



9-19-1974

Task Force on Blacks Opinion Survery 1974

Commission for Blacks

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE 37916
OFFICE OF THE VICE CHANCELLOR
ACADEMIC AFFAIRS

MEMORANDUM

TO: Black Faculty and Staff
FROM: Hardy Liston, Jr. *HLJ*
DATE: September 19, 1974
RE: Task Force on Blacks - Opinion Survey

Within the past few weeks the Task Force on Blacks has circulated a questionnaire to survey the opinion of Black faculty and staff at UTK. The questionnaire was mailed to all Black faculty (about 35) and approximately 135 staff personnel. To date we have received responses from about two-thirds of the faculty and only about one-fourth of the staff.

It is important that we have your complete response to this survey. The Task Force Report will be strengthened by your reporting the experiences you have had and your views of the UTK environment.

If you have not returned your questionnaire, please take a few minutes to complete the form and return it to me at 506 Andy Holt Tower. If you have misplaced the materials, you may call Mrs. Joy Stansell at extension 3265 and a duplicate will be sent to you.

We need to receive all responses not later than Friday, September 27. If you have already responded, please ignore this reminder and accept our thanks for your participation and your prompt response.

js

[Handwritten signature]

MEMORANDUM

August 13, 1974

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

FROM: Norman E. Dittrich, Head
Department of Accounting

SUBJECT: Non-academic personnel section of the Task Force on Blacks report

Attached are a proposed outline of the above section of our report and a proposed questionnaire for generating the data we need for certain parts of that section of the report. These two documents have only been reviewed verbally with Mrs. Burnadeen Tate.

To me, it would seem most appropriate to complete and disseminate the questionnaire in the following manner:

- (1) Provide at least a brief opportunity for the balance of the Task Force to review the questionnaire and outline.
- (2) Have the questionnaire disseminated from your office.
- (3) In your covering memorandum to the potential respondents, perhaps it would be appropriate to have (1) a brief explanation of the mission of the Task Force and its need for this data, (2) some appeal for complete responses as each individual involved is part of a limited sample, and (3) some assurance that their responses will be confidential and in no way associated individually with their names.
- (4) Upon reflection, it would seem that rather than incorporating some elaborate identification scheme, we might send a follow-up request (if necessary) to all of the approximately 70 people involved, asking those who have replied to disregard it.
- (5) Pre-addressed, return envelopes which can be sealed will probably expedite responses and avoid any possible misdirection of replies.

As discussed in our last meeting, we will need copies or summaries of the latest EEO reports, including the most recent six-month period ending June 30, 1974 if possible. If these could be gathered in the next week or ten days, it would facilitate our use of them upon my return near the end of the month.

Thank you for your cooperation in these matters.

ske

Attachments

SECTION IV

TENTATIVE OUTLINE

NON-STUDENT PERSONNEL SECTION OF

TASK FORCE ON BLACKS REPORT

I. Introduction

- A. Perspective
- B. Problems
- C. Approach
- D. Summary of Key Data and Conclusions

II. Black Population on U.T. Staff

- A. Faculty and Administration
 - 1. Population data (comparative)
 - 2. Analysis of data
- B. Non-Academic Staff
 - 1. Population data (comparative)
 - 2. Analysis of data

III. Opinions and Attitudes of Black Staff

- A. Faculty and Administration
- B. Non-Academic Staff

> INCLUDE: CAREER PROGRESS
SALARY / DATA & ANALYSIS

IV. Overview of Task Force Interviews with Department Heads

V. A Synopsis of Perceived Problems

VI. Conclusions / RECOMMENDATIONS

THE UNIVERSITY OF TENNESSEE
KNOXVILLE 37916
OFFICE OF THE VICE CHANCELLOR
ACADEMIC AFFAIRS

MEMORANDUM

TO: Black Faculty and Staff
FROM: Hardy Liston, Jr. *HLJ*
DATE: August 19, 1974
RE: Task Force on Blacks - Opinion Survey

As you know, the Task Force on Blacks is charged with the responsibility to assess the status of Blacks - students, faculty, and staff - at UTK based on a thorough study of the involvement of Blacks in all University programs and activities and to make recommendations which will improve the quality of life for Blacks in the University community.

Although we have heard comments from many of you, it is difficult to summarize the views and experiences of Black faculty and staff with the limited information we have received. In order to develop a larger and more complete set of information regarding your employment, your experiences, and your views of the UTK environment, the Task Force has prepared the enclosed Opinion Survey.

It is important that we have your complete response to this survey. The number of Blacks among the faculty and staff is sufficiently small that it is possible to have 100% response if you will take a few minutes to complete this form and return it to me in the enclosed self-addressed envelope.

