



Texas Tech University

LUBBOCK, TEXAS 79409 / (806) 742-3858
The Faculty Senate

March 7, 1979

TO: Members of the Faculty Senate

FROM: Margaret Wilson, President

SUBJECT: Agenda for Meeting #13, March 14, 1979

The Faculty Senate will meet on Wednesday, March 14, 1979, at 3:30 p.m. in the Senate Room of the University Center. The agenda is as follows:

I. Minutes of the February 14, 1979 Senate meeting

II. Consideration of Redraft of Grievance Panel Procedures

III. Response to Senate Resolutions and Requests

A. Manual pre-registration

B. Advancement of fall semester calendar

C. Seventh Conference of Student Orientation Session

IV. Committee on Committees - Dr. Helen Brittin

V. University Publication

VI. Resolution on University Media Center - Dr. Neale Pearson

VII. Announcements

A. President Mackey's request for committee nominees

B. Faculty Senate composition for 1979-80

C. Excerpts from minutes of standing committees

D. Meetings of heads of faculty governance organizations

E. Letter from Froy Salinas

F. Excerpts from Academic Council minutes

G. AAUP comment on book royalties

H. Policy on concurrent teaching employment

I. Annual Review Form

J. Excerpts from Board of Regents meeting

K. Faculty meeting with President Mackey

L. Excerpts from statement of President Mackey to various legislative appropriations and finance bodies

M. Letter from Nolan Robnett

N. US Savings Bond Program

VIII. Other Business

ANNOUNCEMENTS

A. President Mackey has requested that nominations for University council and committee members be provided by April 1 in order that administrative personnel may appoint the members and that designation of chairpersons may be made prior to the end of the spring semester. In this way councils/committees could be ready to start functioning early in the Fall semester. Philosophically I agree and I believe you will agree that this is an excellent plan. Practically, for this year, it is virtually impossible. Therefore, I have written the President and promised him the lists of nominees immediately following the April 11 meeting. I have also assured him that for 1979-80 our procedures will be moved back one month, thus bringing our nominations to the Senate for approval at the March meeting rather than the April meeting. Dr. Mackey also recommended more breadth of representation, specifically nomination of more women and minority faculty. He enclosed a form which he requested be filled out for each nominee to assist the appointing officials.

B. In accordance with Article III, Section 2 the officers of the Faculty Senate re-determined the composition of the Senate for 1979-80. The following table gives the necessary information.

	78-79	Going Off	79-80	To be elected
At-Large	12	4	11	3
Agriculture	4	1	4 (67)	1
Arts & Sciences	22	7	20 (399)	5
Business Administration	3	1	3 (51)	1
Education	3	1	4 (63)	2
Engineering	6	2	6 (101)	2
Home Economics	3	1	3 (51)	1
Law	2	1	2 (23)	1
	<u>55</u>	<u>18</u>	<u>53</u>	<u>16</u>

C. Minutes of these standing committees are on file in the Faculty Senate Office.

Red Raider Committee

Robert Albin is chairperson of this committee. He thanked Lee Puckett, current Red Raider, for his fine cooperation and assistance in carrying out the duties of the Red Raider this year. Lee thanked the committee for its help and assistance, mentioned a problem due to location of the Horse Center at the Agriculture Field Laboratory east of New Deal. In order to pick up and exercise the horse it involves a round trip of 40 miles or in Lee's case, 50 miles to his home. Jim Heird, University Horse Specialist, commented that there were no clear cut solutions to the problem because it would cost approximately \$110/month to board the horse in town and if the horse were kept at the Livestock Arena there would be long periods of time when the horse was being kept by himself and left unobserved. Concerning the trailer donation, Jim Heird commented that it was fairly certain Mr. Ince would not donate a trailer to Texas Tech. Copies of the qualifications and responsibilities of the Red Raider were distributed and approved with no changes from the previous year. All applicants will be asked to ride prior to going before the committee for the interview. Only the best riders will be asked to come to the interview. The top horseman will be selected by Albin, Puckett, and Heird. Happy VI will be used by all applicants, if at all possible, under timed and specified conditions and two days will be used, if necessary, for the horsemanship try-outs. A schedule for selection was set with March 1 as the deadline for applications.

