

JOURNAL OF THE UNIVERSITY SENATE
March 26, 1945, 4:00 p. m.
Room 101, Monnel Hall

The University Senate met in regular session with Vice-Chairman L. N. Morgan in the chair.

Minutes of the previous meeting were approved as published.

The Committee on Faculty Personnel presented the following two reports for consideration:

- A. Recruitment of Faculty Personnel.
- B. David Ross Boyd Professorships.

The Senate approved these reports, copies of which are attached.

There was a great deal of discussion on the David Ross Boyd Professorships, but finally the report was adopted along with the following motion which was presented and approved:

"We recommend that a professorship, similar to the Research Professorship and the David Ross Boyd Professorship, be awarded to faculty members for distinguished contributions in the fields of creative literature, creative music, and creative art."

Due to the late hour, motion was adopted to adjourn and to call a special meeting for next Monday evening, April 2, at 4:00 p. m., to consider the two following reports from the Committee on Faculty Personnel:

- A. Promotion Procedures.
- B. Salary Schedule, Tenure and Sabbatical Leaves.

Senate adjourned at 6:00 p. m.

Respectfully submitted,

E. E. Hatfield, Secretary

Report of Senate Committee on Faculty Personnel

RECRUITMENT OF FACULTY PERSONNEL

1. Authority for Employment of Additional Personnel.

The need for additional staff for a department (or school) shall be presented by the department (or school). After the number of persons to be employed, together with their ranks and salaries, have been approved by the dean of the college and the President of the University, the department may begin active search for persons to fill these positions.

2. Search for Candidates.

- (a) The department shall conduct the search for candidates and it shall make every effort to find the best qualified persons available for the salary range that has been agreed upon.
- (b) It will be advisable for the department to prepare an announcement stating the position to be filled, the desired field of specialization, if any, the minimum qualifications for the position, the salary for the nine month term, the date the appointment becomes effective, the opportunities for teaching in summer school, the type of teaching that will be expected including opportunities for teaching advanced undergraduate and graduate courses and directing the research of graduate students, the teaching load, opportunities and facilities for research, number of undergraduate and graduate major students in the department, opportunities for advancement and achievement of tenure, and other pertinent information.
- (c) This announcement should be distributed widely so as to reach as many prospective candidates as possible. Sources of contact with prospective candidates include teacher and professional employment agencies, agencies of professional societies, National Research Council office of scientific personnel, heads of departments in universities which offer appropriate graduate work in the fields concerned, and professional friends of members of the department making the search. (A list of teachers' agencies is attached to this report.)
- (d) Complete information concerning each candidate shall be secured by the department. (A sample information blank is attached to this report.)

3. Selection Procedure.

- (a) The department shall make its selections from those candidates who have at least the minimum qualifications for the position under consideration. ("An instructor should have a master's degree, or training fully equivalent to one year of full-time graduate study in his teaching field. An

assistant professor should have a doctor's degree, or training fully equivalent to three years of full-time graduate study in his teaching field. *** In general, one or two years of ordinary industrial or professional experience is not as valuable as, and therefore not equivalent to, a year of graduate study.")

- (b) If possible, the department shall select several suitable candidates for each position and number them in order of preference. Complete information concerning these candidates together with the department's recommendation shall be presented to the dean of the college for approval.
- (c) When practicable, the approved candidate for a position shall be interviewed personally by someone acceptable to the department and the dean. For a prospective associate professor or professor, the candidate should be brought to this campus for an interview, and for a public lecture if possible.
- (d) After the department's final recommendation for appointment has been approved by the dean of the college and the President of the University, the department may officially offer the position to the candidate.

4. Some General Policies.

- (a) Before an official offer of a position is made to a candidate, he (or she) shall be given complete information concerning promotion and tenure. Promises inconsistent with the rules of tenure and advancement in rank and salary should not be made.
- (b) It shall be general policy of the university to make additions to its faculty by employing persons in the lower ranks.
- (c) It shall be a general policy of the university to keep the salaries offered to prospective members of the faculty on a par with those of faculty members having equal qualifications, rank, and experience.
- (d) It shall be the general policy of the University to give ample opportunity for research to members of the faculty who have long carried heavy teaching loads, rather than to employ new members for the purpose of initiating research.
- (e) Emergencies may arise that will make it necessary for a department to delegate authority to its chairman to act for the department in the employment of new members of the staff during periods when the staff is not in Norman.

