Memorandum to Presidents

Date: September 4, 1974

From: Office of the Vice Chancellor for Personnel and Employee Relations

Subject: Changes in Trustees' Policies

Actions by the Board of Trustees at its June meeting and by the Executive Committee of the Board at a meeting last month have resulted in significant changes to the Policies of the Board of Trustees as they relate to appointment of the professional staff. You and your staff should be aware of the key changes and their effect even now, pending receipt of final language.

We're in the process of printing the revised text of the changed sections, and we hope to be able to forward enough copies for all your staff before mid-September. All of the changes relate to professional employees, defined as being those members of the Professional Services Negotiating Unit having titles other than ones of academic rank or qualified academic rank.

The main body of change in the Policies, effected in June, provides for permanent appointments to some professional titles and for five-year term appointments to a selected list of other professional titles. The action in August corrects a technical defect in the amended Policies, and provides for a one-year initial probationary appointment to any five-year term title i.e., those titles listed in Appendix A to the revised Article XI.

Below is a summary of the effect of the revisions:

Permanent Appointments:

- Permanent appointment may be granted in any professional title other than those listed in Appendix A, after the completion of seven countable years of service in professional title within the University.

- Credit toward permanent appointment is not given for service in professional titles outside State University, or for any service in academic rank.

- Two consecutive years of service in professional title must immediately precede the granting of permanent appointment.
-Initial permanent appointment may not be granted until the date upon which notice is due concerning renewal of the current term, which notice date next follows September 1, 1974. The permanent appointment would then follow upon the completion of the term.

-No renewal of term may be offered in a current title after September 1, 1974, if that new term would extend beyond the date upon which eligibility for permanent appointment will be attained.

Five-Year Term (Appendix A Titles)

-The first five-year term may not be offered to a current incumbent until the date upon which notice is due concerning renewal of the current term, which notice date next follows September 1, 1974. The five-year term would commence following the completion of the current term.

-Some Appendix A titles are designated management at certain campuses. No management staff member may be granted a five-year term, or any term.

-The initial appointment to an Appendix A title must be temporary for the first year of such employment in the University; five-year term appointment must be offered thereafter.

New Appointments

-All new appointments to professional titles must be temporary for the first year. You may not, from now on, offer an initial term appointment.

-Promotions to different professional titles must be probationary for the first year, and either the individual or the appointment authority may at any time elect to return the staff member to his former position.

This summary covers only the key points of the revisions and does not include the details of such items as rights to permanency in old title, and similar points. Please feel free to call the staff in this office for advice or interpretation of any situation in which you have some doubts as to applicability of the new policies.

Kenneth M. MacKenzie
Memorandum to Presidents
September 4, 1974

cc: Chancellor Boyer

This memorandum addressed to
Presidents, State-operated campuses

Copies for information only sent to
Deans, Statutory Colleges
Presidents, Community College
Chancellor Kibbee
Dean McGrath
President Corson
Acting President Barton