

FACULTY SENATE MINUTES

April 8, 2021

Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Williams presiding.

I. Recognized Proxies

No proxies

Members in attendance

Lori Alford, Rae Atencio, Lisa Ann Blankinship, Tabitha Blasingame, Tim Butler, Cory Cagle, Justin Carter, Stephanie Clark, Lisa Clayton, Frank Diaz, Sarah Franklin, Litzy Galarza, Felicia Harris, Betsy Heckert, John Hodges, Scott Infanger, Lisa Kirch, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Chris Purser, Ansley Quiros, Terry Richardson, Craig Robertson, Sunhui Sim, Michael Stocz, Kevin Stoltz, Jessica Stovall, Jillian Stupiansky, Brian Thompson, Jason Watson, Laura Williams, Pete Williams, and Gretchen Windt. Dr. Lee Renfroe, serving as past Faculty Senate President was also in attendance.

Members not in attendance (without proxy)

Ravi Gollapalli (resigned from Senate – 7th consecutive meeting without a replacement from the Department of Engineering and Technology), and Mark Terwilliger (Department of Computer Science and Information Systems).

II. Approval of the Agenda

President Williams requested approval of the April 8th meeting agenda with an amendment to add the Assistant Chair eligibility requirements to new business for preliminary discussion.

Senator Robertson moved approval of the amended agenda and Senator Richardson seconded the motion.

The amended agenda was approved by acclamation.

III. Approval of minutes from the March 11th, 2021 Meeting

President Williams requested approval of the minutes from the March 11th meeting.

Senator Richardson to approve the minutes from the February meeting and Senator Robertson seconded the motion.

The amended minutes were approved by acclamation.

IV. Remarks from Dr. Ken Kitts, UNA President

President Kitts began his remarks by addressing the construction in Harrison Plaza. The work is almost complete and the water and light systems have been tested and deemed operational. The plaza is, with few restrictions, open to pedestrian traffic and to a viewing of the bricks gifted through the “Success of Legacy” initiative. This initiative raised over \$650,000 which, combined with the insurance settlement for the fountain, will cover reconstruction costs. Work crews will remain on site to address drainage issues. The “Light the Fountain” event has been rescheduled for 8:00pm on Wednesday, April 28th.

Turning his attention to budgetary issues, President Kitts reported that the Alabama Senate voted to accept Governor Ivey’s recommendation to improve, by 16%, UNA’s state funding allocation for the next fiscal year. The next step in the budgetary process involves the House of Representative’s Ways and Means Committee. A decision from this committee is expected within a week or ten days. UNA’s administration has met with the committee chair to request support to keep the 16% increase intact. The remaining steps in this process will involve a reconciliation of budget differences by a Conference Committee and, finally, the Governor’s signature. If there are no changes, the UNA administration will stay true to its priorities of filling vacant faculty and staff positions and propose a cost of living salary adjustment for faculty and staff.

President Kitts suggested that faculty extend comments and thanks to UNA graduates Senator Tim Melson and Representative Jamie Kiel for their support of Project 208. Both are members of the ETF committees in their respective chambers.

Speaking further to UNA’s budgetary issues, President Kitts worked with Mr. Evan Thornton to conduct an analysis of UNA’s budget from 2006-2021. Over that 15-year period, UNA received \$472 million from the state. Three other schools closest to UNA in size received \$552 million, \$602 million, and \$662 million over the same timeframe. Looked at this way, UNA has a longitudinal deficit to overcome.

President Kitts concluded by reflecting on the last academic year. How to open and remain open were paramount concerns. The President attributed this to the hard work of UNA faculty and staff and their determination to stay open. He noted that UNA did this by focusing on our students and working together. He expressed the thought that UNA is emerging from the pandemic in better shape than many other schools.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

Dr. Alexander was called for jury duty and was unable to attend the Senate meeting. He sent the following notes to replace his direct remarks:

Faculty Senate Report—April 8, 2021

Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

UNA celebrated **record enrollment** for the Spring 2021 semester, with a **4.5%** increase, largely attributed to online graduate students. The University has marked record enrollment every consecutive term since Summer 2018.

Enrollment indicators for both Summer and Fall are positive and portend well for continued records. UNA is bucking negative enrollment trends particularly in the State of Alabama and the faculty are a primary reason for this atypical enrollment growth. Thank you all.

Here are a few **demographic facts** that create a particularly challenging and volatile enrollment environment both now and in the future:

- Alabama is the only Sun Belt state that is not growing; and, in fact may be losing population
- There are fewer high school graduates in the state and increased competition for them
- Fewer Alabama high school graduates are electing to attend college immediately after high school graduation—a trend that was accelerating pre-pandemic and is now only worsening
- The P-12 educational system in Alabama is consistently ranked in the bottom tenth in the nation and recent state legislation will only continue to negatively impact that environment
- The political and cultural narrative regionally and nationally regarding Alabama—rightly or wrongly—make it increasingly difficult to recruit traditional, on-campus, out-of-state students

Again, despite these challenges, UNA is thriving and growing, due in large part to our **diversified enrollment strategy**. We are a first-choice institution for learners of all ages and types across every modality. Our **online brand** at the graduate level is particularly strong and we benefit from an increased presence and resonance in the burgeoning Huntsville market, the only growing metropolitan region in the state. In sum, I feel good about our chances for the future.

Lastly, I wish to thank and commend **Dr. Williams** for her capable, nuanced, and extraordinary leadership as Faculty Senate President this past year. Her leadership and commitment to collaboration have empowered this University to weather the pandemic better than most. Dr. Williams and I have had countless phone calls, meetings, and email exchanges that I can only describe as frank, honest, productive, and hilarious—the kind that leave you chuckling a day or two later. Personally, I appreciate her deeply and have been consistently impressed by her leadership and approach. I have stated several times publicly that if you want something done well, have a nurse or Nursing professor do it. She embodies this credo and I thank her profoundly.

VI. Remarks from Laura Williams, Faculty Senate President

President Williams remarked that 218 participants were present at the open-house campus wide town-hall meeting. She thanked those for being engaged and, in closing, thanked President Kitts and Provost Alexander for their work with Faculty Senate this year.

