

**The University of North Alabama**  
**Shared Governance Document**  
**Revised November 6, 2009**

**A. Overview<sup>1</sup>**

This document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff and administration at the University of North Alabama. We are committed to a common vision of the mission of the institution. Further, we recognize that the success of the institution and the morale of the faculty, staff, students, and administration are dependent upon the legitimate involvement of these constituencies in the planning and decision-making processes of the University.

Shared Governance is a means of University management in which each chief group in the University community participates in decision-making. This participation must be real and based on the principles that each group has the largest influence in matters that concern it most and that decisions made by shared governance bodies must have actual influence in University decision making. Shared governance includes mutual participation in the development of policy and decisions in the areas of strategic and budget planning, faculty and staff welfare, selection and retention of academic and administrative officers, campus planning and development, and organizational accountability.

These shared governance guidelines are intended to elaborate details in the way that faculty, staff, students and administration address certain issues. These guidelines express a mutual desire to work together harmoniously and shall be interpreted to be consistent with all applicable laws, regulations, and the Bylaws of the Board of Trustees. They represent a commitment of the parties, not a legal contract.

**B. Constituent Roles**

**1. The Faculty Role in Shared Governance**

The faculty is the intellectual core of the University of North Alabama. It delivers instruction, carries out research, performs service for its professions and the community, and participates in the management of the University through shared governance. In the areas of intellectual development and instruction, the interest of the faculty will be primary. The faculty will exercise its role in shared governance through and by service in the Faculty Senate, the academic colleges and departments, and on University strategic and task committees.

The faculty's involvement in shared governance includes, but is not limited to, the areas of curriculum, subject matter and methods of instruction, University budgeting, research, faculty

<sup>1</sup> The conceptual ideas in this overview are based primarily on material from the following resources:

AAUP Statement on Governance: <http://www.aaup.org/statements/Redbook/Govern.htm>

AGB Statement on Governance: [http://www.agb.org/\\_content/trusteeship/v4n5/PRESIDEN.HTM](http://www.agb.org/_content/trusteeship/v4n5/PRESIDEN.HTM)

U. of Arizona "Memorandum of Understanding on Shared Governance": [http://w3fp.arizona.edu/senate/shared\\_governance.html](http://w3fp.arizona.edu/senate/shared_governance.html)

University System of Maryland Document on "Shared Governance: Definition, Rationale, Principles, and Recommendations:

[http://www.inform.umd.edu/UMS+State/UMD-Projects/cusf/WEB/reports\\_to\\_USM/shared\\_governance.html](http://www.inform.umd.edu/UMS+State/UMD-Projects/cusf/WEB/reports_to_USM/shared_governance.html)

Illinois State Univ. Policy on Shared Governance: [http://www.policy.ilstu.edu/govern\\_doc/govnv\\_statu](http://www.policy.ilstu.edu/govern_doc/govnv_statu)

status, faculty employment and welfare, and those aspects of student life which relate to the educational process.

## **2. The Staff<sup>2</sup> Role in Shared Governance**

The purpose and role of the staff is to provide effective support structures for the University of North Alabama, provide educational support services, and complement educational programs. The role of the staff<sup>2</sup> is to represent their areas of responsibility in shared governance. The staff will exercise its role in shared governance through and by service on the Staff Senate and on University strategic and task committees. The staff's involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, research, advancement, physical resources, and staff/service employment and welfare.

## **3. The Student Role in Shared Governance**

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, procedure, and budget decisions. The Student Government Association (SGA) serves as the collective voice of the student body. The role and responsibilities of the Association are described in detail in the SGA Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Director of Student Engagement maintain a close working relationship with the Student Government officers. In addition to the SGA, many other student organizations and groups provide valuable advice to the University administration on matters that are of particular interest to their membership or to students in general.

Students participate in the deliberations of official decision-making bodies at the University. Most important University committees that make or recommend institutional decisions include student members. The President of the SGA meets regularly with the Board of Trustees to give student viewpoints on issues before the Board.

The University administration uses both formal and informal means in order to maintain an awareness of the needs and view of the students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of the University.

## **4. The Administration Role in Shared Governance.**

The responsibility of administrators is for forming and articulating a vision for the University, for providing strategic leadership, and for managing its resources, finances, external affairs and operations.

Administrators participate in the shared governance process in a manner designed to foster the smooth, efficient, and effective management of the University, while involving faculty, staff, and students in decision making. The authority and duties of the President in this process are outlined in the Bylaws of the Board of Trustees and in the job description of the President. The responsibilities

and duties of other administrators are described in their respective job descriptions.

## **C. University Policy Change**

### **1. The Role of Shared Governance in University Policy Change**

Any individual or group of the University may recommend changes to University policy. The Faculty Senate, Staff Senate, Student Government, a student, a faculty member, or a staff person may recommend, in writing, a proposal to be adopted as policy or a change in policy by UNA. The role of Shared Governance is to ensure that UNA will jointly involve faculty, staff, students, and administration in the development of University policies.

