

MINUTES

The Executive Committee of the Faculty Council met Wednesday, November 9, 1977, in the Board Room of the Administration Building with Chairperson Bell presiding. Members present were: Professors Burford, Brittin, Collins, Davis, Elbow, Hunter, Keho, Kimmel, McGowan, Manley, Nelson, Pearson, Sasser, Smith, Tereshkovich, Vines, Wade and Wilson. Professor Eissinger was unable to attend because of University business. Guests present were: Dr. Charles S. Hardwick, Vice President for Academic Affairs; Dr. Pennington Vann, Civil Engineering; Mr. Richard Klocko, Director of Personal Relations; Janet Warren and Barbara Pogue of the University Daily; Chuck Campbell, President, Student Association; and John Morrow, Student Senator.

Bell called the meeting to order at 3:30 p.m. and recognized the guests.

I. MINUTES OF THE OCTOBER 12, 1977 MEETING

Smith moved that the minutes of the October 12, 1977 meeting be approved as distributed. Seconded by Vines. The motion carried.

II. ANNOUNCEMENTS

a. Academic Council Minutes

Bell read excerpts from the Academic Council Minutes of the October 18, 1977 meeting: "Dr. Jones explained allocation of research funds for 1977-78. Allocations included BASIC GRANTS TO COLLEGES AND SCALED INCREMENTS according to research expenditures during the past year." Another item from that same meeting: "Consideration is being given to university provision of microfiche readers for each Dean, department and area office for use with financial data. The microfiche can be provided at less cost than paper copies and should be more easily stored and retrieved for use. Also, it is anticipated that other information, particularly student information, will become available for use in the microfiche format." On the last item from that meeting: "The COBA non-traditional degree program proposal for women in banking was discussed. It was approved as a pilot program for three years with recommendations to be made from the Dean of Business Administration at the end of that time regarding continuance of the program. Deans were in general support of the program although there were potentially relative issues, such as the 100% rule for faculty, which have yet to be resolved."

b. "Meeting of the Deans" Minutes

Bell observed that this different title was not clearly stated, but it was probably a called meeting of the Academic Council and was held on October 26, 1977. From those minutes he read: "Dr. Hardwick opened the meeting by discussing the importance of the appointment to the full professor rank. There was general discussion attendant to evaluative criteria for making recommendations for that appointive rank. Deans were asked to convey to chairpersons the rationale for emphasizing the quality of full professor appointments to the quality of the

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university, and to work with chairpersons regarding the criteria for such appointments. Various aspects of the areas of teaching, research and university service were discussed.

Criteria for use by departments are to be reviewed and updated periodically by the departments.

Procedure for the promotion process was also discussed. The policy is to have signed ballots for promotion cases. Comments by those balloting are encouraged but are optional. Ballots and information regarding teaching and other documentation are to be kept in the Dean's file.

After promotion recommendations have been decided upon in the Dean's office, those decisions are to be communicated to the individual faculty member. The recommendations (from department or area, chairperson, college committee, if any, and dean) are then forwarded to the Vice President for Graduate Studies and Research by December 15 for recommendations and transmitted to the Vice President for Academic Affairs."

c. Report of Status of the Proposal for a Faculty Senate

Bell reported that the Adoption and Ratification section of the Constitution of the Faculty Senate was amended and that the Faculty Council passed the motion to change to a Faculty Senate type of government. That amendment included having a mail ballot sent to the entire voting faculty of Texas Tech University. That mail ballot is now out and ballots are due by November 16, 1977. In the meantime in anticipation of favorable action by the faculty, Dr. Mackey has consented to put the matter on the agenda of the Board of Regents meeting for December. If the faculty does not approve this, it will be removed from the agenda of the Board.

d. Review of Process of Peer Evaluation

In the spring this body directed its chairperson to refer to the appropriate committee the matter of examination of the process of peer evaluation for faculty. The matter will be referred to the Academic Affairs and Status Committee for their review.

III. REPORT OF THE AD HOC COMMITTEE TO REVIEW TENURE POLICY - Jacquelin Collins

Collins reported the ad hoc committee had had two meetings since the last Executive Committee meeting and that they were still discussing substantive matters. He felt that at this time there was nothing more to report and that it would be January or February before a document is in the hands of the Executive Committee.

