderoga.

Enactment of April 7, 1804, authorizing the college to acquire shares in the Schenectady Water Works Company.

Enactment of March 30, 1805, for the endowment of Union College and establishing the Indigent Students' Fund by Lottery.

Enactment of April 7, 1806, relative to lotteries.

Enactment of April 7, 1807, relative to lotteries.

Enactment of April 1, 1808, relative to gambling in Schenectady.

Enactment of March 16, 1810, directing the payment of a sum of money borrowed by the Trustees of Union College on the credit of the State from the Bank of Albany, and for other purposes.
Enactment of February 27, 1811, authorizing the Trustees to invest the monies heretofore granted to them by the State, in the capital stock of the Mohawk Bank.

Enactment of March 29, 1811, relative to lotteries.

Enactment of April 2, 1813, authorizing the Trustees to acquire stock in the Merchants' Bank in the City of New York and other Banks.

Enactment of April 5, 1813, relative to lotteries.

Enactment of April 9, 1813, relative to lotteries.

Enactment of April 13, 1814, instituting a lottery for the promotion of literature and for other purposes.

Enactment of April 15, 1814, forbidding any puppet-show, wire-dance, etc., near the College grounds; also relating to acquiring capital stock in banks.

Enactment of October 24, 1814, entitled "An Act to authorize the raising of troops for the defense of this State." Affects students.

Enactment of April 12, 1815, entitled "An Act Concerning the Inspection of Sole Leather."

Enactment of April 10, 1818, relative to lotteries.

Enactment of April 17, 1818, relative to billiard tables and other matters.

Enactment of April 5, 1822, limiting the continuance of lotteries.

Ex-Officio Trustees

Enactment of February 14, 1823, adding the Governor and Lieutenant Governor as ex-officio Trustees.

Enactment of April 12, 1824, making it unlawful for the Trustees to file their assent to an act entitled "An Act to Amend an Act, Entitled An Act Relative to the City of Schenectady."

Enactment of April 13, 1826, enabling the Mayor, Aldermen and Commonalty of the City of Albany to dispose of lottery tickets.

Enactment of April 25, 1831, relating to bank shares held by Union College.

Enactment of April 25, 1831, authorizing the superintendents of the County of Schenectady to sell the present court house and jail; and authorizing the establishment in the City of Schenectady "An Institute of science and industry," in which manual labor, at the discretion of the Board shall be combined with mental application by all the members thereof, etc.
Enactment of April 30, 1833, fixing the period for closing all the lotteries authorized to be drawn within this state.

Enactment of April 19, 1847, to supply vacancies in the Board of Union College.

Section 1. Any vacancies in the Board of Trustees of Union College occurring by virtue of the new constitution, may be filled as other vacancies have heretofore been filled in said Board.

Section 2. This act shall take effect immediately
(Laws of 1847, Chapter 84.)

Enactment to investigate the financial condition of Union College.
(Laws of 1852, Chapter 407.)

Enactment relating to the investigation of the financial condition of Union College.
(Laws of 1853, Chapter 615.)

Enactment relating to the investigation of the financial condition of Union College.
(Laws of 1854, Chapter 397.)

Enactment of March 26, 1857, to Incorporate the Association of the Alumni of Union College.

Enactment to authorize the conveyance in trust of certain lands at Hunters' Point and Green Point, Long Island, owned by Leicester K. Ely and others.
(Laws of 1860, Chapter 385.)

Enactment to amend and consolidate the several acts relative to the City of Schenectady and to acquire property from the Trustees of the College.
(Laws of 1862, Chapter 385, Title VI.)

Enactment to incorporate the Schenectady Astronomical Observatory.
(Laws of 1868, Chapter 254.)

Enactment to qualify Union University and Union College to become Trustee for the benefit of any of the institutions associated in said University.

Approved by the Governor
Passed February 20, 1892; three-fifths being present.

