

North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

OFFICE OF THE CHANCELLOR

September 2, 1954

MEMORANDUM: TO DEANS AND DIRECTORS OF DIVISIONS

SUBJECT: FILLING VACANT POSITIONS

This memorandum supplements the one of July 13, 1954, dealing with the filling of vacant positions. We are still operating under a requirement that prior permission be obtained for filling all vacant positions. This permission is now to be obtained from President Gray's office instead of from the Budget Bureau. President Gray has authorized the Chancellors to give permission for filling all vacancies involving salaries not exceeding \$4000 per year, except Instructors. We shall continue getting permission from President Gray's office for filling positions of Instructor and above, even though the salary may be less than \$4000.

It is very important that permission be obtained for filling vacant positions at all levels, both academic and non-academic. During the last few weeks some commitments have been made for replacing Instructors who have resigned with another Instructor or by teaching fellows without obtaining approval. We are operating with a budget which has expenditures several hundred thousand dollars more than our probable receipts. We have discussed with you the very great necessity that economies be practiced and have been encouraged by your spirit of cooperation. This need for economy extends to the filling of vacant positions and where we can get along without them we should do so.

*Carey H. Bostian*  
Carey H. Bostian  
Chancellor

CHB:H

Copies to: Deans Campbell, Kamphoefner, Kirkland, Lampe, Preston, Shirley,  
Colvard, Stewart, D.B. Anderson.  
Directors Cummings, Newell, Conner, Moffie; D. S. Weaver, R. L. Lovvorn  
Directors Ruggles, Cox, Harlan Brown, McCree Smith  
Mr. J. G. Vann, Dr. J. Harris Purks, Jr.

North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

OFFICE OF THE CHANCELLOR

June 9, 1954

MEMORANDUM CONCERNING WORKING HOURS

Dean M. E. Campbell  
Dean D. W. Colvard  
Dean H. L. Kamphoefner  
Dean J. B. Kirkland  
Dean J. H. Lampe  
Dean R. J. Preston

Dean J. W. Shirley  
Dean D. B. Anderson  
Dean J. J. Stewart  
Mr. J. G. Vann  
Director Gertrude Cox  
Director E. W. Ruggles

On May 24 the Executive Committee of the Board of Trustees approved a recommendation from a special committee which had been appointed to consider working hours. The Trustees reaffirmed a working week of  $5\frac{1}{2}$  days with a minimum of 39 working hours for all employees. They gave the Chancellor of each institution authority to make informal arrangements whereby every employee would not be required to work every Saturday, as approved by the President.

A recommendation has been made to President Gray and approved by him that we make informal arrangements with members of our staff with the following stipulations:

1. The following offices will be open every Saturday throughout the year: Admissions, Registration, Dean of Students, Student Personnel, College Extension Division, Coliseum, Institute of Statistics, Foundations, Chancellor, Business Office, Deans of Schools, Directors of Instruction of Schools, Directors of Experiment Stations, and Director of Agricultural Extension Service.

2. All offices involving students will be open every Saturday during those periods when classes are being held.

3. Every employee shall work at least one Saturday each month, unless special permission is obtained.

It should be understood that these informal arrangements will be subject to review and change, but it may be assumed that the above arrangements may be tried for at least one year beginning immediately.

Please see that this information is made available to all administrative units under your direction.

Carey H. Bostian  
Carey H. Bostian  
Chancellor

CHB:H

cc: Mr. L. L. Ray  
Mr. R. L. Burgin

COPY

Raleigh, N. C.  
August 23, 1943

Mr. Robert G. Dayton  
Assistant Director of the Budget  
Raleigh, N. C.

Dear Mr. Dayton:

Dr. Frank P. Graham has delivered to me a copy of an opinion rendered by Attorney General Harry McMullan under date of August 3, under the general subject, as quoted in the letter, "Personnel Act; Not Applicable to Agricultural Experiment Station.

I note from the letter to Dr. Graham from the Attorney General that a copy of this opinion was sent to you.

This opinion appears to be at variance with the action taken on this matter or with the view expressed about this matter when the Advisory Budget Commission met at my office some weeks ago.

In the light of this opinion it would appear that the view of this matter as expressed by the Advisory Budget Commission at that time was erroneous and that the employees of the Agricultural Experiment Station should properly be given the same status as other faculty members.

I am sending a copy of this letter and of the opinion of the Attorney General to the members of the Advisory Budget Commission.

Cordially yours,

J. M. Broughton  
Governor.

JMB:h

COPY

Raleigh, N. C.  
August 3, 1943

SUBJECT: Personnel Act; Not applicable to Agricultural  
Experiment Station.

Dr. Frank P. Graham, President  
The University of North Carolina  
Chapel Hill, North Carolina

Dear Dr. Graham:

In response to your inquiry over the telephone, I have examined our law with reference to the Agricultural Experiment Station to determine whether or not it is subject to the Personnel Act.

The Agricultural Experiment Station, by C.S. 5825 and the consolidation act, is made a part of the University of North Carolina and is controlled by the Board of Trustees thereof.

The Division of Personnel under the Budget Bureau is given jurisdiction over the personnel of "every department, bureau and/or commission of the State," which does not include jurisdiction over personnel of the State institutions such as the University of North Carolina. This has been recognized since the adoption of the Personnel Act, Chapter 277 of the Public Laws of 1931. Chapter 326 of the Public Laws of 1939, making an appropriation for the Agricultural Experiment Station for the biennium 1939-1940 -- 1940-1941, however, did provide in Section 2 as follows:

"Sec. 2. That these appropriations shall be subject to the provisions of the Executive Budget Act, Chapter 100 of the Public Laws of 1929, and the provisions of the Personnel Act, Chapter 277 of the Public Laws of 1931, and Chapter 46 of the Public Laws of 1933."

It will be noted that this Act did no more than to provide that "these appropriations" should be subject to the provisions of the Personnel Act and did not otherwise put the personnel of the Agricultural Experiment Station under the jurisdiction of the Personnel Act.

The appropriation made by the Maintenance Appropriations Act of 1943, Chapter 530 of the Session Laws of 1943, is found in Section 1, Title IV, subsection 2. Section 21 of the Chapter 530 says that the provisions of the Executive Budget Act and the Personnel Act are re-enacted and shall remain in full force and effect, but no provision was made as was done in the 1939 Act making the appropriations to the Experiment Station subject to the provisions of that law.

With high regards,

Sincerely yours,

Attorney General

HM/w

CC: Mr. R. G. Deyton



COPY

Raleigh, N. C.  
August 2, 1943

Dr. Frank P. Graham, President  
University of North Carolina  
Chapel Hill, N. C.

My dear Dr. Graham:

Pursuant to your recent communication and previous conference with me relative to the Agricultural Experiment Station, I had a meeting in my office on last Friday with the Advisory Budget Commission, which is the commission having control of matters of budget and personnel. All of the members of the Commission were present except Mr. F. E. Wallace of Kinston. Also, upon my invitation Dr. Bayer and Mr. Dayton were present.

In this meeting the whole matter was discussed fully and sympathetically. However, it was pointed out that in the Act of 1939 making an appropriation for research work at the Agricultural Experiment Station (Chapter 326) it was expressly stipulated that appropriations so made should be subject to the provisions of the Executive Budget Act and to the provisions of the Personnel Act. Similar provisos have been brought forward with respect to subsequent appropriations.

In view of this statutory situation, it is apparent that the Advisory Budget Commission can do nothing except administratively. The Commission discussed the matter very fully and together with Mr. Dayton gave every assurance to Dr. Bayer that every effort would be made to handle the matter with a minimum of delay and certainly without any friction. It was further stated to Dr. Bayer by the Commission that if circumstances warranted any change in classification at any time, the Commission would act promptly on request. Dr. Bayer expressed his appreciation and his feeling that along these lines the matter can be handled satisfactorily.

Cordially yours,

J. M. Broughton  
Governor.

JMB:h

*Admin.*

COOPERATIVE EXTENSION WORK  
IN

NORTH CAROLINA STATE COLLEGE OF  
AGRICULTURE AND ENGINEERING.  
NORTH CAROLINA COUNTIES AND  
UNITED STATES DEPARTMENT OF  
AGRICULTURE COOPERATING

AGRICULTURE AND HOME ECONOMICS  
STATE OF NORTH CAROLINA

EXTENSION SERVICE  
OFFICE OF DIRECTOR

POST OFFICE BOX 5157

STATE COLLEGE STATION, RALEIGH, N. C.

January 19, 1954

MEMORANDUM

TO: Dr. C. H. Bostian

FROM: I. O. Schaub

In connection with my efforts to get together the history of the Experiment Station, I have been disappointed many, many times in not being able to locate old records. Undoubtedly many valuable records are still in existence somewhere on the campus and naturally present members of the staff have no immediate interest and even if they did, would not know whether such records were in existence. To illustrate, in reviewing the minutes of the Board of Trustees I found in a number of instances that the official record would show that a committee report was received and attached, however, I would not be able to find the report. Up to this time I have not been able to find the records from the President's office prior to Dr. Brooks' administration in 1923. I am still hoping that sooner or later those will be located.

I am delighted, therefore, that Colonel Harrelson has been given the assignment to index the records, particularly in the library and I hope that in time he will be able to extend it into the various schools. Incidentally, some months ago some of the officials in the Department of Archives and History told me that they would be glad to make a study of the situation at State College if they were requested to do so and try to find out the kind of records of historic importance that might be in the various schools, departments and offices. I understand that they have done that work at Chapel Hill.

In connection with the preservation of records and also for other reasons, I wish to suggest that the institution secure a micro-filming machine and employ the necessary personnel to operate it. It would probably take four or five years to micro-film, classify, and really index the records on the campus. After that initial operation, it would be a fairly simple operation to micro-film the records from year to year and deposit them in a safe place--probably in the library.

If we had this equipment, with competent operators, I feel that it would accomplish many things. In the first place, once it became current, many documents would be preserved which otherwise, in time, would probably be lost just as appears to be the case of the records from the President's office. In the second place, the institution spends a large amount of money each year purchasing new filing cabinets and these in turn take up more and more space which could be utilized to good advantage. If our records were micro-filmed, most of them could then be destroyed, thus releasing filing cabinets for

January 19, 1954

current use. I estimate we would save enough on filing cabinets alone to purchase the necessary equipment and to pay the salaries of such workers as might be required for many years.

I know there are a number of people connected with the college interested in micro-filming. Mr. Brown of the library has mentioned several times and a number of others have expressed an interest in something of that kind. If it can be worked out, I am sure it will save more in the way of cutting down on the purchase of new filing equipment than the project itself would cost. It would reduce filing space to a minimum, but from my angle I think the greatest benefit would come in getting valuable historical material preserved in a permanent record and indexed in such a way as to be easily located by anyone interested in such records.

Perhaps I have stated my ideas in a rather crude way, but I am intensely interested in the matter and hope that you will give it consideration.

J. O. Schaub Consultant  
School of Agriculture

13 September 1954

President Gordon Gray  
The University of North Carolina  
Chapel Hill, North Carolina

Dear President Gray:

We are deeply concerned about the rapidly accelerating trend toward a transfer of responsibility for educational policy from the Board of Trustees, the administration and faculty of the Consolidated University, where it has been constitutionally and traditionally vested, to the Office of the Budget Bureau.

This trend probably started with the use of the "line-budget" concept as a part of budget making and budget control. Although often believed to be a means of financial control, this concept ultimately leads to control of educational policies and programs through the power given over each position and each individual. As the Cresap, McCormick, and Paget report also makes very clear, this concept inspires rigid and inefficient administration of the University, since it discourages planning and leads to budgeting by precedent. Yet it really serves no purpose that a more generalized allocation would not serve, even in periods of budget economies, where cuts could readily be pro-rated, and it transfers de facto authority over positions and men from educational administrators to financial officers.

The "line-budget" concept was stretched to logical but unhappy proportions in the legislative act establishing it, when authority over out-of-state travel of each staff member was given to the Office of the Budget. But in more recent years, the unstated but obvious transfer of power to determine educational policy has been proceeding at an appalling rate: across-the-board equipment freezes, including library book orders; freezing of transfers of funds even within each institution; insistence that already approved unfilled or new positions be cleared again with the budget authorities; the new provision that the Budget Bureau must clear in advance any reclassification of employees; and of late, the extension of control over out-of-state travel to include travel on other than state funds. Budget control is a legitimate and necessary instrument of state government, but no state institution can operate successfully when approved budgets are reduced to an option to renegotiate every time an action must be taken or a decision made. When the Office of the Budget reaches within budgets and makes detailed decisions as to the wisdom of the uses to which budgetary allotments are devoted, it enters the realm of educational policy and becomes a threat to academic integrity.

