



Texas Tech University

The Faculty Senate
3-G Holden Hall
Lubbock, Texas 79409/(806) 742-3656

November 4, 1986

TO: Members of the Faculty Senate
FROM: Gerald Skoog *JS*
RE: Agenda for meeting #83, November 12, 1986
3:30 p.m. Senate Room, University Center

AGENDA

- I. Approval of the minutes of the October 8, 1986 meeting
- II. Report by Bill Hartwell, Senate Vice-President, on recent meetings of the Academic Council
- III. Report from Virginia Sowell, Assistant Vice President, Academic Affairs and Research
- IV. Report of the Enrollment Procedures Committee by Panze Kimmel and other committee members
- V. Reports
 - A. Academic Programs Committee report
 - B. Report from Student Senate representative
 - C. Other Senate Committee reports
- VI. New Business
 - A. Consideration of the review draft of the proposed operating policy and procedures regarding performance evaluations of members of the faculty
 - B. Administration of faculty elections - Background information: Last year elections were administered by the Office of Academic Affairs. There were some delays and problems in some elections. The Office of Academic Affairs has requested the Senate administer future elections as in the past.
 - C. Senate representative to work with Office of Academic Affairs on the University calendar - Should this person be the chairperson of the Academic Programs Committee?
 - D. Other Business
- VII. Adjournment

INFORMATION

- I. Financial Exigency Proposal - Vice President Haragan requested that the ad hoc Financial Exigency Committee give additional consideration to the financial exigency plan approved by the Senate September 24. I anticipate another version of this policy will be considered at the Senate meeting in December.
- II. Calendars - The 1987 summer and 1987-88 academic year calendars are attached.
- III. Report on October 10-11 meeting of the Council of Faculty Governance Organizations -

A. General Information - Twenty-six Texas institutions were represented at this meeting. As might be expected, morale was not high and a variety of factors seemed to be instrumental in increasing tension between faculty and administrators at several institutions.

Faculty salary was a focus of discussion. Salary increases were scheduled for Lamar, Pan American, and Texas A & M Universities. Other institutional representatives stated that salary increases were a possibility. It was emphasized that there was no legislative activity that prevented salary increases.

Legal action for breaking of contracts because of the rollback on merit pay increases was being considered at some institutions. It was recognized that this was a difficult legal issue that would take a long time to be resolved if taken to the courts.

B. Testing and Remediation Programs in Texas - Joan Matthews, Program Director, Coordinating Board, reported on the work of the committee on testing which was appointed by Coordinating Board Chairman Larry Temple.

This committee is recommending that beginning in the fall of 1989, or as soon thereafter as feasible, all freshmen entering a public college or university in Texas be tested in reading, writing, and mathematic skills at levels required to perform effectively in college. These tests would be uniform across the state and be used for diagnosis and would not be used for admission.

Remedial courses would be available. Students would be required to pass all components of the test on or before the completion of 60 semester credit hours of degree credit. Students who had not passed all test components at this point could continue to enroll in lower division courses.

The committee noted that higher education can no longer afford to ignore the needs of thousands of bright, young students simply because the public schools have failed to demand of them the basic skills mastery they need to become more productive citizens. The committee also argued that an assessment and remediation program was the best way to improve the quality of education for all students.

The recommendations of the committee seemed to have been influenced by 1) the data showing that the number of students needing remediation in basic skills was increasing in the nation as well as in Texas; 2) the complaints of employers in Texas that college graduates lack basic skills and knowledge needed to perform their jobs effectively; and 3) a successful testing and remediation program in New Jersey. The committee noted that 65 percent of the nation's freshmen are math deficient and forty percent are deficient in at least one basic area. The committee also noted that three out of four major corporations trained new workers in basic reading, writing, and mathematics.

In recognition of these and other problems, New Jersey began a testing program, with an accompanying remedial program, several years ago. The students in New Jersey who were identified as deficient in one or more basic skills and provided remedial courses have had a better retention rate and nearly comparable grades of students who did not need remediation.

The committee argued that testing programs drive curriculum reform, stimulate innovative teaching, and increase the motivation of students and, as a result, benefit all students.

The committee recommends a state-wide minimum passing score be established if the tests become a reality.

The committee also argued that it is inexcusable that post-secondary institutions graduate students with basic skill deficiencies. The committee also argued that every institution is responsible for providing remediation and that universities cannot be allowed to continue to evade this responsibility.

The committee estimated it would cost \$500,000 to develop the basic skills test over the FY 88-89 biennium and \$6 million in the following biennium to implement the tests.

