1972

REPORT OF THE UNIVERSITY MANUAL COMMITTEE - February 24, 1972

University of Rhode Island Faculty Senate

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TO: President Werner A. Baum
FROM: Chairman of the Faculty Senate

1. The Attached BILL, titled REPORT OF THE UNIVERSITY MANUAL

   COMMITTEE - February 24, 1972

   is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on 72-5-11

4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.

5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on 72-6-1 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Trustees for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Trustees, it will not become effective until approved by the Board.

May 12, 1972

(endorsement)

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate
FROM: President of the University

1. Returned.

2. Approved ☑ Disapproved ☐

3. (If approved) In my opinion, transmittal to the Board of Regents is not necessary.

   (date) /s/ President

Form Revised 6/71
ALTERNATE ENDORSEMENT 1.
TO: Chairman of the Board of Regents.
FROM: The University President
1. Forwarded.
2. Approved.

(date) /s/ President

ENDORSEMENT 2.
TO: Chairman of the Faculty Senate
FROM: Chairman of the Board of Regents, via the University President.
1. Forwarded.

(date) /s/ (Office)

ENDORSEMENT 3.
TO: Chairman of the Faculty Senate
FROM: The University President
1. Forwarded from the Chairman of the Board of Regents.

(date) /s/ President

Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

(date) /s/ Chairman of the Faculty Senate
The University Manual Committee recommends Faculty Senate Approval of the following changes in the Manual for distribution to the entire faculty.

CHANGE No. 1 (Bill #70-71-41)

Change 3.10.10 to read: The University of Rhode Island comprises eight colleges.

Add: 3.27.10 The University College. All Freshman- and Sophomore-level students, except those in special two-year terminal programs such as Dental Hygiene and Fisheries Technology, shall be enrolled in this college.

3.27.11 The Dean of the University College shall have appropriate administrative assistance. A permanent advising staff, sufficiently large to maintain an effective advising system, shall also be supplemented by faculty members from the various U.R.I. colleges who shall serve part-time as special area advisers. They shall be assigned to this activity--with their consent--by the Dean of their permanent College after approval by the Dean of the University College. Appropriate adjustments in teaching loads shall be made to permit effective performance of the advising function.

3.27.12 The part-time advising staff which consists of regular University faculty members, as described in 3.27.11, shall comprise the voting faculty of the University College.

Add, in 5.12.11, after "Resource Development," "the University College,"

Delete: 8.30.12


Add: 8.30.14 Effective at the beginning of the academic year 1973-1974, all qualified Freshman- and Sophomore-level students who plan to pursue a curriculum leading ultimately to a Baccalaureate degree shall be admitted to the University College rather than to the College of Arts and Sciences or any of the professional schools.
8.30.15 Admission of any student to the University College shall be based upon his high school record and upon other indicators of his chances for success at U.R.I. in four-year academic programs requiring various combinations of verbal, mathematical, science or fine arts ability and substantial individual effort. Within these limitations, the admissions process shall encourage enrollment of students representing diverse educational backgrounds, abilities and interests.

8.30.16 Details of admission standards shall be established by a joint Senate-Administration committee which shall be able to engage within budget limitations the services of consultants in the areas of psychology, statistics and computation as may be required. The make-up of this committee shall be recommended to the Senate by its Executive Committee. Admission shall not be based, even in part, upon the "P.G.A." (predicted grade point average) formulas used at U.R.I. in 1971 or earlier, but may be based upon similar instruments designed to predict success in the U.R.I. academic programs as changed by Senate actions since 1970. The committee shall not be restricted to prescribing a single admissions formula. It shall be free to specify somewhat different admissions criteria as predictors of student success in few, broad areas. For example, students may be admitted to the University College, provided they rank high in any one of three P.G.A. ("Predicted Grade Point Average") scores:

- one designed to predict success in the natural sciences and related areas (including Engineering, Pharmacy, and some areas of Resource Development or Home Economics);
- another designed to predict success in Arts and Humanities programs (including Elementary Education) and a third for Social Sciences (including Business and several programs in Home Economics and Resource Development).

