

The Executive Committee of the Board of Trustees of the University of Kentucky met in the Board Room of Alumni House at 1:35 p.m., Eastern Standard Time, on Friday, October 18, 1963, with the following members present: Dr. Ralph Angelucci, Chairman, Judge J. A. Sutherland, Secretary, Mr. Robert Hillenmeyer, and Dr. H.B. Murray. Mr. Smith Broadbent was unable to attend. President John W. Oswald, Dr. A.D. Albright, Dr. R.D. Haun, Dr. William R. Willard, representing the University administrative staff, and members of the press were also present.

A. Meeting Opened

Dr. Angelucci called the meeting to order at 1:30 p.m. and it was determined that a quorum was present.

B. Minutes Approved

On motion by Mr. Hillenmeyer, seconded by Dr. Murray, the minutes of the meeting of the Board of Trustees for September 17, 1963, were approved as published.

C. President's Report to the Trustees

Dr. Oswald called attention to the copy of his report on the activities of the University since the last meeting of the Board which had been made available to the members and the press. He commented briefly on the items contained therein and stated that, if it met with the approval of the Executive Committee, he would like to give this report wide distribution among the faculty, friends, and alumni of the University.

Dr. Angelucci on behalf of the Executive Committee complimented Dr. Oswald on this method of highlighting the outstanding accomplishments of the University and approval was given for the distribution of the report as requested by Dr. Oswald. The report was ordered made a part of the files of the meeting of the Executive Committee.

D. Presentation of "Blue Report"

Copies of the "Blue Report" (Recommendations of the President) were mailed to members of the Executive Committee a week prior to the meeting and were also available at the meeting. On recommendation of President Oswald, Mr. Hillenmeyer made the motion that the report be approved as a whole and that it be made a part of the official record of the meeting. On second by Judge Sutherland, it was so ordered by the chairman.

I. Delegation of Authority Regarding Appointments of Personnel

Dr. Oswald reminded the members of the Executive Committee that at the September meeting he had indicated that far too much routine material was brought to the Board on which they did not have adequate time for consideration. In keeping with his desire, therefore, to present to the Board only the principal matters and the principal appointments to act upon rather than routinely acting on every personnel change in the University, he offered the following recommendations for consideration:

Recommendations

- A. Staff Personnel Changes - (1) that authority for all staff personnel changes (appointments, salary adjustments, resignations, and promotions) be delegated to the president, except those involving key administrative posts (deans and directors) and those involving salaries over \$12,000; and (2) that a monthly analytical summary of staff personnel actions be presented to the Trustees for their information and comment.
- B. Faculty Personnel Changes
 1. Instructors - that the department chairman would recommend appointments after consultation with his senior staff to his dean who would have the authority to appoint with reporting of all action to the president and through him to the Board.
 2. Assistant Professors - that the department chairman would recommend in consultation with his senior staff, to his dean who would forward the recommendation with his views to the president. The president would upon advice from a faculty review committee make appointments and promotions to the level of assistant professors with reporting to the Board.
 3. Associate and Full Professors and All Tenure Appointments - that after consulting his senior staff, the department chairman would recommend to his dean who would forward it with his own recommendation to the president. After appropriate faculty committee review, the president will make recommendations for appointments and promotions to these ranks to the Board for action.
 4. Key Administrative Posts - that the president will after appropriate faculty or staff advice make recommendations on all key administrative positions, department chairmen, deans, vice presidents, and other comparable positions to the Board for action.

5. Salary Adjustments Over \$15,000 - that all changes in salaries for faculty above \$15,000 annual rate would be brought to the Board for action as in the past (this action would in no way remove the University's internal budget from Board approval).

Background: It is a long established practice at the University for all changes in personnel, including appointments, reappointments, resignations, promotions, and changes in work status to be brought before the Board of Trustees for its approval. A few decades ago, when the University's total personnel structure consisted of little more than 100 persons, the consideration and approval of these actions did not require much time of the Board. Today, in the peak months at the end of the fiscal year, personnel changes reach formidable numbers. In the July 1963 Minutes of the Board of Trustees a list 54 pages in length details over 1,100 personnel changes. Many of these changes are not of consequence to the Board in the discharge of its responsibilities and it seems timely to take steps to reduce the number of such changes to be brought to your attention and thus permit the more effective use of the time you donate through your service on the Board to matters of major concern to the University of Kentucky.

The personnel review system begun two years ago at the University with your sanction provides for objective review and balance through the job analyses of our Personnel Division of all staff, as distinguished from faculty, positions. The Faculty Review Committee passing on all new staff positions, on the restructuring of existing staff positions, and on salary changes in staff positions, adds balance to the efforts of the Personnel Division in this system. The reports I have received indicate that this system is working well and efficiently. It seems unnecessary, therefore, to continue to bring the large number of routine changes in staff positions to the Board's attention in individual form at each meeting.

As with the staff, all personnel actions affecting faculty members now are brought to the Board for approval. In the interest of the best use of the time of the Board and to insure consideration of quality factors in all decisions on appointments and promotions of faculty, I am proposing two complementary lines of action: (1) the establishment and application of uniform evaluation criteria for appointments and promotion in the academic ranks (these are now in the process of development) and (2) the establishment of systematic procedures for more effective review of appointments and promotions in the academic ranks. These procedures call for Board approval of appointments and promotions of associate and full professor, department chairmen, deans, and other key administrative personnel.

On motion by Judge Sutherland, seconded by Dr. Murray, and carried, authorization was given to President Oswald to handle appointments of personnel as outlined in the recommendations presented to the Board.

J. Changes in Academic Personnel Policy

Dr. Oswald stated he was in the process of developing several new procedures and policies which will help the growth of a stronger academic atmosphere and will foster retention and recruitment of the highest quality faculty. These include:

- a. A set of standardized procedures for providing advice to the president on appointment and promotion of faculty members.
- b. A statement of uniform criteria to serve as a basis for the appointment and promotion of faculty members of all colleges.
- c. A change in the name and concept of department head to department chairman--this position will normally rotate among the senior members of a department and this position should be viewed as part of the responsibility of a senior faculty member.
- d. A procedure for periodic review of deans and department chairmen.

These new procedures will require some specific changes in the Governing Regulations, specifically the statement concerning the department head and the responsibility of various administrators in appointing and promoting faculty members. He requested authority to proceed along these lines and present to the November meeting of the Board of Trustees detailed changes needed in the Governing Regulations to accomplish this.

The members of the Executive Committee expressed the feeling that the development of the procedures and policies as outlined by Dr. Oswald would be most beneficial to the University as it moves ahead in growth in quality as well as in quantity and, on motion by Mr. Hillenmeyer, seconded by Dr. Murray, and carried, President Oswald was authorized to prepare the necessary changes in the Governing Regulations to effect the new policies and procedures for presentation to the November meeting of the Board of Trustees.

K. Changes Relative to Leave Requests

President Oswald indicated that in addition to action on personnel forms, requests for absence for all University personnel were routed to the President's Office for final approval. This is done in accordance with procedures outlined in the Governing Regulations which states "All absences from duty, whatever the cause of all members of the University faculty and staff shall be reported to the President on an approved form carrying the signatures of the appropriate administrative officials." Authority was requested to change this regulation to read as follows: "All absences from duty, whatever the cause, of all members of the University faculty and staff shall report to the appropriate dean or administrative officer on an approved form for official approval." It was suggested