

JOURNAL OF THE FACULTY SENATE (Norman campus)  
The University of Oklahoma

Regular Session -- February 13, 1978 -- 3:30 p.m. -- Dale Hall 218

The Faculty Senate was called to order by Dr. Donald Cox, Chairperson.

Present:

Artman	Christian	Gillespie	Joyce	McDonald	Seaberg
Bishop	Coulter	Hackler	Kunesh	Murray	Shahan
Blick	Cox	Herrick	Kutner	Rasmussen	Thompson, Gary
Brown	Crim	Hill	Lancaster	Reynolds	Thompson, Steve
Caldwell	Crites	Hockman	Larson	Rice	Walker
Calvert	Dewey	Hood	Lewis	Rowe	Yeh
Carmack	Foote	Huettner	Lis	Scheffer	

Provost's Office representative: Langenbach

AUOPE representatives: Burger Cowen Guyer James

UOSA representative: Bruton

AGSE representative: Jones

Absent:

Atherton	Braver	Goff	Lee	Saxon
	Davis	Kitts	Merrill	Snell

AUOPE representatives: Campo Timmons

UOSA representatives: Foster Gold Magnus Stillwell

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## APPROVAL OF MINUTES

The Journals of the Faculty Senate for the regular session on January 16, 1978, and the special session on January 30, 1978, were approved.

## ANNOUNCEMENT: Spring meeting of the General Faculty

The General Faculty on the Norman campus of the University of Oklahoma will hold its spring semester meeting at 3:30 p.m., Wednesday, April 26, 1978, in Adams Hall 150.

ACTIONS TAKEN BY PRESIDENT PAUL F. SHARP: Faculty replacements

- (1) Search Committee for VP for Administrative and Financial Services: Professor Hillel J. Kumin recently informed President Paul F. Sharp that, because of recent research project activity, he felt compelled to resign from the Search Committee for the Vice President for Administrative and Financial Services. Accepting Professor Kumin's resignation with regret, on January 23, 1978, President Sharp selected Professor Mary Esther Saxon (included in the Senate slate approved on December 12, 1977) as his replacement on that Search Committee. (See page 2 of the Senate Journal for January 16, 1978.)
- (2) Faculty Appeals Board (Norman campus): On January 25, 1978, President Paul F. Sharp approved the Senate election of Professor Harry Clark to the Faculty Appeals Board (Norman campus). (See page 3 of the Senate Journal for January 16, 1978.)
- (3) Campus Tenure Committee (Norman campus): On January 25, 1978, President Paul F. Sharp selected Professor Albert D. Smouse as the faculty replacement on the Campus Tenure Committee (Norman campus). (See page 3 of the Senate Journal for January 16, 1978.)

## ACTION TAKEN BY SENATE CHAIR: Presidential Search Committee

On February 2, 1978, Dr. Donald Cox, Senate Chair, addressed the following letter to Mr. Thomas Brett, President, Oklahoma University Board of Regents: (See pages 2-5 of the Senate Journal for the special, "executive session" on January 30, 1978.)

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In response to your request of January 19, 1978, the Faculty Senate (Norman campus) has selected its nominees for the Norman campus faculty positions on the Search Committee for the President.

The Senate Executive Committee and Committee on Committees jointly prepared a slate of nominees who are available for the demanding assignment and who enjoy the confidence and the respect of their faculty colleagues. The group assiduously considered minority and women prospects.

At a special session on January 30, the Senate considered the slate submitted by the joint Committee, as well as several nominations (including five women) from the floor. Voting by written ballot, the Senate at that time selected the following six faculty members for the three Norman campus faculty positions on the Search Committee:

Roger Frech (Chemistry)  
 Martin Jischke (Geography)  
 Don Kash (Science & Public Policy)  
 Alex Kondonassis (Economics)  
 Eugene Kuntz (Law)  
 David Levy (History)

Motivated by expectations that the Board of Regents will take favorable action on our request for increased faculty representation on the Search Committee, presented in

my letter of January 23 to you, the Senate concurrently selected the following six additional Norman campus faculty nominees:

Karl Bergey (AMNE)  
James Bohland (Geography)  
Jim Estes (Botany-Microbiology)  
Kenneth Merrill (Philosophy)  
Dwight Morgan (Law)  
Tom Smith (History of Science)

As requested, the vitae of all twelve individuals are enclosed.

The Senate also voted without dissent to express to the Regents its strong endorsement of the seven points discussed in my January 23, 1978, letter to you. We beseech the Regents to give very serious thought particularly to the suggestions of both Senates that faculty representation be increased and that faculty selections be limited to nominations submitted by the respective Faculty Senates.

We assure the Regents of our sincere desire and willingness to work with the Search Committee to be announced on February 15.

As a vital, dedicated, and concerned segment of the University community, the faculty wants to participate as effectively as possible in the very important search process so that this University, under its new leadership, can maintain and perhaps even enhance its traditionally unique role in providing quality higher education to the people of Oklahoma.

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ANNOUNCEMENT: Meeting of Inter-Senate Liaison Committee

The Inter-Senate Liaison Committee (consisting of the officers of the Faculty Senates on the Norman campus and at the Oklahoma City Health Sciences Center) will hold its spring semester meeting on the Norman campus on Thursday evening, March 2, 1978.

ANNOUNCEMENT: "Town meeting" - Norman campus faculty

The Norman campus general faculty will hold a "town meeting" in Dale Hall 128, at 3:00 p.m., on Tuesday, February 14, 1978. Dr. James Bohland will be the moderator of the session that will include remarks by Drs. Donald C. Cox (Senate Chair), Larry Hill, and David Morgan. Dr. Cox urged faculty members to attend this "town meeting" and thus give public evidence of their interest and concern.

FALL (1977) SEMESTER REPORTS: University Councils and  
Publications Board

The following fall, 1977, semester reports of University Councils and the Student Publications Board, were brought to the attention of the Senate:

Fall Semester (1977) Report of the Academic Personnel Council submitted to the Faculty Senate on January 23, 1978, by Professor Doyle Bishop, Chair:

The membership of the Academic Personnel Council for 1977-78 is:

Jack Kanak (Psychology)  
 Harold Huneke (Mathematics)  
 Mary E. Saxon (University Libraries)  
 Leale Streebin (CEES)  
 Miguel Terekhov (Drama)  
 Gene Pingleton (Education)  
 Junetta Davis (Journalism)  
 Robert Petry (Physics)  
 Doyle Bishop (Management) - Chair

The Council has met and adopted rules of procedures for the current year (see below).

To date, the Council has received documents on eight disputed tenure cases. The hearings, which will involve the appearance of 50 persons before the Council, will begin on January 27 and conclude on February 11. Shortly after that date, the recommendations of the Council will be forwarded to the President.

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 December 5, 1977

ACADEMIC PERSONNEL COUNCIL PROCEDURES  
 1977-78

1. Each candidate will be given one hour to present his or her case to the Council.
2. Committee "A" members will be asked to appear separately and to limit their appearance to fifteen minutes.
3. If they wish, candidates may ask the Council to call three extra witnesses in their behalf to appear separately at a later date. The candidate should provide the Council chairperson with the names of the three witnesses to be called as soon as possible after candidate's notification to appear before the Council. The presentation of extra witnesses will be limited to fifteen minutes each.
4. If the candidate wishes, an attorney or other adviser may be present during the time that the candidate presents his or her case to the Council. But the attorney or other adviser may not ask questions or take part in any of the discussion.
5. No transcript of the Council proceedings will be permitted and all discussion, information, or questions either between witnesses and the Council or between Council members will be strictly confidential.
6. Unless called as a witness, no Council meetings will be attended by Administrative Personnel.
7. Council members will not let the candidate know the exact vote of the department, Committee "A," or the Deans in his or her case, only that the recommendations of at least one of the voting parties disagrees with others.
8. Council members of a budgetary unit from which a disputed case(s) arises shall not be present for interviews of candidates or witnesses and must abstain from voting on that case(s).



