

UCCSN Board of Regents' Meeting Minutes

March 1-2, 1958

03-01-1958

Volume 7 - Pages 425-449

UNIVERSITY OF NEVADA REGENTS MEETING March 1, 1958

The Board of Regents met on Saturday, March 1, 1958, in Room 205, Morrill Hall, University Campus. Regents Anderson, Bastian, Broadbent, Grant, Hardy, Lombardi, Sawyer, Thompson; Comptroller Hayden, Engineer Poolman, Assistant Engineer Rogers and Acting President Wood. The meeting was called to order at 9:40 A.M. by Chairman Grant. Regent Elwell was unable to be present because of illness of his wife.

Reporters Bryn Armstrong and Stanley Hall reported for the newspapers and the Press services. Mrs. Beryl Anderson of the University staff reported for the University. Mr. Robert Tyler and Mrs. Leola Wohlfeil were present from the Legislative Counsel Bureau.

1. Minutes of Previous Meeting

Motion by Mr. Hardy, seconded by Mr. Broadbent, carried unanimously that the minutes of the meeting of February 1, 1958 be approved.

2. Comptroller's Claims

Acting President Wood called on Mr. Hayden to present the list of claims for February, 1958 as follows:

Regents Checks numbers 78-169 to 78-199 inclusive, for a total of \$436,063.17.

State Claims numbers 78-80 to 78-98 inclusive, for a total of \$262,652.17.

Motion by Mr. Thompson, seconded by Mr. Hardy, carried unanimously that the above claims be approved.

3. Candidates for Degrees

Acting President Wood presented the list of candidates for graduation as of January 25, 1958. These candidates had been approved by the faculties of the several Colleges and their records had been checked by the Registrar and the Comptroller.

Motion by Dr. Lombardi, seconded by Mr. Sawyer, carried unanimously that the candidates be approved, and that they be granted degrees, as follows:

COLLEGE OF AGRICULTURE

Currie, Pat O'Carroll	B. S. in Agric.
Depaoli, Edwin L.	B. S. in Agric.
Ferraro, Robert S.	B. S. in Agric.
Mansfield, Richard Lincoln	B. S. in Agric.

SCHOOL OF HOME ECONOMICS

Reckers, Mary Louise	B. S. in Home Econ.
----------------------	---------------------

COLLEGE OF ARTS & SCIENCE

Burgess, Barbara Riiff	B. A.
Davis, Hugh Paschal, Jr.	B. A.
Etcheto, James J.	B. A.
Hanson, John Carl	B. S.
Harvey, John Frederic	B. A.
Hawkins, John Wallis	B. A.
Longero, Jerry D.	B. A.
Montesa, John Philip	B. A.
Nason, Allura Brooker	B. A.
Pacini, Harry A.	B. S. in Chemistry
Petroni, Robert Lawrence	B. A.
Polish, Florence Gonzales	B. A.
Quilici, Basil Angelo	B. A.
Romero, Neil	B. S. in Bus. Adm.
Smith, Fred Ray	B. S.
Wiseman, Beverly Mae Griggs	B. A. in Journ.

COLLEGE OF BUSINESS ADMINISTRATION

Baker, Marvin L.	B. A.
Hallahan, Francis Robert	B. S. in Bus. Adm.
Meder, John Lester	B. S. in Bus. Adm.
Montelatici, Norman Eugene	B. S. in Bus. Adm.
Piretto, Glen Le Roy	B. S. in Bus. Adm.
Pringle, Donald Aubrey	B. S. in Bus. Adm.

Rossow, Leo Joseph	B. S. in Bus. Adm.
Stanley, Paul Mason	B. S. in Bus. Adm.
Wittenberg, James F.	B. S. in Bus. Adm.

COLLEGE OF EDUCATION

Beardall, Eileen Victory	B. A. in Educ.
Blackhurst, Richard Arthur	B. S. in Educ.
Fleming, Orville A.	B. S. in Educ.
Johnson, Martin William	B. S. in Educ.
Kiley, James Patrick	B. S. in Educ.
Loomis, Eve Elizabeth	B. A. in Educ.
Mc Donald, Mary R.	B. S. in Educ.
Mabry, Claude Allen	B. S. in Educ.
Potts, James Wallis	B. S. in Educ.
Stout, Craig William	B. S. in Educ.
Young, Paul Llewellynn	B. A. in Educ.

COLLEGE OF ENGINEERING

Fast, James Paul	B. S. in M. E.
Fujita, Roy Eiro	B. S. in M. E.

COLLEGE OF MACKAY SCHOOL OF MINES

Fretz, Ray Charles	B. S. in Min. Engr.
Katzer, Terrance L.	B. S. in Geol.
Schenk, James Crandall	B. S. in Min. Engr.

GRADUATE SCHOOL

Hackett, Everest Irving	M. S.
Owings, Frieda Edla	M. Ed.

4. Personnel Recommendations

Dr. Wood presented and discussed the personnel recommendations as follows:

COLLEGE OF AGRICULTURE

Appointments as follows:

Genevieve Scheier as Assistant Professor of Home Economics for the Spring semester 1958, at a salary of \$650 per month for 5 months service (replacement for Dr. Harper, resigned).

Allen Dwayne Conn as Junior Herdsman, effective February 3, 1958 at a salary rate of \$4250 based on 12 months service (replacement for Robert L. Chadwick, resigned).

Stewart W. Lewis as Research Assistant, Southern Nevada Field Station (Logandale), effective February 1, 1958 at a salary rate of \$3600 based on 12 months service (new position).

COLLEGE OF ARTS & SCIENCE

Reappointment as follows:

Charles Henry Knight as Graduate Assistant in Mathematics for the Spring semester 1958 at a salary of \$750 for 5 months service.

Resignations as follows:

Roderick A. Falk as Laboratory Instructor and Storeroom Keeper in Chemistry, effective June 30, 1958.

Barbara Jane Lane as Instructor in Health, Physical Education and Athletics, effective June 30, 1958.

Edith Henrich as Lecturer in English, effective June 30, 1958.

COLLEGE OF BUSINESS ADMINISTRATION

Appointment as follows:

Hilary H. Sax as Lecturer in Business Administration and Economics, at a salary of \$3750 for the Spring semester 1958 (temporary replacement for Dr. Barnewall, resigned).

Reappointment as follows:

June Fant as Assistant in Business Administration, at a salary of \$984.38 for the Spring semester 1958.

COLLEGE OF ENGINEERING

Appointment as follows:

Henry Domingos as Lecturer in Electrical Engineering at a salary of \$3000 for the Spring semester 1958 (re-

placement for William L. Garrott, resigned).

MACKAY SCHOOL OF MINES

Appointment as follows:

John Middlebrook as Temporary Field Assistant in the Nevada Bureau of Mines, effective February 17, 1958 at a salary of \$300 per month (replacement for Eugene Nazarek, resigned).

NEVADA SOUTHERN REGIONAL DIVISION

Appointment as follows:

Ronald A. Nadler as Lecturer in Engineering Materials and Processes for the Spring semester 1958 at a salary of \$225.

Reappointment as follows:

Sigrid Moe as Lecturer in Speech for the Spring semester 1958 at a salary of \$225.

UNIVERSITY ENGINEER'S OFFICE

Change in status as follows:

James D. Rogers to University Engineer from March 1 to July 1, 1958, with an additional stipend of \$100 per month for the period (temporary replacement for Robert Poolman, resigned).