The people of the State of New York, represented in Senate and Assembly, do enact as follows:
Section 1. In addition to their several existing powers, rights and capacities, Union University and the Trustees of Union College in the City of Schenectady in the State of New York are, and each The College may act as Trustee hereby authorized and empowered, each in its corporate capacity, to be and become Trustee and act as such, for the benefit of any school, institution or college associated in said University, whenever, by the terms of the instrument creating the trust, a benefit is hereby intended to be given or secured to any other of said associated institutions, than the one named as trustee.

Section 2. This act shall take effect immediately.
(Laws of 1892, Chapter 42.)

Enactment to amend "an act to Incorporate the Association of the Alumni of Union College."

Section 2. Section five of said act is hereby amended so as to read as follows:

Section 5. There shall be an annual meeting of the said association at Union College on the day preceding the annual commencement, at which the officers of the association shall be chosen, and also the Alumni Trustee of Union College, whose election is provided for by the amendment of the Charter of Union College, passed by the Board of Regents of the State of New York, on June 2, 1871. Only duly qualified members of the association under its by-laws shall be entitled to vote for officers of the association and for said Alumni Trustee. Other meetings of the association may be held as provided by said by-laws.
(Laws of 1894, Chapter 30.)
(Became effective February 19, 1894.)

Enactment for the adjustment and satisfaction of certain taxes upon the real estate of Union College in Long Island City.
(Laws of 1895, Chapter 973.)

AMENDMENTS SINCE 1900

The University of the State of New York Amendment to Charter of Union College

Amendment Sept. 14, 1916

THIS INSTRUMENT WITNESSETH That the Regents of the University of the State of New York have amended the charter granted February 25, 1795, to the institution known commonly as Union College, which was incorporated by the Regents under the corporate name of The Trustees of Union College in the Town of Schenectady, in the State of New York, to provide as follows:
That the Trustees may hold their meetings wherever and as
often and at such times and places, either within or without what
was formerly the town of Schenectady, as they shall appoint, may
choose their own chairman, who shall preside at all meetings of the
trustees at such times and places and under such regulations and
restrictions, not inconsistent with law, as the trustees may pre-
scribe, may choose also a vice chairman, who in the absence of the
chairman or in the event of his disability shall have all the powers
and perform all the duties of the chairman, and may remove them
and choose their successors at the pleasure of the trustees; and
that every graduate of Union College of at least three years' standing
shall be entitled to vote at the election by the alumni of the four
additional trustees of the College provided for in the ordinance to
amend the charter of Union College passed by the Board of Regents
of the University of the State of New York on June 2, 1871.

GRANTED September 14, 1916, by the
Regents of the University of the State
of New York executed under their seal
and recorded in their office. Number 2670

(signed) JOHN H. FINLEY
President of the University

Pliny T. Sexton
Chancellor

The University of the State of New York
Amendment to Charter of
The Trustees of Union College in the Town of
Schenectady in the State of New York

Amendment

THIS INSTRUMENT WITNESSETH That the Regents of the
University of the State of New York have amended the charter granted
February 25, 1795, to the Trustees of Union College in the Town of
Schenectady in the State of New York, to provide that:

Board of
25 Trustees: twenty-five trustees, one of whom shall be an ex-officio trustee,
1 Ex-Officio twenty of whom shall be life trustees, and four of whom shall be
4 Alumni
alumni trustees as hereinafter provided.
20 Life

1. The board of Trustees of Union College shall consist of

2. The Governor of the State of New York shall be the sole

3. The present life trustees shall continue to be life trustees.

4. The present alumni trustees shall continue to be alumni

25 Trustees: twenty-five trustees, one of whom shall be an ex-officio trustee,
1 Ex-Officio twenty of whom shall be life trustees, and four of whom shall be
4 Alumni
alumni trustees as hereinafter provided.

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1. The board of Trustees of Union College shall consist of

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1 Ex-Officio twenty of whom shall be life trustees, and four of whom shall be
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alumni trustees as hereinafter provided.

