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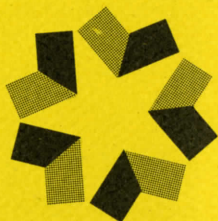
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Intercom

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Personnel

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1979-80 Master Calendar Dates Are Finalized

The 1979-80 academic calendar for Texas Eastern University has been finalized.

Aug. 27, 1979 marks the beginning of the fall semester with general faculty meetings. Registration will be held one day on Aug. 28 with classes to begin on Aug. 29. Holidays for the fall term include Sept. 3 for labor day, Nov. 22-23 for Thanksgiving and Dec. 24-Jan. 1 for Christmas-New Year. Final examinations will be from Dec. 17-21.

Offices reopen on Jan. 2 with faculty returning Jan. 16 for the spring semester. Registration follows on Jan. 17 with classes starting Jan. 18. Classes will dismiss at 10 p.m. on April 3 for spring vacation. All offices will be closed April 4-9 with classes to resume at 8 a.m. on April 14. Final examinations will be from May 12-16 with commencement scheduled May 17.

Registration for the first summer term in 1980 is on June 2 with classes starting the following day. Summer I ends on July 9 with registration for the second term scheduled July 10 and classes starting July 11. The second term ends on August 15.

Faculty Returns Monday; Registration Set Tuesday

The spring semester begins Monday, Jan. 15, at Texas Eastern University for faculty with professional development planned. Registration for spring classes will be from 9 a.m. - 7 p.m. on Tuesday, Jan. 16, with classes to start on Wednesday, Jan. 17.

Students will begin the registration process in the Hudnall-Pirtle-Roosth Building. Other steps will be the same as used for fall registration. All registration operations are to remain open until released by the dean of admissions and records. Students may arrive as late as 7 p.m. and help should be provided at each step.

Late registration is scheduled for six days with offices open from 8 a.m. - 7 p.m. on Jan. 17, 18, 22, 23, and from 8 a.m. - 5 p.m. on Jan. 19 and 24.

Library Funding Items Approved

The Texas Eastern University Board of Regents approved two major items relative to funding for the library building, grievance procedures and personnel matters—including the appointment of a new chairman for the Department of Criminal Justice—at a quarterly meeting Wednesday.

A transfer of funds necessary to cover the contract for constructing Part A of the library was approved by the governing board. The regents also voted, as recommended, to reduce the appropriations request for Part B of the library.

The grievance procedures were approved as presented by the administration and as developed by the TEU community. Copies of the procedures will be distributed to all members of the Administrative Council and are published as an insert in this issue of the Intercom. The established grievance procedures will be included in the next printing of the Faculty and Staff Handbook.

Vern LeRoy Folley, chief of police of Bismarck, N.D., is the new chairman of the Department of Criminal Justice. The appointment is effective with the beginning of the spring semester.

**TEXAS EASTERN UNIVERSITY
PROCEDURES FOR RESOLVING A GRIEVANCE**

I. POLICY:

This institutional policy is established with the intent of resolving most problems or complaints through information discussions between the employee and the immediate supervisor at the lowest possible level. The employee's right to due process is fundamental; therefore, it shall be the intent of Texas Eastern University to maintain good employee-employer relations and to enhance overall efficiency by providing better understanding of the rights and responsibilities of both the employer and the employee. This policy also establishes a problem-solving work environment where individuals can resolve differences in a mutually beneficial manner, without fear of interference, coercion, discrimination and/or reprisals. The existence of this policy should not be interpreted as infringing or limiting in any way administrative authority, judgement, or decision making necessary in the conduct of the University's business.