- (f) It shall be a general policy of the University to select new members of the faculty from among candidates who have had at least their graduate training at institutions other than our own. Good, new ideas which have originated in other institutions will automatically be brought to the campus if this policy is adopted.
- (g) In case of the organization of a new department or the filling of a vacancy in a one man department, the dean should consult with related departments concerning the choice of personnel.

Respectfully submitted,

Senate Committee on Faculty Personnel

R. V. James, Chairman

William Schriever

H. V. Thornton

H. H. Herbert

Guy Y. Williams

A Short List of
TEACHERS' AGENCIES

American College Bureau
28 East Jackson Boulevard
Chicago, Illinois

The Engineering Agency
Educational Department
53 West Jackson Boulevard
Chicago, Illinois

College and Specialist Bureau
434-436 Goodwyn Institute
Memphis 3, Tennessee

The Albert Teachers' Agency
25 East Jackson Boulevard
Chicago, Illinois
College Division.

Also offices in:

535 Fifth Avenue, New York.

721 Riverside, Spokane, Wash.

217 East Williams St., Wichita, Kans.

Baltimore Teachers' Agency
516 North Charles Street
Baltimore, Maryland

The Eble Teachers' Agency
613 Merchants Bank Building
Indianapolis, Indiana

The Rocky Mountain Teachers' Agency
410 U. S. National Bank Building
Denver, Colorado

Wm. Ruffer, Ph.D., Manager.

Branch Agency:

Minneapolis, Minn.

University of Oklahoma

INFORMATION BLANK

(Directive--not mandatory)

Sufficient space shall be provided in the blank for an applicant to supply all the information called for on this blank. A double sheet (4 page) folder, each sheet being 8 1/2 by 11 inches, should be sufficient for all except the transcript of college and graduate records, and, perhaps, the complete list of publications.

The following items shall appear on this information form:

1. Date.
2. Inexpensive recent picture of yourself (to be attached in upper right-hand corner of first page).
3. Name in full (first, middle, last).
4. Your present address.
5. Your permanent address.
6. For what position are you applying?
7. Place of your birth.
8. Date of your birth.
9. Citizen of U. S.? (If naturalized, state place and date.)
10. Your church affiliation or preference.
11. Names of your parents.
12. Address of your parents (if living).
13. If parents are not living, give name, address and relationship of nearest living relative.
14. National extraction of each of your parents.
15. Citizenship of each of your parents (if naturalized, state approximate date).
16. Race of each of your parents.
17. Your height.
18. Your weight.
19. Your age.
20. Your sex.
21. Are you married?
22. Maiden name of your wife, or name of husband.
23. Is your (wife or husband) a citizen of the U. S.? (If naturalized, state place and date.)
24. Names and ages of your children.
25. What other dependents have you?
26. General physical condition of each member of your household. Any invalids?

27. Describe all deformities and physical defects which you may have.
28. Your war service record or present selective service status.
29. Are you, or were you, registered as a conscientious objector?
30. Where and when did you attend high school?
31. Universities, Colleges and Normal Schools attended as an undergraduate student, with dates of attendance, major and minor fields of study, and degrees with dates.
32. Universities and Colleges attended as a graduate student, with dates of attendance, major and minor fields of study, and degrees with dates.
33. Your honorary degrees with names of colleges and dates.
34. Your college honors, such as scholarships, fellowships, college honor societies, honorary fraternities, etc., with dates.
35. Membership and offices in civil, honorary, learned or professional organizations, with dates.
36. In what particular field or fields of learning, within the general field of your department, are you most interested, and in what field would you carry on research, or scholarly or creative work?
37. Your experience: Academic, industrial, professional and military, giving positions, places, dates and employers (make your record continuous from date of graduation from college to the present time).
38. What is your present salary?
39. What salary do you expect?
40. When could you begin work here?
41. Give the names, addresses, titles and official positions of three or four references to whom we may write. These should be persons who have real knowledge of your fitness for the position you desire.
42. On a separate sheet, list all your undergraduate courses with credit hours and grades, and all your graduate courses with credit hours and grades.
(An official transcript of your undergraduate and graduate records must be in our hands before a contract for a position can be consummated. But it need not accompany this form.)
43. Your publications: Give full title publisher, date and number of pages for each; include those of which you are the editor or translator, and also include the thesis for each advanced degree. (List in chronological order; use an additional sheet if necessary.)