This trend is deplorable on two counts. It transfers power over educational policy from those vested by law with that responsibility to agencies non-educational in personnel and outlook. If the former are worthy of their trust, this is both wrong in principle and an affront to the men involved. This trend is also wrong, however, on a very practical level: it is inefficient. It transfers decision-making, on thousands of matters great and small, to a level removed in



space and familiarity from the problem which the decisions must solve. No one can question the absolute necessity of efficient budgetary control; but when that control forces a non-educational agency of state government to the onerous task of making a bewildering and endless variety of educational decisions, it should be reexamined. This was never more true than now, when a period of financial stringency appears to be ahead and the college population is increasing rapidly. Curtailment is a more delicate matter than expansion, particularly in an institution long attuned to the increasing needs of a growing population in a dynamic state. At times like these, the reins should be drawn back by those who are supposed to guide and who know the horse.

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Carey H. Bostian, Chancellor

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J. G. Vann, Business Manager

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D. W. Colvard, Dean  
School of Agriculture

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R. J. Preston, Dean  
School of Forestry

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Henry L. Kamphoefner, Dean  
School of Design

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John W. Shirley, Dean  
School of General Studies

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J. Bryant Kirkland, Dean  
School of Education

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D. B. Anderson, Dean  
Graduate School

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J. H. Lampe, Dean  
School of Engineering

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J. J. Stewart, Dean  
Student Affairs

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Malcolm E. Campbell, Dean  
School of Textiles

REGULATIONS GOVERNING  
THE COMPENSATION OF THE TEACHING, RESEARCH,  
EXTENSION AND ADMINISTRATIVE FACULTIES  
OF THE CONSOLIDATED UNIVERSITY OF  
NORTH CAROLINA

(Approved by Cabinet, June 15, 1954)

1. The President, the Chancellors, the Administrators, the Deans and Directors, and the Librarians shall be 12-months' employees.
2. Determination of the status of all presently employed teaching, research and extension staff members as to whether they are employed for 9 months or 12 months a year shall be made by the Chancellor of the institution concerned and the President, and each staff member shall be notified in writing as to his or her status.
3. Whenever a new teaching, research, extension or administrative staff member is employed, the Chancellor of the institution concerned shall notify him or her, in writing, whether he or she is employed for 9 or 12 months a year.
4. Twelve-months faculty or staff members teaching in any of the summer schools of the University shall not be paid any extra compensation for this service.
5. Each faculty member shall be paid a basic salary for his or her teaching or other basic duties as prescribed in writing by his or her Department Head and approved by the Dean or Chancellor concerned and by the President. Basic salaries shall be recommended by the Chancellor of the institution concerned and the President and finally approved by the Board of Trustees. For the purposes of computing any general salary increase or decrease, as ordered by the Board of Trustees, the General Assembly or the Budget Director, the basic salary shall be used.
6. Any faculty member may be compensated for specific services beyond his duties. The amount of this compensation shall be recommended by the Chancellor and the President and finally approved by the Board of Trustees. These supplementary salaries must be paid from grants, gifts or research or service earnings of the University and not from state appropriations.

Approved by Exe. Comm. 11/29/54  
Bd. of Trustees

#### AUTHORIZATION TO PURCHASE LAND FOR 4-H CAMP

Around twelve years ago the U. S. Veterans Administration purchased the State Test Farm near Swannanoa from the N. C. Department of Agriculture. The 4-H Clubs were not permitted to continue the use of an area in one corner of the farm where a considerable investment had been made to provide facilities for a summer camp.

During the past three summers the 4-H Clubs have been permitted to use the camp area. The Veterans Administration recently announced the intention to sell 56.53 acres of land including the camp site and will sell the area to North Carolina State College for \$3100, subject to approval of other federal agencies.

Authorization is requested to purchase these 56.53 acres in the name of the college, with non-appropriated, 4-H Club funds and with the understanding that the area will be used by the Agricultural Extension Service for a camp, operated without expense to the state.

Agreement between the \_\_\_\_\_ and the \_\_\_\_\_ College

"State of \_\_\_\_\_  
\_\_\_\_\_ County

THIS AGREEMENT, Made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 195\_\_\_\_\_,  
by and between \_\_\_\_\_ of \_\_\_\_\_ County,  
\_\_\_\_\_, herein called the "Donor", and the \_\_\_\_\_ College, a state  
educational institution provided for by the laws of the State of \_\_\_\_\_,  
located at \_\_\_\_\_, herein called the "College".

WITNESSETH:

THAT, WHEREAS, the Donor, as an adopted \_\_\_\_\_, feels a  
deep interest in the proper development of the agricultural resources of the State  
and in the improvement and enrichment of the economic and cultural conditions of  
the people living in the rural areas of the State; and

WHEREAS, the Donor believes that the educational forces at work for  
the College in research, in instruction, and in interpretation have stimulated  
state-wide progress in agricultural ideas, methods and procedures; and

WHEREAS, the Donor is convinced that the College can discharge its  
obligation to the farm people of the State only by selecting and retaining in  
its faculty and staff great scholars, great teachers, great scientists, and great  
interpreters; and

WHEREAS, the Donor desires to assist the College in building up a  
faculty which will accomplish the educational objectives of the College and  
which will cause the College to be regarded as a leader in the advancement of  
agricultural sciences and technology;

NOW, THEREFORE, in consideration of the premises and the terms and  
mutual covenants herein contained the Donor gives, assigns, transfers, and delivers  
to the College \_\_\_\_\_ shares of \_\_\_\_\_ Common Stock of \_\_\_\_\_  
Company, subject to the following uses, trusts, terms and conditions,  
that is to say:

ARTICLE I

That said stock be held as a permanent investment in a fund to be  
known as the "\_\_\_\_\_ Agricultural Fund."

ARTICLE II

That the income from said fund shall be used in supplementing the  
salaries paid from State appropriations, or other sources, for ten professorships  
at the College, and that the professorships so supplemented shall be known and  
designated as "The \_\_\_\_\_ Distinguished Professorships", all  
of said Professorships to be awarded in the School of Agriculture. It is sug-  
gested, but not stipulated, that the said Professorships be distributed as follows:

The \_\_\_\_\_ Professors in Agriculture -

In Agricultural Biochemistry  
In Agricultural Economics  
In Agricultural Engineering  
In Agronomy



In Animal Industry  
In Entomology  
In Horticulture  
In Plant Pathology  
In Poultry  
In Rural Sociology

The amounts of the individual and annual supplements may be varied in the discretion of the College. Any income not used in any year may be used in a subsequent year or years or may be added to the principal of the fund.

#### ARTICLE III

The Donor reserved the right to give, assign, transfer and deliver to the College, from time to time, other and additional moneys or securities, which the College agrees to take, handle and administer in all respects pursuant to the terms and conditions of this agreement.

#### ARTICLE IV

The College, through the Board of Trustees of the University of \_\_\_\_\_, and its duly designated and authorized agents, including a fiscal agent or agents selected by said Board of Trustees, is hereby granted full power and authority to receive, hold, manage, collect the income, convert, sell, foreclose, assign, alter, invest, re-invest and otherwise deal with the funds and properties of the \_\_\_\_\_ Agricultural Fund, and with additions thereto, as it may deem for the best interest of the said fund, except that the \_\_\_\_\_ shares of \_\_\_\_\_ Common Stock of the \_\_\_\_\_ Company, delivered contemporaneously with this agreement, shall be held as a permanent investment.

The College, and its agents, as aforesaid, shall not be restricted to statutory investments, but shall be authorized to invest in such stocks, bonds, securities or other properties as may be deemed appropriate and for the best interest of the said fund.

The College, and its agents, as aforesaid, are authorized and empowered to participate in the management, liquidation, reorganization, consolidation or other financial readjustment of any corporation in which the said fund holds any stock or other evidence of ownership or interest; to treat stock dividends or other extraordinary dividends as principal, and, in general, to determine what expense and other charges shall be charged against principal and what against income; to compromise, arbitrate, or otherwise adjust claims; to execute any instrument in writing required for the administration of the said fund, and to bring any necessary legal actions to recover rents, profits and income due to the \_\_\_\_\_ Agricultural Fund.

#### ARTICLE V

The Donor declares that he has been advised of the legal effect of this agreement and that he has given consideration to the question as to whether the same shall be revocable or irrevocable, and that he reserves no right or power to revoke, change, modify, alter, rescind, nullify, cancel or annul this agreement or any of the provisions hereof.

ARTICLE VI

The College, through the Board of Trustees of the \_\_\_\_\_, hereby accepts the administration of the \_\_\_\_\_ Agricultural Fund and agrees to execute the provisions of this agreement with all due fidelity, it being mutually agreed, however, between the Donor and the College, that the College or its agents shall not be held accountable or liable for any error of judgment in the execution hereof.

IN TESTIMONY WHEREOF, the Donor and the College have hereunto set their hands and seals the day and year first above written.

/s/ \_\_\_\_\_ (SEAL)  
Donor

\_\_\_\_\_  
OF \_\_\_\_\_ STATE COLLEGE

By \_\_\_\_\_

NORTH CAROLINA STATE COLLEGE  
OF  
AGRICULTURE AND ENGINEERING OF THE UNIVERSITY OF NORTH CAROLINA  
RALEIGH

OFFICE OF THE CHANCELLOR

October 19, 1954

November 3, 4 and 5 have been selected as dates for members of our Board of Trustees to visit the three campuses of the University. This year the schedule provides that North Carolina State College will be visited on the first day. I hope that you will favor us by coming and we are trying to arrange a program which will be of interest to you.

You are asked to come to Holladay Hall to the Chancellor's Office at twelve o'clock on November 3. Shortly thereafter we will have lunch at the College Cafeteria with a group of our student leaders. Following the luncheon we will tour the campus and inspect some of our newer and more significant facilities. We shall end our tour at the College Union around 5:00 p.m. At six o'clock we are arranging a dinner with members of our faculty without any of the administration being present. At 8:30 p.m., we would like to have you be our guest at a performance of "Ice Capades" in Reynolds Coliseum.

Reservations will be made for you at the Carolina Inn in Chapel Hill for spending the night.

I look forward very much to having you visit us on November 3 and shall appreciate your returning the enclosed card.

Very sincerely yours,

Carey H. Bostian  
Chancellor

CHB:H

encl.

RESPONSE TO RECOMMENDATIONS OF TRUSTEES' VISITING COMMITTEE  
AT NORTH CAROLINA STATE COLLEGE

I. Recommendations of February 9, 1953.

In appointing new members of the staff we have tried to obtain individuals of the highest quality, subject to our salary schedule. We have tried to maintain an atmosphere of "scholarly opportunity and academic freedom" which is attractive to those we want to engage and to those already members of our staffs.

Deans have been asked to emphasize undergraduate teaching, to try diligently to identify it, and to rate excellency in teaching as the most important justification for promotion.

Liaison with public school authorities in an effort to bridge the gap between high school preparation and college work has been accomplished by the appointment of a joint committee which is at work. Representatives from State College are Dr. C. G. Mumford, Professor of Mathematics, and Dr. H. T. Scofield, Professor of Botany.

Not much was done during 1953-54 to encourage more contacts between students and faculty. The only effort to encourage more students to spend weekends on the campus was the program of the College Union, which was quite comprehensive even though the building was not available.

The recommendation that more effort be made to explain the purposes and functions of the University to students was followed when plans were made for orientation of new students. Beginning with September 1954 this orientation has been planned to extend over the first semester rather than to be concentrated during five or six days.



Parents of new students were advised during the summers of 1953 and 1954 that the college considered it very unwise and undesirable for automobiles to be kept on the campus. There is little evidence that this request was heeded.

## II. Recommendations of May 14, 1954

Nine general recommendations were made, of which six will require additional funds. Budget requests submitted to the Advisory Budget Commission include increases in travel funds, research, additional staff to provide for increasing enrollment and to reduce the size of many classes, and all physical needs suggested except housing for married students. This last item represents a real need and will become critical in another five years when the old and temporary facilities now in use will probably deteriorate to the point where repairs cannot be made economically.

Some of the other physical improvements are being provided with funds already available. Two railroad underpasses are now under construction. Additional walks and parking areas around dormitories were built during the past summer.

Six specific recommendations for State College were made. Two of these involve the construction of underpasses and landscaping areas around dormitories. The former is being accomplished but the latter must await provision of funds.

Steps were being taken to appoint a Dean of Student Affairs before the Visiting Committee came to the campus. Mr. J. J. Stewart assumed the position June 1, 1954, and during the summer organized the twelve areas of student affairs and assigned various responsibilities to members of his staff. Student-faculty relations are definitely being improved.

Publicity will be given to disposition of profits from the Student Supply Stores. A joint committee of three students and three faculty members has been appointed and has invited students to submit any criticisms and grievances they may have. In the near future The Technician will publish a list of all recipients of scholarships from all sources of funds.

A recommendation was made that the possibility of installing a campus, toll-free telephone system at State College should be examined. The Division of Student Affairs is investigating this possibility. The request from students resulted from their having to use in the dormitories toll telephones requiring ten cents per call.