II. PURPOSE AND DEFINITIONS:

- A. **PURPOSE:** The purpose of the formal procedures is to facilitate the fair and equitable resolution of grievances that may arise on the part of any employee of Texas Eastern University that cannot be resolved by the informal procedure.
- B. **GRIEVANCE:** "Grievance" means a disagreement affecting the terms and conditions of employment, arising from any administrative or supervisory decision or action which an employee alleges or claims is in violation of rights under, or failure to apply, established Texas Eastern University personnel policies, regulations or practices. Since decisions concerning faculty non-reappointment, dismissal and tenure already have appeal and/or grievance procedures provided in other university policies, decisions on these matters are not included in this policy. An alleged failure to follow established procedures leading to such decisions may be defined as a grievance under this policy.
- C. **WRITTEN GRIEVANCE:** A written grievance shall contain a clear and concise statement of the alleged grievance including reference to the applicable policy, regulations, or practice as related to the administrative or supervisory decision or action which is claimed to violate the grievant's rights; the date the incident took place; the issue involved; and the relief sought.
- D. **COVERED EMPLOYEES:** The procedures outlined herein are applicable only to regular employees who qualify for membership in the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP).
- E. **TIME LIMITS:** In various stages of these procedures a time limit for the filing of grievances, appeals and rendering of decisions is stipulated because an expeditious as well as a fair settlement is important to all concerned. All time limits referred to in this document may be extended by mutual agreement between the employee and the administrator or supervisor involved. Failure of an employee to process the grievance to the next step shall constitute abandonment of the grievance. Failure of administrative or supervisory officials to provide an answer within the prescribed time limits will authorize the employee to process the grievance to the next step.

- F. **LEVEL OF GRIEVANCE:** The usual procedure will be to start the formal grievance procedure with the immediate supervisor. In cases where the grievance is thought to be with a person above the immediate supervisor in the University organization, the employee will have an informal conference with each person above him in the organizational structure until the person responsible for the grievance is determined. If the grievance is resolved, the matter will be terminated. If the grievance is not resolved or if the official in question is not the source of the decision causing the grievance, the employee may then refer the matter to the advisory committee and follow the established procedures if he so chooses.

III. COMMITTEES:

A. ADVISORY COMMITTEE:

1. For faculty and professional librarians, the Faculty Welfare Committee of the Faculty Senate shall serve as the Advisory Committee.
2. For all other employees, the Advisory Committee will be composed of five members serving one year terms. Members shall be chosen as prescribed in the Texas Eastern University Handbook.

B. GRIEVANCE COMMITTEE:

1. For faculty and professional librarians, the Grievance Committee will be a subcommittee of the Hearing Committee specified under "Academic Freedom, Academic Responsibilities, and Tenure" in the Texas Eastern University Handbook (IV, 5-8). The Grievance Committee will consist of five members of the Hearing Committee chosen by lot at the time an employee requests a formal hearing. The Chairman of the Hearing Committee will draw lots at a called meeting of the Hearing Committee; the Grievance Committee so chosen will elect its own chairman.
2. For all other employees, the Grievance Committee will consist of five members chosen by lot at the time an employee requests a formal hearing. The Chairman of the Hearing Committee elected by non-faculty employees will draw lots at a called meeting of the Hearing Committee; the Grievance Committee so chosen will elect its own chairman.

IV. PROCEDURES:

Employees and administration all agree that every effort should be made to solve grievances in an informal manner at the lowest possible level. Therefore, a personal conference with the immediate supervisor is provided as the initial step in the process.

- A. **PERSONAL CONFERENCE:** When an employee believes that there is a valid grievance, it is the employee's responsibility to inform the immediate supervisor who shall discuss the matter with the employee in an informal conference. If the grievance is resolved, the matter shall be terminated. If not, the employee must so state to the immediate supervisor and may refer the matter to the appropriate Advisory Committee.
- B. **ADVISORY COMMITTEE:** The Advisory Committee shall make informal inquiry as it deems necessary and offer confidential advice to the employee.

