

BACKGROUND ON THE FACULTY MANUAL OF DRAKE UNIVERSITY

In July 1992 the 1992 Edition of the Faculty Manual of Drake University was released jointly by R. Barbara Gitenstein, Provost and Gary Russi, Vice President for Research and Strategic Planning. Its publication followed the efforts of successive committees over a number of years. Their work is briefly outlined below.

The Faculty Manual in existence over most of this time was dated Sept. 1968 and was issued by the office of the Vice President, Academic Administration. Various pages bear revision dates through 1977. The long period without a revised Faculty Manual meant that many faculty members never had a copy.

Around 1985 the task of revising the Faculty Manual was assigned to Lewis Hainlin, then Director of Summer Programs in the VPAA's office. He worked on the project and later provided tremendous assistance by having the existing document transferred to computer disk.

1986 Committee. A Faculty Manual Advisory Committee was appointed to work on the manual. Lew Hainlin coordinated the committee which was comprised of Fred Crane, Kaye Stoppel, Herbert Strentz and Richard Wacha. Although they suggested modifications, a finished draft did not emerge from their work.

1989 Committee. In 1989 Senate President Walter Clark appointed an Ad Hoc Committee of Lewis Hainlin, Chair; Jack Yeager and Kaye Stoppel. This was the same committee which had developed the Academic Charter and which had originally been presented with a consolidated document which included both the Academic Charter and the Faculty Manual. (See History of Academic Charter). That committee recommended dividing into two parts with the Bylaws-type material becoming the Academic Charter. The 1989 Faculty Manual Committee worked with what was left from the consolidated document, with material prepared by the 1986 Committee and other source materials.

What evolved was presented to then Senate President Kaye Stoppel. She compiled an Outline of Contents, annotated with possible changes and individuals or offices to whom various sections should be submitted for review. In December 1989, this material along with the computer disk was given to President Ferrari and shared with the Executive Committee.

During the following months under Vice Provost Gary Russi's direction, the draft was circulated to various offices. A draft revision dated Sept. 1990 was produced. In the intervening months the Faculty Senate had passed a new copyright policy, a section entitled Other Professional and Scholarly Activities and a misconduct in science policy. These had been requested for inclusion in the Faculty Manual. However, they did not appear in the Sept. 1990 draft. These and other problems with the draft made it imperative that the draft be closely examined before distribution although copies were disseminated to some administrative offices.

1991 Committee. In Oct. 1991 Faculty Senate President Robert Hariman appointed an Ad Hoc Committee to Review the Faculty Manual. The purpose of the committee was to advise the Executive Committee of the Faculty Senate regarding final approval of the Manual. Kaye Stoppel chaired this committee with members John Lytle, Richard Schwab and Herbert Strentz.

The Committee submitted its final report Nov. 22, 1991. Knowing that sections involving administrative policies had been reviewed by the appropriate officers, the Committee concentrated on noting Faculty Senate actions which were not covered completely or accurately and policies and documents which, in its opinion, should be included. Certain changes, insertions and additions were recommended before approval. Other changes were listed as desirable.

The report was approved by the Executive Committee along with the recommendation that the Executive Committee's approval should be sufficient. This was based on the fact that the Faculty Manual included sections already approved by the Faculty Senate or issued by administrative offices over which the Faculty Senate had no control. The Sept. 1990 draft then was forwarded to Vice Provost Russi for the recommended changes.

A check of the July 1992 Faculty Manual shows most of the recommended changes made. One omission was the inclusion of an Appendix which had been a part of the old Faculty Manual, the Statements on Policy and Procedure for the Dismissal of Tenured or Nontenured Faculty. This policy statement of the Standing Committee of the Faculty Senate on Academic Freedom and Tenure had been approved by the Faculty Senate in its April 1991 meeting.

The cover page also states in error that the Faculty Manual was approved by the Faculty Senate March 11, 1992. Changes in the Academic Charter were approved at that meeting, but the Faculty Manual did not come before the full Senate, only the Executive Committee and then at an earlier date.

Compiled by
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