

Meeting No. 27

November 15, 1972

STEPHEN F. AUSTIN STATE UNIVERSITY

FACULTY SENATE

Absent:

Mr. Morris Hall
Mr. David Jones
Mr. Charles Simpson

Ex Officio Members Present:

President Steen
Vice-President Lewis

Guests:

Mrs. Ava Bush
Mrs. Gladys Atherton
representative of the East Texas Free Voice

1. Mr. Nall called the meeting to order at 4:15 p.m., the roll was called, a guest list passed, and the minutes of Meeting No. 26 were approved.
2. The next meeting was scheduled for Wednesday, December 6 at 4:15 p.m.
3. Mr. Bourbon reported for the Professional Welfare Committee, presenting a revised copy of the report FACULTY EXCELLENCE: Criteria for Faculty Evaluation and Appraisal.
 - a. He outlined the changes from the October draft of the report.
 - 1) Under "Appointment Policies," #5 is new.
 - 2) Under "Standards for Appointment and Promotion," #1 is new; #2 for associate professors and professors (years of college teaching experience or the equivalent and years in the rank below) is changed back to that appearing in the current Faculty Handbook: #6 is new.
 - 3) In the footnote defining "equivalent," changes have been made.
 - b. Mr. Bourbon also stated that the appended item requiring additional time for people who would join the faculty after a specified future date should be considered as a separate item in the report.

3.
 - c. Mr. Rhodes stated that he and some other members of his school still have some concern about #6 under "Appointment Policies." He asked that if funds for salary increase are not available can we still offer promotions. The question was not resolved.
 - d. Miss Norton inquired about #2(a) under Assistant Professor rank in "Standards for Appointment and Promotion." She suggested simply increasing the requirements to ABD. The answer was that this might close the door on too many people.
 - e. Miss Norton also inquired about #5 under "Appointment Policies." Could quotas be imposed by departments instead of by schools? The committee response was that this should be left to School Councils to decide.
 - f. Speaking to the same item (#5) under "Appointment Policies," Mr. Voigtel inquired about the circumstance when a case would be documented for presentation to the Deans' Council as an exception. Vice-President Lewis suggested that some leeway in the policy was desirable.
 - g. The appended optional addition to the report was discussed. Mr. Hill moved that the report of the Professional Welfare Committee be accepted without the optional addition. The motion was seconded and carried, but not unanimously.
 - h. Discussion returned to the optional addition. Times for sequence in Rank were discussed. A period of from 7 to 8 years was mentioned; another member stated that he thought ten years' experiences for promotion to assistant professor was too long. Mr. Rhodes moved to table the optional addition; Mr. Hill seconded; the motion carried.
4. Mr. Clark presented a report from the Academic Affairs Committee. He gave a short history of the Faculty Senate's consideration of matters pertinent to Schools and formation of School Councils. Some School Councils have only elected members; others have a mixture of elected and appointed members. He said that the recommendation for School Councils to be made up only of elected members was not a unanimous committee decision. He recommended that action on the report be delayed until the next meeting of the Faculty Senate.
 - a. A discussion of certain items in the report followed. The presence of the school dean and department heads at School Council meetings was discussed.
 - b. Mr. Clark moved that the report be tabled until the next meeting of the Faculty Senate; Mr. Bourbon seconded the motion; it passed.

5. Mr. Nall discussed his recent meeting with representatives of Faculty Senates from other state-supported colleges and universities. Twenty-one representatives from 14 institutions attended. A steering committee was formed to act as a clearing-house for common Faculty Senate problems. Questionnaires on Faculty Senate functions are being circulated.
6. Mr. Nall urged all Faculty Senate committees to be active.
7. Mr. Nall asked Vice-President Lewis to report on the new system of cost effectiveness by departments and schools. Vice-President Lewis said that he would do so at the December 6 meeting.
8. President Steen reported on a very positive recent visit by the Legislative Budget Board.
9. Vice-President Lewis reported that Mr. Simpson has requested a leave of absence for 1973. The Chairman referred the matter of his replacement to the Executive Committee.
10. Mr. Bourbon, on behalf of the Professional Welfare Committee, thanked the Faculty Senate and the faculty for its kind assistance in formulating its report.
11. Mr. Baker inquired about the number of class days per semester. Vice-President Lewis stated that 82 class days is the median for Texas and that the number is from 78 to 79 at Stephen F. Austin State University.
12. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