Efforts to improve undergraduate instruction are being made in the face of increased enrollment without additional funds for engaging additional personnel. Requests for additional instructors in departments having the largest classes have been submitted to the Advisory Budget Commission.

## POSSIBLE EFFECTS OF A TUITION INCREASE AT NORTH CAROLINA STATE COLLEGE

The consensus of the Scholarship and Student Aid Committee, and of those administrative officers who work with students, is that in general any increase in tuition and fees would be injurious to the best interests of the college. We feel that perhaps 50% of our students could ill-afford a tuition increase, and would be hurt in varying degrees, some severely. For many, any increase would prevent completion of their college education.

For this academic year, to date, there have been more than one thousand applications for scholarships, loans, grants and self-help jobs. We estimate that from eight hundred to nine hundred students are now working to earn part or all of their necessary expenses. More than five hundred students have been approved for deferred tuition payments. These figures give some indication of the number of students who would be hurt by increased educational costs. We know that many additional students have been prevented from enrolling this year because of financial circumstances. Many others in college, not represented in the financial aid applications, are undoubtedly having some difficulty in financing their education. It seems highly undesirable to increase the number of students who would be financially unable to attend college by raising tuition costs.

Selection of students on the basis of financial condition is contrary to the idea of public education which we have come to look upon as essential to our way of life, and which state universities and land-grant colleges have been established to implement. Already tuition costs are higher to our students than to the students of most other land-grant colleges and universities in the country. Costs at State College are higher than at other public colleges in North Carolina. Any further step in this direction would be most unfortunate.

Our Scholarship and Student Aid Committee representatives from Forestry and Textiles state that their schools are regional in the sense that they have larger percentages of out-of-state students. Costs for these students are already very high, and it is felt that any increase would curtail enrollment to the extent that the two schools might find it difficult to operate.

North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

OFFICE OF THE CHANCELLOR

September 13, 1954

MEMORANDUM TO DEANS

SUBJECT: Possible Restoration of Merit Increments Which Were Disallowed  
FROM: Carey H. Bostian, Chancellor

President Gray plans to make a special effort for the restoration of some of the merit increments disallowed for secretaries on the grounds that salaries above \$3696 could not be permitted.

If you can make a strong recommendation for the restoration of the merit increment for individuals whose names are listed below, please send me two copies of the justification as soon as possible.

It must be kept in mind that we cannot expect to get approval for the entire list and must be able to provide good reasons for restoration of any which were not allowed.

Mary Beasley



September 25, 1954

Mr. Gordon Gray, President  
The University of North Carolina  
Chapel Hill, North Carolina

Dear Mr. Gray:

I wish to submit the following recommendations for trying to obtain merit increments for members of our secretarial staff. Increments were denied for fourteen individuals on the basis that their maximum salary was \$3696. I would like to recommend that strenuous efforts be made to obtain merit increments for three members of our staff whose qualifications and duties make them highly deserving of additional compensation.

1. Nettie D. Haywood. Miss Haywood received the A.B. degree from Mount Holyoke College in 1936. Subsequently she took the graduate secretarial and business course at the Katharine Gibbs School in Boston. From January 1, 1941, until September 1, 1953, she was secretary in the office of the Dean of Agriculture at State College. For a little more than a year she has been secretary in this office where Messrs. Friday, Furks, and others have had an opportunity to observe the way in which her work is performed. She is receiving a salary of \$4080 and was denied an increase of \$144. I discussed this case at great length with Mr. Coltrane without getting his approval. He did state that if the State Personnel Department classified the position at a higher level than secretary III, he would approve the increment retroactive to July 1, 1954. It will probably be six months before the position is considered for classification.

2. Helen Ohmer. Mrs. Ohmer has been employed at State College for a total of eight years, first as secretary to the head of the Department of Animal Industry and since September 1, 1953, as secretary to the Dean of Agriculture. In this position she assumes many duties of an administrative nature, being the only secretary in the office. She is responsible for budgets, appointments, travel requests, and other similar material for the Dean of Agriculture, who supervises three principal activities, Resident Instruction, the Agricultural Experiment Station, and the Agricultural Extension Service. Mrs. Ohmer was receiving \$3600 at the end of the previous fiscal year. She was eligible for an increment of \$120, of which \$96 was allowed. Thus she was denied only \$24 of the eligible amount.

September 25, 1954

3. Linda Maddry. Miss Maddry performs all the secretarial work for one of our largest departments, Mathematics, having twenty-five teachers. She has a B.S. degree in Mathematics, followed by secretarial training, and has been working for the Mathematics Department since 1937. She cuts all stencils for tests and being trained herself in Mathematics is an extremely useful person. The head of her Department states that she is more valuable to the Department than any Assistant Professor and would be more difficult to replace than any Associate Professor he has. I might add that Miss Maddry frequently helps students with problems and could easily qualify as an Instructor. She is currently receiving a salary of \$3816 and was denied a merit increment of \$120.

The other eleven individuals are so nearly equal in deserving restoration of increments that I cannot justify one more than another. Knowing that we cannot get approval for all of them, I am reluctantly withholding recommendations for any. Imposition of ceilings on the salaries of our secretaries is going to have serious effects on their morale and our ability to retain employees with superior qualifications.

I shall greatly appreciate your efforts in obtaining increases for the three individuals listed above.

Sincerely yours,

Carey H. Bostian  
Chancellor

CHB:H

September 25, 1954

Mr. Gordon Gray, President  
The University of North Carolina  
Chapel Hill, North Carolina

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# Restoration of Merit Increments

Name	Position	years of service	Salary June 30	Increment Recommended	Amount allowed	Salary July 1
Mrs. B. Edna Mason	Sec. of the Civil Engineering Dept.	15	3644	120	52	3696
Jamie Bailey	Sec., Dept. Mechanical Eng.	18	3974	120	0	3974
Mary C. Beasley	Sec. of Foundations & Office	16	3816	120	0	3816
Mary Bryan	Sec. Dept. of Diesel & Internal Combustion Engines	13	3816	120	0	3816
Linda Maddy	Sec. Dept. of Mathematics	17	3816	120	0	3816
Beatrice Rowe	Sec. Dept. of English	32	3618	120	0	3618
Nellie Haywood	Sec. to Chancellor	✓	4080	\$144	0	4080
Mrs. M. B. Maynard	Sec. to Dean School of Educ.	12	✓ 3723	120	0	3723
Angel Adams	Sec. to Dean School of Forestry		3596	120	100	3696
Mrs. Helen Chmer	Sec. to Dean School of Agric.	✓	3600	<sup>2</sup> <del>96</del> 120	96	3696
Mrs. Geraldine Hall	Sec. to Director Agric. Extension Serv.	8	3723	120	0	3723
Mrs. Thelma Caddle	Sec. to Asst. Director Agric. Extension Serv.	18	3723	120	0	3723
Eleanor Mason	Sec. to State Home Demonstr. Leader	27	3697	120	0	3697
Margaret Jones	Sec. to Head of Poultry Dept.	30	3788	120	0	3788



North Carolina State College



Raleigh, N. C.

SCHOOL OF EDUCATION

J. BRYANT KIRKLAND, DEAN

September 14, 1954

Dr. C. H. Bostian, Chancellor  
North Carolina State College  
Raleigh, North Carolina

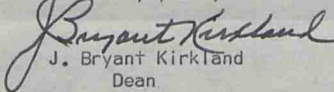
Dear Dr. Bostian:

I was pleased to get your letter concerning a possible increment for Mrs. M. B. Maynard.

Mrs. Maynard perhaps should not be classified as merely a secretary. In addition to serving as a secretary she checks and processes all requisitions for supplies, equipment, etc. submitted by the several departments in the School of Education. She keeps accounts of all expenditures by departments. Her duties also include the coordination of the work of the secretaries assigned to the departments in the School. She is the receptionist for the School and serves as an administrative assistant in the Office of the Dean in handling routine which do not require his personal attention.

Mrs. Maynard has been a loyal employee of the college since 1942. She is a widow and has a daughter in Woman's College who needs her financial support. I hope the salary increment which was recommended for the 1954-55 fiscal year will be approved.

Sincerely yours,

  
J. Bryant Kirkland  
Dean

North Carolina State College



Raleigh, N. C.

SCHOOL OF EDUCATION

J. BRYANT KIRKLAND, DEAN

September 14, 1954

Dr. C. H. Bostian, Chancellor  
North Carolina State College  
Raleigh, North Carolina

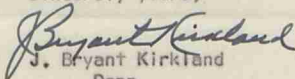
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J. Bryant Kirkland  
Dean

North Carolina State College  
Raleigh

SCHOOL OF FORESTRY

September 13, 1954

MEMORANDUM TO: Chancellor C. H. Bostian

SUBJECT: Restoration of Merit Increment to Hazel Adams

FROM: R. J. Preston, Dean

There is a very strong consideration why Miss Adams should be given the full merit increment and further be permitted to receive additional increments in the future. Miss Adams' salary from appropriated funds is now \$3296, which is \$400 below the maximum now allowed. For several years the North Carolina Forestry Foundation has been paying Miss Adams \$400 a year for incidental work which she does for the Foundation. This should not really show on her salary and could better be paid directly to her by the Foundation. I am going to recommend, beginning July 1, 1955, that Miss Adams' College salary be shown without the Foundation money. We have no assurance that the Foundation will continue to make this payment and the present arrangement is penalizing Miss Adams.

Miss Adams is the senior secretary in the Forestry School and is in charge of our office. In addition to regular secretarial work, she keeps the School and Experiment Station books, which takes a considerable portion of her time and has become rather involved.



North Carolina State College  
Raleigh

SCHOOL OF FORESTRY

September 13, 1954

MEMORANDUM TO: Chancellor C. H. Bostian  
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FROM: R. J. Preston, Dean

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NORTH CAROLINA STATE COLLEGE  
SCHOOL OF AGRICULTURE • RALEIGH, N. C.

OFFICE OF THE DEAN AND DIRECTORS

15 SEPTEMBER 1954

DR. CAREY H. BOSTIAN  
CHANCELLOR  
NORTH CAROLINA STATE COLLEGE  
CAMPUS

DEAR CHANCELLOR BOSTIAN:

WITH REFERENCE TO YOUR MEMORANDUM OF SEPTEMBER 13 CONCERNING THE RESTORATION OF MERIT INCREMENTS DISALLOWED FOR SECRETARIES ON THE GROUNDS THAT SALARIES ABOVE \$3696 COULD NOT BE PERMITTED, I AM PLEASED TO SUBMIT THE FOLLOWING INFORMATION.

<u>NAME</u>	<u>YEARS OF SERVICE</u>	<u>SALARY AS OF 30 JUNE 1954</u>
MRS. HELEN OHMER	8	\$3600
MRS. GERALDINE HALL	8	3723
MRS. THELMA CAUDLE	18	3723
MISS MARGARET JONES	30	3788
MISS ELEANOR MASON	27	3697

MRS. HELEN OHMER SERVES AS SECRETARY AND ADMINISTRATIVE ASSISTANT IN THIS OFFICE. THERE ARE OTHER SECRETARIES WITHIN THE SCHOOL WHO RECEIVE HIGHER SALARIES ALTHOUGH THERE ARE NONE WHOSE RESPONSIBILITIES EXCEED THOSE ASSIGNED TO MRS. OHMER. SHE IS FULLY COMPETENT AND DEVOTED TO THE WORK OF THE SCHOOL, AND RESTORATION IS HIGHLY RECOMMENDED.

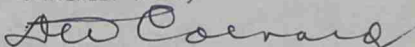
MRS. GERALDINE HALL IS SECRETARY TO D. S. WEAVER, DIRECTOR OF EXTENSION, AND THIS IS AN EXTREMELY RESPONSIBLE ASSIGNMENT. THE EXTENSION STAFF IS LARGE AND THE ADMINISTRATIVE TASKS OF THAT OFFICE ARE HEAVY. SHE HAS DEMONSTRATED COMPETENCE OVER A PERIOD OF EIGHT YEARS.

MRS. THELMA CAUDLE ACTS AS SECRETARY TO THE ASSISTANT DIRECTORS IN THE EXTENSION OFFICE. SHE IS FULLY COMPETENT AND PERFORMS THE SECRETARIAL WORK FOR THE TWO ASSISTANT DIRECTORS.

MISS MARGARET JONES HAS SERVED THE POULTRY SCIENCE DEPARTMENT WELL FOR A LONG PERIOD OF TIME, AND IS HIGHLY RECOMMENDED BY THE DEPARTMENT HEAD FOR A MERIT INCREASE IN SALARY. SHE HANDLES BOTH SECRETARIAL WORK AND BOOKKEEPING FOR THE DEPARTMENT AND ASSISTS DIRECTLY WITH THE ADMINISTRATION OF THAT DEPARTMENT.