ORVIS SCHOOL OF NURSING

Appointment as follows:

Marie Haddad as Assistant Professor for the Spring semester 1958 at a salary of \$2750 for the semester (new position).

STATEWIDE DEVELOPMENT PROGRAM OF HIGHER EDUCATION EVENING DIVISION

Appointments for the Spring semester 1958 as follows:

Harry Chase, Political Science - \$225 (Reno)
Richard Dana, Psychology - \$337.50 (Reno)

Lloyd Drury, Education - \$375 (Lovelock)
Kathryn Duffy, Business Administration - \$337.50 (Reno)
Helen Ebert, Art - \$250 (Reno)
John Gottardi, Travelers Italian - \$125 (Reno)
Hazel Grubbs, Education - \$375 (Carson City)
Eli Grubic, Business Administration - \$337.50 (Reno)
George Herman, English - \$337.50 (Reno)
Harlan H. Holladay, Art - \$300 (Reno)
James M. Hoyt, Business Administration - \$450 (Reno)
Samuel N. Jacobs, Psychology - \$225 (Ely)
J. Patrick Kelly, Education - \$412.50 (Winnemucca)
Ira La Rivers, Biology - \$337.50 (Reno)
E. Richard Larson, Geology - \$337.50 (Reno)
Robert Mc Queen, Psychology - \$337.50 (Reno)
William C. Miller, Speech - \$225 (Reno)
Zada Iona Mowrer, Physical Education - \$225 (Reno)
Chauncey Oakley, Mathematics - \$180 (Reno)
Calvin Reed, Elementary Education - \$412.50 (Hawthorne)
James Roberts, Political Science - \$337.50 (Reno)
Robert Roeloefs, Philosophy - \$337.50 (Reno)
Wilbur S. Shepperson, History - \$375 (Fallon)
Gerald S. Silberman, Mathematics - \$168.75 (Reno)
W. A. S. Smith, Psychology - \$337.50 (Reno)
Robert N. Thompson, Mathematics - \$168.75 (Reno)
Thomas T. Tucker, Education - \$450 (Elko)
Edward Vietti, Specialized Program for Medical Assist-
ants - \$450 (Reno)
Benjamin M. Wofford, Economics - \$337.50 (Reno)
Charles P. Woods, Business Administration - \$337.50
(Reno)

Motion by Mr. Sawyer, seconded by Dr. Lombardi, carried unanimously that the above personnel recommendations be approved.

5. Gifts

Gifts which had been received by the University were presented for acceptance by the Board of Regents, as follows:

Miscellaneous Gifts

- a) From Nevada Radio Television, Inc., time and studio facilities in presenting the program on "French" during November and December in the amount of \$378.
- b) From the Women's Christian Temperance Union, a check for \$250 to be used for classroom material in elementary

education, in memory of Miss Grace Lamb, a former teacher in Nevada rural schools.

- c) From M. W. Stout, approximately 200 volumes from his professional library, for the Nevada Southern Regional Division Library.
- d) From Mrs. L. E. Cline, academic cap, gown and hood which belonged to Mr. Cline, former member of the Agricultural Extension Service, University of Nevada.

Scholarships

- a) From American Potash & Chemical Corporation, \$500 for the American Potash & Chemical Corporation Scholarship Fund.
- b) From Raymond I. Smith, \$10,700 for the Harolds Club Scholarship Fund.
- c) From Leonard H. Winer, \$50 for the Rita Hope Winer Scholarship Fund.
- d) From the Las Vegas Distributing Company of Las Vegas, \$500 for the Las Vegas Distributing Company Scholarship Fund.
- e) From the Grand Lodge, I. O. O. F., \$150 for the Grand Lodge, I. O. O. F. Scholarship Fund.
- f) From Rebekah Assembly of Nevada, \$50 for the scholarship fund of Rebekah Assembly of Nevada.
- g) From Fred Herz, \$21.26 to be credited to the Carl Otto Herz Scholarship Fund.
- h) From District #1, Nevada State Nurses Association, \$80 as a special scholarship for Judith Sikora of the Orvis School of Nursing.
- i) From the Indian Education Division, Department of Education, Carson City, \$750 to be used as special scholarships for Erman Bill, Donovan A. Garcia and Barbara Williams, \$250 each.
- j) From Magic Cleaners, Reno, \$375 as a special scholarship for Karen Decker.

- k) From Anderson Dairy, Las Vegas, \$200 as a special scholarship for Keith E. Davis.
- l) From Mr. and Mrs. Ted M. Griss of Las Vegas, \$300 to establish the Ted and Agnes Griss Scholarship as follows:

TED AND AGNES GRISS SCHOLARSHIP
Established in 1958

AWARD of \$300 to a graduate of a Las Vegas High School

This annual award is granted by Mr. Ted and Agnes Griss to encourage students to prepare adequately to fill the many vacancies that exist in the fields of Medicine, Nursing and other Biological Sciences. Special consideration is given to students who concentrate in Biochemistry, Physiology, Bacteriology, with particular reference to cytological malignancy. The recipient must:

1. Satisfy the general Department scholarship requirements.
2. Be an incoming Freshman or Sophomore at the University of Nevada, Southern Branch, Las Vegas.
3. Be in the upper 25% of his class scholastically.
4. Show good citizenship, qualities of leadership, moral firmness and vigor.
5. Show clearly demonstrated financial need.
6. No barrier to anyone regardless of Race, Creed or Color.

Assistantships

- a) From the Max C. Fleischmann Foundation of Nevada - \$18,000 to establish 12 graduate assistantships, one each in Biology, Chemistry, Mathematics, Physics, Political Science, Civil Engineering, Electrical Engineering, Mechanical Engineering, Metallurgy or Metallurgical Engineering, Geology or Geological Engineering, Accounting and Economics, and one in an unspecified field, depending upon the qualifica-

tions of the applicants. There would be 3 graduate assistantships at \$1000 each, 6 at \$1500 each and 3 at \$2000 each, for an average of \$1500, or a total of \$18,000 for the 12. The stipend for each assistantship would depend upon the qualifications of the individual and the amount of time which the applicant might have available to carry out his duties for the University. The number of credits which the graduate student would be permitted to carry per semester would depend upon the type of assignment he undertook for the University.

Travel Fund

- a) From Readers' Digest, \$400 to establish the Readers' Digest Special Feature Article Travel Fund, on conditions as follows. Received also from Readers' Digest were scrapbooks of the late Bob Davis, for the Journalism Department.

The Readers' Digest Special Feature Article Travel Fund
Department of Journalism
University of Nevada

1. Established in 1958 by the Readers' Digest, Pleasantville, New York.
2. Initial sum: \$400. Additional sums: At the discretion of the donor and upon evidence of beneficial use of the initial sum.
3. Purpose: The stimulation of the production of special feature articles by Journalism students at the University of Nevada.
 - a. By providing money for the travel of students in the gathering of facts for special feature articles and in investigating possible feature article subjects.
4. Administration: The Chairman of the Department of Journalism through the usual University of Nevada academic and fiscal channels.
5. Reports: Students receiving money from the fund will be asked to make reports on how they used the travel money and how it helped them prepare special feature articles.

6. Readers' Digest contact officer: Charles Ferguson,
Senior Editor.

Motion by Mr. Sawyer, seconded by Mr. Broadbent, carried unanimously that the gifts be accepted and that the Secretary write an appropriate note of thanks to each donor.

