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Minutes from the December 11, 1942 meeting of the University of Montana faculty

Montana State University (Missoula, Mont.). Faculty

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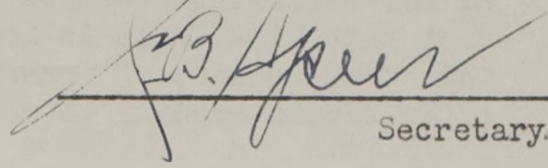
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final examinations for the Winter Quarter be given in the class rooms, according to a schedule and under supervision to be fixed by the Schedule Committee and the Registrar's Office; that the student body be advised of this experiment before December examinations, and be urged to observe and discuss the merits of the two different plans, with a view to being asked for a vote of preference early in the Spring Quarter; and that the faculty make its final decision on the examination question after it has observed the experiment and studied the reaction of the students in the spring. On motion of Freeman the recommendation was unanimously adopted.

6. There being no further business before the faculty the meeting adjourned.


Secretary *J.B.*

December 11, 1942

1. A meeting of the faculty was held at 4:10 p.m. on Friday, December 11, on the call of Vice-President Leaphart, who presided.

The following members were present: Anderson, Armsby, Arnoldson, Atkinson, Bateman, Bennett, Bloom, Briggs, Browman, Carey, Castle, Chatland, W.P. Clark, Cogswell, Coleman, Crowder, Diettert, Dubisch, Ely, Ephron, Fatzer, Feighner, Ferguson, Fiedler, Ford, Freeman, Hathaway, Haydon, Hetler, Housman, Jesse, Kopet, Kramer, Leaphart, Line, Lowell, Marvin, Masley, McGinnis, Merriam, Mirrielees, Mollett, Morris, Platt, Sappenfield, Sanford, Severy, Shallenberger, Sorge, M. B. Swearingen, T. G. Swearingen, Tascher, Teel, Toelle, Waters, White, Wilhelm, Wilson, Wren, Wright.

The following members were accounted for: Ames, Badgley, Bell, Brady, Campbell, Carpenter, F.G. Clark, Daughters, Egbert, Flint, Gleason, Grady, Hertler, Hoffman, Howard, Lester, MacArthur, Markus, Melby, Merrill, Miller, Peterson, Ramskill, Schreiber, Stimson, Spaulding, J. B. Speer, Lucile Speer, Thomas, Weisberg.

2. The minutes of the meeting of November 24 were approved.

3. The following announcements were made:

a. By Vice-President Leaphart:

- (1) In order that members of the teaching staff may be easily reached during the Christmas holidays, they are asked to leave their addresses in the President's Office when they leave town. No formal request for leave is required of the teaching staff after grades are turned in. However, members of the administrative staff who plan to be away during the holidays are asked to file the usual requests for leave of absence in the President's Office.
- (2) President Melby will appreciate it if the inquiry blanks regarding faculty study of the role of the University in wartime and during the post-war period are returned to his office by Thursday, December 17.

b. By Dean Jesse:

- (1) Grades are due in the Registrar's Office at 4:00 p.m. on Saturday, December 19.

4. Professor Atkinson presented the revised recommendations of the Special Salary Policy Committee and moved that the report be accepted. The motion was seconded by Mollett. Discussion followed, after which Professor Hetler made a motion to amend III,3, that a minimum salary be established for each rank; that no upper limits be placed upon salaries, and that there be no set number of years for remaining in a given salary group. The motion failed for lack of a second. Dr. Merriam discussed III, 7, and made a motion to amend this provision to include the chairman of the division concerned in the proposed committee. Castle seconded the motion, and the motion to amend section III,7, was approved. With this amendment the faculty then voted to approve the entire proposal as presented by the Special Committee. (For entire report see page 312)

5. Reports of Committees:

- a. Dean Jesse presented the report of the Committee on Admission and Graduation Enlarged for Administrative Action.