VII. Reports

A. Standing Committees

1. Faculty Affairs – Senator Watson spoke on behalf of the Faculty Affairs Committee and their work examining how the Digital Measures system worked with a number of tenure and promotion concerns faculty have. Specifically, Senator Watson reported that the current system within Digital Measures separates committee member recommendations from their actual individual vote. This is true at both the departmental committee level and university committee level.

There was a motion from the floor to separate comments on the tenure and promotion recommendation form within Digital Measures and committee member votes on the actual secret ballot to affirm or oppose tenure and/or promotion.

There were 39 votes in favor, 0 votes in opposition, and 0 votes cast in abstention.

2. Academic Affairs – There was no report.

3. Faculty Attitude Survey – The annual Faculty Attitude Survey will be available soon for participation. The committee failed to provide the Senate with a review of the survey prior to its distribution. A review was anticipated per approved minutes from the March Senate meeting.

4. Faculty Handbook Oversight – There was no report.

VIII. Unfinished Business

A. Proposal for 8 weeks sessions as options for medical and retroactive withdrawal (SGEC: FS/SGA/ASA)

[See Appendix A.](#)

Mr. Mitch Powell discussed this proposed policy change referencing his discussion from last month's Senate meeting. In short, the proposal presents the following objectives:

Addressing Medical Withdrawal: consideration may be applied for withdrawal from 8 week semesters only if documentation is consistent with the timeframe associated with the request.

Retroactive Withdrawal: UNA currently has a retroactive withdrawal policy. The current proposal aims to add the following language. "If a student is enrolled in a program that utilizes 8 week sessions, it may be possible to award withdrawals within an 8 week session instead of the entire semester".

Retroactive Medical Withdrawal: UNA currently has a retroactive medical withdrawal policy. The current proposal aims to add the following language. "Consideration may be granted for Retroactive Medical Withdrawal from 8 week session(s) only, if documentation supports the timeframe of request".

The proposal also stresses the need to add language to the general retroactive withdrawal. The following is central to those elements of the proposal:

Retroactive Withdrawal: The request must be submitted to the Registrar within 60 days of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

Retroactive Medical Withdrawal: The deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty days from the last day of classes for the semester where withdrawal is requested. As above, the Provost or UNA President can address extenuating circumstances. Students should submit their requests and provide supportive documentation to the University Case Manager within 45 days of the end of the semester. It must be verified that the student has not attended any other institution since leaving UNA and is currently attending or has applied for readmission to UNA.

Senator Richardson moved to accept the proposals and Senator Stovall seconded the motion.

The discussion centered around seeking clarification of the proposed policies particularly involving cases where students might be enrolled in a first or second eight week term while also being enrolled in a traditional 15 week semester. Students may be successful during eight-week terms but may seek retroactive withdrawal from their 15-week classes. The new policy, would allow a student to keep 1st and 2nd 8 week completed courses but retroactively withdraw from 15 week courses.

Senator Richardson called the question. The proposals were then put to a vote. There were 35 votes in favor, 1 vote in opposition and 3 votes in abstention.

B. Proposal for Inclusion of a Student Services Statement in Course Syllabi (SGEC: FS/SGA)

[See Appendix B.](#)

The proposal aims to add the following recommended statements to course syllabi:

The University of North Alabama is committed to providing students with a supportive and inclusive learning environment that promotes student success. Many office and centers are available to students on campus and online:

- University Success Center (<https://www.una.edu/successcenter/>) provides tutoring and houses the Center for Writing Excellence, Math Learning Center, and Advising Services.
- Student Counseling Services (<https://www.una.edu/counseling/>) is available to provide students with a safe and confidential space to discuss mental health and well-being needs.
- The University Case Manager (<https://www.una.edu/case/>) assists students in overcoming barriers to success (including lack of food through The Pantry (<https://www.una.edu/students/Food-Pantry/Index.html>) and financial concerns through Caring for the Pride).
- The Division of Diversity, Equity, and Inclusion (<https://www.una.edu/diversity/>), the Mitchell-West Center for Social Inclusion (<https://una.edu/socialinclusion/index.html>) are

committed to promoting diversity, equity, and inclusion for all students on UNA's campus.

The proposal encourages students to reach out to all UNA resources for assistance.

Senator Richardson moved to accept the proposal and Senator Stovall seconded the motion.

Senator Stovall wished to reinforce the principle that the services are available to students "at no additional cost" and wished to amend the proposal.

Senator Stovall moved to amend the proposal to add this language. Senator Franklin seconded.

The amended proposal was put to a vote: There were 40 votes in favor, 0 votes opposed and 0 votes in abstention.

Discussion was then directed back to accept the proposal as amended. There were 38 votes in favor, 2 votes opposed and 1 vote in abstention.

C. Proposal for Revisions to the Faculty Handbook Relative to the Selection Process for Department Chairs (Department of Visual Arts and Design (VAD) (F)

[See Appendix C.](#)

This was a tabled motion. Senator Richardson moved to approve the proposal and Senator Monteiro seconded.

Senator Galarza, noted that Communication faculty had concerns related to the following statement within the proposal: "upon receiving such notice the faculty will elect a ranked slate of candidates to present to the college dean and Vice President for Academic Affairs and Provost for selection of the new chair."

Senator Galarza said the Communication faculty had concerns related to the replacement of chair as the policy appears to emphasize that departmental faculty would collectively discuss, select, and rank a slate of candidates. The faculty were concerned that this practice may not work well "because there may be several faculty members who are vying for the position. They will not willfully support a slate that doesn't have them at the top." The faculty suggested that it would be better if "individual faculty members are able to submit their own lists. That would give the Dean and VPAA a chance to see if the same names are on most (or all) lists, see where they rank, and it would allow faculty to express their true preferences instead of having to navigate a potentially-contentious candidate meeting." Also, presenting a ranked slate of candidates would appear to "eliminate the possibility of hiring a department chair from outside the university."

