## Problems of College and University Administration



LB2341 M 253P

# Problems of College and University Administration

BY

#### FRANK L. McVEY

Former President of
The University of North Dakota and
The University of Kentucky

AND

## RAYMOND M. HUGHES

Former President of Miami University and Iowa State College

THE IOWA STATE COLLEGE PRESS

AMES, IOWA

Copyright, 1952, by The Iowa State College Press. All rights reserved. Composed and printed by The Iowa State College Press, Ames, Iowa, U.S.A. LB2341 M253p

## **Preface**

The two authors of this book have enjoyed a friendship of thirty-five years, enriched by occasional visits and conversations at meetings of educational associations. They were college teachers with more than twenty-five years of experience and they have served a period of fifty-six years as presidents of four institutions of higher education.

After retirement from active service, they agreed at the close of one pleasant visit to join in writing a book based on their experience and observations of the various problems which arise in college administration. It is their hope that such a book might be of use to deans, heads, and other administrative officers, as well as presidents, in meeting some of their problems. The two colleagues present in this book more than a hundred aspects of college administration as they have met them while in office or as they have reached conclusions about those problems in recent years.

In planning the book it was agreed that each author would write on any topic suggested which interested him, whether he agreed or disagreed with his colleague. Each topic has been initialed to identify the writer.

The comments are not always closely related. The theme

#### vi Preface

of the book, based on experience and observation, is not a continuous narrative. It is really a reference book and different aspects may be covered in several sections. It attempts to deal with many of the problems met by college presidents and other administrators.

We are indebted to Mrs. John G. Park, of Lexington, Kentucky, for reading the manuscript and for making helpful suggestions.

FRANK L. McVey
RAYMOND M. HUGHES

December, 1951

## Introduction

This land of ours, covering three million square miles, includes a population of 150 million people. Located among them are 1,850 colleges and universities attended by 2,600,000 students and staffed by more than 240,000 teachers. The amount spent on higher education exceeds one billion dollars annually, which brings college education into the brackets of a great and important national enterprise.

The first college in the United States was Harvard, founded in Cambridge, Massachusetts Bay Colony, in 1638. Other colleges followed slowly, and by the opening of the American Revolution there were a half-dozen institutions of college level. The growth of colleges in numbers, in endowment and income, plants, faculties, and students since then, particularly in recent years, has been amazing.

Each year three or four hundred new presidents and many more deans and directors are appointed in the 1,850 institutions. This turnover may be laid to retirement, resignations, and death, and in some cases to removal through trustee action. New presidents are coming into the educational field, most of them well trained in education or highly experienced in a profession or business. Most of them, however, are wholly new to the job

#### viii Introduction

of president of a college and inexperienced in conducting a considerable educational organization.

The presidency of a college or university is a many-sided job. No man is equally capable of handling all of its many duties. Some features of the task are entirely new to any man. That is one place where this book may help. Of course it does not cover every question a president or dean will meet. But where it does it will either suggest a solution or give a turn to the inquirer's thinking that may prove valuable.

With many men appointed as presidents, deans, and directors each year, the average term of presidents is too short, about six years. It should be longer, perhaps eight or ten years, for the best interest of our institutions. Perhaps such a book as this may make it possible for more administrators to avoid difficulties which could develop into serious problems. It might, in fact, make some administrations run more smoothly and give them a longer life.

Certainly the colleges need no dictators as president and fewer men who build their ego on authority. There is a need for more leaders who, through democratic procedures, withdraw from controversial positions. Some of the policies developed in this book might well lead to improvements in the administration of higher education.

The opinions arrived at may be contrary to those of the reader, but even so he will find something with which he may test his own opinions.

## Table of Contents

	The New President							
	Inaugurals							
	What Is Expected of the President	?—:	Mc'	Vey				
	What Is Expected of the President							
	Possible Advances a New President							
	The Students		,					
	Student Activities							
	Other Student Relations							
	The Faculty							
	Finance							
	Alumni and Public Relations							
	The President's Time-McVey .							
	The President's Time-Hughes .							
	Further Comment on the President							
	The President's Secretary							
	Intangibles and Imponderables .							
	The President's Personal Influence							
	Prayer, a Great Source of Strength							
	The President's Wife-McVey							
	The President's Wife—Hughes							
	To the President's Wife							
	The President's House-McVey .							
	The President's House-Hughes .							
	Is There a Dog in the House?							
	Entertainment Problems							
	Some Exceptional Expenses							
	Some Puzzling Problems							•
	Some ruzzing rioblems		•					

