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**FACULTY HANDBOOK**

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**UNIVERSITY OF NORTH ALABAMA**

**SEPTEMBER 2014 EDITION**

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**1. ORGANIZATION AND  
ADMINISTRATION**

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- 1.1 BOARD OF TRUSTEES**
- 1.2 UNIVERSITY ORGANIZATION**
- 1.3 FACULTY ORGANIZATION**
- 1.4 SHARED GOVERNANCE STANDING COMMITTEES**
- 1.5 TEACHER EDUCATION COUNCIL**
- 1.6 CURRICULUM COMMITTEE**
- 1.7 GRADUATE COUNCIL**

## **1.1 BOARD OF TRUSTEES**

The governing control of the University is vested in a Board of Trustees established by action of the State Legislature (HB 650, Act No. 773, September 9, 1967, Alabama Code Section 16-51-1 through 16-51-15 [1975][1987]). The Board is composed of the Governor as president ex officio, the State Superintendent of Education as a member ex officio, and nine members—six within the area comprising the fourth and fifth congressional districts and three from the state at large. The trustees are appointed by the Governor by and with the advice and consent of the State Senate and hold office for a term of twelve years or until their successors are appointed and qualified.

The President of the Student Government Association serves as a nonvoting, ex officio member at the pleasure of the Board.

## **1.2 UNIVERSITY ORGANIZATION**

The current organization for the internal administration of university affairs is reflected in the organization chart depicting the structure of administrative units and positions and the appropriate lines of authority and responsibility.

Under the policies and regulations approved by the Board of Trustees, the President of the University is vested with the authority and responsibility for the executive management of university affairs and is directly accountable to the Board. The President serves as secretary to the Board of Trustees.

The administrative organization is divided into five areas: academic affairs, business and financial affairs, enrollment management, student affairs, and university advancement. Each area is headed by a vice president. The Vice President for Academic Affairs also serves as Provost of the University. In the absence of the President, the Provost serves as the chief administrative officer of the University. Two other university functions, athletics and diversity, report directly to the President. The administrators of these two functions, the Chief Diversity Officer and the Athletic Director, serve with the five vice presidents to form the Executive Council.

## **1.3 FACULTY ORGANIZATION**

The University Faculty is composed of all full-time persons holding tenure-track or non-tenure-track appointments in faculty rank (professor, associate professor, assistant professor, instructor), and such other persons as may be so designated on the recommendation of the President and the approval of the Board of Trustees.

The Faculty Senate provides for study, initiative, and recommendation--as well as for prior review of and response to proposed changes—in the areas of academic policy and procedure and faculty welfare. The Senate provides nominations to shared governance committees and participates in budgetary review through representation on the University's Strategic Planning and Budget Study Committee. The Senate is composed of the Vice President for Academic Affairs and Provost (ex officio nonvoting) and faculty representatives elected for terms of three years from and by full-time faculty of the academic departments. Departmental representation is based on the following: each department offering academic credit shall elect from its members full-time faculty holding the academic rank of instructor or higher in positions that are at least two-thirds



non-administrative, one representative for departments having 1-13 members, two representatives for departments having 14-22 members, or three representatives for departments having 23 or greater number of members, provided that for the purposes of apportioning representation and voting, Collier Library professional staff, Educational Technologies professional staff, and Kilby School teaching staff shall each be counted as a department. Fractional teaching loads of part-time and adjunct faculty members shall be considered in determining the number of representatives from a department. The Faculty Senate elects its own officers, executive board, and committees and meets monthly on the call of the chairperson. On the specific authorization of the Senate, the chairperson also may call and preside over a meeting of the faculty.

#### **1.4 SHARED GOVERNANCE STANDING COMMITTEES**

Shared Governance Standing Committees can be located at <http://www.una.edu/sharedgovernance>.

#### **1.5 TEACHER EDUCATION COUNCIL**

The Teacher Education Council serves as an advisory group to the Dean of the College of Education and Human Sciences relative to policies on admission, retention, graduation, and program components. The council is composed of the Dean of the College of Education and Human Sciences, as chairperson; the Vice President for Academic Affairs and Provost; the Dean of the College of Arts and Sciences; the Director of Clinical Experiences; the certification officer; four representatives from the College of Education and Human Sciences; four representatives from the College of Arts and Sciences; one representative from the College of Business; two public school personnel; the President of Kappa Delta Pi; the President of the Student Government Association; and two members of the student body selected by the Student Government Association.

#### **1.6 CURRICULUM COMMITTEE**

The Curriculum Committee initiates, reviews, and recommends curricular change in courses and programs at the university level; communicates its deliberations and findings to the President, and after discussion with the President, to the university community; and reports to the President through the Vice President for Academic Affairs and Provost. The Curriculum Committee is composed of five faculty from the College of Arts and Sciences, recommended by the Faculty Senate; three faculty from the College of Business, recommended by the Faculty Senate; three faculty from the College of Education and Human Sciences, recommended by the Faculty Senate; one faculty from the College of Nursing, recommended by the Faculty Senate; and one student recommended by the Student Government Association. The Vice President for Academic Affairs and Provost, all deans, and the Registrar are non-voting members of this committee.

#### **1.7 GRADUATE COUNCIL**

The Graduate Council has overall responsibility, subject to the action of the President and the Board of Trustees, for the organization, administration, and operation of graduate studies through the formulation of policies, procedures, regulations, programs, and courses. The Graduate Council also serves as a board of appeal on graduate matters. Policies on the selection of Graduate Faculty and Graduate Council can be located in the Graduate Catalog.

## **RETIRED FACULTY: BENEFITS AND PRIVILEGES**

1. Members of the faculty, upon retirement from the University after a minimum of 25 years of educational service at any level (elementary, secondary, or post-secondary) with the last 10 years of service being at the University of North Alabama, will be awarded emeriti status and will receive a Certificate of Meritorious Service at the commencement exercises following retirement.
2. Members of the faculty retiring from the University after 10 or more years of service will have their name placed on the University of North Alabama Roll of Honor which hangs in Bibb Graves Hall.
3. Subject to the discretion of the University, retired faculty may be eligible for the following benefits and privileges:
  - a. Admission to Events: Admission of retired faculty and eligible members of their families to university events is based on the same policies and procedures applicable to regular faculty. Season passes to athletic events at the reduced rates for faculty may be obtained from Athletic Ticket Sales in advance of each season.
  - b. Insurance: Under certain conditions and limitations, the University's master group policies on cancer and intensive care insurance and on life insurance for employees may permit retired faculty to continue participation. Retiring faculty should ascertain from the Office of Human Resources the insurance options that may be open to them upon retirement. Health, vision, and dental insurance policies may continue through Public Education Employees Health Insurance Program, subject to provisions of the Alabama Teachers' Retirement System.
  - c. Library: Retired faculty are accorded full use and check-out privileges at Collier Library.
  - d. Parking: Upon request, retired faculty may continue to obtain current decals from the Office of University Police which will permit campus parking in spaces reserved for faculty and staff. Without current decals, only the spaces reserved for visitors may be used.
  - e. Post Office: Upon written request, and as space availability permits, retired faculty may retain their post office boxes for up to one year from the date of retirement.
  - f. Publications: Retired faculty can arrange to have copies of The Flor-Ala mailed to them through annual paid subscription; the UNA Magazine is mailed to those who contribute to the Annual Fund; the Diorama may be obtained by direct purchase at

the Diorama Office; copies of the current undergraduate and graduate catalogs may be obtained from the Office of Enrollment Services on request.

- g. Remission of Course Hour Fees: For qualifying children of retired faculty, the University will pay 75% of the basic fee or of the part-time regular course fee (room, board, books, supplies, and other special charges excluded) for enrollment in undergraduate programs at the University. A retiree may take two courses per semester under the Remission of Course Hour Fees Policy. The spouse of a retiree may take one course per semester under the Remission of Course Hour Fees Policy which can be located at <http://www.una.edu/humanresources/benefits/>.
- h. Wellness Center. Retired faculty are accorded full use of the Wellness Center.

