

JOURNAL OF THE UNIVERSITY SENATE

May 7, 1945, 4:10 p.m.

Monnet Hall, Room 101

The Senate met in regular session with President Cross presiding.

Minutes of the previous meeting were approved as previously published.

The Committee on Faculty Personnel presented a report on "Salary Schedule, Tenure and Sabbatical Leaves." This report was approved as attached.

Dean V. E. Monnett submitted a letter wherein he expressed his desire to resign from the University Senate. The Senate accepted his resignation. Since Dean Monnett represented the College of Arts and Sciences, the secretary was requested to refer his resignation to the dean of the College of Arts and Sciences.

The Secretary of the Senate read a letter from the senior class to the effect that they requested that seniors who had made a grade average of "B" or better in a course be excused from the final examination in that course. The Senate rejected the request.

A motion was made and approved to the effect that the next regular meeting of the University Senate be held the last Monday of next September.

Senate adjourned at 5:45 p.m.

Respectfully submitted,

E. E. Hatfield, Secretary

II. SALARY SCHEDULE, TENURE, AND SABBATICAL LEAVES

1. Regarding Salaries: General Considerations.

- (a) Faculty members shall be paid on a nine-month basis with extra pay for those teaching during summer sessions. Certain departments have need not only for all of their regular staff, but for additional teachers during the first summer session. (Certain other departments, a much larger number, do not offer any courses in the summer and thus require no staff at all from June to September. Still other departments of the University require one-quarter to three-quarters of their regular staff, exclusive of graduate and student assistants, during the first summer session. Only a few departments offer courses during the second summer session. Some faculty members desire to engage in industrial or professional work during the summer. These varied requirements can be met satisfactorily only by basing salaries on the regular academic year, and then paying extra for the special services rendered during the summer session.)
- (b) The highest attainable salary of a professor shall not depend on the classification of his duties, whether they be (1) chiefly teaching, (2) chiefly administration, or (3) chiefly research. (All three of these services are of equal importance to the University, and excellent performance of one type of service is just as valuable as such performance in either of the others.)
- (c) Salaries shall be independent of the field of learning. (This means that the University must search for and find those persons who would much rather teach than practice their professions or serve in industrial organizations.)

2. Regarding Chairmen of Departments.

- (a) Chairmen of departments and directors of schools (if a school functions as a department) may receive special consideration as regards salaries. The extra responsibility involved and the extra work during vacations may warrant special consideration.
- (b) The chairmen of very large departments should, in general, receive larger salaries than those of small departments; chairmen of one and two-men departments may receive very little, if any, extra salary.
- (c) The chairman of a department in which much laboratory equipment and many laboratory supplies are required for instruction and research shall have the assistance of competent, permanent stockroom attendants as well as appropriate reduction in teaching load.
- (d) It shall be the policy of the University to supply adequate permanent secretarial assistance to each department, and a school that functions as a department. Each member of the staff of a department shall have

access to secretarial services for necessary official correspondence, for the typing necessary in connection with research approved by the department, and for duplicating examination questions and other material necessary for classroom and laboratory teaching.

3. Regarding Tenure.

- (a) It is recommended that the University adopt the principle and suggested rules of practice for Academic Tenure, which appeared in the February, 1943, Bulletin of the American Association of University Professors. This principle and these rules are: (Quote)

I. After the expiration of a probationary period teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

II. In the interpretation of this principle it is understood that the following represents acceptable academic practice:

- (1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- (2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notices should be given at least one year prior to the expiration of the probationary period, if the teacher is not to be continued in service after the expiration of that period.
- (3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
- (4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by

all bodies that pass judgment on his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

- (5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide."
- (b) In order to make the interpretation of the rules of paragraph II, part (2) (~~in~~ section 3-a above) uniform and specific, it is recommended:
- (1) That the time that a person with the rank of instructor may serve on the faculty shall be limited to five years, and that therefore a person with the rank of instructor shall not be able to achieve permanent tenure. It is recommended that each term of appointment for an instructor not exceed two years.
 - (2) An assistant professor or associate professor not on tenure should be able to attain permanent tenure after three years of service. Every assistant professor and associate professor should be considered for permanent tenure in the spring of his third year of service but he should be granted tenure only by specific action of the University. The person concerned should be informed of the University's decision early in the spring of that year.
 - (3) A professor not on tenure should be able to attain permanent tenure after two years of service. Every professor should be considered for permanent tenure in the spring of his second year of service but he should be granted tenure only by specific action of the University. The person concerned should be informed of the University's decision early in the spring of that year.
 - (4) In accordance with rule of practice II (2) above, even if an assistant professor, associate professor, or professor is not granted tenure at the end of his period of probation, and if his period of probation is not extended, he may retain his position on the faculty until the end of the following academic year.

