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... an introduction

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 spirit which pervades the campus -- the spirit of a friendly accommodation of individuals and a free flow of information which makes the College a cooperative undertaking. Therefore, if the Faculty Manual fails to clarify these arrangements or to make explicit essential policy governing relations among faculty members, we trust that the individual faculty or staff member will feel free to inquire at the Office of the Provost and Dean of the Faculty about policies and procedures.

For the same reason, the College has adopted a format for this Manual that permits changes and additions as they appear. All the matters discussed in the Manual are represented as descriptions of current practice, not as contractual obligations. For a variety of reasons changes are inevitable and as they occur new pages will be distributed. Each page bears a number and date. When new pages appear, please insert them in the appropriate section of the Manual so that you may have a continuously current copy. If you wish to check your copy against the latest edition, you may call at the Office of the Provost to do so.
I. SALARIES AND PRINCIPAL 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. TIAA Pension Information - (See Retirement Plan)
5. 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. Moves made by use of rented equipment without commercial movers may be fully reimbursed if the cost is no more than one-half the cost a commercial move would have been.

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 1972 from about $58,000 at age 25 to $19,100 at age 45 to about $3,300 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 has available 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 for employees participating in Blue Cross/Blue Shield or a comparable plan as determined by T.I.A.A.

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 $50,000 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 $1,200 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 for participating employees 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 Payroll 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. This results in deferment of income tax liability on the amount by which the salary was reduced until after retirement.

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.
LEAVES OF ABSENCE WITHOUT PAY

A faculty member may request through the Dean of the Faculty 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/STAFF CHILDREN'S SCHOLARSHIP PROGRAM

I. For the purposes of this program, the word children refers only to either (1) the natural born children of the employee in question or (2) legally adopted children of the employee if the adoption took place before the child reached 18 years of age and if the adoption took place five years or more before entrance of the child into college.

II. With respect to children of those people employed by Union College prior to September 15, 1971 and on continuous employment since then until the time of application:

A. Eligibility Provisions

The following are eligible for benefits specified in Paragraph C of Section II "Amount and Payment of Grant":

1. Children of members of the Union College faculty who are in active service and employed by the College on a full-time basis or who are on a leave of absence which has been authorized by the Board of Trustees and which extends for not more than one calendar year.

2. Children of emeritus members of the Union College faculty.

3. Children of administrative officers who are in active service and employed by the College on a full-time basis or who are on a leave of absence which has been authorized by the Board of Trustees and which extends for not more than one calendar year.

4. Children of all other regular full-time employees may be eligible at the discretion of the Board of Trustees on the recommendation of the President. At least five years of continuous full-time employment will be required to qualify for this benefit. Time worked in a part-time or temporary status will not be considered in determining this five year minimum.

5. Children of deceased members of the Union College 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 Board of Trustees and on the recommendation of the President.

6. With respect to those children eligible under Paragraphs A 1, A 3 and A 4 of Section II: such children are eligible only while the parent is employed by Union College. Eligibility of the child ceases automatically if the parent ceases to be employed by Union College.
B. Qualifications

1. To qualify for a grant from Union, the child must be:
   a. Enrolled in the undergraduate program of an accredited institution offering a bachelor's degree in the arts, sciences, or engineering or
   b. With the approval of the President, 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 child must be in Good Standing as stipulated in Section IV below, and the child must be eligible to return to the institution attended.

C. Amount and Payment of Grant

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

2. For children, defined as eligible in accordance with the Eligibility Provisions in Paragraph A of Section II and who attend Union: A tuition award equivalent to the Union College tuition. Such award will be reduced by the amount of any outside awards (e.g., New York State Regents Scholarships, etc.).

3. For children defined as eligible in accordance with the Eligibility Provisions in Paragraph A of Section II and who attend institutions other than Union, the amount of each annual award shall be equal to the lesser of:
   a. One-half the annual tuition charge at Union, or
   b. The annual tuition charge at the institution attended, including fees which are applicable to all students and which are of the type included in Union's own tuition charge.

With respect to the above paragraphs C 3a and C 3b of Section II: if a child has been granted a scholarship from Union College and has been granted awards from other sources and if the total of the Union College scholarship and other awards is greater than either the full tuition at Union College or the full tuition at the college the child attends, the Union College award will be reduced accordingly even to the point of granting no Union College scholarship.

4. Grants shall be payable to the institution attended for credit against the recipient's tuition charges in installments as tuition payments become due.
III. With respect to children of those people employed by Union College after September 15, 1971:

A. Eligibility Provisions

No more than two children of such an employee are eligible, and eligibility is not effective until after the parent has had five years of continuous service at the College. Time worked in a part-time or temporary status will not be considered in determining this five year minimum.

1. Children of members of the Union College faculty if the parent is in active service at the College on a full-time basis or if the parent is on a leave of absence which has been authorized by the Board of Trustees and which extends for not more than one calendar year.

2. Children of emeritus members of the Union College faculty.

3. Children of administrative officers who are in active service on a full-time basis or if the parent is on a leave of absence which has been authorized by the Board of Trustees and which extends for not more than one calendar year.

4. Children of all other regular full-time employees may be eligible at the discretion of the Board of Trustees on the recommendation of the President.

5. Children of deceased members of the Union College 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 Board of Trustees and on the recommendation of the President.

6. With respect to those children eligible under Paragraphs A 1, A 3 and A 4: such children are eligible only while the parent is employed by Union College. Eligibility of the child ceases automatically if the parent ceases to be employed by Union College.

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 or
b. With the approval of the President, 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 child must be in Good Standing as stipulated in Section IV below, and the child must be eligible to return to the institution attended.

C. Amount and Payment of Grant

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

2. For children, defined as eligible in accordance with the Eligibility Provisions in Paragraph A of Section III and who attend Union: A tuition award equivalent to $2500.

3. For children, defined as eligible in accordance with the Eligibility Provisions in Paragraph A of Section III and who attend institutions other than Union, the amount of each annual award shall be equal to the lesser of:

   a. the tuition then charged at the State University of New York at Albany, or

   b. $1250, or

   c. the tuition at the other institution attended.

With respect to the above Paragraphs C 3a, C 3b and C 3c of Section III: if a child has been granted a scholarship from Union College and awards from other sources and if the total of the Union College scholarship and other awards is greater than either the full tuition at Union College or the full tuition at the college the child attends, the Union College award will be reduced accordingly even to the point of granting no Union College scholarship.

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

5. The maximum cash liability to the College under Section III Paragraph C shall be $50,000 per year. In the event that the claims for any year shall be in excess of $50,000, the treatment of the excess shall be referred to the Executive Committee of the Board of Trustees. In the absence of Trustee action, however, all of the awards shall be reduced proportionately in amount so as to total $50,000.
D. The Board of Trustees reserves the right to amend this and all
foregoing provisions, qualifications, and terms of grant in
Section III as, in their opinion, circumstances may make necessary
or advisable.

IV. Interpretation of Provisions of Program and Changes in Program

The Executive Committee of the Board of Trustees shall be the sole
interpreters of the provisions of this program, except that it shall
be the responsibility of the administrator of the program (as provided
for in Section VI, Paragraph A) to define whether a child remains in
Good Standing.

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

VI. Administration of Program

A. This program is administered by the President or some other
employee of the College to whom the President has delegated
such authority.

B. Parents of eligible children shall apply for initial scholar-
ship grants at the office administering these grants not later
than April 15 of the calendar year of college entrance.

C. It is the responsibility of the parent to notify the officer
administering these grants if the child withdraws or fails to
remain in Good Standing at the college for which he or she is
receiving benefits. In the event that the child qualifies for
a refund from the college attended, such refund will be made
directly to Union College for as much of the original Union
College award as the refund covers and not merely for a
proportion thereof.
TUITION REMISSION AT UNION COLLEGE FOR FACULTY,
STAFF, THEIR SPOUSES AND CHILDREN

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

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

   The course work of a spouse or child may be taken in day or evening programs. Special permission is required for more than one course per term (three courses per year). Qualified children of full-time staff members who are enrolled full time as students at Union are treated separately under the Faculty/Staff Children's Scholarship Program (FM I 7-8c).

