



University of Tennessee, Knoxville

## TRACE: Tennessee Research and Creative Exchange

---

Task Force Issues

Issues, Proposals, and Recommendations

---

1976

### Issues and Responses

Commission for Blacks

Follow this and additional works at: [https://trace.tennessee.edu/utk\\_blacktaskissues](https://trace.tennessee.edu/utk_blacktaskissues)

---

#### Recommended Citation

Commission for Blacks, "Issues and Responses" (1976). *Task Force Issues*.  
[https://trace.tennessee.edu/utk\\_blacktaskissues/32](https://trace.tennessee.edu/utk_blacktaskissues/32)

This Article is brought to you for free and open access by the Issues, Proposals, and Recommendations at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Task Force Issues by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact [trace@utk.edu](mailto:trace@utk.edu).

1. Therefore it is recommended that increased resource allocations, especially money, trained staff and more adequate space be provided to enhance the Black Cultural Center's programmatic efforts.

Response: If we can get the Free Service Bookstore relocated, the Center will be able to move into that space (the basement of its present structure). The relocation of the Free Service Bookstore hinges on the location of the Alumni Mail Room, which we are trying our best to relocate. We hope these moves will occur soon, but we can't give a firm date though we've been working on this for several months.

Like everyone else, the Black Cultural Center will have to compete for additional funds at the budget hearings and through approved channels. Funds are tight for every unit on campus, and the only way to secure new funds is to make the best case at budget time.

2. It is recommended that the Intramurals Program continue its efforts to recruit a greater number of Black officials and to ensure that qualified Blacks are represented in all classes, especially given the discrepancy between white males, on the one hand, and Blacks and women on the other.

Response: Intramural officials are recruited by the following means: Recreation Round-Up, a quarterly publication which is distributed at registration; Daily Beacon releases; posters; and word-of-mouth. Special attention is given to Black students in that personal letters are sent to Black student leaders informing them of Intramural employment opportunities.

Efforts to recruit minority student officials have been successful in that nine Black students were employed in the football program compared to none the previous year, and three Black students are presently employed in the Volleyball program compared to two last year.

The Office of Recreation is committed to the recruitment and training of Black student employees, and we will be pleased to pass on the CFB recommendation that the Intramurals Program continue its good efforts.

3. It is recommended that specific recruitment and retention methods be established to bring Blacks into graduate education in other than token numbers and that every effort be made to make graduate education relevant and responsible to their needs. It is felt that the latter contributes to retention and increases the probability of Blacks completing their education successfully.

Response:

The recruitment of students is the primary responsibility of the academic department. Some departments are doing a good job in this area. (Ultimately, this report will be shared with department heads.)

The number of Black graduate students has increased by 400% since 1969 (from 70 to 279, and from 1.4% of the graduate student population at UTK to 4.1%. This number is not as high as we would like, but the progress made has been substantial.

*Not relevant  
to need.*

There are several ways we are now attempting, centrally, to influence graduate enrollment. The first way is to increase Black undergraduate enrollment, which creates both a social and intellectual climate conducive to increasing Black graduate enrollment. The Fall 1976 Black student enrollment at UTK increased by 121 over the Fall 1975 enrollment, reaching a total of 1,373. This represents a 9.7% increase in Black enrollment, compared with an increase of 8% in all state public colleges and universities as reported by THEC. This increase occurred despite a decline in overall enrollment.

UTK is continuing to examine the total Black recruiting program. Use is being made of the ACT Educational Opportunity Services Program to identify Black high school graduates who will possibly be interested in the programs at this campus. Use of the National Achievement Scholarship Program for Outstanding Negroes in Tennessee list is being continued. It is hoped that UTK is progressing rapidly toward its goal of 1,625 Black students by 1980.

In addition, funding for four new academic programs in support of minority recruitment and assistance was requested through our THEC Budget Request (on October 15, 1976). These programs included:

1. UTK Center for Multi-Campus Programs in Minority Faculty Teaching and Research -- (\$85,000).
2. Summer Orientation -- Fiscally Disadvantaged (minority) -- (\$17,500).

3. Special Program for Academically Handicapped Students -- (\$45,000).
4. Admission by Performance Institute (UT and MSU Law Schools) -- (\$123,555).

