

November 22, 1976

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THE UNIVERSITY OF MANITOBA

# Inter-Departmental Correspondence

DATE November 12, 1976

TO MEMBERS OF THE EXECUTIVE COMMITTEE OF FACULTY COUNCIL OF SCIENCE

FROM G. Richardson, Secretary

*GR*

SUBJECT:

The forty-fourth meeting of the Executive Committee of Faculty Council has been called for Monday, November 22, 1976 at 2:40 p.m. in the Faculty Conference Room, 250 Allen Building.

### A G E N D A

1. ~~Approval of the minutes of the forty-third meeting.~~
2. ~~Matters Arising~~
  - (i) ~~Disposition of the Earth Sciences course change request which resulted from a timetable conflict with Physics.~~
  - (ii) ~~Results of Dean Connor's meeting with the Senior Executive re putting notice in Bulletin of Science Faculty academic staff vacancies.~~
3. ~~Communications~~
4. ~~Approval of the Earth Sciences departmental council by-laws (copy attached)~~
5. ~~Further discussion on guidelines for promotion (copy of Faculty of Arts proposed guidelines attached).~~
6. ~~Request from Continuing Education regarding proposed changes to Summer Session (material attached).~~
7. ~~Other business.~~

/fk  
enclosures

November 24, 1976

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Minutes of the Forty-Fourth Meeting of the Executive Committee of Faculty Council, held on Monday, November 22, 1976 at 2:40 p.m. in the Faculty Conference Room, 250 Allen Building.

Members Present: Dean R.D. Connor, Chairman; Professors N.E.R. Campbell, I. Cooke, P.K. Isaac, K. Subrahmaniam, N. Davison, C.R. Platt, A. Olchowecki, G.G.C. Robinson, H. Duckworth, Ms. H. Peat and Mr. G. Richardson, Secretary.

Regrets: Professor D. Burton.

1. Approval of the Minutes of the Forty-Third Meeting.

The Minutes of the Forty-Third meeting held on Wednesday, October 6, 1976 were approved as circulated. Davison (Campbell).

2. Matters Arising:

(i) Dean Cooke stated that the timetable conflict that had caused the Department of Earth Science to request a course change had now been solved and the department had withdrawn its course change.

(ii) The Chairman indicated that he had written to the Senior Administration requesting advice on the suggestion that staff vacancies be published in the Bulletin. To date he has not received a reply from the Vice President.

3. Communications.

There were no communications.

4. Earth Sciences' Departmental Council By-Law.

Discussion on the department's by-law raised the following points:

(i) pg. 1. I 1. (b): It was suggested that the first sentence be changed to read: "Five full-time students registered in Earth Sciences ..."

(ii) pg. 1. I 1. (b) (i): The mention of pre-master's students within the group of graduates was questioned by the members. Although pre-master's students were registered with the Faculty of Graduate Studies the majority of their program was at the

undergraduate level and the members thought their inclusion would be more appropriate in an undergraduate category.

- (iii) pg. 1. I 1. (b) (ii): If both honours and majors students are going to elect a student from this particular group, it was felt that both honours and majors students should be eligible for election. As it now stood only an honours student could be elected.
- (iv) pg. 1. I 1. (b) (iv): The members suggested that the Science Senior Stick with the Head of the Department handle these annual elections of the students and that this be put into the last paragraph of (iv).
- (v) pg. 1. I 1. (b) (iv): The members questioned the level of the geophysics student; was he to be an honours or graduate student? It was also noted that graduate geology students get two votes ((i) & (iv)) while other graduate students get only one.

The Chairman suggested that if he could get clarification on these points from the department, then these by-laws go to the next Faculty Council meeting without coming back to the Executive Committee. The committee members agreed that the by-laws need not come back to their committee.

#### 6. Summer Session Questionnaire.

The Chairman indicated that the material had been sent to the Executive Committee members mainly for their information. They were not required to do anything at this time.

Although such may not be the case in Science, there were faculties on campus that were requesting an extension of the Summer School period. It was pointed out by several members that the only time most academics in Science get a chance to do any concentrated research was in the summertime. If the Summer School program was extended the amount of time left for research would be reduced and they would not favour this.

Dean Cooke stated that the reasons that Science students take Summer School courses were different from those of other faculties. Usually Science students take summer courses in order to pass failed courses or to upgrade their marks. This being so, the present

six week program was sufficiently long enough. However, he realized that students in other areas would be taking courses in Summer School for the first time in which case six weeks may not be enough time.

The Chairman thanked the members for their comments, and said that he would pass them on to Mr. G. Thompson, Summer School Director, when they met to discuss this matter.

##### 5. Academic Guidelines on Promotion

The Chairman began by saying that the newly received U.M.F.A. contract did not have the academic promotion guidelines and criteria that they had thought it would the last time this matter was discussed, consequently the need for faculty guidelines and criteria was still prevalent. Because an individual could initiate their own promotion requests anytime they wished, department heads would now have to make decisions with advice from their faculty members on cases they themselves did not put forth. Heads have to have some guidelines in order to base their decisions. At the moment they were doing well on an ad hoc basis.

The Chairman also pointed out that Heads had the assistance of committees set up to advise him on each of the cases. At this moment, the final faculty decision rested solely with the Dean, he had no such committee to call upon for advice. The Chairman stated that he felt it would be appropriate and even necessary at this time, to have such a committee set up to advise him. In proposing such a committee he said that he envisaged a committee structured similar to that of the faculty based tenure committees. A pool of faculty members would be established and he would draw from this pool the members necessary to make up the various committees which would meet with the department representatives. It would be the committee's duty to ensure uniformity across the faculty and to advise the Dean on each individual case. Although he felt the committee would have the power to recommend 'no' to a departmental recommendation, the final faculty decision would rest with the Dean. Hopefully this committee would gather from each of the departments their criteria for promotion and from these establish a basic set of faculty guidelines.

The Chairman indicated that he had not had much time to determine all the details of this committee or its procedures but if the Executive thought that the idea had merit then he would produce a draft for this committee to study. He said that he hoped that by the time next year's promotions are due, this committee and its guidelines will have been accepted by the faculty.

The Executive agreed that the Dean should proceed with the draft of this document.

There being no further business the meeting adjourned at 4:13 p.m.

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