Retired faculty are always welcome on campus for faculty meetings, Homecoming activities, graduation exercises, and similar events and functions; however, arrangements for attendance must be at the initiative of the individual faculty member. In applying for benefits and privileges, retired faculty should be prepared to present appropriate identification. All rights, benefits, and privileges accorded retired faculty cease upon the member's death unless certain insurance provisions allow for continuation by the spouse.

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**2. PERSONNEL POLICIES,  
REGULATIONS, AND  
PROCEDURES**

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- 2.1 EQUAL OPPORTUNITY**
- 2.2 NEPOTISM**
- 2.3 FACULTY EMPLOYMENT PROCEDURES**
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  - 2.5.3 PROCEDURE FOR PROMOTION**
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  - 2.5.5 RENEWAL OR TERMINATION OF A PROBATIONARY APPOINTMENT**
- 2.6 TERMINATION OF FACULTY APPOINTMENTS**
  - 2.6.1 RETIREMENT**
  - 2.6.2 TERMINATION FOR CAUSE**
  - 2.6.3 CHECK-OUT PROCEDURES**
- 2.7 SANCTIONS LESS THAN TERMINATION**
- 2.8 GRIEVANCE AND DUE PROCESS**
  - 2.8.1 UNIVERSITY OMBUDSMAN**
- 2.9 FACULTY RECORDS**
- 2.10 APPLICATION OF HANDBOOK**

## **2.1 EQUAL OPPORTUNITY**

The University's policy on Equal Opportunity can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/equal-employment-opportunity-policy.html>.

## **2.2 NEPOTISM**

The University's policy on Nepotism can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/nepotism.html>. This statute is applicable to all university positions, including non-tenure-track, adjunct, and student positions. Furthermore, any committee membership (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

## **2.3 FACULTY EMPLOYMENT PROCEDURES**

The objective of these guidelines is to ensure that diversity and equity are achieved in all external faculty searches. The Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance in achieving this goal for the University. The University defines diversity broadly as differences related to age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical disability, physical attributes, race, religion, sexual orientation, and/or socioeconomic status. Search committee chairs and members of the search committees are expected to maintain communication with the DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member or the President. Under the University's enabling act, appointments to the faculty are made by the Board of Trustees upon written nomination by the President. As a matter of practice, and by express delegation of authority, the University Administration has approved the following procedures for faculty selection and appointment. (Also see Appendix 2.A, Policies Concerning Adjunct Faculty)

### **2.3.1 Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty**

A search process is initiated when the Vice President for Academic Affairs and Provost after consultation with the President indicates that an existing position vacancy may be filled or that a new position may be created from university resources.

1. Identification of Search Committee. Once a position has been authorized, the department chair will include, as a part of the Request to Fill/Advertise electronic form, a listing of proposed search committee members (in the appropriate field in the Online Employment System – OES). Search committees will be formed from a pool of all full-time department members, including the department chair, and should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity may select additional committee members from the campus and/or community at large. In order for an individual to search on a search committee,

he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the DDIE for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Assistant Vice President for Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified applicants.

2. **Development of Job Advertisement.** The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a curriculum vita, three letters of recommendation, and an unofficial transcript at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The DDIE will advise as to his/her approval via the OES. If not approved, the Request to Fill/Advertise will be returned by the DDIE to the originator of the request for needed information. The VPAA and Provost shall approve the advertisement and make the final decision as to where the advertisement shall appear.
3. **Receipt of Applications.** All applications and supporting materials will be received and initially processed by the Office of Human Resources. Applications and supporting materials are immediately available to the DDIE via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the DDIE via the online employment system.
4. **Access to Application Material.** Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate college dean, VPAA and Provost, and DDIE via the OES.
5. **Confidentiality of Material.** Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from the applicant.
6. **Review of Applications.** The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position. The committee members may find it useful to complete Form 1 or create

a modified version of this form to assist them in the selection process. The committee will review applications and supporting materials and develop an initial ranking of candidates with a realistic chance of receiving an offer. With the concurrence of the DDIE (via the OES), telephone screens may be conducted with a wide range of qualified applicants to gain initial information with respect to the candidates' qualifications.

7. **On-Campus Interviews.** Following telephone interviews, the search committee chair will invite the top candidates (typically 2 or 3) for an on-campus interview. Additional candidates may be invited with approval from the DDIE, DHRAA, and the hiring unit's senior administrator. Fewer top candidates may be invited for this purpose if the DDIE and chair concur that none of the other candidates have a realistic chance of receiving an offer. In cases where some or all of the finalists must travel a substantial distance to campus, the dean of the college shall be consulted regarding the availability of financial resources for the particular search. This may limit the number of candidates ultimately invited for a campus interview. The chair of the search committee, department chair, and dean of the college approve the list which is then submitted to the VPAA and Provost for approval. If the chair of the search committee, department chair, or dean of the college disagrees concerning the list of chosen candidates, the VPAA and Provost shall meet with both parties in order to reach a final agreement. In cases where disputes are not rectified, the VPAA and Provost shall decide which candidates shall be invited for campus interviews.
8. **Arrangements for On-Campus Interviews.** After approval is given to invite candidates for campus interviews, the chair of the search committee shall arrange interviews, including meetings of the finalists with the search committee, the department, the department chair, college dean, and Director of OHRAA. The President and VPAA and Provost will participate in interviews at the department chair level or higher. Resume materials for candidates with on campus visits will be available via the online employment system.
9. **Interview Format.** A set of interview questions to be asked of each candidate shall be prepared by the search committee before campus interviews are conducted. Other questions aside from the prepared questions may be asked as well during the campus interview. As part of the interview process, the finalists may be afforded an opportunity to make a presentation to the members of the department and the university community and to answer questions in open meetings. All department faculty, the department chair, the college dean, VPAA and Provost, and President shall be provided, upon request, with evaluation/comment sheets regarding the applicants.
10. **Final Evaluation of Candidates and Recommendation for Hiring.** The search committee shall consider each written evaluation before making its recommendation. Further discussions between the search committee and those who completed written evaluations of the candidates interviewed are permitted as needed. Upon conclusion of all deliberations, the search committee shall recommend candidate(s) to the department for the position. If multiple candidates are recommended, these may be ranked or unranked. The members of the department shall vote on the committee's recommendation. If the vote of the department concurs with the search committee's decision, the chair of the search

committee shall prepare a written report for the college dean detailing the results of the committee's decision. This report will include a brief evaluation of the interviews for each candidate afforded a campus interview. The department chair will consult with the DDIE to confirm that all diversity candidates have been given full consideration prior to a final recommendation to and selection by the President. The department chair will assign the recommended candidate the status of "Recommend for Hire" and all candidates not selected the appropriate statuses in the OES. Upon these status changes, the OES will prompt the department chair to complete the Hiring Proposal form and forward to the appropriate dean via the OES. Once all approvals are obtained, the Hiring Proposal will be forwarded to the Office of Human Resources via the OES. The Office of Human Resources will perform the appropriate background checks, and the Office of the Vice President for Academic Affairs and Provost will prepare an employment contract for the President's signature. Before the contract is offered to the candidate, the department chair will complete the Search Summary Form. Once the form is received via the OES, the candidate will be offered the contract of employment.

11. Lack of Consensus for Recommendation or Candidate Declines Offer. If the dean of the college, VPAA and Provost, or President disagrees with the recommendation of the department, the reason(s) shall be provided to the chair of the search committee. The search committee shall either recommend another candidate from the list of those interviewed on campus, recommend that other candidates from the applicant pool be invited for a campus interview, or recommend that the search process be reopened. Final approval for each alternative rests with the President. The same alternatives shall apply if the candidate or candidates decline the offer of the position. If a search is cancelled or suspended at any time throughout the process, all parties shall be informed of the reason(s).
12. Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the DDIE and the DHRAA.
13. Review of Procedures. These procedures should be reviewed periodically by the Office of the Vice President for Academic Affairs and Provost with input from areas conducting searches the prior year, the President, and the Faculty Senate.

### **2.3.2 Employment Agreements**

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on receipt by the VPAA and Provost of official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of this offer of appointment shall be in writing.



Agreements set forth in the exchange of correspondence are considered as the entire binding employment contract. Notice of initial appointment, as well as subsequent change in status, is submitted to the appropriate offices. This contract contains the entire agreement and is not considered modified by any other oral or written understanding, including this handbook, unless expressly stated in writing and signed by the President.