9. Abstention from voting on recommendation(s) will be accompanied by a statement indicating reason for this action by Council member(s).
  10. Candidates, witnesses, or deans will not be told the recommendation of the Council. The Council recommendations will be transmitted to the President.
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Fall Semester (1977) Report of the Academic Program Council submitted to the Faculty Senate on January 25, 1978, by Professor Ken Merrill, Chair:

The Academic Programs Council met three times during the fall 1977 term. The Council discussed and made recommendations on the following items:

- (1) a proposal to change the name "Bachelor of Liberal Studies/Junior College Option" to "Bachelor of Liberal Studies/Upper-Division Option";
- (2) a College of Arts and Sciences proposal to offer a program leading to the degree Bachelor of Science in Computing Science;
- (3) a College of Education proposal to offer a program called "Professional Studies in Education";
- (4) a proposal from Academic Bulletins to include in the class schedule bulletin courses that have been approved by the University but not yet acted on by the State Regents, subject to deletion in the unlikely event that the Regents do not concur in the University's approval. Given the Regents' schedule, the current policy of not listing unapproved courses has created problems for departments, students, and everyone else connected with registration.

One other item--the question of allowing Economics 1013 (Economic Development of the United States) to satisfy the State Regents' requirement of a course in American history--was referred to the Council late in the fall term. At the request of one of the interested parties, the Council deferred consideration of that question until the spring semester.

As a special project, the Council decided to undertake a study of the problems and opportunities connected with night classes. A subcommittee was appointed to make the study; it will submit a report during the second semester.

Other faculty members:   Prof. Mary Dewey                      Carl Locke  
   V. Stanley Vardys                      Bobbie Biggs  
   Arnulf Hagen                           Bruce Govich  
   Loy E. Prickett                       Jan Seifert

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Fall Semester (1977) Report of the Administrative and Physical Resources Council submitted to the Faculty Senate on January 26, 1977, by Professor Jack F. Parker, Chair:

The Council met five times during the semester. While the Council considered items in addition to those listed in the following report, decisions are still pending and they will be included in later reports.

Following is a summary of the items with which the Administrative and Physical Resources Council was concerned during the Fall Semester 1977:

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Proposal to name the building at 1005 Jenkins (School of Social Work) for Professor James J. Rhyne: On September 15, 1977, the Council voted to recommend that the building housing the School of Social Work be named Rhyne Hall for the first director of the School.

Reorganization of the area of Administration and Finance: On October 4, 1977, the Council approved a plan for reorganizing the area of Administration and Finance according to the suggestions made by President Sharp and Dr. Steve Van Hauen. The new name of this area will be Administrative and Financial Services.

Commemorative Plaques: A plaque was approved to be installed marking the spot of the office in Buchanan Hall where Dr. Roy Temple House brought into being Books Abroad.

A plaque to commemorate the memory of Professor Emilio Amero who painted the mural in Kaufman Hall was approved and installed.

Law Center Memorial: A recommendation was sent to President Sharp that there should be an effort made to find a suitable way of memorializing former Law College Dean Julien C. Monnet and the Class of 1927, but the recommendation indicated that the proposed memorial as submitted was not suitable.

Bicycle Paths: The subject of bicycle paths was discussed at several meetings and information presented as to possible locations. The City of Norman is already involved in several locations of bike paths and the University is working closely with them.

Physical Sciences Center Retrofitting: Retrofitting of the Physical Sciences Center was also a subject addressed by the Council and this will be given high priority.

Energy Resource Center: The Energy Resource Center was discussed at several of the Council's meetings and concern was expressed for its funding. This concern was relayed to Dr. Sharp and Dr. Uehling.

Section 13/New College Funds: This topic was discussed many times and recommendations made that all possible monies be used for energy conservation.

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Other faculty members on the Council include:

Fred Shellabarger (Architecture)	Dortha Henderson (Home Economics)
Gene Braught (Music)	Charles R. Goins (Regional &
Irvin (Jack) White (Science & Public Policy)	City Planning)
Jerry Purswell (Industrial Engineering)	Julia Norlin (Social Work)
	Johnnie Gentry (Botany/Microbiology)

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Fall Semester (1977) Report of the Athletics Council submitted to the Faculty Senate on January 18, 1978, by Professor Catherine Bennett, Chair:

Faculty membership on the Athletics Council:

Catherine Bennett, Chair	HPER
Ronald Coleman	HSC
Clovis Haden	Electrical Engineering
Paul Risser	Botany-Microbiology
Sam Chapman	Political Science
Daniel Gibbens	Faculty Representative to the Big Eight

The Athletics Council gave approval to:

- (1) Athletic Team Schedules
- (2) Athletic Awards for Individual Athletes
- (3) Ticket Prices for Women's Athletic Events

The Council received monthly reports from the Big Eight Faculty Representative Dan Gibbens on current and projected legislation affecting athletics at the University of Oklahoma.

The Council approved two proposals for junior pep organizations: (1) Basketball (men)  
(2) Softball (women)

The organizations in question were funded from monies outside the Athletic Department. The organizations were formed to promote basketball and softball at the University and to interest young people in the sports.

Vice President Morris asked to the Council to make a recommendation concerning the visiting band policy that was coming before the Big Eight faculty representatives meeting. The Council adopted the recommendation of member Daniel Gibbens. The recommendation was forwarded to Vice President Morris and to President Sharp for their consideration as the University's position. President Sharp accepted the recommendation as the University's official position and instructed the Big Eight representative Dan Gibbens to present it at the next Big Eight faculty representative meeting.

Letters were sent to President Sharp and Vice President Morris stating the Council's feelings on Regental action involving \$150,000 allocation for baseball development for the next four years. On November 23, President Sharp indicated he would discuss the matter with the Regents.

Fall Semester (1977) Report of the Budget Council submitted to the Faculty Senate on February 3, 1978, by Professor Rex Inman, Chair:

The Budget Council met 10 times during the fall, 1977. Meetings were regularly scheduled on Tuesday afternoon at 3:30 except during vacation periods.

Items addressed by the Budget Council included the following:

Preliminary Budget for 1978-79. On September 6, 1977, President Sharp asked to meet with Provost Uehling, Interim Vice President Van Hauen, and the Budget Council to discuss the initial budget planning for 1978-79. A preliminary list of mandatory expenditures was presented by Dr. Van Hauen. Provost Uehling presented a request for \$560,000 for programs of excellence in addition to percentage increases of 15% for faculty and staff salaries and 12% for C Budgets. At the following meeting, the Council voted to recommend that the University's budget request for 1978-79 be at or above the level of funding for 1977-78. It was later learned that President Sharp did submit a request to the State Regents for funds in excess of what was requested in 1977-78. Dr. Van Hauen explained that we will base this request on higher graduate-level enrollments, emphasis on research, special needs for the library, inflation, special needs for maintenance and utility funds, and academic programs of excellence.

Review of Budget Allocations for 1977-78. In September, Dr. Van Hauen met with the Council to review the allocations of new money for 1977-78, compared with the Budget Council recommendations for new money allocations. He also reviewed some functional changes in the budget, which moved income from E & G Part I to the Agency Special Accounts to make our budgets more comparable with those of OSU. Since there was very little new money, mandatory needs and the \$30-a-month salary increase were funded primarily through reallocation of funds in vice presidential areas.

Open Meetings. In the past, meetings of the Budget Council have been closed. This year, the Council voted to have open meetings but reserve the right to close the meeting or clear the room for certain matters upon request of any member.

Reorganization of Administrative and Financial Services. In early October, President Sharp met with the Council to discuss a proposed reorganization of the administration and finance area. It was proposed that the area be renamed "Administrative and Financial Services" to emphasize the service aspects of the units contained therein. It was also proposed to keep the area under one vice president but to employ an Assistant Vice President whose duties would encompass most of the operations and service areas. The Council commented on the proposed reorganization at the meeting but did not submit any formal recommendations to the President.

Non-Academic Program Discontinuance. The Council observed a need for a policy and procedure on discontinuance of non-academic programs similar to the policy adopted by the University Regents for academic program discontinuance. President Sharp agreed with the need for such a policy and procedure and appointed an ad hoc committee with Budget Council and Administrative and Physical Resources Council members chaired by Interim Vice President Van Hauen to develop such a document.

Library Funding. The Council noted and commended the efforts of an "ad hoc group of faculty" in obtaining additional funding for the Library.