6. Hayden Ellicott Estate

Dr. Wood called on Mr. Hayden, who presented a statement from Henry C. Clausen, Attorney, for professional services in respect to the Hayden Ellicott Estate, at a fee of \$5039.29.

Motion by Mr. Hardy, seconded by Mr. Broadbent, carried unanimously that the request for payment be allowed, and that payment be made from the receipts of the Hayden Ellicott Estate.

7. Proposals for Off-Campus Centers

Dr. Wood presented a proposal for establishment of regional instructional centers at Ely and Elko, based on the recommendation of the Board of Regents Committee on Statewide Development activities. The plan, to be initiated at the beginning of the next academic year on an experimental basis, called for a limited number of Freshman courses to be taught late afternoons, evenings and Saturday mornings by qualified high school teachers with Master's degrees, or the equivalent, in the particular content fields.

Courses offered would be those which are general requirements for graduation in most of the programs of study offered by the University. The usual part-time fee would be charged the students. These centers would be designated officially as "University of Nevada Regional Off-Campus Instructional Centers" and would be approved by the Board of Regents, as well as by the Board of Education of Elko County and White Pine County. It was further proposed that such University Freshman-level courses be open to honor roll students in their senior year of high school, upon approval of their principal, on an experimental and limited basis.

Dr. Wood had received invitations from the School Superintendents of Elko and White Pine Counties to meet with the Boards of Education in April.

Motion by Mr. Hardy, seconded by Dr. Anderson, carried

unanimously that the feasibility of this plan be explored further by the Administration and discussed with the School Superintendents and School Boards, and if found feasible, that consideration be given to establishment of Centers in Elko and Ely, as well as in the more populous areas of the State.

8. Accreditation

The dates for re-evaluation of the University of Nevada by the Northwest Association of Secondary and Higher Schools is March 18-21. Members of the Visiting Accreditation Committees have been chosen, and a list of the members was distributed to the Regents. Distributed, also, were copies of the Self-Evaluation Reports.

9. Personnel Policy and Procedure for the Professional Staff

Regent Hardy reported as follows:

Your Committee, appointed to review the "Final Report on Personnel Policy and Procedure" met in the President's office at the University on Sunday evening, February 23, 1958.

Present were Regents Anderson, Lombardi and Hardy (Chairman of the Committee), and Acting President Wood. Regent Thompson was out of town but had conferred with Dr. Wood regarding the report. Chairman Grant also had conferred with Dr. Wood on the report.

Dr. Wood reviewed the history of the preparation and consideration of the present and final report. On September 27, 1956, a statement which pulled together existing policies and practices was distributed by the President to the Academic Vice President and the Deans for consideration. In November of 1956 the President requested the Academic Vice President to assume the responsibility of working out a statement of regulations on appointment, assignment, promotion and retention of faculty personnel, with a typical career chart for a faculty member of this University. The review of the Proposed Regulations began in December 1956 by the Academic Committee. The following February a Proposed Statement of Policy and Procedure, with a Guide to Procedures and Personnel Rating Scale, approved by the Academic Committee, was presented to the President, and a preliminary announcement was made to the Faculty

Forum at its meeting on February 21, 1957. Copies of the Statement and Guide had been distributed to all members of the faculty prior to that meeting. A motion to appoint a faculty committee was withdrawn, and the Academic Vice President appointed a Committee on Personnel Policy and Procedure, composed of Deans of Colleges and faculty representatives, one from each College, elected by the College faculty. This Committee met on March 14, 1957 and started to work on the preparation of a report which was presented to the Faculty Forum on January 24, 1958. The report was approved on an interim basis by more than a 2/3 majority, and is now being presented to the Board of Regents.

Dr. Wood took the Regents Committee through the report, section by section, and it was noted that much of the material was merely a statement of policies and procedures which are currently in effect.

After careful review of the Final Report on Personnel Policy and Procedure, your committee recommends that it be adopted with the changes which have been made, and that all previous statements in conflict be rescinded. While the present Board of Regents cannot commit a future Board to re-examine this policy statement, it does suggest that it be re-examined at the end of a 2-year period.

Motion by Mr. Hardy, seconded by Dr. Lombardi, carried unanimously that the Board accept the report of the Regents Committee (above) and approve the recommendations that the Final Report on Personnel Policy and Procedure for the Professional Staff be adopted and that previous statements of policy in conflict be rescinded. (See report at end of these minutes, pages 438-449.)

10. Nuclear Engineering

Dr. Leifson, Chairman of the Faculty Committee on Nuclear Engineering, came into the meeting to discuss the report which he had prepared for the Regents. A proposal was forwarded to the Atomic Energy Commission on January 27, 1958, which contained a detailed program of graduate instruction in Nuclear Physics, an itemized list of essential laboratory equipment and a request for financial aid in the sum of \$40,000.

At a meeting of the Nuclear Energy Committee on February

26, a general plan of procedure was adopted for establishing a Department of Nuclear Engineering, in accordance with action of the Board of Regents.

Chairman Grant thanked Dr. Leifson for his report and for his appearance before the Board.

11. Bid Openings

Dr. Wood called on Mr. Poolman to discuss the bid openings, as follows:

a) Remodeling Room No. 4, Old Gymnasium

A meeting for opening of bids for remodeling of Room #4, Old Gymnasium, was held in the President's office, University of Nevada at 4 P.M. on Monday, February 3, 1958. Present: Comptroller Hayden, Assistant Engineer Rogers, Acting President Wood and 7 members of bidding firms.

Bids were opened by Mr. Hayden, as follows:

Harrington Construction Company

Accompanied by bid bond

\$2100.00 - work to be completed within 60 days

Roland H. Flyge

Accompanied by bid bond

\$1673.00 - work to be completed within 40 days

Walker Boudwin Construction Company

Accompanied by bid bond

\$2413.00 - work to be completed within 40 days

Albert W. Clayton

Accompanied by bid bond

\$2468.00 - work to be completed within 3 weeks

A. Dee Construction Company

Accompanied by bid bond

\$2089.00 - work to be completed within 15 days

Bino Grifantini

Accompanied by cashier's check

\$1699.55 - work to be completed within 14 working days

Thrall Construction Company

Accompanied by bid bond
\$2170.75 - work to be completed within 30 days

Barnesco Incorporated
Accompanied by bid bond
\$1800.00 - work to be completed within 30 days

The bids were referred to the University Engineer for compilation and recommendation.

Recommendation: I would herewith recommend that the bid of Roland H. Flyge in the amount of \$1673 be accepted and that a contract be drawn between Roland H. Flyge and the University. It is proposed that the money for this work would come from the National Science Fund for the project in Psychology.

Respectfully submitted,

/s/ Robert C. Poolman
University Engineer

Approved:

/s/ P. F. Secord, Chm. Psychology & Sociology
P. W. Hayden, Comptroller
W. R. Wood, Acting President

Motion by Mr. Hardy, seconded by Dr. Lombardi, carried unanimously that the recommendation and the awarding of the bid be approved.

b) Transformer Vault #6, Modification

A meeting was held in the President's office on Friday, February 14, 1958 for the purpose of opening bids for Transformer Vault #6 Modification on the University Campus. Present: Comptroller Hayden, Engineer Poolman and Acting President Wood. The bids were opened by Mr. Hayden at 4 P.M., the time set in the bid notice, duly advertised in local papers.