Excerpts from minutes of Tenure & Privilege Committee continued.....

reasons being given. Mackey stated that it was current Board policy, which policy he personally endorsed, that reasons should not be given for a faculty member's not being given tenure. He added that he does not include due process in a definition of tenure. Item E - The Jurisdiction of the Committee Should Be Clarified: Discussion centered on the usefulness and the propriety of the Committee having a role in determining whether procedures were adequate and whether they had been followed in individual cases. "The meeting concluded with the decision that Marilyn Phelan would on the President's behalf survey the law regarding the giving of reasons to the Committee, the giving of reasons to the faculty member, and the possibility of the Committee's role being interpreted to include an oversight of procedures. It was also decided that the Committee would prepare a statement on the same three points and that the statement would be presented to the President."

Student Publications Committee

October 10, 1978:

Richard Lytle, Director of Student Publications, reported yearbook sales were slightly up from the previous year; the Freshman Directory will have more pages this year due to increase in freshman photographs; co-editors of the yearbook are well organized and farther ahead in their work than in the past; a decision to publish a minimum of 8 pages of the UD rather than 6 pages was made by student publications personnel based on previous years advertising sales and to date total number of pages published is up over the previous year; the total inches of paid advertising sold is slightly down but not alarmingly so and an additional salesperson would be hired, out-of-town advertisers would be contacted, promotion ads run in the UD, additional ads sold in Directories, and possible ad quotas set for sales persons. Reports were presented by the LaVentana co-editors and the UD editor. Lytle reviewed a complaint received by Dr. Traylor, last year's chairperson, from a student regarding the UD editor endorsing political candidates. The student felt that student service fee money should not be used for this purpose. Dr. Traylor informed the student that every court decision up to that point had ruled in favor of the editor on first amendment grounds and that a similar case at UT-Austin would be settled during the summer and the committee would review the matter at its first fall meeting. Steve Monk reported that the judge ruled that student service fees are not considered state funds and therefore endorsements could be made. Gary Skrehart said he would probably endorse candidates this year. Mr. Monk submitted and reviewed the 1978 readership survey he had completed on the UD. The survey indicated more interest in the editorial page and letters to the editor and less interest in sports than the previous year. Mr. Sellmeyer suggested that the next survey have questions that would give information regarding the number of students who watch TV or listen to the radio.

October 31, 1978

Professor Sellmeyer was elected chairperson. Lytle explained the charge of the Committee and briefly discussed policies that were approved in previous years.

February 6, 1979:

The proposed budget for the UD for 1979-80 was discussed and approved. The proposed budget increases only 5.7% over the 1978-79 budget.

February 8, 1979:

Gary Skrehart outlined the more important qualifications and skills needed as the UD editor. The Committee interviewed three candidates for 1979-80 UD editor. Shauna Hill was selected.

Academic Council minutes continued.....

Semester credit hour generation for Texas Tech may result in less than 5.1 increase in formula generation. Alternatives were discussed, i. e., maintain some FTE and distribute available funds; reduce FTE, thereby increasing available funds; or increase FTE and reduce available pool for increases. Final figures regarding semester credit hours taught and formula generation should be available later in the Spring.

3. In reviewing procedures for selecting endowed chairholders, it was consensus that policy procedures be established such that the donor is involved and that the donor should be advised and consulted insofar as it is possible and propitious to do so.

4. College profiles were distributed. Departmental profiles are to be reviewed to correct errors and clarify data. Each department should be individually reviewed with deans and Academic Council will then collectively consider college data.