Tuition Shortfall. The Council learned in early November that the Provost and Vice Presidents were asked to reduce their budgets by specific target figures to make up a shortfall in tuition of approximately \$300,000. The Council asked for an opportunity to discuss this process with the Provost and the Interim Vice President for Administration and Finance. These officers attended a November meeting and explained the sources from which the shortfall was made up. Most areas made up the shortfall by recapturing salaries from vacant positions and pool accounts. The Library, utilities, and fringe benefits accounts were not affected, since these were areas targeted by the Budget Council for funding.

Summer Session. At the meeting regarding the tuition shortfall, Provost Uehling also invited Council input on the Summer Session Budget that was in the process of being constructed. However, the Council did not receive any further information about this topic and has not taken any action to date.

Other Provost Area Topics. The Council briefly discussed several topics with the Provost, including research funding and priority considerations within colleges, effective recruitment of students, and methods for the Council to make its ideas known to the administration. The Council expressed general frustration with the communication of ideas from the Council to the administration and vice versa.

Non-Academic Programs. The Council thought it would be beneficial to schedule visits with the heads of several non-academic areas to learn more about their budgeting and operations. Some departments of interest included Auxiliary Services, Physical Plant, Security, student recruitment, and off-campus learning centers. The Council heard from Bill Churchill, Manager of Auxiliary Services, and Chief Bill Jones, University Security. Although they received considerable information about the operations of these areas, they felt that this was not the most satisfactory method of obtaining information about budgeting, and it was decided to discontinue these meetings.

Procedures. At the end of the semester, the Council was engaged in examining its own procedures and the Council charge in an attempt to determine what the role of the Budget Council is, or should be, in policy making at the University. Several discussions have been held on whether the Council serves any purpose at all, and if it does, how should it go about accomplishing its purposes. This topic is still under discussion.



Fall Semester (1977) Report of the Faculty Awards and Honors Council submitted to the Faculty Senate on January 21, 1978, by Professor Dorothy Fritz, Chair:

Membership on the Faculty Awards and Honors Council consists of the following:

Prof. Paul Anderson, Health Sciences<sup>1</sup>  
Prof. Gail de Stwolinski, Music<sup>2</sup>  
Prof. Lowell Dunham, Modern Languages<sup>3</sup>  
Ms. Sydney Ellison, Student Representative  
Prof. Dorothy Fritz, English  
Prof. Alex Kondonassis, Economics<sup>4</sup>  
Prof. Jack Metcoff, Health Sciences  
Prof. Paul Ruggiers, English  
Prof. Yoshi Sasaki, Meteorology  
Judge Alma Wilson, Alumni Representative

For the spring semester, Prof. Hubert Frings, Zoology, will replace Prof. de Stwolinski, who will be on a sabbatical leave of absence. A replacement for Dorothy Fritz, who will be on sick leave, has not been announced.

Business transacted at the meetings of the Council on September 29 and November 17 included the election of officers, the discussion of guidelines for the selection of recipients of awards and honors, and the approval of five leaves of absence.

Five members of the Council met with President Sharp on October 11, 1977, to discuss ways of achieving an equitable representation on the Council from the Health Sciences Center.

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Fall Semester (1977) Report of the Research Council submitted to the Faculty Senate on January 31, 1978, by Professor Robert L. DuBois, Chair:

1. The Research Council has made recommendations for awards as tabulated in the enclosed mid-year report. Some 58 applications have been considered and 39 awards made for a total of \$30,885.90.
2. A special sub-committee has been established to continue to study possible new programs to be supported by the Research Council.
3. The problem of support for submittal charges for abstracts or manuscripts or for book pre-publication advance payment charges is being considered by a special sub-committee.
4. The Sponsored Research Incentive plan (SRI) has again been funded at the \$100,000.00 level for this year. The Research Council has suggested to the President in a letter that the current SRI support is short of the goals originally set forth by the O.U. Regents. The success of the SRI program encourages the Research Council to ask when the Regents' plan will be fully implemented.

Mid-Year Report  
 UNIVERSITY RESEARCH COUNCIL  
 REPORT OF APPLICATIONS AND AWARDS  
 PERIOD: July - December 1977 (FY 78)

Department/Unit	APPLICATIONS			AWARDS		
	<u>Number*</u>	<u>Faculty</u>	<u>Amount**</u>	<u>Number*</u>	<u>Faculty</u>	<u>Amount**</u>
<b>ARTS AND SCIENCES</b>						
Anthropology	2	2	\$ 327.50	1	1	\$ 77.50
Biological Station						
Botany and Microbiology	1	1	985.00			
Chemistry	8	9	15,549.00	6	7	10,210.00
Classics						
English						
Geography	5	5	2,786.88	3	3	930.00
Geology and Geophysics	2	2	2,765.00	2	2	1,625.00
HPER	1(1)	1	200.00	1(1)	1	200.00
History	3	3	2,405.00	3	3	1,125.00
History of Science	1	1	264.00	1	1	264.00
Home Economics	1	1	413.75			
Human Relations	2(1)	2	1,642.00	1	1	652.00
Journalism						
Library Science						
Mathematics	1	1	933.00			
Modern Languages	3	3	1,415.00	3	3	1,415.00
Philosophy	1	1	1,500.00	1	1	200.00
Physics and Astronomy	4	2	2,225.00	4	2	2,225.00
Political Science	1	1	100.00	1	1	100.00
Psychology	3(1)	3	5,650.00	2(1)	2	1,130.00
Regional and City Planning						
Speech Communication	1	1	1,935.40	1	1	1,935.40
Social Work	1	1	70.00			
Sociology	1	1	1,736.00	1	1	1,736.00
Zoology	2	2	3,638.00	2	2	3,638.00
<b>Totals</b>	<u>44(3)</u>	<u>43</u>	<u>\$46,540.53</u>	<u>33(2)</u>	<u>32</u>	<u>\$27,462.90</u>
<b>BUSINESS ADMINISTRATION</b>						
Accounting						
CEMR						
Economics	1	1	\$ 475.00	1	1	\$ 475.00
Environ. Analysis and Policy						
Finance						
Management						
Marketing						
<b>Totals</b>	<u>1</u>	<u>1</u>	<u>\$ 475.00</u>	<u>1</u>	<u>1</u>	<u>\$ 475.00</u>

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Department/Unit

APPLICATIONS

AWARDS

	<u>Number*</u>	<u>Faculty</u>	<u>Amount**</u>	<u>Number*</u>	<u>Faculty</u>	<u>Amount**</u>
EDUCATION	<u>4(1)</u>	<u>4</u>	<u>4,490.00</u>	<u>1</u>	<u>1</u>	<u>700.00</u>
ENGINEERING						
AMNE						
CEES						
CEMS	2	2	\$ 1,682.00			
Electrical Engr. and Computing Sciences						
Industrial Engineering						
Meteorology	1	1	310.00			
Petrol. and Geol. Engr.						
Totals	<u>3</u>	<u>3</u>	<u>\$ 1,992.00</u>			
ENVIRONMENTAL DESIGN	<u>2</u>	<u>2</u>	<u>\$ 1,648.00</u>	<u>1</u>	<u>1</u>	<u>\$ 448.00</u>
FINE ARTS						
Art	1	1	\$ 500.00	1	1	\$ 500.00
Drama						
Music	<u>3</u>	<u>9</u>	<u>4,432.00</u>	<u>2</u>	<u>4</u>	<u>1,300.00</u>
Totals	<u>4</u>	<u>10</u>	<u>\$ 4,932.00</u>	<u>3</u>	<u>5</u>	<u>\$ 1,800.00</u>
LAW						
INTERDISCIPLINARY DEPARTMENTS, SPECIAL UNITS AND CENTERS, AND ORGANIZED RESEARCH						
Bureau of Gov't Research						
BWERR						
Okla. Archaeol. Survey						
Okla. Biological Survey						
Okla. Geological Survey						
Science and Public Policy						
Stovall Museum						
University Libraries						
Totals						
GRAND TOTALS	<u>58(4)</u>	<u>63</u>	<u>\$60,077.53</u>	<u>39(2)</u>	<u>40</u>	<u>\$30,885.90</u>

\*The number of joint applications/awards (shown in parentheses when more than one department is involved) is included in the department totals.