### **2. Shared Governance Procedure for Policy Change Recommendations**

The following procedure ensures that all proposed recommendations for policy change at UNA will jointly involve the faculty, staff, students, and administration in the development of these policies. Because faculty are on nine month contracts, the procedures and time lines described in this section apply to the nine month academic calendar. Under normal circumstances, policy issues are not to be considered except during the nine month academic year.

**A.** A written proposal will be submitted to the Shared Governance Executive Committee. Upon receipt of a proposed recommendation, the Shared Governance Executive Committee must distribute the written proposal to the appropriate Strategic or Task committee of Shared Governance within 15 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar. If the Shared Governance Executive Committee does not move on the proposal within the specified time limit the originator has the authority to distribute said proposal to the appropriate Strategic or Task committee of Shared Governance. A current member of a Strategic or Task committee of Shared Governance may present a proposal directly to his/her committee chair concomitant with written notification to the Shared Governance Executive Committee Chair.

**B.** Upon receipt of a proposed recommendation, a given Strategic or Task committee of Shared Governance must do one of the following within 45 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar:

1. accept the proposed recommendation as is and send it to the Faculty Senate, Staff Senate, and Student Government Association for written comments/recommendations. Written notification of distribution will be sent to the originator concomitant with document dispersal,
2. accept the proposed recommendation, with amendments. Both the original proposed recommendation and the amended version with written

comments/recommendations will be sent to the Faculty Senate, Staff Senate, and Student Government Association for written comments/recommendations. Written notification of distribution will be sent to the originator concomitant with document dispersal;

3. or, reject the proposed recommendation and return it to the originator with written comments/recommendations.

In the event the appropriate Strategic or Task committee of Shared Governance fails to do any of the above within 45 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar, acquiescence is assumed and the originator will distribute the written proposed recommendation to the Faculty Senate, Staff Senate, and Student Government Association. After careful consideration of the comments/recommendations received from Faculty Senate, Staff Senate, and Student Government Association, or failure thereof to be provided, the originator may present the proposed recommendation accompanied by these comments/recommendations to the appropriate Vice President for action.

**C.** The Faculty Senate, Staff Senate, and Student Government Association must provide written comments/recommendations within 45 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar, to the distributing Shared Governance committee or the originator. No response constitutes acquiescence of the proposed recommendation by the body not responding. The Faculty Senate, Staff Senate or Student Government Association may ask the Strategic or Task committee of Shared Governance for an extension of up to 30 days if significant issues are addressed in the written proposal and additional time is deemed warranted.

**D.** Upon receipt of the written comments/recommendations from the Faculty Senate, Staff Senate, and Student Government Association, the Strategic or Task committee of Shared Governance has 45 calendar days within receipt of the comments/recommendations, not counting University holidays and breaks as published in the University calendar, in which to carefully weigh and seriously consider said input, reach the final stages of acceptance.

**E.** Any changes other than editorial to the original written proposed recommendation must be sent to the originator for review and concurrence before forwarding to the appropriate Vice President. The originator has 45 calendar days, not counting University holidays and breaks as published in the University calendar, to do one of the following:

1. Concur with the changes and notify the Strategic or Task committee of Shared Governance in writing of concurrence. The Strategic or Task committee then forwards the written proposed recommendation to the appropriate Vice-President.
2. or, withdraw the written proposed recommendation.

No response from the originator within the allotted time constitutes concurrence with the changes to

the written proposed recommendation.

In the event the above process arrives at an impasse and comments/recommendations cannot be reconciled among the parties, then all respective versions of the written proposed recommendation will move forward to the appropriate Vice President for action. The Vice President, acting as mediator, will convene a meeting among all concerned parties to reconcile the differences and proceed with appropriate action on the proposal. Concerned parties will include the originator if an individual or a representative of an originating group, and the current Presidents of the Faculty Senate, Staff Senate, and the Student Government Association or their designees.

**F.** When the Strategic or Task committee of Shared Governance gives final approval to the written proposed recommendation, said proposal becomes policy in the following ways:

1. Recommendations from the Strategic Planning & Budget Study, Academic & Student Affairs, Institutional Effectiveness, Animal Care & Use, Distance Learning Advisory, Human Subject, International Programs/Offerings, Multicultural Advisory, Undergraduate Readmissions, Research, Student Financial Services, Technology Advisory Committees are sent to the VPAA/Provost. With his/her approval, the proposed written recommendation is sent to the President for approval, rejection, or modification. The President shall inform the Shared Governance Executive Committee in writing the disposition of the proposed recommendation and of any modifications to the recommendation.
2. Recommendations from the Faculty/Staff Welfare and Infrastructure Development Committees are sent to the Vice President for Business and Fiscal Affairs. With his/her approval, the proposed written recommendation is sent to the President for approval, rejection, or modification. The President shall inform the Shared Governance Executive Committee in writing the disposition of the proposed recommendation and of any modifications to the recommendation..
3. Recommendations from the Graphics Standards & Web Page Committee are sent to the Vice President for University Advancement. With his/her approval, the proposed written recommendation is sent to the President for approval, rejection, or modification. The President shall inform the Shared Governance Executive Committee in writing the disposition of the proposed recommendation and of any modifications to the recommendation.
4. Recommendations from the Parking and Traffic and Safety and Emergency Preparedness Committees are sent to the Vice President for University Student Affairs. With his/her approval, the proposed written recommendation is sent to the President for approval, rejection, or modification. The President shall inform the Shared Governance Executive Committee in writing the disposition of the proposed recommendation and of any modifications to the recommendation.

