



Texas Tech University

The Faculty Senate

January 8, 1980

TO: Members of the Faculty Senate
FROM: Gary S. Elbow, President
SUBJECT: Agenda for Meeting #20, January 16, 1980

The Faculty Senate will meet on Wednesday, January 16, 1980 at 3:30 p.m. in the Senate Room of the University Center. The agenda is as follows:

- I. Minutes of the December 12, 1979 meeting
- II. Correspondence from Michael Mezack regarding KTXT-TV
- III. Personnel reduction plan
- IV. Comment from Charles Hardwick re. memorandum of October 24, 1979 on responsibility for public statements
- V. Report from Committee on Committees
- VI. Other Business
- VII. Announcements
 - A. Excerpts from the Academic Council meeting of December 11, 1979
 - B. Excerpts from the Board of Regents meeting of November 16, 1979
 - C. Items referred to study committees for consideration:
 1. Evaluation of pass/fail policy
 2. Evaluation of advisement for freshmen students
 3. Modification of class schedule to eliminate 7:30 MWF classes
 4. Personnel reduction plan
 - D. At the request of Robert Ewalt, Vice President for Student Affairs, I recommended four individuals to serve on an ad hoc committee to review the proposed faculty and staff fee schedule for the new recreational facility. Committee members are David Cummins, Richard McGlynn, Donald Gustafson, and Ruth Wright

Announcements continued.....

- E. At the request of the Senate, I contacted both Richard Tamburo, Director of Athletics and Jeannine McHaney, Director of Women's Intercollegiate Athletics, regarding the scheduling of athletic events during finals week. Both individuals indicated that they try to avoid scheduling athletic events during finals week, but there appears presently to be no formal written policy prohibiting such activities, partly because of potential conflicts with NCAA and AIAW national meets which are held near the end of the spring semester. It appears that the scheduling of basketball games during this finals week resulted from the change in finals schedule made at the request of the Faculty Senate.
- F. A copy of the Board of Regents Policy Manual (March 30, 1979) is on file in the Faculty Senate Office.
- G. The Faculty Senate now receives and has on file copies of the Texas Tech University Financial Plan. We have the 1979/80 budget and the 1980 summer school budget now on hand.
- H. Correspondence

ANNOUNCEMENTS

The minutes of the Academic Council are on file in the Faculty Senate Office.

A. Excerpts from the Academic Council Minutes of Meeting #5, December 11, 1979

1. Requests for Monday after Easter as a holiday was presented by Jeff Williams of the Student Association. The Council approved this request with the understanding that the day lost after Easter would be replaced by holding class during the day of no classes at the end of the semester (Note: This action would have the effect of removing April 7, a Monday, and adding April 29, a Tuesday, on the academic calendar. As of this writing it has not been officially approved by the Vice President for Academic Affairs).

2. Gulley presented a list of recommendations from the report "Research in the Mission of the University." The recommendations approved by the Academic Council are as follows:

- a) It is recommended that a major research role be reaffirmed in the academic mission of the university and the establishment of a climate throughout the institution conducive to creative research be set as a major goal.
- b) It is recommended that strong emphasis be placed on research in the selection, development, rewarding and retention of faculty.
- c) It is recommended that research coordinators be assigned a significant role in setting objectives and evaluating performance. Their recommendations should be sought in hiring, tenure, promotion and merit raise decisions.
- d) It is recommended that a program of management and leadership training, to include research management, be established for persons in leadership positions. While external funding may be secured for initiation of the program, such training should become a regular activity at the university.
- e) It is recommended that emphasis be placed at the college and departmental levels on enhancement of the vitality of individual faculty members and the departmental units. Vitality is reflected in enthusiasm, creativity, vision and optimism.

3. A sheet summarizing student/faculty ratio, faculty FTE and student FTE during Fall 1977, Fall 1978, and Fall 1979 for each of the colleges was distributed. Deans were asked to be prepared to discuss this document and FTE allocations at the January Academic Council meeting.

4. The Academic Council approved a proposed degree in Wildlife Science as a split from the current Range and Wildlife degree program. The Wildlife Science degree which would require no additional resources, should be submitted to the Regents at their next scheduled meeting.