Senator Franklin noted that some History Department faculty thought the proposal was a good idea but there were concerns regarding presentation of a ranked slate of candidates and how academic Deans might respond to a ranked slate or if the slate of candidates only had one name. She also raised concern that faculty may present candidates for consideration that, unbeknownst to the faculty, may have had HR or Title IX issues. A Dean could reject such candidates and not be able to explain to faculty why a candidate was rejected.

Senator Kirch noted that the proposal was put together to get feedback and that the choice of chair does not seem to be standardized in actual practice. The proposal really aims to standardize the chair selection process.

Speaking to the issue of presenting a ranked slate of candidates, Senator Pete Williams suggested that the Senate consider “implementation of a ‘ranked choice voting’ method.” Senator Williams provided links to websites that describe implementation of such methods.

[https://ballotpedia.org/Ranked-choice_voting_\(RCV\)](https://ballotpedia.org/Ranked-choice_voting_(RCV))

<https://www.wnycstudios.org/podcasts/radiolab/articles/tweak-vote>

Senator McGee noted that the comments expressed during today’s meeting suggest further work regarding selection of department chairs is warranted. He moved that the Faculty Affairs Committee look into this issue and prepare a report for the first business meeting of the upcoming academic year.

Senator Richardson seconded the motion.

A voted was taken. There were 39 votes in favor of the motion, 1 vote in opposition and zero votes to abstain.

IX. New Business

A. Proposal for Admissions Requirements Revisions (SGEC: ASA/FS/SGA)

[See Appendix D.](#)

Ms. Julie Taylor, Director of Admissions and Enrollment Innovation submitted this proposal. Mr. Mitch Powell presented the proposal to the Senate. The proposal aims to revise admission requirements as follows: For beginning Freshmen, the ACT or SAT will no longer be required for admission. The minimum GPA for admission is being raised from 2.25 to 2.5. ACT scores will no longer be used to determine conditional admission.

The following exceptions for beginning Freshmen admission were proposed: ACT scores are no longer required for GED students.

ACT/SAT scores will be used to determine scholarship recipients.

There was limited discussion regarding the proposal. Senator Richardson stated that the new policy sounded like an abandonment of the ACT/SAT. Senator Stovall said that the Math Department uses the ACT for placement and if students do not take the test the university will need to put into place some sort of placement test in lieu of the ACT.

President Williams moved this item to old business for the September Senate meeting.

B. Proposal for Scholastic Standards Revisions to Academic Warning and Academic Probation (SGEC: ASA/FS/SGA)

[See Appendix E.](#)

Mr. Mitch Powell discussed this proposal. The proposal offers two changes to the scholastic standards that define academic warning and academic probation. Relative to the revision of academic warning, the proposal states that an “undergraduate student who has attempted fewer than 18 hours at UNA with a UNA Institutional GPA less than 2.00 will be placed on Academic Warning.” Also, any “undergraduate student who has attempted more than 18 hours at UNA whose term GPA falls below a 2.00 but has a minimum Institutional GPA of 2.00 or above, will be placed on Academic Warning.

Relative to the revision of academic probation, the proposal states that “a student will be placed on academic probation at the end of any term in which the student’s UNA institutional GPA falls below the following: Freshman (0-29 cumulative hours) with a 1.60 Institutional GPA; Sophomore (30-59 cumulative hours) with a 1.85 Institutional GPA; Junior (60-89 cumulative hours) with a 1.95 Institutional GPA; and Senior (90 or above cumulative hours) with a 2.00 Institutional GPA.

Mr. Powell noted that if these proposals pass, student eligibility for financial aid will be impacted. However, the overall impact would be minimal. The UNA Student Advising Center is in favor of this proposal.

President Williams moved this item to old business for the September Senate meeting.

C. UNA Faculty Handbook updated with Bookmarks and Links (SGEC: FS)

[See Appendix F.](#)

The VPAA’s office provided an updated copy of the Faculty Handbook for Senate review and approval.

President Williams moved this item to old business for the September Senate meeting.

D. ITS policy to upgrade/improve security systems by implementing escalation privileges.

[See Appendix G.](#)

Senator Watson discussed this proposal and reinforced that the University’s network needs to be updated to ensure university employees are granted timely access to documents, via software, that allows for an uninterrupted flow of decision-making.

Senator Watson asked faculty to provide him with feedback now and during the summer regarding this proposal.

President Williams moved this item to old business for the September Senate meeting.

E. Formation of Nominating Committee for Faculty Senate Officers (FS)

Three senators are needed to serve on this committee. The committee is responsible for providing nominations for the following Faculty Senate positions: President Elect, Senate Secretary, and two committee members at large. Nominating committee members cannot be elected to those positions.

The following faculty were elected to serve on this committee:

Senator Justin Carter
Senator Stephanie Clark
Senator Betsy Heckert

F. Departmental Assistant Chair – Eligibility (COAD: FS)

This policy aims to describe eligibility for the Departmental Assistant Chair role. Please see Appendix C.

President Williams suggested that the Faculty Affairs Committee work on this with the related issue of selection of Department Chairs.

Senator Stovall move to send this proposal to the Faculty Affairs Committee. Senator Franklin seconded the motion.

There were 35 votes in favor, 1 votes opposed and 0 votes cast in abstention. The proposal goes to the Faculty Affairs Committee for study and discussion at the September meeting.

X. Information Items

A. Shared Governance Vacancies – nominations and voting will occur at May 6th meeting

President Williams provided a list of shared governance vacancies as part of the today's agenda. She encouraged faculty to seek nominees in time for the May 6th meeting and election..

B. Senators with terms expiring spring 2021

Felicia Harris (Teaching, Learning, and Leadership)
Gary Padgett (Teaching, Learning, and Leadership)
Terry Richardson (Biology)
Mark Terwilliger (Computer Science and Information Systems)

Replacement for Sarah Franklin (History)

XI. Adjourn

Senator Robertson moved to adjourn the meeting. Senator Franklin seconded the motion. The meeting adjourned at 5:04 pm.