### **2.3.3 Background Checks**

The University's statement on Background Checks can be located at <http://www.una.edu/humanresources/handbook-policies.html>.

## **2.4 TYPES OF APPOINTMENTS**

The University uses three types of faculty appointments—tenure-track, non-tenure-track, and adjunct—as follows:

### **2.4.1 Tenure-Track**

These appointments are for full-time positions and are subject to university policy on tenure and any provisions in individual contracts of employment. Tenure-track faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.

### **2.4.2 Non-Tenure-Track**

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year—with the appointment terminating automatically at the end of the period specified. Non-tenure-track faculty are not eligible for promotion or tenure, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.4.1 may request that their years of non-tenure-track service at UNA be counted toward their years of probationary service. Prior to the time that an offer of tenure-track employment is made, the department chair will meet with the employee regarding the proposed number of years to be counted, including the impact on tenure, and will consult with the dean who will make a recommendation to the VPAA and Provost. The tenure-track employment letter will specify the years, if any, of non-tenure-track employment credited toward the employee's tenure-track probationary period. As per the terms of the letter of employment, faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Instructor. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the faculty member is automatically eligible for promotion to the rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the VPAA and Provost.

### **2.4.3 Adjunct**

These appointments are part-time assignments specifying both the part-time workload and the period of time—normally one term—with the appointment terminating automatically at the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to the following link: <http://www.una.edu/humanresources/forms-and-links.html> (see Shared Responsibility for Employers Regarding Health Coverage; Final Rule – specifically section VI.C.) Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers' Retirement System of Alabama. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or full-time status are stipulated. (See Appendix 2.A, Policies Concerning Adjunct Faculty)

## **2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT**

### **2.5.1 General Criteria for Promotion and Tenure**

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. Faculty members seeking promotion and/or tenure are expected to demonstrate significant contributions in support of this mission as reflected in accomplishments specific to the criteria below.

1. Effectiveness in Teaching. The individual is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques.
2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including creative accomplishments and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at

professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

3. **Effectiveness in Rendering Service.** The individual is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; contributions to university development and growth; effective performance on committees and administrative assignments; and contributions to the improvement of student life. Evidence of service outside the university should ideally be related to the faculty member's profession or should contribute to promoting the University. Other contributions to the community are encouraged; however, such efforts should not constitute a majority of the evidence for effective service.

In addition to the three areas of general criteria, faculty members in areas with regional and specialized accreditation standards shall satisfy applicable credential and performance requirements.

The Board of Trustees for the University of North Alabama has determined that the degree of Master in Library Science is to be considered a terminal degree for promotional and tenure purposes. The following degrees are to be considered terminal degrees for promotional, pay, and tenure purposes: MFA in Studio Art, MFA in Creative Writing, MFA in Theatre, J.D. for Business Law, and MFA in Interior Design.

### **2.5.2 Special Criteria by Ranks for Promotion, Tenure, and Appointment**

Faculty ranks of the University, including librarians, educational technologists and supervising teachers at Kilby School, are instructor, visiting (open rank) professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are considered tenure-track. All others are based on renewable appointment. Determination of rank is established at the time of initial appointment. The years of appropriate experience are calculated at the end of the academic year prior to appointment or submission of a promotion portfolio. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and Provost/VPAA based on duties, needs of the University, and available funds.

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of departments, in cooperation with their respective deans, to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what his/her departmental expectations are for promotion, tenure, and year to year success, and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the college deans and Provost/VPAA to monitor equity of expectations across the University.

The following criteria and procedures below do not apply to the Department of Military Science because of the special nature of that department. Faculty from the Department of Military Science will not serve on promotion committees.

#### Minimum Qualifications by Rank

1. Instructor/Visiting (open rank) Professor. Appointment to this rank typically requires possession of a master's or higher degree in the field of assignment. For appointments without the master's or higher degree in the field of assignment, there must be evidence of related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
2. Assistant Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career.
3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.
4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenure-track departmental faculty and the college dean) for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Vice President for Academic Affairs/Provost.

#### **2.5.3 Procedure for Promotion**

##### **A. Faculty Members Who Are Not Department Chairs**

The promotion process will be initiated when the faculty member submits by e-mail to the department chair, dean, and Vice President for Academic Affairs and Provost a notification of intent to apply by September 1. The department chair will verify whether the candidate is eligible for promotion and notify the candidate by September 10. The candidate submits electronically an application and portfolio by October 10 to the department chair.

The electronic portfolio will contain the following and will be housed on a UNA server accessible only by the administration and committee members involved in the promotion review process:

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
  - a. Education (Institution, major, minor, degrees awarded, and when)
  - b. College/university teaching or library experience as appropriate to field (include position and dates)
  - c. Other teaching or library experience (describe and include dates)
  - d. Other related experience (describe and include dates)
3. Supporting information for the following items, limited to a 10-page maximum\*\*
  - a. Teaching/Library Effectiveness
  - b. Scholarly or creative performance
  - c. University and community service
  - d. Any other relevant information

\*\*The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. In addition to addressing the essential portfolio components in the limits given above, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.

4. A cover letter (optional) in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area, in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicating which of the areas in item 3 should be weighed more heavily or less heavily than others.

#### Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing, this committee will consist of all tenured members in a candidate's department who are not applying for promotion. The department chair will not serve on the committee; however, the department chair will convene the first meeting and supervise the election by

secret ballot of a chairperson, from among the members of the committee. In Collier Library and Educational Technology Services, the committee will consist of all tenured members of the candidate's area who are not applying for promotion.

The dean will then perform the functions of the department chair as outlined above. The peer promotion committee members will review the candidate's portfolio and will prepare a written evaluation of each candidate for the department chair (or dean) that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended no later than November 1. This written evaluation, composed by the candidate's peer committee, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a committee of three, adding to that department's tenured faculty (not applying for promotion), other tenured faculty from the college.

#### Responsibility of the Department Chair

When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee by October 20. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended. The department chair will forward the peer promotion committee's recommendation, and his or her own recommendation for each candidate to the college or area dean no later than November 15. This written evaluation, composed by the candidate's department chair, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). The department chair will also provide written feedback to each candidate regarding the strengths and weaknesses of the candidate's portfolio when the final promotion decisions are announced in March. It will be the responsibility of the department chair to confirm the candidate meets the university's eligibility requirements (e.g., years of service) for promotion to the rank being sought.

## Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and department chairs. The dean will prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended. The dean's recommendations as well as all previous recommendations and actions on the promotion shall be forwarded to the Vice President for Academic Affairs and Provost by January 10.

## Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member (tenured Associate and Full Professors) from each constituency plus at-large faculty to total nine. The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the 10-page portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained separately from those portfolios. The location of the supplementary materials will be determined by the Vice President for Academic Affairs and Provost. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended] should be used at all levels and on all evaluation documents. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and

rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 2.B.

As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available, the chair will notify the committee of the location of the portfolios on the UNA server and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost will forward the committee's concurrence, or lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.

#### Responsibility of the Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By March 8, the Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended.

Following the decisions made by the President as outlined below, the Vice President for Academic Affairs and Provost will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than March 15. Candidates will be notified by the deans. The Vice President for Academic Affairs and Provost will remove all portfolios from the UNA server and maintain all evaluations for safe keeping. Portfolios will be available for candidates to pick up no later than March 30.



## Responsibility of the President

The President will review the individual portfolios and all recommendations. Based upon these, and in consultation with the Vice President for Academic Affairs and Provost, the President will establish a tentative promotion list, which will be shared with the Vice President for Academic Affairs and Provost and the academic deans for their final input. Informed by this process, the President will make the final decision on promotion for each candidate by March 15. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall try to ensure that the number of promotions (including department chairs) each academic college and Collier Library/Educational Technology Services receives is fair and equitable.