Please be assured that your response will be treated confidentially. Your immediate return of the form will be greatly appreciated. We need this information as soon as possible.

js

attachment

FAC.

THE UNIVERSITY OF TENNESSEE TASK FORCE ON BLACKS
SURVEY OF NON-STUDENT PERSONNEL

DATA
(Please fill in all blanks)

Title of job now held: _____

Length of service: (1) At The University of Tennessee _____ (yrs.) _____ (mos.)
(2) In present job _____ (yrs.) _____ (mos.)

OPINION SURVEY

Please check the appropriate space which best describes your current feelings regarding each survey item.

(1) My job at U.T. resulted from:

- () My answering an employment ad /
() My filing an employment application at U.T. HHH
() U.T. contacted me first HHH
() Other reason(s): Letter; Assignment; Contacts

(2) Compared with my responsibilities on the job I left to come to U.T., my first job responsibilities at U.T. were:

- () Greater HHH
() The same
() Less HHH

(3) The responsibilities of my present job at U.T.:

- () Greatly exceed my abilities
() Are slightly above my abilities
() Are about right for my abilities HHH
() Are somewhat beneath my abilities HHH
() Are significantly beneath my abilities /

(4) My chances of advancement at U.T.:

- () Are very favorable
() Are open to the limit of my training and ability HHH
() Are about average for others in my job HHH
() Are fairly restricted due to budgetary limits in my department HHH
() Are a little less than that of others with the same training and ability //
() Are significantly less than that of others with the same training and ability
Understand /

(5) Regarding the Human Relations Council and the Equal Employment Opportunity Committee of U.T.:

- () I fully understand their purposes and how to utilize their help if necessary HHH
() I have heard of them but I don't fully understand how they might affect me HHH
() I have not heard of them HHH

(6) As a member of the U.T. staff, I feel that my job experience here is best described as:

- () A pleasant, open, rewarding experience HHH
() A good job situation with only minor problems HHH
() About average for my type of job whether at U.T. or another large institution //
() Only an acceptable job with several important problems //
() A somewhat hostile job setting with many important problems /

(7) My experience with examples of racial discrimination on the U. T. campus are best described as:

- () Only minor instances which I chose to ignore or handle myself HHH
() Sometimes including fairly obvious discriminatory acts. //
() About the same as in the community as a whole //
() Definitely including open acts of racial discrimination. /
() Typically racially repressive (or restrictive) /

(CONTINUED ON REVERSE SIDE)

(8) In my experience with racial discrimination on the U.T. campus:

- () I have not experienced any discriminatory act I considered important ~~enough~~ enough to report to University or other authorities
- () I have experienced obvious discriminatory treatment and taken specific action to report it to appropriate authorities //
- () I have experienced obvious discriminatory treatment but have not taken specific action to report it to appropriate authorities //

(9) Following are listed several possible problem areas that Blacks might encounter in the process of being recruited to and being employed at U.T. For each area, circle one of the numbers (0, 1, 2, or 3) to indicate how much of a problem you feel each is to the typical black employee at U.T.:

- 0 - This is not a problem to most Blacks
- 1 - This is a minor problem to some Blacks
- 2 - This is a fairly important problem to some Blacks
- 3 - This is a fairly important problem to most Blacks

Possible Problem Areas

- 0 1 2 3 A. Finding out about job opportunities at U.T. 3 2 2 2 3 2 3 / 3 2 3 3 / 2
3 2 3 1 3
- 0 1 2 3 B. Fulfilling necessary job requirements (education and training) 1 1 3 3 2 2 /
2 3 3 2 1 1 1
- 0 1 2 3 C. Being given fair consideration for job openings 3 3 2 2 3 3 / 2 3 3 3 2 3
3 1 3 1 3
- 0 1 2 3 D. Receiving jobs using one's abilities 3 3 3 2 3 3 / 3 1 3 2 3 3 2 3 0 2 2
- 0 1 2 3 E. Being given fair consideration for promotions 3 / 1 3 3 3 3 2 2 3 3 2 2 / 3
3
- 0 1 2 3 F. Availability of reasonable housing 2 2 3 3 2 0 2 2 2 3 3 / 2 1 0 3 3
- 0 1 2 3 G. Overall openness of community to Blacks 3 2 3 3 3 2 / 2 3 2 3 2 3 3 3 2 2
2
- 0 1 2 3 H. Opportunities in area for social activities 1 3 3 0 3 / 1 3 3 3 3 2 3 3 3 2
1 2 3
- 0 1 2 3 I. Others: (please describe) 2 3 Terrell
- 0 1 2 3 J. _____
- 0 1 2 3 K. _____

(10) In general, I feel that the overall opportunities for Blacks on the U.T. campus (please check one):

