

MINUTES OF THE MEETING OF THE FACULTY SENATE OF THE UNIVERSITY OF ARIZONA
Monday, May 1, 1978 Kiva, Room 211 of the College of Education

The Faculty Senate convened in regular session on Monday, May 1, 1978, in the Kiva, Room 211 of the College of Education. Fifty-six members were present with President Schaefer presiding.

SENATE MEMBERS PRESENT: Atwater, Barefield, Bartlett, Benjamin, Boone, Briggs, Caldwell, Carr, Chin, K. Clark, Cole, Coxon, Crist, DeWalt, Dinham, DuVal, Epperson, Garcia, Gourley, Graham, Hall, Hawkins, Johnson, Kassander, Kettel, Kneebone, LaBan, Malik, Manes, Matlock, Meredith, Metcalfe, Miller, Myers, Nelson, Paplanus, Peterson, Pickens, Ridge, Rosenberg, Rosenblatt, Roubicek, Rush, Schaefer, Sigworth, Steelink, Sumner, Svob, Thompson, Tomizuka, Townsend, Weaver, Wiersma, Windsor, Woloshin, and Wrenn. Dr. Robert Sankey served as parliamentarian.

SENATE MEMBERS ABSENT: Altschul, Arenz, Beach, Blackwell, Butler, R. Clark, Dresher, Edwards, Ehrenkranz, Finical, Gaines, Guptill, Henderson, Heusinkveld, Hull, Hyland, Inman, Jones, Laird, Lebowitz, Linkhart, Manning, Marchello, Mautner, Munsinger, Odishaw, Paulsen, Prosser, Rehm, Rusk, Skinner, Sorensen, Webb, and Witte.

DEFERRAL OF APPROVAL OF MINUTES: The secretary explained that the minutes of the meeting of April 14, 1978, had not yet been distributed and it was necessary to defer action approving them until the next meeting of the Senate.

REPORTS FROM THE PRESIDENT OF THE UNIVERSITY AND THE CHAIRMAN OF THE FACULTY: President Schaefer said it appeared the University budget for 1978-79 could soon be finalized inasmuch as prospects seemed quite good that the Legislature would approve an appropriation for the University quite close to that recommended by the Arizona Board of Regents. The appropriation probably would include a cost-of-living salary increase of 7.1% with an additional 3% allocation for merit. Dr. Schaefer said he felt that this year some very good progress was being made in improving the salaries for University faculty and staff. Dr. DuVal noted that the 3% allocation would have to take care of promotions and certain other salary adjustments in addition to merit recognition so in fact a full 3% of the salary budget would not be available for merit per se.

Dr. Schaefer said that the unpleasant matter of a substantial increase in tuition had come up and it appeared this would be implemented for 1978-79 by action of the Regents under pressure from the Legislature. The question had received considerable attention in the news media and he had no information other than what had already been announced.

Dr. Myers referred to Senate Bill 1085 which would provide optional retirement plans for University personnel still under the "old" retirement system. He said due to the diligence of Peter Stoss, engineer with the University Physics Department, it appeared this bill would soon receive a hearing before at least one House of Representatives committee.

Dr. Myers referred to the interim report to the Faculty Senate titled "Improving Writing Skills of Undergraduate Students" which was the result of the concern of the Committee of Eleven about the decline in writing proficiency of American college students, with specific attention to the U of A campus. The report, which each senator had recently been furnished, was designed to alert the Senate to the poor level of undergraduate writing skills, and to indicate a variety of possible solutions. The report calls for no action at this time, Dr. Myers explained, since a final report would be forthcoming later. Dr. Myers noted that Dr. Steelink was chairman of the subcommittee of the Committee of Eleven studying this problem. A copy of the interim report is attached to these minutes.

Dr. Myers next announced the results of the recent faculty election of Senate members and members of the Committee on Academic Privilege and Tenure. These were as follows:

