Monitor Newsletter April 30, 1984

Bowling Green State University

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**Educaion programs cited for national reaccreditation**

An evaluation committee representing the National Council of Accrediting Agencies, which is responsible for the peer review of education accreditation at the University, has recommended the university's education programs for national reaccreditation at the close of 1984. Contingent upon approval by the College of Education, the university will be eligible for either a national, regional, or state-accredited program in education.

**NEW VACANCIES**

- **Professors of Art and Music**
- **Assistant Professor of Library Science**
- **Associate Professor of Zoology**
- **Assistant Professor of Finance**
- **Assistant Professor of Philosophy**

**CONTINUING VACANCIES**

- **Professor of Business Administration**
- **Assistant Professor of History**
- **Assistant Professor of Sociology**
- **Assistant Professor of Psychology**
- **Assistant Professor of English**

**Classification Employment Opportunities**

**Continuing Vacancy Deadline:** Date 3: Monday, April 24, 1984

- **Comptroller's Clerk II**
  - Pay Range: $3,692 - $6,930
  - Minimum Qualifications: Minimum one year full-time position experience in an accounting or bookkeeping position.

- **Assistant Clerk 3**
  - Pay Range: $2,200 - $3,100
  - Minimum Qualification: Must have at least one year full-time experience in clerical work.

- **Curatorial, Winter**
  - Pay Range: $2,200 - $3,100
  - Minimum Qualification: Must have at least one year full-time experience in clerical work.

- **Curatorial, Fall**
  - Pay Range: $2,200 - $3,100
  - Minimum Qualification: Must have at least one year full-time experience in clerical work.

- **Curatorial, Spring**
  - Pay Range: $2,200 - $3,100
  - Minimum Qualification: Must have at least one year full-time experience in clerical work.

**Faculty/Staff Positions**

The following faculty positions are available

- **Assistant Professor of Accounting**
- **Associate Professor of Business Administration**
- **Assistant Professor of Accounting**
- **Assistant Professor of Business Administration**
- **Assistant Professor of Business Administration**
- **Assistant Professor of Business Administration**

- **English:** Instructor (three positions)
- **Economics:** Instructor (three positions)
- **History:** Instructor (three positions)
- **English:** Instructor (three positions)
- **Economics:** Instructor (three positions)
- **History:** Instructor (three positions)

- **Administrative Assistant:** To the dean of the College of Business Administration
- **Administrative Assistant:** To the dean of the College of Business Administration
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- **Administrative Assistant:** To the dean of the College of Business Administration

The following administrative staff positions are available:

- **Athletics:** Assistant to the director of student services and director of student activities
- **Athletics:** Assistant to the director of student services and director of student activities
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**Education programs cited for national reaccreditation**

Because of construction at locations on campus, the advanced level of the parking garage is temporarily closed and all traffic difficulties are anticipated by the Department of Public Safety. Parking in lots 4 and 5 will be free of charge, beginning Monday, May 14, before summer classes begin, all permitted persons may park their cars in lot 4. Tickets will also be issued during that time in parking lots 4, 5, and 6. All other parking areas will be on a first-come, first-served basis.

**Classified Employment Opportunities**

- **Instructional Assistant:** To the dean of the College of Education
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- **Dean of the College of Education:** The College of Education at Bowling Green State University invites applications for the position of dean.

**Faculty Senate**

Faculty Senate approved a 1984-85 budget and heard an update on the status of the FIRE (Financial Information and Resource Exchange) system. The Senate also approved a motion for a $1.00 increase in the annual cost of the SUNY (State University of New York) libraries' collections.

**Five May shows**

The University’s new student theater, the $7.2 million Metropolitan Life Performing Arts Center, opens its doors to the public for four times during May.

- **Monday, May 27:** A full-scale musical production produced by Copon and Copon Productions, will be shown in the 118-seat planetarium at 7:30 p.m. on May 27, 210 Math Science Bldg. Admission $1.50 for adults. No tickets are required.

**Spring Festival**

- **March 25:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. May 4 to 5.

**Spring Break**

- **April 22:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. April 22 to 23.

- **May 3:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. May 3 to 4.

**Spring Break**

- **April 23:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. April 23 to 24.

- **May 4:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. May 4 to 5.

**Spring Break**

- **April 24:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. April 24 to 25.

**Spring Break**

- **April 25:** A delightful new spring festival in the Performing Arts Repertory Theatre. Admission $1.50. Advance ticket sales $1.00. All performances at 7:30 p.m. at the University Hall. April 25 to 26.
**Computer Fair for Kids**

The College of Education at Bowling Green State University is hosting a Computer Fair for kids on August 7. The fair will run from 10 a.m. to 2 p.m. in the Student Union. Children will have the opportunity to learn about different computer programs and interact with technology. Parents are encouraged to attend with their children.

**How to...**

**Write a reference letter**

Editor's Note: Reference letters are often requested from current and former colleagues, friends, and colleagues. They are intended to provide information about a candidate's qualifications and performance in a professional setting. This article offers tips on how to write effective reference letters.

1. **Undergraduate Council**

The following is the agenda for the Undergraduate Council Meeting:

- **Agenda**

  - Review of minutes
  - Report of the Executive Committee
  - Adjournment

2. **Administrative Staff Council**

The Administrative Staff Council has agreed to kill a bill for the Employee Retirement Program for the University. The council was notified in the staff handbook.

