



Texas Tech University

The Faculty Senate

February 6, 1981

TO: Members of the Faculty Senate

FROM: Roland E. Smith, President

SUBJECT: Agenda for meeting #30, February 11, 1981

The Faculty Senate will meet on Wednesday, February 11, 1981 at 3:30 p.m. in the Senate Room of the University Center. The agenda is as follows:

- I. Minutes of the January 14, 1981 meeting
- II. Report on Student/Faculty Academic Information Center - Robert Ewalt
- III. Report on the Faculty Grievance Panel - Ernest Fish
- IV. Report on the General Faculty Meeting to Consider the Proposed Revision to the Tenure Policy - Roland Smith
- V. Committee Reports
 - A. Nominations Committee - James McDonald
 - B. Faculty Status & Welfare - Jacq. Collins
 - C. Committee on Committees - Larry Masten
 - D. Faculty Senate Study Committee B - Vernon McGuire
 - E. Undergraduate Programs - Ben Newcomb
 - F. Faculty Senate Study Committee C - James McDonald
- VI. Report on meeting with President Cavazos - Roland Smith
- VII. Other Business
- VIII. Announcements
 - A. Tornado Warnings
 - B. Excerpts from the minutes of the January 13, and January 27, 1981 meetings of the Academic Council
 - C. Correspondence

REPORT FROM THE FACULTY STATUS & WELFARE COMMITTEE

PROPOSED FINANCIAL EXIGENCY REGULATION

The following regulation sets out the procedures to be followed if the University should be afflicted by a decline in resources of sufficient magnitude to mandate a change in the size of its operation.

1. The President of the University, on determining that there probably exists a condition of financial exigency, will initiate the creation of a five-member advisory committee: two members of the Faculty Senate chosen by the Faculty Senate, one member of the Tenure and Privilege Committee chosen by that committee, one member of the Faculty Status and Welfare Committee chosen by that committee, and the Vice President for Finance and Administration.
2. This advisory committee will, after reviewing all relevant material and data, including current and proposed University budgets, give the President a written report on the financial status of the University, including its judgment as to whether the University is facing a condition of financial exigency. Copies of this report will be given to the Faculty Senate and the Academic Council.
3. The President, on the basis of the advisory committee's report, will make a recommendation to the Board of Regents.
4. The Board of Regents will, on the basis of the President's report and if it deems it necessary, declare that a financial emergency exists in the University.
5. At a called meeting of all University faculty, the President will report the existence and the extent of the financial emergency. At this meeting the President will also report the reductions in administrative and support staff and functions short of reduction in faculty that have been or are to be made.
6. The President of the University will effect the selection of a second advisory committee of five members, two members of the Faculty Senate chosen by the Senate, one member of the Tenure and Privilege Committee chosen by that committee, and one member of the Faculty Status and Welfare Committee chosen by that committee, and the Vice President for Academic Affairs. No member of the first advisory committee shall be a member of this second advisory committee.
7. The second advisory committee and the President of the University will draft a proposal for meeting the financial emergency, proposing reductions in or elimination of specific programs or academic units of the University and specifying the budget and faculty (FTE) of each college and school for the next academic year.
8. The President will submit the plan to the Faculty Senate and to the Academic Council for their comments and advice.
9. The President will then present the plan to a second meeting of all University faculty and listen and give serious consideration to the faculty's recommendations and advice.