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

2. Children of part-time employees are not eligible.
CREDIT UNION

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

CAMPUS BOOKSTORE

Faculty and Staff, and members of their families, are privileged to use the Campus Bookstore to the full extent of its services. Items totalling $1.00 or more at any one time may be charged. Accounts are payable within 30 days of the billing date. The privilege of charging will be suspended for any account containing charges which have not been paid within 60 days of original billing, and may be withdrawn permanently where circumstances seem to warrant such action.

The Bookstore is prepared to offer the following services:

(1) Special ordering of books in print, and not stocked by the Bookstore.

(2) Accept all types of film for processing, and sale of popular film sizes.

(3) Shop by telephone service - 370-6188.

(4) Gift wrapping of items purchased at Bookstore - 25 cents per package.

(5) Mailing and/or shipping of items purchased at Bookstore.

NOTARY PUBLIC SERVICE

This service is available at the Business Office, Library and Student Aid Office without charge to members of the faculty, staff, and students.

DINING FACILITIES

College dining facilities are located in Hale House, Dutchmen's Rathskellar, and West College, including a small private dining room which can seat 30 persons comfortably. Hale House is open Monday through Friday 7:30 A.M. to 6 P.M.; the Rathskellar Monday through Sunday 1 P.M. to 12 midnight; and West College Monday through Sunday 7:30 A.M. - 6:30 P.M. These facilities are available during hours of operation to faculty and staff members and their families. The menu at the Rathskellar includes soup, sandwiches, 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

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, are handled by and through the News Bureau. The release of information about College functions, whether sponsored by the College or by organizations within the College should be channeled through the News Bureau. 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.

To facilitate the planning of publicity, please notify the News Bureau a month in advance, if possible, of events (a) designed (partially or entirely) for off-campus audiences, or (b) which may be of interest to the press. For advance news releases about events, please supply the bureau with glossy photographs and appropriate biographical information. Copies of most news releases are sent to Concord and WRUC, but direct contact between the event's sponsor and the student newspaper and radio station often promotes better on-campus publicity.

The Chronicle is published by the News Bureau each Friday throughout the three terms. Listings for the Union's Week section of the Chronicle should be submitted, at the latest, by 1 p.m. Monday for the issue appearing at the end of that week. Information should be supplied on special forms available from Joyce Chabot at the Public Relations Office. Items for other sections of the Chronicle should be submitted to the News Bureau Director, who serves as editor.

Publications

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. The Publications Office will provide editorial assistance and oversee the printing of the publication. 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 (offset printing)

The Office of Public Relations in Lamont House operates a multilith offset press service that can be used by any department in the College. Joyce Chabot, Room 205, Lamont, can give you an estimate on basic charges.

The office requires that work be submitted "camera ready" (clean, typed copy ready to be photographed). Any necessary size reductions should be made by the department before work is submitted. There is a reduction copier in Steinmetz 202. Press runs take time and the schedule is usually crowded. Therefore, advance notice of requests is imperative. Ordinarily there is a 2-3 day turnaround for short printing jobs. Anything lengthy will have a longer turnaround time and will have to be scheduled around and according to the daily workload. There will be no personal printing jobs done. The office is also equipped to collate, staple, fold, punch and "comb bind" printed materials.
XEROX

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

POLICY ON USE OF Duplicating MACHINES

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

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

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

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

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

5) users are responsible for observance of copyright law.

GRANTS AND PROGRAMS OFFICE

A library of materials regarding government and other outside support of research and educational programs is located in Social Science Building, Room III. Dean Wylen (6229) will assist any faculty member in using these materials to determine the requirements for well prepared proposals.

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

The Grants and Programs Office will appreciate early knowledge of proposals planned or in process. All proposals must be submitted for approval to the Dean of the Faculty and to the Comptroller before they are forwarded to the granting agency.

STUDENT EMPLOYEES FOR ODD JOBS

The Student Aid Office keeps a list of students available for part-time work at the minimum rate of $1.85 per hour. A call to Ext.6123 should produce a student ready to work in short order.
In order to streamline the reserve procedure, we are planning to staff the Reserve Room in the lower level, on a permanent basis. To make this a success, we ask your cooperation in the following:

1. Select your materials for reserve well in advance. Schaffer Library must receive your list with author, title, and call number two weeks before classes start.

2. In two cases, we request that you select the materials for your reserve from the shelves and bring them to the circulation desk:
   a. If your list will not reach the circulation desk two weeks in advance.
   b. If you wish to be certain that the editions you want your students to use are available.

3. If the materials you request are not in our collection, we must know two months in advance in order to borrow or to order them.

4. The policy of Schaffer Library precludes putting the textbook currently being used for the course on reserve. In case of provable emergency we will do so, but not for more than one term.

5. We must adhere to the new regulation of one photocopy per article. Please mention to your students that they have the privilege of making their own copy.

Please note: All books are removed from Reserve at the end of the term unless you request that they remain for succeeding terms.

Attached: Yellow bookmark with regulations concerning usage of the Reserve Desk. Please call the regulations to the students' attention.

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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 anticipated 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 recall 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 departmental policy and procedure on this matter. In some departments all recommendations are submitted through a department representative when they are to be charged against departmental budgets. In such cases the library will accept only recommendations so submitted. In other departments, recommendations are not submitted through a representative, and are, therefore, accepted directly from any member of the department. Recommendations for books which would not normally be charged to departmental budgets should be submitted directly to the Acquisitions 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 consulted.

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 \textit{rush} in the top right hand corner, and must stipulate the date on which the material is needed. No requests simply designated \textit{rush} without the date-needed indicated will be given any priority over other recommendations. We also ask all faculty members to try to anticipate their needs as far ahead as possible and to be especially circumspect in requesting \textit{rush} items. Increased postal delays and the vagaries of the publishing industry have made it necessary for us to (1) telephone most \textit{rush} orders directly to publishers within the continental U.S. and (2) request that all such orders be sent to us "special handling". Of course, these charges increase our cost on each \textit{rush} item and this, in turn, decreases the number of volumes that can be ordered during the fiscal year. Please be aware of these additional costs and use the \textit{rush} designation as sparingly as possible.

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 chairmen of departments and the Dean of the Faculty.

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 in charge of government documents.

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 a 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 borne 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 research and academic 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

Services Available to Members of the College Community


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. Copies of Personal Papers, Documents, Etc.

Copies of such materials must be made by the individual on the public coin operated machine located on the mezzanine

3. Schedule of charges for copies provided by the library

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 Senate and have budgets approved by the Student Senate 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. Sales Tax

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

Services Available to Individuals Who Are Not Members of the College Community

Copies of materials for individuals who are not members of the college community must be made by the individual on the public coin operated machine.

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. Library materials used in these studies must be charged out in the normal way. The Librarian reserves the right to examine books in these studies in the course of routine searches for missing books. 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 the Faculty. As with new appointments, the Provost assumes responsibility for reviewing such requests with appropriate faculty, the Faculty Advisory Committee and the Dean of the Faculty 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.
OUTSIDE WORK

Since the fundamental obligation of a faculty member is to the College, and since the College regards its contract as one for full-time employment, faculty members should receive permission in writing from their Department Chairman before agreeing to extra employment. The Department Chairman should notify the Dean of the Faculty and the Provost. This provision is to cover evening employment on an "extra-load" basis whether at Union College or elsewhere.

Before a part-time position at Union College is offered to a member of the faculty of another college, the Chairman of the appropriate Union College Department must have written clearance from the appropriate Department Chairman or Dean at the other college.
A. **Persons with Fewer than Seven (7) Years of Service as Non-Tenured Members of the Faculty of Union College (College):**

1. If either a Department or the Dean of the Faculty recommends such a person for tenure, the person will be evaluated (i.e., his or her "tenurability" will be determined) in accordance with the Procedure for the Decision on Tenure specified on the date hereof in the Faculty Manual (Eligibility Procedure, a copy of which is attached hereto). No such evaluation will be completed later than the end of such person's sixth year of full-time service as a member of the Faculty of the College; and if any earlier date for completion of the evaluation (a) is required by any specific condition of the person's initial appointment to the Faculty or (b) has been requested by the person and recommended by the Department or the Dean, the evaluation will be completed by such earlier date.