3. **Notification of appointments**

The President has appointed the following new faculty members:

- **Professor of History**: Dr. Patricia Robinson
- **Assistant Professor of Psychology**: Dr. Jeffrey Jacobs

4. **Faculty search**

The University is conducting a national search for a new chair of the Department of Computer Science. The search committee is seeking candidates with expertise in computer science education and research.

5. **Summer pay policy**

The summer pay policy is set as a guideline for full-time classified employees. The policy covers hourly employees and administrative staff. The policy will be enforced for the summer months of June, July, and August. Employees will be paid on a biweekly basis, with the first paycheck issued on June 15 and the second on July 3.

6. **Holiday pay**

Employees will automatically receive holiday pay for the following holidays:

- **New Year's Day**: January 1
- **Christmas Day**: December 25
- **Memorial Day**: May 30
- **Independence Day**: July 4
- **Labor Day**: September 5
- **Columbus Day**: October 10
- **Thanksgiving**: November 24
- **Christmas Day**: December 25

7. **Calendar**

The academic calendar for the fall semester is as follows:

- **September 1**: First day of classes
- **October 15**: Mid-term examinations
- **November 22**: Thanksgiving break
- **December 14**: Last day of classes
- **December 15-17**: Final examinations

8. **Special events**

- **Annual Faculty Welcome Luncheon**: September 15, 11 a.m. at the Alumni Center
- **Research Symposium**: October 20, 3 p.m. in the Student Union
- **Fall Festival**: November 5, 10 a.m. to 2 p.m. on campus

9. **Graduate Program Information**

- **Master's Degree in Education**: More information is available online at the University's website.
- **Ph.D. in Business Administration**: Applications are due by November 1.

10. **Faculty Senate**

The Faculty Senate is responsible for overseeing the academic programs and policies of the University. The Senate meets on the second Tuesday of each month in the Administration Building.

11. **Family Support Services**

The University provides support services for families, including counseling, childcare, and family consultations.

12. **Summer camp**

The University offers a variety of summer camps for children, including academic enrichment, sports, and arts programs.

13. **Professional development**

The Office of Professional Development offers workshops and seminars throughout the year.

14. **Graduate Research**

The University offers graduate research opportunities in various disciplines.

15. **Undergraduate Research**

The Office of Undergraduate Research supports undergraduate research projects.

16. **Funding opportunities**

The Office of Grants and Contracts provides information on funding opportunities for faculty and students.

17. **Newsletter**

The University newsletter is published monthly and includes updates on University events, news, and happenings.

18. **Contact us**

For more information, please contact the Office of Communications and Marketing at 555-6666.
Faculty Senate

Continued from page 1

education, the major change in the Senate's role will be to assure that the Senate, with the advice and consent of the faculty, will eventually appoint the dean of the School of Social Work. The Senate has long been aware of the need for a change in the Senate's role, but had reached a consensus that the Senate was not the proper body to make the change. The new proposal, however, would make the Senate the proper body to make the change.

The next Senate meeting will be held on Tuesday, October 25, at 4:00 p.m. The meeting will be held in the Senate chambers in the Old Main Building.

How to... Write a reference letter

Editor's Note: Faculty members are being asked by their students to write the traditional "letter of recommendation" for them. These letters are used for graduate school or professional school applications and are often crucial in a student's ability to get admitted to the schools of their choice. In this month's "How to..." column, we will provide some guidelines for writing a good reference letter.

The first step in writing a reference letter is to gather all the necessary information about the student. This includes his or her academic record, extracurricular activities, and any other relevant information. Once you have this information, you can begin to write the letter.

The letter should begin by stating your relationship to the student and the reason for writing the letter. For example, "I am writing to recommend my student, John Smith, for admission to your graduate program." Then, you should provide a brief overview of the student's academic record and extracurricular activities.

Next, you should give specific examples of the student's accomplishments. For example, "John is an excellent student in my course on literature, where he consistently earned A's and B's." Then, you should provide a brief overview of the student's personal qualities. For example, "John is a hard worker and has a strong work ethic." Finally, you should provide your recommendation for the student. For example, "I recommend John for admission to your graduate program because he is an excellent student and has a strong work ethic."
Memorial

CHANCE before the annual University Exhibition," 7:30 p.m., Kobacker Hall, Memorial Center. (2-2856).

July 7, 1984

August 5-7-2 •

Moseley

5:30-7:30 p.m., Planetarium, Woodman, Recreation and Research Area. (2-2955).

Monday, April 30

Monday, April 30 is also the last day for office and departments to decline to sue or have their accounts liquidated by May 10. After this date, the office or department will be considered to have elected to allow its funds to be liquidated by May 10. Any items left after May 4 will be discarded for the May 10 auction.

CANCELLATION. The women’s studies program will celebrate women’s studies scholarship during the past year at a reception from 3-5:30 p.m. Friday (May 4) in the Alumni Room, 727-2511.

School is open to the community. Required reading assignments are made with inventory management. Contact inventory management, 727-3321, for a range of pickup of surplus items.

MEMORIAL

Classified Staff

ADEY

Wednesday, May 2

Classified Staff Advisory Council Meeting. The meeting will be held in the student center, 12 p.m. to 2:30 p.m., Tuesday (April 30), 7:30 p.m., Bryan Recital Hall, 3 p.m., Bryan Recital Hall, School of Music. (2-2856).

MEMORIAL

Classified Staff Advisory Council Meeting. The meeting will be held in the student center, 12 p.m. to 2:30 p.m., Tuesday (April 30), 7:30 p.m., Bryan Recital Hall, 3 p.m., Bryan Recital Hall, School of Music. (2-2856).

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