



Texas Tech University

The Faculty Senate

October 7, 1983

TO: Members of the Faculty Senate

FROM: Charles P. Bubany, President

SUBJECT: Agenda for meeting #53, October 12, 1983

The Faculty Senate will meet on Wednesday, October 12, 1983, in the Senate Room of the University Center. The agenda is as follows:

- I. Introduction of guests
- II. Approval of minutes of September 14, 1983 meeting and 1982-1983 Annual Report
- III. Rescheduling of January and March meeting dates
- IV. Report of the September 23-24, 1983, meeting of the Council of Faculty Governance Organizations - Neale Pearson
- V. Report of Elections Committee and discussion of faculty nominations and elections - Leon Higdon
- VI. Proposed amendment to Bylaws - Edna Gott (see attachment)
- VII. Consideration of section 33.04 of the Operating Policy and Procedures Manual relating to Conduct of Faculty (see attachment)
- VIII. Discussion of the name of the University - John Wunder
- IX. New Business
- X. Other Business and Announcements

From the Academic Council Minutes - September 6, 1983

1. In response to student concern about extensive textbook requirements, instructors were asked to consider the rising cost of textbooks and the possibility of using supplementary materials in the library as textbook requirements are being developed.
2. A record enrollment of approximately 24,000 students was noted.
3. Faculty concerns about academic computing services were noted and Dr. Alley reported that a firm master plan is evolving; the subject will be discussed in the Academic Council retreat.

4. Dr. Jones reported a new record of \$14.2 million for research funding from September 1982 through August 1983.
5. Registration procedures and suggestions for improvement were discussed.
6. Future plans for delivery of diplomas at commencement in both fall and spring ceremonies were noted. The following commencement options were suggested:
 - a. A general ceremony in each December and May with no collegiate ceremonies, and with names read and students recognized individually at the general ceremony.
 - b. A Saturday morning commencement followed by college receptions at which diplomas would be issued.
 - c. College ceremonies only, with the President to attend each to award degrees (or the Academic Vice President to attend a portion of the ceremonies if duplicate scheduling was required).
 - d. Three or four ceremonies with grouping of colleges (perhaps with Arts and Sciences on Friday night and the others grouped on Saturday morning). It was suggested that some decision should be made early in the fall so that long-range planning could commence.

September 14, 1983

President Charles P. Bubany
The Faculty Senate
Texas Tech University
Campus

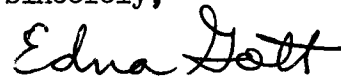
Dear President Bubany:

I am submitting a proposal for amending Section 7 of the Bylaws of the Faculty Senate of Texas Tech University.

The third sentence of Section 7 of the Bylaws now reads as follows: "The President of the Faculty Senate can call a special meeting of the Faculty Senate when he deems it necessary." I propose that the wording of this sentence be changed to read: "The President of the Faculty Senate can call a special meeting of the Faculty Senate when this officer deems it necessary" or "when it is deemed necessary."

It is important that the language of this sentence be changed, for both men and women serve as President of the Faculty Senate.

Sincerely,



Edna Gott
Arts & Sciences Senator



Texas Tech University

OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: ALL Holders of Texas Tech University Operating Policy and Procedure Manuals

DATE : June 3, 1983

SUBJECT : Conduct of University Faculty

PURPOSE

To insure understanding and a standardized approach regarding the conduct of University faculty, the following policy and procedure will be utilized.

REVIEW

This OP will be reviewed by March 1 of every even-numbered year by the Associate VPAA with recommendations for revision presented to the Vice President for Academic Affairs by April 1.

POLICY/PROCEDURE

The following policy and procedure will be followed concerning the conduct of University faculty:

1. Colleges and universities which are tax supported must function in accordance with the public trust and the actions by faculty within these institutions must be consistent with the execution of that trust. A basic objective of the University is to provide an environment in which the faculty may pursue their careers and studies with the maximum of productivity and enjoyment. Behavior or conduct which interferes with this goal is not to be condoned or tolerated.
2. The following offenses are hereby defined to exemplify and define actions which are in breach of this public trust:
 - a. Academic dishonesty such as giving improper aid to a student on an examination or grade, or academic plagiarism;
 - b. Forgery, alteration or unauthorized use of University documents or records.

- c. Knowingly furnishing false information to the University;
- d. The use of force or violence or other methods of obstructing the functions of the University which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;
- e. Physical abuse or threats to any person on University-owned or controlled property or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;
- f. Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
 - (1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
 - (2) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
 - (3) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.
- g. Theft of or damage to the tangible property of the University or of a member of the University community or campus visitor;
- h. Unauthorized entry to or use of University facilities;
- i. Use, possession, or distribution of narcotics or drugs, or any substance the possession or distribution of which is regulated by federal or Texas law, except where the use, possession and distribution are in accordance with the laws of each;
- j. Lewd, indecent or obscene conduct on University owned or controlled property or at a University sponsored or supervised function;
- k. Failure to comply with the lawful directions of University officials where such directions are issued in the performance of their duties;
- l. Violation of other promulgated University policies or rules.