8.30.17 The University College shall make it possible for students to acquire education and skills basic to any one of the several Baccalaureate programs at U.R.I.

8.30.18 Students who have a clear educational or professional objective when they enter the University shall be encouraged to pursue this objective as directly and rapidly as possible, subject to the educational requirements established by the various College faculties and approved by the Senate.

8.30.19 Entering Freshmen who do not know which curriculum they want to select shall be encouraged to experiment and to "sample" basic courses in several fields of study.
Such students shall, however, have access to an effective advising system (3.27.11) and shall select at an appropriate time courses of study which will satisfy entrance requirements at the Junior level to one or more U.R.I. colleges and curriculums.

8.30.20 A student shall complete approximately 60 semester credits in the University College. Completion of 60 semester credits with a "C" average shall not guarantee admission to any of the Baccalaureate degree-granting colleges at U.R.I. unless these credits satisfy the entrance requirements of the particular college to which entrance is sought.

8.30.21 None of the various colleges at U.R.I. shall set entrance standards requiring a grade point average higher than "C" for approximately 60 semester credits in the University College. Each college shall, however, specify several, but not more than 15 courses (45 semester credits) which must be completed with an average grade of "C" or better for admission to a particular College or program at the Junior level.

8.30.22 If faculty or laboratory limitations prevent the admission at any time of students who have satisfied the entrance requirements (at the Junior level) for a particular program and who wish to enter that program, the following actions shall be taken in appropriate order: (a) no transfer students (from colleges outside URI) shall be admitted to that program; (b) adjustments in staff or laboratory facilities shall be made as rapidly as possible to accommodate more students; (c) those who have completed the work in the University College and who show the highest promise for academic success in the particular program (through high grades in appropriate courses) shall be admitted; (d) those students who have satisfied the normal entrance requirements of the program, but cannot be admitted shall have the choice of either entering any other College or program for which they have satisfied entrance requirements, or devoting up to one year of additional study within the University College to satisfy entrance requirements of another program.

8.30.23 A student may transfer from the University College to any one of the other U.R.I. colleges as soon as he has satisfied the entrance requirements of that college. Ordinarily, such transfer shall occur after four semesters but for a student who enters the University College with advanced standing, this may occur after one semester. No student, except one who satisfies the conditions of 8.30.22(d), shall be allowed to enroll for more than six semesters of full-time study in the University College.
CHANGE No. 2 (Bill #70-71-45)

Change 7.61.18 to read: While on sabbatical leave a faculty member shall be permitted to receive travel expenses, fellowships, grants-in-aid, or other financial assistance from sources other than the university, provided he is not required to perform duties detrimental to the objectives for which his leave has been granted. However, if he accepts employment for pay during the leave period, his university compensation will normally be reduced by the amount necessary to bring his total compensation for that period to a level comparable with his normal professional income.

CHANGE No. 3 (Bill #70-71-52)

Change 8.39.70 to read: An auditor may be admitted to a class with consent of the instructor and with a card of admission from the Registrar. An auditor may take part in any exercises of the class such as recitations, discussions or tests with the consent of the instructor. He may, by making an agreement satisfactory to the instructor as to presenting evidence for completing the course by faithful attendance have the symbol AUD (carrying no credits or quality points) reported as a grade to the Registrar and have this appear upon his record. In the absence of the above agreement no report is made to the Registrar and the audited course will not show on the student's record.

CHANGE No. 4 (Bill #70-71-54)

Delete: 5.54.10-13 and 5.55.10-11

Change pertinent sections to read:

5.19.10 The Board on Student Conduct and Scholastic Integrity shall comprise two members of the teaching faculty appointed by the Faculty Senate; two undergraduate students appointed by the Student Senate to participate in cases involving undergraduate students or two graduate students appointed by the Graduate Student Association to participate in cases involving graduate students; and a participating chairman of professorial rank appointed by the President. Alternate members shall be provided for each member in the same manner. No member of the Division of Student Personnel Services shall serve.
5.19.11 Members and alternates shall serve two-year terms. Any vacancy shall be filled for the balance of the unexpired term.