College Representatives

James F. Armstrong	Agriculture
June C. Gibbs	Agriculture
Franklin D. Rollins	Agriculture
Carl Roubicek	Agriculture
Kenneth E. Sabo	Agriculture
Russell M. Barefield	Business and Public Administration
Robert E. Tindall	Business and Public Administration
John S. Sumner	Earth Sciences
Donald C. Dickinson	Education
Keith E. Meredith	Education
Moran Coxan	Engineering
Gerald R. Peterson	Engineering
Frank K. LaBan	Fine Arts
O.M. Hartsell	Fine Arts
Robert E. Clark	Law
Margaret B. Fleming	Liberal Arts
Jose D. Garcia, Jr.	Liberal Arts
George W. Ridge, Jr.	Liberal Arts
Charles Rosenberg	Liberal Arts
Peter E. Pickens	Liberal Arts
Raymond A. Thompson	Liberal Arts
Clifton E. Wilson	Liberal Arts
Newell A. Younggren	Liberal Arts
Philip H. Krutzsch	Medicine
Charles F. Zukoski	Medicine
Thomas R. Rehm	Mines
Rose M. Gerber	Nursing
Cynthia S. Mick	Nursing
Willaim A. Remers	Pharmacy
Frank Antinoro	Non-College Representative
Virginia L. Cassady	Non-College Representative
Murray M. DeArmond	Non-College Representative
Ronald L. Hummel	Non-College Representative

Committee on Academic Privilege and Tenure (CAPT)

Arlene M. Morris
Mary Dale Palsson
Robert W. Sankey

Physical Education
Library
Speech Communication

Dr. Myers pointed out that the College of Architecture had not elected the one senator to which it was entitled and the College of Medicine had elected only two senators of the four positions to which it was entitled. He said the ad hoc committee on apportioning the Senate membership among the several divisions, after the 20 senators-at-large are taken into account and maintaining the constitutionally-provided ratio of two elected senators to each ex-officio one, had noted that the College of Agriculture had had two more nominees run for the Senate than it had seats allocated, BPA had had one more, Education had had two, Liberal Arts had had two, and the Non-College group had had one. The ad hoc committee on allocation of Senate seats was now suggesting that to fill the three vacancies not filled by election of one senator from Architecture and two senators from Medicine, additional allocation be given to other colleges with runners-up as follows: one to Liberal Arts, one to Education, and one to Agriculture. This would be a temporary allocation for the upcoming Senate term only, Dr. Myers explained. He then moved that that procedure be followed and Dr. Steelink seconded the motion. Dr. Paplanus spoke against the motion. He said he questioned the propriety of the Senate's disenfranchising any college of the representation it otherwise would be entitled to and asked that Architecture and Medicine be given another chance to elect the full quota of representatives to which they were entitled.

Dr. Myers said that there was no intent to deprive a college of representation to which it was entitled. However the University's faculty election procedure is well known and it had been assumed that the fact that additional candidates from the colleges in question had not filed nominating petitions simply indicated lack of interest.

Dr. Hawkins asked Dr. Myers what the allocation by colleges was at present, without regard to the college affiliation of senators elected at large, and Dr. Myers said the allocations were as follows: Agriculture 5; Architecture 1; Business and Public Administration 2; Earth Sciences 1; Education 2; Engineering 2; Fine Arts 2; Law 1; Liberal Arts 8; Medicine 4; Mines 1; Nursing 2; Pharmacy 1; and Non-College Representatives 4. Dr. Hawkins said that since the College of Business and Public Administration was one of the largest colleges on campus he thought that in the reallocation proposed by Dr. Myers one seat should go to BPA. Dean Manes supported Dr. Hawkins' comments, saying he noticed that some of the Senate seats empty today are the same ones that are frequently vacant and that they are the seats of senators from colleges that now would be given additional allocations by Dr. Myers' motion. Dr. Myers said he would be willing to consider the question of the method by which the vacancies would be filled separately from the question of which colleges would receive reassigned seats.

Dr. Steelink pointed out that the current allocations of seats are based on the number of faculty members within each college.

Professor Ken Clark said that he was currently the college representative of the College of Architecture and that before the Architecture seat was given away he would have appreciated the courtesy of a phone call pointing out that no one was running for the office of Architecture senator. He said the situation was a bit unsettled in the Architecture College since the originally regularly elected senator for this term was on sabbatical, Professor Clark having then been elected the replacement. Professor Clark had hesitated to run because it appeared he might be out of the country the second semester of the next academic year. He had understood in any event that Architecture would be allowed to fill its vacant seat early in the fall. Dr. Myers extended his apologies to Professor Clark for not having informed him of the ad hoc committee's proposal.

Dr. DuVal said that he thought that if a certain college is under represented some way should be found to take care of maintaining the appropriate balance of representation. He disliked the suggestion that vacancies be filled by representatives of other colleges just because additional persons from those colleges had run and were now available because they were runners-up.

Dean Kettel said he would assume some blame for the situation in Medicine because of certain unsettled conditions resulting no doubt from a change in the administration of the college.