IV. REPORT OF THE COMMITTEE ON COMMITTEES - Darrell Vines

Vines submitted to the Executive Committee for its approval a list of nominees, which, if approved by this committee, will be forwarded to the appropriate vice president and from which he will select names to fill vacancies on three committees.

On the Code of Student Affairs Committee there is a vacancy left by Darcold T. Barnum who is no longer at this university. The Committee on Committees will submit two names, from which the Vice President for Student Affairs will select one to fill this vacancy. The Library Committee has two vacancies and the Committee on Committees suggests three names for consideration by the Vice President for Academic Affairs. On the Convocations Committee there is one vacancy and the Committee on Committees suggests three names from which the Vice President for Academic Affairs can fill that vacancy. Vines moved that the Executive Committee forward the names on this list to the proper vice presidents. Wilson seconded. The motion carried.

Vines continued with the report from the Committee on Committees with an update on the Standing Committees of the Faculty Council. Orientation for New Faculty Committee was recommended to be deleted and this has been done. Admissions and Retentions Committee has been merged with Admissions and Registrations Committee and is no longer a Standing Committee of the Faculty Council, but a TTU-TTUSM Committee. This was done on the recommendation of the Executive Committee of the Faculty Council. Presently the Standing Committees are: Grievance Committee, Budget Advisory Committee, and Academic Affairs and Status Committee. (Membership of these committees accompany the minutes.)

Smith moved that the Executive Committee name Ron Schillereff of Finance to the Grievance Committee. Wade seconded. The motion carried by voice vote.

Vines will check with Morganti's office on the Budget Advisory Committee and submit two names as nominees to that committee.

The Committee on Committees has asked the Academic Affairs and Status Committee to rewrite its charge, as they see the needs at Tech, submit their proposal to the Committee on Committees, and then it will be referred to the Executive Committee. Strauss suggested that the present members of the Faculty Council Standing Committees should be notified that they are still on the committees and they should begin meeting.

V. REPORT ON GRADE APPEALS POLICY AND PROCEDURES - Charles Hardwick, VP for Academic Affairs

Bell briefed the Executive Committee by reminding it that Hardwick furnished this committee a copy of this document approximately three months ago. At its October meeting the Executive Committee made recommendations and those were forwarded to Hardwick for his consideration. He is here now to inform this committee of his disposition of its recommendations.

Hardwick stated that the primary purpose of this whole thing is to establish a uniform grade appeals policy and procedures which can be printed in the handbook, and to have a policy which the students understand. He was pleased with the final draft except for one point and that is the matter of who appoints the committees. Hardwick disagrees with the Executive Committee's recommendations at this point. He feels the Dean, who has the responsibility of enforcing the policy or certifying grades, should have the authority to appoint to the committee those persons who he feels in his judgment would render fair and impartial judgment. In his opinion the Dean should appoint all members,

students included. Hardwick stated that there would be a possibility of the Deans appointing or creating a committee to hear each case.

VI. PLAN FOR REVIEW OF TENURED FACULTY - Charles Hardwick, VP for Academic Affairs

At a Board of Regents meeting in the Spring where it had under consideration a request for tenure and promotion, the question was raised about how tenured faculty members are reviewed. The Board asked for a document outlining these procedures and the Executive Committee has been given copies of a report drafted in the office of the Vice President for Academic Affairs. This was presented to the Board of Regents at its July meeting as a draft document. This draft shows that under three different procedures all faculty members at this university, whether they are probationary members or tenured faculty members, are reviewed each year. One is the annual faculty report which is filed in December requiring each faculty member to summarize his/her activities of the past year, listing teaching responsibilities, teaching innovations instituted within the curriculum, research projects, research funding, etc. The department chairperson adds his report to this and it is forwarded to the Dean. These summaries are carefully scrutinized at the college level.

Another way all faculty members are reviewed each year is the review for merit increases, tenure, promotion and so forth. This is the chairperson's responsibility and some probationary faculty are counseled by the chairperson each year to discuss progress.

Finally, there is the process whereby faculty members are reviewed through the graduate and undergraduate review programs which are conducted by the offices of the Graduate Dean and the Academic Vice President. This is a departmental review process where each department is being reviewed on a ten year cycle with a five year update.