### B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, the evaluation completed by the peer promotion committee will be sent directly to the dean of the college no later than November 1. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the department chair's portfolio and will forward his or her evaluation and the peer promotion committee's evaluation to the Vice President for Academic Affairs and Provost by January 10. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By March 8, the Vice President for Academic Affairs and Provost will review the department chair's portfolio, recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

### 2.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never automatic. Normally, tenure is granted after a faculty member has been evaluated by the tenured faculty members in a department, the department chair, the college dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Vice President for Academic Affairs and Provost, and the President. However, the President may, after appropriate consultation, grant tenure at any time if good and sufficient reasons exist for doing so.

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the academic rank of associate professor will serve a probationary period of four successive

academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year. A faculty member holding the academic rank of instructor, assistant professor, associate professor, or professor may, at the discretion of the university administration, be granted leave without breaking the successive years of employment for tenure purposes, but years of leave will not count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

1. The Office of the Vice President for Academic Affairs and Provost shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or “terminal” academic year contract. This notice shall be made in writing and placed in the faculty member’s campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.
2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair electronically an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1.

Applicants for tenure will limit their portfolios to a maximum of 15 pages, including a current vita not to exceed five pages and supporting narrative not to exceed 10 pages. Supplemental materials may be provided but should be separate from the portfolio.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department and supervise the election, by secret ballot, of the chairperson from among the members of the committee. It is the responsibility of the department tenure committee to prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and by majority vote to recommend for or against the granting of tenure and to submit through the department chair to the college dean all of the information relating to the tenure recommendation by June 1.

5. It is likewise the responsibility of the department chair to prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and to recommend for or against the granting of tenure and to forward to the college dean all of the information relating to the tenure recommendation by June 1.
6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare a written evaluation on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and recommend for or against the granting of tenure and to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.
7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and will make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by September 15.
8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President in advance of the October 1 notification deadline.
9. The final decision for or against the granting of tenure will be made by the President, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than October 1 of the faculty member's final academic year of the probationary period.

The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

### **2.5.5. Renewal or Termination of a Probationary Appointment**

Written notice of renewal or termination of a probationary appointment will be given as follows: for the second year, not later than March 1; for the third year, not later than December 1; and for the fourth and subsequent years and until tenure is granted, not later than October 1. Written notice placed in a faculty member's campus mailbox on or before the specified dates shall be deemed sufficient notice. Otherwise, offers of reemployment will be made by an offer of appointment as specified in Section 2.3.2 above. Acceptance of an offer of reemployment must be made in writing and received by the President not later than 30 calendar days following the offer.

The recommendation to renew or not to renew a probationary appointment normally will originate with the department chair or other immediate supervisor. Tenured members of the department also will be consulted. After review of the recommendation by the appropriate college dean, the Vice President for Academic Affairs and Provost, and the President, the President makes the final decision to renew or not to renew the appointment. The person affected will be advised of that decision in writing by the President.

## **2.6 TERMINATION OF FACULTY APPOINTMENTS**

### **2.6.1 Retirement**

A faculty member electing to retire under options available through the Teachers' Retirement System of Alabama must submit written notice to the President not later than February 1 immediately preceding the expiration of the contract period. The effective date of retirement will coincide with the end of the contract period unless a different date is approved.

In compliance with current federal law, the University does not require faculty to retire or withdraw from service due to age.

### **2.6.2 Termination for Cause**

Termination of an appointment with tenure or of a probationary, non-tenure-track, or adjunct appointment before the end of the term specified in the letter of appointment may be affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty appointments: professional incompetence; commission of a felony; gross neglect of duty; gross insubordination; inability to fulfill terms and conditions of appointment due to medical condition; excessive absenteeism; sexual harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the fitness of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuation of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, Grievance and Due Process Procedures, as they exist at the time the proposal for termination originates.

### **2.6.3 Check-Out Procedures**

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Collier Library, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other office from which they may have borrowed equipment and/or owe charges. All university equipment must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencies, prior to his or her departure from the University.

Faculty members who are granted a leave of absence will meet with their department chair who will determine, with subsequent written notification to the Assistant Vice President for Human Resources and the Vice President for Business and Financial Affairs, which of the following check-out procedures will apply: employee returns keys to the Facilities Administration and Planning Office; employee returns all departmental equipment that may be needed during the employee's absence; employee returns all library materials, books, etc. that may be on loan to the employee; and employee returns all Information Technology Services equipment and materials that may be on loan to the employee. All faculty on leave of absence must obtain clearance from the Business Office and meet with the Office of Human Resources for health benefit information.

## **2.7 SANCTIONS LESS THAN TERMINATION**

If the President believes that the conduct of a faculty member justifies disciplinary action or sanctions less than termination for cause, such action or sanction shall not be imposed unless the employee is availed of the due process procedures as set forth in the official policy statement, Grievance and Due Process Procedures.

## **2.8 GRIEVANCE AND DUE PROCESS**

A "grievance" is a complaint directed against another member or organization of the university community or against the University—including the departments, divisions, and colleges thereof—alleging improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to conditions of employment or enrollment, or to other circumstances giving proper grounds for complaint. Grievance procedures do not apply to actions involving reassignment of job duties, change of job title or position, demotion, suspension, expulsion, dismissal, or other termination of employment or termination of enrollment for cause.

### **2.8.1 University Ombudsman**

The University's statement on the University Ombudsman can be located on the university's website at <http://www.una.edu/employee-policy-manual/procedures-processes-programs/ombudsman.html>.

## **2.9 FACULTY RECORDS**

Permanent record files for faculty members are maintained in the Office of the Vice President for Academic Affairs and Provost. Included in these files are employment agreements, personal data records, official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials, correspondence, and other relevant materials. Faculty records related to payroll are maintained in the Business Office; those records relating to benefits are maintained in the Office of Human Resources. All faculty records are maintained with proper regard for security and confidentiality. Access is limited to those persons whose positions carry authorization for record use and review. Faculty members may inspect their records by appointment.

Faculty members are expected to assist in keeping their records current by reporting changes affecting directory information, tax and benefit records, additional training and degrees, research, special honors and recognitions, offices and memberships, publications, and other pertinent information.

New appointees should contact the Office of Human Resources immediately to complete all appropriate forms, including tax withholding forms, applications for insurance, retirement system membership, and other university benefits. This must be done at least two weeks prior to the end of the month in which first payment is to be made.

## **2.10 APPLICATION OF HANDBOOK**

The provisions of this Handbook are general guidelines the University intends to apply in every applicable case. None of these provisions is intended, however, to induce continued employment or otherwise to be an offer of a contract of employment for a definite duration or to constitute an employment contract or to create a property interest under Alabama or Federal law. All employment contracts with UNA Faculty are in the form of separate documents as specified in Section 2.3.2 above and must be in writing and signed by the President of UNA. This section shall not be construed, however, to affect adversely the rights of tenured faculty members in any way.

## POLICIES CONCERNING ADJUNCT FACULTY

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The university also recognizes that it cannot develop or maintain quality programs using only adjunct faculty. Therefore, the University will limit its employment of adjunct faculty to no more than 25% of the credit hours produced by a department except in compelling circumstances. Adjunct appointments, by definition, are part-time assignments specifying both the part-time workload and the period of time—normally one term—with the appointment terminating automatically at the end of the period specified.

### A. Recruitment and Selection of Adjunct Faculty

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.
2. Academic departments that have a need for adjunct faculty will establish an "adjunct faculty applicant pool" for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the "adjunct faculty applicant pool."
3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:
  - a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.
  - b. Requests to fill anticipated adjunct faculty needs, including suggested advertising copy and recommended publications for advertising, should be forwarded through the appropriate dean to the Vice President for Academic Affairs and Provost according to the following dates:
    - (a) Fall Semester      March 1
    - (b) Spring Semester    October 1
    - (c) Summer Sessions    March 1
  - c. The Vice President for Academic Affairs and Provost finalizes the anticipated need for additional adjunct faculty and forwards a list to the Office of Human Resources requesting that the positions be advertised. The Vice President for Academic Affairs and Provost also coordinates with the Office of Human Resources and the Director of the Office of Diversity and Institutional Equity in determining publications to be used for advertising and recommending changes to the suggested advertisement(s). If changes in either suggested publications or suggested advertising copy are recommended, these recommended changes should be discussed with the appropriate dean and department chair prior to

proceeding. The VPAA is the final authority in these matters when disagreements occur.