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1. The board of Trustees of Union College shall consist of

2. The Governor of the State of New York shall be the sole

3. The present life trustees shall continue to be life trustees.

4. The present alumni trustees shall continue to be alumni

25 Trustees: twenty-five trustees, one of whom shall be an ex-officio trustee,
1 Ex-Officio twenty of whom shall be life trustees, and four of whom shall be
4 Alumni
alumni trustees as hereinafter provided.
hereinafter provided. Every graduate of Union College shall have
the right to vote for and to hold the office of alumni trustee
and the Trustees of Union College shall have power to extend such
eligibility to hold the office of alumni trustees and such right
to vote for alumni trustee to non-graduates under rules and
regulations to be made by the Trustees which shall also prescribe
the manner of conducting elections and of filling vacancies.

5. Except insofar as inconsistent herewith, the trustees,
in addition to such other powers as may be vested in them, shall
have the powers of trustees prescribed in the Education Law.

GRANTED September 10, 1931, by the
Regents of the University of the
State of New York, executed under
their seal and recorded in their
office. Number 4048

(signed)
FRANK P. GRAVES,
President of the University and
Commissioner of Education

(signed)
CHESTER S. LORD
Chancellor

SEAL

Enactment (1) to provide, with adequate safeguards to the 18
Life Trustees, that thereafter the Board should consist of
25 members, one of whom shall be the Governor, an ex-officio
Trustee, 12 of whom shall be Life Trustees, 8 of whom shall
be Term Trustees and 4 of whom shall be Alumni Trustees; and
(2) to provide that any Life Trustee may transfer to the
status of Emeritus Trustee in accordance with the By-Laws.

Petition granted by the Board of Regents, April 25, 1952.
STUDENT RECORDS AT UNION COLLEGE

All information compiled at the College on an individual student is confidential between the student and the institution. Except in those cases where a form explicitly indicates that the information is for public use (such as data for a news release originating from the news office at Union) or where the student has signed a written release, the student may assume that his records remain protected by the office responsible; only those members of the faculty or administration who must, for purposes in keeping with the academic objectives of the institution, refer to student records shall normally have access to the files in the Admission Office, the Office of the Dean of Students, the Office of the Registrar, the Office of Special Programs, the Office of Student Aid, or the Alumni and Placement Office.

Within these general guidelines the College responds to inquiries from persons not authorized to inspect student records in the following manner:

1. Requests for transcripts of the official academic record must originate with the student, or be released by the student, except in the special cases of National Merit recipients whose records are made available to the Foundation, freshmen whose records are transmitted to the high school or preparatory counsellors for their information only, and the educational records cooperative program with preparatory schools.

2. Requests by an accrediting agency evaluating the College are honored, with a reminder of the confidentiality of the material.

3. Special research projects involving use of student files must have the approval of either the President or the Provost.

4. Unless a student has signed a release form, the College will not accede to requests from federal and state agencies other than those conducting an approved accrediting visit, except in those cases simply involving an affirmation of a student's date and place of birth, attendance at Union, and status as a degree candidate or recipient of a degree.

5. In accepting to be interviewed by a prospective employer visiting the College, the student gives permission for the interviewer to refer to his record at Union with the understanding that all such information shall remain confidential between the potential employer and employee.

6. Inquiries concerning the financial position of a student addressed to either the Office of Student Aid or to the Business Office will be answered only when it is clear that the inquiry came as a request for credit by the student or as a result of publicly assumed obligations.
In keeping with these stipulations, the College exercises normal precautions in monitoring both its permanent and transient files on students. The Office of the Registrar destroys non-essential items in student folders ten years after the date his class entered the College. No records are maintained which reflect either the political activities or beliefs of students. Confidential files in the Office of the Dean of Students are maintained for only one year after a student leaves Union.

Recommendations present a special problem. Faculty and administrative staff must be prepared to supply recommendations, and another academic institution may understandably request specific information. In all such cases the College provides the information so long as the student has listed the College as a reference or has agreed to the inquiry. It remains, of course, within the discretion of the referee how much information which might be termed confidential he conveys to the interested party.