2. If the person is so determined not to be tenurable, the President or the Provost will notify the person in writing that his or her appointment to the Faculty and his or her employment contract with the College (together hereinafter referred to as appointment) are terminal; or, if this does not allow sufficient time for the termination notice then required by the Faculty Manual, a terminal appointment of one (1) additional year will be offered the person.
3. If the person is so determined to be tenurable and a tenured appointment is available for him or her in accordance with the Procedure for Determination of the Number of Additional Tenured Appointments specified on the date hereof in the Faculty Manual (Appointment Availability Procedure, a copy of which is attached hereto), the Advisory Committee on Salaries, Promotion, and Tenure (Advisory Committee) will, subject to Part C, Paragraph 1 below, recommend to the President that the Board of Trustees (Board) offer the person such tenured appointment.

4. If the person is so determined to be tenurable but no tenured appointment is so available for him or her, the Advisory Committee will recommend to the President that the Board offer the person a non-tenured appointment for no fewer than three (3) nor more than five (5) years.

B. Persons with Seven (7) or More Years of Service as Non-Tenured Members of the Faculty of the College:

1. If at any time during any non-tenured appointment of any such person, a tenured appointment (for which the person's tenurability may be determined in accordance with the Eligibility Procedure) becomes available in accordance with the Appointment Availability Procedure, the tenurability of the person will be so determined forthwith; and if such determination is that the person continues to be tenurable, the Advisory Committee will, subject to Part C, Paragraph 1 below, recommend to the President that the Board offer the person such tenured appointment.
2. Whenever during any non-tenured appointment of any such person (a) curricular and budgetary justification of such appointment's extension shall have been determined in accordance with the Appointment Availability Procedure and (b) the Advisory Committee shall have concluded (in accordance with the Eligibility Procedure or not, as the Committee in its discretion may decide) that the person continues to be tenurable, the Advisory Committee will recommend to the President that the Board extend the person's non-tenured appointment for no fewer than three (3) nor more than five (5) years.

3. At any time during any non-tenured appointment of any such person, the Advisory Committee may require that the continuing tenurability of the person be determined in accordance with the Eligibility Procedure. Also, upon request of the President, such a determination will be made in the case of any such person as to whom no such determination has been made within the last six (6) years. In either event, if the person is so determined not to be tenurable, the President or Provost will, at least two (2) years before expiration of the person's appointment, notify the person in writing that his or her appointment is terminal; and if such notice of at least two (2) years is not given, the person will be offered a terminal appointment extending his or her non-tenured appointment for whatever period is required to provide such notice. The President may, in his discretion, reduce by one (1) year any appointment made terminal in accordance with this paragraph by paying in advance the salary which the person holding such appointment would have earned during such year.
C. General Provisions:

1. If two (2) or more persons are determined to be tenurable for the same tenured appointment to be made in the same year, the Advisory Committee shall, as part of its recommendation to the President in accordance with Part A, Paragraph 3 or Part B, Paragraph 1, as the case may be, include its recommendation as to the person to whom such tenured appointment should be offered.

2. During any period of three (3) years measured from September 1 of any year beginning with 1973, the tenured members of the Faculty of the College shall average no less than one-third (1/3) of the entire Faculty; but if during any such period the number of persons with more than seven (7) years of service as members of the Faculty shall average less than one-third (1/3) of the entire Faculty, all such persons shall hold tenured appointments.

3. Any member of the Faculty with the rank of Professor or Associate Professor may hold a tenured or non-tenured appointment without regard to such rank.

4. The provisions of the Faculty Manual specifying the terms and procedures for Sabbatical Leaves (a copy of which is attached hereto) shall apply to every member of the Faculty, whether he or she shall hold a tenured or non-tenured appointment.

5. Nothing in this Proposal shall affect the tenure of any member of the Faculty holding a tenured appointment on the date of adoption of the Proposal or qualify the provisions of the Faculty Manual regarding Academic Freedom (a copy of which is attached hereto).
PROCEDURE FOR THE DECISION ON TENURE

Recommendations for tenure originate with the Departmental Chairman, who shall have consulted with tenured members of his department, and are forwarded to the Dean of the Faculty 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 its decision.

If a candidate has been recommended for consideration for tenure by the Department and his consideration approved by the Dean of the Faculty and the Advisory Committee, the President or the Provost will appoint an ad hoc committee in consultation with the Advisory 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 from the other Center. If it appears desirable to the Chairman of the ad hoc committee and approved by the Dean of the Faculty, an outside professional shall also be included as a member of the ad hoc committee. Tenure will not normally be granted unless the individual holds the doctorate or equivalent in his field of competence.

The charge to the ad hoc committee shall give explicit instructions to the members that the evaluative process should include the following:

1. An examination of published papers as well as all other evidences of professional scholarship. The ad hoc committee may solicit outside opinion on the candidate's professional reputation;

2. A detailed report from the various constituencies of the College community, i.e., a cross section of involved faculty both within the candidate's department, and from faculty in conjoint areas;

3. Systematic solicitation of student opinion concerning the candidate, including consultation with departmental student representatives on the procedure for soliciting such student opinion. Moreover, public notice shall be given to the creation of an ad hoc committee so that students and faculty
members who have had personal, first-hand acquaintance with the candidate may make representation in writing to the ad hoc committee chairman.

The chairman of the committee is finally responsible for preparing a report on the candidate and presenting a favorable or unfavorable recommendation to the Advisory Committee. This written report should be duplicated and submitted to members of the Advisory Committee, to the Provost and to the President several days before the Advisory Committee meets to consider the candidacy. At that meeting, the ad hoc committee will appear for about one hour to answer questions, if any, about the written report and to make oral supplementation of it.

The Advisory Committee shall meet with the ad hoc committee to discuss the report and recommendation of the ad hoc committee. Every effort should be made to explain any ambiguities in the report that might influence a decision toward tenure.

The Chairman of the Advisory Committee shall submit to the Provost and the President of the College a written statement of its decision after examining all evidence including the candidate's performance, his potential contribution, the structure and roll-out of the Department, and the financial implications of the appointment.

The approval of a tenure appointment shall be confirmed in writing by the Provost or 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 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 Library shall hold the degree normally considered the highest degree within the field of competence.
Procedure for Determination of the Number of Additional Tenured Appointments. Adopted by the Board of Trustees June 9, 1972.

Once each calendar year in accordance with the following procedure and by a date not later than June 15, an estimate shall be made and announced of the number of additional tenured appointments to the Faculty, and their distribution, to be authorized over the period of the three (3) successive academic years beginning with the second academic year next following the date when such estimate shall be announced:

1. For each Department in consultation with the Chairman thereof, the Dean of the Faculty shall prepare and submit to the President a report on the Department's needs and expectations respecting Faculty members over the said period.

2. Thereafter the matter shall be considered jointly by the President and a Consultation Committee constituted each year for such purpose and consisting of the following members: the Provost; the Dean of the Faculty; the Dean of Graduate and Special Programs; from each of the following Faculty Committees, one member designated by the President in consultation with the Chairman of the Committee: (a) Budget and Priorities, (b) Curricular Affairs, (c) Long-Range Planning, and (d) Salary, Promotions, and Tenure; and the Chairman of each Division, if not otherwise a member of such Consultation Committee.

3. Following such consideration, the President shall prepare and submit to the Board of Trustees his recommendations regarding such estimate, including therewith all contrary recommendations, if any, made in writing with supporting argument by any member of the Consultation Committee.

4. The Board of Trustees shall review such recommendations of the President and all such contrary recommendations, if any; and such review may include conferences with the Consultation Committee.

5. Upon completion of its review, the Board of Trustees shall by vote adopt a resolution which (a) shall set forth its estimate of the number of additional tenured appointments to the Faculty, and their distribution, to be authorized over the said period, but (b) shall describe such estimate as a projection dependent upon information available to the Board at the time of its vote, and not as any commitment to authorize any such appointment.
6. A copy of such resolution shall be promptly transmitted by the Secretary of the Board of Trustees to the Faculty Advisory Committee on Salary, Promotions, and Tenure; and every decision by such Committee to recommend to the President any additional tenured appointment to the Faculty shall be consistent with the estimate set forth in the resolution then most recently adopted by the Board of Trustees.
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 Faculty. 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 Provost, (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.
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.
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. Normally, the Ph.D. or its equivalent.
   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 Faculty immediately and the faculty member should submit a letter of resignation to the Dean of the Faculty 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 Faculty 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 Faculty, 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

1. Each faculty member shall submit an annual written report of his professional activities over the past year to the Dean of the Faculty and to his Department Chairman. This report shall be made available to the Advisory Committee on Promotion, Salary and Tenure.