Bids were read as follows:

Acme Collins Company - \$3,991.00
Accompanied by cashier's check
Work to be completed within 45 calendar days

Moltzen & Harmer Electric Company - \$2,354.60

Accompanied by bid bond

Bids were referred to the Comptroller and the University Engineer for study and recommendation.

Recommendation: I would herewith recommend that the bid of Moltzen & Harmer Electric Company be accepted, and that a contract be drawn between the University of Nevada and that firm. At a previous meeting of the Board, approximately \$6000 was authorized for this work.

Respectfully submitted,

/s/ Robert H. Poolman
University Engineer

Approved:

/s/ P. W. Hayden, Comptroller
W. R. Wood, Acting President

Motion by Mr. Broadbent, seconded by Dr. Lombardi, carried unanimously that the recommendation and the awarding of the bid be approved.

12. Advisory Committee for the Selection of a President

Dr. Seufferle, Chairman of the Committee, came into the meeting to present his report. Each of the 3 Committees have gone through the papers of 48 candidates, and are herewith turning over to the Board 31 of the 48 with the recommendation that these candidates not be given further consideration.

Motion by Mr. Sawyer, seconded by Mr. Hardy, carried unanimously that, on the assumption that all members of the Committees for the Selection of a President are familiar with these applications, and are in agreement that they be eliminated, these candidates be so notified by the Secretary of the Board.

Consideration was given to the setting of a deadline after which new applications would not be accepted. Dr. Seufferle reported that the Advisory Committee believed that a deadline not be set at this time.

Motion by Mr. Sawyer, seconded by Mr. Hardy, carried unanimously that a deadline for accepting new applications not be set, but that any new applications received from this time on be referred first to the Board of Regents, who, in turn, will refer back to the Advisory Committee any likely applicants; and that the final report of the Advisory Committee on the Selection of a President be made to the Board of Regents at the meeting of April 12, 1958.

Dr. Seufferle, on behalf of the Advisory Committee, expressed appreciation to the Board for making funds available for transportation of Nevada Southern representatives. He also expressed appreciation to the Regents who have attended meetings of the Committee, and extended an open invitation to other Regents to attend future meetings.

Chairman Grant thanked Dr. Seufferle for his work and for his report.

13. Legislative Committee

The suggestion was made by Dr. Wood that a Legislative Committee of the Board of Regents would be helpful to the Administration in the preparation and consideration of legislative proposals.

Motion by Dr. Anderson, seconded by Dr. Lombardi, carried unanimously that such a Committee be appointed by the Chairman.

Chairman Grant appointed Regents Sawyer (Chairman), Bastian and Grant to serve as a Regents Legislative Committee. He asked that any Regent having suggestions for the Committee submit them to Mr. Sawyer.

The Board recessed at 11:55 A.M. for luncheon.

The recessed meeting was called to order at 2:40 P.M.

14. Fine Arts Building

Architects Neutra and Alexander were present and displayed preliminary drawings for the Fine Arts building. The following members of the Fine Arts Building Faculty Committee were also present: Craig Sheppard and Ed Yates of the Art Department, Keith Macy of the Music Department and Asher Wilson of the Speech Department. Mr. Alexander discussed the drawings, and explained the processes of cutting down

on the plans to meet the budget. Mr. Poolman recommended that the plans be approved, in principle, with minor changes to be made to bring them within existing funds available.

Motion by Mr. Sawyer, seconded by Mr. Broadbent, carried unanimously that the Board approve these plans, as presented by Neutra and Alexander, subject to review and final approval by the State Planning Board and approval in detail by the Board of Regents.

Motion by Mr. Hardy, seconded by Dr. Lombardi, carried unanimously that the Chairman appoint a committee to represent the Board in working with the University Engineer in approving minor changes, and to work with the Planning Board in final review and approval of the plans.

The Chairman appointed the present Building Committee, Regents Anderson, Bastian and Thompson, to serve.

Mr. Grant thanked the members of the Faculty Committee and the Architects for their presence at the meeting, and for their contribution to the building project.

Dr. Anderson left the meeting at 3:45 P.M. to keep an appointment in Hawthorne, Nevada.

15. Valley Road Farm

Dean Adams was present for this item of business. He referred to the reported desire of the Urban Renewal Board to extend Ninth Street through the Valley Road Farm, and explained the plans for development of this field laboratory by the College of Agriculture. Dr. Adams had previously prepared an extensive report on the Valley Road Farm situation and copies were in the hands of the Regents.

Motion by Mr. Sawyer was seconded by Mr. Thompson, that a copy of the report submitted by Dean Adams be forwarded to the City of Reno with a covering letter that, although no official request has been received by the Board of Regents for easement across the Valley Road Farm for an extension of Ninth Street, the Regents have read in the newspapers that this request is contemplated.

Motion by Mr. Hardy was seconded by Mr. Bastian that the motion be amended by adding that the Board of Regents go on record as not being willing to have a road cut through the property, and that the covering letter also include

this information. The motion to amend carried with Mr. Sawyer voting "no" and all other Regents voting "aye".

The motion, as amended, carried with Mr. Sawyer voting "no" and all other Regents voting "aye". The amended motion follows:

That a copy of the report submitted by Dean Adams be forwarded to the City of Reno with a covering letter that, although no official request has been received by the Board of Regents for easement across the Valley Road Farm for an extension of Ninth Street, the Regents have read in the newspapers that this request is contemplated; and further, that the Board of Regents go on record as not being willing to have a road cut through the property, nor to relinquishing any portion of the property.

16. University Engineer's Report

Mr. Poolman distributed, read and discussed a prepared progress report on the University projects in his area, prior to his leaving the office of the University Engineer.

17. Distinguished Nevadan Awards

Dr. Wood proposed that the Board consider the possibility of establishing a series of "Distinguished Nevadan" awards to be made annually at Commencement time. The purpose of the awards would be to recognize prominent individuals who are present or former residents of the State (including perhaps an occasional faculty member, active or emeritus) for their significant achievements contributing to the cultural, economic, scientific or social advancement of Nevada and its people; or for exceptional service to the State or nation that has influenced constructively the well-being of mankind. In effect, the creation of the "Distinguished Nevadan" awards would constitute a "Hall of Fame" for living Nevadans.

Motion by Mr. Sawyer, seconded by Mr. Hardy, carried unanimously to approve the proposal that "Distinguished Nevadan" awards be established by the Board of Regents, and that nominations for these awards be made annually on or before April 1 to the office of the President of the University. Each of the following College faculties - Agriculture, Arts and Science, Business Administration, Education, Mining, Engineering, Nevada Southern and Nursing - and the Adminis-

trative Committee of the University will have the opportunity to nominate not to exceed 3 persons each year. The President will review these nominations with the Academic Committee, and forward them, with his comments and recommendations, to the Board of Regents. The Board may add its own nominations, and shall make the final selections.

18. Education Conference

Dr. Wood told informally of the conference to be held on the Campus on April 19 on College-High School Relations, to which will be invited high school principals, school superintendents and other groups in the field of education who can contribute to the conference.

19. Stout Portrait

Dr. Lombardi suggested that a portrait of Dr. Stout be made and placed in the Library with other portraits of former Presidents.

Motion by Dr. Lombardi, seconded by Mr. Hardy, carried unanimously that arrangements be made with Craig Sheppard of the Art Department for a portrait of Dr. Stout, at a cost of \$700.

