

STEPHEN F. AUSTIN STATE UNIVERSITY
Faculty Senate
Meeting No. 84
February 8, 1978

1. Chairman Vincent called the meeting to order at 2:20 p.m.
2. After the roll call, Secretary Rodewald amended the Minutes of Meeting No. 83 by deleting the name of Mr. Al Cage from the list of visitors. The Senate then approved the amended Minutes.
3. Reports of Officers:
 - A. Chairman's Report:
 1. Chairman Vincent reported on the Deans Council and Academic Affairs Council meetings held since the last session of the Senate.
 2. Dr. Vincent announced that he will attend the TACT meeting for Faculty Senate Chairmen to be held in Austin on February 24 and 25.
 3. Chairman Vincent read a memo from President Johnson to Vice President Franklin requesting that the Faculty Senate's proposal on promotion and tenure be considered by the Deans Council. The Deans will discuss this proposal at their next meeting.
 - B. Treasurer's Report:

Mr. Snyder reported that the Faculty Senate had \$2,679.79 of unencumbered funds as of February 8, 1978.
4. Committee Reports:
 - A. Executive Committee:
 1. The Executive Committee recommended a policy statement to be added to "Research Policies and Procedures." (See ATTACHMENT #1, sent under separate cover.) Dr. Burr moved and Dr. George Thompson seconded the motion that the Senate accept the report of the Executive Committee. MOTION PASSED. An open hearing on the report, designated Senate Bill #84-1, will be held on February 16, 1978, at 3 p.m. in Science 135.
 2. Chairman Vincent presented the Executive Committee's report on modifications of the Merit Criteria Policy. The addition of a fifth level of judgment between "Outstanding" and "Satisfactory" will constitute a substantive change and the Committee recommends that any substantive change be submitted to the Senate for consideration. The addition of "Not Applicable" or "Insufficient Information," in the opinion of the Executive Committee, does not constitute a substantive change.

Dr. Jeffrey moved and Dr. Bos seconded the motion that the Senate accept the recommendations of the Executive Committee that the addition of a fifth level, between "Outstanding" and "Satisfactory," to the Merit Criteria form constitutes a substantive change and must be submitted to the Senate for consideration. MOTION FAILED.

4. B. Professional Welfare Committee:

Dr. Sartin presented this Committee's report to the Senate. (See ATTACHMENT #2, sent under separate cover.) Dr. Sartin moved and Mr. Snyder seconded the motion that the Senate accept the report of the Professional Welfare Committee. MOTION PASSED. An open hearing on this report, designated Senate Bill #84-2, will be held on February 16, 1978, at 3 p.m. in Science 135.

5. Old Business:

At this time, Mr. Snyder, Chairman of the Ad Hoc Committee for Evaluation of Academic Administrators, presented Amended Senate Bill #83-1 to the Senate, and there was a discussion of the Bill.

Ms. Elizabeth Wallace submitted to the Senate a list of proposed amendments to the Bill. Ms. Wallace moved and Dr. Malpass seconded the motion that Senate Bill #83-1 be amended to include the Director of Libraries in the Evaluation of Academic Administrators. MOTION PASSED.

Dr. Blocker moved and Mr. Snyder seconded a motion to amend the Bill by including as the last sentence in Recommendation II: "Following this, the Vice President for Academic Affairs will meet with the appropriate school for a state of the school report. MOTION PASSED.

Mr. Snyder moved and Dr. Burr seconded the motion that the Faculty Senate accept Recommendations I through V of Amended Senate Bill #83-1 as amended (ATTACHMENT #3). MOTION PASSED.

6. The next meeting of the Faculty Senate will be March 8, 1978, at 2:15 p.m. in the Aztec-Caddo Room of the University Center.

7. Dr. Bos moved and Dr. Lackey seconded the motion to adjourn the meeting. MOTION PASSED and Meeting No. 84 was adjourned at 3:27 p.m.