### **3. The Role of the President in University Policy Change**

Nothing in this section shall preclude the President of the University from seeking an expedited review, should he/she deem that essential. Under normal circumstances, policy issues are not to be considered except during the nine month academic year. The President may make exception and request an expedited review for those times when the health and wellbeing of the University, its faculty, staff or students would be significantly and negatively impacted by lack of action.

#### **D. Shared Governance Structure**

I. The Shared Governance Structure at UNA shall consist of three levels of committees:

A. The Shared Governance Executive Committee

B. Strategic Committees

1. Strategic Planning and Budget Study Committee
2. Academic and Student Affairs Committee
3. Institutional Effectiveness Committee
4. Faculty/Staff Welfare Committee
5. Infrastructure Development Committee

C. Task Committees

1. Animal Care and Use Committee
2. Athletic Committee
3. Distance Learning Advisory Committee
4. Graphics Standards and Web Page Committee
5. Human Subjects Committee
6. International Programs/Offerings Committee
7. Multicultural Advisory Committee
8. Parking and Traffic Committee
9. Undergraduate Readmissions Committee
10. Research Committee
11. Safety and Emergency Preparedness Committee
12. Student Financial Services Committee
13. Technologies Advisory Committee

II. Reporting Structure:

1. The Shared Governance Executive Committee reports directly to the President
2. The five Strategic Committees all report to the President through individual Vice-Presidents as follows:
  - A. The Strategic Planning and Budget Study Committee reports through the Vice President for Academic Affairs (VPAA) and Provost.

- B. The Academic and Student Affairs Committee reports through the VPAA and Provost.
  - C. The Institutional Effectiveness Committee reports through the VPAA and Provost.
  - D. The Faculty/Staff Welfare Committee reports through the Vice-President for Business and Financial Affairs (VPBFA).
  - E. The Infrastructure Development Committee reports through the Vice-President for Business and Financial Affairs (VPBFA).
3. The Task Committees report to the President through one of the University Vice Presidents as indicated in the reporting structure portion of the charge of the specific committee for each of these task committees and in the Shared Governance Organizational Structure in the Appendix.
- III. All committees are advisory to the President. As provided by the Bylaws of the Board of Trustees, the President and the Board of Trustees retain final decision-making authority on all issues presented via the governance structure.
- IV. Membership on all committees, other than membership by position and student members, is for staggered, three (3) year terms, with approximately one third (1/3) of the members having terms expire each year. An individual may serve a maximum of two (2) consecutive three (3) year terms. After two consecutive terms on a committee, an individual must sit out for at least one (1) year before being eligible for re-appointment to that committee. Student members will serve (1) one year terms and may be reappointed. The Shared Governance Executive Committee will recommend appointments to the President for membership on all committees. Terms expire the day preceding the first contract day of the academic year.

New terms begin on the first contract day of the academic year. The President shall appoint all committees prior to the first contract day of each year. Persons appointed to vacated positions will serve until the normal expiration of the term to which they were appointed. Students and non-voting members will not count towards quorums.

Where this document calls for members recommended to the Shared Governance Executive Committee by the Faculty Senate, or Staff Senate, or Student Government Association, the Faculty Senate and Staff Senate and Student Government Association should solicit interested candidates for committee membership from the entire faculty or entire staff or entire student body, and submit a slate of candidates at least as large as the number of open positions. The Shared Governance Executive Committee will review the nominations and submit its recommendations for membership appointments to the President. The Shared Governance Committee will, to the degree possible, honor individual candidate's committee preferences in its recommendations to the President. The constituent slates, however, are for service at large and

at need.

Nominations for membership on the Shared Governance Committee require special consideration. Faculty nominated to the Shared Governance Committee should be full-time tenured faculty with shared governance experience. Staff nominated to the Shared Governance Committee should be full-time staff with shared governance experience. Students nominated by the SGA should have experience in high school or collegiate student government.