20. Salary Increases

Comptroller Hayden had previously prepared and distributed a financial statement for 1957-59 showing salary amounts by Colleges and Divisions of the University for 1957-58 and projected for 1958-59. Dr. Wood asked for instructions in preparing recommendations for salary increases for the coming year.

Motion by Mr. Thompson, seconded by Dr. Lombardi, carried unanimously that salary increases for the coming year be made in accord with the Personnel Policy and Procedure adopted in this meeting (Item 8) and within the limits of the budget.

21. Housing and Home Finance Agency

Mr. Poolman explained that the HHFA must have a resolution stating the authority of the Board of Regents to issue revenue certificates.

Motion by Mr. Thompson, seconded by Mr. Hardy, carried

unanimously that such a resolution be prepared, that it be made a part of the minutes of this meeting, and that Vice Chairman Lombardi be authorized to sign on behalf of the Board of Regents.

The meeting adjourned at 5:20 P.M.

The next meeting was set for Saturday, April 12, 1958, since the first Saturday in the month falls in Easter Week.

A. C. Grant
Chairman

Alice Terry
Secretary

RESOLUTION NO. 58-2

WHEREAS, Chapter 360, 1957 Statutes of Nevada authorizes the Board of Regents of the University of Nevada to borrow money and to issue and sell revenue certificates for the construction of certain projects specified therein;

WHEREAS, said Statute empowers the Board of Regents, by resolution, to provide that such revenue certificates be secured by a first, exclusive and closed lien on the income and revenue derived from, and shall be payable from, fees, rentals and other charges collected for the use of the facilities so constructed and acquired;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Regents of the University of Nevada, that the principal and interest to become due and payable on such revenue certificates shall be paid from the income and revenue derived from the operation of such projects, and that the gross income and revenue so derived from the operation of such projects is hereby made subject to a first, exclusive and closed lien as and for security for the payment of such principal and interest.

Dated: March 24, 1958

Board of Regents of
The University of Nevada

Chairman

for the
PROFESSIONAL STAFF

SECTION ONE

SELECTION AND APPOINTMENT OF PROFESSIONAL PERSONNEL - STATEMENT
OF POLICY AND PROCEDURE

SELECTION AND APPOINTMENT POLICY AND PROCEDURE

Herein are stated the authority and responsibility for the appointment, promotion and related matters concerning full-time regular employees of the University holding the rank of Instructor, Assistant Professor, Associate Professor, Professor or equivalent ranks in effect at this University. The procedures outlined below are those ordinarily followed. These statements do not apply to special faculty appointments, such as Visiting Professor, Lecturer, Instructional Assistant, and all short-term, part-time or temporary appointments, which are governed by the terms of the individual contracts. Notices of appointments and contracts of employment made by the University of Nevada are subject to "Regulations on Tenure and Academic Freedom".

As herein used, the term "Dean" will mean the administrative Head of any of the several Colleges, Schools or other major units or branches of the University of Nevada, who reports directly to the Academic Vice President and/or the President. The Dean is responsible for the effective operation of his School or College. He will delegate responsibilities to the Department Chairman as outlined below, but must retain the responsibility for deciding what recommendations will be made to the Academic Vice President and/or the President.

As used herein, the term "Department Chairman" will mean that administrative Head of any Department of comparable unit within a College or School. He reports to the Dean of such College or School except where there are intermediate administrative officers, such as Divisional Directors who report to the Dean.

The Department Chairman or Divisional Director is responsible to the Dean for the effective operation of his unit. This includes preparing description of positions, conducting the search for candidates, and selecting and recommending to the Dean candidates for appointment and promotion. In carrying out these functions, the Chairman will consult with members of his staff and may delegate responsibility to them in the manner described below.

Description of Position

When a position in a Department is to be filled, the Chairman, in consultation with representative members of the Department, will submit to the Dean a description of the position and its duties, as well as a list of the necessary and desirable qualifications which the appointee should possess.

Search for Candidates

In general, the objective will be to conduct a thorough search for the best qualified candidate. In the process, leading institutions training persons in the field of the position should be consulted as well as other sources known to the Dean and the Chairman, such as industry and government. Applications from successful incumbents in comparable positions at other institutions should be sought. The help of anyone who might contribute should be enlisted into a cooperative major effort by the person responsible.

The Department Chairman, upon written authorization from the Dean, will be responsible for initiating and carrying out the search for candidates. The Chairman, with such assistance from members of the Department as he may desire, with such supplementary help as the Dean may be able to provide, and with the help of any other faculty members whom he may enlist, will compile a list of candidates and all available information on each.

Under special circumstances, such as absence or inaction of the Chairman, the Dean may act as Chairman. (For the purpose of this statement, the Dean of the Southern Regional Division shall be considered as Chairman of the various Departments in that College until such time as the branch is organized by Departments. This is not intended to preclude consultation with Chairmen of Departments on the Reno Campus, but to locate responsibility.)

Selection of Candidate

The Department Chairman will select the candidate for recommendation for appointment, after consultation with the representative members of the Department, preferably at a called Department meeting. The recommendation, together with all pertinent information concerning the candidate recommended and similar information on other acceptable candidates, will be submitted to the Dean. The Dean will evaluate the credentials. In doing this, he may request assistance from any other University official or Professional staff member. If he approves the selection, he will attach his recommendation and statement containing the conditions

of the proposed appointment. This material will be submitted to the Academic Vice President.

Appointment

If the Academic Vice President approves the candidate recommended he will forward all necessary papers with his recommendation to the President. If the Academic Vice President, or the President, does not approve the candidate recommended, the matter will be referred with a written explanation to the Dean and Department Chairman for reconsideration.

Appointments will not be made to a higher rank or salary than that of present professional staff members of comparable training, experience and accomplishment, unless compelling necessity for such reception be shown.

Approval for an appointment must be obtained from the President, or in his absence from the Academic Vice President, before the Dean may offer the position to the candidate recommended. After obtaining the candidate's acceptance, the Dean will send him a written notification of recommendation for appointment and will initiate and be responsible for completing all necessary forms and paper work pertaining to the appointment. When deemed advisable, initial appointments to authorized positions up to and including Associate Professors, or equivalent ranks, may be made by the President. All appointments, however, are confirmed by the Board of Regents.

Terms of Employment

The written notification of appointment will specify the terms and conditions of employment. Any special understandings, promises or conditions not included in the notification of appointment, as approved by the President or the Academic Vice President will not be considered part of the contract of employment. No affirmation or oath, not required of all State employees, will be required of University employees as a condition of employment.

Assignment of Duties

With the approval of the Dean, the Chairman of the Department will assign to the professional staff members of his Department their specific duties and responsibilities.

Each professional staff member will be responsible to the Chairman of his Department for the proper discharge of his assigned duties.

Continuation of Appointment

Appointments without tenure are probationary. These are renewed annually in writing. If the professional staff member is not to be continued in service after the expiration of his present appointment, he will be given written notification by his Dean.

The Department Chairman, in consultation with representative members of the Department, will decide when a professional staff member holding a probationary appointment should not be continued in service and will recommend to the Dean that the appointment not be renewed. If the Dean approves, he will prepare a recommendation to that effect to which he will attach all pertinent information concerning the decision. This material will be submitted by the Dean to the Academic Vice President who will study it, and, if he approves, will forward it with his recommendation to the President. Upon receiving approval from the President, or in his absence from the Academic Vice President, the Dean will send the professional staff member a written notification that his appointment will not be renewed at the expiration of his present appointment.

