

Meeting No. 61
October 15, 1975
Stephen F. Austin State University
Faculty Senate

Absent:
Joel Duskin (Excused)
Dan Beaty (Excused)
Bennat Mullen (Excused)
Ralph Eddins
James Dickson

Ex Officio Members Present:
Dr. John T. Lewis
Dean Robert McKibben

Guests Present:
Dr. Homer Russell
Dr. Harry McDonald
Dr. Archie McDonald
Dr. Jimmy Jones
Dr. W.T. McGrath
Dr. James Dinucci

1. Chairman Ford called the meeting to order at 3:15 p.m.
2. Minutes of Meeting No. 60 were approved as corrected.
3. Chairman Ford reported the enrollment period for insurance will be open for the rest of the month (October). To be effective December 1, 1975.
4. Discussion of merit raises:
 - A. Dr. Watterston introduced a motion that a combination plan be adopted which would include across-the-board raises as stated in item 2 of Ad Hoc Committee Report C, exclusive of the percentages, plus merit raises. The merit raises would be derived from the criteria in the report from Ad Hoc Committee A, items 2 through 9, plus page 2. With amendments the Senate approved this motion. (See appendix)
 - B. Dr. Brophy introduced a motion to amend #4 on Committee A
Report to read:
Individual faculty members should be advised on the results of their evaluation and the specific merit raise for which they have been recommended prior to date on which the department head makes his recommendation to the Dean. The member would be informed of his recommended raise as well as the average raise in the department by rank. Motion was passed.
 - C. Dr. Malpass entered a motion asking for the document to include a channel of appeals or a review system that will be operative before a contract is made. Appeals for merit pay raises will follow the procedure set forth in the forthcoming Faculty Handbook. Motion carried.
 - D. A motion was presented to change Category A of the Merit Criteria to read:
 - A. Teaching performance
 1. Classroom performance
 - a. Preparation
 - b. Organization

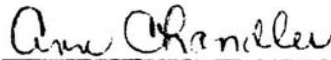
c. Presentation

2. Thesis and graduate research direction

This motion was approved.

- E. Committee Report A, Category II, A-2 and B-1 were changed to read "National-international."
- F. Dr. Watterston moved that under Category III. University, School, and Department Service, D should be changed to:
D. Public Relations and/or recruiting.
Motion passed.
- G. Dr. Pat Russell made a motion that part of the sum be allocated for base pay raises and the remaining part be assigned for merit raises.
Motion passed.
- H. Dr. Jerry Vincent moved that in Committee Report C, #2-
item A be deleted and item B be incorporated into the original amended statement. Motion carried.
- I. Jesse Richardson moved as an amendment to item 2, Committee Report C the following:
No less than 25 percent and no more than 75 percent from the across-the-board raises, based upon 60 percent of the Consumer Price Index and the base being the average faculty salary for a non-mandated pay raise. Motion passed.
5. Dr. Malpass introduced a resolution that the Senate be informed each year as to how much will be allocated for across-the-board raises and for merit raises prior to the time that recommendations are made to the Board of Regents. Resolution was passed.
6. During discussion, Dr. Lewis indicated that he would make every effort to utilize the Senate's recommendation although they fall short of a true merit system.
7. The report as amended is attached.
8. The next meeting will be on Wednesday, November 12, 1975, Aztec-Caddo Room at 3:15 p.m.

Respectfully submitted,



Ann Chandler
Ann Chandler
Faculty Senate Secretary

Faculty Senate Recommendations for Merit Raises

1. The Faculty Senate recognizes that variations exist in faculty responsibilities between schools and departments, and that any criteria used for an evaluation must be sufficiently flexible to account for these variations.
2. Initial responsibility for evaluation rests with Heads of Departments in consultation with faculty members. Ultimate responsibility for evaluation rests with the Dean of the School and Vice-President for Academic Affairs.
3. Individual faculty members should be advised on the results of their evaluation and the specific merit raise for which they have been recommended prior to date on which the Department Head makes his recommendation to the Dean. The member would be informed of his recommended raise as well as the average raise in the department by rank.
4. The Faculty Senate recommends criteria which it feels should be used in the determination of merit.
5. In the MERIT CRITERIA Category "I. Teaching" is divided into sub-categories which have arbitrary values placed to indicate the Senate's feeling of relative importance. Within these sub-categories specific criteria are listed, each to be judged by the Head of Department on a four-level basis: A-Outstanding, B-Satisfactory, C-Needs Improvement, and D-Unacceptable.
6. In the MERIT CRITERIA Category "II. Scholarly Activity" the sub-category "A. Research and Publication" and "B. Papers presented," the specific criteria are listed in points of relative significance. No attempt is made to place any specific value on the sub-categories in "II Scholarly Activity."
7. In the MERIT CRITERIA Category III, "School and Department Service" the specific merit should be determined by the amount of time devoted to any of the sub-categories in "III School and Department Service."
8. The Faculty Senate recognizes the fact that individual faculty members would not necessarily qualify for merit under all the listed criteria. Nor does the Senate feel that the faculty should qualify for all of the criteria on any specific evaluation. The Senate's intent is merely to set forth the criteria under which a faculty member can qualify for merit.

MERIT CRITERIA

CATEGORY I. TEACHING

- A. Teaching performance
 - 1. Classroom performance
 - a. Preparation
 - b. Organization
 - c. Presentation
 - 2. Thesis and graduate research direction
- B. Student-teacher relations. (20% of this category)
 - 1. Maintenance of office hours
 - 2. Extra-classroom work, i.e., advising
 - 3. Concern for student problems, i.e. individual attention
- C. Grading practice.....(10% of this Category)
 - 1. Sufficient evaluation instruments
 - 2. Grade Distribution
 - 3. Student awareness of progress

CATEGORY II. SCHOLARLY ACTIVITY

- A. Research and publication
 - 1. Book or monograph
 - 2. National-International review journal
 - 3. Regional review journal
 - 4. State review journal
 - 5. Non-review technical/professional journal
 - 6. Non-review popular
- B. Papers presented
 - 1. National-International
 - 2. Regional
 - 3. State
- C. Exhibits and/or performances
Relative significance to be established
by appropriate departments.
- D. Continuing education, i.e., workshops, short
courses, unpublished research
- E. Grant proposals
 - 1. Funded Grants
 - Major
 - Minor
 - 2. Proposals submitted but not funded

CATEGORY III. UNIVERSITY, SCHOOL, AND DEPARTMENT SERVICE

- A. Committee work
- B. Administrative assignments
- C. Professional development of students
- D. Public Relations and/or recruiting