10. The President will then present his final plan to the Board of Regents for its approval.
11. The President will then direct the deans and directors to work out detailed plans either to effect specific reductions already mandated or to work out the details of general reductions that might be required.
12. Deans and directors, following consultations with chairpersons of departments and area coordinators, will determine the programs to be reduced or abolished and the faculty positions to be eliminated.
13. The faculty in each department or area will review that department or area and report to the deans the names of faculty members to be terminated or reassigned.
14. If the department or area review and reporting of names is not forthcoming, the dean shall make recommendations on the department's or area's behalf.
15. The dean will then convene his area and department chairpersons for their comments and advice on the proposed terminations or assignments.
16. The deans will then submit their plans to the Vice President for Academic Affairs.
17. The Vice President for Academic Affairs will review the deans' plans and submit to the President a comprehensive plan.
18. After review and acceptance of the plan submitted, the President will order appropriate action.
19. Any termination notices given to faculty members will comply with the deadlines for termination written in the Tenure Policy.
20. Tenured faculty members should be terminated only in rare instances, either after all non-tenured faculty have been released or where the long-range needs of the program concerned demand that non-tenured faculty members be retained and then only after this has been substantiated by documentation.
21. Retraining and reassignment of tenured faculty members within the University will be done wherever possible, the cost of appropriate training being borne by the University.
22. If the administration issues notice to a particular faculty member of an intention to reassign or terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before a committee of five faculty members selected on the same basis as the special hearing committee specified in Article VI of the Tenure Policy. Such hearing will observe all essentials of an on-the-record adjudicative hearing. The issues in this hearing may include:
 - a. The existence and extent of the condition of financial exigency. The burden will rest on the administration to prove the existence and extent of the condition. The findings of the committee in a previous proceeding involving the same issue may be introduced.

- b. The validity of the educational judgments and the criteria for identification for termination or reassignment; but the recommendations of a faculty body on these matters will be considered presumptively valid.
 - c. Whether the criteria are being properly applied in the individual case.
23. 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 three academic years after the termination becomes effective, be filled by another person only after the released faculty member has been offered reappointment to it.

Agenda Item V. (D)

REPORT OF FACULTY SENATE STUDY COMMITTEE B

The Committee was charged with discussing and presenting to the Faculty Senate a recommendation of how to utilize \$700 of excess AMCO Foundation money in a manner that would "promote effective teaching". Several ideas were discussed with the final decision being to recommend that the Faculty Senate solicit proposals from various campus groups, that have in the past presented such, for the conduct of a teaching improvement workshop for new faculty members. Examples of the type of workshop the committee has in mind include:

- (a) Computer assisted teaching - Dr. Douglas C. Chatfield, Psychology
- (b) Personalizing the College Learning Climate - Dr. Dayton Y. Roberts, Higher Education
- (c) Teaching Effectiveness Workshop -- interdepartmental or college - Counseling Center

Two other ideas discussed but not recommended include:

- (a) Dividing the \$700 equally among the entire teaching faculty.
- (b) Dividing the \$700 equally among the five faculty honored by Mortar Board and Omicron Delta Kappa during Faculty Recognition Week.

January 28, 1981

TO: The Faculty Senate

FROM: Senate Undergraduate Programs Committee

On December 5, 1980, President Roland Smith directed this committee to consider the dates for declaring pass/fail or withdrawing from a course. Student government initiated a change in the last date to withdraw with "W"; the administrative council adopted this change and recommended revisions in the withdrawal and pass/fair policy as well.

On February 2, 1981, the Committee formulated and approved the following report to the Faculty Senate, and the chairperson of the committee hereby moves that this report be adopted by the Senate as a recommendation to the administration. This is essentially the proposal of the administrative council slightly amended and embellished for greater clarity.

Revised "W" and Pass/Fail Policy

1. That the 30th class day (counting Mondays through Fridays) be fixed as the last date on which a student may
 - a. Drop any course with a grade of "W". Beyond this date there will be no individual drop of a course and a grade of record must be assigned as a grade for the full semester.*
 - b. Declare pass/fail, but may not reverse a prior pass/fail declaration.
2. The final date to withdraw from the University will be ten class days prior to the first day of the final examination period. Withdraw is defined as "action which the student initiates to eliminate his enrollment from all courses in the University for which he is registered." At the time of withdrawal, a grade of "W" (withdrawal passing) or "WF" (withdrawal failing) will be assigned based on the student's performance in class.
3. The office of academic affairs shall fix for summer session calendars, dates equivalent to the dates fixed for the long sessions.

*At present, there are two deadlines for withdrawal from an individual course. In the Fall 1980 semester, the last date to drop with an "automatic" grade of W was Tuesday, September 30. The last date to drop a course was Friday, November 14.

As directed by the Senate on May 7, 1980, the Committee continues its study of the pass/fail system.