- () Has made substantial progress in the last several years //
- () Has made some progress, but more is needed ~~enough~~ enough //
- () Has shown some token improvement, but basically is unchanged //
- () Has not improved
- () Has lost ground

(11) In my opinion, the best approach to solving those problems faced mostly by Blacks on the U.T. campus would be to (please check one):

- () Encourage each individual to deal with his/her own problems under existing procedures //
- () Regularly schedule meetings of all Black staff members ~~enough~~ enough //
- () Provide for quarterly small-group meetings of Blacks with common job situations //
- () Provide some sort of counseling group with which any Black staff member might confer regardless of his/her problem or job type //
- () Other (please describe): _____

more meetings

(12) You are invited to tell the Task Force on Blacks about any other related ideas or experiences that you feel would help us accomplish our goal.

THANK YOU FOR YOUR COOPERATION. PLEASE RETURN TO: Hardy Liston, Jr.
506 Andy Holt Tower

THE UNIVERSITY OF TENNESSEE TASK FORCE ON BLACKS
SURVEY OF NON-STUDENT PERSONNEL

DATA
(Please fill in all blanks)

Title of job now held: _____

Length of service: (1) At The University of Tennessee _____ (yrs.) _____ (mos.)
(2) In present job _____ (yrs.) _____ (mos.)

OPINION SURVEY

Please check the appropriate space which best describes your current feelings regarding each survey item.

(1) My job at U.T. resulted from:

- () My answering an employment ad 1
() My filing an employment application at U.T. /// //
() U.T. contacted me first /// ///
() Other reason(s): Friend ///

(2) Compared with my responsibilities on the job I left to come to U.T., my first job responsibilities at U.T. were:

- () Greater /// //
() The same ///
() Less ///

(3) The responsibilities of my present job at U.T.:

- () Greatly exceed my abilities
() Are slightly above my abilities
() Are about right for my abilities /// /// ///
() Are somewhat beneath my abilities ///
() Are significantly beneath my abilities

(4) My chances of advancement at U.T.:

- () Are very favorable 1
() Are open to the limit of my training and ability /// //
() Are about average for others in my job /// //
() Are fairly restricted due to budgetary limits in my department //
() Are a little less than that of others with the same training and ability //
() Are significantly less than that of others with the same training and ability /

(5) Regarding the Human Relations Council and the Equal Employment Opportunity Committee of U.T.:

- () I fully understand their purposes and how to utilize their help if necessary /// /
() I have heard of them but I don't fully understand how they might affect me /// ///
() I have not heard of them ///

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- () A pleasant, open, rewarding experience /// /// //
() A good job situation with only minor problems /// /
() About average for my type of job whether at U.T. or another large //
institution
() Only an acceptable job with several important problems //
() A somewhat hostile job setting with many important problems

(7) My experience with examples of racial discrimination on the U. T. campus are best described as:

- () Only minor instances which I chose to ignore or handle myself /// ///
() Sometimes including fairly obvious discriminatory acts. //
() About the same as in the community as a whole /// //
() Definitely including open acts of racial discrimination. /
() Typically racially repressive (or restrictive)

(8) In my experience with racial discrimination on the U.T. campus:

- () I have not experienced any discriminatory act I considered important enough to report to University or other authorities *///*
- () I have experienced obvious discriminatory treatment and taken specific action to report it to appropriate authorities *///*
- () I have experienced obvious discriminatory treatment but have not taken specific action to report it to appropriate authorities *1*

(9) Following are listed several possible problem areas that Blacks might encounter in the process of being recruited to and being employed at U.T. For each area, circle one of the numbers (0, 1, 2, or 3) to indicate how much of a problem you feel each is to the typical black employee at U.T.:

0 - This is not a problem to most Blacks

1 - This is a minor problem to some Blacks

2 - This is a fairly important problem to some Blacks

3 - This is a fairly important problem to most Blacks

Possible Problem Areas

- 0 1 2 3 A. Finding out about job opportunities at U.T. *2 3 1 3 2 2 3 2 2 3 3 3 1 3 2 3 3*
- 0 1 2 3 B. Fulfilling necessary job requirements (education and training) *2 2 1 2 3 1 3 0 2 2 2 0 1 2 2 2*
- 0 1 2 3 C. Being given fair consideration for job openings *3 2 1 1 3 3 1 0 3 3 3 3 3 1 3 3 2*
- 0 1 2 3 D. Receiving jobs using one's abilities *3 3 1 2 2 0 1 3 3 2 3 3 3 2 1 3 1*
- 0 1 2 3 E. Being given fair consideration for promotions *3 2 3 1 3 2 1 2 3 3 3 2 3 3 3 3 1*
- 0 1 2 3 F. Availability of reasonable housing *2 3 0 3 3 2 3 2 1 0 3 1 2 0 2 1 3*
- 0 1 2 3 G. Overall openness of community to Blacks *2 2 1 2 1 3 2 3 1 0 3 2 2 3 2 2*
- 0 1 2 3 H. Opportunities in area for social activities *1 0 0 1 1 3 2 3 2 3 3 2 3 2 3 2*
- 0 1 2 3 I. Others: (please describe) *B Over a system.*
- 0 1 2 3 J. *Salary.*
- 0 1 2 3 K.