1. Re: Robert Byers Emrick. Mr. Emrick petitioned to be allowed to count 5 credits of Chemistry 101, a continuous course, toward his total credit requirement for graduation without completing the second quarter of the course. Since Mr. Emrick will complete all other requirements for graduation at the end of the autumn quarter at which time he will receive his commission and go into active service in the Armed Forces, his petition was granted.
 2. Re: Freda Erfle. Miss Erfle petitioned to be allowed to count 12 credits of correspondence work of the last 45 required for a degree. In view of the fact that Miss Erfle is in Alaska at present and is unable to be in residence this year because of transportation difficulties, and because she expects to offer excess credits (2 more summer's attendance) her petition was granted.
 3. Orval F. Erwin. Mr. Erwin petitioned to be allowed to graduate at the end of the autumn quarter without earning a sufficient number of grade points to cover 3 credits of work earned in Forestry Field Work. In view of the fact that Mr. Erwin is spending all of his time until he goes into the Army Air corps with C. A. A. work for which no credit is given, and because he will receive his degree in Botany in which Field Work is not counted, his petition was granted.
 4. Re: Pete Kamps. Mr. Kamps petitioned to be allowed to count 13 credits of correspondence work of the last 45 required for a degree. In view of the fact that Mr. Kamps has completed all of his other credits in residence at Montana State University and because he will be unable to return for residence work his petition was granted.
 5. Re: Josephine Lindquist. Miss Lindquist petitioned to be allowed to have 10 credits of extension work counted as residence work toward graduation. Since Miss Lindquist completed the extension work under regular instruction on the campus in evening classes, and because she has transferred more than the maximum number of credits from other schools, her petition was granted.
 6. Re: Warren C. Lovinger. Mr. Lovinger petitioned to be allowed to count 15 credits of correspondence work of the last 45 required for a degree. Mr. Lovinger stated that he would be able to complete graduation requirements in residence last summer if the correspondence credits already completed could be counted. The petition was granted with the provision that he attend summer school carrying a regular load of work for the ten-weeks session.
 7. Re: Alexander B. McDonald. Mr. McDonald petitioned to have his residence requirement for graduation fulfilled by attendance at two nine-weeks summer sessions and one ten-weeks session in which time he completed 41 credits of work. In view of the fact that Mr. McDonald is subject to the draft and may be called during the present school year, and because he lacks only 4 credits of completing all requirements (these to be done through correspondence), and because his residence work here has been of excellent calibre, the petition was granted.
- b. The Committee on Admission and Graduation, Ames, Chairman, (in absence of Ames, Dr. Jesse presented the report) reported that all candidates accepted at the last meeting of the faculty held on August 13, 1942 (list No. 12) have completed their requirements for their respective degrees and certificates with the exception of the following:
- I. For the degree of Bachelor of Arts:
 PSYCHOLOGY AND PHILOSOPHY
 Jean S. Knapp
 - II. For the degree of Bachelor of Arts in Business Administration:
 Eleanor Carolyn Sporleder
 - III. For the degree of Master of Education:
 Joseph Stefan Persha
- c. The following candidates for degrees and certificates (List No. 13) at the close of the autumn quarter, December 17, 1942, were submitted to the Faculty, subject to provision that all requirements for the respective degrees and certificates be completed in accordance with faculty rules: The recommendation for approval was unanimously adopted.

RECOMMENDED BY COMMITTEE ON ADMISSION AND GRADUATION, AMES, CHAIRMAN

	Credits in	Total
I. <u>For the degree of Bachelor of Arts:</u>	<u>Major Subject</u>	<u>Credits</u>