C. Report by Norman Hackerman on the recommendations of the task force of the Select Committee of Higher Education concerned with organized research. Dr. Hackerman described the following three programs that the task force will recommend:

1. Texas Enhancement Program - A program that would distribute research funds on a formula basis to all four-year post secondary institutions is being recommended to replace current organized research programs. Faculty members at each institution would compete for funds.

2. Texas Advanced Research Program - Ten percent of the external funds the state received for research and other contracts would be used for science, engineering, and science policy grants that would be allotted through a statewide, competitive system that uses peer review.

3. Texas Advanced Technology Program - One-half of all indirect costs that accrue to the state would be returned to the institution where they were received. These funds would be used for basic and specialized facilities and other items needed for research. The funds would be used to support research in areas considered critical by the state. Peer review would be used to allocate funds.

Hackerman continually emphasized that change is constant and universities must help individuals deal with change. He argued that universities can best do this by having faculty members who are continually learning and thus serving as models for students. If faculty members are to learn continuously, funds must be available to support research.

Hackerman also emphasized that people are the most important resource in Texas. He indicated the importance of a specific university is not in the science it produced but the people in the science that were developed. He indicated Texas institutions should not make comparisons with other institutions inside and outside the state. He argued that every institution should be good and forget about being like other institutions.

IV. Next meeting of the Faculty Senate is December 10, 1986.

AAR
Review Draft
10-27-86

PROPOSED OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: ALL HOLDERS OF TEXAS TECH UNIVERSITY OPERATING POLICY AND
PROCEDURE MANUAL

DATE :

SUBJECT : Performance Evaluations, Faculty

PURPOSE

This operating policy establishes uniform guidelines and procedures for performance evaluations of members of the faculty.

REVIEW

This administrative operating policy will be reviewed by March 1 of each even numbered year by the Vice President for Academic Affairs and Research.

POLICY/PROCEDURE

1. Background:

Academic institutions conduct periodic performance evaluations of faculty members for the purposes of distribution of merit salary increases, promotion, tenure, research support, and academic awards such as development leaves and teaching and research awards. Faculty performance evaluation at Texas Tech University is continuous, including such methods as student evaluations of both course content and the instructor (at least once each year), and faculty members' judgments about the work of colleagues in promotion and tenure acquiring decisions, award competitions, as well as each time the product of research or other creative activity is submitted for review and critique. Moreover, faculty members and entire departments and colleges are evaluated for accreditation, graduate program reviews, and for other purposes.

2. Criteria:

The general criteria will be the levels of performance in teaching, research or creative activity, and service generally acceptable for faculty in similar positions in similar fields of study in institutions of higher education comparable to this university.

3. Procedures:

Standardized procedures will be followed by each college or school. These procedures include:

- a. Each faculty member and his/her department chairperson/area coordinator will develop a written description of his/her responsibilities in relation to the mission and goal of the academic unit. This description may remain the same from year to year.
- b. Each faculty member shall provide, according to a uniform format, a written record of his/her significant achievements for the year immediately past. This information shall provide the principal data base for the evaluations. This annual report will be provided to the department chairperson/area coordinator by January 20.
- c. Goals for the coming year will be summarized in writing. These shall be included with the report to the chairperson.
- d. Student evaluations for at least one semester each year will be included in the annual evaluation.
- e. The administrator responsible for evaluating a faculty member shall provide written evaluations of (1) the faculty member's performance for the preceding year and (2) the faculty member's goals for the coming year. In addition, the chairperson/coordinator will consider performance for the three previous years. This annual evaluation will be provided to the dean and the faculty member by March 1 with any unsatisfactory evaluation so noted.
- f. Each year the dean, in consultation with the chairperson/coordinator of each department/area, shall decide if a faculty member is performing in an acceptable manner, considering the current and prior three year reports. Results of the dean's evaluation will be reported to the faculty member by May 1.
- g. The faculty of the primary unit (department/area or school) will periodically consider the types and levels of performance necessary to meet the general criteria specified in 2. above, for each of the areas of teaching, creative activity or research and service.
- h. Additional evaluation techniques may be developed by the various colleges.
- i. Nothing in these procedures shall inhibit or prevent the filing of charges for immediate dismissal of individuals for adequate cause.

4. Recognition:

Performance evaluations will provide data for use in recognition of faculty for merit salary increases, promotion and tenure decisions, research support, academic awards, development leaves and teaching and research awards.