*only one school*

Although we had high hopes for each of these programs, THEC has recommended funding for only the last. This program will hopefully increase the number of Black law students considerably.

*Where is the attached paper*

Finally, a major concern of the central administration has been the disproportionate effect higher graduate fees would have on minority students. The attached paper was, therefore, submitted to THEC last spring pointing out the socio-political impact of raising fees on minorities, and urging against it.

4. It is therefore recommended that the Office of International Student Affairs determine the feasibility of admitting International students, who have earned a degree in an American College or University, on the same basis as American students.

Response:

The question of admission standards to the University is not the province of the Office of International Students. For graduate students, the requirement for TOEFL examination is that adopted by the Graduate Council, and that is the body which will have to make any changes.

We have had sufficient experience with international students who have had previous study in this country to know that such study does not insure reasonable use of the English language. If a student is well prepared whether or not he learned his English in this country or in another country, he should have no concern about the TOEFL examinations. If he is not, he should present his score.

5. (a) It is recommended that the Department of Personnel extend its present efforts and seek greater cooperation from community agencies such as the Urban League and the Knoxville OIC.
- (b) It is recommended that the Department of Personnel contact vocational schools for the purpose of establishing another source of qualified Black job applicants.
- (c) It is recommended that the University adopt a policy whereby the search for qualified Black supervisory personnel can be extended into the community. In other words, there should be a serious effort to hire Blacks from within and without UTK.

Response:

The Department of Personnel works very closely with community agencies such as the Urban League and KOIC, and furnishes them with listings of all our vacancies. We have difficulty attracting qualified Black applicants because of our non-competitive starting salaries.

Like the community agencies, vocational schools are aware of our vacancies and receive copies of our vacancy listings. The Black population in the vocational schools is relatively small.

Hiring decisions are made not by the Personnel Office, but by individual departments or units. During the past four years, minority hirings at UTK have increased by 300%:

*Ut categories listed*

	Minority Hirings		
	<u>Applicants</u>	<u>Referrals</u>	<u>Hires</u>
Fy 71-72	315	105	42
FY 72-73	432	182	59
FY 73-74	850	262	97
FY 74-75	548	268	94
FY 75-76	970	322	125

Minority hirings during the past year were 8% of total hirings and corresponded with the general population mix of the area. The University's Affirmative Action Plan for women, minorities, and handicapped individuals contains specific responsibilities to be fulfilled by the Employment Center. Every effort is being made to accomplish positive and lasting results in effecting a genuinely affirmative-action-oriented employment program.

Finally, the issue of appropriate "representation" raised in the report is a complex one. For example, in May 1976, the Office of Institutional Research prepared for the University of Tennessee, Knoxville a workforce analysis and an availability and utilization analysis of employees. The workforce analysis was based on present employees. It listed by job titles a salary code, indicated whether it was a ladder rank or not, and indicated the number of employees by sex and race. The availability and utilization analyses, on the other hand, listed the number of

each sex in each EEO 6 category as well as the number of Blacks with a corresponding percentage for each of these subdivisions. The availability of females and Blacks in this category was then given (percentage), and a resulting over- or under-utilization analysis was made. The availability data were based upon different sources of information, depending upon the category. The secretarial/clerical data was from Data for Affirmative Action Plans, Annual Average 1974, State of Tennessee, Department of Employment Security. The technical/paraprofessional and the professional non-faculty were taken from the Census of Population 1970: Characteristics of the Population; Tennessee. Skilled crafts were also from the AA Plans, State of Tennessee, as was the service maintenance.

To illustrate one case in point, the CFB report stated that 4% of the office and clerical staff were Black, and commented that "This figure points out gross under-representation of Blacks." According to the availability and utilization analyses, this is not the case. The percent of Blacks employed was 4.4; the percent of Blacks available was 4.1, resulting in an "over-utilization" of Blacks equal to .3%. The areas in which Blacks are under-utilized and the percent of under-utilization is as follows: professional non-faculty (2.3%), technical/paraprofessional (3.7%), and skilled crafts (.5%).

6. That a system be established to reflect more accurately categories of active instructional faculty with rank as opposed to administrative staff employees with rank.