BACTERIOLOGY AND HYGIENE		
Rosie Todd Daugherty (Mrs.)	40	180
BOTANY		
Orval F. Erwin	51	271 $\frac{1}{2}$
ECONOMICS AND SOCIOLOGY		
Virginia Brashear Emrick (Mrs.)	54	186
Paul Donald Tweto	52	190
ENGLISH		
R. E. Finney, Jr.	52 $\frac{1}{2}$	184 $\frac{3}{4}$
GEOLOGY		
Ronald Jesse Rice	60	197
PHYSICS		
Robert Frank Ness	44	186 $\frac{1}{2}$
SPANISH		
William Edwin Swartz	29 $\frac{1}{2}$ H.S.	204
(Bachelor of Arts in Journalism, June 1942)		
II. <u>For the degree of Bachelor of Arts in Business Administration:</u>		
Robert Byers Emrick	53	186
Lewis Barlow Ghirardo	55	186
Willard F. Manning	54	186
Ronald V. Orman	67	199
Robert Stephen Sprinkle	50	181
Wayne Alfred Wendt	68	185 $\frac{1}{2}$
III. <u>For the degree of Bachelor of Arts in Education:</u>		
William George O' Billovich	42	207
IV. <u>For the degree of Bachelor of Science in Forestry:</u>		
John W. Venrick	105	186
V. <u>For the degree of Bachelor of Arts in Journalism:</u>		
Arretta C. Dobrovolny	44	192
VI. <u>For the University Certificate of Qualification to Teach:</u>		
<u>Name</u>	<u>Major</u>	<u>Minors</u>
Grace Eva Margaret Madden	English	History and Political Science, Music
William George O'Billovich	Education	English, History and Political Science, Math.
Orley Cortlandt Short	Education	Geography, History and Political Science, Math.
Mary Enid Thornton	Econ. & Sociol. English	Latin
Dorothy Jordan Warren	English	French, Spanish

RECOMMENDED BY COMMITTEE ON GRADUATE STUDY, BATEMAN, CHAIRMAN

	<u>Total Credits</u>
I. <u>For the degree of Master of Arts:</u>	
ZOOLOGY	
George Weisel, Jr.	30 $\frac{1}{3}$
B.A., Montana State University, 1941	
Thesis: The Morphology of Maturing and Matured Testes of the Sockeye Salmon (<i>Oncorhynchus nerka</i>); With a Comparison to the Testes of the Rainbow Trout (<i>Salmo gairdnerii</i>).	
Board of Examiners:	
Castle, Chairman	
Browman	
Howard	
Index: 2.80	
II. <u>For the degree of Master of Science:</u>	
PHARMACY	
James O. Hoppe	31 $\frac{1}{2}$
B.S., Montana State University, 1940	
Thesis: An Efficient and Inexpensive Method for the Biological Assay of Tincture of Aconite.	
Board of Examiners:	
Mollett, Chairman	
Browman	
Howard	
Suchy	
Index: 2.49	

III. For the degree of Master of Education:

Montana Josephine Grady 40
 B.A., in Bus. Adminis., Montana State University, 1931
 Board of Examiners:
 Daughters, Chairman
 Ames
 Anderson
 Index: 2.28

Joseph Stefan Persha 40
 B.A. in Educ., Montana State University, 1937
 Board of Examiners:
 Ames, Chairman
 Bennett
 Gilliland
 Index: 2.06

- e. Professor Carey reported for the Committee on Faculty Affairs that not all faculty members have paid the annual assessment.
- f. Dr. Waters reported for the N.Y.A. Projects Committee that projects for the winter quarter are now due. He stated also that the plans for N.Y.A. for the remainder of the year are very uncertain since no definite statement has been made by the government regarding the continuance of these funds.
- g. Dr. Bennett reported on the purchase of War Bonds and Stamps by the University staff for the month of November and urged that purchases during the coming months be raised to at least ten per cent, and that all purchases be reported to the Business Office on the monthly report form.

6. Professor Atkinson moved that the Special Salary Policy Committee which had made the study and presented the report be discharged since the work was completed. The motion was seconded and approved.

7. Professor Atkinson then moved that the President appoint a Special Salary and Rank Research Committee composed of five members, one from each rank (instructor, assistant professor, associate professor, professor, and chairman or dean) to carry on an extended study of salary and rank policies, and such a committee to report back to the faculty at any time within the next three years. The motion was seconded and approved.

Following is the complete report submitted by Mr. Atkinson including the amendment to Section III,7.

Recommendations of the Special Salary Policy Committee

The Special Salary Policy Committee recommends to the Faculty that the Faculty, in turn, recommend to the President that he adopt a salary and rank policy similar to, and as nearly as possible in keeping with, the following proposals.