Absentees:

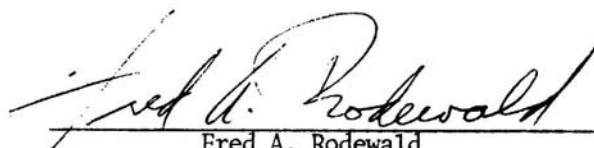
Dr. Beverly Young (Excused--Research Conflict)

Ex Officio Members Present:

Dr. James Reese
Dr. Bill Franklin

Visitors:

Dr. James Magruder
Dr. W. T. Bourbon
Dr. R. G. Dean



Fred A. Rodewald
Secretary, 1977-78 Senate

STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS 75962

FACULTY SENATE
Box 6176
SFA Station

February 9, 1978

MEMO TO: Full-Time Faculty and Librarians
FROM: Jerry Vincent, Chairman, Faculty Senate 
SUBJECT: Open Hearing on Senate Bills #84-1 and #84-2

Attached is a copy of Faculty Senate Bill #84-1 containing a recommendation for a policy statement to be added to "Research Policies and Procedures." Also attached is a copy of Faculty Senate Bill #84-2, a report from the Professional Welfare Committee on Promotion Policy.

An open hearing on both of these bills will be held on February 16, 1978, at 3 p.m. in Science 135. Please note that this date has been changed from the one announced in the Senate meeting on Wednesday.

If you have any comments, suggestions, or questions, please make an effort to attend this hearing.

JWV:ghr
Encl. 2

SENATE BILL #84-1

Memo To: Faculty Senate

From: Executive Committee

Date: February 8, 1978

Subject: Recommended policy statement to be added to Research
Policies and Procedures

Acquisition by a faculty member of grant funds administered through the University shall not affect the eligibility of that faculty member for a teaching position during the time not funded by the grant.

JWV:ghr

SENATE BILL #84-2

Memo To: Faculty Senate

From: Professional Welfare Committee--Sartin (Chairman), Bos, Hunter,
Petty, Reeves, Young

Date: February 8, 1978

Subject: Recommendations for Promotion Policy

- RECOMMENDATION I: Employment and Promotion Policies--General statement of guiding principles governing employment and promotion policies.
- A. Adequate and equitable career salaries, properly graduated through academic ranks, provide incentive for professional advancement, maintain morale, and enhance the prestige of the University.
 - B. The promotion policies are designed to assure that faculty members of comparable training, experience, and performance, engaged in the same type of college and university service, hold comparable positions.
 - C. Provision of means whereby consideration of the appointment and/or promotion of a faculty member may be based upon standards of quality, as outlined below; and that both peer judgment and administrative judgment will weigh significantly in the process.
- RECOMMENDATION II: Appointment Policies
- A. Approval of new positions and appointments to fill existing positions which become vacant are the responsibility of the President of the University. The chairman or director of the unit concerned, with the concurrence of the appropriate administrators, makes recommendations to the President concerning the creation of new positions and appointments to fill existing vacancies.
 - B. No positions are created or abolished without consultation with the chairman or director of the unit concerned. In each department, the faculty devises contingency plans which are used when positions must be abolished. Those plans are available from offices of the department chairmen and the Vice President for Academic Affairs.
 - C. All conditions of appointment are in writing.
 - D. The rank of initial appointment should be based upon the qualifications of the appointee.

Professional Welfare Committee Report

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RECOMMENDATION III: Standards for Appointment and Promotion

- A. Promotion will be based upon accumulative record of performance at SFA relative to merit criteria stated on page _____ of the Faculty Handbook.
- B. Standards of academic training and experience for eligibility for appointment and promotion are defined at two levels: (1) There are minimum standards, applicable to the entire University, and (2) additional standards, applicable to each school. The minimum standards are described below; additional standards, specified for each school by its Advisory Council, are available upon request from the offices of the academic deans and the Vice President for Academic Affairs. These additional standards will be furnished in writing to new faculty members prior to time of appointment.
- C. Academic scholarship, demonstration of high quality teaching skills, and service to the University are the cardinal requirements of anyone considered for appointment or promotion. Other minimum standards of academic training and experience for appointment and promotion shall be as follows for each rank:

Instructor:

Master's degree, or equivalent, in the field in which employed.

Assistant Professor:

A doctoral degree in the field in which employed or a Master's degree which is considered to be a terminal degree in the field, for example, a 60-hour M.F.A. degree or the equivalent.

Associate Professor:

- a. A doctoral degree in the field in which employed or a Master's degree which is considered a terminal degree in the field, for example, a 60-hour M.F.A. degree or the equivalent.

and

- b. Seven years college teaching experience or the equivalent.

and

- c. Five years as Assistant Professor.