MISS ELEANOR MASON SERVES AS SECRETARY TO MISS RUTH CURRENT, STATE HOME DEMONSTRATION AGENT, AND HAS WORKED FOR THE EXTENSION SERVICE FOR A LONG PERIOD OF TIME. SHE IS ALSO HIGHLY RECOMMENDED FOR A MERIT INCREASE.

SINCERELY YOURS,

  
D. W. COLVARD  
DEAN OF AGRICULTURE

DWC:HO

NORTH CAROLINA STATE COLLEGE  
SCHOOL OF AGRICULTURE • RALEIGH, N. C.

OFFICE OF THE DEAN AND DIRECTORS

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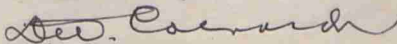
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DWC:HO

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING

OF THE  
UNIVERSITY OF NORTH CAROLINA  
RALEIGH, N. C.

SCHOOL OF  
ENGINEERING

September 17, 1954

DEPARTMENT OF  
MECHANICAL ENGINEERING

Dean J. H. Lampe  
School of Engineering  
Campus

Dear Dean Lampe:      Re: Merit Increment for Janie Bailey

I would like to recommend to you that Miss Janie Bailey be awarded the merit increment for 1954-55 as requested in our budget in the distribution of the merit increments. She has received one month's pay including this merit increase and then the following month the merit increment was removed.

I believe that she is entitled to a merit increase as she has been at the college since September, 1936 and has faithfully served the college since that time. She is an extremely loyal person; that is, loyal to the college and the university, and is very conscientious in all of her work.

There are many things, intangible to be sure, which make an office run smoothly. I believe that she is largely responsible for the solution of many problems in our Department of Mechanical Engineering - not only office problems but problems with students, many of which we learn about after a satisfactory solution has been obtained and I suspect that there are many about which we are never informed.

We depend upon Miss Bailey for many things associated with the administration of the department which are over and above normal secretarial requirements. She lends a very useful hand in the preparation of our budgets, the keeping of records so that we know at all times the extent of our budget which has been spent and which remains, as well as keeping track of unpaid bills and a host of other details required in the running of as large a department as the Mechanical Engineering Department with its associated curricula.

Miss Bailey has the reputation of being one of the best departmental secretaries on the campus. I strongly recommend that she be allowed this merit increment which we recommended in our budget for 1954-55.

Sincerely yours,

*Karl P. Hanson*  
Karl P. Hanson, Head  
Mechanical Engineering Dept.

*OKed  
9/21/54  
JH*  
KPH:JB

September 17, 1954

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Campus

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Mechanical Engineering Dept.

*Recd  
9/24/54  
JH*  
KPH:JB



North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
DEPARTMENT OF MATHEMATICS  
Raleigh

September 15, 1954

Dr. J. H. Lampe  
Dean of Engineering  
Campus

Dear Dean Lampe:

I wish to thank you very much for the opportunity to present the grounds for the restoration of the merit increment in the case of Miss Linda Maddry.

Perhaps the best way to present this matter is in a tabulated form.

(1) Graduated from North Carolina State College in 1932 with high honors (B. S. in Education, mathematics major). Has been the department's secretary since 1937.

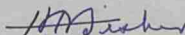
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(4) Probably more valuable to the department than any assistant professor and harder to replace than any associate professor in the department.

In simple justice to a loyal and competent secretary, I hope that the increment can be restored.

Respectfully yours,



H. A. Fisher, Head  
Department of Mathematics

*Recd*  
*9/20/54*  
*[Signature]*  
HAF:M

September 15, 1954

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Department of Mathematics

*Dr. J. H. Lampe*  
*9/21/54*  
HAF:M

North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

September 16, 1954

SCHOOL OF  
ENGINEERING

DEPARTMENT OF  
CIVIL ENGINEERING

Dean J. H. Lampe  
School of Engineering  
Campus

Re: Restoration of Merit Increments for Secretaries.

Dear Dean Lampe:

This will acknowledge receipt of your letter of the 13th containing a memorandum from Chancellor Bostian concerning merit increments for secretaries.


In response to your request for justification for the restoration of the merit increment for Mrs. Edna Belle Mason, I am pleased to submit the following.


Mrs. Mason's salary last year was \$3644. The merit increment recommended for her provided that she be paid a total salary of \$3764 for the current fiscal year; this was \$68 above that which had been established as a limit for secretaries.

Mrs. Mason has been in the service of North Carolina State College continuously since January 1939. She is currently serving as secretary of the Civil Engineering Department and in this capacity is responsible for supervision of the departmental office, taking care of departmental correspondence, maintaining departmental budget records and requisitioning equipment and supplies. She serves as an administrative assistant to our Department, which includes 17 staff members and some 500 students in total.

Mrs. Mason is a dedicated worker, loyal to the interests of the College and faithful in the discharge of all of her duties. She is in my opinion most worthy of the encouragement that might be demonstrated by granting her the full merit increment. I wish, therefore, to recommend that every consideration be given to the restoration of that portion of the increment that was disallowed her.

Respectfully yours,

  
R. E. Fadum, Head  
Department of Civil Engineering

 9/21/54

North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

September 16, 1954

SCHOOL OF  
ENGINEERING

DEPARTMENT OF  
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Respectfully yours,

*R. E. Fadum*  
R. E. Fadum, Head  
Department of Civil Engineering

*Handwritten:*  
OK  
J. H. Lampe  
9/21/54



## Raleigh

OFFICE OF DEPARTMENT HEAD

September 20, 1954

SCHOOL OF ENGINEERING

Memorandum for Chancellor Carey H. Bostian

Re: Memorandum 15 September 1954  
Restoration of merit increment  
for Miss Mary Bryan

It is herewith requested that every effort be made to restore the merit increment of \$120 per year to Miss Mary Bryan, Secretary of the Department of Diesel and Internal Combustion Engines, which \$120 was in our budget for the current fiscal year.

Miss Bryan is a graduate of Wingate College and the Raleigh School of Commerce business course. In her studies she completed work in book-keeping, general secretarial work, business English, business machines, typing and letter writing. She is an accomplished stenotypist. She is a native of Columbus County, North Carolina, and after having been educated in North Carolina and living here all her life, is thoroughly familiar with North Carolina's problems and motives of our native sons when they seek higher education.

Miss Bryan came to State College in March 1941. She has been in the continuous employ of the College since that date as secretary-clerk-stenographer. Her attendance record has been excellent, her sick-leave practically nil, and her vacation requests have always been subordinate to the work at hand.

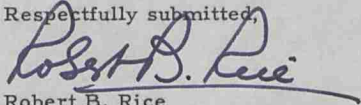
During the war years she served the Mechanical Engineering Department loyally and well in the capacity of secretary, endearing herself to students and faculty alike through her efficiency and willingness to work. As secretary she filled all the requirements in the capacity of stenographer, clerk, book-keeper, and general assistant. During these years, in addition to her departmental work, she conducted all of the secretarial work in connection with the ESMDT program for the Army and the secretarial work for the College in connection with the Navy Diesel School. In my opinion she is the one person who is thoroughly familiar with the work done by the College for the Navy Department during the war years and the records, both with regard to material and personnel.

Since termination of the war and the instituting of the Department of Diesel and Internal Combustion Engines she has been employed in the capacity of secretary to the Department and in addition to serving as stenographer, clerk, has been of tremendous value to the department in the compiling and preparation of research reports.

Immediately on termination of the war program, this office was assigned the task of procuring for State College considerable war surplus material under the terms of HR 5125. Again, in addition to her regularly assigned duties, Miss Bryan conducted all of the bookkeeping and stenographic work, resulting in the bringing to North Carolina several millions of dollars in valuable equipment and educational supplies.

I believe an employee should not only win recognition and receive merit consideration for long years of loyal, efficient service, but as well for the efficiency and thoroughness with which they conduct their work at present and their potentialities as a valuable reserve asset when they again may be called on in the future for effort and accomplishment in the development of our State in fields of endeavor where they have proven their ability.

Respectfully submitted,

A handwritten signature in dark ink, reading "Robert B. Rice". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Robert B. Rice  
Department Head

RISEING BOND

FOR CONTENT

U.S.A.

September 20, 1954

*oked*  
*JH Lampe*

Memorandum for Chancellor Carey H. Bostian

Re: Memorandum 15 September 1954  
Restoration of merit increment  
for Miss Mary Bryan

It is herewith requested that every effort be made to restore the merit increment of \$120 per year to Miss Mary Bryan, Secretary of the Department of Diesel and Internal Combustion Engines, which \$120 was in our budget for the current fiscal year.

Miss Bryan is a graduate of Wingate College and the Raleigh School of Commerce business course. In her studies she completed work in book-keeping, general secretarial work, business English, business machines, typing and letter writing. She is an accomplished stenotypist. She is a native of Columbus County, North Carolina, and after having been educated in North Carolina and living here all her life, is thoroughly familiar with North Carolina's problems and motives of our native sons when they seek higher education.

Miss Bryan came to State College in March 1941. She has been in the continuous employ of the College since that date as secretary-clerk-stenographer. Her attendance record has been excellent, her sick-leave practically nil, and her vacation requests have always been subordinate to the work at hand.

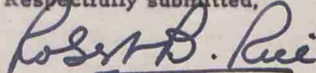
During the war years she served the Mechanical Engineering Department loyally and well in the capacity of secretary, endearing herself to students and faculty alike through her efficiency and willingness to work. As secretary she filled all the requirements in the capacity of stenographer, clerk, book-keeper, and general assistant. During these years, in addition to her departmental work, she conducted all of the secretarial work in connection with the ESMDT program for the Army and the secretarial work for the College in connection with the Navy Diesel School. In my opinion she is the one person who is thoroughly familiar with the work done by the College for the Navy Department during the war years and the records, both with regard to material and personnel.

Since termination of the war and the instituting of the Department of Diesel and Internal Combustion Engines she has been employed in the capacity of secretary to the Department and in addition to serving as stenographer, clerk, has been of tremendous value to the department in the compiling and preparation of research reports.

Immediately on termination of the war program, this office was assigned the task of procuring for State College considerable war surplus material under the terms of HR 5125. Again, in addition to her regularly assigned duties, Miss Bryan conducted all of the bookkeeping and stenographic work, resulting in the bringing to North Carolina several millions of dollars in valuable equipment and educational supplies.

I believe an employee should not only win recognition and receive merit consideration for long years of loyal, efficient service, but as well for the efficiency and thoroughness with which they conduct their work at present and their potentialities as a valuable reserve asset when they again may be called on in the future for effort and accomplishment in the development of our State in fields of endeavor where they have proven their ability.

Respectfully submitted,

A handwritten signature in dark ink, reading "Robert B. Rice". The signature is written in a cursive style with a horizontal line underneath the name.

Robert B. Rice  
Department Head



Sept. 13, 1954 (JWA)

The State College is the Land-Grant College of North Carolina and for that reason is charged with research and education in all fields of economics and natural resources development. For these reasons it is necessary to offer many curriculums in which the enrollment is low. None of these curriculums can be discontinued if the College does its duty in training people for the various phases of development. The State needs few people trained in some fields, but the few must be trained.

The necessity of offering needed curriculums in which enrollment is low causes the overall enrollment of students per teacher to be lower than in some other colleges. For about one-half of the work required in English, Mathematics, General Sciences, Economics, History, and Social Sciences, the small sections are combined with other student sections. However, for the highly specialized work the small sections must be taught separately. This must be done for about 100 to 125 credit hours of work per student.

The following are the curriculums of small enrollment:

Curriculum	Freshmen	Sophomores	Juniors	Seniors
Agricultural Economics	0	5	5	0
Agri. & Biol. Chemistry	1	2	3	5
Dairy Manufacturing	11	4	3	3
Experimental Statistics	0	0	2	2
Horticulture	0	4	6	7
Poultry Science	0	6	2	3
Rural Sociology	0	0	2	2
Wildlife Cons. & Mgt.	7	6	7	8
Landscape Architecture	5	4	0	1
Industrial Arts Education	15	8	10	6
Mathematics & Sci. Educ.	4	4	3	3
Ceramic Engineering	3	5	9	8
Furniture Mfg. & Mgt.	16	13	8	17
Geological Engineering	6	4	6	8
Heating & Air Cond.	9	14	9	20
Mechanical, Aero. Option	36	19	8	9
Nuclear	15	19	11	13
Lum. Prod. Mfg. & Mds.	0	8	7	7
Pulp Tech.	0	2	0	1
Wood Tech.	0	1	3	3
Textile Chem.	5	13	22	19

To teach the junior and senior subjects requires 372 class sections for the low enrollment curriculums listed above.

The equivalent of one teacher's time will be required for five sections; therefore, 74.5 teachers will be required to teach the junior and senior subjects in the curriculums listed above.

## HONOR SYSTEM

### THE RESPONSIBILITY OF FACULTY MEMBERS

As a member of the college community each instructor has a positive responsibility with respect to the Honor System. This responsibility involves appropriate interpretation of the Honor System and the promotion of conditions favorable to effective work. On the occasion of a quiz or examination, the requirements with respect to leaving the classroom or the intervals at which the instructor should return to offer assistance are not rigidly prescribed since it is believed that the teacher's influence is determined more largely by his whole attitude than by the details of the "system."