- d. Once agreement is reached on publications for advertising and the content of the ad copy, the Office of Human Resources takes the following actions:
  - 1. advertises the positions,
  - 2. accepts applications through the online employment system, and
  - 3. maintains a file on adjunct positions by department.
- e. Applications are made available through the online employment system.
- f. The department chair does an initial screening of applications for minimum qualifications and will endeavor to interview all qualified applicants. It is recommended that the chairs consult with appropriate faculty members teaching in the proposed adjunct area. The faculty may be consulted at both the initial screening stage as well as at the point when selections from the pool are made.
  - 1. All adjunct faculty are required to meet Southern Association of Colleges and Schools standards which require at least the master's degree and 18 graduate semester hours in the teaching field.
- g. The department chair, after consultation with the departmental faculty, where possible, will submit recommended applicants to the appropriate dean through the online employment system.
- h. Through the online employment system, the dean forwards recommended additions to the pool of adjunct faculty to the Vice President for Academic Affairs and Provost via the Director of the Office of Diversity and Institutional Equity.
- i. The Vice President for Academic Affairs and Provost will forward to the Office of Human Resources the dean's recommendation that a person be added to the adjunct faculty pool. The Office of Human Resources will send letters to the individuals stating that they have been added to the pool with a copy sent to the VPAA and Provost, dean, and department chair.
- j. When an individual is approved for the pool, that individual's credentials will remain on file for five years even if he/she is not selected for teaching. After five years, an individual will have to re-apply for inclusion in the pool unless he/she has been selected to teach.
- k. When a need arises to employ adjunct faculty, the department chair, after consultation with the departmental faculty, where possible, will recommend employment of an approved candidate from the pool to the VPAA through the dean.



1. The Vice President for Academic Affairs and Provost will prepare a letter of employment and forward the letter to the President for signature. Once the President has signed the letter, the letter will be sent to the Office of Human Resources. Upon receipt of the letter of employment, the Office of Human Resources will call the appointee and ask that person to come in to sign the letter of employment and complete all necessary paperwork, e.g., I-9 form, tax forms, etc.
  4. Adjunct faculty members who have taught during the past five years will be considered as being a part of the adjunct faculty applicant pool and will not be required to reapply. The department chair can request through his or her dean to the Vice President for Academic Affairs and Provost that a continuation of employment contract be prepared.
- B. Employment of Adjunct Faculty
1. For employment of adjunct faculty, the department chair should submit to the college dean the appropriate New Hire or Personnel Action Form and a Faculty Credentials Certification Form. The college dean should endorse the request and send it to the Vice President for Academic Affairs and Provost. For adjunct faculty, no interview is required at the Vice President for Academic Affairs and Provost level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials should be forwarded with all the paperwork to the Office of the Vice President for Academic Affairs and Provost. Once received, the Office of the Vice President for Academic Affairs and Provost will keep vitae and transcripts on file.
  2. All adjunct faculty will be employed using the UNA salary scale for adjunct faculty.
  3. Any offer of adjunct appointment will be for one semester only, renewable according to the needs of the University.
  4. Adjunct faculty should not be employed for more than one-half time of the published faculty teaching load.
  5. Adjunct faculty who teach at least one course for the University of North Alabama and travel specified distances to the University exclusively for the purpose of teaching a course are eligible for a travel allowance each fall and spring semester. Those who travel less than 50 miles to the University will not receive a travel allowance. Adjunct faculty who travel 50 to 74 miles to the University will receive \$1,000 per semester, those traveling 75 to 119 miles will receive \$1,500, and those traveling 120 miles or more will receive \$2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified \$1,000, \$1,500, or \$2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or July summer sessions would be half of the regular semester allowance.

6. After review and approval of the employment request by the President of the University, the adjunct faculty member will receive an employment letter signed by the President. This letter will include:
  - a. a list of courses that person will teach,
  - b. the salary for that semester,
  - c. an indication of when salary payments will be made,
  - d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,
  - e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and
  - f. a deadline for the President to receive a written response to the employment letter.
- C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation
  1. At the beginning of each semester, the department chair will hold an orientation meeting for new adjunct faculty.
  2. It will be the responsibility of the department chair to supervise the adjunct faculty member and to evaluate his/her performance at the end of each semester. Evaluations for adjunct faculty will be kept on file in the departmental office.
  3. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
  4. Each adjunct faculty member will have access to on-campus mail through the department chair's post office box.
  5. It is the department chair's responsibility to certify to University Police the names of official adjunct faculty so that he/she can provide them with parking decals. This certification should be made as soon as the faculty members have accepted employment.
  6. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours where they can be reached if the students need help. When appropriate, a minimum of two hours per week should be provided. Normally, these office hours are listed immediately before or after class hours.
  7. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be handed out to the students during the first or second class period and be on file in the department chair's office. If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.

8. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
9. The department chair must emphasize that grades must be turned in according to the university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.
10. Adjunct faculty are to be evaluated by students using the standard student evaluation form for faculty for that department, and the results will be retained in the department chair's office. Results of these evaluations will be shared with the adjunct faculty member in a timely fashion and will be considered in future employment agreements with the faculty member.
11. Adjunct faculty are invited but not required to attend general university faculty meetings. It is the department chair's responsibility to determine if the adjunct faculty members should attend departmental faculty meetings.
12. Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.
13. It is the adjunct faculty member's responsibility to notify the department chair of an interest to continue to be considered for adjunct appointment since each semester requires a new letter of employment.
14. For compelling reasons, the President is authorized to make limited exceptions to this policy.

# UNA PROMOTION PROCESS

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion.	September 1
Department Chair verifies whether the candidate is eligible for promotion and notifies the candidate.	September 10
Candidate presents application and portfolio to Department Chair.	October 10
Department Chair forms Peer Promotion Committee and informs College Dean of candidates.	October 20
Peer Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to department chair.	November 1
Department Chair reviews portfolio, completes evaluation for candidates, and provides evaluation letter to dean.	November 15
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides evaluation letter to VPAA/Provost.	January 10
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to VPAA/Provost.	March 1
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation letter to the President.	March 8
President or his/her designee makes final decision and informs VPAA /Provost.	March 15
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	March 15 (Promotions become effective as of March 1)
Written feedback from department chair and/or dean is provided to candidates. Portfolios are picked up from dean.	March 30

\*If target date falls on a university non-workday, the next workday applies.

<b>APPLICATION FOR PROMOTION</b>		
Name of Applicant	Years at Present Rank	
Present Rank	Rank Requested	
Department	College	
Year of Initial Appointment at UNA		
<b>SUMMARY</b>	<b>YEARS AT UNA</b>	<b>YEARS ELSEWHERE</b>
College/university teaching/library experience		
Other teaching/library experience		
Other experience		
Years in present academic rank		
<p>Candidate will prepare a portfolio with the following information and present the portfolio to department chair by October 10:</p> <ul style="list-style-type: none"> <li>I. Application for Promotion</li> <li>II. Current Resume or Vita*               <ul style="list-style-type: none"> <li>A. Education (Institution, major, minor, degrees awarded, and when)</li> <li>B. College/university teaching or library experience as appropriate to field (include position and dates)</li> <li>C. Other teaching or library experience (describe and include dates)</li> <li>D. Other related experience (describe and include dates)</li> </ul> </li> <li>III. Supporting Information for the Following Items**               <ul style="list-style-type: none"> <li>A. Teaching/Library Effectiveness</li> <li>B. Scholarly or creative performance</li> <li>C. University and community service</li> <li>D. Any other relevant information</li> </ul> </li> </ul> <p>* Five Pages</p> <p>** Applicants for promotion will limit their portfolios to a 10-page maximum on Section III. In addition to addressing the essential portfolio components in the 10-page limit, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.</p>		
Applicant's Signature	Date	

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**3. RIGHTS AND  
RESPONSIBILITIES**

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**3.1 ACADEMIC FREEDOM AND RESPONSIBILITY**

**3.1.1 STATEMENT ON PROFESSIONAL ETHICS**

**3.2 WORKLOADS**

**3.2.1 ASSIGNMENTS**

**3.2.2 FACULTY WORKLOADS AND TEACHING LOADS**

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**3.3 PARTICIPATION IN UNIVERSITY ACTIVITIES**