Respectfully submitted

B. H. Newcomb, Chair
Marvin Cepica
Duane Christian
Davis Clements
Martha Logan
Mary Owens

February 3, 1981

Agenda Item VIII. continued.....

Excerpts from the minutes of the January 27, 1981, Academic Council Meeting

and disadvantages of college allocations based on dollars and FTE vs. dollars only allocations, nine month-three month vs. twelve month budgeting periods. This item will be discussed at the next Academic Council meeting.

5. Jones announced the establishment of a committee to study the needs of the university for graduate education during the next decade. This committee will be calling on deans and faculty for information and input.

C. Correspondence

The following correspondence has been sent from the Senate Office since that which was reported at the last Senate meeting.

1. Mr. Robert Bray, Director, Systems & Procedures, thanking him for information concerning the student and course records of the pass/fail grading system.
2. Dr. Arnold Gully, Associate Vice President, Research Services, thanking him for his explanation to the Faculty Senate of the new Academic Leadership Program.
3. Professor Ernest Fish, Chairperson of the Faculty Grievance Panel, requesting that he attend the February 11, 1981 Senate meeting for the purpose of answering questions concerning the functions of that committee.

Agenda Item VIII.

A. Tornado Warning

The Campus Security and Emergency Committee will send cards with information about tornado warnings to all faculty. They encourage all faculty to use the information to announce to all their classes: (1) how to identify the warning, and (2) how to reach the nearest shelter from that classroom.

B. Excerpts from the minutes of the Academic Council Meetings

January 13, 1981

1. An evaluation form for administrative officials at TTU and TTUHSC was distributed and discussed. Comments concerning the format of the evaluation instrument should be returned to the Office of Academic Affairs.
2. A proposal for Master of Science in Sports Medicine, which was distributed with the agenda, was reviewed. Dean Graves explained the program and the high level of interest and support both on campus and throughout the region in this program. The Council approved the proposal contingent upon the addition of minor alterations and explanatory material concerning requirements for entering the program.

January 27, 1981

1. Nominees for honorary degrees will be considered at the March Board of Regents meeting. Deans are requested to forward nominations from the faculty, departments, or colleges to the Office of Academic Affairs if they wish to submit a nomination.
2. A special study of university van usage has resulted in part in the acquisition of six additional motor pool vehicles and a plan for acquiring three more this year. Deans are requested to secure feedback from chairpersons to see if the current transportation needs are being met.
3. Persons interested in making application for faculty development leave should be reminded to do so as soon as possible.
4. Preliminary data from the Academic Affairs Information System concerning equivalent workload, semester credit hour trends, and selected college characteristics were distributed and discussed. More complete and detailed data concerning departmental characteristics will be distributed to the deans as soon as available. Deans are also asked to consider the advantages

THE FACULTY SENATE

1980-81

* 51 Senators

AGRICULTURE

Dr. Darryl P. Sanders 1981 (2-2828)
Professor & Chairperson, Entomology

Dr. Hong Y. Lee 1981 (2-2852)
Professor, Agricultural Economics

Dr. Jack R. Gipson 1982 (2-1624)
Associate Professor, Plant & Soil Sciences

Dr. Marvin Cepica 1983 (2-2816)
Assistant Professor, Agricultural Education

ARTS & SCIENCES

Dr. Leon Higdon 1981 (2-2527)
Professor, English

Dr. Charles N. Kellogg 1981 (2-2566)
Associate Professor, Mathematics

Dr. Robert J. Morris 1981 (2-1549)
Professor, Classical/Romance Lang.

Dr. Henry J. Shine 1981 (2-3091)
Horn Professor, Chemistry

Dr. Beverly B. Gilbert 1981 (2-2541)
Associate Professor, English

Dr. Roger Troub 1981 (2-2201)
Associate Professor, Economics

Peggy J. Williams 1981 (2-3361)
Associate Professor, HPER

Dr. John A. Anderson 1982 (2-3062)
Associate Professor, Chemistry

Dr. Lowell L. Blaisdell 1982 (2-3744)
Professor, History

Dr. Jacquelin Collins 1982 (2-3744)
Associate Professor, History

Dr. Rae L. Harris, Jr. 1982 (2-3306)
Professor of Geosciences

Dr. Roland E. Smith 1982 (2-2993)
Associate Professor, Political Science

Arts & Sciences continued.....