5.19.12 The Board shall have exclusive jurisdiction over matters of graduate and undergraduate student discipline and academic dishonesty involving a penalty of suspension or dismissal. A case of cheating or other form of academic dishonesty involving a penalty of suspension or dismissal from the University shall be reported by the academic dean of the college or school in which the student is enrolled to the Dean of Students who shall thereupon arrange for a hearing of the case by the Board.

5.19.13 The Board shall provide a fair hearing in the matters within its jurisdiction. It shall make a finding of guilty or not guilty or accept the student's decision to neither admit nor deny guilt. In the event of a finding of guilty or acceptance of the student's decision to neither admit nor deny guilt, the Board shall designate an appropriate penalty. The entire Board shall constitute a quorum and a majority vote of the Board shall be necessary for suspension or dismissal of a student.

5.19.14 A student whose case is before the Board shall be notified in writing, a reasonable time prior to the hearing, of the charges against him. He shall be allowed to present evidence and witnesses in his own behalf and shall be entitled to student or faculty counsel before and during the hearing. In scholastic integrity cases, the faculty member(s) involved or the academic dean of the college or school in which the student is enrolled, whoever is recommending suspension or dismissal, shall specify the alleged offense and shall present supporting evidence. In all other cases, an appropriate member of the Division of Student Personnel Services, the Dean of the Graduate School or his representative, the representative of the prosecuting agency with authority in the case involved, or the plaintiff, as the case may be, shall specify the alleged offense or offenses and shall present evidence in substantiation thereof.

5.19.15 The President of the University shall review the record of the case and may approve the findings and the penalty or may reduce or remove the penalty. Only in the event of an affirmative finding of fraud, unfairness or mistake, or on a claim of previously unavailable or unknown material evidence, shall he return the matter to the Board on Student Conduct and Scholastic Integrity or to the Appeal Board on Student Conduct and Scholastic Integrity for reconsideration. Upon final approval or modification of the Board's action by the President, the Dean of Students and
the academic dean of the college or school in which the student is registered shall have the responsibility of implementing any penalty, giving proper notification to all parties involved.

5.19.16 Upon final disposition of a case, the chairman of the Board shall report the case to the Editors of Student newspapers for publication therein, withholding the name of the student involved if the hearing has been closed, but including the penalty. The Dean of Students and the academic dean of the college or school in which the student is registered shall, where appropriate, write letters to the parent or guardian of the student, giving full details of the case and the action taken.

5.19.17 The chairman, all members, and all alternates shall constitute a committee on rules. This committee shall make appropriate rules governing the conduct of proceedings before the Board and shall amend the rules from time to time, limited in this power only by the requirement that the Board shall provide a fair hearing. This committee shall also recommend to the Faculty Senate such changes in the UNIVERSITY MANUAL regulations concerning the Board on Student Conduct and Scholastic Integrity as appear desirable. The committee on rules may invite the members and alternates of the Appeal Board on Student Conduct and Scholastic Integrity to consult with them.

5.20.10 The Appeal Board on Student Conduct and Scholastic Integrity shall comprise two members of the teaching faculty appointed by the Faculty Senate; two undergraduate students appointed by the Student Senate to participate in cases involving undergraduate students or two graduate students appointed by the Graduate Student Association to participate in cases involving graduate students; and a participating chairman of professorial rank appointed by the President. Alternate members shall be provided for each member in the same manner. No member of the Division of Student Personnel Services shall serve.

5.20.11 Members and alternates shall serve two-year terms. Any vacancy shall be filled for the balance of the unexpired term.

5.20.12 The Appeal Board shall have jurisdiction over appeals from decisions of the Board on Student Conduct and Scholastic Integrity when an allegation of fraud, denial of rights, unfairness or mistake or a claim of previously unavailable or unknown material evidence is put forth by the appellant.
5.20.13 The appellant shall file a detailed written statement setting forth such allegation or claim. The Appeal Board may call witnesses and hear evidence in support of the appeal.

5.20.14 The Appeal Board may return the case to the Board on Student Conduct and Scholastic Integrity for a new hearing or it may dismiss the appeal.