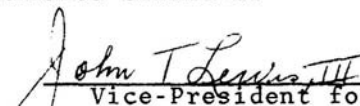
Robert D. Baker
Secretary

Attachment:

Appendix A
Report of the Professional Welfare Committee

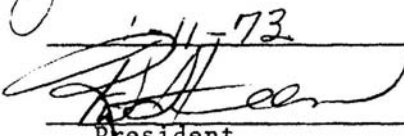
Appendix B
Report of the Academic Affairs Committee

REVIEWED:



Vice-President for Academic Affairs

DATE:

11-73


President

APPROVED:

DATE:

12-73

APPENDIX A

REPORT TO THE FACULTY SENATE

FROM: Professional Welfare
Subcommittee

November 15, 1972

FACULTY EXCELLENCE
Criteria for Faculty Evaluation and Appraisal

Opening Statement

Stephen F. Austin State University seeks to secure and hold the strongest faculty possible. The University recognizes its faculty as a highly trained group of scholars and specialists and encourages their professional advancement commensurate with their abilities, development, and contributions. Among these encouragements to superior service, none is more important than salary, rank, and tenure. So that promotions may be made objectively and equitably, as a recognition of merit and service, the following policies and procedures are guides:

Professional Training and Qualifications

Recognizing that a well-trained faculty is of the greatest importance, the administration encourages every prospective and current faculty member to attain the highest degree offered (usually the doctorate or its equivalent) in his particular discipline. Ordinarily, a faculty member without the terminal degree in his field should never consider his formal training complete.

Employment and Promotion Policies

Guiding Principles Governing Employment and Promotional Policies:

1. Adequate and equitable career salaries, properly graduated through academic ranks, should be established to provide incentive for professional growth, to maintain morale, and to enhance the prestige of the colleges and universities.
2. The promotion policies should assure that teachers of comparable training, experience, and ability, engaged in the same type of college and university instruction, in any and all of the state-supported institutions of higher learning in Texas, should be paid comparable salaries.

Appointment Policies:

1. Approval of new teaching positions and appointments to fill existing positions which become vacant should be the responsibility of the President of the University. The head or director of the department concerned, with the concurrence of the appropriate administrators, should make recommendations to the President concerning the creation of new positions and appointments to fill existing vacancies.
2. No teaching position should be created or abolished without consultation with the head of the department, the director of the division, and other administrative officers concerned. In each department, the faculty devise contingency plans which will be used when positions must be abolished. Those plans are available from the offices of the department heads.
3. All conditions of appointments should be in writing. All details should be clear and specific and should include a statement concerning the starting date and the duration of the contract.
4. The rank of initial appointment will be determined by the qualifications of the appointee and the distribution of rank within the individual academic schools.
5. In each academic school, the faculty shall be ranked into four divisions: Instructors, Assistant Professors, Associate Professors, and Professors. In each academic school, the number of Professors shall not exceed 30% and the combined ranks of Professors and Associate Professors shall not exceed 50%.
6. The Vice-President for Academic Affairs, upon receiving notice of legislative appropriations for an academic year, shall determine the number of appointments and promotions which may be adequately funded. He shall then apportion those appointments and promotions among the various academic schools in accordance with the existing distribution of faculty within ranks in each school.

Standards for Appointment and Promotion:

1. Standards of academic training and experience for appointment and promotion are defined at two levels: there are minimum standards, applicable to the entire University, and additional standards, applicable to each academic school. The minimum standards are described in the Faculty handbook, additional standards, specified for each academic school by its Advisory Council, are available upon request from the offices of the academic deans. Additional standards are based upon teaching, scholarship, creativity, service to the University, "equivalent" experiences and other considerations.

2. Minimum 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 teaching.

Assistant Professors -

- (a) A doctoral degree in the field in which teaching 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.
or
- (b) A Master's degree plus 30 hours or the equivalent in an approved doctoral program in the field in which teaching and three years college teaching experience or the equivalent.

Associate Professors -

- (a) A doctoral degree in the field in which teaching 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) Five years college teaching experience or the equivalent.
and
- (c) Two years as Assistant Professor.

Professors -

- (a) A doctoral degree in the field in which teaching 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) Ten years college teaching experience or the equivalent.
and
- (c) Three years as Associate Professor.

3. Appointment to an academic rank or promotion from one academic rank to another does not follow automatically when a faculty member has met published minimum and additional standards for appointment or promotion, although no faculty member should be appointed or pro-

moted until those requirements have been met.