Dr. Thomas I. Bacon 1983 (2-2803)
Associate Professor & Chairperson
Germanic & Slavic Languages

Dr. Clarke E. Cochran 1983 (2-2983)
Associate Professor, Political Science

Dr. Lewis E. Hill 1983 (2-2201)
Professor, Economics

Dr. Harry Jebsen 1983 (2-3744)
Associate Professor & Directors of
Urban Studies
History

Dr. Benjamin H. Newcomb 1983 (2-3744)
Associate Professor, History

Dr. Mary Owens 1983 (2-3361)
Professor HPER, Associate Dean, Arts &
Sciences

Dr. Donald Rude 1983 (2-2512)
Associate Professor, English

Dr. Alexis S. Tan 1983 (2-3390)
Director of Graduate Studies &
Associate Professor, Mass Communications

Dr. Margaret E. Wilson 1983 (2-3361)
Professor, HPER

BUSINESS ADMINISTRATION

Robert J. Freeman 1981 (2-3181)
Professor, Accounting

Dr. William J. Conover 1982 (2-3192)
Professor & Coordinator, Info Systems

Dr. John M. Malloy 1983 (2-2033)
Associate Professor, Accounting

COLLEGE OF EDUCATION

Dr. Paul N. Dixon 1981 (2-2393)
Associate Professor, Education

Dorothy J. Filgo 1982 (2-2383)
Associate Professor, Education

College of Education continued.....

Dr. Julian L. Biggers 1982 (2-2316)
Professor, Education

Dr. Alice M. Denham 1983 (2-2377)
Associate Professor, Education

ENGINEERING

Dr. James R. McDonald 1981 (2-3476)
Professor, Civil Engineering

Dr. Milton L. Smith 1981 (2-3404)
Professor, Industrial Engineering

Dr. Erich E. Kunhardt 1982 (2-3545)
Assistant Professor, Electrical Engineering

Dr. Larry B. Masten 1982 (2-3539)
Chairperson & Associate Professor,
Engineering Technology

Dr. L. Davis Clements 1983 (2-3553)
Assistant Professor, Chemical Engineering

HOME ECONOMICS

Clara M. McPherson 1981 (2-3043)
Associate Professor, Food & Nutrition

Dr. Ruth W. Volz 1982 (2-3037)
Assistant Professor, Home Economics Education

Dr. Patricia E. Horridge 1983 (2-3050)
Chairperson, Associate Professor,
Clothing and Textiles

LAW

Dr. Rodric B. Schoen 1982 (2-3923)
Professor, Law

Dr. Robert E. Wood 1983 (2-3542)
Associate Professor, Law

AT-LARGE

Dr. Charles E. Dale 1981 (2-3376)
Professor, Business Law,
Business Administration

Ralph L. Sellmeyer 1981 (2-3385)
Professor & Assoc. Chairperson,
Mass Communications
College of Arts & Sciences

At-Large Representatives continued.....

Vernon R. McGuire 1981 (2-3904)
Associate Professor, Speech Communications
College of Arts & Sciences

Dr. Robert A. Moreland 1982 (2-2574)
Associate Professor, Mathematics
College of Arts & Sciences

Dr. Panze B. Kimmel 1982 (2-2346)
Associate Professor,
College of Education

William A. Stewart 1982 (2-2581)
Professor, Architecture
College of Engineering

Cliff H. Keho 1983 (2-3487)
Associate Professor, Civil Engineering
College of Engineering

Dr. Joseph J. Mogan 1983 (2-2536)
Professor, English
College of Arts & Sciences

Dr. Otto M. Nelson 1983 (2-3744)
Associate Professor, History
College of Arts & Sciences

Agenda item V. (F)

REPORT OF SPECIAL STUDY COMMITTEE C ON FACULTY INPUT TO EVALUATION OF ADMINISTRATORS, February, 1981

Special Study Committee C was asked by Roland Smith, President of the Faculty Senate, to investigate the practice of evaluating department chairpersons in the various colleges and schools of the University. In addition, they were to determine if there are formal procedures for evaluating deans and vice presidents by the faculty.