The question on Dr. Myers' motion was called for and the motion lost.

Dr. Steelink then moved that the Elections Committee be instructed to hold elections for one senator from Architecture and two additional senators from Medicine and that the present senators from those colleges be requested to take the initiative in seeing that nominating petitions for eligible candidates be circulated. Several seconds were heard. Dr. Peterson urged passage of the motion. The question was called for and the motion carried.

REPORTS FROM STANDING COMMITTEES: Dr. Steelink, Chairman of the University Planning Committee, said that that committee had no report to make at this meeting.

Dr. Dinham, Chairman of the Committee on Academic Procedures, said she felt she must reiterate her remarks at the March meeting which indicated the widely ranging charge this committee has. For example, the committee is to "receive an annual report from the Executive Vice President on tenure and promotion results." She said the committee was seeking to develop an appropriate format for such a report, working with Vice President Weaver's office. The committee would like to make a report on tenure and promotion to the entire faculty. It is possible that a pilot procedure will be tried in the near future. The committee will also be reviewing the guidelines and principles of promotion and tenure within the next year.

Dr. Dinham said that the committee would, as charged, be continuing to study the sabbatical-leave situation at the U of A. The Committee of Eleven had earlier been giving some attention to this matter and had referred it to the Academic Procedures Committee. The committee's review so far indicates that the sabbatical application process seems to be working well. If an

individual's request for leave and the leave project itself are supported by the department, and if the sabbatical program is viewed to be a sound one from the point of view of the University administration, once the necessary supporting letters from people knowledgeable about the subject have been submitted the chances of the faculty member's receiving approval of his or her leave are excellent. Approval rates in the three most recent years for which figures are available have been 94%, 90%, and 91%. As far as the committee is aware, the only cases where requests have not been approved have been where they were poorly documented or where the request was never actually formally submitted.

Dr. Dinham pointed out that the Academic Procedures Committee is to "receive an annual report from the Committees on Conciliation and Academic Privilege and Tenure." Appropriate reports will be requested in the fall and subsequently reported on to the Senate as appropriate.

The committee understands that one of its responsibilities is to review certain aspects of the Faculty Manual, particularly Chapter X. Chapter X is in the process of being substantially revised, Dr. Dinham pointed out, as the result of the work of Dr. Jeanne McCarthy. The Committee on Academic Procedures has agreed to be a sounding board for Vice President Weaver on the revised Chapter X. Dr. Dinham pointed out that the committee, if so happens, will almost all be on the campus most of the summer of 1978 so if the revised Chapter X does get off the drawing board the committee will be available for giving whatever assistance it can. Dr. Dinham said she expected that early in the fall some sort of report on Chapter X would be ready for the Senate.

Dr. Dinham reminded the Senate that by action of this body at its April meeting, following its voting not to accept the report of the ad hoc Committee on the Review of Administrators, the subject of such review was referred to the Committee on Academic Procedures. The committee since then had been considering proper ways to proceed. Separating review of the deans from review of the vice presidents, she wondered if something like the following might be workable for review of the college deans. A committee to review the performance of a college dean would be made up of five persons elected from the faculty of that college including not more than one faculty member from any one department, plus three additional members selected by the appropriate vice president. The eight-member committee would then elect its own chair. Following its review the committee's report would be submitted to the dean and to the appropriate vice president. A summary of the results of the review would be provided members of the faculty, perhaps at a college faculty meeting. She said she would like to see a show of hands as to how many members of the Senate thought such a procedure would be suitable. This was a straw vote only, she pointed out, and if such a procedure should later be formally proposed any expression of a senator today would not be binding on his or her vote in the future. A heavy proportion of the senators present raised their hands.

Dr. DuVal asked Dr. Dinham which vice president she was referring to in the above comments. She said she had intended to indicate whatever vice president was appropriate. For instance, the review of the deans of the Colleges of Pharmacy, Nursing, and Medicine would involve the Vice President

for Health Sciences. The review of the deans of the other colleges would involve the Executive Vice President. In other words she meant Vice President DuVal or Vice President Weaver, as appropriate, she said.

