



1973

Academic Affairs Response to Task Force Questions

Commission for Blacks

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NON-ACADEMIC PERSONNEL OFFICE

1. What are the criteria for awarding work opportunities to students on campus?
2. Communication with persons responsible for faculty, administrative, and non-academic personnel.
 - a. Ascertain whether or not affirmative action is established as a standing policy.

Base Data:

Goal = Establishment of current state of affairs relative to Black presence at UTK.

1. Ascertain what data are already compiled and available on Blacks at UTK.
2. Delineation of positions within the organizational structure of the University, and which positions are filled with Blacks.

April 12, 1973

MEMORANDUM

TO: Dr. Luke Ebersole
Vice Chancellor for Administration

FROM: Hardy Liston, Jr.
Associate Vice Chancellor
for Academic Affairs

Luke, the attached is a request for information from the Non-Academic Personnel Office in support of the work of the Task Force on Blacks. I hope that you will endorse this request and transmit it to Ed Bennett.

mar

Attachment

April 12, 1973

MEMORANDUM

TO: Mr. Edward K. Bennett
Director of Personnel

FROM: Hardy Liston, Jr.
Associate Vice Chancellor
for Academic Affairs

Ed, attached are questions that have been raised by the Task Force on Blacks that we expect will be supportive of our task. We hope that you and your staff can develop responses to as many of these questions as possible and that we can have an opportunity in the not too distant future to meet with you in a discussion for the purpose of clarification and expansion of this information. I would like to contact you in the next few weeks to schedule such a meeting.

mar

Attachment (5)

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE, TENNESSEE

OFFICE OF THE
DIRECTOR OF PERSONNEL

POSTAL CODE: 37916
TELEPHONE: 615 - 974-5151

May 9, 1973


M-E-M-O-R-A-N-D-U-M

TO: Mr. Hardy Liston, Jr.
Associate Vice Chancellor for Academic Affairs

SUBJECT: Response - Task Force On Blacks

Enclosed you will find the responses to the questions raised by the Task Force on Blacks. I am hopeful that the information provided will be of assistance to you and the Task Force on Blacks in your undertaking.

We look forward to meeting with you in the near future to expand upon and clarify the contents of the requested information.


Joseph Robustelli
Employment Manager

JAR: rmc

Enclosure

PERSONNEL OFFICE

1. What are the criteria for awarding work opportunities to students on campus?

It is the policy of this office to refer all requests for student employees to the Financial Aids Office. Hence, the criteria for awarding work opportunities to students most probably could be provided by that office.

2. Communications with persons responsible for faculty, administrative and non-academic personnel.
 - a. Ascertain whether or not affirmative action is established as a standing policy.

In April of 1972, the University of Tennessee-Knoxville Campus revised its Affirmative Action Plan and in November of the same year distributed the Plan. The implementation of the plan upon early analysis has met with much success largely due to the full commitment and support of the University's top administrative officials. The plan most definitely has been established as a standing policy of the University and judging from its initial reception by the campus will continue to maintain its priority status. Having first hand knowledge of the impact of the Affirmative Action Plan upon the Knoxville Campus, it is quite apparent that some very crucial changes have taken place in long held sacred employment and promotional practices.

The decentralized structure of the academic community demands the education and involvement of all supervisors to participate in reforming their own practices. It is toward this end that we have placed major emphasis in the beginning stages of the implementation of the long standing policy of Affirmative Action on the Knoxville Campus.

Base Data

1. Ascertain what data are already compiled and available on Blacks at UTK.

Attached you will find a copy of each of the reports compiled concerning Blacks at UTK.

- a. The Semi-annual Equal Employment Opportunity Report - Filed January, 1973 covering the period of July 1, 1972 to December 31, 1972.
- b. The Racial Mix of Applicant Flow filed monthly from January, 1973.

- c. The Quarterly Report filed four times annually from July, 1972.
- d. The Equal Employment Activity Report filed monthly from January, 1973.

2. Delineation of positions within the organizational structure of the University, and which positions are filled with Blacks?

The following list consists of positions within the organizational structure of the University which are occupied by Blacks.

Job Title and Title Code Number	Number of Positions On The Knoxville Campus	Number of Blacks Employed Presently Full-Time	
		Male	Female
Associate Vice Chancellor 0598	2	1	
Supervisor 1650	19	2	1
Coordinator 0650	16	11	
Counselor 0670	14	2	
Head Resident 1580	15		2
Instructor	90	1	
Assistant 3050	4		1
Special Assistant 3054	4		1
Clerk 3290	159		5
Clerk-Typist 3294	114		2
Library Clerk 3296	31		2
Mail Clerk 3297	2	1	
Postal Clerk 3301	35		1
Shipping & Receiving Clerk 3304	11	4	
Stock and Storeroom Clerk 3306	9	1	
Sign Machine Operator 4562	1	1	
Page 4650	19		1
Receptionist 4940	23		3
Scanner 5045	4		1
Secretary 5120	205		7
Typist 5400	8		1
Library Assistant 3060	20		1
Senior Attendant 3081	1	1	
Parking Attendant 3084	4	1	
Baker Helper 3132	12	6	
Animal Caretaker 3171	1	1	
Assistant Animal Caretaker 3172	1	1	
Chief Cook 3381	4	1	3
		35	32

<u>Job Title and Title Code Number</u>	<u>Number of Positions On The Knoxville Campus</u>	<u>Number of Blacks Employed Presently Full-Time</u>	
		<u>Male</u>	<u>Female</u>
Assistant Cook 3382	3	2	1
Cook I 3383	13	5	2
Cook II 3384	21	10	9
Cook III 3385	4	3	1
Custodian 3470	203	19	5
Dishwasher 3515	41	5	10
Lead Dishwasher 3516	8		4
Groundsman 3860	35	2	
Hostess 3920	8		2
Housekeeper 3950	38		2
Assistant Housekeeper 3951	12		6
Laborer 4130	16	1	
Lead Man 4162	12	2	
Lead Man 4163	59		47
Maid 4250	59		47
Air Conditioning and Refrigeration Mechanic 4371	13	1	
Model-set Maker 4450	1		1
Night Watchman 4460	20	1	
Pantry Worker 4680	16		8
Lead Pantry Worker 4681	4		1
Porter 4850	64	35	
Lead Porter 4851	2	1	
Preparator 4880	2	1	
Repairman General 5000	31	1	
Patrolman 5035	47	1	
Detective 5037	5	2	
Utility Maintenance Man 5420	74	2	
Utility Man Helper	8	4	2
Assistant Professor 2040	304	3	2