Response:

If the problem addressed in the first recommendation on Page 29 is that of obtaining information on active, instructional faculty (such as that discussed on Page 26, Paragraphs 2 and 3) the data could be provided by the Office of Academic Personnel Records.

If the issue is the reconciliation of statistics derived for purposes of filing the biennial EEO 6 report and utilized in other EEO and Affirmative Action matters with information that the Commission gathers, the problem cannot be solved by development of an additional system. EEO 6 categories and definitions are established by HEW, and the application of the definitions to classification of UT titles was done on a University-wide basis to promote comparable reporting.

The system in use for reporting EEO statistics prior to November, 1975, (the EEO 1 system) resulted in several instances of questionable reporting. If statistics from the EEO 1 system were reviewed by the Commission, the totals of various categories could well be misleading.

While the EEO 6 reporting system is a far more accurate method of reporting, the problem of obtaining statistics for active, instructional faculty is not solved by it. The category of "Executive, Administrative, and Managerial" includes all persons who hold the title listed for the category. An administrator whose duties include teaching would be counted in this category, as would an administrator with no instructional responsibilities.

The category of "Faculty," moreover, is not limited to persons with instructional responsibilities, but includes persons with faculty rank who have, for example, 100 percent assignments in research or, for another example, are members of the UTK Library staff who hold faculty rank.

The Vice Chancellor of Academic Affairs will work with the Commission to provide the kinds of data which are requested.

7. That an audit be conducted of all departments that have no Black faculty to determine why the intent of Affirmative Action is not being accomplished.

Response:

The current draft of the revised Affirmative Action Plan proposes to do much of what is suggested in this recommendation. First, a "Request to Recruit for Full-Time, Permanent Faculty Administrative and Professional Vacancies" form will be completed prior to filling new positions, replacing personnel who have left the University, changing a part-time position to a full-time position or changing a temporary position to a permanent one. The department head will prepare and submit this form at least four weeks prior to the proposed effective date of the appointment.

When the appropriate Vice Chancellor has approved the position, one copy of the form will be sent to the UTK Personnel Office and a second copy will be sent to the Affirmative Action Coordinator, where it will be available to such groups as the Commission for Women and the Commission for Blacks.

A second form will be used to report on new hirings. This form is entitled, "Affirmative Action Report on Recruitment and Hiring Efforts for Permanent Full-Time and Part-Time Faculty, Administrative, and Professional Positions." This form, which is also to be completed by the department head, includes the following questions:

1. List publications in which the vacancy was advertised and dates upon which the advertisement appeared. (If the position was not advertised, attach explanation.)
2. List professional organizations, caucuses, and referral sources with which the vacancy was listed.
3. If Blacks, women, handicapped individuals, Vietnam Era or disabled veterans were identified but not interviewed, explain the reasons.
4. If Blacks, women, handicapped individuals, Vietnam Era or disabled veterans were interviewed but not offered the position, explain the reason.
5. If Blacks, women, handicapped individuals, Vietnam Era or disabled veterans were offered the position but declined it, explain the reasons (if known).
6. If the position has been filled by an internal candidate for whom the post represents a promotion, indicate his or her previous position (title, department, and title code number).

One copy of this form will be sent to the Vice Chancellor for Planning and Administration (UTK Affirmative Action Officer) who will review it for sufficiency of Affirmative Action.

In the meantime, the Academic Affairs Office has attempted to maintain such an audit on each authorized vacancy or new position in each department, college or school. The Vice Chancellor for Academic Affairs would be pleased to discuss with members of the Commission this process and its findings.

8. That guidelines be established for pre and post employment interviews with Black faculty to complement the regular departmental and administrative interviews.



Response

The precise nature of this recommendation is not clear, but if the intent is to suggest some ways in which we might learn more about how to attract minority persons to the University and understand how we can improve our retention of minority persons who do come to the University, then this recommendation should be followed. Specific suggestions concerning such guidelines from the Commission would be appreciated.

9. That colleges, schools, and departments be encouraged to make available graduate teaching assistantship monies to be used as an incentive to attract and enhance the recruitment of qualified Black graduate students at UTK.

Response:

We believe we are already making a good number of graduate teaching assistantships available to Black students and we intend to continue to do so as much as we are allowed by law. We intend to continue our vigorous recruiting efforts to attract qualified Black graduate students.