C. FORMAL CONFERENCE:

1. Immediate Supervisor: If the grievance is not resolved, and if the employee desires to pursue the grievance, a written grievance and request for a formal conference should be submitted to the immediate supervisor by the employee. This conference is to be conducted within five working days of the request. Each party may, if desired, have a representative present chosen from the faculty, staff, or administration. If the grievance is resolved, the matter shall be terminated.
If the grievance is not resolved, the employee must so state to the immediate supervisor. The immediate supervisor shall present the rationale for denial of redress in writing to the employee within five working days of the conference.
2. Dean/Director:* If the grievance is not resolved, and if the employee desires to pursue the grievance, the written grievance and request for a formal conference shall be submitted to the dean/director within five working days of the immediate supervisor's reply. This conference is to be conducted within five working days of the request. Each party may, if desired, have a representative present chosen from the faculty, staff, or administration. If the grievance is resolved, the matter shall be terminated. If the grievance is not resolved, the employee must so state to the dean/director. The dean/director shall present the rationale for denial of redress in writing to the employee within five working days of the conference.
3. Vice President for Academic Affairs/Vice President for Fiscal Affairs: If the grievance is not resolved and if the employee desires to pursue the grievance, the written grievance and request for a formal conference shall be submitted to the appropriate vice-president within five working days of the dean/director's reply. This conference is to be conducted within five working days of the request. Each party may, if desired, have a representative present chosen from the faculty, staff, or administration. If the grievance is resolved, the matter shall be terminated. If the grievance is not resolved, the employee must so state to the vice-president. The vice-president shall present the rationale for denial of redress in writing to the employee within five working days of the conference.
4. Hearing: If the grievance is not resolved, and if the employee desires to pursue the grievance, the employee shall request in writing to either the Chairman of the Hearing Committee or the Director of Personnel Services, as appropriate, not later than twenty working days of the issuance of the vice-president's reply, that the appropriate Grievance Committee consider the case. The Chairman of the Hearing Committee or the Director of Personnel Services shall form a Grievance Committee and submit the employee's request to the committee. If no request is made, the case shall be considered closed.

*Defined as one who reports directly to a vice-president or the president.

- D. **GRIEVANCE COMMITTEE:** Upon receipt of the employee's request, the Grievance Committee shall set a date, not later than ten working days from the date of request, for the hearing to occur.

The Chairperson of the Grievance Committee shall inform the employee and the supervisor involved of their procedural rights, which shall include: a representative of each party chosen from the faculty, staff, or administration; a full record of the proceedings, which shall be made available to the employee and the President; and the right to confront and question all participants. In deliberating, the committee shall allow oral and written statements by the appropriate vice-president or his representative, as well as by the employee or his representative. Within ten working days after the conclusion of the hearing, the Grievance Committee shall submit to the employee and the President a written recommendation concerning the grievance.

- E. **PRESIDENT:** Within twenty working days of the Grievance Committee's recommendation, the President shall render a written decision. Copies of the President's decision shall be given to the employee, the supervisor involved, and the Grievance Committee. The decision of the President shall be final, subject to review by the Board of Regents upon request. The written request that the grievance be heard by the Board of Regents shall be submitted to the President not later than ten working days after the President's decision. Should the Board choose to hear the grievance, the President shall advise the employee of the date, time and place for the hearing. The Board's review shall be based upon the record of the Grievance Committee, the recommendation of the President, and discussion with each principal who may have his representative present.

Roddy Scholarship Endowed

An endowment has been established for a Roddy Scholarship at Texas Eastern University in memory of T. C. Roddy Sr. and Dr. W. Carl Roddy and in honor of Verna and T. C. Roddy Jr. This scholarship supersedes the T. C. Roddy Sr. Memorial Scholarship which was presented in 1975 by the Roddy family.

Donors of the Roddy Scholarship endowment include Mr. and Mrs. T. C. Roddy Jr., Mrs. W. C. Roddy, T. C. Roddy III, George V. Roddy and Mrs. Molly Roddy Lester.

The scholarship, in the amount of \$100 or more to one or more recipients, will go to full-time undergraduate students seeking a Bachelor of Science degree with a major in biology.

The scholarship will officially become endowed upon the attainment of the \$10,000 fund goal scheduled for December 1980. To date, \$2,000 has been contributed to the fund by the Roddy family.

in the News...

PATRICIA A. GAJDA wrote the text for "The Faces of Tyler," a book recently published by the Tyler Museum of Art about historic buildings in Smith County. She also appeared on the noon news of KLTU on Dec. 19 to discuss the publication which contains three pages with photographs and copy about the Texas Eastern University campus.

JOHN H. SPURGIN'S article, "Delegate Groups in the Constitutional Convention" was published in the inaugural issue of the Texas Journal of Political Studies.

JAMES H. STEWART, JR. has been elected to a two-year term as a vice president of the North Texas State University Alumni Association.