- V. Membership on some committees (e.g., Strategic Planning and Budget Study Committee) may require a commitment on the part of the appointee to first attend educational sessions designed to prepare the appointee for service on the committee. For example, appointment to the Strategic Planning and Budget Study Committee may require the appointee to attend educational sessions to provide the appointee with the necessary background on budgeting and budget documents to participate in discussions of this committee. Similarly, service on the Faculty/Staff Welfare Committee may require background sessions in insurance and compensation issues.
- VI. The Shared Governance Structure at the University of North Alabama is envisioned as a separate but complementary structure on the Organizational Chart of the University as represented by the organizational structure model in the appendix at the end of this document.
- VII. At the beginning of each year, the Shared Governance Executive Committee and all strategic committees will select a chair and a vice-chair from among the voting committee members. Normally, the previous year's vice-chair will assume the chair upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. One of the responsibilities of the by-position members of the committees having administrative oversight of the areas within the committee's charge is to coordinate with the chair of the committee for the smooth operation of the committee and the implementation of approved committee recommendations.
- VIII. The Shared Governance Executive Committee recognizes that some committees may wish to establish subcommittees from time to time. Proposed subcommittees and the proposed charge and structure of their membership should be submitted to the Shared Governance Executive Committee as information. Membership of such subcommittees must be limited to members of the originating committee.
- IX. The Shared Governance Executive Committee recognizes that some committees may wish to establish special work groups from time to time. Proposed work groups and the proposed charge and structure of their membership should be submitted to the Shared Governance Executive Committee for review and approval prior to their establishment by the committee. Membership of such work groups is not limited to members of the originating committee. The charge to such workgroups must include an ending date for the work group's charge.
- X. Individual units of the University may establish committees intended to work on issues that do not significantly impact other units of the campus directly. No new standing or ad hoc University committees should be structured or appointed without prior review by the Shared

Governance Executive Committee. This review should result in a written recommendation to the President regarding the impact of the proposed new committee on the shared governance structure of the University. Where possible, it should be the responsibility of the Shared Governance Executive Committee, in consultation with the President, to propose the structure, charge, membership, and reporting chain for all proposed committees. The President retains the authority to establish taskforces, working groups, or committees following consultation with the Shared Governance Executive Committee.

- XI. All committee chairs will submit a year-end report to the Vice President specified in the committee's reporting structure, and send an electronic copy to the Chair of the Shared Governance Executive Committee. The year-end report must address the committee's charge and other matters of interest to the shared governance process, as indicated on the Annual Report template provided by the Shared Governance Executive Committee. This year end report will ultimately go to the President and be posted to the Shared Governance Webpage.
- XII. Individuals with administrative responsibility for a given area should not chair a strategic committee, but may chair a task committee. All members of committees who are serving by reference to a specific position are voting members unless otherwise specified.
- XIII. Governance Committee Composition and Charge
  - 1. Shared Governance Executive Committee
    - A. Membership
      - 1 Four (4) full-time faculty members recommended by the Faculty Senate with the concurrence of the President. The Chair is to be selected by the committee from among this group by mutual agreement of both the Committee and the President. The Chair should be a senior faculty member respected by all campus constituencies
      - 2 Two (2) Vice Presidents selected by the President
      - 3 One (1) College Dean recommended by the Council of Deans with the concurrence of the President
      - 4 Two (2) staff members, at least one of whom must be below the rank of department head/division director, recommended by the Staff Senate with the concurrence of the President
      - 5 One (1) representative of the Student Government Association, recommended by the Student Government Association, President with the concurrence of the University President
    - B. Charge

1. To serve as the “Committee on Committees” and annually make recommendations to the President regarding membership on all University committees covered by the governance structure
2. To provide advice and counsel to shared governance committees in order to help these committees perform optimally
3. To conduct ongoing review of the structure and composition of all University committees and to make recommendations to the President regarding changes in structure or committee composition
4. To review all recommendations for the creation of new University committees, both standing and ad hoc, and to make recommendations to the President regarding their role and effect within the shared governance system
5. To conduct ongoing review and evaluation of the effectiveness of the shared governance system and to propose to the President any adjustments or modifications suggested by this review
6. To conduct an ongoing review of the effectiveness of communication of information within the shared governance system at all levels of the University and to make recommendations to the President regarding methods to improve communication where necessary
7. To serve as the advisor to the President (and others) on assignment of issues to appropriate deliberative bodies, including assignment of issues to the Shared Governance Executive Committee itself
8. To communicate its deliberations and findings to the President, and after discussion with the President, to the University community
9. Receive all written proposed recommendations for policy change, distribute the written proposals to the appropriate Strategic or Task committee of Shared Governance within 15 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar, and send written notification to the proposal originator of the proposal’s status.