### x Table of Contents

	Help From Outside Consultants	37
	Public Addresses-McVey	38
	Public Addresses-Hughes	39
	Responsibility for Leadership	40
	How Long Should a President Serve?—Hughes	41
	How Long Should a President Serve?-McVey	42
	The Effects of an Old President on an Institution	43
	How To Utilize a President Emeritus	43
	How To Utilize a President Emeritus	44
	The Attitude of the Hesident Emeritus	
2.	The President and the Trustees	47
	McVey and the Trustees	47
	Hughes and the Trustees	49
	The President and the Trustees	52
	A New President's Opportunity	54
	A New President's Opportunity	56
	Deletions With the Levisleture Hughes	57
	Relations With the Legislature—Hughes	57 59
	Relations with the Legislature–McVey.	
	Formulation of College and University Policy	62
	The President as Chairman of the Board	64
	Assistants Whom the Trustees Should Provide for the President	65
	The President's Need for a Wise Counselor-Hughes	70
	The President's Need for a Wise Counselor-McVey	71
	The Age and Origin of Three Hundred Presidents on Election	72
	The Previous Employment of Presidents	73
	The Selection of a President	73
	Evidence of a Good President	75
	Undesirable Presidents	77
	How Can an Undesirable President Be Removed?	79
3.	Problems of Administration	83
••		83
	The College and University Parliament-McVey	86
	The College and University Parliament-Hughes	
	The Chief Financial Officer—McVey	88
	The Chief Financial Officer-Hughes	92
	A Provost, or a Vice-President of Faculty and Curriculum	93
	College Deans - Appointment and Contributions	94
	College Deans	98
	Dean of Women–McVey	100
	Dean of Women-Hughes	102
	Dean of Men	104
	Department Heads	107
	The Registrar and His Functions	108
	Importance of an Able Admissions Officer	113
	The Maintenance of the Plant	116
	Clerical Services – A Stenographic Bureau	125
	Making Use of the Inventory Clerk's Records	127
	The Budget	
	INC Dauget	14/

		Iab	le	ot	Co	nte	nts		Χİ
	Surveys of Colleges and Universities-Hugh	hec							129
	Surveys of Colleges and Universities—McVe				•	•	•	•	131
	College Catalogs	L y	٠				٠	•	134
	College Catalogs	•			:			•	135
	A Twenty Year Plan	•					٠	•	136
	Attendence of Professional Martines	•	٠		٠	٠	•	•	
	Attendance at Professional Meetings	•						٠	137
	Public Relations	•	•	٠	٠	•	٠	٠	138
4.	The Campus, Buildings and Plans								141
	Campus Sites								141
	A Landscape Architect Should Plan the Co	amn		•			•	•	143
	Preparing Building Plans in Advance of N						•		145
	Architecture Is Important	ıccu	•				•	•	146
	Faculty Housing as a University Project.	•	•	•			•	•	148
	raculty Housing as a University Project.	•	•	•	•		•	٠	140
5.	The President and the Faculty								151
	The President Should Know His Staff .								151
	Recruiting New Faculty Members				Ċ		•		152
	Interviewing Prospective Staff Members .				•	•	•	•	155
	Judging the Value of Faculty Members .	•	•		•		•		156
	Donning McVer	•	٠	•	•	•	•	•	158
	Pensions—McVey	•	•	•	•	•	•	•	
			٠	•	•	•	•	:	161
	Sabbatical Leave			•	٠	•	•	•	161
	Teaching and Research	٠		•	•			•	163
	Guilds Control Higher Education					•	•	٠	166
	Democracy in College Administration .							•	167
	Two Faculty Committees								170
	The Salary of the Football Coach		•						173
	The College Teacher Has a Good Life .	•	٠		•		٠	•	174
6.	The Status of Students and Their Relati	on t	o t	he	Col	leg	е		179
	Occupations of the Fathers of Students .								179
	Education of Fathers and Mothers								180
	One Reason for the Increase in College E								181
	High School Grades and Success in Colleg								181
	Progress of Students								183
	Failure of Able Students	•					-		186
	Upper Class Students Who Make Low Gr						•	•	187
	What Proportion of Students Work up to	The	ir	Δhi	lity	٠.			188
	Fraternities McVey	1 110	11	ADI	iity	• •			190
	Fraternities—McVey	•	•	•	•		•		192
	Opposite tion of New Fortensity May and	***			•		٠	•	194
	Organization of Non-Fraternity Men and	WOI	ne	Π.			•	٠	
	Auditing Student Activity Accounts							٠	196
	YMCA and YWCA	٠			-	•	•	٠	197
	The Ship Is Greater Than the Crew	٠	٠			•	٠	٠	198
	Student Publications and Faculty Control	•					•		200
	Transfer Students				٠				201
	Securing Positions for Graduates								201