These reports are a most effective and useful means by which the Administration can determine the strengths and weaknesses of each department with regard to its faculty. Each faculty member is required to submit a vita, is interviewed by an internal committee (made up of faculty members), questionnaires are sent to former students, graduates, and to students currently enrolled. Outside consultants are brought in to review the programs. All information is then compiled into a report which is sent to the department. The department has a chance to respond. Everything is then reviewed by the Academic Vice President and the Graduate Dean, then a final report is sent to the President.

This is an excellent way to see who is contributing and who isn't, to see weaknesses and strengths of faculty and departments.

Hardwick felt that in all three ways he mentioned, the Administration has adequate mechanisms for reviewing non-tenured and tenured faculty members. It is his opinion that the present system only needs refining or perhaps a little more formalizing and it certainly would serve as a adequate check on tenured faculty.

In the discussion which followed Hardwick's statements several questions came up. One was, who is going to review the department chairpersons, the deans and the administration? Answer: each is reviewed by a supervisor. The Board of Regents reviews the

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President, the President reviews the Vice President, the Academic Vice President reviews the Deans, Deans review the Chairpersons. It was asked if there should be some way by which the faculty can participate in evaluation of the administration. Hardwick felt that this university will not have any such system anytime soon. Administrators do not have tenure as administrators. They serve at the pleasure of their immediate supervisors, so faculty review of administrators would be inappropriate.

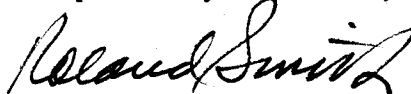
During a general discussion it was asked if chairpersons are ever elected. Hardwick's reply was "no." Deans form a search committee when a vacancy occurs and this committee makes recommendations. Appointments are made by the Dean on the advice of this committee.

It was mentioned that Committees B and C of the AAUP are working on this problem and certainly within a few months should have some recommendations on the question of reviewing chairpersons.

#### VII. OTHER BUSINESS

There was no other business and the meeting was declared adjourned at 4:55 p.m.

Respectfully submitted,



Roland Smith, Secretary  
Executive Committee  
Faculty Council

11/17/77

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#### CLARIFICATION OF THE EXECUTIVE COMMITTEE OF THE FACULTY COUNCIL MINUTES OF SEPTEMBER 7, 1977, pp. 3-6

When members of the Committee on Committees reported that there were "no recommendations" by a committee, that only meant that the committee made no recommendations which require action by the Executive Committee. For example, the International Education Committee was quite active during the 1976-77 academic year, having met four times, producing three complex sets of recommendations to the Vice President and/or Graduate Council. So, while the committee was active, and did make recommendations to the appropriate university officials, it did not make any recommendations which required action by the Executive Committee.

Roland Smith, Secretary

## STANDING COMMITTEES OF THE FACULTY COUNCIL

### GRIEVANCE COMMITTEE MEMBERS

Oberhelman, Harley	1978
Ashdown, Don	1978
Trost, Tom	1978
Bohling, William	1979
Schilereff, Ron	1981

### BUDGET ADVISORY COMMITTEE MEMBERS

Luchsinger, Louise	1980
Rouse, R. L.	1978
Kristiansen, M.	1980
Mattson, Bruce	1978
Roberts, Arthur	1981
Lawrence, James	1981

### ACADEMIC AFFAIRS AND STATUS COMMITTEE MEMBERS

Rodse, Gene	1978
Vann, W. P.	1978
Jebson, Harry	1979
Saeks, Richard	1978
Benson, Dan	1979
Blackwell, Lotus	1979

The Committee on Committees directed these committees to function as follows:

### ACADEMIC AFFAIRS AND STATUS

Rewrite your charter as you see the needs at TTU. Submit your proposal to the Committee on Committees for endorsement and presentation to the Executive Committee of the Faculty Council.

### BUDGET ADVISORY

Operate under previous charter unless there are real problems, and then report to Committee on Committees or Executive Committee of the Faculty Council.

### GRIEVANCE COMMITTEE

Operate under previous charter unless there are real problems, and then recruit assistance of Committee on Committees or Executive Committee of the Faculty Council.