C. The Shared Governance Executive Committee reports directly to the President of the University.

#### **XIV. Strategic Committees: Composition and Charge**

1. Strategic Planning and Budget Study Committee
  - A. Membership
    - 1 Four (4) Vice-Presidents
    - 2 One (1) Dean, recommended to the Shared Governance Executive Committee by the Council of Deans
    - 3 Five (5) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 4 The Athletic Director and two (2) staff members, recommended to the

- 5 Shared Governance Executive Committee by the Staff Senate  
One (1) representative from the Student Government Association  
appointed by the Student Government Association President

B. Charge

1. To participate in all aspects of strategic planning, including:  
Recommending procedures for planning; Relating the planning process  
to the annual and long-range financial allocation processes; and  
Reviewing progress and recommending updates to the University's  
Strategic Plan annually.
2. To conduct systematic reviews of expenditure needs and revenue needs  
including:  
  
Reviewing and prioritizing recommendations from all areas of the  
University concerning financial resource needs, based on the  
University's Strategic Plan, goals, objectives, and Institutional  
Effectiveness Plan; Reviewing results reported by the Institutional  
Effectiveness Committee to support the looping process of assessment,  
evaluation, change based on evaluation, and budgeting and to monitor  
how allocations of financial resources affect prioritized requests;  
Reviewing prioritized recommendations from the Infrastructure  
Development Committee to monitor conformity with the University's  
Strategic Plan; and To conduct systematic reviews of actual and planned  
expenditures.
3. To communicate its deliberations and findings to the President, and  
after discussion with the President, to the University community.

- C. This committee reports to the President through the Vice President for  
Academic Affairs and Provost.

2. Academic and Student Affairs Committee

A. Membership

- 1 Six (6) faculty members, recommended to the Shared Governance  
Executive Committee by the Faculty Senate
- 2 Four (4) staff members, recommended to the Shared Governance  
Executive Committee by the Staff Senate
- 3 Two (2) student members, recommended to the Shared Governance  
Executive Committee by the Student Government Association  
President
- 4 One Dean, recommended to the Shared Governance Executive  
Committee by the Council of Deans
- 5 VPAA and Provost, VPSA, and other Council of Deans members are  
non-voting members of this committee as needed.

- B. Charge: To review, recommend, and report on policies in the following areas:
  - 1 Academic and/or Student Affairs issues as received from the Faculty Senate, Staff Senate, SGA, VPAA, VPSA, individual faculty or staff members, and other sources.
  - 2 Student recruitment, retention, and admissions
  - 3 Support of faculty research and continuing education of faculty.
  - 4 To communicate its deliberations and findings to the President, and after discussion with the President, to the University community
  - 5. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  
- C. This committee reports to the President through the Vice President for Academic Affairs and Provost
  
- 3. Institutional Effectiveness Committee
  - A. Membership
    - 1. Four (4) Vice Presidents, or their designees
    - 2. Six (5) Deans (Dean of each College and Dean of Enrollment Management) or their designees
    - 3. Staff members employed in the following areas, to be recommended to the Shared Governance Executive Committee by the Staff Senate :
      - One (1) Advancement
      - One (1) Student Affairs
      - One (1) Business and Financial Affairs
      - One (1) Athletics
    - 4. Faculty members, employed in the following areas, to be recommended to the Shared Governance Executive Committee by the Faculty Senate:
      - One (1) Library
      - One (1) Nursing
      - One (1) Arts & Sciences
      - One (1) Education
      - One (1) Business
    - 5. The Director of Institutional Research, Planning, and Assessment is a non-voting member of the committee
  
  - B. Charge
    - 1 To recommend procedures for planning and evaluating institutional effectiveness based on University goals, priorities, and the strategic plan
    - 2 To develop, review, and modify procedures for the assessment, evaluation, use of evaluation results, and budget adjustments at all levels in relation to institutional goals and objectives
    - 3 To review and evaluate the use of assessment by institutional units and

- 4 recommend improvement in the assessment process where necessary
- 4 To review and evaluate the effectiveness of the institution’s responses to assessment and evaluation in the form of budgetary or programmatic modifications
- 5 To review and evaluate the use of benchmarking by individual units for purposes of continual improvement of programs and/or services
- 6 To communicate its deliberations and findings to the President, and after discussion with the President, to the University community
- 7. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

C. This committee reports to the President through the Vice President for Academic Affairs and Provost.

4. Faculty/Staff Welfare Committee

A. Membership

- 1 Four (4) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
- 2 Four (4) staff members, recommended to Shared Governance Executive Committee by the Staff Senate
- 3 One (1) Dean, recommended to the Shared Governance Executive Committee by the Council of Deans
- 4 The Director of Human Resources and Affirmative Action, VPBFA, VPSA, & Campus Safety Officer are non-voting members of this committee

B. Charge

- 1 To monitor matters relating to faculty and staff welfare, including compensation, benefits, health and safety, and quality and equity of work life issues
- 2 To review and develop performance review systems for both faculty and staff
- 3 To ensure the complete, accurate, and timely placement of policies and policy changes in the Faculty Handbook and the Staff and Service Employees’ Personnel Handbook.
- 4 To communicate its deliberations and findings to the President, and after discussion with the President, to the University community
- 5. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