5. Annual Review Forms were discussed. A motion was passed to the effect that a one page report be submitted by each faculty member which will indicate their primary contributions to the department and university for the calendar year in teaching, research, and service. Faculty members would be free to add other information if they desire. It was agreed that department chairpersons would evaluate the performance of each faculty member, with the form of the evaluation being at the discretion of the dean. A sample format was distributed.

- G. Jordan E. Kurland, Associate General Secretary of AAUP, wrote to the Attorney General's Office in reply to the question of whether or not a college professor may receive a royalty on a book used in the school in which he teaches. In brief, he pointed out that the "commission or rebate" specified in the Texas Education Code was a compensation for selling products, whoever may have produced them, and is quite different from an author's royalty. He concluded with: "A professor-author's receipt of royalties for his book when it is sold at his institution is accepted national practice, and our experience indicates that abuses -- such as compelling students to buy an unneeded book for the author's personal gain -- are few and far between. The occasional abuses are dealt with effectively through institutional judgments on charges of unethical conduct and potential sanctions under established safeguards of academic due process. We accordingly urge that the requested opinion from the Attorney General's Office be affirmative with respect to the professor's right to receive royalties from the sales of his book at his institution."
- H. A policy to insure that Texas Tech is in compliance with regulations concerning outside employment was issued February 8, 1979 from Dr. Hardwick. The policy is as follows: No faculty member or professional employee of Texas Tech University shall accept regular teaching responsibilities with another institution of higher learning without prior approval of the appropriate Vice President of Texas Tech University. Such regular employment shall not be of extent to impair the performance of the individual, particularly as a teacher and scholar, within Texas Tech University. It is expected that any such teaching arrangement will be for a temporary period only, such as a semester and will not be continuous or periodic such as each fall semester.
- I. As per your request a copy of the trial version of the Annual Review Form has been included in your packet.
- J. Board of Regents Minutes - February 2, 1979
The minutes are on file in the Senate Office.
1. Mr. Lee Stafford was welcomed as a new member of the Board. A resolution honoring former regent C. G. Scruggs was approved.
 2. Dick Tamburo reported on the successful football season under Coach Dockery and stated that recruiting for next fall is off to a good start.

3. Faculty development assignments - "Funds should be available to allow a limited number of faculty to participate each year in retraining and special educational activities to add to knowledge and skills and to avoid stagnation." And "we have requested funds for this purpose so that up to one percent of the regular faculty at any one time could be so assigned."
 4. Organized research - "The appropriation of \$505,808 for each year of the biennium listed in the bill is well below the needs of an institution such as Texas Tech. And we request reconsideration of this line and an increase in this line to \$800,000, 39.6% of formula, for the first year and \$830,000, 38.8% of formula, for the second year of the biennium."
 5. Special research programs - encouraged recommended levels of support and requested reconsideration of three special projects.
 6. Repairs and rehabilitation of facilities - expressed appreciation for legislative support of the three top priority items: (1) renovation and improvement of the utility distribution system; (2) renovation of the Intramural Gym; and (3) energy-related improvements, i.e., air conditioning Civil-Mechanical Engineering Building, window replacement on second floor west and third floor east and west of the Administration Building, and replacement of window sashes and moldings in Agricultural Sciences Building. He ends his report with comments concerning the Museum and TTUSM.
- M. Representative Robnett thanked us for sending the report on faculty contracts, saying it was "both interesting and informative." He assured us that he "will keep your views in mind."
- N. Upon receipt of the information concerning savings bonds I contacted Wendell Tucker. He informed me that the new Series E bonds will not go on the market until January 1. When the new bonds replace the present Series E bonds faculty members may wish to reassess their savings bond programs.
- O. The following letters have been sent from the faculty Senate Office since the last reporting date:
1. President Mackey re April deadline for lists of committee nominees
 2. Walter Calvert re Senatorial elections and elections for Faculty Development Leave Committee and Tenure and Privilege Committee
 3. Len Ainsworth re Fall 1979 calendar
 4. State Representatives Robnett, Salinas, Laney, and Rudd re Clayton-Gaston bills report
 5. President Mackey re Equus report
 6. James Howze, James Eissinger, and Henry Thomas re ad hoc Committee on Equus
 7. President Mackey (cc: Hardwick, Ewalt, Wickard) re manual pre-registration resolution
 8. L. B. Blackwell re dropping an old request for a study of student advising procedures
 9. Harry Jebson, Cliff Kehoe, Vince Luchsinger, and Richard McGlynn re ad hoc Committee on Raising Retirement Age for Faculty
 10. Arthur Roberts re election to Faculty Senate
 11. Jack Goodwin re Faculty Senate election
 12. Senator Short and Representatives Robnett, Salinas, Laney and Rudd re minutes of Faculty Senate meetings
 13. Richard McKinney re full time employee-half time teaching serving on University Committees