\*\*The amounts for joint applications/awards are divided proportionally between departments.

Fall Semester (1977) Report of the Board of Student Publications (Norman campus) submitted to the Faculty Senate on January 26, 1978, by Professor Ed Carter, Chair:

The combined accounts for which the Board of Student Publications is responsible continued to show a net operating margin through the fall 1977 semester.

Board members expressed some concern that the Oklahoma Daily advertising volume in the fall 1977 semester was not as great as the same period in 1976. Fred Weddle, Director of Student Publications, reported advertising income of the Daily was down approximately \$12,000.

The recently installed computer/editing system has been enlarged. The computer storage has been doubled to 20 million characters, and the core has been increased from 32K to 96K.

A new design of the Oklahoma Daily was completed in the fall 1977 semester. The redesign included changes in typography, in layout, and in grouping of the news.

An ad hoc committee was formed to study the question of whether to change the days of publication of the Oklahoma Daily to Monday through Friday instead of Tuesday through Saturday. The board is expected to act on the ad hoc committee's recommendation during the spring semester.

(Dr. Roy Male is the only Norman campus Faculty Senate representative)

REMARKS BY DR. DONALD COX, SENATE CHAIR

Dr. Donald Cox, Senate Chair, commented on the following topics:

(1) Presidential Search Committee: To date, there has been no response from the Regents to the Senate Chair's letter of February 2 to Regent Brett. (See pages 2-3 of this Journal.)

Formal announcement of the Search Committee is scheduled for Wednesday, February 15. The initial meeting of that Committee will follow on February 16 in Norman.

(2) Remaining sections—Faculty Personnel Policy: Dr. Cox reported that the Senate Executive Committee had recently completed its deliberations with Provost Barbara S. Uehling regarding the College/Departmental Administration and the Distinguished Professorships Sections of the Faculty Personnel Policy. (See pages 5 and 6 of the Senate Journal for December 12, 1977.) The Chair expressed his feeling that the Senate "will be pleased with results of those negotiations. Most of the Senate's recommendations have been incorporated either in toto or at least in part." The recommendations have been sent to President Sharp. His response is expected momentarily.

(3) Proposed Provost's Task Force - Future of the University: The Senate Executive Committee has endorsed the concept of the task force proposed by Provost Barbara S. Uehling recently to consider long-range educational goals for this University.

Inasmuch as the Provost is authorized to appoint such a task force herself, further clarification is being awaited from her concerning the appropriate role of the Senate and/or its Executive Committee in supplying any faculty nominations.

(4) Faculty Evaluation of Norman campus chairs: At her last meeting with the Senate Executive Committee, Provost Barbara S. Uehling reported that revised evaluation forms will be distributed shortly to all Norman campus faculty for the periodic faculty evaluation of department chairs on the Norman campus. Dr. Bernard McDonald, Chair of the Senate ad hoc Committee that studied this question last year, commented that the form to be distributed soon has been slightly modified this spring after the initial use a year ago.



(5) Presidential ad hoc Committee - Financial crisis, OMU: President Paul F. Sharp has recently appointed an ad hoc Committee to study the financial crisis facing the Oklahoma Memorial Union, because of the scheduled shift of student activity fee subsidy from the Union to the student recreation center. Dr. Bernard McDonald, Senate Chair-Elect, is the Senate representative on this Committee that includes administration, faculty, student, staff, and alumni representatives. The Committee is concomittantly studying ways of effecting greater use of the Union.

#### ELECTION OF FACULTY REPLACEMENTS

The Senate selected the following faculty replacements to fill current vacancies:

Faculty Awards and Honors Council: (Regents' Teaching Award)

Richard Nostrand (Geography) and  
Edith Steanson (Education)  
(replacing Dorothy Fritz, 1975-78)

Faculty Advisory Committee to the President:

Roger Babich (Communication)  
(replacing Larry Canter, 1976-78)

Computer Advisory Committee:

Robin Crickman (Library Science) and  
Robert Morris (Mathematics)  
(replacing Donald Hurst, 1977-80)

REPORT ON LOCUS: Gary Bruton, Executive Director

Mr. Gary Bruton, a UOSA representative to the Faculty Senate and Executive Director of the League of Oklahoma College and University students (LOCUS), reported on the philosophy and the activities of LOCUS.

Attempting to represent the approximately 50,000 students enrolled in state colleges and universities throughout Oklahoma, LOCUS strives to present student viewpoints and concerns to the Legislature and the State Regents. As a tax-exempt organization, LOCUS is not legally a lobbying group and is primarily supported by student contributions. At present, approximately 8 state institutions are involved in such LOCUS activities as the January 28, 1978, meeting on the Norman campus.

Mr. Bruton stressed the need of faculty support of LOCUS at every state institution. He urged Norman campus faculty members to send individual letters of appreciation to State Senator Herschal Crow (Altus) for his recent efforts to increase by \$7 million next year's appropriation for higher education.

#### Proposed Graduate Assistant Handbook

Background Information: On December 12, 1977, the Senate considered a draft of the proposed Graduate Assistant Handbook that had been prepared by a committee representing the faculty, graduate students, and the Provost's Office. At that time, the Senate voted to solicit pertinent reactions from department chairs on the Norman campus to be subsequently reviewed by a Senate ad hoc committee. (See page 3 of the Senate Journal for January 16, 1978.)

The Senate Committee consisted of Profs. Thomas J. Hill (Mathematics), Chair; Susan Caldwell (Art); and John Seaberg (Education).

The following report of that Committee was distributed at the February 13 Senate meeting:

February 6, 1978

Responses were received from only ten academic units on the campus. General comments were favorable, with a number of respondents commending the thoroughness of the Handbook. A few concerned that the document may be too rigid and too redolent of a bureaucracy.

Specific responses are listed below; those marked with \* are those that the ad hoc committee felt most likely to call for some change, however minor, in the wording of the Handbook.

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II. A. "E & G Part I Appointments"

- \* The second paragraph under Eligibility and Appointment contains the sentence "Notification of appointment should be in the form of a letter." One respondent suggested that the phrase "from the department administrator" be added to the sentence.

The second paragraph under Performance Reviews begins with the sentence "The person to whom the graduate assistant is responsible has the primary responsibility for reviewing the graduate assistant's performance." One respondent felt the following sentence should be inserted immediately after the one above: "Information collected for review of the graduate assistant should be submitted to the administrator of the academic unit."

II. C. "Maximum Number of Appointments"

Several respondents objected to the fact that the six hours' enrollment figure for doctoral students would permit a doctoral student to continue for as many as five years beyond the master's degree. (The committee felt, however, that the final sentence of this section, permitting academic units to set stricter limitation, takes care of this objection.)

II. D. "Work Load and Enrollment Requirements"

The Art Department points out that equating .50 FTE with a teaching load of two three-semester-hour courses does not take into account such special cases as studio courses that for three hours' credit meet actually nine hours per week. (The committee notes that the document contains the phrase "or equivalent," which may permit departments to work out an acceptable equivalency formula for special cases.)

The document states that "six semester hours will be the minimum number of credits in which a graduate assistant must be enrolled . . ." One respondent found it confusing to have the 6-hour figure here when in an earlier section (II. C) 9 hours was cited as the "normal" enrollment figure for a master's degree student. This means apparently that, if a master's degree student opts for the minimum six-hour enrollment figure each semester, he will not be eligible for appointment for every semester of his work.

Another respondent felt that "two hours of dissertation credit" should be specified as the equivalent of six hours of course work.

II. J. "Termination Before End of Contract and Appeals Procedure"

- \* One respondent remarked that "Dean of the College" to whom notice of termination is to be sent needs clarification. Specifically, does "Dean" refer to the Dean of the Graduate College or of the College of the academic department?

Several took exception to the stipulation that notification of unsatisfactory performance be made "in the presence of at least one faculty member." It was suggested that this phrase be replaced by the phrase "both orally and in writing."

IV. A. "Benefits"

- \* One respondent felt that specific references to Blue Cross/Shield should be deleted since contracts are negotiated with different companies from time to time.