Dr. Schaefer said he could see some difficulty in sharing information gathered in the review of a dean's performance with the college faculty at large. Deans are owed the same courtesies that faculty members are in evaluation processes, he said. Generally with most tenure decisions not everyone is involved--only tenured faculty members and the appropriate committees. He said he had been involved in reviews of department heads and of deans when faculty members had been asked to write letters of assessment, for instance, about a department head to a dean or about a dean to a vice president or the President. These letters are carefully evaluated, summarized, and the information then shared with the college in an appropriate way. The letters are then returned to the individual faculty members. No copies are kept. It is a poor procedure to have such letters of evaluation floating around.

Dr. Dinham said that she and the committee had not gotten into details in their concept of how to proceed. Certainly the proper confidentiality of information must be maintained. Dr. Schaefer said that the committee might find it helpful to confer with representatives of the College of Engineering which has developed a very good system for such review.

Dr. Dinham said members of the Senate would recall that in March, 1974 this body mandated that the faculty establish at the college-level guidelines for the review of department heads. Sometime later, in 1975, the Committee of Eleven sent letters inquiring about what procedures had been established to all the college deans. Many thoughtful responses had been received. Only one college, Liberal Arts, did not reply to that inquiry. The conclusion at that time was that reviews were proceeding in the manner that the Senate had mandated in every college but one, namely, Agriculture.

It seemed to her, Dr. Dinham said, that the Colleges of Medicine, Business and Public Administration, and Engineering had developed particularly good systems for the review of department chairmen. She said that department head reviews should be considered as broad assessments and considered as useful and constructive procedures rather than being of a punitive nature where the question is whether to retain or replace the individual. It should be acknowledged that there are differences department to department within any college. The information taken into account in a review should come from a variety of sources including interviews and questionnaires. The final report, of course, should go to the dean as well as to the department head himself or herself and should be summarized for all the faculty of the department. Appropriate confidentiality must be maintained.

The Committee on Academic Procedures will continue to give attention to this topic. It is probable that additional recommendations will be forthcoming as to how to improve the process of review of department chairmen. For instance it may be urged that additional student input be obtained.

Dr. Dinham concluded her remarks by saying that the Committee on Academic Procedures has several particular concerns. The members don't know

how properly to be responsive to individual inquiries that come to them from individual members of the faculty. They don't quite know how to cope with the tremendous range of responsibilities given the committee. There continues to be some confusion over what falls under the purview of the Committee on Academic Procedures and what falls under that of the Committee of Eleven. The two committees perhaps should meet jointly to discuss their respective responsibilities.

Dr. Rosenblatt said that he does not recall the office of the Dean of the College of Liberal Arts' having received the inquiry Dr. Dinham had referred to. In any event, he wanted the Senate to be aware that the College of Liberal Arts does conduct careful reviews of the performance of department chairmen, in full conformance with the procedures established by the Faculty Senate. Dr. Dinham said she had understood that such Liberal Arts reviews were being conducted.

APPROVAL OF CATALOG MATERIAL AS REPORTED IN "CURRICULUM" BULLETIN: The Senate approved catalog material as furnished Senate members in "Curriculum" bulletin Vol. 7, No. 5, issue date of May 1, 1978.

APPROVAL OF CANDIDATES FOR DEGREES TO BE CONFERRED MAY 20, 1978: Each Senate member had received a listing of all tentative recipients of degrees to be conferred at Commencement May 20, 1978. The list included 2,199 bachelor's degrees, 860 master's degrees, 115 Juris Doctor's degrees, 91 Doctor of Medicine degrees, 4 Specialist degrees, and 61 Doctor's degrees (Graduate College), for a total of 3,330 degrees. *Two of these degrees were approved, subject to satisfactory completion.* In addition two professional degrees from the College of Mines were approved. It was noted that the projected total of degrees to be conferred for the entire academic year of 1977-78, including summer and mid-year completions, would be 6,043. (A list of the names of these tentative degree recipients with each respective degree is attached to the secretary's official file copy of these minutes.)

REVISED RECOMMENDATION FROM COMMITTEE OF ELEVEN REGARDING AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY PROCEDURES RELATING TO RESEARCH GRANT CONTRACTS: Dr. Myers reminded the body that at the April Senate meeting the Committee of Eleven recommendation concerning affirmative action and equal opportunity procedures relating to research grant contracts had been referred back to the Committee of Eleven with the suggestion that it be revised to include certain suggestions proposed by Vice President Kassander. The revised report had now been resubmitted to the Senate.

Dr. Kassander moved that the revised statement be approved and his motion was seconded by Dr. Johnson and Dr. Myers.

