

Kutztown University

Research Commons at Kutztown University

Senate Documents

1971

Senate Memo 1971

Kutztown University of Pennsylvania

Kutztown State College

Follow this and additional works at: <https://research.library.kutztown.edu/senatedocuments>

Commonwealth of Pennsylvania
KUTZTOWN STATE COLLEGE

TO : Members of the Faculty

FROM : Lawrence M. Stratton
President

I wish to advise you that I have approved the following policies concerning faculty passed by the Faculty Senate at its May meeting:

Class Coverage During Periods of Faculty Illness

Since it is the obvious intent of the only existing policy on faculty absences to make adequate provision for classes, absence from classes occasioned by faculty illness should also be covered. This coverage should be arranged for by the Department Head concerned who will assign the best suited faculty members available to fill in for their ill fellow on a short-term basis.

When the absence of professor is likely to be of such duration that he would miss given classes only once or twice during a semester, the Department Head may cancel such classes if arrangements for short-term substitutes cannot be adequately made because of insufficient notice or other reasons of impracticability. The Vice President of Academic Affairs shall be informed immediately upon cancellation of class.

When the illness of a faculty member is predicted to endure for a period of time that would in the opinion of the staff and the Department Head work hardship on the substituting staff and students, the Department Head shall take up the matter with the appropriate Dean and the President. If a satisfactory substitute is available and if the Dean and the President concur, the President will request permission from Harrisburg to employ the extra faculty member on a substitute basis.

Eligibility of New Administrators for Continuing Contracts

The assignment of administrators and counselors to part-time teaching shall be with the consent of the department involved. Eligibility for a continuing contract shall be contingent upon:

1. Completion of the semester hour equivalent of three years of successful teaching at this college.
2. The possession of academic credentials and experiences appropriate to the current needs of the department.
3. The recommendation of the department chairmen and appropriate deans.

Librarians with academic rank are eligible for tenure only as librarians unless they teach for a minimum of three years within

an academic department and are recommended through normal procedures for a continuing contract as a teacher within the academic department of their teaching discipline.

This will take effect with personnel hired after the adoption of this policy.

The Screening Procedure for Admission to Teacher Education

The qualifications for admission to teacher education will consist of passing a speech screening test, either passing Composition I with a mark of C or better or passing a later writing sample, and submitting a set of recommendations made by college professors and elementary or secondary professional employees who have known the candidate as a student.

May 17, 1971
ya