IV. B. "Additional Benefits for Graduate Assistants"

- \* One respondent said that the first sentence under Tuition Waivers should be changed to read: "All graduate assistants, regardless of budgetary identity of their compensation, are granted a waiver of out-of-state tuition fees if their appointment is 0.25 FTE or more." His point apparently is that such waivers are not restricted to those whose appointments are against E & G Part I budgets as the document presently states.

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Senate Action: Dr. Hill, ad hoc Committee Chair, reported that, in that Committee's opinion, the only substantive comment (mentioned by three chairs) offered was the one regarding the stipulation that notification of unsatisfactory performance be made "in the presence of at least one faculty member." (II. J, "Termination Before End Of Contract and Appeals Procedure")

Following some discussion of II. C ("Maximum number of appointments"), Dr. Shahan moved that this matter be tabled until the next Senate meeting. The Senate rejected the tabling proposal.

Dr. Rice then moved that the Handbook draft be approved and that a copy of the ad hoc Committee's report also be forwarded to the President as additional information. With two dissenting votes, the Senate approved the motion.

As approved by the Faculty Senate, the draft of the proposed Graduate Assistant Handbook reads as follows:

February 14, 1978

DRAFT: Graduate Assistant Handbook

(Approved by the Faculty Senate (Norman campus) on February 13, 1978)

DRAFT: Graduate Assistant Handbook, University of Oklahoma

I. The general purposes of the University of Oklahoma are contained in the following mission statement:

The University of Oklahoma performs the following functions: 1) both lower-division and upper-division undergraduate study in a number of fields leading to the bachelor's or first-professional degree; 2) graduate study in several fields of advanced learning leading to the master's degree; 3) graduate study in selected fields leading toward the doctor's degree; 4) organized basic research; and 5) statewide programs of extension study and public service. Also, to the extent resources are available, the University is authorized on a limited basis to carry out programs and projects on a national and international scale.<sup>1</sup>

## A. Graduate Programs

A list of the areas in which Master's and Doctoral degrees are offered, as well as general program requirements, are found in the Graduate Bulletin.

## B. Graduate Student Employee Categories

The four categories of graduate student employees are Graduate Teaching Assistant, Graduate Teaching Associate, Graduate Research Assistant, and Graduate Research Associate. Appointment and stipend are determined on the basis of academic background, prior experience, scholarship, service requirements, and general potential, as follows:

Graduate Teaching Assistant. A graduate student on stipend whose primary academic responsibility is in an instructional capacity. Services provided by a Teaching Assistant may include classroom/laboratory teaching, counseling students, proctoring examinations, grading papers, and providing general assistance in the instructional process. Teaching Assistants may occasionally conduct research as part of their service requirement.

Graduate Teaching Associate. A graduate student on stipend whose primary academic responsibility is in teaching or an instruction-related activity, although Teaching Associates may also occasionally conduct research as part of their service requirement. Appointment and designation as a Teaching Associate normally implies advanced academic status and substantial prior college or university teaching experience.

Graduate Research Assistant. A graduate student on stipend whose primary responsibilities are other than teaching. Services provided by a Research Assistant may include assisting faculty members in a research or creative activity, serving as an administrative assistant (and/or intern), developing and evaluating instructional materials and/or curricula, providing instruction-related services, or assuming responsibility for a designated research area. Research Assistants appointed on externally funded research activities (E & G Part II budget) may assist faculty members in the completion of contracted research and development activities and may be assigned responsibility for independent completion of portions or all of specific research contracts, for preparation of required reports and proposals, and for supervision of other research personnel.

<sup>1</sup>Adapted from Oklahoma State Regents for Higher Education, Oklahoma Higher Education: A State Plan for the 1970's: Revision and Supplement, April, 1976, p.66.



Graduate Research Associate. A graduate student on stipend with demonstrated research or creative ability. This title normally implies advanced academic status or considerable experience in research or creative activities. Responsibilities and stipends are at a level comparable to those assigned to a Graduate Teaching Associate.

Hereafter, graduate student employees in any one of these four categories will be referred to as graduate assistants.

## II. EMPLOYMENT AND ENROLLMENT POLICIES

Most graduate assistant salaries originate from two educational and general budgets. Most teaching assistant salaries fall into the category of E & G Part I monies, which are internal funds. Most research assistants are funded from E & G Part II monies. These are so-called "soft" monies generated by research programs and are awarded by institutions outside the University community.

This division of funding necessitates a division of policy in many areas and in particular in the areas of eligibility, appointment, performance review, and reappointment.

### A. E & G Part I Appointments

Eligibility and Appointment. Each department is responsible for establishing policy and determining criteria for consideration of applicants for graduate assistant appointments, reappointments, and advancement. Copies of departmental policy and original appointment criteria should be provided to each student or prospective student applying for assistantship consideration. Generally, original appointment criteria are referenced to academic status, prior experience, accomplishment and potential in the field, and promise as a teacher or researcher.

Notification of appointment should be in the form of a letter. The notification must contain information about the appointment period, compensation, expected duties, and the person(s) to whom the graduate assistant will be responsible. In addition, it may be appropriate to include information about hours of work per week, enrollment requirements, out-of-state tuition waiver, teaching and/or research load, specific duties, review procedures, summer employment, and the availability of other financial support.

Teaching appointments are made for an academic year or for one semester and should be made no later than May 1 for the fall semester and December 1 for the spring semester. Because of budgetary and/or enrollment considerations, some teaching appointments may be made later. The starting dates and duration of research appointments will vary according to the availability of funding.

Performance Reviews. Departments are responsible for planning, implementing, and evaluating programs designed to strengthen the teaching and/or service effectiveness of graduate assistants. Referenced to the program guidelines and evaluative criteria employed, departments are responsible for the periodic review and evaluation of services rendered by the graduate assistant and for communicating the substance of such reviews to the individual concerned.

The person to whom the graduate assistant is responsible has the primary responsibility for reviewing the graduate assistant's performance. The University Regents require each college to implement a procedure for student evaluation of teaching performance. In the case of teaching assistants and associates, student evaluation forms, available in the College office, serve as one of the several inputs in the evaluation process and can provide constructive information toward improved performance. Graduate assistants are encouraged to develop their own evaluation instruments, in addition to the required evaluations, and administer them periodically to isolate strengths and problem areas.

Reappointment. Contingent on the availability of funds, reappointment is based on satisfactory progress in the academic program of study and satisfactory performance as a graduate assistant. The criteria for both should be available to the graduate assistant before the appointment period begins.

Teaching Assistants and Associates with satisfactory academic progress and job performance making application for reappointment should be notified no later than May 1 of the spring semester regarding status for the next academic year.

#### B. E & G Part II Appointments

Eligibility and Appointment. Each project director/principal investigator is responsible for establishing the appropriate qualification requirements and the criteria for considering and evaluating graduate research assistant appointments, reappointments, and advancement. In some departments, these responsibilities may be exercised through joint departmental policy and procedure. In most instances, however, the decisions concerning graduate student employment are made directly by the primary project director. Notification of appointment should be made in the form of a letter or through a copy of the official appointment papers. Notification should contain information regarding appointment, compensation, and the time and commitment involved. In addition, it may be appropriate to include information about the hours of work per week, enrollment requirements, specific research responsibilities, review procedures, probability of summer employment, any explicit commitment by the principal investigator or the department for continuing support beyond the period of that contract, and the availability of other financial support.

The starting dates and duration of the specific research appointments will vary according to the availability of external funding, and it may be appropriate to inform the student of the probable projection for future contract support.

Performance Reviews. Principal investigators are responsible for reviewing and evaluating the services rendered by graduate research assistants and communicating the substance of these reviews to the individuals concerned.

Reappointment. The continuation of any research appointment is strictly limited by the continuing availability of external funds to support that program. Beyond that, it is necessary to recognize that the faculty project director frequently undertakes a major commitment for completion and submission of specific research or development results. In these instances, the evaluation of a graduate research assistant's performance must be measured against the requirements and expectations of the supporting grant, and the project director must consider the effectiveness of the graduate assistant's contribution to the program objectives, along with the student's personal academic progress in determining whether to continue, to reappoint, or to terminate a graduate assistant at any point.

Where the initial offer and appointment of the student is done at the collective behest of the department, the department should normally assume responsibility for providing alternative appointment opportunities unless it can be clearly demonstrated that the student is unable to fulfill the requirements at the level originally expected or demanded.

