

## Trustee Document T70-62A

*The Morris Report is included here as a historical document. It is the original document that established shared governance on the Amherst campus. It has been replaced by a later modification, T73-098, the "Wellman Document."*

### FACULTY SENATE UM/A PROPOSAL ON FACULTY PARTICIPATION IN UNIVERSITY GOVERNMENT--JUNE 1969

Be it resolved that the Board of Trustees of the University of Massachusetts hereby adopts the following policies for the improvement of faculty participation in University decision-making:

1. The Board of Trustees endorses the concept of faculty participation in decision-making pertaining to academic matters and personnel policies at all levels of the University of Massachusetts, Amherst, its schools and colleges, and its departments. The structure through which this participation takes place in the case of each successive level--whether through college or school senates, executive committees, or the entire faculty (in the case of small departments)--shall be recommended by a vote of the faculty concerned. The faculty membership of such representative bodies shall be elected. The college or school senates, executive committees, or the entire faculty shall adopt bylaws governing their meetings and the establishment and functioning of their committees.
2. The Board of Trustees, through the Secretary, will undertake to publish, keep current, distribute to all members of the faculty and administration, and make available for distribution to other interested persons a code of policies and procedures relating to the government of the University of Massachusetts.
3. The Board of Trustees will cooperate with the Faculty Senate Committee on Committees (Amherst campus) in exploring the possibility and desirability of adding trustees to some standing committees of the Faculty Senate.
4. The Board of Trustees endorses the following principles with respect to faculty participation in Trustee meetings:
  - a. The Faculty Senate representative to the Board of Trustees, and a similar representative from UM/Boston and UM/Worcester, shall be admitted to all sessions of the Trustees, including closed to the public sessions.
  - b. The faculty representatives to the Board of Trustees shall be given the privilege of speaking at meetings of the Trustees, and
  - c. Faculty members shall be appointed to attend committees of the Trustees with the privilege of speaking.
5. The Trustees gives its approval to the establishment of a Conference Group of equal numbers of trustees, administrators, students and faculty, to be appointed each year. The Conference Group will meet at least twice a year in order to discuss matters of common concern. The number of trustees and thus of administrators, students and faculty shall be \_\_\_\_\_ (as determined by the Trustees). The faculty members will be appointed by the Committee on Committees, and the student members will be appointed as specified by the Student Senate and the Graduate Student Senate.
6. When a major administrative officer of UM/Amherst is to be appointed the Senate, Committee on Committees shall appoint an ad hoc committee of representative faculty members to serve with a like number of persons selected by the Chancellor together with appropriate representation of undergraduate and graduate students selected in accordance with the usual procedures of appointment used by representative assemblies of the undergraduate and graduate students selected in accordance with the procedures of a representative faculty, body of that College or School, and two

undergraduate students and one graduate student selected in accordance with their usual procedures of appointment.

7. When a new building is to be planned and constructed, the Chancellor shall appoint an ad hoc committee, which shall contain representatives of the faculty of the departments most concerned, to advise the Provost, architect, treasurer, and other parties concerned in the planning and design of the building. The faculty representatives shall be appointed following consultation with the Department Heads or Chairmen and deans most concerned and with the Chairman of the Committee on Committees of the Faculty Senate.
8. The Board of Trustees endorses the following principles for the formation and conduct of personnel committees in departments and in schools or colleges without departmental structure. Any previously adopted policy on such personnel committees which is not compatible with these principles is hereby rescinded.
  - a. The trustees affirm their belief in the desirability of each department and college or school having a personnel committee.
  - b. Annually, each Department or College or School without a departmental structure shall, by secret ballot of its faculty, determine whether or not it wishes to have a personnel committee.
  - c. The Faculty members in each department and college or school without departmental structure shall determine by written ballot how its personnel committee shall be formed and shall elect such members as are to be elected. Each September the faculties of the respective administrative units shall have the opportunity to move changes in the structure of the committees but no further changes shall take place within that academic year.
  - d. The Personnel Committee of each administrative unit shall elect its own Chairman. Normally the Head or Chairman of the Department shall attend its meetings but the Personnel Committee shall have the option of holding occasional meetings without the presence of the department Head or Chairman or Dean if it so desires. Minutes of all meetings shall be kept and shall be available to the Department Head or Chairman, the Dean, and the members of the Personnel Committee.
  - e. The Chairman of the Personnel Committee shall inform the members of the faculty as to recommendations taken concerning them and the reasons therefore, prior to the time he transmits the information to the next administrative unit.
  - f. The Personnel Committee shall give its recommendations on all personnel matters.
  - g. Votes by the Personnel Committees on personnel actions shall be by secret ballot unless unanimously waived.
  - h. The Personnel Committees' recommendations and reports shall accompany the personnel action throughout its entire consideration.
  - i. The Personnel Committee of the Department shall be informed by the Department Head or Chairman of any personnel recommendation which he is making to the Dean. The Dean shall similarly notify the college or school Personnel Committee of his recommendations.
  - j. If, at any level, decisions are made which are at substantial variance with those of the Personnel Committee of the Department, the reasons for this decision shall be communicated to the department Head or Chairman in time for him to discuss the matter with the Personnel Committee before final action is taken.
9. The members of each department shall by secret ballot and majority vote, determine whether they shall have a Department Head or Department Chairman, subject to veto by the Provost. Such action may be reconsidered after majority vote in a regularly called departmental faculty meeting whenever the office of Head or Chairman becomes vacant.

DEFINITION: The basic distinction between a head and a chairman is understood to turn on the question of where the responsibility for administrative recommendations lies. In the case of a head, the recommending initiative lies with the head, with advisory faculty votes accompanying the head's recommendations. In the case of a chairman, it is the vote of the faculty, which governs the

departmental recommendation, with the chairman's opinion accompanying the departmental recommendation. In either case, the head or chairman is expected to be an educational leader, the chief recruiter of personnel, the chief executive of the department, and the departmental spokesman.

10. The Board of Trustees endorses the following procedures for selection and resignation or removal of department Heads or Chairmen. Any previously adopted procedure on this matter which is incompatible with these principles is hereby rescinded.
  - a. When a Head or Chairman is being sought, the dean, after consulting with the Personnel Committee of the Department, shall appoint a Search Committee. The majority of the search Committee shall be members of the department seeking a head or chairman, but the membership of the Committee shall also contain representatives of closely related departments.
  - b. When the Search Committee has a candidate or candidates to offer, it shall present the name or names to both the Dean and the Department for approval. If not accepted by both the Dean and a majority of the faculty member sin the department, the Dean shall meet with the department to discuss the matter. If no agreement is reached, the matter of appointment shall be referred to the Provost for settlement.
  - c. The term of appointment of the Head or Chairman shall be indefinite but no permanent tenure in the position shall be acquired. At intervals of not more than three years the Personnel Committee shall meet and report to the Dean on the progress of the Department and the performance of the Department Head or Chairman. The Dean shall periodically conduct his own review and, together with any original report of the Personnel Committee, shall send his report and recommendation concerning further continuance of the Head or Chairman to the Provost.
  - d. If the head or Chairman wishes to resign he shall resign to both Dean and Department. If the dean and Department disagree on its acceptance, the matter shall be referred to the Provost.
  - e. If, at any time, the department or any sizeable proportion of it should petition the Dean for removal of the Head or Chairman or the Dean seeks his removal, the Dean shall consult with the Department and Head or Chairman in the manner he thinks best in the interest of harmony. In the case of disagreement, the matter shall be referred to the Provost.