5. Development Procedures:

Follow-up development procedures will also be standardized, although specific activities designed to improve performance may vary according to the individuals involved. These procedures include:

- a. Any faculty member whose performance is deemed unsatisfactory, as determined by the dean, will be informed in writing of his or her deficiencies in teaching, creative activity, or research or service. A written program of development, not to exceed two years, will be established in consultation with the chairperson and the faculty member.
- b. The faculty member and the chairperson/coordinator will continue to provide annual reports summarizing progress toward development objectives. For the individual on a development program the dean will provide an evaluation report each year to the individual.
- c. For any case in which the dean deems that there has been a failure to improve performance to acceptable standards within the allotted time period, he or she will refer the matter to the Vice President for Academic Affairs and Research (VPAAR).

6. Referral Decisions

Consideration by the VPAAR may result in one of the following decisions:

- a. The VPAAR may determine that satisfactory progress has been made and take no further action.
- b. The VPAAR may determine that because of extenuating circumstances the development program should be extended for an additional year.
- c. The VPAAR may refer the case to the President for consideration.

7. Communication:

Prompt and full communication is essential and shall include:

- a. Written notification by the chairperson/coordinator and dean of results of evaluations.

- b. Conferences, where indicated, including the faculty member, chairperson/coordinator and dean.
- c. Opportunity for the faculty to appeal unsatisfactory evaluation, within thirty days of notification, to the next higher administrative level.
- d. Notification by the VPAAR of his/her decision on referrals or appeals within thirty days of receipt.
- e. Decisions made under this policy are subject to the faculty grievance procedures, except that after a referral as noted in 6.c. above the provisions of the tenure policy will be followed as appropriate.

8. Changes:

Any changes of procedure or criteria shall be developed to allow reasonable implementation dates. Proposed changes will be made only after faculty of the affected unit(s) have had time and opportunity to make recommendations or respond to proposals. Departmental or area changes must be reviewed and approved by the dean and VPAAR prior to implementation.

9. Implementation:

Annual faculty reports will be submitted to chairpersons, or area coordinators by January 20 each year, beginning in 1987.

RESPONSIBILITIES

Position
Assistant Vice President
for Academic Affairs

<u>Section</u>	<u>Month</u>	<u>Day</u>
REVIEW	April (ENY)	1

Approved: _____

Reviewer

Approved: _____

Vice President for Academic
Affairs and Research

Annual Faculty Report, (Date)
Faculty Member's Statement

Faculty Member

Department/Area

Due to Chairperson or Coordinator by _____.

Indicate your major contributions in the areas of teaching, research, and other service in the University for the past calendar year. Add other information which you judge to be pertinent. Summarize your individual goals for the coming year.

Use other side of page or add attachments as needed.

Teaching:

Research/Creative Activity:

List all proposals submitted and whether any funding was received.

Service:

Goals Summary:

Revised
4-day class week
Summer 1987

AAK093086

First Term

June 7, Sunday

10 a.m., residence halls open for occupancy.

June 8, Monday

Registration for new students.

Last day to register without penalty.

First meal, breakfast, served in residence halls.

June 9, Tuesday

7:00 a.m., classes begin.

June 9-11, Tuesday-Thursday

Student-initiated drop-add.

Late registration.

June 15, Monday

Last day to drop a course and be eligible for a refund.

June 29, Monday

Last day to declare pass-fail intentions.

Last day to drop a course.

Last day to receive grade of W for courses dropped.

July 2, Thursday

Last day to withdraw from the University.

July 9, Thursday

Last day of classes.

July 10-11, Friday-Saturday

Final examinations for the first term.

July 12, Sunday

Students without room reservations for the second term must vacate residence hall rooms by 10 a.m.

July 13, Monday

9 a.m., final grade rolls due in the Registrar's Office.

Second Term

July 12, Sunday

10 a.m., residence halls open to new occupants.

July 13, Monday

Registration for new students.

Last day to register without penalty.

First meal, breakfast, served in residence halls.

Revised

July 14, Tuesday

7:00 a.m., classes begin.

July 14-16, Tuesday-Thursday

Student-initiated drop-add.

Late registration.

July 20, Monday

Last day to drop a course and be eligible for a refund.

August 3, Monday

Last day to declare pass-fail intentions.

Last day to drop a course.

Last day to receive grade of W for courses dropped.

August 6, Thursday

Last day to withdraw from the University.

Last day for August degree candidates to file statement of intention to graduate in the academic dean's office and to pay diploma fee in the Bursar's Office.

Last day for graduate degree candidates to submit to the Graduate Dean the final copy of theses and dissertations and to pay binding fee.

August 13, Thursday

Last day of classes.

August 14-15, Friday-Saturday

Final examinations for the second term.