#### C. Maximum Number of Appointments

A graduate assistant appointed against either budget pursuing a Master's Degree may not be appointed for more than the number of semesters required to complete the degree, assuming nine hours of enrollment per semester. A graduate assistant pursuing a Doctor's Degree may not be appointed for more than the number of semesters required to complete the degree, assuming six hours of enrollment per semester. If an academic unit sets stricter limitations on the number of appointments, the information should be made available in writing at the time of application or reappointment.



#### D. Work Load and Enrollment Requirements for Academic Year Appointments

Because one of the primary purposes of a graduate assistant appointment is to aid the student in the successful completion of an academic program, graduate assistants may not be appointed for more than half-time (.50 Full-time Equivalent) employment, unless special permission is obtained from the appropriate budget dean and the Provost. A .50 FTE appointment normally indicates that twenty hours per week be devoted to stipend responsibility including time spent in the classroom or laboratory, preparation, office hours, and the like. Considered in terms of course teaching assignments, a .50 FTE indicates an average of six classroom contact hours -- two, three-semester-hour courses, or the equivalent, in the fall and spring semesters, respectively, and one, three-hour course or its equivalent, in the summer session. Graduate assistants are sometimes appointed at .25 FTE at the discretion of the department.

The overriding concerns for determining course enrollment are that the graduate assistant makes satisfactory progress toward a degree, as determined by the academic unit, and that the enrollment realistically reflects the magnitude of faculty effort and academic services provided to the student. Six semester hours will be the minimum number of credits in which a graduate assistant must be enrolled in order to be eligible for graduate assistant designation and stipend consideration. Any exceptions to the minimum enrollment will be made by the Provost.

#### E. Compensation

There is a significant range in graduate assistant stipends across the University. Some of the variance is explained by the unique needs of the academic units and particular responsibilities of the graduate assistants, but some is explained only by the availability of funds and specific priorities of the academic units. It is a goal of the University to make graduate assistant stipends competitive with those offered in the same disciplines at comparable state universities.

Graduate assistant stipends are treated as wages and taxable under IRS Code Section 117 and are subject to normal withholding taxes. Under some conditions, stipends paid Research Assistants and Associates appointed through an externally funded account may be tax exempt. An official form must be filed for each such appointment through the office of the Vice Provost for Research Administration.

The tax liability of all graduate assistant stipends is not, however, a closed issue. It may be possible in many circumstances for a recipient to claim exemption from the tax on this income. In this regard, the assistant is advised to seek tax counsel. Except as noted above, an exemption must be based upon a tax refund claim. Where teaching fulfills a department requirement for a degree, the department chair will issue, upon request, a statement concerning this requirement and the nature and extent of the student's employment for substantiating the tax refund claim.

#### F. Pay Schedules

Effective with the 1977 Fall Semester, graduate assistants whose duties conform to normal academic semester/year calendars may be appointed on either a ten (10) month or a nine (9) month appointment base. The purpose of this option is to allow individual students greater flexibility in scheduling their contractual obligations and to avoid the potential conflict with University regulations that may occur under the 10-month contract if a student holds a University (or State) summer appointment through August.\*

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\*University Policy states that no faculty member (or other University/State employee) may hold appointments which reflect more than a total of 1.0 FTE in any pay period.

It is the responsibility of the unit employing a graduate assistant to check with the student regarding his/her employment status and ascertain the student's preference for a 10- or 9-month appointment schedule, if the 9-month schedule is not already mandated by the 1.0 FTE maximum. The selected method of payment should be indicated on the appointment form under the REMARKS section and will remain in effect until the end of the appointment period.

Ten-Month Option. Fall semester appointment dates are August 1 through December 31; spring semester appointment dates are January 1 through May 31. Academic year salaries are paid in ten (10) equal payments; semester salaries are paid in five (5) equal payments.

Nine-Month Option. Fall semester appointment dates are September 1 through January 15; Spring semester appointment dates are January 16 through May 31. Academic year appointment salaries are paid in nine (9) equal payments. Semester salaries are paid as four (4) full months and one (1) half month (January).

Salary rates for graduate assistants appointed on these schedules will be reported on dollars-per-semester or dollars-per-academic-year basis.

#### G. Non-Academic Calendar Appointments

Graduate assistants whose duties do not necessarily conform to the normal academic semester/year calendars will be appointed on a twelve (12) month appointment base with starting and termination dates defining the actual period of employment. The majority of these appointments will be against E & G Part II funds; however, the 12-month appointment base may also be used for irregular appointments against E & G Part I funds.

It is the responsibility of the employing unit to ensure that the student's total employment does not violate University regulations regarding maximum 1.0 FTE appointments and other University guidelines for graduate student employment.

Salary rates for graduate assistants appointed on this schedule will be reported on a dollars-per-calendar-year basis.

#### H. Summer Appointments

The availability of summer appointments varies considerably between departments and from year to year. Departments should publicize the number of appointments available early in the preceding semester and inform all graduate assistants of the criteria which will be used in allocating them among qualified applicants, e.g., years of experience at OU, financial needs, teaching evaluations, position in the academic program, grade-point ratio, etc. Summer term appointments should be made by March 15 for all positions expected open. Later appointments may be made where new positions become available. Each academic unit should establish its normal enrollment requirements. A student must be enrolled in three hours of course work or thesis or dissertation research in order to be designated as a graduate assistant and receive a stipend.

#### I. Absence from Service

The department will honor, with pay, a reasonable absence for good cause from service responsibilities. The graduate assistant will be responsible for notifying the departmental office of the absence and, when possible, for assisting in obtaining a replacement or rearrangement of duties. An excessive period of absence may be cause for termination before end of contract.

#### J. Termination before End of Contract and Appeals Procedure

E & G Part I Appointments. If the performance of duties does not meet the requirements which have been given to the graduate assistant in the respective department, the department chair, course coordinator, or project director shall so advise the graduate assistant in the presence of at least one faculty member. An attempt should be made to work with the graduate assistant in improving his/her performance before action toward termination is begun by the department.

Where grounds exist for the termination of appointment prior to the end of the contract period, notice should be given in writing to the graduate assistant, and a copy of the notice sent to the Dean of the College and the Provost. The notice should specify



the reasons that termination is requested. These must fall under the category of:

1. Academic misconduct;
2. Misconduct in instructional or research duties;
3. Inadequate performance in instructional or research duties;
4. Incapacitation of the graduate assistant for an excessive period of time.

Upon receipt of the notice, the graduate assistant may request a hearing before the Appeals Board (outlined below) within the following two-week period. Beyond that period, he/she will have waived the hearing and the termination will become effective.

Unless gross misconduct exists, which warrants immediate suspension, the graduate assistant will continue in his/her regular duties up to the date of the hearing.

For each academic year, an appeals board will be constituted by two faculty members chosen by the Faculty Senate and two graduate assistants chosen by the Provost from the appropriate student organization. A representative from the Provost's Office will serve and vote in case of a tie. This board is given the authority to decide in matters of:

1. Termination requests by departments;
2. Grievances of graduate assistants.

The decisions made by the Appeals Board will be considered as recommendations to the Provost who has final responsibility for such employment concerns.

E & G Part II Appointments. Appointments on externally funded projects may be terminated whenever funding is withdrawn or the project director is less than satisfied with the graduate assistant's performance. Due to the unique nature of Part II Appointments, e.g., deadlines and other contractual obligations of the outside agency, the appeals procedure as outlined above for Part I Appointments does not apply.

### III. INSTRUCTIONAL ROLE FOR TEACHING ASSISTANTS AND ASSOCIATES

The range and specificity of duties performed by Research Assistants and Associates vary so much that a general role description is impossible. Graduate assistants who have a research appointment should consult with the Chair or Director of the academic unit or the principal investigator of the research project to learn the specific duties and expectations associated with the appointment. The remainder of this section is generally descriptive of teaching appointments.

#### A. Orientation

The Provost's Office sponsors a university-wide workshop of a general nature for graduate assistants in the fall. The major thrust of the Provost-sponsored workshop is to orient the new assistant to the University, but attendance is not limited and many in-service graduate assistants and faculty can expect to derive benefits from attending.