### xii Table of Contents

	Student Activity Tickets	203
	Scholarships and Grants-in-Aid	203
	Student Activity Tickets	204
	Student Loan Funds and Scholarships	206
	How a Student Can Get off Probation	208
	Intramural Athletics	210
	Intercollegiate Athletics	211
	Student Health Service	212
	Board and Rooms for Students	213
	Student Boarding	
	Dormitories	215
	Our Leaders	210
7.	The President and the Alumni	223
	The Alumn:	
	The Alumni	994
	The Individual Alumnus	224
	Working Relationship	225
	Established Aids in Alumni Work	226
	The Alumni Secretary—McVey	226
	The Alumni Secretary—Hughes	227
	Elements of an Effective Alumni Program	229
	The Alumni Association-McVey	
	The Alumni Association-Hughes	
	Alumni Clubs-McVey	
	Alumni Clubs—Hughes	232
	Alumni Reunions—McVey	233
	Alumni Reunions-Hughes	234
	Alumni Publications-McVey	234
	Alumni Publications-Hughes	
	The Alumni Register	235
	The Class Secretary	
	The Class Secretary	236
	Class Contributions—Hughes	236
	Alumni Can Provide a Living Endowment	237
	Alumni Are a Source of Large Gifts	
	Financial Campaigns	
	Placement of Graduates	
	Recent Graduates as Critics of Teaching	239
	An Alumni Advisory Council	240
	An Alumni Advisory Council	240
	Alumni Can Aid With the Legislature	241
	Alumni May Nominate Trustees	241
	Alumni of Especial Importance	242
	Distinguished Alumni	242
	Distinguished Alumni	245
8.	The Importance of Teaching	247
	Touching Is a Faculty Matter Hughes	945

	Table of Contents	xiii
	Teaching Is a Faculty Matter-McVey	. 248
	The Articulation of Students	. 249
	Teaching	. 252
	Teaching	. 255
	Lecturing—Hughes	. 257
	Lecturing—McVey	. 259
	Visiting College Classes	. 260
	Fellowships for Promising Young Teachers	. 260
	The Doctorate as a Requirement for a Professorship	. 261
	What Does It Cost To Graduate a Student?—McVey	. 263
	What Does It Cost To Graduate a Student?—Hughes	. 265
9.	Graduate Work and Research	269
7.	Research and Its Importance	. 269
	Cost of Research in Time	. 203
		. 272
	Cost of Research in Money	. 273
		. 275
	Allotment of Research Funds	. 276
	Financial Assistance to Graduate Students	
	Authorship in Publishing Results of Doctoral Theses—Hughes	
	Authorship in Publishing Results of Doctoral Theses-Hughes  Authorship in Publishing Results of Doctoral Theses-McVey	. 283
	Joint Research—Interdepartmental Committees	. 284
		. 285
	Writing Books	. 286
	University Research Foundations	. 288
	wider ose of offiversity roundations	. 400
10.	College Chapel, the Library, and Other Matters	291
	College Chapel—Hughes	. 291
	College Chapel-McVey	. 292
	The Library-Hughes	. 293
	The Library-McVey	. 293
	The Library Stack Room	. 299
	A University Press	. 303
	Art in College Halls	. 304
	Art on the Campus	. 305
	A Cultural Course for Students	. 307
	A Creative Artist on the Campus	. 308
Арр	endix	311
	Detailed Study of Occupations of Fathers of Members	
	of Class Entering in Fall of 1937	. 313
	of Class Entering in Fall of 1937	
	Given Student Should Attain	. 315
	Personnel Leaflet	. 320
Inde	X	323