In those cases where the public media seek information about a student -- and sometimes the cause for the inquiry may be ambivalent or even "notorious" -- the College has volunteered no details. Faculty and administrators who may be approached should refer all such inquiries to the Director of Public Relations who, at his discretion, may answer relevant questions although it is assumed that qualitative assessments of a student will rest solely on publicly known data such as the Dean's List, within the purview of the College.

In any case not anticipated by these provisions, the College will respond in a manner compatible with the best interests of both the student and the institution.

FACULTY RECORDS AT UNION COLLEGE

Essentially the same precautions exercised with respect to student records apply to those official files maintained in the Office of the President. Therefore, faculty and administrators who receive inquiries from outside the College, especially those from the FBI, CIA, and similar agencies, should refer the inquiry to the President. Members of the faculty who wish the College to provide references for any purpose should send a statement permitting the President to comply with the request.
RESPONSIBILITIES OF COLLEGE COMMITTEES

At the request of many faculty members the College has prepared descriptions of the responsibilities for the committees listed on pages FM VI-26 and VI-27. These statements do not exhaust the possible areas of concern but may assist in identifying to which committee faculty may address both inquiries and proposals.

ACADEMIC FREEDOM AND TENURE: Elected by the faculty, this committee is responsible for reviewing any cases in which academic freedom may have been infringed or decisions on tenure may have been challenged. This is an appeal committee, not an active review committee.

ACADEMIC OPPORTUNITY: This committee is responsible for working closely with appropriate administrative officers on the regular term and summer programs for students whose formal preparation for admission is different from that expected of the entering class.

ADMISSIONS COMMITTEE: In selecting membership for this committee, the College seeks to represent the broad divisions of academic disciplines which students may elect. The Committee advises on the criteria observed in accepting students and passes upon all applications for admission. The Committee is empowered to review both the procedures and decisions concerning admission and to bring before the General Faculty changes on which a consensus may properly be sought.

ADVISORY COMMITTEE ON PROMOTIONS, SALARIES, TENURE: The faculty members of this committee are elected by the faculty and join with the deans of the two Centers in reviewing the criteria for promotion, salary increases, and the granting of tenure. This committee also reviews the evaluations submitted by department chairmen in preparation of instructional salaries for a subsequent year. Advisory to the administration, this committee receives and makes recommendations to the President on all requests for promotions and tenure.

ALL-COLLEGE COUNCIL: The charter of All-College Council appears separately; the faculty members are elected to join with the two representatives from the administration and the six student members in reviewing policy on those matters broadly construed as non-academic. In this sense All-College Council serves as a community governing agent for Union College.

ATHLETICS: The Athletics Committee may, at its discretion, review the policy pertaining to intramural and intercollegiate athletics, physical education, and recreational opportunities at Union College.
CAMPUS DEVELOPMENT: This committee considers the physical condition of the campus and makes recommendations to the Trustee Committee on Buildings, Plant and Equipment and the President for its improvement. In particular, this committee has been responsible for campus planting and for some other aspects of the physical development of Union College. From time to time it may be asked to consider the relationship between these campus improvements and other programs planned for the College.

COMPREHENSIVE EDUCATION BOARD: This group is responsible for policy affecting development and operation of the entire program in Comprehensive Education. After consultation with the Curricular Affairs Committee, it submits specific proposals to the Faculty Council for approval. From December 1, 1968, its executive officer will be the Director of the Program in Comprehensive Education.

COMPUTER SCIENCES: To make most effective use of a relatively new technical resource, this committee works with the Director of the Computer Center on program.

CURRICULAR AFFAIRS: The Curricular Affairs Committee advises Faculty Council on all matters concerning the academic programs at Union College. It may receive materials from other committees, departments, and special faculty committees and it may initiate its own recommendations concerning curricular matters. It is also responsible for putting such curricular considerations in the appropriate form for Faculty Council and the Faculty to review and decide upon.

DAVIDSON FELLOWS: Initiated in the spring of 1969, this committee will be primarily responsible for nominations of Davidson Fellows (three or four a year) to the President.