Report of Senate Committee on Faculty Personnel

DAVID ROSS BOYD PROFESSORSHIPS

1. Title for Professorship.

The title of a person chosen for one of these professorships shall be "David Ross Boyd Teaching Professor of", followed by the name of the department or field in which that person has achieved distinction. The title chosen shall be appropriate to the type of distinction that has been achieved. (Examples: David Ross Boyd Teaching Professor of Geology, -- or of Paleontology, or of Music, or of French.)

2. Canons for Selection.

To qualify for a David Ross Boyd Professorship a professor must have demonstrated over a period of years his, or her, vigorous leadership in one of the following ways:

- (a)* By having made a distinguished success as a teacher and a scholar;
- (b) By having made distinguished contributions to literature, music, or art;
- (c) By having made distinguished contributions to knowledge;
- (d) By having made a distinguished contribution to the development of education in two or more of the ways specified above, or in one or more of these ways in addition to having rendered distinguished service in departmental administration or in assisting with other university administration.

* The word scholar shall be given a broad interpretation.

3. Selection Procedure.

The Dean of each degree-granting college shall consider the qualifications of each full professor in that college each year, and make a selection of those professors who, in his opinion, meets the Canons of Selection. He shall then consult with the departments (or schools) in which these selected professors occupy chairs, and also with a committee which he shall choose from the faculty of his college, concerning the merits of each of these professors. After the Dean has collected all pertinent information concerning the professors he has selected, he may nominate any whom he deems worthy for David Ross Boyd professorships.

The University Committee on Promotions, Salaries and Tenure shall survey the records of all full professors in the University. After this Committee has made thorough investigations and collected all pertinent information concerning the merits of the different professors, it may nominate any whom it deems worthy for David Ross Boyd professorships.

All nominations, together with all pertinent information, shall be presented to the President of the University. If a member of this committee is nominated, the President shall appoint a substitute member to serve during that period of selection. The substitute member shall be selected from the list of names from which the last member of the committee was chosen.

All such nominations, after they have been presented by the President to the University Committee on Promotions, Salaries and Tenure, shall lie before this committee for at least thirty days, whereupon they shall be discussed by the Committee. Each nominee receiving a favorable vote of all the members of the Committee, or all the members except one, shall be recommended to the President of the University for a David Ross Boyd Professorship. All pertinent information concerning this professor, including the dissenting opinion, if any, shall accompany this recommendation to the President. If the President approves such a recommendation, he shall present it to the Board of Regents for their approval.

4. Tenure, Teaching-Load and Salary.

Each David Ross Boyd Professor shall retain membership on the staff of his department (or school) and his salary shall be a part of the budget of that department (or school). His tenure shall be until he reaches the retirement age established by the Board of Regents, but, after serving five years, his salary shall revert to that which he would be receiving if he had not been a David Ross Boyd professor. However, a professor may be granted a continuation of his higher salary beyond the five-year period after reconsideration and re-election according to the rules specified under "Selection Procedure".

On the recommendation of his department, approved by the Dean of his college and the Dean of the Graduate College, the teaching load of a David Ross Boyd Professor may be reduced to permit him, or her, to devote more time to research or other creative work. It shall be the policy of the University to make every effort to provide adequate office, library, research and other facilities for such work.

The stipend of a David Ross Boyd Professor shall be not less than \$5,000.00 per year for ten months of service.

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It is suggested that the Board of Regents consider:

- (a) Making the selection of Research Professors in accordance with rules recommended for the Selection of David Ross Boyd Teaching Professors;
- (b) Designating each Research Professor as "David Ross Boyd Research Professor of", followed by the field in which distinction was achieved.

Respectfully Submitted,

Sonate Committee on Faculty Personnel
R. V. Jamos, Chairman
William Schriever
H. V. Thornton
H. H. Herbert
Guy Y. Williams