New Proposal

Date Submitted: 02/03/21 2:45 pm

Viewing: **Include 8 week sessions as options for Medical and Retroactive Withdrawal requests and clarify criteria for exceptions to late submissions**

Last edit: 02/08/21 1:21 pm

Changes proposed by: mpowell7

Request Type

New Policy or Policy Revision

The proposed change(s) will be effective beginning:

Fall 2021

Academic Level

Undergraduate and Graduate

Title

Include 8 week sessions as options for Medical and Retroactive Withdrawal requests and clarify criteria for exceptions to late submissions

With an increasing number of programs being offered in 8 week formats, it is proposed to revise the existing portions of the current Medical Withdrawal and current Retroactive Withdrawal and Retroactive Medical Withdrawal policies to include the option of these withdrawals only applying to an 8 week session rather than the entire term.

Attached is the entire policy with red mark up for new revisions.

Below is a summary.

Medical Withdrawal - to this existing policy add the following: Consideration may be granted for withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

Retroactive Withdrawal - to this existing policy add the following: If the student is enrolled in a program that utilizes 8 week sessions, it may be possible to award withdrawals within an 8 week session instead of the entire semester.

Retroactive Medical Withdrawal - to this existing policy add the following: Consideration may be granted for Retroactive Medical Withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

Addressing late submissions

It's also necessary to add additional language to the provision of an extension being granted to consider a retroactive withdrawal request submitted late (outside of the 60 days from the end of the semester being requested).

Retroactive Withdrawal

The request must be submitted to the Registrar within 60 days of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

Retroactive Medical Withdrawal

Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The student must submit the request and documentation to the University Case Manager within 45 days of the end of the semester of request, thus allowing 15 days for committee review and submit to the Registrar's office. Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

Withdrawal from a Course

A student may withdraw from a course with a grade of W by the withdrawal period deadline indicated on the University Academic Calendar.

Any student wishing to withdraw from a class during the withdrawal (W) period may login to his/her secure UNA Portal and follow the same steps as when he/she initially registered, selecting 'web withdraw' beside the desired course(s) and submit. This policy is valid for all courses offered by the University of North Alabama. The class will be withdrawn as requested and a notification sent to the student and instructor. The Registrar's Office will notify the Office of International Affairs for any international student wishing to withdraw from a class.

Withdrawing from a class after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Withdrawal from the University

A student may withdraw from the University with grade(s) of W by the withdrawal period deadline indicated on the University Academic Calendar. The grade of W will be recorded for each registered course.

Any student wishing to withdraw from the University will follow the same instructions as withdrawing from a course except for the last course. To withdraw from the last course, a student must send a detailed email request from their UNA email account to registrar@una.edu requesting to withdraw from the remaining course.

Withdrawal from the University after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Medical Withdrawal

Request for a medical withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade. If the Medical Withdrawal is approved, grade(s) of W will be recorded for each registered course. Consideration may be granted for withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider (physician, nurse practitioner or licensed mental health professional), a student cannot continue enrollment in his/her courses because of a serious physical and/or psychological condition. Because serious health conditions usually impact all courses, requests for a medical withdrawal result in a withdrawal from all classes and the university.

Students are encouraged to contact their advisors, their academic deans and financial services before withdrawing from the university. Withdrawal can impact financial aid, veteran's benefits, international student standing, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or time permitting by mail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed (256-765-4235) or with time permitting mailed (University Case Manager, 1 Harrison Plaza UNA Box 5023, Florence, AL 35632), by the provider. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager, failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons, from the Office of Disability Support Services, University Health Service and the University Case Manager. The Committee will be appointed by the Assistant Vice President for Student Affairs. The committee may approve, deny or request further documentation upon review. If further documentation is requested by the committee, the student, will have 3 business days from the date of notification via University email, to provide requested documentation.

If the medical withdrawal is approved, documentation will be submitted to the Office of the Registrar regarding the student's medical withdrawal, and the student will receive grades of W on transcripts. If the medical withdrawal is denied, the student will meet with the University Case Manager to discuss further options. The student will be notified of the committee's decision by official university email within 5 business days of submission of a completed application. A hold will be placed on the student's record until they have been approved for re-enrollment. See Enrollment following Medical Withdrawal.

Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

If the student's medical condition so incapacitates the student that he/she cannot act on their own behalf, the student's parent, legal guardian or representative should contact the University Case Manager 256-765-4223 for assistance.

Enrollment Following a Medical Withdrawal

Students with plans to enroll in subsequent semesters or summer terms following a medical withdrawal will be required to submit medical documentation from a licensed health care provider, Licensed Provider Recommendation for Return to Campus (Medical Clearance), which indicates readiness to return to an academic environment. The student will be expected to sign a release for the treating physician/facility to the University Case Manager for verification purposes, failure to do so will result in denial of request. Additionally, academic units reserve the right to request further documentation and/or other requirements specific to the student. All documentation will be submitted to the University Case Manager, reviewed by the committee and kept confidential. This information should be submitted 10 business days prior to the start of the semester in which the student wishes to enroll. A hold will be placed on the student's registration until this documentation is submitted. If the student has already

registered for the following semester, the schedule will be dropped if documentation is not submitted by a specified date and/or the student has not contacted the University Case Manager.

The student may be required to fulfill additional requirements set forth by the committee and/or the University CARE Team to promote the student's success and continued community safety. Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

Retroactive Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for Retroactive Withdrawal or Retroactive Medical Withdrawal from the University. The request must be submitted to the Registrar within 60 days of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal or retroactive medical withdrawal, they must contact the Registrar's Office up to 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision.

If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. If the student is enrolled in a program that utilizes 8 week sessions, it may be possible to award withdrawals within an 8 week session instead of the entire semester. If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions below)

Notes and Exceptions

- In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of W are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up

in the following semester (fall, spring). A grade of I (Incomplete) which has not been removed within the period prescribed automatically becomes an F.

- Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
- The policy does not apply to clinical courses taken in the Anderson College of Nursing. Students who are failing clinical in the Anderson College of Nursing and Health Professions at the time they withdraw from the class will receive an F for that class.
- The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
- A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member's attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
- Students who are called to active military service during an academic term may choose one of the following options:
 - The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees. If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
 - A student may be assigned grade(s) of I (Incomplete) and will be subject to the University's Incomplete grade policy.

Retroactive Medical Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University.

Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The student must submit the request and documentation to the University Case Manager within 45 days of the end of the semester of request, thus allowing 15 days for committee review and submit to the Registrar's office. Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

The student should complete the Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation by fax (256-765-4235) or, time permitting, by mail (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632) to the University Case Manager. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services and University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may support, deny or request further documentation upon review. If further documentation is requested by the committee, the student will have three (3) business days from the date of the notification via university email to provide requested documentation. The student will be notified by university email of the committee's decision.

If the documentation supports a Retroactive Medical Withdrawal, the office of the Registrar will be notified by the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the retroactive medical withdrawal, they must contact the Registrar's Office up to thirty (30) business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. Consideration may be granted for Retroactive Medical Withdrawal from 8 week session(s) only, if documentation supports the timeframe of request. If the instructor(s) are no longer employed by the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)

Appendix B



College of Arts and Sciences
Office of the Dean
Bibb Graves Hall 217
sbaird@una.edu 256-765-4288

CAMPUS CORRESPONDENCE

MEMORANDUM

TO: Dr. Ross Alexander, Provost and Executive Vice-President for Academic Affairs
FROM: Sara Lynn Baird, Dean, College of Arts and Sciences
RE: Recommended syllabi statement to promote student support services
DATE: February 17, 2021

The College of Arts and Sciences would like to propose that the statement below is provided to faculty as a recommended inclusion in all course syllabi. I am requesting permission to present this for consideration in COAD and then in the Faculty Senate Executive Committee.

UNA currently requires language for all course syllabi (<https://www.una.edu/academics/faculty-information/index.html>). Currently, statements are required on the following:

1. Academic Honesty
2. Communication
3. Disability Support Services
4. Title IX

The following is proposed as an additional recommended (but not required statement) for inclusion in all course syllabi:

The University of North Alabama is committed to providing students with a supportive and inclusive learning environment that promotes student success. Many offices and centers are available to students on campus and online:

- University Success Center (<https://www.una.edu/successcenter/>) provides tutoring and houses the Center for Writing Excellence, Math Learning Center, and Advising Services.
- Student Counseling Services (<https://www.una.edu/counseling/>) is available to provide students with a safe and confidential space to discuss mental health and well-being needs.
- The University Case Manager (<https://www.una.edu/case/>) assists students in overcoming barriers to success (including lack of food through The Pantry <https://www.una.edu/students/Food-Pantry/index.html> and financial concerns through Caring for the Pride).

- The Division of Diversity, Equity, and Inclusion (<https://www.una.edu/diversity/>), the Mitchell-West Center for Social Inclusion (<https://una.edu/socialinclusion/index.html>) and the Center for Women's Studies (<https://www.una.edu/womensstudies/index.html>) are committed to promoting diversity, equity, and inclusion for all students on UNA's campus.

Students should always reach out to faculty, staff, and administration for guidance and assistance.

This language has been vetted and approved by Holly Underwood (UNA Case Manager), Bethany Green (Assistant Director of Student Engagement), Andrea Hunt (Director of the Mitchell-West Center for Social Inclusion), Carmen Ritcher (Director of UNA Student Counseling Services), and Lynne Rieff (Director of the Center for Women's Studies). This statement has been approved by Mr. Ron Patterson, Vice President for Diversity, Equity, and Inclusion per email on Feb. 16, 2021.

Appendix C



Department of VISUAL ARTS and DESIGN
College of Arts and Sciences

MEMORANDUM

To: Laura Williams, 2020–21 Faculty Senate President

From: Department of Visual Arts and Design

Re: Proposal for Faculty Handbook Policy Revision

Date: August 20, 2020

The Department of Visual Arts and Design submits to the Faculty Senate and the Shared Governance Executive Committee the attached proposal for revision of the current Faculty Handbook policy.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement.

This summer, the restructuring of the School of the Arts directed by the Office of the Dean of the College of Arts and Sciences resulted in the replacement of the traditional Department Chair with two Co-Chairs and the creation of new administrative positions and titles: Associate Director, the Assistant Chair, and the Program Coordinator. The Arts and Sciences faculty also observed the establishment of Co-Chairs as a result of the Psychology and Sociology Departments merger.

These changes signal the University administration's interest in utilizing new governance structures and therefore raise the need to examine current policies concerning the role and responsibility of the academic Department Chair—an important middle management position that necessarily serves both the faculty and the administration. These changes also raise the need to define: Program Coordinator, Assistant Chair, Co-Chair, and Associate Director.

In the spirit of shared governance and in fulfillment of our civic responsibility as members of the University community, the faculty of the Department of Visual Arts and Design therefore propose the 3.2.4. policy change and urge the definition of the aforementioned new administrative positions.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes utilization of a standardized plan for selection of department chairpersons, revision of the generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

[...]

PROPOSED CHANGES

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments, ~~which independent of any are not replaced by indicating the term of appointment.~~ A department's faculty will receive advance communication when a chair transitions to a different administrative position beyond the home department. Department faculty will also receive prompt notice of vacancy at the end of a chair's term or termination of appointment, whichever comes first. Upon receiving such notice the faculty will elect a ranked slate of candidates to present to the college dean and Vice President for Academic Affairs and Provost for selection of the new chair.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes ~~utilization of~~ using a standardized plan ~~for selection of~~ to select department chairpersons from the slate of elected candidates, consulting with the department faculty while ~~in revision of~~ revising the generic chair job description ~~for department chairpersons to make it department-specific to each department,~~ as well as developing development of a standardized evaluation plan of evaluation that will be used for applicable to all department chairpersons during the review of a completed term and before recommendations are made for the subsequent renewal of a term. The department chair selected will be informed of the standardized evaluation plan prior to finalizing the appointment. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

2/22/2021

Approve Pages

New Proposal

Date Submitted: 02/18/21 3:24 pm

Viewing: **Admission Requirements Revisions**

Last edit: 02/18/21 3:24 pm

Changes proposed by: mpowell7

Request Type	New Policy or Policy Revision
The proposed change(s) will be effective beginning:	Fall 2021
Academic Level	Undergraduate
Title	Admission Requirements Revisions
Department	General - Not Department Specific
College	General - Not College Specific

Request Details

The attached document contains suggested revisions to the undergraduate Admission Requirements.

