



## UNIVERSITY GOVERNANCE RECORD

The December meeting of the University Faculty will be held on Monday, December 6, 2004, beginning at 5:00 PM in the Langone Center Forum. Professor Martin Ligare will preside. If there are any amendments to the November, 2004 minutes, please send them to Philippe Dubois, Secretary of the Faculty, in advance of the meeting.

### **AGENDA**

#### **1. Announcements and remarks by the President and members of his staff**

#### **2. Announcements by the Chair of the Faculty**

Nominations for one-semester replacement on CAFT in untenured slot. The CAFT nominating committee nominates David Mitchell; additional nominations may be made from the floor.

#### **3. New Business**

##### **a. Report from Committee on Planning and Budget: Ben Marsh**

1. The Trustees suggested that the raise to continuing faculty might be somewhat higher than the 4.3% recommended by the campus if additional funds would be distributed differentially to raise the average salary of the ranks -- especially assistant professor -- that are at the greatest disadvantage in comparison to peer schools. CPB is in communication with the Faculty and Academic Personnel Committee about how they would allocate such a raise. The actual size of the increase will be determined as the rest of the budget gets finalized.
2. Trustees expressed renewed concern about benefits costs, especially the university's retiree health care plan. It is very generous compared to those of our peers, and it is seen as an unsustainable and unlimited future liability by some. CPB will be considering ways to manage benefits costs during the Spring semester, picking up on the work of the ad hoc "Campus Benefits Advisory Group". The changes now being discussed would be focused on future retirees, not those presently retired.
3. CPB has not yet reached a conclusion about the comprehensive fee increase. This year's increase should be very similar to recent increases; significant movement in pricing would await completion of the strategic plan. Presently we are looking at a narrow range, between 5.9 and 6.3%.

**b. Motion from Committee on Instruction: Tom Cassidy**

The Committee on Instruction moves that the Faculty adopt the following FINAL EXAM POLICY.

THE FACULTY RECOMMENDS THAT ALL COURSES BE CONCLUDED WITH A FINAL EXAMINATION that stresses the integration of the course material unless inapplicable to the subject matter.

1. From 7 a.m. the Wednesday following the last day of class to the end of the period of final examinations, no student events of any kind other than voluntary review sessions may be scheduled either officially or unofficially; including: additional class hours, meetings, seminars, social events, athletic games, professional interviews, special programs, or any examinations beyond the final exams scheduled through the Registrar's office.
2. The dates for final examinations are given in the University Calendar. In no case may a final examination, including a take-home examination, be administered or fall due in advance of the time appointed for the final examination. Students are expected to lodge a complaint with the dean of the appropriate college should their instructor violate this regulation.
3. Individual faculty members may not reschedule final exams for individual students without approval of the associate dean of the student's college.
4. A student may be excused from a final examination in the case of serious illness or other grave emergency. Such excuses can only be authorized by the associate dean of the student's college. In such cases, make-up examinations will be given at such time as the instructor appoints.
5. Students who wish to reschedule an exam in order to participate in a culminating academic event or culminating varsity-level athletic event may be allowed to do so upon the agreement of the associate dean of the student's college and the faculty member whose exam conflicts with the event. In order to be eligible for this accommodation, the student must be an active participant in the event; the event must be scheduled by a non-Bucknell organization; and there must be no suitable alternative to the event.
6. The University policy regarding the last week of classes and the final examination period will be posted each semester on the Registrar's office web page.

**c. Report from Committee on Instruction: Tom Cassidy**

Medical excuses from class.

Deans Garrett and Marosi, in consultation with COI, Don Stechschulte Jr. MD, and concerned faculty members, have written the following revised policy for medical excuses from class.

## **REVISED POLICY FOR MEDICAL EXCUSES FROM CLASS**

**Each professor has his or her own attendance policy, and if it's not printed on your syllabus, you should ask about it. It's your responsibility to know each professor's policy and what counts as an excused absence.**

If you are too sick to go to class, you should notify your instructor. If you go to Student Health Services and the doctor determines that you need to be out of class for three days or more, s/he will call the appropriate Dean's Office so that we can notify your instructors that you will be out. The doctors will not provide excuses for routine illnesses that don't require you to miss class. If you want to give your professors permission to call SHS and verify that you were seen, you need to sign a form at SHS that will be kept in your file for one week. You will need to fill out a new form every time with the names of your current professors.

If you miss an exam or other significant academic exercise for health reasons, you should notify your professor that you are ill and go to Student Health Services for treatment. If the doctor agrees you are too sick to take the exam, s/he will call the appropriate Dean's Office and they will send a memo to your instructors.

Routine illnesses (headache, cold, sore throat, nausea, cystitis, etc.) may not be sufficient to excuse a student from an exam. This is at the discretion of the faculty member, who (with your permission, as detailed above) can call SHS to verify that you were seen.

**Please note that the deans will not be able to provide medical excuses to your professors unless we are notified by a doctor.**

If you need to leave campus for treatment, please call the appropriate Dean's Office (Engineering or Arts and Sciences) to let us know when you are leaving and how long you will be gone. We will send a notice to your professors. Please have your doctor(s) at home contact Dr. Stechschulte so that he can keep important information about your medical history in your file here on campus.

If you need to leave campus for a non-medical reason such as a funeral, wedding, graduation, or family emergency, please call the appropriate Dean's Office as soon as possible so we can alert your professors.

**d. Motion from Committee on Instruction: Tom Cassidy**

The Committee on Instruction moves that the faculty adopt the following procedures for the administration of student evaluations of teaching.

1. Faculty members will give students adequate time to complete the evaluations.
2. The following script will be printed at the top of the evaluation forms:

Course evaluation forms are used by instructors to improve courses and by the University to evaluate instructors. The University appreciates your giving careful consideration to each of these questions. Instructors will not see your responses until after final grades have been submitted. Please do not collaborate with others on your responses.

3. Faculty members should try not to inadvertently influence the students' responses on the course evaluations.
4. Course evaluations will not be seen by faculty members until after grades are submitted. When the department office is open, someone other than the instructor will deliver the evaluations to the department's academic assistant. When the department office is closed, someone other than the instructor will seal the evaluations in an envelope and sign across the seal. Instructors will then deliver this envelope to the department's academic assistant as soon as possible.

Department academic assistants will tabulate numerical scores and type the written comments. A summary of the scores and the typed comments will be retained by the department. Photocopies of the evaluations may be made available to instructors once course grades have been submitted if there is a delay in processing the evaluation forms.