Deans in Arts and Sciences, Agriculture, Business Administration, Education, Home Economics, and Engineering were contacted by the Committee.

In the College of Arts and Sciences, chairpersons are reviewed every three years, although some reviews were delayed until the fourth year of a person's tenure. Faculty members are asked to respond in writing and to sign a questionnaire regarding their chairperson's administration. The questions included are designed to cover a wide variety of activities within each department. Each faculty member is given an opportunity to add his personal observations. Responses are kept confidential. The Dean summarizes the material gathered, provides each concerned faculty member with a copy of the summary, and meets to discuss the evaluation with the chairperson.

The College of Engineering uses essentially the same form and procedure as Arts and Sciences. Chairpersons are evaluated every three years.

In the College of Business Administration area coordinators are currently evaluated every three years by means of a written questionnaire which is submitted to the faculty.

Chairpersons are reviewed every three years in Home Economics. A ballot is used and faculty members are asked to check a box indicating their opinion as to whether department chairperson should be retained or replaced. They have the option of abstaining, but a faculty member noted that abstentions are regarded as negative votes. Faculty members are asked for a written statement in support of their vote. The Dean confers with the affected chairperson, but there is no faculty feedback.

The College of Agriculture evaluates chairpersons every three years, but conducts interviews with faculty members instead of asking them to fill out a written report. This practice conforms to the wishes of the faculty. Material gathered is comparable to that gathered in questionnaires by the College of Arts and Sciences and the College of Engineering.

Acting Assistant Vice President for Academic Affairs, William Conroy, reported that the University currently has no formal procedures which allow the faculty to have an opportunity to review the performance of deans or higher ranking administrators. Several deans have been reviewed at their own request. An evaluation of all vice presidents and deans is presented annually to the Board of Regents by the President of the University.

Report of Special Study Committee C (continued)

COMMITTEE RECOMMENDATIONS

The feeling of the Committee is that the faculty (or Faculty Senate) should not seek control of the evaluation of administrators, but should participate in it and should have some definite means of registering complaints in the interim between evaluation years. The Committee submits the following recommendations:

1. Department chairperson should be evaluated with faculty input every three years. A written questionnaire of a general nature similar to the one now used by Arts and Sciences, Engineering, and Agriculture should be used. The dean should guarantee confidentiality of the comments by destroying them after a summary has been prepared.
2. Deans should be evaluated on a regular basis, perhaps every four years. The Office of Vice President for Academic Affairs should develop an instrument to be compiled jointly by department chairpersons and faculty or faculty representatives of the college.
3. In the evaluation of the vice presidents, the President of the University should be urged to seek input from the Faculty Senate. A formal procedure for faculty input does not seem practical.

MEMBERS OF COMMITTEE C

Jim McDonald, Chairman
Donald Rude, English
John Anderson, Chemistry
Charles Dale, Business Administration
Ruth Voltz, Home Economic Education
Joe Mogan, English
Rae Harris, Geosciences

Faculty Senate Committee Assignments

Arts and Sciences

Michael Stoune - 1981 - Budget and Study Committee

Replaced by

Beverly Gilbert

Business Administration

David Finn - 1983 - Undergraduate Programs

Michael White - 1982 - Graduate Programs

Replaced by

W.J. Conover - Undergraduate Programs

Robert J. Freeman - Graduate Programs

Education

Gary Blackburn - 1982 - Standing Study, Committee A

Replaced by

Julian Biggers

Engineering

Martin Gundersen - 1982 - Standing Study, Committee A

Replaced by

Erich A. Kunhardt

At-Large

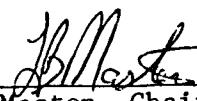
Louise Luchsinger - 1981 - Standing Study, Committee A

Clarence Bell - 1982 - Faculty Status and Welfare

Replaced by

Robert A. Moreland - Standing Study, Committee A

Ralph Sellmeyer - Faculty Status and Welfare



Larry B. Masten, Chairperson
Committee on Committees
February 3, 1981

TO: The Faculty Senate

FROM: Senate Undergraduate Programs Committee

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Respectfully submitted

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February 3, 1981