4. Normally, no member of the faculty will be advanced in rank or increased in salary without the recommendation of the head of the department and the concurrence of the Dean. The department head's recommendation makes the raise in rank and increase in salary permissive with the administration, but does not make it mandatory.
5. Any additional requirements not specified in the Faculty Handbook or by the Academic School Advisory Councils must be discussed at the time of initial appointment and must be explained in writing in the contract offered by the University.
6. The Dean's Council is authorized to make exceptions to the above requirements. Any such exception shall be explained in writing, with copies submitted to each member of the Faculty Senate and of the Advisory Council of the academic school in which the exception is granted.
7. It is not the intent of any of the above recommendations to reduce in rank any faculty member employed at the time of the adoption of these policies: however, each faculty member should consider himself professionally obligated to put forth his best effort to comply with the above standards.
8. Evaluation Emphasis - Because some faculty members are employed for full-time teaching and others are part-time teaching and part-time research, the evaluating persons place greater emphasis on those criteria which directly pertain to the individual's position. For instance, a faculty member engaged in full-time teaching has limited time for published research, yet he might actively keep abreast of new developments in his field and convey them clearly with excitement to his students. A professor budgeted for part-time research with a reduced teaching load is expected to produce quality research as well as be an effective teacher.
9. Annual Evaluation - With the faculty personnel sheet and annual supplements, each faculty member will cite annually his accomplishments in scholarship, teaching, publication, and other public or university service. His accomplishments are discussed personally with him by his department head, who in turn reviews his record with the appropriate dean. School deans, in turn, discuss a faculty member's progress with the Vice-President for Academic Affairs and the President of the University.
10. Appeal - Should the faculty member believe that the above policies and standards have not been followed in his case, he has the right to appeal his case through the Appeals and Investigation Committee established in his academic school. He should first attempt to resolve his case at the appropriate administrative level through personal inquiry

and conversation. (The obligation to initiate appropriate actions and to follow prescribed procedures rests with the administration of the University, beginning with the Department Head.)

Appeals or investigations could originate in cases where:

- (a) The Department Head fails to initiate the annual review procedure.
- (b) The Department Head fails to call for the annual revision of the personnel sheet.
- (c) The faculty member is not informed of the status of action on his case by the appropriate administrative personnel.
- (d) The faculty member believes he has not been given adequate explanation or justification for the action taken in his case.

*The term "equivalent" in these items should be construed as follows: In fields where academic degrees are not generally accepted as the soundest measure of competence, special training in recognized institutions (such as conservatories or studios) may be recognized as equivalent to the Master's or Doctor's 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.

APPENDIX B

REPORT TO THE FACULTY SENATE

FROM: Academic Affairs Committee

November 15, 1972

SCHOOL ACADEMIC COUNCILS

In the spring semester of 1971, the Faculty Senate recommended that Vice-President Lewis contact the Dean of each School and suggest to him that an Academic Council be established according to the following guidelines:

1. The council members should be elected by and from the faculty.
2. The officers be elected by and from the council membership.
3. The Dean be an ex-officio member of the council.
4. The councils should meet on a regular basis to assist the Dean in the formation of policy; to act as an appeals body for faculty members concerning personnel problems; to study new programs; to study degree changes and any other matter pertaining to the academic operation of the School.

On 23 April, 1971, Dr. Lewis contacted each Dean via letter (attached), honoring the recommendation of the Faculty Senate.

This subcommittee has been charged with the responsibility of examining the structure of the Academic Councils. Based on this examination, we make the following recommendations to the Senate.

1. The Senate establish policy that the Academic Council of each School be an elected body by and from the faculty. The Dean shall be an ex-officio member.
2. If item one (1) is approved by the Senate and the President, then we recommend that the Chairman of the Faculty Senate contact the Deans of the School of Forestry, the School of Science and Mathematics, and the School of Fine Arts, informing them of this policy and asking for compliance forthwith.
3. That the Chairman of the Faculty Senate contact each Academic Dean and suggest student membership on the council, but that this membership be optional with each School.
4. That minutes of each meeting be published and distributed to the faculty of that school.

In the discussion of this Subcommittee, the question was raised whether the Dean should attend meetings of the council, except by invitation. The Subcommittee could not reach an agreement on this point and we therefore ask the Senate to debate the question.