A summary of the suggested revisions are as follows:

Beginning Freshmen

1. ACT or SAT test scores are no longer required for admission.
2. General aptitude verbiage based on ACT or SAT scores is being removed.
3. The minimum GPA for admission is being raised from 2.25 to 2.50.
4. ACT scores will no longer be used to determine conditional admission.

Beginning Freshmen Admission Exceptions

1. ACT scores are no longer required for GED students.
2. Verbiage is removed regarding basic competency requirements for adult learners.

Transfer Students

Although transfer students who are on warning or probation at the last institution attended will be placed on warning or probation at UNA, and will be subject to UNA's Scholastic Standards, their suspensions from previous institutions will not be factored into their academic standing. If a transfer student enters suspension at UNA, it will be their first academic suspension, even if they were suspended at a previous institution.

Supporting Documents [Admission Requirements \(002\).docx](#)

Admission Requirements

On This Page

- [~~***Special Provision regarding ACT Testing requirements due to COVID-19~~](#)
- [Beginning Freshmen](#)
- [Transfer Students](#)
- [Former Students](#)
- [UNA Early College](#)
- [Senior Scholars](#)
- [Special Students](#)
- [International Affairs](#)

~~***Special Provision regarding ACT Testing requirements due to COVID-19~~

~~For Fall 2020 and Spring 2021, UNA has suspended its admissions requirement of ACT test scores due to COVID-19 and the inability for students to test on a regular cadence. For Fall 2021, the ACT test score admissions requirement will be optional. Any references to ACT test scores in the verbiage below are superseded by this special provision.~~

Beginning Freshmen

High school students should apply for admission as early as possible during the senior year. An official copy of the high school transcript, showing grades at least through the junior year ~~and ACT or SAT scores~~, should be sent by the high school directly to the UNA Office of Admissions. Transcript requests must be made by applicants.

A preliminary admission decision will be made on the basis of ~~ACT or SAT scores and~~ the official high school transcript through the junior year. Confirmation of graduation and an official transcript of work completed in the senior year must be submitted before a final admission status will be determined.

Unconditional Admission

Graduates of approved high schools who meet the specified ~~general aptitude and~~ academic competency requirements may be granted unconditional admission to the freshman class at the University of North Alabama.

~~General Aptitude~~

~~Applicants must demonstrate general aptitude by obtaining a composite score of 18 or higher on the American College Test (ACT) or 960 or higher on the Scholastic Aptitude Test (SAT).~~

Basic Competencies

Applicants must demonstrate academic competency by achieving a grade point average (GPA) of at least ~~2.5025~~ (4.0 scale) on an unweighted scale. Applicants must also have at least 13 high school units distributed as follows:

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- English²: (4 approved units)
- Mathematics: algebra I, algebra II, geometry, trigonometry, statistics, or calculus (2 units)
- Natural or Physical Science: one biological and one physical science (2 units)
- Social Studies: one unit American/United States history and at least 1/2 unit in government, with the balance from world history, state history, economics, geography, psychology, political science, or anthropology (3 units)
- Other: foreign languages, computer sciences, or any of the courses listed in the above areas which are not used to meet requirements in those areas (2 units)

Conditional Admission

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High school graduates who do not meet the standards for unconditional admission may be granted conditional admission if they meet all of the following conditions:

~~1.~~ the ACT composite score is 16 or above (SAT¹ of 880 or above);

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~~2.~~ at least 11 approved units have been earned from among the high school academic core;
~~3.~~ the high school GPA is at least 2.0 unweighted.

Students admitted conditionally must present the UNA Office of Admissions with a final high school transcript before classes begin the semester for which they are admitted. Such students will follow prescribed courses of study designed to strengthen their basic skills in areas where weaknesses are apparent.

Conditionally admitted students who have completed one semester or term and who have earned a minimum cumulative grade point average of 1.60 will be granted unconditional admission status. Credit earned during the conditional period will apply, if appropriate, toward a regular undergraduate degree program. Students who earn less than a 1.60 cumulative grade point average at the end of the first semester or term will be placed on academic warning for the following semester. (See Scholastic Standards section in this catalog for further information.)

¹ Math and Verbal only

² For approved units, contact the Office of Admissions

Admission Exceptions

Special consideration will be given to certain categories of applicants. Exceptions will be made under the following conditions:

1. New freshmen who are discharged veterans must meet the admission requirements for unconditional or conditional admission. New freshmen who are honorably discharged veterans and eligible for admission may be granted unconditional admission.
2. Applicants who have successfully passed the General Education Development (GED) test and can present a copy of the Certificate of High School Equivalency (GED certificate) may be granted admission to the University if the high school class of which they were a member has graduated. ~~ACT scores must be submitted if the student is under the age of 25 or if the high school class for which they were to graduate has been out less than five years. Students with an ACT score of 18 or higher will be granted unconditional admission to the University. Students not meeting this educational requirement may enroll only by obtaining special permission from the Chief Enrollment Officer.~~
3. ~~2. High school graduates who have never attended college and who have been out of high school for five or more years, as well as those who are more than 25 years old, must comply only with the basic competencies requirement, and are exempt from the general aptitude standards.~~
4. ~~3. Home-schooled applicants must meet the ACT/SAT and grade point average (GPA) requirements of unconditional admission if they present certified transcripts at the completion of their program. Applicants who do not present certified transcripts must take the General Education Development (GED) test and meet the admission requirements as outlined in item (2) listed above. Students not meeting this educational requirement may enroll only by obtaining special permission from the Provost, Chief Enrollment Officer.~~

Orientation

All freshmen should attend an orientation session prior to the beginning of the initial term of enrollment. For those students beginning in the fall semester, Student Orientation, Advising, and Registration (SOAR) sessions will be scheduled. The two-day sessions, which are offered during June and July, include orientation, academic advisement, and preregistration for the fall semester. Details for SOAR are available at www.una.edu/orientation.

Transfer Students

Students transferring to UNA must have all institutions previously attended send official transcripts directly to the Office of Admissions. Student records will be incomplete and final admission status cannot be determined until all documents are placed on file.