C. This committee reports to the President through the Vice President for Business and Financial Affairs

5. Infrastructure Development Committee

A. Membership

1. VPAA and Provost, or designee
2. VPSA, or designee
3. Director of Facilities Administration and Planning, or designee
4. Executive Director of the UNA Foundation
5. One (1) Dean, recommended to the Shared Governance Executive Committee by the Council of Deans
6. Three (3) faculty, recommended to the Shared Governance Executive Committee by the Faculty Senate
7. Two (2) staff, recommended to the Shared Governance Executive Committee by the Staff Senate
8. One (1) student, recommended to the Shared Governance Executive Committee by the Student Government Association President
9. Campus Safety Officer
10. Vice President for University Advancement and Administration and Vice President for Business and Financial Affairs are non-voting members of this committee

**B. Charge**

- 1 To review and recommend updates to the campus master plan on a periodic basis
- 2 To evaluate recommendations concerning campus facilities that may need renovation or repairs as well as the need for new facilities or modified use of existing facilities
- 3 To prioritize the needs for renovation and repairs to campus facilities and infrastructure, including major technology components
- 4 To review all of these needs in light of the long-range goals of the University
- 5 To communicate its deliberations and findings to the President, and after discussion with the President, to the University community
6. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

**C. This committee reports to the President through the Vice President for Business and Financial Affairs.**

**XV. Task Committees: Composition and Charge**

1. Animal Care and Use Committee

**A. Membership**

1. One local DVM,
2. Four (4) faculty, recommended to the Shared Governance Executive Committee by the Faculty Senate, at least one of whom must be a practicing scientist experienced in research involving animals, and at

- least one whose primary concerns are in a nonscientific area
3. Director of Institutional Research, Planning, and Assessment is a non-voting member

B. Charge

1. To review compliance with and administer the Public Health Service Policy on the Care and Use of Laboratory Animals
2. To examine the Public Health Service Policy on the Care and Use of Laboratory Animals annually for policy changes
3. To propose changes in University practices relating to laboratory animals
4. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

- C. This committee reports to the Vice President for Academic Affairs and Provost.

2. Athletic Committee

A. Membership

1. The Vice President for Business and Financial Affairs
2. The Vice President for Student Affairs
3. The Athletic Director
4. Director of Student Financial Services, or designee
5. The Registrar
6. The Senior Women’s Administrator
7. Four (4) Faculty Members, including the Faculty Athletic Representative, and 3 recommended to the Shared Governance Executive Committee by the Faculty Senate
8. Three (3) student representatives, recommended to the Shared Governance Executive Committee by the Student Government Association President

B. Charge

1. Insure the proper role of athletics within the overall mission of the university
2. Insure the integrity of the athletics program with regard to NCAA, Gulf South Conference, state and federal law compliance, gender equity and support for the principles presented by the Knight Foundation’s Commission on Intercollegiate Athletics.
3. Review and monitor (as necessary assist in developing) all compliance procedures and to recommend institutional procedural changes based upon changes in NCAA Rules.
4. Assign and document responsibilities for compliance tasks.
5. Work to maintain the proper perspective of athletic competition within the university life of the student-athlete.
6. Monitor the academic performance and progress made by student-

- athletes
  - 7. Oversee all programs designed to insure the academic success, personal development and personal welfare of student-athletes.
  - 8. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  - C. This committee reports to the President.
3. Distance Learning Advisory Committee
- A. Membership
    - 1. Two (2) faculty members from the College of Business, recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 2. Two (2) faculty members from the College of Education, recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 3. Two (2) faculty members from the College of Nursing, recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 4. Four (4) faculty members from the College of Arts and Sciences, recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 5. One (1) librarian recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 6. One (1) representative from Enrollment Management recommended to the Shared Governance Executive Committee by the Staff Senate
    - 7. Two (2) students, recommended to the Shared Governance Executive Committee by the SGA
    - 8. The Director of Educational Technology Services is a non-voting member of this committee
    - 9. Assistant Director of Computer Services is a non-voting member of this committee
    - 10. Coordinator of Academic Technology is a non-voting member of this committee
    - 11. Coordinator of Distance Learning is a non-voting member of this committee
    - 12. Chair of the Online Department of Nursing is a non-voting member of this committee.
  - B. Charge
    - 1. To serve as a general advisory committee for the University's distance learning program
    - 2. To aid the coordination of distance learning programs by gathering information on such programs across the campus and providing this information to program heads and administrators
    - 3. To develop recommendations for the improvement of distance learning programs
    - 4. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

- C. This Committee reports to the Vice President for Academic Affairs and Provost.
  