5. Governor Clements will visit the university on January 21.

6. Special line item requests for next year's budget should be sent to Dr. Jones if they involve research projects or Dr. Hardwick if they are academic or institutional items. Requests for funding of Junction and ICASALS are expected to be included in this budget request.

7. The final examination schedule, specifically dead week, was discussed. The

Excerpts from the Academic Council Minutes of December 11, 1979 continued.....

current policy of no examinations during this period is in the faculty handbook and general consensus was that the policy was needed and should be enforced. Deans were asked to have chairpersons remind the faculty of the policy.

8. The use of WATS telephone lines for personal purposes was noted as unauthorized and illegal, even if individuals agree to pay for personal phone calls.

9. Hardwick has been asked by the Faculty Senate to develop a policy statement concerning prerequisites for retired faculty. Deans are asked to submit advice and ideas on this matter to Hardwick.

10. Concern was expressed over students who pay fees late or not at all. A deposit (eg \$150) before registration was discussed as one possibility for encouraging payment on time. The pre-registration system is currently under development as part of the Student/Faculty/Academic Information System and is targeted for Spring 1982 registration. This system will require earlier payment and should remedy some of the deficiencies existing with the current fee payment system. Dr. Ewalt will report to the Academic Council in January the status of the pre-registration system and present some of the policies which must be resolved prior to initiating such a system.

11. A status report on the Media Resources Center was presented by Dr. Hardwick. Interview for a director has been initiated. Target date for initiation is Fall 1980. Decisions concerning the exact scope, composition and areas of responsibility for the Media Resource Center will be developed with input from the Academic Council.

12. A letter from the Coordinating Board concerning funding of undergraduate and graduate classes was distributed. This change in policy allows, where appropriate, graduate and undergraduate courses to be taught simultaneously in the same class and carry both undergraduate and graduate credit and funding.

B. Excerpts from the Minutes of the Board of Regents meeting of November 16, 1979

1. The Board acknowledged the establishment of an endowment for the J. Fred Bucy, Jr. and Odetta Greer Bucy Chair in Electrical Engineering.

2. The Board approved the Bachelor of Science and Master of Science degrees in Computer Science.

3. Interim President Graves reported that the program in Secretarial Administration is being developed and should appear in the next catalog.

4. The Board approved an increase in the compulsory Student Service Fee to \$4.22 per semester credit hour up to a maximum of \$50.50 for any regular semester or six week summer session.

5. The Board approved the sale of the President's old house on 19th Street for \$127,600.00.

6. The Board extended the present athletic stadium concession contract with Coca-Cola Bottling Company of Lubbock for an additional five-year period beginning September 1, 1980.

7. The Board approved schematic plans for and authorized development of contract documents for the addition to the Music Building.

Excerpts from the Minutes of the Board of Regents meeting of November 16, 1979
continued.....

8. The Board approved schematic plans for and authorized proceeding with contract documents and receipt of bids for the addition to and renovation of the Jones Stadium Athletic Offices.

H. Correspondence

1. Charles Hardwick, Vice President for Academic Affairs, regarding policy for giving exams during "dead week"
2. Dan Benson, School of Law, accepting his resignation from the ad hoc Committee to Investigate Faculty Salaries
3. Paul Dixon, Chairperson, Committee on Committees, informing him of Dan Benson's resignation and asking for nominations for his replacement and for nominations of persons to serve on the newly created standing study committees
4. Mr. Dan Williams, Interim Vice President for Finance and Administration, regarding microform readers
5. Dr. Michael Mezack in response to his memorandum concerning a statement in the minutes of the November 14, 1979 Faculty Senate meeting
6. Charles Hardwick, Vice President for Academic Affairs, regarding Dr. Mezack's memorandum
7. Bruce E. Collier, Business Administration, informing him of his election to represent BA on the Faculty Development Committee
8. Robert Amason, Business Administration, informing him that he was not elected to serve on the Faculty Development Committee

PERSONNEL REDUCTION PLAN

I have investigated the status of plans for personnel reduction at Texas Tech University in the event of financial exigency. My findings are as follows:

In April of 1975, Vice President for Academic Affairs William R. Johnson appointed a committee comprised of Anson Bertrand, Charles Burford, Donald Longworth, Max Manley, Robert Rouse, Dahlia Terrell, and chaired by Lawrence L. Graves, to develop a procedure for reduction of faculty in case of financial exigency. This committee submitted its report, including a proposed procedure for reduction of faculty, in a letter to Dr. Johnson dated November 20, 1975.