SECTION TWO

PROFESSIONAL ADVANCEMENT

BASIC PRINCIPLES, CRITERIA FOR APPOINTMENT AND PROMOTION, AND PROCEDURES

It is essential to maintain a flexibility in promotion and salary arrangements that will provide on a fair and just basis appropriate recognition for merit and outstanding performance.

CONCERNING ACHIEVEMENT AND SERVICE

Simply stated, two quite different sets of factors must be considered in estimating readiness for increase in salary and worthiness for promotion.

(1) LONGEVITY AND ROUTINE SERVICE; (2) MERIT

Longevity and routine service factors typically include such items as: (1) age; (2) total service, covering both years at Nevada and equivalent experience elsewhere; (3) total years in rank; (4) contributions to Campus activities and committee work; (5) constructive relationship with colleagues; (6) skill and efficiency in handling classroom and Campus routines; (7) com-

munity activities and service; and (8) membership in professional organizations.

Merit factors typically include such items as: (1) teaching effectiveness; (2) student counseling; (3) counseling and advisory services to individuals and industry; (4) continued professional growth, including national or regional recognition in University teaching or special professional field; (5) research activity; (6) creative and scholarly production contributing to the social, economic, or cultural advancement of man; (7) achievement in extension activities or public service work; (8) leadership activity in a professional organization; and (9) government service.

Longevity and routine factors clearly contribute to readiness for increase in salary. Promotion in professional rank, however, cannot be attained by mere accumulation of years of service. Distinction as a professional person can be achieved only through outstanding professional activities comprising the search for, the perpetuation of, and the dissemination of knowledge toward worthy ends.

It is recognized that any of the academic ranks may be an appropriate terminal rank.

CRITERIA FOR APPOINTMENT AND PROMOTION TO THE SEVERAL ACADEMIC RANKS

Of the many qualifications considered for appointment or promotion to a given academic rank the following are deemed essential:

INSTRUCTOR (or First Rank) -- Evidence of good character and balanced personality; sound educational background for the specific position, including as a minimum the Master's degree or equivalent; definite plans for continued professional study; teaching potential or appropriate experience in academic work at the elementary, secondary or College level, including University assistantship or comparable experience to business, industry or government service.

Typically, an Instructor, with a Doctor's degree or equivalent, may expect to be considered for promotion after a period of not more than 2 years in this rank.

ASSISTANT PROFESSOR (or Second Rank) -- Qualifications of the previous rank plus: Doctor's degree or equivalent in special professional field; a record of effectiveness as a University teacher; demonstrated teaching competence in classroom and laboratory; definite interest in counseling students; skill in

handling classroom and Campus routines; evidence of continued professional growth through study, membership in professional organizations and creative or research activity; demonstrated ability to work in harmony with colleagues in the best interests of the University and the people it serves.

Typically, an Assistant Professor may expect to be considered for promotion after a period of not more than 5 years in this rank.

ASSOCIATE PROFESSOR (or Third Rank) – Qualifications of the previous ranks plus: the Doctor's degree or equivalent in special professional field; a record of effectiveness as a University teacher; demonstrated success as a counselor of students; a record of participation in professional organizations; service on College and University committees; a record of creative or research activity resulting in publication or comparable productivity; reputation among colleagues for stability, integrity and capacity for further significant intellectual and professional achievement.

Typically, an Associate Professor may expect to be considered for promotion after a period of not more than 8 years in this rank.

PROFESSOR (or Fourth Rank) – Qualifications of the previous ranks plus: the Doctor's degree or equivalent recognition in special professional field; achievement of full maturity as an effective classroom teacher and wise counselor of students; a record of significant contribution as a member of faculty committee; regional or national recognition in special professional field; record of significant publication or comparable creative and research productivity; indication of respect and esteem of colleagues and students; recognition and respect for participation and service to worthy community, State or nationwide activities; record of success in directing graduate level work.

The Professor should anticipate spending from 12 to 24 years or more in this rank.

CRITERIA FOR APPOINTMENT AND PROMOTION TO THE EQUIVALENT RANKS IN RESEARCH (Agricultural Experiment Station, Nevada Bureau of Mines, Bureau of Business and Economic Research and similar research units)

In the following the terms "Junior", "Assistant" and "Associate" may be followed in each case by term indicating field of specialization, such as "Nutritionist", "Agricultural Chemist", "Metallurgist", "Mineralogist", etc.

JUNIOR, Field of Specialization: "Nutritionist", etc. (or First Rank) -- Evidence of good character and balanced personality; sound educational background for the specific position, including as a minimum the Master's degree or equivalent; definite plans for continued professional study; appropriate experience in research or technical work in field of appointment or related field, including work as Research Assistant, Technician or comparable work in industry.

Typically, personnel at the Junior level may expect to be considered for promotion after a period of not more than 2 years in this rank.

ASSISTANT, Field of Specialization: "Nutritionist", etc. (or Second Rank) -- Qualifications of the previous rank plus: Doctor's degree or equivalent in special professional field; evidence of continued professional growth through study and membership in professional organizations; demonstrated ability to plan and carry out successfully research projects to field of training; demonstrated skill in consultation with individuals and industry when requested; demonstrated ability to work in harmony with colleagues in the best interest of the University and the people it serves.

Typically, personnel at the Assistant level may expect to be considered for promotion after a period of not more than 5 years in this rank.

ASSOCIATE, Field of Specialization: "Nutritionist", etc. (or Third Rank) -- Qualifications of the previous ranks plus: Doctor's degree or equivalent in special professional field; a record of successful planning and execution of research projects in field of training, resulting in publication or comparable productivity; a record of successful consultation with individuals and industry when requested; a record of participation in professional organizations; reputation among colleagues for stability, integrity and capacity for further significant intellectual and professional achievement.

Typically, personnel at the Associate level may expect to be considered for promotion after a period of not more than 8 years in this rank.

TITLE WITHOUT QUALIFICATION, Field of Specialization: "Nutritionist", etc. (or Fourth Rank) -- Qualifications of the previous ranks plus: Doctor's degree or equivalent recognition in special professional field; achievement of full maturity as an investigative worker in planning, executing and supervising research proj-

ects; a record of research reporting in publications, papers presented at scholarly meetings and comparable productivity; a record of successful counseling and leadership with younger staff members, individuals and industry; indication of respect and esteem of colleagues; record of significant contribution as a member of University committees; regional or national recognition in special professional field; recognition and respect for participation and service in worthy activities of professional organizations, community, State and nation.

Personnel should anticipate spending from 12 to 24 years or more in this rank.

CRITERIA FOR APPOINTMENT AND PROMOTION TO THE EQUIVALENT RANKS IN EXTENSION AND PUBLIC SERVICE (Agricultural Extension Service, Nevada Mining Analytical Laboratory and similar public service units)

FIRST RANK -- Evidence of good character and balanced personality; sound educational background for the specific position, including as a minimum the Bachelor's degree; sufficient experience in his or related field to allow intelligent pursuit of responsibilities; definite plans for professional improvement; evidence of a potential for leadership, informal instruction and the development of harmonious relations with others.

Typically, personnel may expect to be considered for promotion after a period of not more than 2 years in this rank.

