

Meeting No. 73
8 December 1976
Stephen F. Austin State University
Faculty Senate

Absent:

Dr. Jasper E. Adams
Dr. Gloria E. Durr (Excused)
Dr. Thomas K. Hunter (Excused)
Dr. Jerry L. Irons (Excused)
Dr. Austin Sartin (Excused)
Dr. Kenneth G. Watterston (Excused)

Ex officio Members Present:

Dr. William R. Johnson

Visitors:

Mr. Gene Barbin
Dr. Vera L. Dugas
Dr. E. Diane Ford

1. Chairman Bourbon called the meeting to order at 3:15 pm.
2. Minutes of Meeting No. 72 were approved as written.
3. Chairman's Report:
 - A. About 35 faculty members and slightly more than half of the Faculty Senate attended the open meeting of the Senate on 1 December 1976. President Johnson was available to answer questions. Several questions had been submitted prior to the meeting and were discussed. The Senate will probably be receiving requests for action concerning several of the topics of discussion. (This was an information meeting only - minutes were not recorded.)
 - B. In October, 1975, the Senate submitted recommendations concerning criteria for faculty evaluation relating to merit raises and promotion to the administration. Through a series of errors in communication, certain of the recommendations received no action. At the request of the Executive Committee this year, President Johnson has reviewed those recommendations concerning criteria for evaluation and has made his recommendations (See ATTACHMENT NO. 1.). The Academic Affairs Committee will report on these recommendations.
 - C. On 21 October 1976, the Executive Committee requested that President Johnson delay implementation of the conditional contracts for summer teaching pending further study. President Johnson's response was read to the Senate by Dr. Bourbon. (See ATTACHMENT NO. 2.).
 - D. The Screening Committee for the Vice President for Academic Affairs met on 16 November 1976. An ad was prepared and is currently appearing in the Chronicles of Higher Education. The search for the position is open to candidates both on and off campus and faculty may place names in nomination through Dr. Gaston, Committee Chairman. Deadline for applications is 1 February 1977.
 - E. The Planning Committee for University Campus Master Plan Update will meet again on 15 December 1976. Comments and questions concerning the update will be passed on to the committee.

4. Reports from Standing Committees:

- A. Professional Welfare (Dr. Malpass): 211 replies have been received from the questionnaire recently sent to the faculty. 13 replies have been received from heads of departments. The committee is in the process of compiling the replies and expects to make a report in January.
- B. Academic Affairs (Dr. Vincent): Memo (Subject: Summary of national survey on departmental governance) was sent to faculty last Friday. A questionnaire concerning preference in departmental governance is being prepared for the faculty and will be sent out in the near future.

Dr. Vincent discussed the background concerning Item 3B and the changes made in the merit criteria (ATTACHMENT NO. 1.). Dr. Vincent moved approval of the minutes of 15 October 1975 as amended. Dr. Brophy seconded and motion was approved.

Dr. Vincent moved to add an amendment to the recommendation made by the Administration and Finance Committee (See Minutes of Meeting No. 72, Attachment No. 4.). This amendment would provide for a committee to work out priorities for use, reservation procedures, and scheduling of University vehicles, and also appoint a standing committee to coordinate scheduling of vehicles and handle grievances.

Dr. Burr seconded and motion failed to carry.

- C. Administration and Finance (Dr. Russell): Motion to accept recommendations based on the Report of the Ad Hoc Committee for Fiscal Affairs 10 March 1976 (Attachment No. 4, Senate Meeting No. 72.). Motion approved.

5. New Business:

- A. Discussion of University Calendar. Dr. Burr expressed faculty dissatisfaction with the shortened teaching schedule this year and the number of holidays. Since deans work up the calendar, the faculty should discuss problems with their respective deans. Then, if the problems cannot be handled at that level Dr. Bourbon would entertain a petition to the Senate to study the calendar. The 1978-79 calendar is being worked on now. The Faculty Senate is not involved.
- B. Dr. Lackey raised the parking question. One possibility suggested by Chief Wright is for limited access parking for "S" stickers. Apparently many students are using "S" stickers. Now that the University has magnetic card producing facilities, a limited access gate system is feasible. Referred to Student Affairs Committee since they are already working on parking problem.

6. Discussion:

- A. Dr. Malpass: Will administration use the evaluation recommendations, merit recommendations of Faculty Senate, and have decisions been made yet concerning the number of promotions allocated for this coming year?
Dr. Johnson: Has not yet made decisions on these points. The administration will encourage use of merit criteria.
- B. Dr. Russell: Target date for establishing quotas?
Dr. Johnson: Does not know yet. Will wait for Board of Regents meeting.

7. The next Faculty Senate meeting will be at 3:15 pm. on 19 January instead of the 12th as scheduled.

8. Meeting No. 73 was adjourned.

Recorded in the absence of the Secretary by Vice Chairman Lackey.

Respectfully submitted:


Kenneth G. Watterston, Secretary

STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS 75961

December 8, 1976



OFFICE OF THE PRESIDENT

Dr. Tom Bourbon
Box 3046--SFA Station
Nacogdoches, Texas 75961

Dear Dr. Bourbon:

I have completed my review of the two documents which you recently gave to me entitled, "Faculty Senate Recommendations for Merit Raises" and "Merit Criteria." I understand these were adopted by the Senate during the past academic year, but were not approved.

I am approving these subject to the changes which I have indicated on the attached drafts.

The changes I have made, I believe, improve the document as a general statement of merit criteria. My reasons were explained in my earlier letter on this matter.

Sincerely yours,

A handwritten signature in cursive script that reads "William R. Johnson". The signature is written in dark ink and is positioned above the printed name.

William R. Johnson

WRJ/rc

MERIT CRITERIA

CATEGORY I. TEACHING

- A. Teaching performance (~~70% of this category~~)
 - 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~~ Advising and Counseling Activities
 - 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
- F. Unpublished Research

CATEGORY III. UNIVERSITY, SCHOOL, AND DEPARTMENT SERVICE

- A. Committee Work
- B. Administrative assignments
- C. Professional development of students
- D. ~~Public-Relations-and/or-recruiting~~ Professionally-oriented community service

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 in order 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-categories "A. Research and Publication" and "B. Papers presented," the specific criteria are listed in points of relative significance order of relative importance. ~~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.

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NACOGDOCHES, TEXAS 75961

December 8, 1976



OFFICE OF THE PRESIDENT

Dr. Tom Bourbon
Box 3046--SFA Station
Nacogdoches, Texas 75961

Dear Dr. Bourbon:

In response to the request of the Executive Committee concerning conditional contracts for summer teaching, the planned general use of conditional contracts for summer teaching will be delayed. However, as in the past, it may be necessary to use them in certain areas. It will be necessary to study the matter further, especially with regard to experience with summer school in 1977.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "William R. Johnson".

William R. Johnson

WRJ/rc

cc: Dr. John T. Lewis, III