

FACULTY AGREEMENT

Management and the Public Interest 1984-85

I Common Responsibilities of All Faculty

A. During each quarter each faculty member will conduct a seminar group using the common reading list. The faculty will each assign one essay per seminar book, each to be 2 to 3 double-spaced, typewritten pages in length. Faculty further agree to provide students with timely feedback on both the content and the quality of writing in each paper.

B. In addition to conducting seminar, each faculty member will offer the following program segments:
Jovana - Personnel Management (f), Information Technology and Decision Making (w), The Regulatory Environment (s) (two sections)

Ginny - Organizational Behavior (f) (two sections), Information Technology and Decision Making (w), Case Study Workshop (s) (two sections)

Chuck - Microeconomics (f), Managerial Economics (w) (two sections), Case Study Workshop (s) (two sections)

Niels - Statistics (f), Marketing (w) (two sections), Managerial Finance (s) (two sections, as needed)

C. All faculty will attend faculty seminars and any ad hoc business meetings.

D. Faculty will attend colloquia, and each faculty member will be responsible for securing at least one speaker per quarter. Each faculty member further agrees to give one colloquium presentation during the year.

E. Faculty will act as advisors to the students in their seminars. The program curriculum requirements are set out in the MPI student information handout, which was prepared in spring of 1984. In advising students, faculty agree to make no deviations from this document without team approval.

F. Faculty will make changes in the planned curriculum as a group. Suggestions from students are welcome, provided they are submitted early and in writing.

G. Faculty will deal with student grievances as a group. In no instance will an individual faculty member attempt

to settle a program dispute without consulting his/her team mates. Each quarter students will elect two representatives from each seminar group to provide the faculty with systematic feedback from students. Student representatives will be responsible for making concerns known to the coordinator, who will then take them to the faculty team for discussion and action.

H. While there are no special field trips or outside activities scheduled at this time, the faculty agrees to share any responsibilities generated by these activities, provided all faculty agree that the program should sponsor the activities.

II Delegated Responsibilities

- A. Budget - Chuck
- B. Student records - Ginny
- C. Liaison with deans - Ginny
- D. Conducting business meetings - Jovana
- E. Leading faculty seminar - Chuck
- F. Equipment and supplies - Niels
- G. Liaison with Learning Resources, Library, etc. - Jovana
- H. Space and scheduling - Ginny
- I. Supervision of student aides - Jovana
- J. Liaison with module faculty - Niels
- K. Liaison with computer services - Jovana

III Decisions Made by Individual Faculty

- A. Faculty members may make expenditures of less than \$10 without consulting the colleague in charge of budget, though consultation is necessary for larger outlays because of our limited resources.
- B. Faculty may change the time and place of their seminar meetings on their own, provided any change does not create problems for the students.
- C. Faculty members can determine the specific nature of the essays assigned for seminar on their own.
- D. Faculty can select books, design curriculum and make assignments for their individual program segments on their own, though due dates for large assignments should be coordinated with team mates to avoid unnecessarily overloading students.

IV Procedures

- A. Evaluation of students: Faculty will evaluate students in both their seminars and their program segments at the end of each quarter. Seminar leaders will

conduct conferences for those students in their groups. Those part time students who are not in seminars will be assigned to faculty in such a way as to make the evaluation load as balanced as possible. Faculty will submit evaluations of students in their program segments to the appropriate seminar leaders during evaluation week, so the seminar leaders can discuss those segments in the evaluation conferences. It will then be the seminar leaders' responsibility to submit the complete evaluation to the program secretary. The program secretary will finish evaluations on the special forms at the close of each quarter. For this reason, it is important to discourage unnecessary incompletes and to have all relevant material in hand at the end of each term.

At each evaluation conference students will be presented with an evaluation, which will then be discussed. At the time of each evaluation students will submit a written self-evaluation, as well as an evaluation of each faculty member with whom he/she has worked that term and a program evaluation. If students choose to do so, they may submit their faculty evaluation to the program secretary, to be released to the faculty only after the faculty's evaluation of the student has been completed.

Faculty agree to award no partial credit for any program segment. Since each segment generated 4 quarter hours of credit, each student will receive either 4 hours or 0 hours for any segment.

B. Students asked to leave the program can appeal the decision to the program faculty as a whole and then to the appropriate dean. Decisions to drop a student from the program will be made by the full faculty team. In questions of procedure, we will consult relevant governance documents. Students will be asked to leave the program if they fail to follow the rules of procedure included here, or if their activities disrupt the work of other students.

C. Students wishing to make suggestions for changes in the program have two avenues for doing so. They may submit a written statement of their suggestion to the faculty team for its consideration, or they may make their ideas known to representatives of their seminar (to be elected), who will then communicate those ideas to the faculty. In no case will time be taken from regular program activities for dealing with program grievances. If there is a need for meetings to discuss such matters, the time will be scheduled in an ad hoc basis.

D. Faculty meetings will be conducted according to the agendas set forth by the faculty member who leads

business meetings. Normally, business should not be discussed at faculty seminars, and the leader of the faculty seminar is charged with seeing that this does not take place. Faculty seminars are not open to students.

E. Faculty decisions (except for those made individually per item III above) will be made by consensus. When consensus cannot be reached, the four members will vote. When a vote is inconclusive, the coordinator's decision will be final. Each faculty member is expected to voice his/her concerns honestly before any decision is reached, and each agrees to abide by decisions made in this fashion. Furthermore, each faculty member agrees to support decisions so-reached, as well as policies set forth in this document, before any groups of students, regardless of his/her personal position on the decision.

F. Faculty will hold a faculty evaluation session in time for Dean's evaluations of any team members. Each faculty member agrees to prepare a written evaluation of each colleague, as well as a self evaluation, in advance of this session.

G. We will refrain categorically from talking with students about their problems with other faculty members, except with the permission of the other faculty involved or in joint consultation with said faculty, and then only after the students themselves have talked about the problems with that faculty member.

Signed