8.23.19 Change "Scholastic Integrity Committee" to read "Board on Student Conduct and Scholastic Integrity."

CHANGE No. 5 (Bill #71-72-5)

Add: 2.45.10 The Ombudsman shall investigate complaints from members of the University community -- students, faculty, and administrative personnel -- that they have been unfairly dealt with in the normal channels of administrative process. The Ombudsman office is not intended to replace those normal channels. The services of the Ombudsman are an exceptional administrative procedure to be used only when the normal channels do not adequately respond.

2.45.11 The Executive Committee of the Faculty Senate shall nominate at least two tenured faculty for the post of Ombudsman. Additional nominations of tenured faculty may be made by members of the Faculty Senate during one of its meetings. The list of nominees will be distributed to the general faculty and an election by secret ballot will be conducted. If no candidate receives a majority of the votes of those voting, a run-off election shall be held between the two candidates receiving the most votes.

2.45.12 The Ombudsman shall serve for a period of two years. There shall be no limitation on the number of times a faculty member is elected to the office.

2.45.13 The Areas of Responsibility of the Ombudsman are Equity, Critical Review, and Recommendations and Report. Equity: to help individuals or groups in specific cases to get just and equitable treatment. In securing equity, the Ombudsman shall: afford full opportunity for the presentation in confidence of any complaint or grievance from any student, faculty member, or member of the administrative staff alleging unfairness, discourtesy, undue delay, or other malfunctioning in any and all processes at the University of Rhode Island; investigate, in confidence, to determine the degree of validity of the complaint; and mediate or otherwise resolve the problem, arriving in
confidence at what appears to him to be a just resolution (in the dismissal of the complaint, or in recommended action based on the verified complaint). (The Ombudsman will not be expected to concern himself with the normal operations of established grievance processes or disciplinary procedures contained in The University Manual, except that he may, on the basis solely of his own judgment, inquire into possible bias or malfunction in any of those proceedings, and make a confidential report thereon to the office of the President and to the Chairman of the Faculty Senate.

Critical Review: to help administrative functionaries (whether connected with Student Government or with faculty or administrative offices) to improve their processes, not only correct a particular inequity or injustice but also to prevent its recurrence. In carrying out this function the Ombudsman shall: be receptive to all suggestions, comments and criticism regarding the general functioning of university processes and procedures (as distinguished from individual grievances or complaints of inequity); make appropriate inquiries; make recommendations in confidence to the administrative officer who heads the particular unit involved; and report to the office of the President and to the Chairman of the Faculty Senate as to the disposition of the recommendation.

Recommendation and Report: On the basis of inquiry and experience to recommend such changes in procedure and practice as may seem to him to be appropriate, and to make final public report of his actions. In fulfilling this function, the Ombudsman shall: in addition to any recommendations submitted in connection with the foregoing functions, from time to time, make such reports and recommendations as he deems wise, directly to the office of the President and to the Chairman of the Faculty Senate, with such substantiation as may be appropriate and prepare an annual report reviewing and evaluating the activities of his office during the year, the report to be distributed to the general faculty, the members of the Student Senate, and administrative personnel.

2.45.14 The primary task of the Ombudsman shall be to serve as a confidential investigator in any specific case of alleged inequity, unfairness or maladministration. In carrying out this task, he shall be an impartial spokesman, both to the person or persons making the complaint and to the person(s) against whose performance the allegation is brought. The Ombudsman may inquire at the office of other location where the offense is alleged to have been committed, shall be given access to all
relevant guidelines, principles, rules, regulations and similar data, and shall be given access to all relevant facts in the case. He shall enjoy the complete cooperation of the faculty, administrators or students against whom complaints have been brought. He shall receive complete and courteous cooperation from any complainant. He shall carry out his work in privacy, and with full respect for the rights and immunities of all parties. All records, correspondence, and communications in the office of the Ombudsman shall be kept in a locked file under sole control of the Ombudsman.