2. Each faculty member shall be evaluated annually by his Department Chairman. The evaluation shall be submitted in duplicate: one copy for the Chairman's file and one for the Dean of the Faculty and the Advisory Committee. Each faculty member shall be evaluated on: (1) the quality and effectiveness of his teaching; (2) his research, scholarly activities and publications; and, (3) "collegueship," i.e. his capacity to teach, and learn from, colleagues and his value as a member of the intellectual community.

(a) In evaluating the quality of an individual's teaching, the Chairman shall use such criteria as:

(1) the department's appraisals of the individual's course standards, syllabi, examinations, written exercises;

(2) classroom visits by senior faculty;

(3) the students' evaluations, including the Linebacker; and

(4) a written statement of goals and achievements by the instructor.

(b) In evaluating the quality of research and scholarly activity the Chairman shall use such criteria as:

(1) the distinction of the individual's published and unpublished works;

(2) the impact of his research on his teaching; and

(3) evidence of increasing scholarly maturity

(c) In evaluating the collegial contribution of a faculty member the Chairman shall consider, among other things:

(1) participation in seminars, colloquia and scholarly discussions;

(2) assistance given to colleagues in methodology, critiques, bibliographical recommendations, etc.,

(3) participation on college and departmental committees
3. A chairman shall evaluate each member of his department on two separate scales: (1) an evaluation of the individual on a scale of 5 to 1 for the college-wide matrix, and, (2) a rank order of the department members 1 to n (1 signifies the Chairman's opinion that the candidate contributes most in teaching, research and general overall contribution to the College.)

For the college matrix the following standards shall be applied as guidelines:

5 -- unquestionably outstanding in teaching and research, approximately the top 3% of the faculty.

4 -- excellent in teaching and research, shows excellent promise, is clearly considered for tenured possibility.

3 -- Teaching: A) He carries his weight in his department i.e.,

- student load = average for Dept.
- course load = average for Dept.
- number of different courses = average for Dept.
- number of non-majors taught = average for Dept.
- number of advisees = median for Dept.
- very few independent studies
- very few senior theses
- no new courses during the year
- few or no Comp. Ed. courses
- availability to students is minimal and access to him by students is not encouraged

B) The quality of his teaching is satisfactory.

- enrollments stable or not drastically decreasing
- number of repeat students = average for dept.
- revises courses only occasionally
- Linebacker ratings = median for the College
- Student opinion regards as competent, but not outstanding (Chairman should interview both majors and non-majors on this)
- Departmental faculty regard as competent, but not outstanding (including of course the Chairman)

He keeps up with his field, in research, but makes few, if any, contributions to it.

- no new courses, but revises his courses occasionally
- attends at least one professional meeting a year
- reads beyond the limits of his courses and is aware of the changing boundaries of his field
- engaged in some non-course-related research, although perhaps not with a view towards publication.
2 -- not performing at a sufficiently high quality in either teaching or research and if non-tenured, ought not to be considered as a tenure possibility; terminal contract seems desirable.

1 -- unsatisfactory and, if non-tenured, contract should be terminated as quickly as possible.

If a tenured member of the faculty is rated 2 or 1, the Dean of the Faculty and the Department Chairman shall consult with the individual for the purpose of assisting him to improve his performance.

4. Third-Year Evaluation*

The Dean of the Faculty shall institute a procedure for the evaluation of candidates at this stage in their careers at Union. Although this need not be the equivalent of a complete ad hoc committee report, it should include the following in writing:

1. That the candidate has been evaluated by his department (students and faculty) and by colleagues and students outside his department as to teaching, research and potential professional growth and contribution to the College; and,

2. That the candidate is clearly a possibility for eventual tenure; or that he is clearly not a candidate for tenure.

The Departmental Chairman shall meet with the Dean of the Faculty and the Advisory Committee to review the evaluation.

[*candidates with previous teaching experience shall be evaluated after one and one half years at Union College.]
Contract Renewals

Renewal contracts shall be for two years subject to the condition that financial exigency or elimination of a teaching position shall be sufficient reason for termination of the contract at the end of one year, provided only that notification of termination be given to the incumbent not later than December 15th of the second academic year of service at Union (or, if the appointment expires within the academic year, not later than six months before the date of expiration), or not later than twelve months before the date of termination for those who have held appointments at Union two or more years.

Contracts for all those holding administrative positions shall be for one year and notice of the intention not to renew a contract shall be given at least six months before termination.

All contracts are subject as before to the right of the Trustees to terminate them summarily for malfeasance or non-feasance or other adequate cause, duly adjudicated.
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.

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. 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. As long as a student's name appears on a class list, he should be considered a member of the class and reports made accordingly.

3. **Change of Course or Section**

   Students are not permitted to pass from one course or section to another 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*. Students entering a class after class lists have been received should be expected to present proper authorization from the Registrar.
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 that 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 Assistant Dean of the College or Dean of Faculty 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 Assistant Dean of the College or Dean of Faculty 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 Assistant Dean of the College or Dean of Faculty 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 or Provost'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 Assistant Dean of the College or Dean of Faculty.

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. 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 "F" 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 scheduled 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 Assistant Dean of the College or Dean of Faculty. 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, or, if the instructor defers, the Dean, may a student receive an "Incomplete" for failure to finish assigned work in a course. Written authorization from the instructor or Dean 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 upperclassmen. 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.
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 Assistant Dean of the College or Dean of Faculty. 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.
CONTRACTUAL ARRANGEMENTS - GRADUATE PROGRAMS

Dean Weifenbach has authority for approval of and official notification on:

(1) tuition remission for graduate students,

(2) appointment of research fellows and graduate assistants,

(3) allocation of endowment income to graduate fellowships.

Department chairmen will propose candidates for these grants to Dean Weifenbach, who will approve or disapprove, write the letters of notification, and be responsible for the budgetary implications.
1. Travel to Meetings of Learned Societies, etc.

Faculty

The Dean of the Faculty 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 $0.12 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, including vendor receipts for petty cash purchases, and/or cash 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 two weeks 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, must be approved by either the Comptroller, Provost or President of the College.

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

In instances involving authorized travel by car, College employees are encouraged to use the College station wagon or sedan. Arrangements for use of these vehicles shall be made through the Maintenance Office (Ext. 6181), and car, keys, and vouchers should be picked up at and returned to the Maintenance Building. The department authorizing travel will be charged at the rate of $0.12 per mile traveled. A person authorized to drive the College car must possess a valid New York State operator’s license, and must carry it when driving the College car. Students of Union College are not authorized to operate college owned vehicles.

Personal Cars on College Business

The College does not encourage the use of personal cars on college business. When an employee or student uses his personal car on college business, whether he is reimbursed or not by the College, the insurer of that car provides the prime coverage in the event of an accident up to the limits of the policy. The College’s insurance provides secondary coverage when and if the judgment exceeds the limits of prime coverage.

If personal cars are authorized for use on college business, mileage will be reimbursed at the rate of $0.12 per mile traveled plus tolls and parking fees. In addition, the College requires that owners carry a minimum of $5,000 Property Damage and $20,000/$40,000 Public Liability (Bodily Injury) insurance. It should be understood, however, that, in requiring these minimum amounts, the College is not thereby recommending these limits as being adequate personal coverage.
4. **Entertainment of Students**

The College provides limited funds for the entertainment of students. **This money is not available for faculty 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 Faculty. Such entertainment at home or elsewhere may be reimbursed at up to $1.75 per student.

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. This is to pay only the faculty advisor's luncheon expense - not the student.

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 two weeks 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. No one may approve his or her own Expense Account.
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 College maintains and adheres to an Affirmative Action Plan designed to increase employment opportunity for members of minority groups and women at all levels of the work force.

III. All non-academic recruiting is done through or in conjunction with the Business Office of the College following specified procedures designed to secure a non-discriminatory applicant pool in compliance with the College Affirmative Action Plan.

IV. The Business Office is the only College Office authorized to contact recruiting sources, distribute employment applications, or place advertising for employment.