Professor:

- a. A doctoral degree in the field in which employed or a Master's degree which is considered to be a terminal degree in the field, for example, a 60-hour M.F.A. degree or the equivalent.
- and
- b. Twelve years college teaching experience or the equivalent.
- and
- c. Five years as Associate Professor.
- D. In some circumstances, with reference to specific individuals, special training in recognized institutions (such as conservatories or research institutes) may be recognized as equivalent to advanced degrees. In all fields, practical experience may be evaluated as meeting degree and/or teaching requirements. In each academic school, the Advisory Council specifies the type of special training and practical experience accepted as "equivalent." Those specifications are available from the offices of the academic deans.
- E. At the time of appointment, each new faculty member will be notified in writing of the number of years of faculty experience and the equivalent for which he has been credited.

RECOMMENDATION IV: Procedure for Promotion*

- A. Nomination or application for promotion may be initiated by any faculty member or department chairman. All applicants should submit any supporting materials, including a current vita, and any other information the faculty member wishes to include in support of his application.
- B. All applications for promotion received at the department level will be evaluated by a departmental committee comprised of faculty not being considered for promotion from all academic ranks higher than that of the applicant. A department may elect to include one faculty member from faculty outside of the school in which the department is housed.

*Items A-E in Recommendation IV have already been passed by the Faculty Senate

- C. Committee recommendations for all applicants who have been evaluated by the departmental committee, along with recommendations of the department chairman, will be submitted to the dean of the school.
- D. All applicants will be reviewed by a School Promotion Committee consisting of faculty from the upper two academic ranks who are not being considered for promotion. (The committee may elect to include one committee member from faculty outside the school.)
- E. School committee recommendations for all applicants who have been evaluated by the committee, along with the recommendations of the school dean, will be submitted to the Vice President for Academic Affairs.
- F. All applicants will be reviewed by a University Promotion Committee consisting of a faculty member from each of the schools in the University who is not being considered for promotion.
- G. Recommendations of the University committee shall be forwarded to the Vice President for Academic Affairs.

RECOMMENDATION V: These recommendations replace all parts of promotion and appointment policies in the SFA Faculty Handbook from "Employment and Promotion Policies," p. 13, to "Academic Freedom, Tenure, and Responsibilities," p. 16.

RATIONALE

The rationale for this policy is to create a standardized system for appointment and promotion. Information for this policy has been derived from: material gathered from approximately 20 faculty handbooks of schools in Texas and throughout the United States concerning promotion; the report of the Senate Ad Hoc Committee on Tenure/Rank Quotas; AAUP guidelines; conferences with administrators and individual faculty.

AMENDED SENATE BILL #83-1

A Faculty Senate Proposal for the Evaluation of Academic Deans
and the Director of Libraries

RECOMMENDATION I:

- A. The Academic Dean of each school and the Director of Libraries shall be evaluated once every three years.
- B. The evaluation of each Dean shall be made in the year following the evaluation of the departmental Chairmen in that Dean's school. No Dean of a school shall be evaluated until he or she has been in office for two years.
- C. The Dean of the Graduate School and the Director of Libraries shall be evaluated every three years beginning with the third anniversary of their appointments.

RECOMMENDATION II:

- A. The evaluations will be administered by the Vice President for Academic Affairs.
- B. 1. Each Dean of a school shall be evaluated by:
 - a. All of the full-time faculty within the school.
 - b. The departmental Chairmen of the school.
 - c. The other Academic Deans of schools and the Director of Libraries.
2. The Dean of the Graduate School shall be evaluated by all members of the Graduate Faculty including the departmental Chairmen, the Deans of the schools, and the Director of Libraries.
3. The Director of Libraries shall be evaluated by the Library faculty, the Associate Directors of the Library, and the Deans of the schools.

The evaluations of the Deans and the Director of Libraries, as indicated above, will be reviewed by the Vice President for Academic Affairs. He will then prepare his own evaluation which, along with the evaluations from all other parties involved, will be given to the President of the University for consideration. The President and Vice President shall consult with each Dean in regard to his or her evaluation and with the Director of Libraries in regard to his. Following this, the Vice President for Academic Affairs will meet with the appropriate school for a state of the school report and with the Library staff for a state of the Library report

RECOMMENDATION III: Evaluation forms for the Deans and the Director of Libraries referred to in Recommendations I and II above shall be designed by the Vice President for Academic Affairs with the assistance of the Faculty Senate.

RECOMMENDATION IV: A School Council may supplement the evaluation form to be used for its Dean with questions appropriate to its school. The Library Council may supplement the evaluation form to be used for the Director of Libraries with questions appropriate to the Library.

RECOMMENDATION V: Each academic year the President and the Vice President shall counsel with each Academic Dean and the Director of Libraries in regard to his or her performance in the past year.