10. It is therefore recommended that there be better cooperation and liaison between the Department of Safety and Security and the Department of Personnel in order that Blacks, with the qualifications and interest in the positions, be referred to the Department of Safety and Security for consideration whenever openings are available.

Response:

The Security Department presently employs two Black police officers, one male and one female, and one Black student assistant. Until recently, a Black female clerk was also employed by the department in the Records Section until she transferred to another department for higher pay.

During the past ten years, eleven Blacks have been employed as police officers, detective and supporting personnel. Most of these left to accept higher paying positions.

For the past several years, attrition in the department has been exceptionally low, especially since the anticipated and actual reduction in force. From January of 1974, no openings for police officers existed until April of 1976, when a position became available. At least three Black applicants were referred from the Personnel Office. This position was filled by a Black female officer. Another Black applicant declined the position.

The lack of openings and slowdown in hiring does not indicate a lack of cooperation or liaison between the Security and Personnel Departments. The hiring procedures as set forth in the UTK filling of vacancy policy is quite clear and has been followed by both departments since its inception.

11. The CFB urges that present personnel practices be reviewed with a view to opening up employment opportunities for Blacks and other minorities. Further, the CFB recommends that consideration be given to establishing a Minority Affairs position in the Department of Personnel, or that responsibility for minority affairs be delegated to an interviewer.

Response: We will continue to review our day-to-day practices to make certain there is no inadvertent discrimination in our procedures. Our records are open for inspection at any time to the Affirmative Action Coordinator.

The use of a minority affairs interviewer does have some possibilities, providing this position is used in other areas of interviewing as well as for Blacks. The addition of this position to our staff would create an opportunity for more aggressive seeking of Black applicants from the community. One serious problem we face is that our salary scales are not competitive with the surrounding community.

We will make a concerted effort to remain sensitive to the need for a "Minority Affairs Interviewer," and as positions for interviewers open up, we will attempt to hire an appropriate person for this position.

12. All available positions within UTK should be advertised in the wider community and particularly on radio stations.

Response: Advertising job vacancies on predominantly Black radio stations is an effective way to reach Black applicants. We have no under-utilization in the unskilled areas and have no problem attracting unskilled applicants at other than non-competitive beginning salaries.

13. The CFB further recommends that employment applications be computerized and there be established a pool of Blacks and other minority applicants. This pool should be maintained for longer than the three month period which is the current practice.

Response: We have found that applications more than three months old are very difficult to work with. When a person applies for a job, he/she is interested in going to work as quickly as possible. If we are unable to place them quickly, they seek other employment. We maintain applications for a one-year period although those over three months old are usually not valid. We are currently investigating a skills

inventory for UTK employees and if it is feasible we might very well extend this to a skills bank for applicants.

14. Therefore, it is recommended that a Review Panel be established and given responsibility for reviewing the effectiveness of the Affirmative Action Coordinator position within a year. Problem areas should be identified in detail and recommendations for solutions proposed.

Response: It will be desirable after the close of the present academic year to review the effectiveness of the total Affirmative Action effort. The review should cover the full scope of the program and should include such areas as evidence of commitment, the diligence of recruiting efforts, the effectiveness of the monitoring process, administrative responsiveness, and the assessment of results. We shall solicit the involvement of concerned groups in this review, especially the Commission for Blacks, the Commission for Women, the Equal Employment Opportunity Committee, and the Deans and Directors.

15. It is recommended that there be a CFB representative on search committees for Deans and Vice Chancellors, particularly. It is further recommended that representatives of the CFB be given an opportunity to participate in interviewing the finalists in the Deans and Vice Chancellor searches.

Response: The Academic Affairs Office has some reservation about "institutionalizing" the composition of search committees for deans, but no reservation about the intent of the recommendation. Certainly the Commission in its advisory role should have a large opportunity to sensitize those panels that search, screen, and interview candidates for important positions across the University and advise those committees on what evidence of commitment to Affirmative Action and EEO the committee should seek in the candidates. The Vice Chancellor for Academic Affairs has set a meeting with the Chairperson of the Commission for Blacks (and the Chairperson of the Commission for Women from whom a similar recommendation was made) to discuss ways of achieving the intent of this recommendation.