4. Salary Increases.

- (a) It shall be the policy of the University to pay to each member of the faculty a salary commensurate with his (or her) value to the University.
- (b) Every member of the faculty shall be considered for an increase in

salary at least once each biennium. In every case where an increase in salary would require an elevation in rank, that person shall be considered for elevation in rank in accordance with the rules concerning that procedure.

- (c) It shall be the policy of the University to provide a salary increase each biennium to every member of the faculty who merits it. Such a policy will enable the University to obtain and to retain a high-grade young faculty; it will promote esprit de corps among the members of the faculty; it will at least in part compensate for the relatively low salary schedule that prevails. (A young assistant professor starting at the lowest grade should be able to attain the rank of professor after twelve years of service, if he receives the merited salary increase each biennium and if he is promoted in rank after the highest salary for each lower rank has been received for two years.)

5. Definition of "Rank".

The salary-range of any one rank shall not overlap that of the next lower or that of next higher rank. Every elevation in rank shall carry with it the appropriate salary increase. According to this plan a "rank" would specify a particular group of annual salaries. If such a plan is not followed then "rank" has little or no significance. There is the problem of salaries for teachers who have rendered long and acceptable service; the University might desire to reward such a person without giving him the necessary increase in rank which might be considered to entail further salary increases. Such cases should be very rare and such rare increases in salary above those for their ranks would not affect the meaning of "rank."

6. Salaries.

- (a) For a full-time instructor the minimum nine-month salary should be \$1,800.00; the maximum should be \$2,025.00. A person should be permitted to hold the rank of instructor not to exceed five years.
- (b) For a full-time assistant professor the minimum nine-month salary should be \$2,250.00; the maximum should be \$2,700.00.
- (c) For a full-time associate professor the minimum nine-month salary should be \$2,925.00; the maximum should be \$3,375.00.
- (d) For a full-time professor the minimum nine-month salary should be \$3,600.00; the maximum should be \$4,725.00.
- (e) The Committee feels that their proposed salary scale is not as high as it should be, but it is sufficiently high to enable the University to compete fairly well with neighboring institutions. This proposed salary scale should be put into effect as rapidly as possible and it should be effective immediately in the employment of new faculty members, but, to avoid injustice to the present faculty, selection of new faculty members should be made, as far as practicable, in the

lower ranks. It is not intended that the salaries of all present faculty shall be automatically increased to those indicated by their present ranks.

7. Summer School Salaries.

Faculty members retained for teaching full-time during the regular half-semester summer-session shall receive two-tenths of their regular nine-month salaries. Ordinarily more teachers of a department desire summer work than are needed to carry on the summer-session work of that department, and they will be perfectly willing to teach at this lower rate of pay if the regular nine-month salaries are adequate. Every saving and every effort should be made to insure adequate salaries for the nine-month academic year.

8. Sabbatical Leaves of Absence.

After a scale of adequate salaries is in effect, the University should encourage each member of the faculty to apply for a sabbatical leave of absence every seventh year (i.e. after each six consecutive years of service in residence.)

Sabbatical leaves of absence should be granted only to faculty members on permanent tenure. The term of such a leave of absence should not include more than one academic year and the salary of the person on leave should be one-half of his or her nine-month salary. The purposes for which a sabbatical leave of absence may be granted should require the approval of the President of the University. In general a sabbatical leave of absence should be terminated if the person on leave accepts remunerative employment--fellowships and scholarships are not to be construed as constituting remunerative employment.

University rules, now in effect, concerning sabbatical leaves of absence are stated in the form of agreements, namely:

1. "I hereby agree to make to you each three months and at such times as you may desire, reports as to the manner in which this leave of absence, if granted, is employed, and I understand that should I fail to do so the leave of absence may be terminated by you at any time."

2. "I hereby further agree to remain in the service of the University of Oklahoma at not less than my present salary for at least three years after the expiration of such leave of absence. Or in case my connection with the University is terminated by me within said three years, I agree to refund to the University within three months such proportion of the amount paid me for the time included in the leave of absence as the unexpired portion of said three years may bear to the entire three years. In case this application is granted, I will immediately file with the President of the University a surety bond approved by him to the effect that the agreement in this application shall be fully carried out."

The actual increase in the University budget caused by any sabbatical leave of absence would be very small, indeed. Usually it would be possible to employ a temporary teacher with the other half of the annual salary of the person on leave, which teacher would carry the full equivalent of that person's teaching load. Some redistribution of advanced courses among other members of the staff of the department concerned might be required, and, if necessary, a very special course regularly taught only by the person on leave, might be dropped for that one year; such arrangements would cause only minor changes in the schedules of a few students.