- 4. Graphics Standards and Web Page Committee
  - A. Membership
    - 1. The Director of University Communications
    - 2. The Sports Information Director
    - 3. One (1) Dean recommended by the Council of Deans
    - 4. Four (4) members of the faculty, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 5. One (1) student representative, recommended to the Shared Governance Executive Committee by the Student Government Association President
    - 6. The Coordinator of Academic Technology
    - 7. The Director of Admissions
    - 8. The Director of Alumni Relations
    - 9. The Vice President for University Advancement is a non-voting member of this committee
  - B. Charge
    - 1. To serve as an advisory committee on the establishment and implementation of the University's uniform graphics standards policies
    - 2. To gather and review information on the use of University graphics on and off campus and assess University graphics standards in light of the information obtained
    - 3. To review the UNA Web Page regularly and to recommend changes to the page to ensure that it contains accurate, up to date information consistent with the graphic standards of the University
    - 4. To propose changes for the improvement of University graphic and web materials and their uniform use
    - 5. Handle all proposals affecting University policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
  - C. This committee reports to the Vice President for University Advancement
  
- 5. Human Subjects Committee
  - A. Membership
    - 1. Seven (7) faculty members, one each from Education, Nursing and Allied Health, Business, Behavioral Sciences, and Social Science, an individual with primary concerns in non-scientific areas, and an individual with primary concerns in scientific areas that traditionally do not use human subjects, recommended to the Shared Governance Executive Committee by the Faculty Senate.
    - 2. The Director of Institutional Research, Planning and Assessment is a non-voting member.

3. The committee must have one individual who is not affiliated with the University.
- B. Charge
1. To review compliance with and administer the University of North Alabama policy on the Use of Human Subjects in Research
  2. To examine the University of North Alabama policy on the Use of Human Subjects in Research annually and assess University practices in light of the information obtained
  3. To propose changes in University practices relating to the use of human subjects in research
  4. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- C. This committee reports to the Vice President for Academic Affairs and Provost.
6. International Programs/Offerings Committee
- A. Membership
1. Four (4) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
  2. The Vice Provost for International Affairs is a non-voting member
  3. One (1) representative from Enrollment Management, recommended to the Shared Governance Executive Committee by the Staff Senate.
  4. One (1) International Student representative, recommended to the Shared Governance Executive Committee by the Student Government Association President
  5. The Vice President for University Advancement
- B. Charge
1. To serve as an advisory committee to international programs/offerings on campus
  2. To serve as a clearinghouse for information related to international programs/offerings on campus
  3. To provide a mechanism for coordinating all programs/offerings within various colleges as well as other areas on campus
  4. To serve as a mechanism for international offerings/program development
  5. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- C. The committee reports to the Vice President for Academic Affairs and Provost.
7. Multicultural Advisory Committee
- A. Membership

1. Eight (8) faculty members, 2 from each of the colleges chosen to reflect the diverse groups and cultures at the University of North Alabama and recommended to the Shared Governance Executive Committee by the Faculty Senate
  2. Two (2) students, recommended to the Shared Governance Executive Committee by the Student Government Association President
  3. Two (2) members of the staff, recommended to the Shared Governance Executive Committee by the Staff Senate
- B. Charge
1. To serve as an advisory committee for the examination of issues of campus diversity and multiculturalism
  2. To gather and review information on University diversity and multiculturalism and assess University performance in these areas in light of the information obtained
  3. To propose changes in campus policies, procedures, and programs related to diversity and multiculturalism
  4. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- C. This committee reports to the Vice President for Academic Affairs and Provost.
8. Parking and Traffic Committee
- A. Membership
1. Four (4) members of the faculty, recommended to the Shared Governance Executive Committee by the Faculty Senate
  2. One (1) staff member, recommended to the Shared Governance Executive Committee by the Staff Senate
  3. Three (3) students, recommended to the Shared Governance Executive Committee by the SGA
  4. The Director of University Police
- B. Charge
1. To serve as an advisory committee in areas including parking planning, allocation, and enforcement
  2. To provide a system of appeals for those receiving traffic citations
  3. To serve as a hearing tribunal by hearing appeals and rendering decisions as to the appropriateness of citations
  4. To hold hearings as regularly as possible to ensure the expeditious processing of appeals
  5. To review and recommend changes to the parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate
  6. To forward to the Vice President for ~~Business and Financial Affairs~~ Student Affairs for action any decision made by the Parking and Traffic Committee
  7. To gather and review information on University parking planning,

- allocation, and enforcement and related areas and assess University performance in these areas in light of the information obtained
  - 8. To propose changes in University parking planning, allocation, and enforcement and related areas
  - 9. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- C. This committee reports to the Vice President for Student Affairs.
9. Undergraduate Readmissions Committee.
- A. Membership
    - 1. Two (2) faculty members from the College of Arts and Sciences, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 2. Two (2) faculty members from the College of Business, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 3. Two (2) faculty members from the College of Education, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 4. Two (2) faculty members from the College of Nursing, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 5. Two (2) students, recommended to the Shared Governance Executive Committee by the SGA
    - 6. The Dean of Enrollment Services is a non-voting member of this committee
  - B. Charge
    - 1. To serve as an advisory committee on undergraduate readmissions and allied issues
    - 2. To serve as a board of appeal on undergraduate readmissions
    - 3. To gather information on undergraduate readmissions and allied issues and assess University performance in these areas in light of the information obtained
    - 4. To propose changes in University policy and procedures on undergraduate readmissions and allied issues
    - 5. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  - C. This committee reports to the Vice President for Academic Affairs and Provost
10. Research Committee
- A. Membership
    - 1. Five (5) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
    - 2. One (1) college Dean, recommended by the Council of Deans
    - 3. The Director of Institutional Research, Planning, and Assessment
  - B. Charge
    - 1. To serve as an advisory committee on the University’s research function