V. Details of the recruiting process are available at the Business Office. (Extension 6108)

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
I. 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.
DECLINATION OF STIPEND OR SALARY

In any case in which an employee (part time or full time) or lecturer wishes to give any or all of a salary or stipend received from the College back to the College, it will be necessary for the following two conditions to pertain:

(1) The stipend or salary must be offered to the employee or lecturer in writing prior to the written indication from the employee or lecturer that he or she wishes to return all or part of the stipend or the salary to the College.

(2) A written declination to accept any or all of the fund must be obtained from the employee or lecturer and that declination shall be passed on through our normal gift record-keeping procedure. It is possible for the donor in this case to designate the use of such foregone funds, and any such designation will accompany the written declination.
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.
FACULTY PARKING

All members of the Union College faculty and staff, and students, must register their vehicles with the Office of the Security at the Security and Information Center, at which time they will be issued decals to be displayed on their vehicles.

Parking is permitted only in the prepared parking areas. **No parking is allowed on the roads, sidewalks or grass.** Parking is prohibited in front of walks, driveways and entrances. Faculty and Staff parking is not permitted in student or visitor parking areas.

It is expected that any Faculty and Staff member who is ticketed for a parking or traffic violation will satisfy the payment of the fine at the Security and Information Center.

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. Arrangements for use of any of the facilities at the Center must be made through the Business Office (Ext. 6107).

Searls House (in Rensselaer, 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 Business Office (Ext. 6107).

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.

Milano Lounge, Hale House upper floor. This pleasant well-furnished room, once the faculty lounge, is now equipped with a kitchen. Although the Alumni Council, in sponsoring and paying for its rehabilitation, stipulated that alumni groups have priority in its use, it is available on request for use by others. Arrangements should be made with Mr. Pearson.

Schoharie Camp, thirty miles southwest of the campus. One hundred acres, some caves, and a cabin at the end of a Jeep-only road: used almost exclusively by the Outing Club, but the Club is hospitable in its membership. People interested in roughing it should get in touch with Professor H. Gilbert Harlow.

A reminder. Use of on-campus facilities for other than regularly assigned activities (classes and so on) should be cleared with Miss Wemple to make sure no conflict of time occurs. Special attention on this score should be given to use of SS 16, Memorial Chapel, and Old Chapel.
NEW YORK STATE WORKMAN'S COMPENSATION INSURANCE

All employees of Union College are covered by New York State Workman's Compensation insurance. It is therefore necessary that any occupational illness or injury to any employee (including faculty and administrative staff members) that occurs on the property of Union College under any circumstances or that occurs off Union College property while the employee is engaged in College business be reported promptly to the Business Office. In no event should such notification be delayed longer than 30 days.
FACULTY CONSTITUTION

Preamble

The purpose of this Constitution is to reaffirm the historical and continuing relationship 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. 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 deliberative arm of the Faculty, for the purpose of advising the College Senate.

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 and ratified by the Board of Trustees. 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.
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 at least once a year a summary of their deliberations to the Agenda Committee of the College Senate for its information.

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. 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 reconsideration by the President and consultation with the members of the Department. The President may terminate the appointment at his discretion at any time.

3. Each Department shall hold at least one meeting per term with student representatives invited. Student representatives shall have full voting rights in all Department meetings 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.

I. Procedures of all Meetings

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

2. There shall be no fewer than three meetings of the Senate in each ten week term.

3. A simple majority of the membership of the Senate shall constitute a quorum.

4. If a member is unable to attend a meeting he may send a proxy provided only that the individual sent as proxy be from the absent member's constituency.

II. College Senate

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

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

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

4. In general, issues brought before the College Senate shall be considered to be of an academic nature. If the Agenda Committee is divided as to whether an issue is academic or non-academic, that issue shall be considered an academic one unless the College Senate, by a two-thirds majority of those present, decides otherwise. If the proposal is ruled non-academic the voting procedure of the Senate will be modified to provide for a student majority of one. The voting on such non-academic matters shall be restricted to the seven student members, the Dean of Students, one of the two academic deans (designated by the President at the beginning of each academic year), and four faculty representatives (one from each Division who shall be the senior representative on the Senate from his Division, seniority to be determined by date of election).
5. All meetings of the College Senate shall be recorded on tape and that tape shall be retained as the official oral record of the meeting for one academic year. A duplicate tape shall be placed on closed reserve in the Library and be made available to members of the college community. A small gallery will be permitted at each College Senate meeting, except those meetings declared executive sessions. The size of the gallery will be limited to the number of individuals who may be comfortably seated (in a chair) in the room in which the College Senate meets. The gallery would normally be restricted to members of the Union College community (trustees, administrators, faculty, students, staff and alumni) unless the senate by majority vote expands this definition at any senate meeting for that meeting or a portion of that meeting.

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

7. A piece of legislation may be declared emergency legislation by a two-thirds vote of those present. A majority is then required to pass such legislation.

III. Election of Members

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

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

3. Any elected 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.

IV. Committees

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

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

3. As all College Committees and most Faculty Committees and Student Committees shall have a defined number of administrators, or staff, as members, the President or his representative shall make such appointments. The President, at his discretion, may also appoint ad hoc committees.

4. Special Cases:

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

b. Academic Freedom, Tenure and Professional Conduct: Members of this Faculty Committee shall be directly elected by faculty holding academic rank at an appropriate General Meeting of the Faculty. If no such meeting is held, the Faculty Committee on Committees will provide for appropriate nominating procedures and will administer the direct election of members to this Committee by mail ballot. The Committee shall consist of three members, one of whom shall be elected every two years for a six year term. The members of the Committee shall designate a chairman from among those so elected.

c. Budget and Priorities: The chairman of this College Committee shall be a faculty member elected from among the faculty members on the committee itself. The 8 faculty and 4 student members of the committee will be chosen in the regular manner by the Faculty Committee on Committees and the Student Committee on Committees, respectively; and three members of the administration chosen by the President.

5. Prior to the October and April meetings of the Board of Trustees, the Board's seven Standing Committees -- excepting the Executive Committee -- shall meet with corresponding College Committees. A proportionate number of faculty and student members of the relevant campus committees, not to exceed the number of trustees on the trustee committee, shall be elected by their peers to meet with the trustee groups. The agenda for these meetings shall be prepared in advance by the appropriate chairman of each Standing Committee of the Board in cooperation with the President and the appropriate chairman of each corresponding College Committee. Proposals on the agenda of such joint committee meetings shall be properly considered and voted upon, and, if the vote is favorable, forwarded for final decision to the Board of Trustees. Joint committee meetings shall be chaired by the chairman of the appropriate Standing Committee of the Board or his representative. The President and Vice-President of the Student Senate shall continue to take part in the activities of the Board's Committee on Student Life.
By-Laws of the College Senate

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

V. Referendum and Initiative

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

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

June, 1972
AMENDMENTS TO THE COLLEGE SENATE BY-LAWS

(approved October 31, 1972)

Reflecting recent changes in the organization of student government, the following amendments to the By-Laws were approved:

1. Wherever "President of the Student Senate" appears, "President of the Student Body" should be substituted.

2. Wherever "Student Senate" appears, "Steering Committee of the Student Body" should be substituted.

The following first two sentences of Article II, Section 5 were deleted: All meetings of the College Senate shall be recorded on tape and that tape shall be retained as the official oral record of the meeting for one academic year. A duplicate tape shall be placed on closed reserve in the Library and be made available to members of the college community.
COMMITTEE CHARGES

(Originally approved May 13, 1975. Subsequent amendments indicated by italics)

ATHLETIC COMMITTEE:

The primary obligation of the Athletic Committee should be planning for an integrated set of athletic programs which include intercollegiate athletics, intramural athletics, recreational programs, and general physical educational opportunities for students. The committee is responsible for meeting the needs of the total campus insofar as resources will permit.

ATHLETIC REVIEW BOARD:

An Athletic Review Board shall be established whose functions shall include --

1. Insuring compliance with Resolution XXIII, as amended.
2. Serving as a Review Board for alleged violations of Resolution XXIII, as amended.
3. Reviewing the College's relation to Resolution XXIII, as amended, in the light of perceived changes in institutional needs.