I. Classification

1. The educational staff should be classified as follows:
 - Class 1. All full-time members of the teaching and research staff not included in other classes.
 - Class 2. Academic deans and department chairmen.
 - Class 3. Vice-president, administrative deans, and any other persons with special administrative functions.
 - Class 4. Part-time teachers, part-time researchers, special lecturers, visiting professors, and miscellaneous.
2. Individual members of the staff should be assigned to one of the above four classes by a special "classification committee" composed of the president, vice-president, and the dean of the faculty.

II. Qualifications

1. While emphasis should be placed upon actual achievement and quality of service, training should be taken into account--possibly to the extent of fixing lower maximum salaries for those who are definitely deficient in training.
2. The Ph.D. or comparable degree should be required for regular promotion and maximum salary; provided that, if recommended by the dean of the school, or department chairman and approved by the president and the dean of the faculty qualifications may be measured in terms of other degrees, graduate work or equivalents.

1. Regular faculty members, without experience, should normally be assigned the rank of Instructor for the first four years,
Assistant professor for the next six years,
Associate professor for the next six years, and
Professor for the remainder of the time of service.
2. Regular members of class 1, without experience, should normally be given a beginning salary of \$1900. Regular members of the faculty should normally be given an annual promotional increase in salary until the maximum (if there be one) shall have been reached. This annual promotional increase should be as large as the budget for that particular year will allow and should apply equally to all members of class 1 and class 2 except those who are assigned higher or lower salaries as provided for in III7 or III9.

Example: (Based on annual promotional increase of \$125 per year until maximum is reached)

Instructor: first 4 years	\$1900-2275
Ass't. Prof: next 6 years	2400-3025
Assoc. Prof: next 6 years	3150-3775
Professor:	3900-

Plus \$200 for academic dean or chairman of department at any level.

3. If a newly employed person has experience he should normally be given "prior service credit." The "prior service credit" should be evaluated by the committee provided for in III7 or III9, whichever shall apply.
4. Whenever a person in class 1 or class 2 is assigned a salary higher or lower than whatever is normally provided for in III2, 3 or 5 in accordance with provisions of III7 or III9, his rank should be adjusted accordingly so that the salaries of those of a certain rank will normally be within the limits of a certain salary range.
5. When a staff member is promoted to class 2, he should receive a \$200 increase in salary in addition to his regular annual promotional salary increase. Thereafter, he should receive the regular annual promotional increase provided for in III2, so long as he remains in class 2.
6. Salaries for those in class 3 and 4 should be at the discretion of the president.
7. Individuals in class 1 may be assigned salaries and ranks higher or lower than those listed in the schedule by a committee composed of the president, the vice-president, the dean of the faculty, the academic dean or department chairman concerned, and the chairman of the division concerned; provided that, the two representatives of the group concerned on the Budget and Policy Committee shall be consulted before such action is taken.
8. Any person who has failed to receive the normal increase in salary for two successive years or any person not promoted at the normal time for promotion of his rank should have his case reviewed during the spring quarter by the committee set up in III7. The person should be invited to attend the review of his case.

Any person who is dissatisfied with his salary or rank assignment should be permitted to present his case to the committee upon his written request.
9. The salaries and ranks of individuals in class 2 should normally be assigned in accordance with the provisions of III (1,2,3,4, and 5). Salaries and ranks, for individuals in class 2, above or below the normal schedule should be assigned by a committee composed of the president, the vice-president and the dean of the faculty.

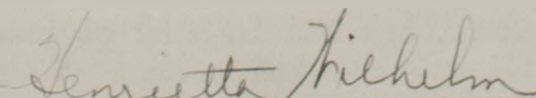
IV. Sabbatical Leaves

It is recommended that the president urge the restoration of sabbatical leave.

V. Status of Staff Members on Leave

It is recommended that a regular member of the educational staff on leave maintain his promotional status in salary and rank for one year. The status of those returning from a leave of more than one year should be determined by the committee designated in III7 above.

There being no further business before the faculty the meeting adjourned.


Acting Secretary