The responsibility of the teacher is interpreted to include:

(a) clear exposition of the values and obligations of the Honor System, (b) the maintenance of order, (c) demonstration of the importance of personal interest, fairness and mutual consideration, (d) uniform procedure in handling violations. In the event of a violation the case shall be submitted to the Judicial Board of the Student Government.

It is the practice for each student to sign a pledge for all examinations which are to be performed independently indicating that he has neither given nor received aid. Student government makes the explicit request that instructors insist upon the written pledge as a requirement for grading papers.

A member of the faculty who has cause to report a student, either on his own initiative or at the request of a student, may handle the case through the office of the Coordinator of Student Activities, Mr. Banks Talley, Telephone 370. He will arrange for a member of the Judicial Board to see the faculty member.

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## Greater UNC Seeks Three New Positions

The Advisory Budget Commission will meet here Friday to act on a request for three new administrative posts in the Greater University of North Carolina.

University President Gordon Gray has asked that the commission appoint a business officer and treasurer at a \$12,000 annual salary; deans of faculty at the University in Chapel Hill and at North Carolina State College in Raleigh at \$11,000 each; and secretaries for the three at \$3,000 each.

The commission will also:

Decide on a proposal that \$106,000 appropriated for renovation of Vance Hall, a Fayetteville Teachers College dormitory, be used instead for the construction of a new building.

Consider a request from East Carolina College for a transfer of building funds. The Legislature appropriated \$65,000 for conversion of ECC's old library into a classroom building and \$35,000 for a conversion of another structure into a music building. Assistant Budget Director Dave Coltrane said the college wants to use the funds for conversion of the old library into a music building.

## Group Votes For Man Reversed Title

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## **E CLOSING ED CAR LOT**

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**BELOW ARE  
SALE — NO TRADE**

**Club Coupe \$1045**  
at Covers. 1 Owner.

**Club Coupe \$645**  
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**Sedan \$1195**  
Owner.



The position of Dean of the Faculties is needed to enable the Chancellor to have the understanding of academic affairs needed for efficient and economical administration of the College along with instruction of high quality. At the present time the Chancellor is not able to give sufficient attention to such things as selection of personnel, surveys of teaching loads, enrollments in various curricula and programs of study, and relations between teaching and research. Further need for the position involves the desirability of insuring that the six degree-granting schools maintain more uniform policies toward selection and promotion of staff members, teaching loads, out-of-state travel, and evaluation of current programs and introduction of new ones.

# N.C. State Expects 4,300

North Carolina State College will open its 66th year of educational service in September when the student body is expected to be between 4,200 and 4,300.

Physical facilities available to the students will be the best in the history of the college following the completion of other phases of the institution's current expansion program. The faculty also has been strengthened since the end of the last academic year. A new, expanded program of student services and self-help employment has been inaugurated.

A class of over 1,200 freshmen is expected to arrive on the campus Sept. 9, when a five-day freshman orientation and testing period will begin. Freshmen will register for the fall semester Sept. 14.

Transfer students in all of the undergraduate schools will meet Sept. 13.

Returning students of all classes, transfer students, and graduate students will register for the semester Sept. 15.

Classwork for all students will begin Sept. 16.

This fall's enrollment is expected to be larger than last fall's registration figure of 4,063 students.

The general faculty of the college will meet on Sept. 8 to draft final plans for the opening of the fall term.

State College this year is shifting from a quarter basis to a semester operation. The fall semester will end Jan. 27, and the winter semester will start Jan. 31 and will be concluded June 2. The institution's annual commencement service will be held June 5.

N. C. State, now one of the nation's top-flight technological institutions, offers academic degrees in six of its major schools—the School of Agriculture, the School of Design, the School of Education, the School of Engineering, the School of Forestry, and the School of Textiles.

When students arrive on the campus this fall, they will use for the first time the new, modern D. H. Hill Library which was recently completed at a total cost of \$1,500,000 and contains 140,000 volumes, and the new College Union Building, with a wide range of facilities for student activities, which was erected at a total expenditure of \$1,000,000 plus \$115,000 in furnishings.

These two new buildings, both located on Hillsboro Street in Raleigh, are a part of State College's current \$19,000,000 expansion program.

Lloyd M. (Doc) Cheek of Gibsonville is the new president of the Student Government and has already planned an enlarged program of student activities designed for the entertainment and cultural development of the growing student body.

With the opening of the 1954 academic year, Dr. Carey H. Bostian, chancellor of the college, will begin his second year as the administrative head of the college—now a regional center of research, educational and extension functions all geared to the further economic progress of the State and nation.

State College first opened its doors on Oct. 3, 1889. The student body during the first school year was made up of 72 students, who were taught by eight professors, headed by the institution's first president, Col. Alexander Q. Holladay. The college reached its peak enrollment in the fall of 1947 when veterans returning from World War II duty swelled the student body to 5,335.

could be set up for the holding of tax referendums and for the assessment of taxes, a modest amount of state aid to assist such local districts in this endeavor, and the setting up of a special division in the State Department of Public Instruction to deal exclusively with state-supported junior colleges.

The present situation has been building up at an increasing tempo and now it is definitely clear to many educators throughout the country that the junior college can render an unique function or service which is urgently needed if our schools are to cope with modern conditions.

Many educators in North Carolina sensed that the junior college would be the next major step in public school education in the old North State when the 12th grade and the ninth month were added about 15 years ago.

Senior colleges in the State can not take care of all Tar Heel youth who want college training and this situation these colleges recognize is almost certain to grow much worse rather than improving. Many senior colleges are among the leading advocates of a great increase in junior colleges.

Many of the large senior colleges in the State today are trying to take care of student bodies many times larger than they were even 20 years ago. There is a certain optimum size for any college, even if no good way of determining what that size is has yet been found. Surely, when colleges get much beyond the 8,000 or 10,000 enrollment mark, as soon will be the case with some senior colleges in the State, such colleges have reached their size of greatest effective enrollment.

In the meantime, the population of North Carolina continues to increase as rapidly as ever and a good indication of what this means is seen in the fact that the enrollment in the State's public schools will be the greatest this year it has ever been in history—many thousands larger than last year's then-record enrollment. All the while, people are living longer and the death rate continued to be lowered.

Much less than 50 per cent of all graduates of Tar Heel high schools are now continuing their

However, the trend in the United States and the State today is for an increasing per cent of such young people to continue their education.

There are many services the junior college can render and functions it can perform wholly apart from preparing students for senior colleges or even offering high school graduates two years of formal college education. It is in this field that the junior college perhaps can render as no other institution can a service unique and at the same time increasingly necessary if our country is to remain progressive and effective.

Despite school attendance laws, the number of youths who drop out before completing the 12th grade in our public schools in North Carolina is very much larger than the number who do graduate. "Drop outs" begin with the very first year in school and continue even until the middle or latter part of the 12th year.

In essence the junior college is most often a "community college" and this being so it is the one institution most likely and most adaptable to taking care of the boys and girls who do not complete their high school education.

The junior college is uniquely constituted so that it can most adequately provide such training as many non-high school graduates require or desire. This sort of service can exist parallel to or alongside of the "college preparatory" or formal two-year-schooling function junior colleges also render.

Training for those who do not

NORTH CAROLINA STATE COLLEGE  
OF  
AGRICULTURE AND ENGINEERING OF THE UNIVERSITY OF NORTH CAROLINA  
RALEIGH

OFFICE OF THE CHANCELLOR

August 17, 1954

To Freshmen and Transfer Students:

You have made an important decision in selecting North Carolina State College as the institution of higher learning where you will prepare yourself for your life's work. We look forward to your arrival within a few weeks and shall do everything possible to make your stay both pleasant and profitable.

The people of North Carolina have provided an institution here unlike any other in the state. We have faculty and facilities for technical education along those lines needed for the development of our agriculture and industries. We believe that our college has become one of the best in the United States.

Our courses of study include more than technical studies. We desire to help you develop your personality and your qualifications for leadership. To accomplish these objectives, several courses are designed to improve your speaking and writing and to help you understand the social and economic problems of our time.

You will find here many opportunities for recreation and extra-curricular activities. Many of the latter are worth as much as some of your studies but new students especially must be careful about devoting too much time to them. Your first desire should be to get off to a good start with your courses. Later you should add as many extra-curricular activities as maintaining a good level of scholarship will permit.

From twenty-three years of teaching at State College and from eight years of advising students, I have come to believe that any freshman who enrolls can make satisfactory progress if he has sufficient desire to do so. I hope you will come with a high resolve to do your best.

With every good wish for your future,

Sincerely yours,

*Carey H. Bostian*

Chancellor



Orientation is the process by which new students become acquainted with State College life and adjusted to it. The first week, September 9th to 16th, is called Orientation Week. It is concerned with locating your new living accommodations; getting acquainted with the campus; taking academic achievement and scholastic ability tests; registering; attending a group meeting with the Dean of your school; and receiving information about student government and campus activities. All new students are required to attend the Orientation Week activities. If you are presently employed, give your employer ample notice.

## WHEN TO ARRIVE

*Thursday, September 9th for the following:*

1. All freshmen who have never attended any college.
2. All transfer students not bringing any academic credit from other colleges.
3. All students from other colleges whose advanced standing certificate does not allow credit for at least one semester each of both English and Mathematics. If in doubt, consider yourself in this group.
4. Students who were enrolled in summer school to clear deficiencies.

New students will be expected to arrive in Raleigh sometime during the day of Thursday, September 9th. This will give you an opportunity to pick up your key at the Dormitory Office, unpack your bags and arrange your room for comfortable living. This should be done before the supper hour. At 7:15 p.m., the first general session will take place in the William Neal Reynolds Coliseum.

*Monday, September 13th for the following:*

1. All other transfer students.  
Report to the Registration Office, 201 Holladay Hall before 2:00 p.m. to secure your permit to register. (If you wish to share in the orientation activities planned for freshmen, September 9th to 12th, you are welcome).
2. All graduate students.  
Report to the Registration Office, 201 Holladay Hall before 2:00 p.m. to secure your permit to register.

## STUDENT HOUSING

Complete information about living accommodations, mail, baggage, etc., is contained in a bulletin—*Information Concerning Dormitories*—which is enclosed. It contains important information and should be carefully read.

## MOTOR VEHICLES

We recommend that students not bring motor vehicles with them to college. Students must register all motor vehicles on registration days, September 14th-15th. Parking of vehicles is restricted on the campus. Every student is responsible for knowing the traffic rules as they apply to the campus and those who violate these rules will be charged a fee. Each student will receive a copy of the rules during the registration period.

## MONEY

On Friday, September 10th, each freshman will be expected to pay the fall term bill for tuition and fees (the amount is \$164.00 for North Carolina residents and \$269.00 for out of state students). The Business Office maintains a student bank at no cost to the individual. It is recommended that students deposit their money in the student bank as soon as possible on arrival at the campus. It can be withdrawn as needed. The Cashier's Office in Holladay Hall will be open until 4:30 p.m. on Thursday, September 9th for deposits. It will not be open on Friday, September 10th. During the school session the Cashier's Office will be open Monday through Friday from 8:30 to 1:00 p.m.

## INSURANCE

The Student Government has sponsored a Students Accident Insurance program. While this is not a part of the college requirements, we wish you to give it consideration. The plan has been mailed to you and if you wish to participate, the application form should be mailed before you leave home to come to the college so that you will be protected while traveling.

## CHANCELLOR'S RECEPTION

One of the highlights of Orientation Week is the reception on Sunday at the home of Chancellor and Mrs. Carey H. Bostian, who receive all freshmen and give a personal greeting to each. In entertaining the students they are assisted by the deans of the various schools and by other administrative officers.

## VETERANS

### KOREAN VETERANS:

The Admissions Office has mailed you a mimeographed sheet of instructions. If you have not received it, please contact the Admissions Office immediately.

### VETERANS WORLD WAR II:

All students who have not previously attended State College under the G. I. Bill and who plan to enroll for the Fall Term 1954, must have original or supplementary certificate of eligibility valid for (name of course) at (name of school or institution). When these certificates of eligibility have been received from the V.A., forward them to the Business Office, North Carolina State College.

## CLASS ATTENDANCE

Class attendance is required. You should see the Dean of Students for any excuses or any questions about attendance. In the event a student misses twelve (12) class sessions without adequate reason, his parents will be notified. If non-attendance continues, the student is placed on probation.

In case of sickness, students are required to report to the College Infirmary; a student will not be excused if he remains in his room.