The Board shall be a regular standing committee of the College. Its membership shall consist of four (4) faculty (one from each Division), three (3) students (one from each upper class), and the Director of Athletics. (March 10, 1977)

BOOKSTORE COMMITTEE:

This committee is responsible for working out plans and policies which relate directly to the campus store. It should seek out the opinions of various constituencies on the campus with respect to the operations of the store, and it should supply guidance and advice to the Bookstore Manager about improvements which might be made.

CAMPUS COMMITTEE:

This committee considers the physical condition of the campus and makes recommendations to the Planning and Priorities Committee or the College Senate. It should consider the relationship among the various programs and program needs on the campus as they have an impact on the campus environment, and prepare and recommend detailed plans and policies for solving problems which arise with respect to the physical condition of the campus. This committee should also review the conduct of the College regarding its impact on the local environment, and should make whatever suggestions it might feel appropriate.

CAREER PLANNING COMMITTEE:

This committee is responsible for the development of an integrated and complete set of programs with respect to career counseling and student and alumni placement.
COMMITTEE ON FACULTY:

The four senior faculty members of the committee join with the Dean of Faculty in reviewing requests for faculty renewal, promotion and tenure.

The six faculty members join with the Dean of Faculty in recommending to the Planning and Priorities Committee appropriate total faculty salary levels for planning with respect to specific budgetary years and in recommending to the Provost salaries for individual faculty members on an annual basis. The whole committee meets to consider policies and plans with respect to faculty and faculty development. The whole committee (or, at its discretion, some duly appointed subcommittee) may meet as an appeal board to consider grievances against faculty as well as internal faculty conflicts. Meets to consider grievances between members, and, as a last resort, grievances of students against faculty. (December 3, 1975)

COMMITTEE ON STUDENT LIFE:

This committee is responsible for programs and plans for the quality of student life and behavior on campus. It is responsible for passing on particular cases of student misconduct (for which it may wish to act through a duly constituted subcommittee.)

CONTINUING EDUCATION COMMITTEE:

The major responsibility of this committee is to assist the Dean in the formulation of policies and plans with respect to continuing education. The committee will have responsibility to encourage and to approve or disapprove programs. (April 27, 1976)

COLLEGE RESOURCES COMMITTEE:

This committee meets to consult with the Director of Development to consider ways in which that office can be helpful to the total campus effort. It is charged with the responsibility for formulating fund-raising plans and policies.

The College Resources Committee works with the Vice President for College Resources and other members of the College Resources staff as appropriate, to consider ways in which the on-campus community can become involved in the fullest practical extent in activities through which the Development, Alumni Affairs, and related functions are promoted. The committee further advises the Vice President on campus attitudes and reactions pertaining to anticipated programs and projects. (November 4, 1976)

EDUCATIONAL POLICY COMMITTEE:

The major responsibility of this committee is the formulation of policies and plans with respect to matters of educational policy and curriculum. This committee will have responsibility to encourage and to approve or disapprove potential new programs within the curriculum, and it will have responsibility for curricular and educational innovation. This committee will have primary responsibility for the further development of the Comprehensive Education Program, although it may want to appoint a special subcommittee to deal with details and policies of that program. The Educational Policy Committee will also have initial advisory responsibility for the formulation of careful plans with respect
to the number of faculty and/or their placement in various departments and programs. After consultation with the Planning and Priorities Committee, this committee will provide advice for the distribution of various faculty within the constraints on total faculty posed by the Planning and Priorities Committee.

FINANCIAL AID COMMITTEE:

This committee will be responsible for the formulation of policies and plans with respect to financial aid. From time to time, this committee may be asked to assist the Director of Financial Aid in the determination of individual aid packages for upperclassmen. The committee may also bring particular cases to the attention of the Director of Financial Aid and ask for explanation or clarification by the Financial Aid Director. Students should participate in decisions involving matters of policy, but they are not allowed to participate in the determination of individual awards.

HOUSING COMMITTEE:

This committee is responsible for formulating policies and plans with respect to student residencies. This committee should work with the resident advisors and may, in exceptional circumstances, consider individual cases.

GRADUATE STUDIES COMMITTEE:

This committee has responsibility for the formulation of plans and policies with respect to graduate studies. It may make recommendations directly to the College Senate with respect to courses, programs, and conditions pertaining to graduate study at the College. Normally, such recommendations would be forwarded through the Educational Policy Committee, and this committee should work closely with the Educational Policy Committee.

LECTURES, CONCERTS AND FILM COMMITTEE:

That an independent committee entitled the "Lectures, Concerts and Films Committee" be established whose jurisdiction shall be the handling of that part of the budget of the Public Relations Committee that pertains to the presentation of lectures, concerts and films. The membership of the Committee shall be comprised of two faculty and one student (May 31, 1977).

LIBRARY COMMITTEE:

This committee, working with the Librarian, formulates policies and programs for the Library. It must work closely with the Educational Policy Committee and the Graduate Studies Committee.

PERSONNEL COMMITTEE:

This committee is responsible for personnel plans and procedures including, but not restricted to, consideration of benefits and alternative benefit plans. It is also a committee for hearing grievances by employees of the College, employees' grievances against the College about employment conditions and it may wish, at its discretion, to set up a special sub-committee for hearing
affirmative action complaints and grievances. It will be responsible for
determining that the Personnel Officer has seen that appropriate recruitment
procedures have been followed before any duly authorized letter of appointment
be sent. (December 3, 1975)

PLANNING AND PRIORITIES COMMITTEE:

The committee will work to establish overall plans for the College in
accordance with the priorities which it should devise. It will have re-
sponsibility for policies in budgetary areas and it will be asked to reflect
upon any requests for significant changes in college budgets which have been
approved previously. It will work closely with the Provost in developing
plans which are as detailed as possible for the future of Union.

PRESIDENTIAL ADVISORY BOARD:

This committee acts as an advisory committee to the President in all matters
which may be brought to it; it may suggest reassigning of problems to various
other committees; and it may appeal any issue directly to the College Senate.
It will also be responsible for acting as a corporate ombudsman for grievances
about anything in the College. On occasions when vacancies for major posts occur
at the College, the committee shall review the particulars for the selection of
candidates as well as, perhaps, commenting on the need for the position. From
time to time, it may reassess the forms and processes of governance. Finally,
it shall be responsible for the granting and distribution of college honors.

The Board shall advise the President on matters which he may bring
before it, as well as on matters brought to it from other sources. It shall
keep the President informed of Campus sentiment with regard to existing or
proposed College policies. It shall also act as corporate ombudsman to hear
grievances which are not within the purview of other duly constituted College
bodies or which cannot be resolved by such bodies and the Board shall act on
appeals from recommendations from the Committee on Faculty in accordance with
procedures adopted by the faculty at its meeting of February 10, 1978. It will
automatically be consulted on appointments of major administrative posts at
the College, reviewing in such cases the need for the appointment and the pro-
cedures to be used for making it. The Board shall have the responsibility for
overseeing the College and departmental honors programs, as well as the various
fellowship programs for which the College acts as nominator. It shall, from
time to time, reassess the forms and processes of governance.

The Board may reassign problems to other committees, and may appeal any
issue directly to the College Senate (March 4, 1978)

PUBLIC RELATIONS COMMITTEE:

This committee is responsible for plans and policies with respect to
carrying Union's message beyond its own campus. It is responsible for helping
to communicate internally about the activities of the Public Relations Office
and the "image" of Union, as well as for giving advice and guidance to the
Public Relations Director for various public relations programs. It is also
responsible for the annual program of speakers and special events.
SECURITY AND SAFETY COMMITTEE:

This committee is to develop policies and plans with respect to security and safety procedures and to make recommendations with respect to resource allocations in this area.

SUPPORTIVE SERVICES COMMITTEE:

This committee will be responsible for policies and procedures with respect to the Academic Opportunity Program and the Upward Bound Program. It is responsible for providing supportive services to students who are brought to Union without the ordinary preparation expected of admitted Union students.

EXCEPTIONS:

ADMISSIONS COMMITTEE - This committee advises on the criteria observed in accepting students and passes upon applications for admissions. Unlike other committees, this one will be directly involved not only in the formulation of plans and policies but also in the implementation of those policies. This committee must, however, work with the Director of Admissions in careful and responsible planning for the area of admissions.