DISCIPLINE COMMITTEE: The faculty members of this committee meet with student representatives and members of the administration in adjudicating those cases which have been forwarded to it from the appropriate student judiciary committees. It exercises the normal precautions in reviewing student misdemeanors; its decisions are binding unless the President or the Board of Trustees overrules.

FACULTY AND STAFF BENEFITS: Although the range of benefits made available to faculty members depends upon the decision of the Board of Trustees, this committee has the responsibility for continually reviewing the provisions of the fringe benefits afforded faculty members and seeks to answer inquiries from members of the campus community.

FACULTY COUNCIL: For explanation of membership and duties, see the appropriate section of the Faculty Manual (Article III of the Faculty Constitution and Article III of the By-Laws thereon).
GRADUATE STUDIES: This committee has responsibility for recommendations on courses, programs, and conditions pertaining to graduate study at Union College; it acts as the executive arm of the faculty in implementing existing legislation in the graduate area; and this committee officially approves the list of those entitled to graduate degrees at Union College for recommendation to the Trustees. Its recommendations concerning courses are forwarded to the Curricular Affairs Committee for review and transmission to Faculty Council.

HONORARY DEGREES AND SPECIAL EVENTS: Responsible for nominations from the faculty to the Special Trustee Committee on Honorary Degrees, this committee recommends candidates for appropriate honorary degrees. Upon request of the President, the committee also makes recommendations and assists in planning for special events.

HONORS: The committee has the responsibility for reviewing the pattern of departmental honors programs in the College, and for preparing and recommending to the Faculty Council such changes as it may find advisable to guarantee parity in these programs within the College.

LECTURES AND CONCERTS: In providing programs at the College for an academic year, this committee assumes responsibility for the selection and arrangements of such programs, for hospitality to performers, and for alerting the appropriate administrative offices on the arrangements necessary for lectures and concerts. It also may review the policy concerning the offering of such programs.

LIAISON: The responsibility of this committee is to act as a corporate ombudsman for grievances -- real or imagined -- about anything in the College. It also serves to investigate rumors and spike those that are without foundation.

LIBRARY: Representing various academic disciplines at the College, this committee advises the librarian on library policy. The committee also advises the college administration on the college bookstore.

RELIGIOUS ACTIVITIES: This committee discusses the range of religious activities appropriate to Union College and assists the director of religious activities in the selection of programs and visitors. The committee is empowered to make recommendations concerning other activities which may support the religious activities of the campus.

RESEARCH: This committee reviews the College policy on research, advises the administration on the discretionary use of those funds provided for research, and may, at its discretion, recommend changes in the patent provisions of the Research Corporation.
SECURITY AND SAFETY: With the assistance and advice of the Director of Security and Safety, this committee is to survey regularly the conditions of work and residence for all members of the College community, to develop security and safety procedures affecting them and visitors to the campus, and to make recommendation to the President on policy, program, and facilities related to these matters.

STANDING OF STUDENTS: As a primary responsibility this committee reviews the records of those students receiving less than a satisfactory term average. It also deals at length with student petitions for readmission and for exceptions or modifications in graduation requirements. It may recommend actions as outlined in the Academic Register. It may review those college policies affecting the academic standing of students at Union College, and is particularly charged to re-examine at regular intervals the criteria for Dean's List standing and graduation honors.

STUDY ABROAD: Students wishing to go abroad apply to this committee for permission to study either under one of the special programs Union College offers or by individual arrangement. The committee is also charged with the responsibility of developing new programs of study abroad.

(SUB-COMMITTEE) FOREIGN STUDENTS AT UNION: This committee reviews the credentials of those foreign students seeking to enter Union College, either as individuals or as applicants for the H.E.L.P. program. This committee coordinates its review of foreign applicants with the Committee on Admissions. Finally, this committee assumes responsibility for arranging programs for foreign students and may, as circumstances suggest, recommend changes in procedures.