- and related issues
- 2. To serve as a screening board, recommending action for University released time and non-released time research grants (not including those grants given through individual college research committees)
- 3. To gather information on the University's research efforts and related issues and assess University performance in these areas in light of the information obtained
- 4. To propose changes in University policies, procedures, and practices on research and related issues
- 5. Handle all proposals affecting University policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

C. This committee reports to the Vice President for Academic Affairs and Provost.

11. Safety and Emergency Preparedness Committee

A. Membership

- 1. The Director of University Police
- 2. One (1) college Dean recommended by the Council of Academic Deans
- 3. The Director of Computer and Telecommunications Services
- 4. The Director of Facilities and Administration
- 5. The Director of Student Engagement
- 6. The Director of Procurement
- 7. The Director of University Communications
- 8. The Director of University Health Services
- 9. The Director of Residence Life
- 10. The Director of Human Resources and Affirmative Action
- 11. The Coordinator of Telecommunications
- 12. Four (4) faculty members, including one from Art, one from Biology, and one from Chemistry and Industrial Hygiene, recommended to the Shared Governance Executive Committee by the Faculty Senate
- 13. The Director of Food Services
- 14. The Campus Safety Officer
- 15. The Vice President for University Student Affairs is a non-voting member of this committee.

B. Charge

- 1. To serve as an advisory committee on the University's emergency/disaster preparedness and other safety and health matters
- 2. To continually review the University's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
- 3. To develop and edit the University Safety and Health Manual
- 4. To gather information about the University's emergency/disaster preparedness plans and on other allied safety and health matters and assess University performance in these areas in light of the

- information obtained
- 5. To propose changes in the University's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matter
- 6. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

C. This committee reports to the Vice President for Student Affairs

12. Student Financial Services Committee

A. Membership

- 1. Five (5) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate
- 2. One (1) staff member, recommended to the Shared Governance Executive Committee by the Staff Senate
- 3. The Controller
- 4. The Dean of Enrollment Management
- 5. The Director of Student Financial Services is a non-voting member of this committee
- 6. The Director of Athletics
- 7. The Executive Director of the UNA Foundation is a non-voting member

B. Charge

- 1. To serve as an advisory committee in the area of student financial services
- 2. To serve as a board of appeal on financial aid awards
- 3. To gather information on student financial services and allied fields and assess these services in light of the information obtained
- 4. To propose changes in student financial aid policies and procedures consistent with federal, state, and NCAA regulations and donor agreements
- 5. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

C. This committee reports to the Vice President for Academic Affairs and Provost.

13. Technologies Advisory Committee

A. Membership

- 1. Five (5) faculty members, recommended to the Shared Governance Executive Committee by the Faculty Senate: one each from the College of Nursing and Allied Health, the College of Business, and the College of Education, and two from the College of Arts and Sciences
- 2. One (1) Librarian, recommended to the Shared Governance Executive Committee by the Faculty Senate.
- 3. One (1) staff member from Enrollment Management, recommended to the Shared Governance Executive Committee by the Staff Senate.
- 4. One (1) student representative, recommended to the Shared

- Governance Executive Committee by the SGA
5. The Assistant Vice President for Academic Services (or designee) is a non-voting member of this committee.
  6. The Vice President for Business and Financial Affairs (or designee) is a non-voting member of this committee.

**B. Charge**

1. To serve as an advisory committee in the areas related to technology development, acquisition, and management including: networks, cable television, telephone system, computer laboratories and systems.
2. To gather information on areas related to technology development, acquisition, and management and assess University needs and performance in light of the information obtained
3. To propose changes in areas related to technology development, acquisition, and management including policies, procedures, and products used
4. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

**C. This committee reports to the Vice President for Academic Affairs and Provost.**

**XV. Campus Committees Outside the Shared Governance Structure**

1. General Studies Degree Committee
  - A. This committee reports to the Dean of the College of Arts and Sciences
2. Teacher Education Council
  - A. This committee reports to the Dean of the College of Education
3. Commencement Committee
  - A. This committee reports to the Vice President for Academic Affairs and Provost
4. Homecoming Committee
  - A. This committee reports to the Vice President for University Advancement
5. Undergraduate Curriculum Committee
  - A. This committee reports to the President through the Vice President for Academic Affairs and Provost.
6. Graduate Council
  - A. This Council reports to the President through the Vice President for Academic Affairs and Provost.

# APPENDIX

## University of North Alabama Shared Governance Organizational Structure<sup>3</sup>