## TO LIVE WELL AND KEEP WELL ON CAMPUS

Your health, mental and physical, is of prime consideration, and every effort possible is made to protect the health of our students. Insofar as possible defects diagnosed by the family doctor should be corrected prior to your arrival at college. This is particularly true of dental, eye, ear and nose defects. If you or your parents prefer that dental work be done by the family dentist, appointments should be made prior to the opening of school, or during vacation time, since students will not be excused from classes for such trips home. The Report of Physical Examination Blank is a very important record and becomes a part of your permanent physical record at the College Infirmary. This form should be filled out by your family physician and mailed to the College. The College Physician and his staff will study this blank and will make recommendations as to your enrollment in the regular Physical Education Program or in a modified Physical Education Program. He will also determine physical eligibility for R.O.T.C. participation.

In cooperation with the North Carolina State Board of Health, all students will be required to have their chests X-rayed. This is repeated each year for all students at no cost to the student.

The medical fee of \$6.00 each term provides for student hospital service at the College Infirmary, general medical treatment and the service of a hospital nurse. It does not provide for surgery, private nursing, outside hospital care, or the service of a dentist or other medical specialists. No surgery is performed without the consent of parents except in cases of extreme emergency.

## GUIDANCE SERVICES

The transition from high school to college provides new opportunities, new experiences and new problems. Each student is assigned to a faculty adviser, whose principal responsibility is to help the student work out his academic program. He will also help orient the student to his new college environment. Special coaching classes are provided for students who are having difficulty. The Student Personnel Department and the Psychological Clinic will assist students who need help in educational and vocational guidance—psychological testing, how-to-study, improvement of reading skills, financial aid, social and personal adjustment, etc. This counseling service is available to all students and they are cordially invited to come in for a frank discussion of any problem. Upon arrival at the College if you have a problem bring it to the Student Affairs Offices located on the ground floor of Holladay Hall.

## FRATERNITIES

State College has 17 Greek letter social fraternities. Parents and students should thoroughly discuss the matter of whether fraternity pledging is desirable during the freshman year.

Fraternity life will be discussed at a meeting during freshmen week, and *The Tower*, State College Handbook, has a section devoted to fraternities. Freshmen are not permitted to room in fraternity houses during their first year in school.

## RELIGION ISN'T LEFT AT HOME

A College Young Men's Christian Association is responsible for the religious development program on the campus. It sponsors a number of activities throughout the year.

A very cordial relationship has always existed between the College and the churches of Raleigh. A goodly number of the faculty members are active in the work of the church and serve as officers. Students entering college are cordinally invited to affiliate with the church of their choice. Several of the Raleigh churches and synagogues have Chaplains who work with the students of their own faith and cooperate with the Y.M.C.A. in campus-wide projects.

## TO THE PARENTS

State College is proud that your son has selected this institution for his professional training, and we promise to do our part to help him achieve his goal. But we need your help. We will have more than 4,000 students on our campus and we try to get to know every student, but there are some things that we often find out too late to really be of help. You as parents have had about 18 years to get to know your son, and you are therefore able to advise us on the kind of help he needs. The more we know about him the better able we are to help him get the most out of his college experience. We would like to have you feel perfectly free to write us at any time.

We realize it is nice to have your son come home for week-ends. There is evidence that those students who go home week-ends too frequently do not do as good academic work as they might. This is especially true for students who are finding that college work is much harder than high school. Grade reports are sent to parents at the end of each term. Mid-term reports are sent to parents for those courses in which students are listed as failing.

## STUDENT PERSONNEL DEPARTMENT

The Student Personnel office has prepared the material on pages two to four to help you as you enter State College. We are enclosing two publications - *The Tower* and *Information Concerning Dormitories*. We would like to have you read these publications carefully and bring them with you since they will help you to know State College.

REGULATIONS GOVERNING  
THE COMPENSATION OF THE TEACHING, RESEARCH,  
EXTENSION AND ADMINISTRATIVE FACULTIES  
OF THE CONSOLIDATED UNIVERSITY OF  
NORTH CAROLINA

(Approved by Cabinet, June 15, 1954)

1. The President, the Chancellors, the Administrators, the Deans and Directors, and the Librarians shall be 12-months' employees.
2. Determination of the status of all presently employed teaching, research and extension staff members as to whether they are employed for 9 months or 12 months a year shall be made by the Chancellor of the institution concerned and the President, and each staff member shall be notified in writing as to his or her status.
3. Whenever a new teaching, research, extension or administrative staff member is employed, the Chancellor of the institution concerned shall notify him or her, in writing, whether he or she is employed for 9 or 12 months a year.
4. Twelve-months faculty or staff members teaching in any of the summer schools of the University shall not be paid any extra compensation for this service.
5. Each faculty member shall be paid a basic salary for his or her teaching or other basic duties as prescribed in writing by his or her Department Head and approved by the Dean or Chancellor concerned and by the President. Basic salaries shall be recommended by the Chancellor of the institution concerned and the President and finally approved by the Board of Trustees. For the purposes of computing any general salary increase or decrease, as ordered by the Board of Trustees, the General Assembly or the Budget Director, the basic salary shall be used.
6. Any faculty member may be compensated for specific services beyond his duties. The amount of this compensation shall be recommended by the Chancellor and the President and finally approved by the Board of Trustees. These supplementary salaries must be paid from grants, gifts or research or service earnings of the University and not from state appropriations.



North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

OFFICE OF THE CHANCELLOR

August 10, 1954

MEMORANDUM TO: DEANS AND DIRECTORS OF RESEARCH

SUBJECT: SPONSORED RESEARCH PROJECTS

Dr. Harris Furks has approved my recommendation that we delay the institution of "Policies and Procedures Controlling Sponsored Research Projects" of June 15 pending further study.

As a basis for the determination of a sound policy which will achieve certain very desirable objectives, we are asking that each of you prepare a list of sponsored research projects now in effect. This list should be arranged according to the types of projects, including gifts for research assistantships, and every type of agreement for services. We are asking that you classify your projects according to your own judgment. We request that this list be furnished us by September 1.

It shall be my recommendation that a committee with representatives from your group shall confer with Dr. Furks in arriving at a policy which will be satisfactory to all of us.

It is very desirable that both Dr. Furks and I be familiar with all of the sponsored work you are doing. We wish to avoid placing any hindrance in your way.

Sincerely yours,

Carey H. Bostian  
Chancellor

CHB:H

**POLICIES AND PROCEDURES CONTROLLING**  
**SPONSORED RESEARCH PROJECTS**

To insure uniform principles and regulations throughout the Consolidated University controlling the negotiation and servicing of contract research projects, the following policies and procedures are prescribed:

1. The Administration recognizes that in addition to the teaching functions, every university has a primary obligation to promote any research important to the lives and well-being of the people it serves; and within the limits of its resources, the University will bear a fair proportion of the costs of all significant research done under its auspices. University Trustees and administrative officials encourage faculty and staff members to the fullest fruition of research potentialities.
2. All contract research project proposals must be approved by the Chancellor and the President. When and if sponsored research contracts become effective, copies must be filed with the Provost for continuing observation.
3. For the legal protection of the University, as well as the sponsoring agency, the financial officers charged with responsibility in such matters must check each project proposal to determine its financial acceptability to the University.
4. All contracts and commitments must be signed by the Vice President-Finance Officer.
5. Expenditures of all funds paid to the University under contracts for sponsored research projects must be approved by the Chancellor of the institution involved, or, if he directs, by his Business Manager. In cases where two or more institutions are involved allocations of fiscal responsibilities between the Chancellors are subject to prior agreements. The Provost will serve as negotiator between Chancellors in arriving at the agreement.
6. All sponsored research projects must be managed in a manner least disruptive to the normal educational and research activities of our own faculties and those of other institutions. It is vital that the University preserve the incentives, prerogatives, and attractiveness of academic appointments and avoid policies which might make non-sponsored research activities "poor relations" of sponsored research.
7. The University desires that its faculties and staffs be adequately compensated for sponsored research activities but personnel policies and rates of compensation for work on these projects should not embarrass other departments or weaken the underlying work of the University.
8. Under the established practices on contract research projects the sponsoring agency provides funds (a) for the compensation of personnel and (b) for the purchase of minimum equipment specifically requisite to the project. Further, it is recognized that in the servicing of any research project, a university insure certain "indirect costs" and sponsoring agencies pay indirect costs allowances as reimbursement to the university. Such reimbursement should not be regarded as "profit" to the university or to the individual or department conducting the project. In fact, if the indirect cost reimbursement were profit, the University would have no valid claim for reimbursement and the auditors of the sponsoring agency doubtless would demand that the university repay such profit.

9. Administrative officials participating in negotiations leading to a contract for a sponsored research project should seek full reimbursement for all indirect costs to be incurred by the university in servicing the project, in order to reduce to a minimum the indirect costs to be borne by the University. It should be emphasized that any indirect costs borne by the University on sponsored research projects deplete by the amount of such costs the University funds that are available for non-sponsored research.

10. Certain types of research can be enriched and carried beyond immediate goals by the expenditure of additional funds not directly or wholly chargeable to a specific project. For example, some complex and highly expensive piece of equipment might be of great value to many different projects and yet not be used sufficiently by any one project to justify its entire cost being borne by a single contract. Such equipment probably should be purchased by the University.

Consequently, the Chancellor and the President will give sympathetic consideration for University grants-in-aid to any sponsored research project, where it can be demonstrated that such supplementary funds will add to the value and significance of the project.

Obviously, the University does not have sufficient resources to absorb an unlimited amount of indirect costs on sponsored research projects. Therefore, except in rare instances no supplemental grants-in-aid will be made to a sponsored research project unless the reimbursement to the University for indirect costs exceeds twenty percent of the amount on which the sponsoring agency allows direct costs.

11. It is assumed that, pending further study and agreement, indirect costs reimbursed from sponsored research projects shall lose their separate identities when received, and that subsequent use of these funds shall be at the Chancellor's discretion with the approval of the President.

12. Effective July 1, 1954, five percent of the total overhead from each contract negotiated since July 1 is to be paid automatically to the Consolidated Office as reimbursement for services rendered by members of that office.

MEETING OF THE GENERAL FACULTY  
Saturday, June 5, 1954

The faculty met in Pullen Hall, Saturday, June 5, 1954, at 9:30 a. m.

The meeting was called to order by the Chancellor, who stated that the first order of business was acting upon recommendations on candidates for degrees.

A motion was made and seconded that the candidates for degrees, as furnished by the Deans and Directors, be approved. The motion carried.

The next order of business was further consideration of Attendance Regulations. Mr. Hicks moved that the Substitute Class Attendance Proposal, which was discussed at the meeting on May 28, 1954, be adopted. The motion was seconded and discussion was called for.

Dr. Mumford moved a substitute, that in Section A there be added: "but not more than as many absences in one course as class periods in that course per week." The motion was seconded. The substitute was discussed by several members of the faculty. The question was called for and the substitute was defeated.

Dr. Freund moved that in Paragraph IV, the last sentence, which is: "Otherwise, a failing grade is recorded for the work missed," be stricken out. This motion was seconded and carried.

Dr. Hartley moved an amendment to the report: "That unexcused absences on Saturday shall count double." This motion was seconded. The question was called for and the amendment was lost.

Dr. Beatty moved that Section A, Paragraph II, be changed to a positive statement to read as follows:

"Excused absences may be granted by the Office of the Dean of Student Affairs for the following reasons, etc."

The motion was seconded and carried.

At this point, there was a call for the question.

The Chancellor put the question, which was on the adoption of the Substitute Class Attendance Proposal, as amended. The motion carried.

The faculty then proceeded to further consideration of the report of the Committee on College Government of May 4, 1954.

Dr. Charles I. Foster, Chairman, again presented the report and acknowledged the assistance of Dr. M. T. Van Hecke and Dr. John R. Lambert, Jr., of the University of North Carolina at Chapel Hill, and Professor Clarence E. Libby, Dr. Lenthall Wyman and Dr. Lee Roy Martin of State College.

Dr. Foster moved the adoption of the report and presented the secretary a copy for the permanent records, signed by all members of the Committee. The motion was seconded and discussion called for.



Mr. Bartley moved to recommit this document to a new committee to be appointed by the Chancellor, and request this new committee to consider all proposed amendments which have been distributed this morning and bring back a report to the next meeting of the faculty. This motion was seconded.

Discussion was called for.

Mr. Bartley explained the reasons for his motion. Mr. Paget spoke in support of the motion; Dr. York spoke in opposition to the motion.

The question was called for.

A motion on putting the question was carried.

Ballots were distributed and tellers appointed.

While the tellers were counting the ballots, Chancellor Bostian called on Dr. C. C. Scarborough, Chairman of the Faculty Advisory Committee, for his report.

Dr. Scarborough read his report. It was moved and seconded that the report be adopted. The motion carried, and this report becomes a part of the minutes of this meeting.

The tellers reported the vote on the Report of the College Government Committee as 179 for adoption, 64 against adoption.

The Chancellor declared the report adopted, and requested each school to elect its senators early in the fall. The Chancellor urged the deans of the schools to read the report carefully and see that their representatives are elected. He stated that all proposed amendments submitted today will be referred to the Senate as soon as it is organized.