**3.3.1 ACADEMIC ADVISEMENT**

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**3.6 PATENT POLICY**

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**3.10 ABSENCES**

**3.11 FACULTY RESEARCH/ DEVELOPMENT**

**3.12 FACULTY DEVELOPMENT LEAVE**

**3.13 FACULTY ENGAGED IN INTERNATIONAL FELLOWSHIP OR EXCHANGE**

**3.13.1 FACULTY ON INTERNATIONAL FELLOWSHIP LEAVE**

**3.13.2 FACULTY IN THE UNA EXCHANGE PROGRAM**

**3.14 FACULTY EVALUATION**

**3.14.1 COMPONENTS OF THE PROGRAM**

**3.14.2 USE OF THE RESULTS OF THE PROGRAM**

### **3.1 ACADEMIC FREEDOM AND RESPONSIBILITY**

The University is firmly committed to the principle of freedom of thought, inquiry, and expression. Learning flourishes only in an atmosphere where this principle of liberty prevails, where issues are openly debated, ideas exchanged, convictions freely expressed, and truth vigorously pursued. Academic freedom is a valuable right of both faculty and students, dependent, in turn, on corresponding responsibilities for its proper exercise. No member of the university community may, in the exercise of academic freedom, deny the corresponding right of any other member of the university community, nor interfere with the legal and proper function of the University.

#### **3.1.1 Statement on Professional Ethics**

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. Professors strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service,

professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

American Association of University Professors, 1966, revised 1987

Modified by the University of North Alabama, 1993

### **3.2 WORKLOADS**

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

#### **3.2.1 Assignments**

During regular school terms, full-time faculty members are considered to be on duty beginning the first day of registration through the last day of the term as published in the University Calendar. Teaching assignments are determined by the chair of the department, the dean of the college, and the Vice President for Academic Affairs and Provost. The chair of the department is encouraged to consult with the faculty in determining assignments.

#### **3.2.2 Faculty Workloads and Teaching Loads**

The full-time teaching assignment will be 12 credit hours per semester. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.



In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special courses for credit on an overload basis at the rate of \$40 per credit hour generated in such courses.
2. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of \$600 per class credit hour or \$500 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.
3. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.
4. In the calculation of faculty workloads, cross-listed courses will count as one course.
5. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.
6. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.
7. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.
8. Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research. Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Vice President for Academic Affairs and Provost, with copies of the arrangements going to the budget (financial) officer for budget and payroll adjustments.
9. The following teaching loads apply when faculty teach graduate courses.
  - a. nine credit hours if only graduate courses are taught;
  - b. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and,

- upon recommendation of the department chair, approval by the college dean and academic vice president; and
- c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.
10. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

### **3.2.3 Office Hours**

Faculty-student interaction outside of the classroom is one of the most important relationships on a college campus. The purpose of clearly defined, publicly posted office hours is to facilitate this interaction through consultation, discussion, and advisement with individual students. In keeping with that goal, faculty members will be available for consulting and advising with students. As a part of their regular assignment, faculty will schedule a minimum of seven hours per week during the regular fall and spring semesters and three and one-half hours per week during the summer term. These hours will be scheduled at times that best accommodate student access. Faculty with reduced teaching loads may schedule a reduced number of office hours. Faculty with online courses may partially satisfy the requirement with online office hours. Faculty members are not required to have office hours on days when they do not have classes on campus. After approval by the department chair and consultation with the dean, faculty members will list their office hours on all syllabi at the beginning of each semester. The respective department chair and dean should also have a copy. Office hours shall be posted on or near office doors and made available to students.

### **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 President, 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 who recommends action to the President.

Department chairpersons have responsibilities according to their job descriptions which may, in turn, vary somewhat according to the size and type of department. However, department chairpersons have some general responsibilities that apply to all. These general responsibilities include: teaching classes in the department, developing departmental curriculum, requesting and administering an adequate departmental budget, and recruiting outstanding faculty for the department. The department chairperson has major responsibilities for leadership in the university's institutional effectiveness program. The department chairpersons also have the responsibility of representing the Administration to the faculty as well as the faculty to the Administration. Due to the special nature of the department chairpersons' position that involves both faculty and administration and due to the duties they have that go beyond the normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs retain any increases that were realized throughout the term appointment. "Across the board" raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

Since departments at the University vary greatly in both size and responsibilities which, in turn, contribute to the time that must be spent in the administration of a department, there is not a common reduction or supplement paid that applies to all departments. There is a formula which is used to determine department groupings for class reductions and administrative supplements. The university formula is used to evaluate each department and gives points as follows:

1. Each equivalent full-time faculty member counts as one.
2. A score of one is given for each \$15,000 in the supplies and equipment budgets of the department (including lab fees generated).
3. A score of one is given for each 20 graduates of department programs. In the calculation of this value, the graduates in each program for the last five years are averaged to determine the departmental score.
4. A score of one is given for each 3,750 instructional hours (credit and non credit) produced by a department totaled from the fall, spring, and summer terms. Both graduate and undergraduate hours are included in this calculation.

### Formula Implementation:

Final rankings should be divided into quartiles. Academic departments should be assigned such that the departments with the most points should be assigned to Quartile 1, the next to Quartile 2, the next to Quartile 3, and the final grouping to Quartile 4 as determined by statistical methods.

Department chairs in Quartiles 1 and 2 will receive a six-hour teaching load reduction in the fall and spring semesters. Department chairs in Quartiles 3 and 4 will receive a three-hour teaching load reduction in the fall and spring semesters. All department chairs will receive a three-hour teaching load reduction during the summer term.

Department chair supplements should be based on Quartile Rankings as follows: all Quartile 1 departments will receive a \$6,073 supplement each year; Quartile 2 departments will receive a \$5,473 supplement each year; Quartile 3 departments will receive a \$4,873 supplement each year; and Quartile 4 departments will receive a \$4,273 supplement each year. As noted above, department chair supplements will increase with “across the board raises” granted to faculty.

The Office of Institutional Research, Planning, and Assessment will generate rankings each year by June 1. A department chairperson’s supplement for the duration of the term will be based on the data at the time of the appointment. Changes in the department chair rankings will not affect the individual’s released time or supplement during the appointed term. Should the chair be reappointed or a new chair assigned to an area, the rankings generated that year will be used in determining the appropriate supplement and released time, which will remain for the duration of the new appointment period.

Recognizing that departments, even within the same quartile, may differ substantially in the nature and volume of administrative needs and that special needs may arise temporarily, the University supports flexibility in meeting the administrative needs of departments. Released time beyond the amount specified above may be paid for from the dean’s budget at the established rate for adjunct and overload pay. The amount and duration of additional salary supplements or released time is determined by the dean within his or her applicable budget, after discussion with the affected department chair and/or faculty member, and requires the approval of the Vice President for Academic Affairs and Provost. “Across the board” salary increases are not applied to these supplements.

### **3.2.5 Off-Campus Instruction**

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

### **3.2.6 Interim Periods**

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through study abroad is arranged with individual faculty members through the department chair and college dean.

### **3.2.7 Overloads**

During the academic year, chairs of departments may participate on university administrated grants and contracts where the grant provides funding support for course buyouts or course releases. Specifically, the funding agency authorizes the use of grant funds to offset that portion of the department chairs' time and effort dedicated to executing the grant, with no resulting increase in responsibilities. In regular school terms, and where the grant does not provide funding support for course buyouts or course releases, chairs of departments may not assume course overloads or extra-duty responsibilities associated with university-administered grants or contracts except as required by unforeseen emergencies and as based on determination of the chair of the department and approval of the dean of the college.

## **3.3 PARTICIPATION IN UNIVERSITY ACTIVITIES**

In addition to the primary academic responsibility, the obligations for a faculty member extend to participation in other activities and functions through which the purposes of the University are served.

### **3.3.1 Academic Advisement**

Faculty responsibility for student academic advisement includes both informal contacts with students and formal advisory assignments made by the chair of the department or the dean of the college. Faculty are also expected to accept responsibility for advisement in minor fields upon request by a graduate student.