(10) In general, I feel that the overall opportunities for Blacks on the U.T. campus (please check one):

- () Has made substantial progress in the last several years *///*
- () Has made some progress, but more is needed *///*
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- () Has not improved
- () Has lost ground

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- () Encourage each individual to deal with his/her own problems under existing procedures *///*
- () Regularly schedule meetings of all Black staff members *///*
- () Provide for quarterly small-group meetings of Blacks with common job situations *///*
- () Provide some sort of counseling group with which any Black staff member might confer regardless of his/her problem or job type *///*
- () Other (please describe):

(12) You are invited to tell the Task Force on Blacks about any other related ideas or experiences that you feel would help us accomplish our goal.

OTHER -
CAFETERIA III III
Equip
Maintenance III
Patrolman
Cashier
Clerk III III
Title of job
10-1-1

DATA

(Please fill in all blanks)

d: _____

(1) At The University of Tennessee _____

(2) In present job _____ (yrs.) _____ (mos.)

Please check the appropriate space which best describes your current feelings regarding each survey item.

() My answering an employment ad /
() My filing an employment application at U.T. ~~NY/NY/NY~~ !!!
() U.T. contacted me first !!!
() Other reason(s): Enpl. Agency !!! ofc. 11

() Greater ~~1111~~ ~~1111~~ 11
() The same ~~1111~~ 11
() Less ~~1111~~ 1111

() Greatly exceed my abilities /
 () Are slightly above my abilities
 () Are about right for my abilities ~~///~~ ~~///~~ ~~///~~
 () Are somewhat beneath my abilities ~~///~~ ~~///~~ ~~///~~
 () Are significantly beneath my abilities /

() Are very favorable **NY /**
() Are open to the limit of my training and ability **///**
() Are about average for others in my job **///**
() Are fairly restricted due to budgetary limits in my department **//**
() Are a little less than that of others with the same training and ability **///**
() Are significantly less than that of others with the same training and ability **///**

() I fully understand their purposes and how to utilize their help if necessary ~~///~~///

() I have heard of them but I don't fully understand how they might affect me ~~///~~///

() I have not heard of them ~~///~~///

() A pleasant, open, rewarding experience *///*
() A good job situation with only minor problems *///*
() About average for my type of job whether at U.T. or another large institution *///*
() Only an acceptable job with several important problems *///*
() A somewhat hostile job setting with many important problems *///*

() Only minor instances which I chose to ignore or handle myself *HH HII HH*
() Sometimes including fairly obvious discriminatory acts. *//*
() About the same as in the community as a whole *HH HII*
() Definitely including open acts of racial discrimination. *//*
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(CONTINUED ON REVERSE SIDE)

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- 0 1 2 3 B. Fulfilling necessary job requirements (education and training) *2 2 1 0 2 1 2 3 2 1 2 3 3 3 3 2 0 2 1 2 0 3 2 0*
- 0 1 2 3 C. Being given fair consideration for job openings *2 3 2 0 2 2 3 1 1 0 3 2 2 2 0 2 2 3 1 0 3 0 0 3 3*
- 0 1 2 3 D. Receiving jobs using one's abilities *1 3 1 0 1 1 1 1 0 0 3 1 1 0 2 2 0 2 0 1 1 1 1*
- 0 1 2 3 E. Being given fair consideration for promotions *2 3 2 0 1 2 3 2 0 0 3 3 2 2 1 3 2 1 2 1 3 1 3 0 0 2 5*
- 0 1 2 3 F. Availability of reasonable housing *0 3 2 0 0 3 1 0 0 1 1 0 1 1 2 1 0 2 1 1 1*
- 0 1 2 3 G. Overall openness of community to Blacks *0 3 2 0 1 2 1 3 1 1 2 0 2 0 1 1 3 1 0 2 3 1*
- 0 1 2 3 H. Opportunities in area for social activities *0 2 2 0 2 3 2 3 1 1 2 2 3 0 1 0 3 0 2 1 0 2 2 1*
- 0 1 2 3 I. Others: (please describe) _____
- 0 1 2 3 J. _____
- 0 1 2 3 K. _____

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