Dr. Kassander then proposed a slight change in the statement. In Section 3, "Notice to Participants," in the second paragraph, the second sentence reading, "This shall be done at least 30 days prior to hiring, contracting for or assigning personnel to the project (other than the project's principal or co-principal investigator)", should be changed to read, "No hiring, contracting for, or assigning personnel to the project (other than the project's principal or co-principal investigator) shall be done for at least 30 days after such publication." He moved approval of his amendment, several seconds were heard, and the motion carried. The vote on the original motion was then called for and passed with no dissenting vote heard.

The revised statement that was adopted by the Senate reads as follows:

1. Relations With Other Countries

University of Arizona Affirmative Action/Equal Employment Opportunity policy governs employment practices relating to the administration of contracts, agreements or grants between the University and other parties, including those in other countries.

2. Equal Employment Opportunity Statement

The University of Arizona is an Equal Employment Opportunity/Affirmative Action Employer and will not discriminate on the basis of sex, race, creed, religion, color or national origin.

The University of Arizona will not discriminate in its administration of contracts, agreements, or grants with other entities, will not participate in any such discrimination by other entities, and will not allow discrimination against University personnel by the other entities.

Examples of prohibited discriminatory action include the following:

Refusal on the bases listed above of entry visas or work permits to individuals qualified to perform assigned responsibilities.

Formal or informal agreements or understandings not to assign or hire individuals because of religious affiliation, race, sex, color or national origin.

3. Notice to Participants

At the time of signing of the agreement, contract or grant documents with governments, agencies or universities in other countries, all signatories or their representatives shall be furnished a copy of this statement.

In order that University faculty and staff have adequate opportunity to be considered for participation in such contracts, agreements or grants, the Office of the Vice President for Research shall publish information regarding such agreements, contracts or grants in "Research Review" and "Que Pasa?" or other comparable publications. No hiring, contracting for, or assigning personnel to the project (other than the project's principal or co-principal investigator) shall be done for at least 30 days after such publication. The information in question shall include the foreign country, agency or entity, the University of Arizona administrative unit in charge of the project in question, and the subject area.

The administrative unit at the University of Arizona shall maintain a roster of persons who have expressed an interest in the above-mentioned activity and shall furnish to each of these persons announcements of

subsequent opportunities for participation in such activities.

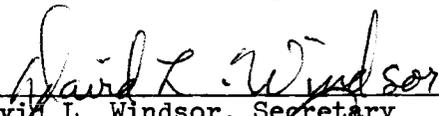
In cases where time does not permit the utilization of the above-described notification procedures, such as when an activity must be undertaken within one month of the initial contact by the foreign entity, the administrators in charge of the particular unit or units shall employ their best efforts in making the widest possible dissemination of the information to interested personnel.

4. Monitoring Compliance

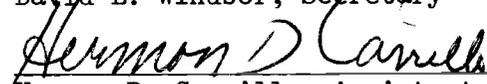
The University of Arizona Affirmative Action Committee has jurisdiction over such contracts, agreements or grants, but any department, school, college or other unit of the University participating in the contract, agreement or grant shall monitor compliance and shall report any violations to the Affirmative Action Committee.

Dr. Steelink asked if this statement would be incorporated in the Faculty Manual. Dr. Kassander moved that it so be done. Dr. Myers seconded the motion. Dr. Weaver said he thought this would be an appropriate procedure. The motion carried unanimously.

There being no further business, the meeting adjourned at 3:50 o'clock.



David L. Windsor, Secretary



Herman D. Carrillo, Assistant Secretary pro tem

MOTIONS PASSED AT MEETING OF MAY 1, 1978:

1. Approval of "Curriculum" bulletin Vol. 7, No. 5.
2. Approval of motion to instruct Elections Committee to hold elections for one senator from the College of Architecture and two additional senators from the College of Medicine, to fill vacancies in those colleges' representation.
3. Approval of candidates for degrees to be conferred at 1978 Commencement.
4. Approval of revised statement concerning affirmative action and equal opportunity procedures relating to research grant contracts.
5. Approval of motion to include revised statement concerning affirmative action and equal opportunity procedures relating to research grant contracts in the Faculty Manual.

ACTION ITEMS PENDING:

1. Study of question of developing means of review of institution's administrators at the college and university level.
2. Development of Faculty Manual statement concerning the status of tenured personnel being released because of the lack of financial support, because of the curtailment or termination of program, or because of a redirection of the goals of department.
3. Consideration of resolution passed by the Student Senate re procedures and guidelines for CIA-related activities on campus.