UNION-VITA: The growing strength of VITA and the growing relationship between its work and that of faculty and students (especially in Junior Projects) indicates the advisability of providing some coordinating group at this crucial period. The committee is specifically charged with developing a fuller exploitation of the resources of VITA and of the College for the benefit of both.

PRESIDENT'S COUNCIL: Although we have been spared any grave disruption so far and do not expect one, it seems prudent to have a representative group available in the event one occurs. Its responsibility is to formulate policy for dealing with disruption and to advise the President in emergencies rising from one.
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2. Requests by an accrediting agency evaluating the College are honored, with a reminder of the confidentiality of the material.

3. Special research projects involving use of student files must have the approval of either the President or the Dean of Students.

4. Unless a student has signed a release form, the College will not accede to requests from federal and state agencies other than those conducting an approved accrediting visit, except in those cases simply involving an affirmation of a student's date and place of birth, attendance at Union, and status as a degree candidate or recipient of a degree.

5. In agreeing to be interviewed by a prospective employer visiting the College, the student tacitly gives permission for the interviewer to refer to his record at Union with the understanding that all such information shall remain confidential between the potential employer and employee.

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STATEMENT ON RESEARCH POLICY AND PROCEDURES

Preamble

Both the College in extending the offer of a position, and the faculty member in accepting, adhere to the proposition that there are no significant barriers that separate teaching, research and creative scholarship. Thus, the faculty of Union College are members of a community of teaching scholars, and as such recognize their responsibility to advance knowledge through published research and other forms of creative and critical work. Likewise the College administration recognizes that such activity is essential in providing that environment of intellectual excellence within which, and only within which, the educational goals of the College can be effectively and fully realized.

It is therefore the policy of Union College to encourage and support its faculty in activities that promise to improve professional competence and teaching effectiveness, as well as to provide opportunities for students to participate and share in scholarly work and research.

In support of those activities, the College provides for leaves of absence; sabbatical leaves; and released time from teaching in cases where the faculty member receives a grant from outside sources that provides funding of that portion of his time devoted to research. The administration encourages faculty members to solicit these and other forms of support for research and scholarly activities. In addition, a special research fund is maintained by the College from which grants are made to assist in the financing of projects for which adequate support is not forthcoming from other sources.

I. College Supported Research

A. Procedures

The procedures designed to allocate support from the College research fund and to relate and coordinate faculty research projects with the instructional program are as follows:

1. A faculty member seeking support from the College for an individual project should submit to the chairman of his department a concise proposal setting forth the purpose and nature of the project; the kind, amount and use of the college assistance desired; and information regarding the need for special facilities or equipment in connection with his project. Each such proposal will be reviewed by the chairman of the department and Dean of the Center either (a) for incorporation in the budget request of the department concerned or (b) for submission with recommendations to the Committee on Research. Notice of the action taken upon the request will be given to the applicant through the regular communication procedures used for each of the two foregoing procedures.
2. Each faculty member engaged in a project approved and authorized under this research program will transmit to the Dean of the Center an annual report. Copies of all official correspondence will be filed in the Office of the President.

3. If research activity at the College leads to an invention which the faculty member wishes to patent, the College requests that he submit the invention for consideration by the Research Corporation under its patent assistance program.

4. The budgeted amount for each year will be announced by the President on or before February 1 of the preceding academic year.

B. The Committee on Research

The Committee on Research will advise the administration on the implementation of these policies, report at least annually to the President on its activities, and periodically review the distribution of research at Union College.

II. Research Support from Outside Sources

If a proposal requires the filing of a formal application for financial or other assistance from any agency outside the College, the approval of the applicant's department chairman and the Dean of his Center shall be obtained. Such application shall then be transmitted to the Center Dean for final administrative clearance and signature. In the case of an application addressed to a government agency, it is especially important that the proposed budget be established in close consultation with the Comptroller of the College, and that he receive a copy of the final proposal.

