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Faculty Bulletin: October 18, 1954

La Salle University

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FACULTY COMMITTEES

Standing committees of the administration and faculty are listed in the current catalog. It is the responsibility of the chairman of the committee to organize the schedule of meetings for the group. Committees are expected to meet at least once a month. A copy of the minutes of each meeting should be sent to the President's Office.

As part of the self-evaluation that precedes the visitation by the committee appointed to do so by the Middle States Commission, each chairman is directed to study the purposes of his committee, the scope of its action, and present the results of this study, with recommendations if there are any, to the Committee on College Policy. This report should be filed with the President's Office no later than December 1.

COMMITTEE ON FACULTY TENURE

The following members of the faculty are asked to serve on a committee to study a tenure policy to be presented the Committee on College Policy. The latter committee will then prepare a recommendation to be presented to the Board of Managers at the annual meeting of that group to be held in December. A report of the recommendation of this committee is requested by November 17.

Dr. Holroyd, Chairman
Dr. Flubacher
Dr. Guischarde

Mr. Henry
Mr. Halpin

PURCHASE REQUISITIONS

Members of the faculty and various administrative departments are reminded that every purchase must be made by requisition. Requisitions marked "Confirmation" are definitely irregular and recourse to this method is very much out of order. Unless there are good reasons for such emergency ordering, vendors will be notified not to honor orders that are improperly requisitioned. This failure to requisition properly places a great and unfair burden on the Business Office.

For your information the following is offered.

1. The Dean of the College approves all requisitions issuing from:
Areas of Instruction (Via the chairman)
Registrar's Office
2. The Vice-President approves requisitions issuing from the following:
Chaplain's Office
Director of Athletics
Counseling Center

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Director of Housing
Student Activities and Organizations
Student Health

3. The Dean of the Evening Division approves all requisitions issuing from the departments of instruction and from all offices related to that division.
4. The Director of Properties approves requisitions issuing from
Purchasing Office
Superintendent of Building and Grounds
5. The Director of Public Relations approves requisitions from:
Publicity Office
Alumni Office
Placement Office

Requisitions having the approval of the above-indicated division heads are then submitted to the General Purchasing Office under the supervision of Brother Gavinus Paul for final expediting.

Requisitions not processed according to the above directions will not be honored. Your cooperation in this matter will be sincerely appreciated.

VISUAL-AID EQUIPMENT

Members of the faculty who have in their possession movie projectors, sound equipment, etc., are asked to report same to Brother Gavinus Paul, Director of Properties. This will enable us to take a correct inventory of such equipment and will hasten plans to organize this department. Thank you.