DONALD W. WHISENHUNT'S review of a book appeared in the Dec. 24 issue of the Dallas Times Herald.

Coordinating Board Releases Fall Enrollment Figures

Fall enrollments in Texas colleges and universities increased by less than 1 percent over 1977 headcounts, in keeping with national trends that only "minimal" growth can be expected in 1978-79 headcounts, according to a story in the October-November issue of CB Report, published by the Coordinating Board, Texas College and University System.

Texas public and private institutions of higher education reported preliminary enrollments of 731,253, an .88 percent increase over the 724,876 students enrolled a year ago. Commissioner Kenneth Ashworth said the enrollment figures "bear out the trend of slower growth started two years ago."

Enrollment of full-time students across the country declined by nearly 1 percent, although the number of part-time students was up 2 percent.

A 1.13 percent increase occurred among Texas public junior and senior colleges, with enrollments totaling 640,222, compared to 633,061 in the fall 1977. Some 328,690 students are enrolled in the public senior institutions, a 1.60 percent increase from the 1977 count of 323,514.

A .64 percent growth rate was recorded at the community college level while private junior colleges saw a growth of 2.53 percent. Independent senior colleges experienced a slight enrollment loss of 1.11 percent.

Self-Study Schedules

Open Hearing Jan. 18

An open hearing on Chapter XII of the Texas Eastern University Self-Study will be held at 3 p.m. Thursday, Jan. 18, in ADM 127. Faculty and staff are invited to participate.

Chapter XII: Planning for the Future brings together plans and projections in summary form from the 11 standard reports. This chapter is prepared by the Steering Committee.

Family Of Don Anthony Expresses Appreciation To TEU Employees

The following letter was sent to the Texas Eastern University faculty and staff on Dec. 18 by Bobbie Anthony.

Dear Friends,

I wish that it were possible to write each one of you personally to convey our deep gratitude for every expression of support and concern for us during Don's illness and death. You have shared gifts of the heart—prayers, letters, cards, phone calls, monetary contributions, and good wishes—and we have accepted each one with hearts filled with love and appreciation for each kind and thoughtful deed. Knowing that you have cared has meant more than mere words can ever express.

Please continue to pray for us in these days of adjustment.

We send our love and best wishes to each of you in the New Year.

Bobbie, Susan and Steve Anthony

Their mailing address is 1312 Williams Ave., De Soto, Texas 75115.

Two Talented Seminars Scheduled In January

Two Talented Youth Seminars are to be presented in January by members of the Texas Eastern University faculty for high school seniors in East Texas.

Gerald L. Morris will present a seminar on "Truth and Consequences" on Jan. 23 and Keith W. McCoy will lead a program on "Mental Health and Exercise" on Jan. 30. Forty-three students have registered for the Jan. 23 session and 33 are scheduled to participate in the Jan. 30 program.

Eleven seminars are scheduled during the spring semester in cooperation with the Region VII Education Service Center in Kilgore.

Phil Jackson Scholarship

Established At TEU

A Phil Stacy Jackson History Scholarship has been established at Texas Eastern University through a \$2,000 endowment presented in his memory.

The endowment was presented by his parents, Mr. and Mrs. Stacy O. Jackson of Tyler, his widow, Mrs. Phil Stacy Jackson of Lebanon, Indiana, his sister, Miss Jane Jackson of Nacogdoches, and family friends.

Jackson earned a B.S. degree with a major in history at TEU, completing degree requirements in August 1977. At the time of his death in September 1978, he was enrolled in graduate school and serving as a student teacher at East Texas State University.

The scholarship is for a full-time undergraduate history major who has completed the junior year at TEU with a grade point average of 3.0 and no grade below "C" on courses taken at the university. It was established to recognize and encourage study in history and to honor the memory of Jackson.

President Invited To Inauguration

James H. Stewart, Jr. will represent Texas Eastern University at inauguration activities of Governor-elect Bill Clements in Austin Monday night and Tuesday.

INTERCOM is published every other Thursday (excluding holidays) for Texas Eastern University personnel. Deadline for submission of written material is noon Tuesday before publication. The information is collected, edited and written in the Public Information Office, Room ADM 313, Telephone Extension 220.