DRAFT
March 2, 1979

FACULTY GRIEVANCE PANEL

I PURPOSE

The purpose of the Texas Tech University Faculty Grievance Panel, hereafter called "panel," is to hear grievances of faculty members, [except those grievances related to 1) a decision by the University not to confer tenure, 2) termination for cause of a tenured faculty member, 3) termination of the contract on a nontenured faculty member without requisite notice] and to advise the University President on the disposition of those grievances.

II FORMATION AND MEMBERSHIP

A. The panel will consist of one representative from each college and the School of Law. An alternate will be selected for each representative.

B. Representatives and alternates will be elected for two-year staggered terms commencing September 1. They will serve until their successors are elected. Faculty members who have served a full two-year term will not be eligible for reelection to another two-year term or appointment to an unexpired term until two years after the expiration of the two-year term. After a second term a faculty member will be ineligible for further service for a period of five years, after which eligibility will begin on a new regular cycle. Should a representative or alternate be unable to complete a two-year term of service, a replacement will be

B. A copy of the grievance will be presented by the grievant or the grievant's representative to the grievant's department chairperson or equivalent administrative official. If the grievance is not satisfactorily resolved at this stage, the faculty member will present the grievance to the dean of the college or school.

C. Failing resolution of the grievance at both the department and school or college level, the grievant will present the grievance to the Vice President for Academic Affairs.

D. The Vice President for Academic Affairs may grant the relief requested by the aggrieved faculty member in his or her written grievance or the Vice President for Academic Affairs may decline in writing to grant such relief. If resolution is not achieved with the Vice President for Academic Affairs, a faculty member may, within 30 days of the Vice President for Academic Affairs' determination, request a hearing by notifying the University President in writing that he or she wishes to proceed. The President will so notify the chairperson of the panel.

E. Presentation of the grievance in accordance with the steps in this section is a condition precedent to the right of a faculty member to a hearing before the panel. Further, if the grievant pursues the grievance before any other body, board, commission or agency, then the University at its discretion may elect not to proceed with further processing of the grievance under the procedure.

IV HEARING

A. Upon receipt of the notice from the University President that the grievant wishes to proceed with a hearing, the chairperson of the

University nor administrative officials of the University will be represented by counsel in proceedings before the panel, nor will any witness appearing before the panel be represented by counsel.

E. Evidence will be considered which relates to the grievance and which is of the type relied on by faculty members in the conduct of their professional affairs. Repetitious and cumulative testimony will not be accepted nor considered.

F. The panel chairperson has the responsibility for maintaining order. The panel chairperson, absent a contrary majority vote of the panel, will declare recesses, grant continuances consistent with the provisions of Section IV. A. above, and determine whether evidence is admissible.

G. After the presentation by the grievant, the person about whose actions or omissions the grievance is filed will be given an opportunity to present his or her case under the same rules as the grievant.

H. After all evidence and argument are received, the panel will retire and consider the case. A majority of the members of the panel constitutes a decision on recommendations for the point of view held by them. The panel must reduce its recommendations to writing and furnish it to the University President, with a copy to the grievant, no later than 30 days from the date of the hearing of the case. Minority opinions, reduced to writing and showing the number of members of the panel so voting, may be sent to the University President also. If no majority prevails, the report of the panel, reduced to writing, containing recommendations and showing the number of members of the panel voting for each, will be sent. Recommendations to the University President are advisory.