Eligibility

To enroll at the University of North Alabama, a transfer student must be eligible to return to the last institution attended. Ineligibility to return to the last school attended for academic, disciplinary, financial, or other reasons will normally make the student ineligible for admission to UNA. Students transferring fewer than 24 hours of acceptable coursework must meet standards for ~~ACT or SAT scores and high school core minimums~~ required of beginning freshmen.

Transfer students who are on warning or probation at the last institution attended will continue to be on warning or probation at the University of North Alabama ~~and will be subject to all regulations governing warning, probation, suspension, and dismissal~~. All transfer students are subject to UNA's Scholastic Standards. If these standards are not met, further academic action will be necessary.

Upper-Division Credit Requirement

At least 50% of the credit hours required for graduation must be earned from UNA or other senior institutions, 25% of which must be earned from UNA.

Orientation

All transfer students should attend an orientation session prior to the beginning of the initial term of enrollment. For those transfer students beginning in the fall semester, Student Orientation, Advising, and Registration (Transfer SOAR) sessions will be scheduled. The sessions are offered during June and July, and include orientation, academic advisement, and preregistration for the fall semester. See www.una.edu/orientation for more information.

Former Students

Students who remain continuously enrolled (summer term excluded) are approved for registration each semester or term as long as they maintain the required academic standards. Students who have not been enrolled for one or more semesters, must reactivate their admissions record. Admissions applications are available [online](#). Students who reapply for admission are subject to all published application deadlines and requirements.

Former students who apply for reactivation after attending other institutions will be evaluated as transfer students and must meet the transfer student admission requirements. Transcripts must be requested from other institutions and will be evaluated and considered as a part of the reactivation process. This policy also applies to students who attend other institutions during the summer term. Students may avoid this process by getting advance approval to take courses elsewhere as transient students. (See Transient Students section for further information.)

Students who have been suspended once are eligible to return to UNA after one full semester following such academic action. A summer term will not fulfill a suspension period. Students who have been suspended twice are eligible to return to UNA after one calendar year. Subsequent academic suspension will result in a student being ineligible to enroll for a period of three years.

Undergraduate Alternative Admission Policy

Extenuating academic, social, cultural, or legal circumstances may necessitate an "Alternative Admission" pathway to the University of North Alabama for a small percentage of students seeking admission to the University for the first time (freshman or transfer).

If a student who does not meet UNA's minimum admission requirements is denied admission, an appeal in writing may be filed on the student's behalf by a University official (e.g. faculty member, Admissions recruiter, athletic coach) to the Director of Admissions. For student-athletes, the appeal must be supported and approved by the Director of Athletics. The student's entire file, any supporting documentation provided by the University official including a statement of rationale for appeal, a plan for academic support during the student's time at UNA written by the University official, and a statement from the student will be reviewed by the Admissions Review Committee. The committee may recommend to either approve or deny the appeal via Alternative Admission. The committee's recommendation is then forwarded to the Chief Enrollment Officer, who will forward it to the Provost along with his or her recommendation on whether or not to admit or deny the student. The Provost will make the final decision about whether to admit or deny the student.

The purpose of the Admissions Review Committee is to consider candidates for first-time undergraduate admissions with a special talent and/or extenuating circumstance that indicate potential for success but require further documentation and/or an alternative method of evaluation. One primary goal of the committee is to enhance and foster the University's demographically-diverse student population. The Director of Admissions chairs the committee and it has five other members approved by the Provost, including at least two UNA faculty members.

The total number of students admitted via the Alternative Admission process may not exceed two-percent of the total number of new students admitted to the University (freshman or transfer) in any given year.

New Proposal

Date Submitted: 02/18/21 3:23 pm

Viewing: Scholastic Standards Revisions to Academic Warning and Academic Probation

Last edit: 02/18/21 3:23 pm

Changes proposed by: mpowell7

Request Type	New Policy or Policy Revision
The proposed change(s) will be effective beginning:	Fall 2021
Academic Level	Undergraduate
Title	Scholastic Standards Revisions to Academic Warning and Academic Probation
Department	General - Not Department Specific
College	General - Not College Specific
Request Details	

This proposal contains two suggested revisions to the Scholastic Standards in the areas of Academic Warning and Academic Probation:

Academic Warning Existing Policy:

A student with a UNA institutional GPA of less than 1.60 who has attempted fewer than 18 semester hours will be placed on academic warning for the following semester. If at the end of the semester of academic warning the student does not reach the minimum UNA Institutional GPA listed below, the student will be placed on academic probation.

Proposed Revision to Academic Warning:

- Any undergraduate student who has attempted fewer than 18 hours at UNA with a UNA Institutional GPA less than 2.00 will be placed on Academic Warning.
- Any undergraduate student who has attempted more than 18 hours at UNA whose term GPA falls below a 2.00 but has a minimum Institutional GPA of 2.00 or above, will be placed on Academic Warning.

Academic Probation Existing Policy:

A student will be placed on academic probation at the end of any term in which the student's UNA institutional GPA falls below the following:

Classification (Cumulative Hours) UNA Institutional GPA

Freshman (0-29) 1.60
 Sophomore (30-59) 1.85
 Junior (60-89) 1.95
 Senior (90 or above) 2.00

Probationary status may be removed by achieving the minimum UNA institutional GPA for the student's classification. If on the work for which enrolled in the probationary term the student achieves a grade point average of 2.0 (C) or higher but remains below the minimum UNA institutional GPA required for the student's classification, probation is continued.

Proposed Revision to Academic Probation:

Any undergraduate student who has attempted more than 18 hours at UNA will be placed on academic probation at the end of any term in which the student's UNA institutional GPA falls below 2.00. Probationary status may be removed by achieving a minimum UNA institutional GPA of 2.00 or above.