The purpose of academic advisement at UNA is to provide students a supportive relationship with an academic advisor. This relationship offers information and guidance to assist students in making decisions leading to the fulfillment of their educational, career, and life goals. Given this purpose, the goals of academic advising are:

1. To promote a clear understanding of the courses required to fulfill degree requirements;
2. To monitor student progress toward completion of degree requirements;

3. To assist students in the selection of courses with regard to the level of difficulty and class load, especially as that pertains to employment, campus involvement, and personal lives; and
4. To promote student awareness of opportunities and experiences that will enhance their educational experiences such as practicum, internships, honors, and study abroad programs.
5. To assist students in interpreting academic policies and procedures.
6. To serve as an institutional gateway to campus resources and services that will enrich students' university experience and facilitate student retention.
7. To encourage the development of short-term and long-term educational goals and an action plan for goal attainment.
8. To model professional behaviors as encouragement for students to develop similar behaviors in readiness for the world of work.

### **3.3.2 Commencement**

Members of the faculty are expected to participate in commencement exercises in proper academic regalia. Provision is made through the chair of the department and the dean of the college for assignment of approximately half of the faculty to the mid-year commencement and the remaining half to the annual commencement. Faculty are expected to provide their own academic regalia. Regalia may be purchased through the University Bookstore.

Members of the faculty are allowed to present diplomas to children, spouses, and parents at commencement. Anyone wishing to present a diploma must request the opportunity to do so in advance and must wear full academic regalia.

### **3.3.3 Curriculum Development**

Curriculum development leading to new majors, programs or courses, or the revision of existing programs or courses, normally originates in the academic department. Typically faculty members with expertise in a particular area develop proposals for departmental review. Proposals are developed outlining the changes and a rationale and are submitted with recommendations to the department chair. The chair reviews the proposal, signs the appropriate approval documents, and forwards the proposal to the college dean. The college dean convenes the college-wide curriculum committee to review the proposal. Once approved, it is forwarded to the Office of the Vice President for Academic Affairs and Provost. This office submits the proposal to the appropriate university-wide faculty curriculum committee. For undergraduate changes, the proposal

is submitted to the Undergraduate Curriculum Committee. For graduate changes, the proposal is submitted to the Graduate Council and to the university Director of Graduate Studies/ACHE Liaison. In addition, proposals for new degree programs will be posted by campus e-mail for review by the faculty. Comments are to be submitted to the Curriculum Committee Chair for undergraduate proposals and Graduate Council Chair for graduate proposals. The comment period will be 15 working days, excluding holidays. Once the comment period has been completed, the Curriculum Committee and/or Graduate Council will review the proposal, any faculty comments, and any comments from the department and/or college submitting the proposal and take action on the proposal. Different forms are used to transmit curriculum changes to the appropriate faculty committee. At the undergraduate level, the UCC (Undergraduate Curriculum Committee) form is used. At the graduate level, the Graduate Council New Course and Course/Curriculum Change Proposal Form is used. If the curriculum changes are approved by these campus-wide faculty committees, they are transmitted to the President for final approval. If they involve new curriculum programs, they must also be approved by the University Board of Trustees. Significant changes in existing programs and/or new programs must also be submitted to the Alabama Commission on Higher Education for review (departments should refer to the ACHE website for procedures). If curriculum changes represent a substantive change in program mission for the University, they must be reviewed and/or approved by the Commission on Colleges of the Southern Association of Colleges and Schools (departments should refer to the SACSCOC website for procedures). Significant changes in teacher education programs leading to certification must be further reviewed by the Alabama State Department of Education and significant changes in nursing must be further reviewed by the Alabama Board of Nursing and the Commission on Collegiate Nursing Education.

In certain situations, proposals for broad-based and/or multidisciplinary changes may originate and be proposed by units outside the academic departments. Examples include the university-wide curriculum committees, the Council of Academic Deans, and/or ad hoc faculty committees appointed as part of the shared governance process. The types of changes these groups might submit include changes in the general education curriculum or graduation requirements, and/or new programs that include multiple disciplines. Such change recommendations are subject to the same approval procedures outlined above.

Consideration of curricular change normally involves informal discussion, not only within academic departments, but also within and between the several levels of academic administration. Proposals are presented in writing and include the reasons and justification for the change; the impact of the change on other courses and program; and an analysis of the staff, equipment, library, and other instructional resources to be required. A timeline for submission of proposals is developed each year to ensure inclusion in the undergraduate and graduate catalogs.

The process for ongoing evaluation of curriculum is embedded in the institutional effectiveness assessment plan for the University. All academic departments complete

annual planning and assessment reports. The reports are two-fold. The first report occurs at the beginning of the academic year and identifies programmatic goals related to curriculum. The second report occurs at the end of the academic year and identifies accomplishments related to those goals and proposed curriculum and programmatic changes needed to address academic improvement. These reports are prepared by the academic department chair in collaboration with departmental faculty and are submitted for review and analysis by the appropriate college dean who in turn submits them to the Office of Institutional Research, Planning, and Assessment. Academic departments also conduct a five year evaluation based on a rotating schedule. The five year report affords an in-depth evaluation of departmental programs and curricula. These reports are reviewed by the college dean. The University also maintains a five-year Strategic Plan. With each five-year cycle, academic departments are asked to assess curriculum and propose changes as part of the strategic planning process. It is also expected that departments will review the feedback from student course evaluations that are conducted each semester to help improve instruction and curriculum.

### **3.3.4 Faculty Meetings**

All faculty are expected to attend faculty meetings as scheduled. Meetings of the faculty as a whole occur on the call of the President or the VPAA and Provost. College and departmental meetings are called as needed.

### **3.3.5 Learned Societies and Professional Associations**

Faculty membership and regular, active participation in relevant learned societies and professional associations are encouraged as a matter of professional development and responsibility. Through the approval of the chair of the department and the dean of the college, provision is made for attendance at society and association meetings, particularly at the state and regional levels. Attendance at meetings at total or partial expense reimbursement is not restricted to program participants or officers, although these evidences of recognition through presentation of papers, program responsibilities, and office holdings are given due consideration in initial approval. Except for select institutional membership, no provision is made for the payment of individual membership dues. Approval for attendance does not remove the faculty member's obligation for proper advanced arrangements for classes. To the extent possible, requests for absence and for travel expense in connection with meetings should be anticipated for the forthcoming year and directed to the chair of the department early in the fall term.

### **3.3.6 Sponsorships**

Most student organizations, including fraternities and sororities, honorary societies, academic clubs, and service groups, are dependent upon faculty and staff sponsor-advisers. Some organizations direct requests for service to faculty and staff members individually. In other cases (e.g., the Student Government Association, the University Program Council, the Panhellenic Council, the Interfraternity Council, etc.)



advisers are administratively appointed. Since these organizations contribute substantially to the purposes of the University, faculty members are encouraged to accept such service when requested, provided the service does not interfere with regular assignments.

### **3.4 UNIVERSITY AND COMMUNITY INVOLVEMENT**

Faculty members are encouraged to participate in and support appropriate out-of-class university functions and activities of an educational, cultural, recreational, civic, or social nature. On occasion, classes are dismissed for special programs on the authority of the President and/or the Vice President for Academic Affairs and Provost. Announcements in class of important programs and events are requested of faculty from time to time through official channels. As citizens of the community, as well as members of the university staff, faculty members similarly are encouraged to participate in and support those affairs and activities of the community through which their expertise, standing, and leadership may make a contribution and through which university-community relations are enhanced.

### **3.5 RESEARCH AND CONSULTING ACTIVITIES**

From time to time, the University receives requests from business and industry, governmental agencies, schools and school systems, and other agencies and individuals for consultative services, research, and project leadership by university personnel. In addition, individual faculty members often wish to apply for project or research grants from governmental agencies or other external sources of funding. The university administration desires to cooperate in and facilitate such endeavors whenever feasible and possible and to maintain adequate records regarding them. Requests for such contractual services or proposals for grants must be referred to the Director of Sponsored Programs prior to the submission of a proposal or execution of a contract. The proposal or contract should be submitted to the Director of Sponsored Programs seven business days in advance of the proposal or contract deadline to allow adequate review and processing time.