There being no further business, the meeting adjourned.

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C. H. Bostian, Chancellor

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E. L. Cloyd, Secretary



### 1. Grading System

North Carolina State College operates on a credit-point system. Semester credits represent the number of hours of work completed; quality points are determined by the grades earned.

A	Excellent	4 quality points for each credit hour.
B	Good	3 quality points for each credit hour.
C	Average	2 quality points for each credit hour.
D	Passing	1 quality point for each credit hour.
F	Failing	0 quality points for each credit hour.
Inc.	Incomplete	

### 2. Explanations

- a. At the discretion of the teacher, a student who has at least a C average in a course may be given an incomplete grade for work not completed because of a serious interruption in the student's work not caused by his own negligence. An incomplete grade must be made up during the next semester the student is in residence, unless the department involved is not able to allow the make-up. In this latter case, the department will notify the student and the Office of Registration when the incomplete must be made up. Any incomplete not removed during the period specified by the department will automatically become a failure and will be recorded as "F".
- b. A grade of "Fd" is posted if a student has unofficially dropped a course for which he has been scheduled, or if he had officially dropped after the final date for dropping courses without failure.
- c. A failure may be made up only by repeating the subject. Such a repeat course must be regularly scheduled on the student's roster.

NOTE: Any student who fails a course within two semesters of graduation and fails only one course during that semester may apply to the Office of Registration for permission to remove the failure by standing for reexamination on the total subject matter of the course.

If a senior fails more than one course during one semester and removes all but one of these deficiencies by repeating the course or courses, and if he has not had another reexamination, he may apply at the end of his last semester in residence for permission to take a reexamination. The student must receive the approval of the teacher of the course and a written statement from the Dean of his School stating that he meets the above requirements before applying to the Office of Registration for permission to be reexamined. A fee of \$5.00 will be charged for such a reexamination.

- d. During the first two years of residence at this institution and the summer sessions immediately following, or until a student has earned a total of 65 semester credit hours here and/or by transfer from another college, students may repeat courses passed for the purpose of improving their understanding of basic subject matter. When a course is repeated, both grades will be considered in the college scholarship standards. Thereafter, a student may repeat a course previously passed only by auditing the course. At the student's request, the teacher may allow an auditor full participation in all class activities. Courses audited will count the same as credit courses in computing a student's academic load.

3. Classification of Students

- a. Students will be classified once each year, before the commencement of the Fall Semester, and will retain their classification until the following classification period.
- b. Officially, students will be classed in accordance with the number of semester hours passed. Classification will be as follows:

Freshman	Less than 30 semester hours
Sophomore	From 30 through 64 semester hours
Junior	From 65 through 99 semester hours
Senior	100 or more semester hours
Professional or 5th Year	140 or more semester hours

4. Scholarship Regulations

- a. To be eligible for graduation from North Carolina State College, a student must satisfy all the specific requirements of his Department, his School, and the College, and have earned at least a C average over-all (twice as many quality points as total hours carried).
- b. At the end of his Freshman year a student must have an over-all 1.5 average to be eligible to continue. A Freshman must meet this requirement by the end of the summer after he has completed two full semesters (not necessarily both in one school year).
- c. At the end of his Sophomore year, and each succeeding year, a student must have an over-all 2.0 average to be eligible to continue. A student must meet this requirement the first time by the end of the summer after he has completed four full semesters (not necessarily all in two school years). A transfer student (with or without credit) who has attended some other college as much as two semesters must meet this requirement the first summer after he completes two semesters at this institution.
- d. Students ineligible to continue under 4-b and 4-c above may submit a petition for readmission through their Dean or Director of Instruction to the Admissions Committee. Conditions for their continuance may be set by the Admissions Committee.
- e. Any student who falls below a 1.5 average for the work rostered for any semester will be placed on scholastic probation, and will have his course load for the succeeding semester regulated by his Dean or Director of Instruction. He will be removed from scholastic probation only when his semester and over-all averages are in accord with college regulations as explained above, and he has met all conditions imposed by his Dean or Director of Instruction.

Approved by General Faculty June 5, 1954

SUBSTITUTE CLASS ATTENDANCE PROPOSAL

- I. There shall be no deduction of quality points for class absences.
- II. Instructors shall keep class attendance records in all 100 and 200 courses, and absentee reports will be sent to the office of the Dean of Student Affairs at the end of each calendar week.
  - A. ~~Freshmen and sophomores will be permitted fifteen (15) unexcused absences per semester plus excused absences which~~ <sup>Excused absences</sup> may be granted by the office of the Dean of Student Affairs for the following reasons:
    - (1) Official statement from the College Infirmary
    - (2) Absence on account of official college duties properly certified by the Dean or Director of Instruction, the Dean of Student Affairs, or the Director of Athletics.
  - B. When a freshman or sophomore student has incurred twelve (12) unexcused absences, a warning notice will be sent to him. Duplicate copies of the same will be sent to the appropriate Dean or Director of Instruction, and to the student's parents or guardian.
  - C. When a freshman or sophomore student has incurred fifteen (15) unexcused absences he will be placed automatically on class attendance probation and so notified. Duplicate copies of the probation notice will be sent to the appropriate Dean or Director of Instruction, and to the student's parents or guardian.

D. Violation of attendance probation (any unexcused absence or absences above 15) carries the penalty of immediate and automatic suspension from college for the remainder of the semester.

III. The keeping of attendance records in courses numbered 300 and above shall be optional with the instructor. No absentee reports in the case of these courses will be made to the office of the Dean of Student Affairs, except in case of absence from announced tests and examinations, or laboratory work.

*Section IV was amended —*  
IV. Attendance at announced tests and examinations, and laboratory work is required of all students. In the event of an excused absence, the work missed in the above categories may be made up at the convenience of the instructor and student, and in a way agreeable to the instructor. ~~Otherwise a failing grade is recorded for the work missed.~~

V. Responsibility for securing certificate of excuse in the case of an excused absence rests entirely with the student, who will secure the same from the office of the Dean of Student Affairs. This certificate of excuse must be presented to the instructor not later than the second class meeting following the last absence, in cases where announced tests and examinations, or laboratory work are involved.

Respectfully submitted,

C. E. Bishop  
J. Bryant Kirkland  
Casey Scarborough  
Banks Talley  
W. N. Hicks, Chairman

28 May 1954



At a meeting of the Council of State in the office of the Governor on Thursday, April 15, 1954, there were present:

Governor Umstead  
Secretary of State Eare  
State Treasurer Gill  
Superintendent of Public Instruction Carroll  
Commissioner of Agriculture Ballentine  
Commissioner of Labor Shuford  
Commissioner of Insurance Gold  
Assistant Attorney General Moody

There was brought before the Governor and Council of State a request by the North Carolina State Ports Authority for approval of the purchase of six articles of equipment from the Permanent Improvement Funds in the amount of approximately \$37,000. The articles are: three fork lifts and three Draw-bar Pull Tractors for use in handling new business for the Ports. On motion of the Commissioner of Agriculture, seconded by the Commissioner of Insurance, the Governor and Council of State approved this allocation.

On motion of the Superintendent of Public Instruction, seconded by the Commissioner of Labor, the Governor and Council of State approved an allotment out of the Contingency and Emergency Appropriation in the amount of \$8,745 for the use of the Woman's College of the University of North Carolina. This is in accordance with Chapter 116, Article 15 of the General Statutes providing for educational advantages for children of World War Veterans and further providing in part as follows: "Any State educational institution furnishing free room rent and board allowances pursuant to this Article shall be reimbursed therefor from the State Contingency and Emergency Fund at such rates as the Director of the Budget may determine to be reasonable."

On motion of the Commissioner of Labor, seconded by the Superintendent of Public Instruction, the Governor and Council of State approved an allotment out of the Contingency and Emergency Appropriation in the amount of \$1,000 for the use of the General Statutes Commission. This is in accordance with Section 13, Chapter 100 of 1929.

On motion of the Commissioner of Agriculture, seconded by the Superintendent of Public Instruction, the Governor and Council of State approved a request from N. C. State College to purchase an automobile for Chancellor C. H. Bostian in an amount exceeding \$1500. This is in accordance with General Statutes 14 - 249.

On motion of the Commissioner of Agriculture, seconded by the Commissioner of Labor, the Council approved the following deed:

Deed on behalf of the State of North Carolina, at the request of the North Carolina Cape Hatteras Seashore Commission, conveying to the United States of America certain tracts of land lying within the boundaries of the Cape Hatteras National Seashore Recreation Area for the purposes set forth in Chapter 257 of the Public Laws of North Carolina of 1939.

On motion of the Commissioner of Insurance, seconded by the Commissioner of Agriculture, the Council approved an agreement between the State of North Carolina and the Carolina Power and Light Co., subject to the approval of the Attorney General, which would convey to the Power Company the right to construct, maintain and operate power lines through state property known as the Clayton Branch Experiment Station Power Line.

On motion of the Superintendent of Public Instruction, seconded by



the Commissioner of Agriculture, the Council approved the following deed:

Deed on behalf of the State of North Carolina, at the request of the State Highway and Public Works Commission, conveying a tract of land in the City of Charlotte, Mecklenburg County, North Carolina, to Mrs. Eunice Sadler Brown of Charlotte for and in consideration of the settlement of a claim against the Grantor by the Grantee arising out of the appropriation of a portion of said Grantee's property.

On motion of the Commissioner of Labor, seconded by the State Treasurer, the Council approved the following deeds:

Deed on behalf of the State of North Carolina, at the request of the State Highway and Public Works Commission, conveying a tract of land in the City of Charlotte, Mecklenburg County, North Carolina, to Adah Daniel Stout of Charlotte for and in consideration of the settlement of a claim against the Grantor by the Grantee arising out of the appropriation of a portion of said Grantee's property.

Deed on behalf of the State of North Carolina, at the request of the State Highway and Public Works Commission, conveying a tract of land in Buncombe County, North Carolina, to G. E. Crouch and wife, Addie M. Crouch of Buncombe County, North Carolina for and in consideration of the sum of Five Thousand Dollars (\$5,000.00).

On motion of the State Treasurer, seconded by the Commissioner of Agriculture, the Council approved the following deed:

Deed on behalf of the State of North Carolina, at the request of the State Highway and Public Works Commission, conveying a tract of land in Gastonia Township, Gaston County, North Carolina, to H. V. Carver and wife, Marcie Carver of Gaston County, North Carolina, for and in consideration of the partial settlement of a claim against the State Highway and Public Works Commission.

On motion of the Commissioner of Labor, seconded by the Secretary of State, the Council approved the following deed:

Deed on behalf of the State of North Carolina, at the request of the State Highway and Public Works Commission, conveying a tract of land in Atlantic Township, Dare County to N. E. Aydlott and wife, Pantha H. Aydlott, and John B. McMullan and wife, Charlotte S. McMullan of Pasquotank County, North Carolina, for and in consideration of One Dollar (\$1.00).

At the suggestion of Governor Umstead and on the motion of the State Treasurer, seconded by the Commissioner of Insurance, the following Resolution was approved:

#### RESOLUTION

WHEREAS, Mr. Tanewell A. Eure of Gatesville was one of Gates County's most influential and outstanding citizens, having founded and later served as President of the Tarheel Bank and Trust Company of Gatesville for many years; and

WHEREAS, Mr. Eure was a Christian gentleman who found time to enjoy life at its best in a manner that made him the friend and confidant of people in all walks of life; and

WHEREAS, Mr. Eure lived a full and rich life and was devoted to his family, being the father of three sons and three daughters, including the Honorable Thad Eure, Secretary of State and a present member of the Council of State; and

WHEREAS, on Tuesday, April 6th, 1954, death came to Mr. Eure at the age of 79 in the same room in which he was born in 1875, thereby taking from us an outstanding North Carolinian.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE COUNCIL OF STATE OF NORTH CAROLINA:

That we deeply and sincerely regret to learn of the death of Mr. Eure and do hereby express our sorrow at this time to his son, the Secretary of State, who also lost his stepmother, Mrs. Lucy Johnson Eure, at Suffolk, Virginia, less than one week after that of his father. We do hereby extend to the Secretary of State and the other members of the family our sincere and heartfelt sympathy.

It is directed that a copy of this resolution shall be sent to the Secretary of State and recorded in the minutes of the Council of State.

This 15th day of April, 1954.

W. B. Hunter  
Governor

W. B. Hunter  
Secretary of State

Edmund Fie  
State Treasurer

Charles T. Carrawe  
Superintendent of Public Instruction

Ed. B. Bann  
Commissioner of Agriculture

Commissioner of Labor

Charles T. Tolt  
Commissioner of Insurance

APPROVED:

Ralph Moody  
Assistant Attorney General Moody

This is to certify that the foregoing comprises the minutes of the Council of State at a meeting held on April 15, 1954.

Witness my hand, this the 26 day of May, 1954.