In order to acquaint the new graduate assistant with the specific responsibilities and expectations of the academic unit in which he/she will work, academic units should provide graduate assistants with an orientation program and subsequent follow-up activities.

The practice of graduate assistants' participating and voting in faculty meetings and providing service and being given voting rights on committees varies among the academic units. The graduate assistant should be apprised of the respective policies of his or her academic unit.

#### B. Supervision of Teaching Assistants and Associates

Many times new graduate assistants will have had previous teaching experience at some level, in addition to their academic preparation. On the other hand, there are

many instances in which a graduate assistant has had no previous teaching experience. In these cases, an apprenticeship program normally involves responsibilities progressing from a closely supervised experience to one of optimum independence. Teaching loads or teaching/research responsibilities should be commensurate with the background and experience of the individual concerned.

In all cases, the graduate assistant status calls for consultation and guidance from those with more teaching experience and academic preparation. The Chair or Director of the academic unit designates one or more persons to coordinate the graduate assistants or performs the supervisory duties him/herself. Supervisory duties include periodic observations of the graduate assistant's teaching and meetings to discuss those observations. Consultations regarding grading, examinations, and other facets of teaching should be held whenever necessary. Occasionally, the graduate assistant coordinator may be called on to assist graduate assistants in resolving disputes concerning evaluation or misconduct of the graduate assistant's students.

### C. Instructional Procedures

Academic unit policies establishing course requirements for classes taught by graduate assistants range from having them follow an outline to allowing the assistant complete control of course content.

Course requirements: It is expected, as a matter of good teaching practice, that the graduate assistant will provide a general orientation to his or her students. Such an orientation would, in most cases, include the course title and appropriate identifying numbers, information regarding prerequisites, texts, testing, grading, class assignments, academic dishonesty, and other expectations for the course or laboratory section. A syllabus containing such information should be published and distributed to students at the beginning of the term.

Grading: Responsibility for determining final grades in courses or labs taught by graduate assistants usually rests with the assistant. However, as in many other areas, exceptions can be expected depending on the published policies of the academic unit.

Official class lists and grade reporting: An official class list of those enrolled will be distributed to graduate assistants and up-dated as the semester progresses in order to reflect changes in enrollment. A final class list designed for the reporting of grades is distributed at the end of the semester. Accompanying this final list are standard instructions for reporting course grades to the academic records unit of the University.

Posting of Grades. The United States Office of Education has held that the posting of grades by social security number or by code number is prohibited under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Graduate assistants and other faculty should make inquiry as to whether any student wishes to have his/her grades posted and should receive acknowledgment of the same in writing. Although this is an extremely burdensome procedure, it is exactly what is required. No general waiver or release may be executed in lieu thereof.<sup>1</sup>

Office hours: Graduate assistants should announce and post a schedule of the office hours when they will be available for student conferences. The office of the academic unit should be notified of the office hours. Where possible, special appointments should be considered to meet the needs of students whose schedules conflict with the posted times.

### D. Instructional Resources

Texts and materials: Each academic unit has the responsibility to provide desk

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<sup>1</sup>Written correspondence with O.U. Legal Counsel, 10-17-77

copies of texts, manuals, and other standard course materials to graduate assistants well in advance of the beginning of the term. Since many assistants arrive on campus only a short time before the term begins, the coordinator of graduate assistants for the academic unit should assure that such materials are available to facilitate instructional planning.

Work space: Each academic unit should provide graduate assistants with adequate office space to conduct their work-related activities. Such office space should include a desk and access to the appropriate supplies necessary to fulfill the instructional responsibilities. Special attention should be given to the security of materials, which in most cases means desks and/or offices should be equipped with locks.

Library: Graduate students are allowed a four-week check out period for materials as compared to a two-week period for undergraduates. Graduate assistants, like regular faculty, may put books on reserve for their students.

Secretarial assistance: The availability of secretarial assistance for the preparation of work-related materials such as class handouts, study guides, tests, etc., and the use of Xerox and duplicating machines for these purposes, varies from department to department. Each academic unit should consider providing whatever assistance in such matters it deems reasonable. Each unit's policy regarding the nature and extent of secretarial assistance available to graduate assistants should be clearly stated during the orientation.

Media: At the present time, media aids are available primarily through the academic unit to which the graduate assistant is attached. However, several services are available to assistants to facilitate the production of slides, film strips, and other graphics. The College of Education Instructional Service Center provides such services at no charge to units in the College of Arts and Sciences and the College of Education. These services are available to other units on an "at cost" basis. The University Press Copy Centers also provide services in this general category. The extent to which graduate assistants may utilize these services depends again on the budget and policies of the academic unit and should be clarified in the orientation.

Computer services. Test scoring, data analysis, and other research functions are important services available to graduate assistants from the Merrick Computing Center. Policies regarding the nature and extent of graduate assistants' access to these services vary depending on the academic unit involved and should be clarified during orientation.

#### IV. BENEFITS AND FINANCIAL ASSISTANCE

There are some benefits that apply to all graduate students and additional ones that result from employment as a graduate assistant. In order to delineate clearly between these two levels of benefits, they are discussed separately in the following paragraphs.

##### A. Benefits for all Graduate Students

Library. Graduate students are allowed a four-week check-out period for materials as compared to a two-week period for undergraduates.

Placement Services. The University of Oklahoma Placement Services is a centralized placement office designed to help all students and alumni of the University in career planning, development, and professional employment after graduation. To be eligible for placement services, a student must have completed 12 semester hours at the University of Oklahoma. For additional information, contact the Placement Office at 905 Asp Avenue.

Veterans' Benefits. To obtain full benefits, the graduate student must be enrolled in 9 hours or 2 hours of thesis or dissertation. For additional information, contact the Veterans' Office in Buchanan Hall.

Fee Waivers. There are a limited number of scholarships available which will normally be the equivalent of the general and non-resident fees. At least fifty percent of these scholarships are awarded on the basis of need but others are awarded on



scholarship and graduate assistants are encouraged to apply. Applications for such scholarships should be addressed to the Dean of the Graduate College, University of Oklahoma, and arrive no later than March 1. The student must file an application each year to be eligible for reconsideration for the scholarship.

Industrial and Special Fellowships. There are a number of industrial and special fellowships available each year. Information on these can be obtained from the Graduate College.

Financial Aids Program. The Office of Financial Aids administers the Financial Aids Program at the University of Oklahoma. The program has a dual purpose: first, to provide financial assistance to qualified students who could not otherwise finance their education; second, to offer budget counseling.

Fellowship programs for graduate students are administered through the Graduate College. The Office of Financial Aids administers loan programs and work-study programs for graduate students. Loan programs available are: National Direct Student Loans, Guaranteed Loans, and Lew Wentz Foundation Loans.

Eligibility for the University Work-Study Program is restricted to full-time students in good standing or those who have been accepted for full-time enrollment who reflect need on their financial aid applications. Work-study eligibility does not guarantee the student employment. The student must report to Personnel Services to complete an application for employment and to be assisted in locating employment. In some cases, this employment may be as a graduate assistant.

To be eligible for financial assistance at the University of Oklahoma, a student must have been accepted for enrollment at the University. Priority for loans is established by the date that applications are received by the Office of Financial Aids. Students interested in the Work-Study Program for the fall semester should arrange an interview with the Office of Financial Aids early in the preceding spring semester.

For specific information on the financial assistance program, the student should contact the Office of Financial Aids, Room 302-D, 650 Parrington Oval.

Graduate Counselors in University Dormitories. These appointments are on a half-time basis for the academic year and permit enrollment in the Graduate College for a maximum of twelve hours. Applications should be addressed to the Director of Residential Programs before June 1.

Health Services. Goddard Health Center is a fully equipped, on-campus facility containing a 54-bed hospital, out-patient clinic, and emergency room, mental health clinic and pharmacy. All students who are enrolled in the University and who have paid their health fee are eligible for in-patient and out-patient services when ordered by a staff physician for treatment of acute illness and injury. Full-time gynecological services are available by appointment. Charges will be made for interpretation, procedures, and tests not performed in Goddard Health Center, non-acute conditions, physical examination, prescriptions, and other pharmacy charges. Students receive a 25% discount on prescription items purchased from the health center's pharmacy.