Residence hall dining halls close with serving of the evening meal on Thursday.

August 16, Sunday

10 a.m., residence halls close.

August 17, Monday

4 p.m., final grade rolls due in the Registrar's Office.

Fall 1987

August 22, Saturday

10 a.m., residence halls open for occupancy.

August 24, Monday

Faculty on duty.

August 24-28, Monday-Friday

Registration for new students.

August 27, Thursday

First meal, breakfast, served in residence halls.

August 28, Friday

Last day to register without penalty.

August 31, Monday

7:30 a.m., classes begin.

August 31-September 4, Monday-Friday

Student-initiated drop-add.

Late registration.

September 7, Monday

Labor Day. University holiday.

September 16, Wednesday

Last day to drop a course and be eligible for a refund.

September 28, Monday

Last day for December degree candidates to file statement of intention to graduate in the academic dean's office.

October 10, Saturday

Homecoming.

October 12, Monday

Last day to declare pass-fail intentions.

Last day to drop a course.

Last day to receive grade of W for courses dropped.

October 19, Monday

5 p.m., midsemester grade rolls due in the Registrar's Office.

Last day for December degree candidates and faculty to order invitations and academic regalia at the Bookstore.

November 9, Monday

Advance registration (currently enrolled students) for spring semester begins.

November 23, Monday

Open registration (currently enrolled students) begins.

November 25, Wednesday

12:30 p.m., classes dismissed for Thanksgiving holidays.

November 30, Monday

7:30 a.m., classes resume.

Last day for December degree candidates to remove grades of I and PR and to complete final examinations in correspondence courses.

Last day to withdraw from the University.

December 1, Tuesday

Last day for December graduate degree candidates to submit to the Graduate Dean the final copy of theses and dissertations and to pay binding fee.

December 4, Friday

Last day for December degree candidates to pay diploma fee in the Bursar's Office.

December 4-10, Friday-Thursday

Period of no examinations except for make-up exams or scheduled lab exams.

December 10, Thursday

Last day of classes.

December 11-16, Friday-Wednesday

Final examinations for the fall semester.

December 17, Thursday

9 a.m., grade rolls for graduating students due in the Registrar's Office.

December 18, Friday

5 p.m., final grade rolls due in the Registrar's Office.

December 19, Saturday

10 a.m., residence halls close.
Commencement.

Spring 1988

January 5, Tuesday

10 a.m., residence halls open for occupancy.

January 6, Wednesday

Faculty on duty.

January 6-12, Wednesday-Tuesday

Registration for new students.

January 9, Saturday

First meal, breakfast, served in residence halls.

January 12, Tuesday

Last day to register without penalty.

January 13, Wednesday

7:30 a.m., classes begin.

January 13-19, Wednesday-Tuesday

Student-initiated drop-add.

Late registration.

January 28, Thursday

Last day to drop a course and be eligible for a refund.

February 9, Tuesday

Last day for May degree candidates to file statement of intention to graduate in the academic dean's office.

February 23, Tuesday

Last day to declare pass-fail intentions.

Last day to drop a course.

Last day to receive grade of W for courses dropped.

March 4, Friday

Last day for May degree candidates and faculty to order invitations and academic regalia at the Bookstore.

5 p.m., midsemester grade rolls due in the Registrar's Office.

March 12, Saturday

Noon, classes dismissed for spring vacation.

March 21, Monday

7:30 a.m., classes resume.

April 4, Monday

Day of no classes.

April 11, Monday

Advance registration (currently enrolled students) for summer and fall begins.

April 22, Friday

Last day for May degree candidates to remove grades of I and PR and to complete final examinations in correspondence courses.

Last day to withdraw from the University.

Last day for May graduate degree candidates to submit to the Graduate Dean the final copy of theses and dissertations and to pay binding fee.

April 25, Monday

Open registration (currently enrolled students) begins.

April 28, Thursday

Last day for May degree candidates to pay diploma fee in the Bursar's Office.

April 28-May 4, Thursday-Wednesday

Period of no examinations except for make-up exams or scheduled lab exams.

May 4, Wednesday

Last day of classes.

May 5, Thursday

Dead Day.

May 6-11, Friday-Wednesday

Final examinations for the spring semester.

May 12, Thursday

9 a.m., grade rolls for graduating students due in the Registrar's Office.

10 a.m., residence halls close. Degree candidates may occupy rooms until 10 a.m., Sunday, May 15.

May 13, Friday

5 p.m., final grade rolls due in the Registrar's Office.

May 14, Saturday

Commencement.