RESEARCH COMMITTEE - This is primarily a faculty committee but, as is true in the existing system, there will be one member from the administration. This committee, which will be composed of four faculty members and the Dean of Faculty, should review the college policy on research distribution to faculty members and should advise the Dean of Faculty on the discretionary use of those funds that are provided for research. It may, at its discretion, recommend changes in the patent provisions of the Research Corporation.

STANDING OF STUDENTS - This body reviews the records of those students earning less than a satisfactory term average. It deals 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 and is particularly charged to re-examine at regular intervals the criteria for Dean's List standing.
## COMMITTEES

(Originally approved May 13, 1975. Subsequent amendments indicated by italics)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Faculty</th>
<th>Students</th>
<th>Staff</th>
<th>Administrators</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Athletic Committee</td>
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<td>2</td>
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<td>1</td>
<td>5</td>
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<tr>
<td>Athletic Review Board</td>
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<td>8</td>
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<tr>
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<tr>
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<tr>
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<td>0</td>
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</tr>
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<td>Presidential Advisory Board</td>
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<td>Public Relations Committee</td>
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<td>50</td>
<td>52</td>
<td>51</td>
<td>19</td>
<td>132</td>
</tr>
</tbody>
</table>

**EXCEPTIONS:**

- Admissions                                     | 11      | 5        | 0     | 23             |
- Standing of Students                           | 4       | 3        | 0     | 3              |
- 18 Academic Departments and IAM Council        |         |          |      |                |
- Comprehensive Education Board                  |         |          |      |                |
RELATIONSHIP BETWEEN CAMPUS AND BOARD OF TRUSTEES COMMITTEES

The new governance structure provides for regular meetings between campus committees and committees of the Board of Trustees. A number of faculty members and students proportional to the number of each on the relevant committees and who are elected by their peers on the campus committee shall form the delegation to meet with the parallel Trustee committee twice yearly. The agenda for these meetings shall be prepared in advance by the appropriate chairman of each Standing Committee of the Board in cooperation with the president and the appropriate chairman of each corresponding College Committee. Proposals on the agenda of such joint committee meetings shall be properly considered and voted upon, and, if the vote is favorable, forwarded for final decision to the Board of Trustees. Joint committee meetings shall be chaired by the chairman of the appropriate Standing Committee of the Board or his representative. The President and Vice-President of the Student Senate shall continue to take part in the activities of the Board's Committee on Student Life.

<table>
<thead>
<tr>
<th>Trustee Committee</th>
<th>Campus Committee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Buildings, Plant and Equipment</td>
<td>Development</td>
</tr>
<tr>
<td>2. Academic Affairs</td>
<td>Curricular Affairs</td>
</tr>
<tr>
<td></td>
<td>Graduate Studies</td>
</tr>
<tr>
<td></td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>Research</td>
</tr>
<tr>
<td>3. Student Affairs</td>
<td>Athletics</td>
</tr>
<tr>
<td></td>
<td>Conduct</td>
</tr>
<tr>
<td></td>
<td>Student Life</td>
</tr>
<tr>
<td>4. Alumni and External Affairs</td>
<td>Budget and Priorities</td>
</tr>
<tr>
<td>5. Finance</td>
<td>Honorary Degrees</td>
</tr>
<tr>
<td>6. Nominations, Awards and Honors</td>
<td>Budget and Priorities</td>
</tr>
<tr>
<td>7. Development and Long-Range Planning</td>
<td></td>
</tr>
</tbody>
</table>

*For joint sessions with Trustee Committees, the ratio of representation from these four campus committees shall be 2:1:1:1 (in the order listed).*
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, for purposes in keeping with the academic objectives of the institution, must 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 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.

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 two years 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 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 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 Provost. 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 or Provost. Members of the faculty who wish the College to provide references for any purpose should send a statement permitting the President or Provost to comply with the request.
VII POLICY STATEMENTS

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, provided that if faculty and/or staff, in accordance with the 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. Subsequently, in 1970, the National Labor Relations Board asserted jurisdiction over Cornell and Syracuse Universities and indicated that it would assert jurisdiction over other private educational institutions with disposable income over $1,000,000. Before certification will be made by the NLRB, it is necessary that the bargaining agent be voluntarily recognized by the College or that it prove its representation of the employees to NLRB.

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.

The Comptroller and Treasurer of the College, is responsible for labor relations at Union. All inquiries and representations must be made directly to him.
STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION
UNION COLLEGE, SCHENECTADY, NEW YORK

On assuming the presidency of Union College I think it important to reaffirm the College's policy and my own deep commitment that the College cannot and will not discriminate in any way in the recruitment, selection, and treatment of faculty and other employees for reasons of sex, race, physical disability, or any other reason. Indeed, I believe strongly in and will support efforts to seek out qualified women and members of minority groups for available openings as well as to eliminate any remaining discriminations in our employment. It is, of course, the legal obligation of the College to carry out a program of Affirmative Action to locate, monitor, and eliminate any deficiency or inequity in conditions of employment or advancement of such persons on the campus.

I therefore call on all persons in the employment of Union College, particularly those with supervisory and hiring authority, to do all that they can to assure that the recruiting, hiring, promotion, and treatment of persons at all levels are wholly non-discriminatory and in accord with the commitment of the College to increase opportunity for those formerly denied.

I have asked Mr. C.A. McMillan, Assistant to the Business Manager, to take responsibility for working with the several Deans, Directors, Chairman and other supervisors in the establishment of employment goals and timetables, with monitoring and reporting progress and program effectiveness in realizing College Affirmative Action objectives.

Thomas N. Bonner
President

September 27, 1974
PROGRAM OF AFFIRMATIVE ACTION FOR UNION COLLEGE

The following principles and procedures will be followed in all actions relating to employment by Union College to guarantee that a policy affording equal employment opportunity to all persons regardless of race, color, religion, sex or national origin is strictly adhered to.

1. Revise and reaffirm annually the principle of non-discrimination for reasons of race, color, religion, sex or national origin in all personnel actions to include recruitment, hiring, promotion, dismissal, training, benefits, wages, and working conditions.

2. Disseminate, in writing, the policy of non-discrimination in all personnel actions to appropriate civic, governmental, and educational organizations to include, but not be limited to: a) Urban League of Albany, b) Schenectady Community Action Program, c) Neighborhood Youth Corps, d) Schenectady County Commission on Human Rights, e) Albany Chapter NAACP, f) New York State Employment Service.

3. Distribute EEO policy statement and general employment information to area high school and community college guidance officers to enable them to counsel potential applicants on benefits and possibilities of employment by Union College.

4. Assure distribution of EEO policy statement to all personnel concerned with hiring and/or supervision of College employees and to all present and new employees and applicants for employment that all may be aware of College EEO policy and goals.

5. Formal meetings to be held at least bi-annually for all faculty and staff members involved in hiring, supervision, or any other aspect of the personnel program to review and discuss program effectiveness, goals and procedures.

6. Assure timely dissemination of information required to keep hiring and supervisory personnel abreast of all changes or new items of legislation, directives, or regulations affecting College EEO policies or procedures.

7. Compile and revise as necessary, general informational material regarding employment by Union College to include such things as conditions of employment, health and accident insurance programs, retirement plans, educational benefits, wage and promotional practices, and additional fringe benefits. Assure availability of this information at referral agency offices and schools in sufficient quantity that all potential employees may become familiar with the advantages of employment at Union College.
Program of Affirmative Action for Union College Cont.

8. Encourage and develop existing and new faculty and staff contacts with local community action programs and other groups, agencies, and individuals that can be expected to result in referrals of qualified minority applicants for employment.

9. Establish system of personnel records and record inputs for all employees and potential employees to facilitate analysis of EEO program effectiveness and assure that hiring, dismissal, and promotional policies are carried out in accordance with the principles of non-discrimination in all personnel actions.

10. Develop a system of annual records reviews with employees to assure that information regarding training, skills, and career goals are current so that it can be ascertained that employees of both sexes, and any race, creed, or color receive equal consideration for promotions and to record employee reaction to all opportunities, offers, and other conditions of employment.

11. Notify, in writing, appropriate governmental, civic, church and educational organizations and agencies as employment opportunities exist or are projected including job description, rate, and advancement opportunities as well as desired qualifications for applicants.