Full-time graduate students (those enrolled in 9 hours of course work or 2 hours of thesis or dissertation) are eligible to enroll in the Student Health Care Program through Blue Cross and Blue Shield of Oklahoma. The yearly fee in 1976-77 ranged from \$43.32 for the single student to \$216.90 for the student with one or more dependents (with maternity benefits). For information on the coverage, contact the University of Oklahoma Student Association offices in Hollomon Hall.

Tickets to Athletic Events. A priority system has been established for the purchase of student season and Texas football tickets which is based on the number of hours earned at the University of Oklahoma. Graduate students with 90-130 hours at the University may purchase tickets the first day provided they are enrolled as full-time students (A full-time graduate student is defined as one enrolled in 9 hours, except those enrolled in 2 hours of thesis or dissertation are also classified as full-time students.).



Full-time graduate students with over 130 hours at the University may purchase tickets on the second day. The entering full-time graduate student, with no work at the University of Oklahoma, has the same ticket priority as the entering freshmen and may purchase tickets on the next to last day. All part-time students purchase tickets on the last day.

Reduced student prices on season basketball games are available on a non-priority basis. There is also a special student price on a ticket covering all sports, except football and basketball.

#### B. Additional Benefits for Graduate Assistants

Tuition Waivers. All graduate assistants who are on one-fourth time appointment or more against an E & G Part I budget are granted a waiver of out-of-state tuition fees. Furthermore, students with graduate assistant appointments for both semester of an academic year are granted a waiver of the out-of-state tuition for the following summer session.

An out-of-state student with a graduate assistant appointment for the first semester but not for the second semester must pay out-of-state tuition for the second semester. Under certain conditions, students may establish state residency after one year on the campus. For information on this policy, the student should check with the Resident Classification Section of the Office of Admissions and Records.

Parking. Graduate assistants may purchase a graduate assistant decal each year which entitles them to park in any metered commuter parking lot without paying the hourly rate.

The graduate assistant decal plus a gate card allows parking in any gated parking area. Gate cards are issued to some graduate assistants on a ratio basis. (e.g., In 1976-77 in one department the ration was 1 to 4, that is, one gate card for each four graduate assistants.) The decision on who gets these cards is left to the Chair or Director of each academic unit.

#### Student Health Care Program through Blue Cross and Blue Shield.

Graduate students who are not graduate assistants must be enrolled in 9 hours of course work or 2 hours of thesis or dissertation in order to qualify for this program. Graduate assistants enrolled in only six hours are eligible to participate in this program.

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#### ACADEMIC TITLES: Temporary Faculty

Background Information: On December 1, 1977, President Paul F. Sharp addressed a joint request to both Faculty Senates for their reactions to the following proposal:

"The proposal is that temporary faculty be appointed with either modified or unmodified titles as recommended by the academic unit. This would replace the current practice of using only modified titles. It would apply to both full and part-time appointees.

"The current personnel policy accommodates two categories of faculty. The first is the tenure-track appointment. Appointments are either term or continuous. During the probationary period, they are term. After the awarding of tenure, they are continuous.

"The other category of faculty for which the personnel policy makes provision is the temporary one. All temporary appointments are non-tenure track and include titles such as instructor, lecturer, preceptor, or such qualified titles as visiting, adjunct, clinical, or acting. Some of these full-time people, as well as some part-time faculty members, would be much better satisfied with non-modified titles. Currently the part-time faculty may not even be temporary, but they are re-employed year after year."

On January 4, 1978, this matter was referred to the Senate Committee on Faculty Welfare for study and an appropriate recommendation. The Senate Executive Committee also considered this question at its monthly meeting on January 31.

Senate Action: Professor Joyce, Chair of the Senate Committee on Faculty Welfare, reported the receipt of input from the College of Engineering, the College of Arts and Sciences, and the Women's Caucus. She then moved approval of the following recommendation of that Committee:

"That temporary faculty on the Norman campus be appointed with either modified or unmodified titles as recommended by the academic unit."

During the ensuing discussion, the following items were mentioned:

- (1) Proposals for external grants are enhanced if signed by faculty with unmodified titles.
- (2) The College of Fine Arts would prefer to retain modified titles for visiting artists.
- (3) Nominations for University Councils, Committees, Boards, and similar groups will have to be carefully screened for faculty qualifications.
- (4) The Health Sciences Center, with a large proportion of part-time, temporary faculty, is opposed to the proposal.

The Senate subsequently approved the motion with two dissenting votes.

#### EXCLUSION OF SCHOOL OF HOME ECONOMICS FROM PROGRAM DISCONTINUANCE POLICY

Background Information: The Board of Regents of this University on November 10, 1977, approved the Norman campus policy on program discontinuance. In disseminating the new policy to Norman campus deans, directors, and chairs, Provost Barbara S. Uehling called attention to the following additional qualification approved by the Regents: "It is understood that this policy will not apply to the School of Home Economics."

Dr. Eugenia Zallen, Director of the School of Home Economics, addressed the following comments to the Senate Chair on December 20, 1977:

"The Regents at their November, 1977, meeting voted in favor of a Program Discontinuance Policy for the Norman campus and excluded the School of Home Economics.

"Once again, an academic program of the University is being arbitrarily identified for unique treatment. We hope the Senate will see this action as part of a larger issue than just our academic unit and provide continuing support for the principle involved.

"The Home Economics faculty continue to question punitive efforts directed at an academic program that has a large enrollment of women students and a majority of women faculty. We do not infer this fact is the basis for the Regents' action, but the results are inescapable.

"We are also aware that an academic program can be destroyed by continuing adverse publicity and by the ever-present threat of Regents' action. We believe that such uncertainty for any program is not in the best interest of the University. The Regents have focused their attention on the School of Home Economics for three years. In that period of time, the School has maintained its undergraduate enrollment, tripled its graduate enrollment, and restructured its curriculum. Recruitment has been very difficult but we have up-graded our faculty each year. Maintaining progress toward goals we set for ourselves in the fall of 1974 becomes harder with each bit of adverse publicity generated by the Regents.

"We request the support of the Faculty Senate and ask that you lend your efforts in creating equitable policies for all academic units of the University."

Senate Action: Dr. Cox, Senate Chair, noted that, at the November 9 meeting of the Executive Committee and the Regents' Academic Affairs Committee, Regental approval had been indicated of the Norman campus financial emergency and program discontinuance policies, essentially as recommended by the Senate. (See page 4 of the Senate Journal for November 14, 1977.) At the open meeting of the Regents the next morning, first public mention was made of the exclusion of the School of Home Economics from the provisions of the program discontinuance policy.

During the discussion that followed, Dr. Bishop moved acceptance of the following resolution:

"The Faculty Senate is convinced that the School of Home Economics should be included in the implementation of the program discontinuance policy approved by the Board of Regents on November 10, 1977.

"The Senate feels very strongly that no academic program should be excluded from the provisions of the new policy so as to ensure (1) equitable, open, and above-board treatment for all academic programs on this campus and (2) essential validity in any decisions made in the implementation of that policy.

"The Senate further requests that this resolution be brought to the attention of the Board of Regents."

With one dissenting vote, the Senate approved the resolution.

#### FACULTY COMPLAINT: Hospitalization Release Forms

Dr. Kunesh reported receiving a complaint from a faculty colleague concerning the signing of the hospital release form at the Norman Municipal Hospital.

Due to an accident, the wife of the faculty member was hospitalized at the Norman Hospital. According to the requirements of the new hospital insurance carrier (Atlas Insurance Company), the release form had to be signed personally by the faculty member on the University payroll.

Dr. Kunesh asked that the Senate look into this undue restriction that could conceivably cause hardships in connection with hospitalization of faculty and staff dependents. He then moved that this matter be referred to the Senate Committee on Faculty Welfare for appropriate study and report. Without dissent, the Senate approved the referral motion.

#### ADJOURNMENT

The Senate adjourned at 4:55 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m. on Monday, March 20, 1978, in Dale Hall 218.

Respectfully submitted,



Anthony S. Lis  
Professor of  
Business Communication  
Secretary, Faculty Senate