The proposed procedure for faculty reduction was presented to the Executive Committee of the Faculty Council for approval in December of 1975. A committee consisting of Roland Smith, Max Manley, Jimmy Smith, and chaired by Marvin Dvoracek was formed to make recommendations to the Executive Committee for its action. The committee report was submitted to the Executive Committee on April 9, 1976 and considered at its meeting of May 14, 1976. The relevant portions of the minutes of that meeting are reproduced for your information.

This proposal was not implemented and the university is currently without an official faculty and/or staff reduction plan.

An ad hoc committee consisting of Ch. Marvin Dvoracek and Profs. Roland Smith, Max Manley, and Jimmy Smith met on March 30, 1976, and reconsidered topics discussed in the full Executive Committee meeting on February 11, 1976, in order to formulate recommendations concerning a proposed Contingency Plan for Faculty Reduction presented to the Executive Committee by Vice President Johnson in December, 1975. The proposed plan had been developed by an ad hoc committee appointed by Vice President Johnson in April, 1975, and consisting of Dean Lawrence Graves, Chairman, and Dean Anson Bertrand, Dean Donald Longworth, Prof. Max Manley, Prof. Robert Rouse, Prof. Charles Burford, and Prof. Dahlia Terrell, members.

Ch. Dvoracek sent copies of the following document to members of the Executive Committee prior to the April meeting. It restates the plan presented by Vice President Johnson in December except for underlined portions which are additions or alterations suggested by Prof. Dvoracek's committee.

Throughout almost its entire history American higher education has enjoyed nearly uninterrupted growth. Recent developments in society, including a decline in the birthrate, have, however, made it evident that in the years to come we may be entering a period of declining enrollments and resources. Although the magnitude of the changes which occur, if they do occur, cannot be anticipated accurately it becomes necessary to develop contingency plans for meeting emergencies which do arise. This document is aimed at formulating a plan for meeting an emergency which would develop if the university should be afflicted by a decline in resources which would mandate a change in the size of its operation in an effort to continue to fulfill the mission of the university while at the same time maintaining the principle of equity for the personnel of the institution. Any reduction plan should include separate but similar plans for reducing administrative personnel, support personnel, and faculty.

The decision that a fiscal emergency exists will be made when the resources of the university become inadequate for the fulfillment of the mission of the university at the current level of operations without reductions in faculty, staff, and support functions.

The declaration that a financial emergency exists will be made by the Board of Regents upon the recommendation of the President. In formulating his recommendation the President shall have the advice and counsel of the faculty. To advise the President there shall be a committee of six members, one to be a member of the Faculty Council Executive Committee chosen by the Faculty Council Executive Committee, one to be a member of the Budget Advisory Committee chosen by the Budget Advisory Committee, one to be a member of the Tenure and Privilege Committee chosen by the Tenure and Privilege Committee, two to be chosen by the Committee on Committees, and the sixth to be the Vice President for Financial Affairs as an ex officio, non voting member. In the selection of the committee it is important to have representation from as many areas as possible. This committee will be charged with reviewing the relevant data--to include current and proposed budgets--and making a written recommendation to the President, with copies to the Academic Council and the Executive Committee of the Faculty Council.

Upon the declaration of a state of financial emergency by the Board of Regents the President shall convene the Faculty Council and report the existence and extent of the financial emergency. At this meeting he shall also report the reductions in administrative and support staff and functions short of reduction in faculty that have been or are to be made. He shall also declare his intention of reporting to the Academic Council within two weeks his proposals for further reductions, including those in the teaching faculty.

In drawing up his proposal for meeting the financial emergency the President shall propose reductions in or elimination of specific programs or academic units of the university and shall specify budget allocations and the number of faculty members (FTE) each college or school will be allocated for the next academic year.

When he has drafted his plan for reduction in programs and faculty, the President shall refer it to the Academic Council and the Faculty Council Executive Committee for their comments and advice. The plan for faculty reduction will then be presented to a second meeting of the Faculty Council. The President will then present his plan to the Board of Regents for its approval.

