

Welfare Committee

**Tobacco Policy
Memo**

The Faculty Senate Welfare Committee forwards with a favorable recommendation the following statement:

It is recommended that the President of the University establish and enforce a tobacco policy that will protect non-smokers from the irritation, discomfort, and hazards produced by the use of tobacco products.

If this statement is approved by the full Faculty Senate it is further recommended that it be forwarded by letter to the VPAA with an information copy to President McGee.

Jacksonville State University
Welfare Committee

Topics for Consideration

The Welfare Committee of the Faculty Senate was assigned by the Committee on Committees, five topics for consideration and recommendations during the 1982-83 academic years.

Topic 1: Establishment of regular meetings between Board of Trustees and faculty representatives.

Action: Resolution passed at March Senate meeting.

Topic 2: Security and Lighting

Action: The Welfare Committee met with David Nichols, Campus Chief of Police, who reviewed current security efforts on campus and at his request a list of light deficient areas on campus has been compiled to be forwarded to him. (See minutes of March 7 senate meeting.)

Topic 3: Library Hours and Procedures

Action: The Welfare Committee met with Dr. Millican, addressed question and problems to her and will continue working to seek implementation of requested items (see March 7 Senate meeting minutes.)

Topic 4: Free Tuition for Faculty Members and their immediate families.

Action: The Committee requested clarification of previous resolution to this affect which was answered by VPAA in February. (See February minutes)

Topic 5: Composition of University Scholarship Committee

Action: The Committee met to consider this item and following discussion agreed that due to the short time left in the Senate meeting year this should be tabled until the new academic year.

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Areas of Concern

I. Professional-Administrative Relationships

- a. Decisions made regarding honorary degrees whether more faculty input is desirable.
- b. Is a more definitive policy necessary regarding any sort of leave – leave of absence, sabbatical, etc?
- c. Letters of notification concerning either retention or dismissal, along with moving up dates for same.
- d. Desirability of greater research support.
- e. Greater definition on the status of promotions.

II. Faculty Benefits

- a. Dental rider to be researched.
- b. Financial counseling for faculty suggested.
- c. Establishment of Federal Credit Union for faculty benefit proposed.
- d. Present life insurance rates, etc. to be investigated.
- e. Packet to be compiled by Personnel Office regarding actual benefits derived by faculty and staff.
- f. Suggestion made to study possibility of more secretarial help.
- g. Study to be made concerning non-traditional scheduling.

III. Evaluations

- a. To be made by students?
- b. To be made by peers?
- c. To be made by administrators?
- d. To be made by all of the above?

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Secretarial Need Survey

This report is in response to an ever present need felt by the faculty for adequate, efficient, and professional secretarial service. As the expectations for time spent teaching, advising, serving the University and community are demanding and as it appears that research and publication are to be growing in importance as criteria for promotions, the need for adequate, efficient and professional secretarial services is further highlighted. We, the Welfare Committee, hope this report will stand as documentation of this need; the inadequacy of the present secretarial system, that is, student workers. (See attached data sheet.)

In light of the present financial situation, the following suggestions are made in hopes that this inadequacy can indeed be eliminated in a financially responsible manner. It has been suggested that if each department had a full-time secretary that was responsible for and assisted by student workers, the departmental business could be handled much more efficiently, i.e. saving valuable time, paper waste, other supply waste, etc. Perhaps a priority system could be established so that those departments with the greatest need would be considered first for receiving this service. This system could be based on such criteria as department size, workload, research activities, and current secretarial assistance. Another suggestion was to establish a time-share system. This would involve a secretary being shared by several department heads in a single building, allowing accountability, consistency, reliability, efficiency, etc., and at a minimal cost.

It is this committee's hope and request that this report be realistically considered by those responsible for such decisions. Quality education is dependent upon quality time spent on preparations which is undermined when we must re-type exams, correct repeated mistakes, run down the halls to answer abandoned phones, search for the student workers, worry about and manipulate for exam security, and so on and so on.