Appendix F

https://www.una.edu/faculty-senate/una_faculty_handbook_full_version_august_1_2020_updated_with_bookmarks_and_links_from_4_8_21_senate-meeting.pdf

MEMORANDUM

TO: Chair
Technologies Advisory Committee UNA Shared Governance

FROM: Jason Watson
Member of Security Review Committee

RE: Revision to Administrative Privileges and Network Monitoring Policy

DATE: March 8, 2021

The University of North Alabama (UNA) is active in reviewing the campus computer and network security to ensure adequate protection from novel and ongoing threats to information security. Recently, Provost Alexander established a working committee to evaluate the need for a few changes in the administrative privileges system implemented at UNA.

Currently, the university employees are granted administrative-level permissions to their local computers to manage software and other tasks. This level of continuous access grants the same privileges to unauthorized attackers in an event a university account is compromised.

Information Technology Services (ITS) at UNA is dedicated to maintaining a high level of flexibility for employees using university computers. The security review committee recently evaluated and agreed to improve security by installing a privilege escalation system to work with the university's access control system. This would allow for university employees to conduct work on computers without administrative privileges, but allow the employee to elevate privileges when necessary to install software or conduct other system changes. The elevation of privileges would be automated in most cases and only require the employee to re-enter their university password.

As a result of the system change, the university's Administrative Privileges and Network Monitoring Policy needed to be updated to reflect the change. Please refer to the revised policy change that is attached to this memorandum. Previously, it was a combined policy and was separated in two new policies to reflect the distinct security issues related to administrative privileges and computer and network monitoring.



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

ADMINISTRATIVE PRIVILEGES POLICY

The following document applies to all university employees and computers, including Information Technology Services (ITS) employees and computers.

Running a computer system with administrative privileges represents a significant risk to the confidentiality, integrity, security, and availability of the University's information assets. However, without elevated administrative privileges, a user cannot immediately install or update some software and/or hardware and must wait for ITS support, which causes an inconvenience for the user and increases the expense of maintaining the University's computer assets. Therefore, under the direction of the university administration, ITS enables automated temporary access to elevated administrative privileges for each employee on their assigned computer to perform job-related duties.

All university-owned computers must:

- Be joined to the University's active directory domain;
- Have management software installed that facilitates hardware or software inventory for asset tracking, license compliance, software installation/upgrading, remote assistance, or troubleshooting;
- Have active, properly configured security (anti-virus, malware, etc.) software;
- Have service packs and/or patches deemed necessary by ITS.

NOTE: Exceptions to the above can be made by the Executive Director of ITS.

Administrative Privileges Agreement

Every university employee has automated temporary access to elevated administrative privileges for job-related duties on their university-assigned computer and is required to abide by the following:

- User will not alter the computer's firewall, antivirus, or any other security software;
- User will not create any new user accounts or modify any existing accounts;
- The ITS department will continue to provide operating system patches, application software patches, antivirus/malware updates through the system wide client management platform to all University owned computers. User will not block or in any manner disable or revise any services on the computer that may prevent these or other routine maintenance procedures including scheduled antivirus/malware scans;
- User will maintain software licensing information for any software personally installed on their assigned computer;
- User will not share their username or password with others (Information Technology Services can provide assistance in establishing options for securely sharing items between users);
- User will not install or use software that is considered insecure. If there are questions concerning the validity of any software, the user should contact ITS prior to installing;
- User agrees that ITS has the right to temporarily block the computer from the university network at any time if the computer is suspected to be a security or support risk;
- User will be responsible for backing up their data. ITS will not be able to restore a configuration customized by the user. In the event of a computer failure, ITS will restore the original base image on the computer. The base image includes an operating system and any software maintained by the ITS department;

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- User agrees that, in the event their elevated administrative privileges result in a security compromise, they may be held responsible for any damages that may result to the full extent allowed by university policy, local, State, and/or Federal law.

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Privileges Revocation

A user's elevated administrative privileges may be revoked for any of the following reasons:

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- User is involved in a data breach that is related directly to their having administrative privileges;
- User is downloading or installing software that is illegal or malicious to the University's IT Resources;
- User is downloading or distributing copyrighted material without permission and can't demonstrate "fair use" (<http://www.copyright.gov/fls/fl102.html>);
- User requires excessive support from ITS staff. Excessive support is defined as frequent incidents requiring ITS staff to spend time returning a computer's operating system or software to a properly functioning state.

Decisions to revoke a user's elevated administrative privileges will be made collaboratively by the Executive Director of ITS and the immediate supervisor of the assigned user based on documentation of any of the above conditions. Revocation of privileges will be communicated in writing to the user upon execution. If the Executive Director and the user's immediate supervisor are unable reach a mutually acceptable agreement, either may appeal to the Technologies Advisory Committee (TAC) for a decision. The committee may be reached by sending a written request to the TAC Chair. The Chair will respond to appeal requests in writing to the requester within 15 business days. In the meantime, prior to the TAC's official decision, revocation of elevated administrative privileges is at the discretion of the Executive Director.

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A user's previously revoked administrative privileges will not be restored without a written request from the user. After a period of 90 days, a user may request the reinstatement of their previously granted elevated administrative privileges by sending a written request to the Executive Director and their immediate supervisor. The decision process will consider the documentation and/or decision that led to the revocation and the user's computer use record during the prior 90 days. If the decision is made to continue without elevated administrative privileges, the user may continue to request reinstatement every 90 days. Any reinstatement request that is less than 90 days from the initial revocation or from a previous reinstatement request will not be accepted.

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A user whose administrative privileges are revoked and not restored may appeal the decision with the TAC. The committee may be reached by sending a written request to the Executive Director and the TAC Chair. The committee will respond to appeal requests in writing to the requester within 15 business days.



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

Computer Network and Computer Monitoring

There is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the university network and computing resources. The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the university network. Such monitoring is limited to the backup, caching of data, logging of general activity, and usage patterns.

The University may monitor individual usage in the following instances:

- The user has voluntarily made access available to the public;
- To protect the security, functionality, and liability of the University's IT Resources;
- Where probable cause exists to believe that the user has violated the University computer policy.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the Vice President of Business and Financial Affairs (VPBFA) in consultation with the President. The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities. The VPBFA must be notified prior to initiation of monitoring. Any violation of these procedures or unauthorized monitoring by the University will be considered "misuse" and personnel involved will be subject to disciplinary action.

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