SECOND RANK -- Qualifications of the previous rank plus: demonstrated leadership ability in motivating people to analyze and solve their own problems; a record of effectiveness as an informal Instructor and proven ability in his field of responsibility; evidence of continued professional growth through study, participation in workshops, specialized Summer schools, acceptance of responsibility in regional or national training conferences, membership in professional organizations and creative or research activity; demonstrated ability to work in harmony with colleagues in the best interests of the University and the people it serves.

Typically, personnel may expect to be considered for promotion after a period of not more than 5 years in this rank.

THIRD RANK -- Qualifications of the previous ranks plus: achievement of a higher degree of influence in his field; continued improvement professionally, as demonstrated by keeping up to date and increasing effectiveness; demonstrated successful leadership;

evidence of a high degree of insight into county and State problems; an acceptance of greater responsibilities; a record of creative or research activity resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity and capacity for further significant, intellectual and professional achievement.

Typically, personnel may expect to be considered for promotion after a period of not more than 8 years in this rank.

FOURTH RANK -- Qualifications of the previous ranks plus: advanced degree beyond the Bachelor's; achievement of regional or national recognition in his special professional field; a record of successful direction of county, State or national programs and of creative or research activities resulting in significant publication or comparable productivity; recognition and respect for participation in staff, community, State or nationwide committee work and other activities; achievement of full maturity as an effective teacher and wise counselor, where applicable.

Personnel should anticipate spending from 12 to 24 years or more in this rank.

CRITERIA FOR APPOINTMENT AND PROMOTION TO THE EQUIVALENT RANKS IN UNIVERSITY SERVICES (Student Counselors, Librarians, Publications Service and other University service units)

FIRST RANK -- Evidence of good character and balanced personality; sound educational background for the specific position, including as a minimum the Bachelor's degree; definite plans for continued professional study; appropriate experience at the professional level in the special field and related activities in business, industry or government service.

Typically, personnel may expect to be considered for promotion after a period of not more than 2 years in this rank.

SECOND RANK -- Qualifications of the previous rank plus: minimum of a Master's degree or equivalent in special professional field; a record of effectiveness in applicable University services; demonstrated competence in special field of training; demonstrated skill in counseling individuals; skill in handling daily routines; evidence of continued professional growth through study; membership in professional organizations; demonstrated ability to plan and carry out successfully special projects in field of training; demonstrated ability to work in harmony with colleagues in the best interests of the University and the people it serves.

Typically, personnel may expect to be considered for promotion after a period of not more than 5 years in this rank.

THIRD RANK – Qualifications of the previous ranks plus: minimum of a Master's degree or equivalent in special professional field; a record of effectiveness in applicable University services; demonstrated success in counseling individuals; a record of participation in professional organizations; service on College and University committees; a record of creative or research activity resulting in publication or comparable productivity; reputation among colleagues for stability, integrity and capacity for further significant intellectual and professional achievement.

Typically, personnel may expect to be considered for promotion after a period of not more than 8 years in this rank.

FOURTH RANK – Qualifications of the previous ranks plus: Doctors degree or equivalent recognition in special professional field; achievement of full maturity as an effective person in applicable special field and in counseling of individuals; a record of significant contribution as a member of staff committees; regional or national recognition in special professional field; record of significant publication or comparable creative study and productivity; reputation among colleagues for stability, integrity and capacity for further significant intellectual and professional achievement.

Personnel should anticipate spending from 12 to 24 years or more in this field.

CRITERIA FOR APPOINTMENT AS LECTURER AND OTHER SPECIAL APPOINTMENTS

The term "Lecturer" is used for non-tenure appointments at the professional level that do not conform to the established criteria of the 4 academic ranks.

Other special appointments, such as Visiting Professor, Research Associate, Research Assistant, Research Fellow, Teaching Assistant and the like, are subject to the special terms appearing in their letters of appointment, as approved by the President. These appointments are either part time or full time and are considered temporary in nature. In no case does such an appointment qualify an individual for tenure.

PROCEDURE FOR EFFECTIVE TENURE, PROMOTION AND SALARY INCREASE

Recommendation for tenure, promotion and/or salary increase are

initiated by the Chairman of the Department after consultation with members of his staff. These recommendations are made in accordance with established criteria and are submitted to the Dean for review in the light of the professional staff needs of his College as a whole. In preparing his recommendations, ordinarily the Dean will confer with the Department Chairman and, if deemed advisable, with other members of the professional staff of the University. The Dean's recommendations are submitted to the Academic Vice President, who reviews them in the light of the total professional staff needs of the several Colleges. He will consult with the Academic Committee before making his recommendations to the President. No tenure status, promotion or salary increase is final until officially approved by the Board of Regents.

SECTION THREE

ADVANCEMENT IN SALARY

SALARY ADVANCEMENT IN RELATION TO PROMOTION IN RANK

The plan for promotion in rank and salary advancement at the University of Nevada is designed to provide: (1) a sense of security for each professional staff member; (2) a range of rank and salary incentives to continued advancement in the profession; (3) a means of recognition for professional accomplishment; (4) appropriate remuneration for service performed; (5) a flexible procedural arrangement to meet the professional staffing needs of the University.

The attached RANK AND SALARY PATTERN (see permanent minutes) shows the 4 academic ranks and equivalents, the approximate percent of the professional staff typically considered appropriate to each rank at a State Land Grant University, and the range of salaries for the several ranks arranged in 18 steps. The total salary spread from base to top is 1 to 3. For a professional career in University teaching, research and service, the plan provides opportunity to triple the beginning salary.

USING THE "RANK AND SALARY PATTERN"

1. In making the transition to the "Rank and Salary Pattern", the Dean, after consultation with Department Chairman and, where pertinent, with other representatives of the professional staff, will recommend the appropriate salary step within rank for each member of the professional staff of his College. He will submit his recommendations to the Academic Vice President, who will in turn review all professional

staff recommendations for the University as a whole and transmit his own comment and recommendations to the President. Should the recommendation of the Academic Vice President in any case differ materially from that of the Dean, he will notify the Dean in writing of the difference and state his justification for it. In making the transition to the "Rank and Salary Pattern", no present salary may be lowered; and any adjustment to coincide with the salary step recommended for an individual must be within current budget limitations of the University.

2. Each new professional staff member is to be placed in the appropriate salary step within rank at the time of his initial appointment.
3. While there is no fixed ceiling on any rank, typically, unless the base salary is changed, there is no further salary step increase within rank:
 - A. After step No. 5 for Instructor or first rank
 - B. After step No. 9 for Assistant Professor or second rank
 - C. After step No. 14 for Associate Professor or third rank
 - D. After step No. 18 for Professor or fourth rank
4. Typically, after the age of retirement has been reached, there is no further salary step increase within rank or promotion in rank. As responsibilities and duties decrease in connection with any post-retirement-age assignment, there is a corresponding decrease in earnings.
5. Overlapping salary steps between the several ranks provide for special assignments, such as coaching, for continuing appointments at a terminal rank, and for justifiable special appointments and promotions.
6. The usual rate of salary advancement is 2 years per salary step within rank. Any acceleration in the rate of advancement must be fully justified on the basis of merit. The opportunity is available, however, for a well qualified professional staff member of exceptional ability and continued brilliant achievement to skip at least one salary step per rank.

Except in unusual circumstances, such as financial exigencies of the University, ill health of the individual, or poor performance not quite justifying causes for dismissal, the maximum time in any one salary step is 4 years.