T. L. Rabin  
Secretary

# 1953-54 TEACHING FACULTY

School of Agriculture	168
School of Design	15
School of Education	25
School of Forestry	12
School of Engineering	157
School of General Studies	78
School of Textiles	30

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1953-54	Total Teaching Faculty	485
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Departments to Be Administered by  
Dean of Student Affairs

1953-54  
Total budgets

1. Registration 70,147

Registrar, 8540; Asst. Registrar 5500 ;  
Asst. Director of Admissions 5700 ; 13 other  
personnel.

- ✓ 2. Dean of Students 26,982

Dean Cloyd, 8413; Asst. Dean 5400;  
4 others

3. Division of Military and Air Science 16,654

Coordinator, 4080  
3 others

- ✓ 4. Music 8,755

Director, 5900

- ✓ 5. Student Personnel 20,041

Director, 9834; Asso. Dir. 6094  
1 secretary

- ✓ 6. Y.M.C.A. 25,728

Secretary 6306, Assoc. Sec. 5936,  
Asst. Sec. 5424, 2 secretaries

7. College Union

(Approx 55,000 in fees)

- ✓ 8. Dormitory Counsellors 15,674

Dir. of Stu. housing, 6094  
(Income from dorm rentals)

9. Intramural activities

(Approx. 6,000 from fees)

10. Infirmary (all except 7,000 from fees) 58,962

11. Scholarship Committee (75,000)

12. Student Publications (fees)



North Carolina State College of Agriculture and Engineering  
of the  
University of North Carolina  
Raleigh

OFFICE OF THE CHANCELLOR

April 23, 1954

MEMORANDUM TO: Budget Bureau and Advisory Budget Commission

For several years there has been recognized a great need at North Carolina State College for coordination of twelve areas of activities involving the welfare of students, which are:

1. Registration
2. Dean of Students
3. Division of Military and Air Science
4. Music
5. Student Personnel
6. Y.M.C.A.
7. College Union
8. Dormitory Counsellors
9. Intramural Activities
10. Infirmary
11. Scholarship Committee
12. Student Publications

At present, the Office of the Chancellor supervises these activities, devoting a great deal of time to them. Some of the departments submitted a proposal almost two years ago that they be better coordinated. In May and June, 1953, in conferences with President Gray concerning my accepting the appointment of Chancellor, we discussed this problem at length and we agreed that it would be very desirable to have an individual who would be given administrative responsibility for these areas, which would relieve the Chancellor of direct supervision of them. Later the management firm of Cresap, McCormick and Peget recommended the same action which was subsequently approved by the Board of Trustees. On April 12, the Trustees' Visiting Committee visited State College and decided that the greatest need at State College was the appointment of an administrator to supervise these areas.

President Gray has approved my request that permission be sought to designate a present member of one of these departments as Dean of Student Affairs, effective June 1, at a salary of \$9,000. The position can be financed, including a secretary, without increasing the personnel presently engaged in these activities and without any increase in budget requirements. Assurance is also given that additional funds will not be requested for the biennium of 1955-57 because of this reorganization.

The individual we wish to appoint will not be replaced but his duties will be reassigned to other members of the present staff.

Carey H. Bostian  
Chancellor



Departments to Be Administered By Dean of Student Affairs

	1953-54 <u>Total Budgets</u>
1. Registration Registrar, \$8540; Asst. Registrar, \$5500; Asst. Director of Admissions, \$5700; 13 other personnel.	\$70,147
2. Dean of Students Dean Cloyd, \$8413; Asst. Dean, \$5400; 4 others.	26,982
3. Division of Military and Air Science Coordinator, \$4080; 3 others.	16,654
4. Music Director, \$5900	8,755
5. Student Personnel Director, \$9834; Assoc. Dir., \$6094, 1 secretary	20,041
6. Y.M.C.A. Secretary, \$6306; Assoc. Sec., \$5936; Asst. Sec., \$5424; 2 secretaries.	25,728
7. College Union (approximately \$55,000 in fees)	
8. Dormitory Counsellors Director of Student Housing, \$6094 (Income from dormitory rentals)	15,674
9. Intramural Activities (approximately \$6,000 from fees)	
10. Infirmary (All except \$7,000 from fees)	58,962
11. Scholarship Committee (45,000)	
12. Student Publications (fees)	

STATEMENT OF RECOMMENDED ACADEMIC TENURE  
POLICY FOR NORTH CAROLINA STATE  
COLLEGE

Formulated by a Committee of the State College  
Chapter of the American Association of  
University Professors, March 1952, and  
Adopted by the Chapter on April 2, 1952

The Committee:

Dr. Rudolf E. Freund  
Dr. A. Keith F. McKean  
Dr. Woodrow W. McPherson  
Dr. Key L. Barkley, Chairman

I. STATEMENT OF A RECOMMENDED TENURE POLICY FOR STATE COLLEGE

A. Definition of "Academic Tenure".

The term "Academic Tenure" as used in this statement is defined as employment by the college to the age of retirement at the attained professional level without termination except for cause as outlined herein.

B. Eligibility for Tenure.

Academic tenure shall be accorded to:

1. All full professors, except that in case of an appointment to full professorship of a person who has not had previous academic service at the College, a probationary period of not more than two years may be stipulated in the original contract accepted by the new professor. <sup>1</sup>
2. All associate professors who shall have served the college more than three years, not necessarily consecutive, in a rank not lower than that of assistant professor. <sup>2</sup>
3. All assistant professors who shall have served the college in that rank for more than five years, not necessarily consecutive, and all assistant professors who have served the college for more than seven years in a rank not lower than that of full time instructor. <sup>3</sup>

C. Exceptions

Nothing stated herein shall preclude the granting of academic tenure to any faculty member in advance of the time stipulated in any part of this statement of policy.

D. Calculating a Professor's Status with Respect to Tenure

For the purpose of calculating a person's status with respect to tenure, the word "year" shall be interpreted to mean service through three quarters with full-time service for any fraction of a quarter counting as a full quarter. Service in the summer school shall not count on tenure credit, unless the College establishes a policy of conducting the work of the College on the basis of four quarters a year, in which case the summer quarter shall be counted as any other quarter for professors on the regular staff of the College.

E. Notice of Termination of Employment of Associate and Assistant Professors.

Notice of the intent to terminate the employment of an associate or assistant professor before he has attained academic tenure shall be given to the person concerned in writing before or on the first day of the third quarter of the academic year preceding the year at the end of which the termination is to become effective. <sup>4</sup>

### Footnotes

1. The exception in this case means that the new professor may be accorded academic tenure when he joins the staff or that he may be willing to accept a position with a probationary period of not more than two years stipulated in his original contract. If a new professor serves more than two years, he would have academic tenure; any person promoted to full professor from a lower rank on the staff would immediately have tenure.
2. This item means that a person brought to the College at the rank of associate professor and who continues on the staff beyond the three year period would have academic tenure and that a person who is promoted to associate professor after having served the College for at least three years in the rank of assistant professor would have academic tenure, and that a person who has served two years as assistant professor would have academic tenure at the beginning of his second year as associate professor, and that a person who has served one year as assistant professor would have academic tenure at the beginning of his third year as associate professor.
3. This item means that a person who begins his sixth year of service to the College as an assistant professor would have academic tenure, provided his total period of service has been in that rank, and that a person who begins his eighth year of service with at least three of them in the rank of assistant professor would have academic tenure.
4. This item means that the person of assistant or associate professorial rank shall be given a full year and a quarter of notice of termination of employment and that termination, except for moral turpitude, shall take place at the end of an academic year.

F. Removal for Cause

1. All persons holding positions in the academic staff of the College shall be subject to removal for cause before the time set for the regular termination of their appointments. No person shall be removed from any position on the academic staff because of his beliefs in matters of religion or public policy, or in violation of the principles of academic freedom.
2. Causes which may justify the termination of the employment of a person having academic tenure are:
  - a. Disability.
  - b. Moral turpitude.
  - c. Incompetence or failure to perform academic duties satisfactorily.
  - d. Permanent or protracted revision of the College curriculum or activities. (See interpretation below.)

It is recognized that, while no drastic changes in curriculum or in general program are now planned, it is possible that emergency conditions, such as war, or major changes in demand for instruction or in the social or economic environment, might require changes in College policy that would make unwise and uneconomical the continuance of certain fields of instruction. Where circumstances affect the demand for certain courses, or certain courses are eliminated from the curriculum, the administration shall exert every effort to make suitable adjustments in teaching assignments and personnel. In the event that it is not practicable to find employment in another department or another capacity for a faculty member affected by such adjustments, his contract may be terminated even though he has academic tenure.

If, after a period of emergency which demanded that faculty members be laid off under provision d. above, the College is able to start operating normally and there is need for people to do the work formerly done by the laid off faculty members then those faculty members shall, for a reasonable time, be entitled to their former positions without change of status, including their privileges under this statement of policy.

3. A faculty member having academic tenure, whose employment is terminated for reasons not involving moral turpitude shall receive his salary for at least one year from the date of notification of such termination whether or not he is continued in his duties at the College during this period.
4. In any case of proposed removal for cause, the person affected shall be notified in writing of the decision and the reasons therefor. The Chancellor may at the same time immediately suspend him from service. If the person to be



F. Removal for Cause

4. (CONTINUED)

removed so desires, he may request and shall be accorded an investigation of the facts by the Advisory Committee, or by a special committee appointed by the Advisory Committee. Part of the investigation shall be a hearing before the investigating committee at which the faculty member may present evidence, be heard in his own defense, and have with him advisors of his own choosing who may act as counsel. Witnesses who give testimony at this hearing shall have the same freedom from liability as witnesses who appear in court under subpoena. There shall be a full stenographic record of the hearing available to the parties concerned. If the affected faculty member does not make a request for such a hearing within thirty days from the time of receiving the notice of proposed removal for cause, his appointment may be terminated.

In case the affected faculty member does request such an investigation, the Advisory Committee, or the Committee which it appoints, shall, as expeditiously as possible, make its investigation and report its findings to the Chancellor. Before removal takes place, the person affected, shall, if he so desires, be given a full and open hearing before the Executive Committee of the Board of Trustees following sufficient notice.

G. New Employees and Tenure Information.

A prospective appointee in advance of his appointment shall be informed of the rules of the College regarding tenure, as herein defined.

H. Statement of Terms of Appointment.

The terms and conditions of every faculty appointment shall be in writing and signed copies shall be in the possession of both the Chancellor of the College and the teacher.

I. Administrative Positions and Heads of Departments.

Academic tenure shall not apply to administrative positions nor to headships of departments, as such.

J. Institution of and Coverage under this Tenure Policy.

1. This tenure policy shall become effective on the next September 1 which comes as much as six months after the policy shall have been officially adopted for the College. Its provisions shall cover, retroactively, all members of the faculty who are in the employ of the College at the time the policy officially becomes effective, namely, on the September 1 named above. Members of the faculty shall include all personnel who are entitled, under the College practice, to the title of instructor or professor at any rank.

J. Institution of and Coverage under this Tenure Policy. (CONTINUED)

2. Nothing contained in this statement of tenure policy shall be construed as impairing any rights, expressed or implied, or as abrogating any mutual understanding with respect to the tenure of any member of the faculty, in effect at the time this policy is adopted.
3. The non-reappointment, following the stipulated notice indicated in this statement of policy, of a faculty member of professorial rank at the end of his probationary period of service, of an instructor at the end of any year during the maximum period of employment permitted at that rank, or of any holder of a non-regular position at any time, shall carry no implications that either his work or his conduct has been unsatisfactory.

II. RECOMMENDED POLICY FOR THE APPOINTMENT OF INSTRUCTORS

- A. The period of appointment as instructor shall be one year. After an instructor has been reappointed twice, the chairman, after consultation with the full professors of the department, shall review his case and recommend either (a) that the instructor be given a terminating appointment of one year or (b) that he be promoted at the end of his fourth year. This regulation shall not apply to instructors who are regularly registered in the graduate school and are candidates for degrees.
- B. Notice of termination of employment under the conditions set forth in this policy shall be given to the instructor on or before the first day of the third quarter of the academic year in which the termination is to become effective.  
Failure to give notice as herein provided shall not abrogate any rights of the instructor.
- C. Nothing stated herein shall preclude the promotion of an instructor at any time.
- D. In any case of question arising under this statement of policy for instructors, the instructor may request and shall be accorded an investigation of the facts by the Advisory Committee or by a special committee appointed by the Advisory Committee.

III. RECOMMENDED POLICY REGARDING NOTICE OF RESIGNATIONS FROM THE FACULTY

- A. Notification of resignation by a college teacher ought, in general, to be early enough to obviate serious embarrassment to the institution, the length of time necessarily varying with the circumstances of his particular case.
- B. Subject to this general principle it would seem appropriate that a professor or associate professor should ordinarily give not less than four months' notice and an assistant professor or an instructor not less than three months' notice.