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Memo: Questions to be Asked at Joint Meeting of Commission for Blacks and Black Faculty and Staff on April 15, 1982

Commission for Blacks

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The University of Tennessee, Knoxville
Commission for Blacks

April 6, 1982

TO: Chancellor Reese

FROM: Yoann Jeter and Wayman Scott, Co-Chairpersons, Commission for Blacks

SUBJECT: Questions to be asked at joint meeting of Commission for Blacks and Black Faculty and Staff on April 15, 1982.

What is the deadline date for filling the position of Affirmative Action Coordinator?

Chancellor Reese has stated that the budget hearing included plans to implement the 2 percent reduction in personnel.

- What is the lay-off plan for faculty, exempt, and non-exempt staff members?

- Who is responsible for determining how individuals are laid off?

- How is Affirmative Action related to the reduction in force?

Has a study been completed on the impact of the following upon the potential Black Student?

- tuition increase
- paying tuition in advance
- financial aid decrease
- enrollment limitations in individual colleges

Do we have figures on the number of graduates?

What percent of Black athletes graduate from UT?

How will budget limitations affect units that relate directly to Afro-American Studies, The Black Cultural Center, Minority Affairs, Admission by Performance Program (Law), and the Pre-Med Program?

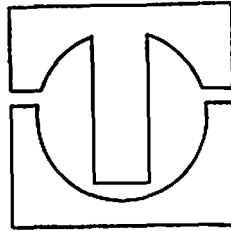
In the policy manual, it states written warnings are to be removed after one year from an employee file. Is this policy being enforced?

What happens to a department that ignores Affirmative Action guidelines?

How many Blacks are referred and hired on staff-exempt, faculty, and non-exempt positions on UTK campus for the past two years?

What percent of Blacks are being retained and promoted at UT?

(cont'd.)



Office of the Chancellor/The University of Tennessee, Knoxville/506 Andy Holt Tower/Knoxville, Tennessee 37916

April 15, 1982

TO: Ms. Joann Jeter and Dr. Wayman Scott, Co-Chairpersons, Commission
for Blacks

FROM: Jack Reese *JR*

SUBJECT: Responses to Questions Posed by the Co-Chairpersons of the Commission
for Blacks for Discussion April 15

1. Deadline date for filling the position of Affirmative Action Coordinator:

There is no deadline, but we are hopeful that a coordinator can be employed to begin work by July 1. The Committee, composed of Dr. Wayman Scott, Dr. Dorothy Hendricks, Ms. Bettye Reid, Dr. Jane Dunlap, Dr. Jacquelyn Dejonge, and Mr. Edward K. Bennett, has screened the applications of approximately eighty persons. Three persons have been interviewed, two from the Knoxville area and one from Cincinnati. I have interviewed all three candidates, as has Mr. Liston. I am in complete accord with the Committee's recommendation to Vice Chancellor Ebersole that the search be continued, and I would urge any member of the Commission for Blacks who knows of an individual who would be well suited for the position to contact Dr. Ebersole.

2. Layoff plan for faculty, exempt, and non-exempt staff to meet the 2% personnel reduction:

The 2% reduction in personnel is to be accomplished without layoffs, so no layoff plan is needed.

3. Persons responsible for determining how personnel will be laid off:

Since individuals are not being laid off, there is no responsibility for determination. The University personnel policies would be followed for any reduction in force, but no such reduction is being made.

4. Relation of Affirmative Action to reduction in force:

There is no reduction in force, so there is no relationship with Affirmative Action. We shall, however, continue to make very aggressive efforts to hire Black faculty and staff despite the decrease in the overall number of employees in order to avoid a negative impact upon our continuing efforts to improve the representation of minorities and women.

5. Removal of written warnings from an employee's file:

The Personnel Policy Manual does not require removal of such warnings from an individual's file. It stipulates that warnings are no longer applicable to steps of progressive discipline after one year.

6. Departments that ignore Affirmative Action guidelines:

Department Heads are charged with the responsibility for following Affirmative Action guidelines, and any violation of the guidelines should be brought to the attention of the appropriate dean or vice chancellor for corrective action. Adherence to Affirmative Action guidelines has been established as a priority and responsibility for department heads. Failure to carry out Affirmative Action responsibilities should result in appropriate attention through performance appraisals and action by the dean and/or vice chancellor to ensure that Affirmative Action guidelines are followed.

7. Impact of tuition increase, paying tuition in advance, financial aid decrease, and enrollment limitations in individual colleges upon potential Black students:

No formal study has been made which assesses the impact of a tuition increase or an advance payment of tuition on potential Black students, but these factors are directly linked to diminished federal financial assistance. Major cutbacks in federal financial aid programs would affect at least 50% of Black applicants. A continuation of the present level of funding, without increase, could affect 5-10% of Black applicants.

I should stress that we are making efforts to attract outstanding Black high school students to UTK and using UTK scholarship money to make an offer of assistance to outstanding students in order to convince them to apply to and to attend UTK. Dean Byas and Mr. Edington have been involved in a special recruitment program to attract outstanding Black students. The new Assistant Dean in the College of Law (who is Black) will have special responsibility for minority recruitment and some scholarship dollars will be available for these special efforts.

Enrollment limitations in individual colleges will exclude some Blacks and some Whites. This matter has been discussed by the Faculty Senate, as you know, and we hope that the effect of limitations or higher continuation standards will not be racially disparate. Mechanisms for review of special situations will be devised.

I would want to stress that both admission requirements to individual programs and continuation standards are related to the likelihood of a student's success in a particular academic discipline. For a student, for example, who does not meet the admission requirements for Engineering to be allowed to enroll in a program in that college would be a great disservice to the student. If a student cannot achieve an academic record which indicates that he or she

can master the work required for graduation and for success in a profession, the student would not be well served if he or she were allowed to continue in the program.

8. Number of Black graduates:

In 1980-81, 181 undergraduate degrees and 81 graduate degrees were earned by Blacks.

9. Percent of Black athletes who graduate:

A study of the academic achievement of athletes is currently being made by the Office of Institutional Research. A 1980-81 study which included male intercollegiate athletes indicated that 50-55% of Black athletes graduate.

10. Impact of budget limitations on units that relate directly to Blacks:

Budget limitations will not have an adverse impact on operation of these programs.

11. Number of Blacks referred and hired for staff-exempt, faculty, and non-exempt posts:

This information, for 1980-81, has recently been provided to the CFB in the "Annual Report on Affirmative Action."

12. Percent of Blacks retained and promoted at UTK:

For some years, we have wanted to be able to track the progress of all UTK employees, particularly Blacks and women. We have asked that the HRIS system be modified in whatever ways are necessary to allow us to do this, and the University-wide Personnel Services Office and Administrative Data Systems staff are working on this. We currently cannot track individual employees.

13. Flex time and car pools:

Arrangements with respect to car pools are the responsibility of individual employees. Department heads are encouraged to facilitate car pools to the extent that departmental activities will permit. The University's normal hours of operation are from 8 a.m. - 5 p.m.; however, if it is convenient to a department and to an employee for flex time hours to be utilized, flex time may be approved by the department head. Flex time is not an absolute right of any employee. If an inequity exists within a department in permitting the use of flex time, the employee may utilize the University's grievance procedures to correct it.