7. Each salary step includes all sums up to the floor of the next step. When circumstances clearly justify, appointments at the same step need not be made in the same amounts. Such limited flexibility in making appointments is essential to meeting the professional staffing needs of the University in a period of critical shortage of top talent.

8. In determining the appropriate salary step to which a professional staff member is to be assigned, allowance is made for direct teaching and related experience obtained prior to joining the University of Nevada faculty and for experience gained during any approved interruption of service at Nevada. Appropriate allowance may be made according to the following guide:

A. Graduate Fellowships and Laboratory Assistantships - no allowance.

B. Graduate Teaching Assistantships - 1/4 to 1/2 allowance per year, but not to exceed a maximum allowance of 2 full years.

C. High School Teaching or equivalent applicable, creative, industrial or governmental experience - 1/2 allowance per year, but not to exceed a maximum of 10 full years.

D. Professional experience in appropriate field, including creative, industrial and governmental - 1/2 to full allowance per year, but not to exceed a maximum of 15 full years.

E. Junior College and College Teaching in major or minor fields - full allowance up to a maximum of 20 years.
(To be used as a general guide only. Nature of previous experience and quality of institution are among other factors considered.)

Exceptions to the guide may be made upon submission in writing of convincing evidence.

9. Promotion in rank is never automatic, but subject always to full review in accordance with established University procedures.

10. Typically, recommendations for salary increases for the next biennium are made as early as possible in March or April of the 2nd year of the current biennium.

SECTION FOUR

EVALUATION

POLICY AND PROCEDURES FOR ANNUAL EVALUATIONS

- A. Increase in salary and promotions are subject to budgetary considerations and to a reasonable distribution of professional staff in the academic ranks. Practice in the several Colleges and in the Departments within a College should be relatively uniform. Exceptions should be made only in cases which are clearly unusual, as when maintenance of staff is threatened by a serious shortage of persons in specific disciplines. A promotion is accompanied by a salary increase.

It is the policy of the University to recognize the teaching and scholarly achievements of professional staff members by recommendation for increase in salary or promotion at the appropriate time, rather than to await such recognition by another institution.

- B. A Position Description shall be formulated for each professional staff position, ordinarily by the Department Chairman, in consultation with professional staff members and others as advisable, and with the approval of the Dean. The Position Descriptions shall be maintained in the office of the Dean. The Position Descriptions should be considered for possible revision yearly at the time of making Evaluation Reports. It is anticipated that these Position Descriptions will contain a more highly detailed statement of duties and responsibilities than the position descriptions maintained in the University's Central Personnel File.
- C. An annual Evaluation Report shall be made regarding each professional staff member who does not have tenure, and for other professional staff members when promotion or other recommendation is under consideration, or when requested by the Administration. Ordinarily this will be made by the Department Chairman, according to the procedure given below. Evaluation Reports of Department Chairmen shall be made by the Dean, according to a similar procedure. All evaluation reports should be filed with the Academic Committee by the end of January. All Evaluation Reports are to be regarded as confidential and they and any confidential supporting materials are to be maintained in the office of the Dean.
- D. Procedural Items for Evaluation

1. Bio-bibliographical data regarding each professional staff member is available from the Personnel Information Form maintained in the Central Personnel File. A copy of this form should be maintained in the individual's folder in the Dean's office. In addition, the professional staff member shall be given the opportunity to submit a letter to the Chairman, giving supplementary information helpful in his evaluation. Submission of such a letter is not mandatory. The letter, if submitted, shall accompany and be filed with the Evaluation Report and shall be regarded as confidential if so stated therein. The letter is not intended to serve as self-evaluation, but as one of the sources of data for the evaluation. A copy of the Policy and Procedures Governing Salary Increases and Promotions shall be in the hands of the professional staff member, as well as a copy of his Position Description and of his Personnel Form if desired.
2. Upon receipt of the above letter, if submitted, and after gathering other pertinent information, the Chairman shall discuss with the professional staff member the various points to be considered in his evaluation. A record shall be kept of the essential points covered, and filed with the Evaluation Report. The interview is mandatory, and upon its results and the other data gathered, the Chairman shall prepare the Evaluation Report and any recommendation therein for salary increase or promotion, for transmittal to the Dean.
3. The Dean may modify the evaluation or recommendation of the Evaluation Report. Should he do so, he shall state definite reasons therefor. The Dean, after considering the Evaluation Report, shall transmit his recommendations to the Academic Vice President for review and consideration in view of the professional personnel status of the University as a whole.

The recommendations of the Academic Vice President concerning all professional personnel shall be transmitted to the President by April 1 of each year.

4. The professional staff member shall have the right to discuss his status with his Department Chairman or Dean at any time.

E. Guide for Evaluation

1. The Chairman's evaluation shall consider all of the pertinent factors the Chairman may consider applicable. Recommendations shall be based on definite statements which are accompanied by or which refer to the evidence therefor, including statements describing, without reservation, wherein and in what manner the professional staff member does not meet expected performance.
2. The Chairman's evaluation shall state the national, local or other norm to which the professional staff member's performance is being compared.
3. The Chairman's evaluation shall in no case constitute a defense for a preconceived opinion as to the professional staff member's performance. The data within and accompanying the Evaluation Report shall be the exclusive basis for any recommendation made, and shall demonstrably support the recommendation.
4. It should be recognized that a professional staff member may be deficient in one or several pertinent aspects, and yet be a highly useful and valuable member of the staff; on the other hand, a professional staff member may rate very highly in some respects, yet be generally a detriment to the University. It is the total make-up and performance of the individual that is significant, rather than a summation of discrete factors which might obscure this totality. Therefore, exercise of the most careful judgment is required in order to maintain demonstrable objectivity in an overall evaluation.
5. Comparison of the individual's Position Description should aid in showing what standards of performance can be expected at each of the various ranks.
6. Educational Qualifications - It is desirable that a professional staff member possess or be assiduously working toward the highest academic degree consistent with his field of endeavor. Normally for the teaching staff this is the Ph. D. In some disciplines the highest academic degree ordinarily attained by persons of high competence is at the Master's level; in these cases it is presumed that the desirable qualification of the professional staff member shall be such a combination of advanced training and of professional experience of a constructive or original quality as may be expected to produce the creative and scholarly type of mind implicit in the

holder of the doctoral degree, but under such condition the formal training required shall not be less than a Master's degree or a professional degree.

SECTION FIVE

AMENDMENT PROCEDURE

Recommendations for changes in the above policy on personnel matters may be made by any full-time professional staff member and adopted by a majority vote of the full time professional staff. If the proposed professional staff organization establishes a general procedure for amendment, such procedure will supersede the foregoing statement.

SECTION SIX

APPEALS

In matters pertaining to promotion and salary increases the individual staff member has the right of appeal. Any individual may at any time initiate an appeal by writing his Department Chairman, with an information copy to the Dean; or he may initiate appeal to the professional staff committee. (It is desirable that the right of appeal through the Chairman be utilized before an appeal is made to the special professional staff committee.)

At present appeals may be addressed to an (????) shall be considered by the standing committee of the professional staff created to consider questions of tenure and academic freedom. (See "Regulations on Tenure and Academic Freedom" I, A. 5.) If the proposed professional staff organization establishes a general committee on appeals, it shall assume the duties of hearing appeals on promotions and salaries after the manner stated above.