2.45.15 Having completed his inquiries, he shall make such disposition of each case as, in his sole judgment, is best. He may dismiss the charges as without foundation or merit. He may recommend corrective action to achieve justice or equity in the particular case. He shall determine the question of equity and fairness not on the basis of opinion or bias or preference, but on the basis of whether or not the rules, guidelines, and other governing statutes have been followed honestly and fairly without undue delay. If he finds that a particular rule or regulation or statute is itself unfair or makes for inequity, he shall convey that finding to the office of the President and to the Chairman of the Faculty Senate; but he shall not at the same time make a finding against an individual who has faithfully adhered to the guidelines then governing the case.

Should the Ombudsman arrive at conclusions which are critical of the operations and practices of the office of the President, or of the presidential disposition of cases duly reported by the Ombudsman to the President, he shall so inform the President; and if there is no resolution of the problem which is satisfactory to him the Ombudsman may take the matter directly to the Chairman of the Board of Regents, informing the President - before he does so.

2.45.16 Powers of the Ombudsman shall include: access to all records pertinent to any allegation of inequity or injustice or other grievance coming under his jurisdiction; the right to inquire of any officer of instruction or of administration, or of any member of the clerical and custodial staffs, or of any student, in connection with his proper inquiries and to receive full and complete answers; the right to mediate or otherwise arrive at a compromise or to arrive at his own proposal for solution of the problem at hand; the right to present his recommendations for solution to the parties involved and to report such recommendations to the supervisory officers of the person(s) involved and to the office of the President and to the Chairman of the Faculty Senate; and having completed the foregoing process in confidence, the right to make a final public report on the matter.
2.45.17 The Ombudsman shall be assisted by a student who shall be nominated by the Student Senate and appointed by the President of the University. The Ombudsman's Student Assistant shall perform his duties in consultation with and under the direction of the Ombudsman, shall serve a one-year term, and shall be eligible to succeed himself. The Ombudsman's Student Assistant shall receive a stipend of $500 per semester, to be paid by the University.

2.45.18 The Ombudsman shall use the facilities of his regular departmental office. His teaching load shall be adjusted in consultation with his departmental chairman, his Dean, and the Academic Vice-President. Every effort shall be made to reduce his teaching load appropriately. He shall be free of all committee assignments, student advising and other similar duties, during his term of office. Upon the completion of the initial two-year term of the Ombudsman, the provisions of the office as described in this paragraph shall be reviewed by the Faculty Senate.

CHANGE No. 6  (Bill #71-72-11)

Change 5.77.10 to read: The Educational Policy Committee
The purpose of this committee shall be to advise the President and the Faculty Senate. Its reports and recommendations may be addressed to either, but shall be made available to both. The committee shall study and make recommendations to the President and/or the Faculty Senate regarding matters of general polices affecting the University at large, such as: interpretation of the mission of the University, within the general outlines laid down by state law and the Board of Regents, and its relation to needs of the state, the nation and society; needs for expansion, undergraduate and graduate; and relationship of the University with secondary schools, proposed community colleges, junior colleges and technical institutes. It shall be the responsibility of this committee to conduct an annual fiscal review of all programs, existing and newly approved, and to recommend to Faculty Senate and President fiscal priorities for all programs.

CHANGE No. 7  (Bill #71-72-12)

Change 5.77.12 to read: The committee shall comprise the President as chairman; the executive committee of the Faculty Senate; the chairman and vice chairman of the immediately past Faculty Senate (if either or both are unable to serve, replacements shall be chosen from the immediately past executive committee by the chairman of that committee); the deans of the colleges and schools, the President of the Administrative Staff Association
(or his designated representative) and any other faculty members or officers of the university the President may name, not exceeding three in number.

CHANGE No. 8 (Bill #71-72-13)

Change 8.56.10 to read: Full-time undergraduate students who have achieved certain levels of academic excellence in any semester shall be honored at the end of that semester by inclusion of their names on the "Dean's List." The Registrar will publish lists of students who have attained the required quality point average. A student may qualify for the Dean's List if he has completed 12 or more credits for letter grades in a semester. Freshmen and sophomores shall qualify by achieving a 3.0 quality point average; juniors and seniors, a 3.2 quality point average.

R. A. Netter  
R. C. Skogley  
R. P. Sorlien  
G. E. Osborne, Chairman