RESOLUTION

WHEREAS: there has been increasing emphasis on the importance of instructional media systems and considerable availability of materials and equipment to support improved teaching techniques and/or implement innovative instructional projects;

WHEREAS: there have been several University and College committees appointed to investigate the desirability of a centralized media center during the past five years;

WHEREAS: several individuals with expertise in educational media are now employed at Texas Tech;

WHEREAS: fifty thousand square feet of available space exists in the University Library;

WHEREAS: two inventories of existing equipment on campus reveal duplication of efforts and inefficiency;

RESOLVED THAT: University administration procedures be initiated which will centralize media and technician services, future purchases of instructional media, storage and distribution of media;

RESOLVED THAT: the administration report to the faculty Senate on this matter at the April 11 meeting.

Neale J. Pearson
Mary Owens
Hong Y. Lee
George Tereshkovich
Valerie Chamberlain
Louise Luchsinger

Draft

TEXAS TECH UNIVERSITY - ANNUAL REVIEW FORM
 TRIAL VERSION FOR CALENDAR YEAR 1978

For Departmental Completion:

1. _____ Name 2. _____ College

3. _____ Department

4. Rank _____

5. Years in Rank _____

6. Graduate Faculty ☐ Yes ☐ No 7. Tenured ☐ Yes ☐ No

8. Time Assignment, budgeted percent

9 Month

Summer

Teaching

Research

Administration

9. Academic Workload Equivalent

Spring 1978

Fall 1978

10. Courses Taught

Spring 1978	No. of Students	Fall 1978	No. of Students	Summer 1978	No. of Students
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Distribution: Original (white)-VPAA; Green-Dean; Canary-Chairperson; Blue-Faculty.

I. E. Participation in activities related to improvement of one's own teaching and/or administrative assignments:

Numerical
Summary

☐

F. Teaching awards, honors, or equivalent recognition:

☐

G. New courses prepared; major review or modification of existing courses:

☐

H. Development and/or conduct of workshops, clinics, or short courses.

☐

J. Attendance at workshops, clinics, short courses, or other classroom/subject matter related activities:

☐

K. Your overall personal appraisal of instructional growth, competencies, and services during 1978:

L. Your goals for instructional improvement for 1979:

Numerical
Summary

II. H. Funded research projects awarded (include dollar amounts, and your role): *asterisk if Principal Investigator:

☐
*☐

J. Research projects continued or completed in 1978:

☐

K. Research proposals submitted or pending:

☐

L. Evidence of scholarly involvement, productivity, and/or recognition not included above:

☐

M. Your overall personal appraisal of professional growth, contributions, and services during 1978:

N. Your goals for scholarly/research/productivity improvement for 1979:

III. Service

A. Service to the university

(1) College and/or departmental committees (note if leadership role)

☐

- III. C. Service to society (sharing of professional expertise in the community, region, or nation): leadership roles, service projects, lectures, or seminars not previously identified, or other activities.

Numerical
Summary



- D. Overall personal appraisal of your service contributions and activities during 1978; goals for 1979.

- IV. General activities, contributions, accomplishments, honors, or distinctions not noted above but relevant to the review of your professional life in 1978. Include commentary on ways your performance this year has differed, qualitatively and quantitatively, from that in prior years.

Continuation of information from previous pages (use space below, and/or additional pages, if necessary, to complete your report):

Item

Additional Information

(Date Submitted)

(Your Signature)

II. Explanation of specific evaluations above, if appropriate:

III. Chairperson's assessment of strengths, accomplishments as noted for the past year:

IV. Assessment of problem areas or weaknesses:

V. Recommendations for 1979 professional goals and activities:

(Faculty Member's Signature)
for Dean's file copy

(Chairperson's Signature)