3. Adjudication of a violation of the standards established in this policy will result in an assessment of a penalty ranging from an oral reprimand to separation from the University.
4. Violations in any of the above areas should immediately be brought to the attention of the Chairperson to whom the individual is responsible, the Dean of the College and the Vice President for Academic Affairs. The appropriate administrator will then along with the individual reporting the complaint make a joint decision of how or if the matter should be pursued further. The next superior level administrator will be fully informed of the allegation and the results of any further inquiry or required action.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Month</u>	<u>Day</u>
Associate Vice President for Academic Affairs	REVIEW	March (ENY)	1

Approved: _____

Reviewer

Approved: _____

Vice President for
Academic Affairs

THE FACULTY SENATE

1983-84

50 Senators

AGRICULTURE

Ronald E. Sosebee 1984
Range & Wildlife Management

Billy G. Freeman 1984
Agricultural Economics

C. Reed Richardson 1985
Animal Science

ARTS & SCIENCES

Jerry D. Berlin 1984
Biological Sciences

Ed Burkhardt 1984
HPER

Tom McLaughlin 1984
Mathematics

Nancy P. Hickerson 1984
Anthropology

Judson Maynard 1984
Music

Neale J. Pearson 1984
Political Science

Wolodymyr T. Zyla 1984
Germanic/Slavic Langs.

Wm. Mayer-Oakes 1985
Anthropology

Jerry Hudson 1985
Mass Communications

Georgette Gettel 1985
Music

Joe Adamcik 1985
Chemistry

Edna S. Gott 1985
Economics

John H. Burnett 1986
Political Science

Arts & Sciences continued.....

James A. Goss 1986
Anthropology

Murray Havens 1986
Political Science

Harley Oberhelman 1986
Romance/Classical Langs.

Henry Shine 1986
Chemistry

Monty Strauss 1986
Mathematics

Ernest Sullivan 1986
English

Briggs Twyman 1986
History

John Wunder 1986
History

BUSINESS ADMINISTRATION

Lawrence B. Chonko 1984
Marketing

Lane K. Anderson 1986
Accounting

Robert J. Freeman 1986
Accounting

COLLEGE OF EDUCATION

Frank Bloomer 1985

David Welton 1985

William Sparkman 1986

COLLEGE OF ENGINEERING

Lloyd V. Urban Water Resources Center	1984
Paul F. Williams Electrical Engineering	1984
M. M. Ayoub Industrial Engineering	1985
Kishor C. Mehta Civil Engineering	1985
Clarence E. Teske Engineering Technology	1986
C. V. G. Vallabhan Civil Engineering	1986

COLLEGE OF HOME ECONOMICS

Merrilyn N. Cummings Home Economics Education	1984
Evelyn Davis Family Mgmt., Housing, Cons. Sv.	1985
Samina Khan Clothing & Textiles	1986

SCHOOL OF LAW

Charles Bubany	1985
James R. Eissinger	1986

SENATORS AT-LARGE

James W. Graves Agricultural Economics	1984
Gary S. Elbow Geography	1984
Virginia M. Sowell College of Education	1984
Murray Coulter Biological Sciences	1985

Senators At-Large continued.....

Cora McKown Family Mgmt., Housing, Cons. Sv.	1985
Elizabeth Sasser Architecture	1985
Paul Dixon College of Education	1986
Maryin Dvoracek Agricultural Engineering and Technology	1986
Henry A. Wright Range & Wildlife Mgmt.	1986

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Dir, Internal
AuditDir, Affirmative
Action and Personnel
RelationsAsst. VP, Investments
& Operations Analysis

Asst. VP, Finance

Mgt, Non-cash Assets
Fin. Adm. Foundations
Fin. Oversight Aux. Ops.
Operations AnalysisAssoc. VP, Physical
Plant & Support Services

Dir, Building Maint. (U)

Mech. Sys., Struc.,
Utilities
Heat/Cool Plants
Vehicle Rental

Chief, Univ. Police

Dir, Grounds Maint.

Landscape Architect (U)

Dir, Custodial Serv. (U)

Coord., Traffic &
ParkingMgr, Central Supply
& Warehouse (U)Dir, Environmental
Health & Safety (U)

Dir, Water Mgmt.

Dir, Office Serv. (U)

Duplicating
Campus Mail
Post Office
Copy ServiceAssoc. VP, Business
Affairs

Comptroller

Dir, Accounting
ServicesGen. Accounting
Accts. Payable/
Travel (U)
Collect.-Gen.
Bursar (U)

Cash Manager

Mgmt. Cash
Assets
Bank Collat.
Control
Debt Serv. Adm.Dir, Grants & Con-
tracts Admin.G&C Acctg. (U)
Collect.-G&C (U)
Indirect Costs

Accounting Data Ctr.

Data Entry
Microfiche Proc.Dir, Accounting
Services (HSC)Travel (HSC)
Accounting (HSC)
Grant Admin. (HSC)Dir, Purchasing &
Contract Officer (U)Purchasing (U)
Property

Dir, Purchasing (HSC)

Asst. VP, Budgeting
& Financial Services

Dir, Budgeting

Dir, Personnel (U)

Employment (U)
Records (U)
Personnel Services (U)
Wage & Salary (U)
Staff Benefits (U)

Dir, Personnel (HSC)

Wage & Salary (HSC)
Benefits &
Recruiting (HSC)
Records (HSC)

Payroll (U)

Payroll (HSC)

Asst. VP, Computing
ServicesMgr, Bus. & Customer
Service (U)

Dir, Admin. Info. Systems

Burroughs Sys. & Ops.
Student Systems
Financial Systems
Academic & Other Sys.Dir, Univ. Computing
FacilitiesOperations
Sys. & Data Commun.
Data Entry
Prod. Sched. & Control

Dir, Academic Computing Serv. (U)

VAX Support (U)
Contract Program (U)
User Consultants (U)
Help Desk

Dir, Communications

Commun. Services
Data Network

NOTE: Offices with an "HSC" suffix are for HSC only.
A "U" suffix indicates University only. No
suffix indicates responsibilities for both institutions.

TEXAS TECH UNIVERSITY & TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER, FINANCE & ADMINISTRATION DIVISION
Effective 6/6/83