Upon approval of his plan by the Board of Regents the President will direct deans or directors of academic units required to retrench to develop detailed plans specifying the amount of reduction required in specific programs or activities, those programs or activities to be suspended or abolished, and those faculty members to be terminated. To do this deans or directors shall consult with their area or department chairmen as to specific programs to be reduced or abolished. Following this the deans or directors will determine the number of faculty positions to be eliminated in each area or departments. They shall then submit their decisions to the areas or departments concerned.

The faculty in each area or department will review itself and report to the dean or director the names of faculty members to be terminated or reassigned. If the area or department review and reporting of names is not forthcoming the other steps in the procedure will be followed. The dean or director shall then convene his area or department chairmen for their review of and concurrence in the proposed terminations or reassignments before submitting his plan to the Vice President for Academic Affairs.

Before the decision to reassign or terminate specific faculty members has been made final by the President, faculty members scheduled for reassignment or termination shall have the right of appeal to a committee of five tenured faculty members appointed by the President with the advice of the Faculty Council Executive Committee. No person who took part in the original decision to terminate a particular faculty person may sit during that faculty member's reconsideration proceedings. Except when the emergency is so immediate as to prevent it, such notices shall conform to the deadlines for notices of termination as contained in the tenure policy.

Although the primary consideration in any situation requiring retrenchment must be the preservation of the integrity of the academic programs of the university, concern for the welfare of faculty members must also be central. Tenured faculty members should be terminated only in rare instances and where the long-range needs of the program concerned demand that non-tenured faculty members be retained, and only after this has been documented. Retraining and reassignment of tenured faculty members within the university will be done wherever possible. If an appointment is terminated as a result of procedures instituted because of the need for faculty reduction resulting from financial exigency the position of the released faculty member will, within a period of two academic years after the termination becomes effective, be filled by another person only after the released faculty member has been offered reappointment to it.

Of the four underlined sentences or phrases, all are suggested additions to the original document except the second relating to the composition of the committee to advise the President concerning the existence of a financial emergency. Instead of the underlined material, the original document read,

two to be the chairman and vice chairman of the Budget Advisory Committee, two to be the chairman and vice chairman of the Faculty Council Executive Committee, the fifth to be chosen by these four, and the sixth to be the Vice President for Financial Affairs as an ex officio, non voting member.

Prof. Roland Smith moved that the changes be considered and accepted; Prof. Jimmy Smith seconded. Prof. Collins reported that he had sent the proposal to the office of the American Association of University Professors in Washington and would like to point out the following concerns: (1) The committee which helps to determine that a financial exigency exists is extremely limited since it has no further function. (2) Faculty participation is terminated when the exigency decision is made and the function of writing the plan is inappropriately assigned to the President. (3) Tenured faculty members scheduled for termination or reassignment should have a right to a hearing before an elected faculty committee rather than an appointed one as

the proposed plan provides. (4) It should be the obligation of the elected committee to support the right of the faculty member to be placed in a suitable alternate position possibly or to be retrained for such a position. (5) The position of a tenured faculty member released because of a financial emergency should not be filled for three academic years (rather than two, as proposed) without first offering the tenured member reappointment to it.

In the instance of the last concern Prof. Collins moved to amend the last sentence in the statement to read "three" rather than "two" academic years. Prof. Burford seconded and the motion passed with one abstention. Prof. Collins moved that the statement read that faculty members to be reassigned or terminated "shall have the right of appeal to a committee of five tenured faculty members elected by the voting faculty of the University". Prof. Burford seconded and the motion carried with ten in favor and four opposed. Prof. Collins moved that the plan for faculty reduction be drawn up by the President and an elected committee of the faculty of at least five members. Prof. Strauss seconded. The motion passed with nine for and seven against.

Prof. Stewart moved the question on the document as amended, Prof. Strauss seconded, and the motion carried with one abstention. Prof. Hardwick made a motion to commend both the members who served on the original drafting committee and the members of the ad hoc committee who helped the Executive Committee to clarify the document in their own minds. Prof. Cummins seconded and the vote was unanimous.