MEMORANDUM TO: President Dero G. Downing

After submitting its recommendation to you in February regarding the proposed Faculty Senate Constitution, the Faculty Participation Committee felt that it had accomplished the major task you assigned to it in your initial directive. However, in order to provide additional advice to you on the issue of faculty participation, the committee has been studying areas of possible increased participation at the departmental and college levels. We obtained written comments from a number of faculty members on how participation might be increased at these levels. The committee has focused most directly on participation at the departmental level since this is the area most immediate to the individual faculty member and it seemed to be a logical starting point in our deliberations. The committee does wish to stress, however, that faculty comments expressed greater concern over participation at the college level than at the departmental level. We recommend, therefore, that each college provide for effective faculty participation in the consideration of college affairs.

The suggestions contained in the attached report represent the majority view of our committee on more effective participation at the departmental level. We hope you will find our proposals to be a helpful guide as you proceed in your efforts to provide avenues for faculty participation at Western.

The committee feels that it has discharged its responsibilities and suggests that the matters treated in the enclosed progress report, this transmittal letter, and other similar proposals relating to faculty participation and improved communications be referred to the Faculty Senate for consideration.

Sincerely,

Members of the Faculty Participation Committee

Dr. Delbert Hayden, Co-Chairman
Mr. William E. Bivin
Dr. L. D. Brown
Dr. Raymond L. Cravens
Dr. Elsie J. Dotson
Dr. Gene C. Farley
Dr. Jack O. Hall, Jr.
Dr. Lowell H. Harrison

Dr. James L. Davis, Co-Chairman
Dr. Carl Kreisler
Dr. J. T. Sandefur
Dr. H. E. Shadowen
Dr. Jack W. Thacker
Miss Lysbeth Wallace
Mrs. Eunice Wells
Dr. Randy York
PROGRESS REPORT TO THE PRESIDENT
FROM
THE FACULTY PARTICIPATION COMMITTEE

In order to achieve participation of the faculty at the departmental level, it is suggested that:

I. Uniform Guidelines be established

1. Recommendations from the department head concerning such substantive matters as additions or deletions in course offerings, changes in requirements for departmental majors, faculty recruitment and appointment, the formation of the departmental budget request, and other departmental concerns be forwarded after the departmental faculty have had opportunity to meet and discuss these concerns. If a majority of the departmental faculty disagree with the recommendations of the department head, they may request him/her to forward their recommendations to the college dean. Each department should develop a specific plan for the implementation of this policy.

2. Recommendations concerning rank and promotion should follow procedures similar to those provided for in the tenure policy.

II. Procedures for selection and reappointment of Department Heads

1. Department heads should continue to have the opportunity to serve and then return to their full-time faculty assignments, should they so choose.

2. Department heads should continue to be appointed on an annual basis with a yearly review by the dean of the college. As part of the total review process, the Dean should solicit biennially standard written information from each member of the departmental faculty. The form used to solicit written information should be developed and administered within each college and should contain clearly established performance criteria.

At the end of each year of service, the department head may elect to return to his/her other duties. At the end of four years, however, should he/she express a desire to continue in that position, the dean should solicit the opinion of each faculty member in that department. After this consultative process and after meeting with any other groups or individuals of the dean's choosing, the dean should decide whether or not to recommend reappointment of the department head.
Should the incumbent department head not wish to serve again or not be recommended for reappointment, the dean of the college is to initiate a search for a new department head. The department concerned is to recommend candidates for the position, coming either from within or outside the department (assuming the budget permits this option). After consultation with departmental members, and other groups or individuals of his/her choosing, the dean is to recommend the appointment of a new department head.