Summary of Questionnaire for Analyzing Secretarial Need

Distribution – 37

Responses Received – 22

Responses summarized – 20 (2 were not applicable)

1. Full-time secretary for department head?

Yes – 0

No – 20

2. Part-time secretary for department head?

Yes – 5

No – 15

3. Do the services of the student workers assigned to faculty members meet their secretarial needs?

Yes – 5

No – 13

Depends on student worker – 1
No response – 1

4. Responses from the faculty defining student worker inadequacies.

Poor typing skills – 5
Lack of secretarial skills – 9
Problems with confidentiality – 6
Problems with security of tests – 5
Conflicts in scheduling of work hours to meet peak demands – 4
Lack of punctuality and/or dedication – 2
No ability to oversee supplies of departments – 3
Continual need to train and retrain workers – 1

5. If the department head's only secretarial service is rendered by a student worker(s) is the service sufficient to meet the need?

Yes – 4
No – 14
N/A – 1
No response – 1

6. Responses from the department head defining student worker inadequacies.

Not enough hours to meet demands – 11
Lack of secretarial skills – 14
Often no one to answer the phone or take messages professionally – 11
Confidentiality – 2
Continual need to train and retrain – 1

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Research Report

As a result of the recent promotion criteria approved by the Council of Deans, which included for the first time a significant emphasis upon research as a factor in future promotion reviews, the Welfare Committee provides this report as a means of identifying future needs of the JSU faculty in the realm of research opportunities and recognition. There have been serious and legitimate concerns that the University was about to establish criteria which would be unfair to the faculty because they would at best lack concern of the faculty and at worst be discriminatory. It is all the more a concern of the faculty in light of financial restraints which will most likely bear directly upon proposals for new funding areas such as research. Research can be an important aspect of the University's contribution and commitment, but a research policy must be carefully implemented after extensive opportunity for faculty comments and recommendations. The Welfare Committee Report is intended to be merely a starting point for a broader discussion and consideration of a University Research Policy.

The following elements in a research policy should be given consideration as part of any system.

I. Research Committee - Membership and Jurisdiction

The Welfare Committee suggests the eventual creation of a Research Committee to supervise internal research grants funded by the University. The Research Committee should include at least the following:

- (1) The Research Committee should be composed of faculty and chaired by a faculty member.
- (2) The terms of appointment should be rotating, at least three year terms.
- (3) Each College should have at least one faculty representative on the Committee.
- (4) The Committee may include ex-officio members such as the Dean of the Graduate School and the Vice-President for Academic Affairs.
- (5) The Committee should have the discretion for awarding the grants and supervising their use based upon specific regulations.

II. Administration of Grants

The Research Committee supervision of the grant must include strict accountability, which would encompass financial records as well as tangible evidence of productivity at the project's conclusion. The basis for awarding the grants should be detailed for every faculty member. The proposal's merit should be judged in part on (1) a demonstrated practical application to the discipline involved (2) evidence of the faculty member's research productivity or potential productivity, and (3) enabling faculty to inaugurate research which would be limited or impossible without University assistance.

III. Project Proposals

The eligibility for grants should be as broad as possible (e.g, including tenured and non-tenured full-time faculty). Proposals to assist completion of degree requirements should not be considered. The grant application should include in addition to the personal data and the amount requested (1) the project objective (2) the proposed methods of research and (3) a statement of qualifications based in part on past research experience, if any. Application forms and deadlines should be made readily available and consistently adhered to by the Committee.

IV. Grants

The grants themselves should have a maximum amount which may vary according to the total University funding potential, but which probably would not exceed \$500 per grant. The term of the grants should be carefully delineated and probably should not extend beyond one calendar year. The Research monies' use should be specifically detailed and should include at least (1) operating expenses such as supplies, postage, microfilm, Xerox, etc., and (2) travel within the continental United States (but not to professional meetings).

V. Released Time

Released time for research is another complementary aspect of a University research policy. The Welfare Committee suggests that initially the most feasible time units would be (1) Minimester (2) a summer session or (3) a combination of mini and summer terms. The determination of remuneration for the released time may vary off from teaching duties according to the amount of the grant, the use of the funds available from outside of the University and the willingness of the faculty member to make monetary sacrifices (i.e., if no money can be provided but time off is granted, the faculty member can decide to accept the released time under those conditions).