III. Policy on Sponsored Research

As an institution of free inquiry, Union College must regard dissemination of knowledge as a primary objective. It cannot therefore sponsor, or contribute to the sponsoring of, research or other projects of which the results must be withheld from open scrutiny by qualified persons except for contractual research for which the contracting agent exercises its right to protect the privacy of data gathered for its corporate or departmental purposes. No research designated by the United States Government as "classified" shall be conducted on College property.
STATEMENT OF POLICY REGARDING COLLECTIVE BARGAINING

Changes in New York State law, effective April 1, 1969, provide that if faculty and/or staff, in accordance with procedures for election, decide they want a bargaining agent to represent them, the institution of higher education (their employer) must enter into collective bargaining negotiations with the representative(s) certified by the Public Employees Relations Board. Before certification will be made by the PERB, it is necessary that the bargaining agent prove its representation of the employees.

Union College recognizes the right to organize within the law, and should such organization occur, will bargain in good faith with certified representatives. We believe, however, that the character of our institution permits, and indeed has provided, excellent relationships with faculty and staff without formal collective bargaining. The flexibility thus available to both the institution and to the individual is highly desirable. We think collective bargaining agreements tend to force rigidity and eliminate the opportunity for consideration of special situations, and are not therefore in the interest of our faculty and staff.

Should a bargaining election nevertheless be demanded, the College will exercise all of its rights and prerogatives so as to provide an atmosphere for fair choice in such election on the part of each person voting. The College reserves the right to express its beliefs as to the propriety of the bargaining unit and all issues which may be raised.

(Mr. Dale Timberlake, Comptroller, is responsible for labor relations at Union. All inquiries and representations should be made directly to him.)
UNION COLLEGE
Schenectady, New York

Policy Statement on Equal Employment Opportunities

In willing compliance with the law, Union College chooses personnel without reference to race, religion, or sex and strictly on the basis of preparation, experience, and demonstrated or predicted competence. Since there is a natural tendency for working groups to recommend people they know when vacancies occur, I request that hiring officers take special care to insure the diversity of applicants by using the various means at their disposal for advertising and soliciting applications. This is particularly important in relation to minority groups, for whom the College can provide a real service by opening opportunities for employment in both professional and non-professional positions.

Harold C. Martin, President
Union College
Schenectady, New York

In compliance with its contractual agreement, Union College will implement an Affirmative Action Program to ensure that employment opportunities at the College are extended to minority groups. Selection of employees for both professional and non-professional openings shall be on the basis of equal opportunity for all candidates without regard to race, creed, color, sex or country of national origin.

I. Non-Professional Positions

A. When openings occur, notification of such openings shall be made to:

Urban League of Albany
Schenectady Community Action Program
Neighborhood Youth Corps
Commission on Human Rights

The notification shall include the pay range, type of positions and working hours, place to make applications, and date by which we need to fill the position.

B. Newspaper advertisements shall include the term "Equal Opportunity Employer," and shall be placed only by the Business Office of the College.

C. Department heads and other supervisory personnel shall be made aware of our equal employment opportunity aims via this document and periodic meetings.

II. Professional Positions

A. Recruitment of faculty and professional administrators will continue to be the responsibility of department chairmen and ranking administrative officers, working through professional associations and personal contacts.

B. At periodic meetings of the General Faculty, Centers, Divisions and Departments the Affirmative Action Program will be explained and promoted. Deans and Department Chairmen will encourage faculty to be alert for and search out qualified minority group candidates, as well as non-minority group candidates, when they attend professional society and other meetings.

C. A vigorous effort will be made to bring about growth in the number of professional faculty and administrators who come from minority groups commensurate with the growth in the number of students who come from minority groups.

III. General

A. The Affirmative Action Program of Union College shall be furnished to any major contractor employed by the College and such contractor shall be required to furnish to the College a copy of his own Affirmative Action Program as a requirement for entering into a contract with the College.
B. Employees from minority groups shall be encouraged to refer their minority group friends and associates to the College for potential employment and to help promulgate in the minority community our Equal Employment Opportunity aims.

Dale F. Timberlake
Dale F. Timberlake, Comptroller