12. Assure that public advertising seeking applicants for employment is placed in minority media if at all possible in addition to general circulation publications; all such advertising to be in compliance with Union College EEO policy and specify that Union College is an equal opportunity employer subscribing to a policy of non-discrimination in all personnel actions.

13. Assure preparation, posting and maintenance of posters and other appropriate notices in conspicuous locations to inform all employees and potential employees of their right to and the College's commitment to a policy of non-discrimination in all personnel actions.

14. An annual summary report shall be prepared utilizing personnel records and inputs from supervisory personnel analyzing all aspects of program effectiveness, problem areas, and remedial actions needed to correct any factors that might tend to be prejudicial to the principle of non-discrimination in all personnel actions.
AFFIRMATIVE ACTION AND RECRUITMENT PROCEDURES FOR

ACADEMIC AND PROFESSIONAL PERSONNEL

The recruitment guidelines and requirements outlined below take effect September 1, 1972. All previous statements of policy or practice concerning professional recruiting, whether departmental or college-wide, are superseded by this statement. The administrative staff, including the deans, will provide as much assistance as possible, but the responsibility for following these procedures rests with the Department Chairman or the person designated to lead the search.

Authorization to Recruit

No member of the faculty or administrative staff may begin formal recruitment for any professional position until written authorization has been received from the Provost. Such authorization will normally be preceded by discussion between the Chairman and the appropriate Dean covering the following topics:

1. the academic or professional areas and responsibilities to be covered by the position;

2. probable rank, and salary-range of the appointment;

3. Qualifications to be sought in applicants

4. the persons, departments, agencies, associations, or other groups to be contacted about the vacancy, especially those that will reach minority and female candidates;

(Minority is defined as: Black, Spanish surnamed, Oriental, or American Indian)

The Chairmen or Department Head will provide the appropriate Dean with a written statement for each post to be filled, listing the specifications for the job, the probable rank and salary range and the qualifications to be sought in the applicants as well as the outlines of a plan of recruitment which will indicate what organizations and institutions will be contacted in order to reach minority and female candidates. Whether or not a specific vacancy exists or is likely to exist, all department chairmen are encouraged to maintain the professional contacts with persons and organizations which will be useful when active recruiting begins. Further, department chairmen are urged to identify and keep track of the caucuses, agencies, organizations, and other associations of minority and women's professional guilds, or any other source of information about minorities and women. In all such activity preliminary to formal recruitment authorization, however, the department chairman may not open direct negotiations with any candidates, nor may he
receive reimbursement for recruitment expenses (except in cases specifically authorized by the Provost).

Formal Recruitment and Preliminary Reports

Once formal written authorization has been received the Department Chairman may move ahead as rapidly as he is able. In addition to, and concurrent with, contacting individuals, graduate schools, agencies, and associations which are traditionally sources of information about prospective candidates for vacancies in the field, the Chairman must take additional measures calculated to attract qualified minorities and women. These include, but are not necessarily limited to, the following:

1. Notification of New York State Job Bank of opening in accordance with Executive Order 11598. (Professional and Commercial Placement Center, 194 Washington Avenue, Albany; Telephone 474-4980)

2. Caucuses, organizations, or associations of minority or women professionals in the academic field, whether associated with regular professional guilds or independent of them, must be contacted or visited and asked to recommend candidates or to advertise the position;

3. Predominantly black institutions or women's institutions which offer the Ph.D. degree (or other terminal degree, where appropriate) must be contacted or visited and asked to recommend candidates or advertise the position to their students and alumni;

4. Certain non-academic organizations must be notified of the position vacancy, including Professional Women's Caucus, National Council of Negro Women, American Association of University Women, and when appropriate, the agencies specified in the College's basic Affirmative Action plan.

5. All public advertising of the position vacancy must contain the statement that Union College is an Equal Opportunity Employer with an Affirmative Action commitment to increase opportunities for women and minorities, and must be placed in compliance with the basic A.A. guidelines.

These steps should be regarded as the minimum requirement. Department chairmen are encouraged to do more, as their situations and personal contacts permit. And in any event, the Chairman's attempts to recruit women and minority candidates, whether through public advertising or through personal and institutional contacts and visits, must be started at the beginning of the recruitment process.
Beginning within four weeks of receiving written authorization to recruit a new faculty member, the department chairman must begin to submit bi-weekly Recruitment Progress Reports to the appropriate Dean. The reports need not be long, but must give the names of all persons and organizations, with addresses, whom the Chairman has notified of the position. In addition, the reports should contain the names of additional persons and organizations the Chairman intends to notify. Further, they should contain the names of the professional association meetings the Chairman intends to visit in fulfilling his recruitment responsibilities, and whether or not he will have means to identify minority or women candidates. If the Chairman intends to travel to other university departments to recruit, he should further indicate which of these are likely to yield minority or women candidates.

Recruitment

The objective of all faculty recruitment efforts is to find and hire the best qualified candidate for the position. This means, for example, that although the Ph.D., its equivalent in some fields (in Arts the M.F.A. and for the Library the M.L.S.), or evidence of equal scholarly competence, is one of the minimum credentials for tenure, it is not necessarily a requirement for initial appointment. The College does have the resources to assist in various ways those who are on the way to the completion of their graduate work, and this should be made clear to candidates. Similarly, it should be clearly stated as part of the Affirmative Action commitment of the College that we recognize the fact that some candidates may have little or no teaching competence, but strong potential, and thus it is the College's responsibility to give the assistance and encouragement necessary for the development of their talent.

These very considerations should apply equally when women or minorities are considered for faculty appointments.

Interviews

It is the policy of the College to bring the strongest candidates to campus for interviews. We believe this practice tends to yield the soundest possible hiring decisions. The normal procedure is for the Chairman to list the applicants for the position preferentially, after screening out and sending rejection notices to those who are clearly and obviously unqualified. Each preferred candidate is then invited to the College for an interview (usually accompanied by presentation of a paper or talk), in order of ranking.

In addition to leading the team of faculty members and administrators assessing each candidate invited to campus, it is the responsibility of the Department Chairman to make certain that criteria applied in judging each individual do not have an unnecessary or unintentional exclusionary effect on any candidate and that each candidate is acquainted with the College's Equal Employment Opportunity and Affirmative Action commitments. This applies to all candidates, regardless of race or sex.
While the Chairman may discuss salary ranges and other matters related to employment with a candidate, the only persons authorized to make specific or formal offers, verbally or in writing, are the Provost and President. Normally the offer is made by telephone after the campus visit has ended, for this permits the Department Chairman to collect opinions from those who met the candidate and reach a final assessment. If the candidate accepts the telephone offer, the recruitment process is considered complete.

**Final Recruitment Report and Letter of Appointment**

The appointment of a candidate to a faculty position at Union College does not have the status of a contract until the President or Provost has written a letter of appointment, describing the salary and conditions of employment, and the candidate has returned one copy with his signature. Naturally, it is in the interests of both the candidate and the College to complete this process as soon as possible after a verbal offer has been made and accepted.

When a letter of appointment is requested, the Department Chairman must submit his Final Recruitment Report (at least in draft form) as well. This requirement is made to encourage chairmen to make the writing of the Report an on-going process throughout the recruitment. It is important that the information in the Report be accurate and complete, and this depends on recording information at all stages of the search.

The Final Recruitment Report should contain all of the following:

1. A list of all persons, institutions, agencies, caucuses, or other organizations not contacted at the time the follow-up Recruitment Reports were submitted and which were subsequently contacted.

2. A brief description of the response received from each person, institution, agency, caucus, or other organization contacted in the course of the recruitment, together with the names of all persons referred.

3. The names of all persons rejected in the initial screening of applicants, with the reasons for rejection (briefly stated). Women and minority candidates on this list should be identified.

4. The names of all persons whose candidacy was considered more carefully, and the names of all persons who were interviewed on campus for the position. This list should contain the following information about each candidate: sex, race, graduate school, current employer (if any), highest degree, experience, and reason for rejection.
(5) The name and relevant information, as in (4), above, about the successful appointee.

(6) Any additional information about the recruitment process which would assist the administration in keeping its Affirmative Action records, including problems encountered and suggestions to improve the process.

The Final Recruitment Report should be submitted in duplicate, one copy to the Provost or appropriate Dean and one to the Assistant Director of Business and Facilities Operations.