Review of contracts or proposals is required to verify that the information contained in the documents is in compliance with university, state, and federal guidelines. The Director of Sponsored Programs is responsible for these activities and functions. Policies, definitions, and procedures which relate to faculty and staff research and consulting activities are set forth in Appendix 3.A.

### **3.6 PATENT POLICY**

The University's Patent Policy can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/patent-policy.html>.

### **3.7 COPYRIGHT POLICY**

The University's Copyright Policy can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/copyright-policy.html>.

### **3.8 STUDENT COPYRIGHT NOTICE**

UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners.

### **3.9 OUTSIDE EMPLOYMENT**

Faculty positions, unless otherwise stated, are considered to be full-time positions. Before accepting other additional employment or entering into self-employment activities, full-time faculty must determine that such employment would not adversely affect their responsibilities to the University. If it can be reasonably anticipated that such outside employment might interfere with fulfilling these responsibilities, the faculty member must discuss the matter with and obtain written approval from appropriate university officials. (See Appendix 3.B) No outside teaching obligations with another institution or high school should be accepted without prior written approval from the Vice President for Academic Affairs and Provost. Faculty members should not accept outside employment which impairs their ability to fulfill their contractual obligations to the University. Outside employment cannot be used to justify unusual teaching schedules, office hour times, or relief from other normal faculty responsibilities.

### **3.10 ABSENCES**

In the event of illness or other unanticipated circumstances requiring absence from duty, the chair of the department (or the dean of the college if the department chair is not available) should be notified as soon as possible. Any personal time off with pay can be considered only under provisions for absence leave and must be reported to the Office of Human Resources on official leave forms.

Requests for approval for absence in connection with appropriate meetings and other off-campus activities are made in advance to the chair of the department and the dean of the college. Time away from assigned duties on approved university activities is not chargeable to absence leave. Approval for absence does not remove the obligation for proper arrangements for classes.

### **3.11 FACULTY RESEARCH/DEVELOPMENT**

The performance of the University is the cumulative result of the performance of each person employed by the University. The purpose of faculty development is to increase the teaching or research effectiveness of individuals to enable them to contribute to the University's overall mission. Thus, the goals of development are of mutual benefit to the faculty and the University. This is accomplished by enhancing employees' knowledge, skills, and attitudes that have a positive impact upon teaching performance and on helping them reach their fullest potential as members of the university team.

Each university-funded grant for development should be based on this philosophy. The University makes available a limited amount of resources for faculty development grants which, within specific regulations found on the Application for Faculty Development, allow faculty to:

1. Be partially reimbursed for costs for additional graduate course credit;
2. Attend noncredit workshops or seminars that extend a faculty member's knowledge in his or her current teaching area or broaden teaching areas which will benefit the University;
3. Attend noncredit workshops or seminars related to accreditation; and
4. Pay costs in relation to specific certification which, in turn, are of benefit to the University.

Faculty research and development monies are disbursed to the Vice President for Academic Affairs and Provost who will distribute to the college deans, Dean of Library Services, and Vice President for Enrollment Management percentages of those monies based on full-time faculty. The money will be distributed according to the following procedure.

Deans/Dean of Library Services/Vice President for Enrollment Management will establish a Research and Development Committee which will review requests for research and development support and will recommend approval to the Dean of the College/Dean of Library Services/Vice President for Enrollment Management who will grant final approval. Requests should be submitted to the offices of the college dean/Dean of Library Services/Vice President for Enrollment Management. Interested faculty will submit proposals to the committee.

1. Grants will be made for October 1 to September 30 time periods (or less as designated in the proposal). Projects lasting more than one year may be extended by notifying the appropriate college dean, Dean of Library Services, or Vice President for Enrollment Management.

2. Faculty development monies will be limited to full-time faculty.

A proposal not approved will be returned to the faculty member. For funded projects, documented evidence that the objectives were accomplished must be submitted to the department chair and dean upon completion of the project.

### **3.12 FACULTY DEVELOPMENT LEAVE**

#### **PURPOSE**

A faculty member has three academic functions: teaching, service (to the university profession and community) and research (scholarly or creative pursuits). The faculty development leave program is designed to provide released time in support of a major initiative targeted toward one of these three functions. Development leaves are not available to support completion of an advanced degree.

#### **ELIGIBILITY**

Faculty development leave eligibility is limited to full-time, non-administrative, tenured faculty members (including department chairs) with:

1. at least six years of full-time service at UNA prior to submission of a faculty leave application;
2. at least six years of service since his or her last development leave; and
3. who have submitted the report(s) from previous leave(s) in a satisfactory and timely manner.

#### **APPLICATION AND SELECTION PROCESS**

The Faculty Development Leave Application Form is located in Appendix 3.C. Applications for development leave must include (1) a Faculty Development Leave Application Form, (2) a current curriculum vita, and (3) an application, not to exceed ten pages, describing the activity and specifying how the leave will contribute to the faculty member's development, and how the leave will benefit the University of North Alabama and its students.

An application for development leave is submitted electronically by the faculty member to his/her department chair. Faculty are strongly advised to discuss their plan for leave with the department chair before first submitting an application. This discussion should, beyond a basic presentation of the leave application, address how the leave will affect the faculty member's development, length of the leave, the regular scheduling of his/her courses, discussion of alternative instructors for those courses, and how the leave will positively impact the University. This discussion is intended to create support for

the application by the department chair. If an application is not supported at the department level, the applicant may directly solicit help from his/her dean.

Applications from department chairs are submitted electronically directly to the appropriate dean. Written recommendations concerning each application will be submitted electronically as the application is forwarded through each review level.

#### FACULTY DEVELOPMENT LEAVE APPLICATION

1. APPLICATION. The application consists of two parts: (1) a formal written proposal (not to exceed 10 pages) and (2) an appendix of supporting documents. In general, the formal proposal should contain the following:
  - A. SUMMARY: a clear and concise summary of the request (one page maximum).
  - B. INTRODUCTION: a detailed statement of the request, its objectives, its benefits to the applicant and the University in definitive and measurable terms, the results expected, and the period of time covered by the proposed faculty leave.
  - C. METHODS AND EVALUATION: a detailed description of the applicant's development leave, including activities to be employed to achieve the desired results, a detailed plan for determining the degree to which objectives will be met and can be assessed and evaluated.
  - D. FUTURE PLANS: describe a plan, if applicable, for the continuation of activities beyond the development leave period which will benefit the applicant's professional development and the University; the plan should relate to the objectives and expected outcomes of the development leave.
  - E. BUDGET: costs, other than salary (e.g., travel), associated with the applicant's development leave, and funding sources (grants, stipends, additional salary or compensation, etc.), for each of those costs.
  - F. APPENDIX: the appendix will contain supporting documents, including, but not limited to, (1) a current curriculum vita, (2) a summary of previous activities which qualify the applicant to undertake the proposed faculty leave activity, and, if applicable, (3) verification that any support grants, stipends, and consortia arrangements relating to the development leave have been authorized and approved. The appendix should include only relevant documents and summaries.
    1. The Faculty Development Leave Application Form stating the applicant's understanding and agreement to the terms of the faculty development leave program must also be included.

#### FACULTY DEVELOPMENT LEAVE COMMITTEE

The Faculty Development Leave Committee shall consist of three tenured faculty members from the College of Arts and Sciences, two from the College of Business, two from the College of Education and Human Sciences, one from the College of Nursing, and one from Collier Library/Educational Technology Services – with representation to alternate between Collier Library/Educational Technology Services. Committee members shall be elected by a vote of full-time faculty from each College and Collier Library/Educational Technology Services. Elections should be held as early in the semester as possible in order that the Faculty Development Leave Committee may commence its work in September of each year.

Should a vacancy occur on the Faculty Development Leave Committee, the Faculty Senate shall designate a replacement to fill the unexpired term.

### CRITERIA FOR SELECTION

The Faculty Development Leave Application should be considered in view of the value it would have for the applicant's professional growth and the contribution it will make to the University of North Alabama. Some likely proposals include:

- A. Advanced education. Advanced education **not** to be applied to a degree. A leave application should emphasize how the leave will update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.
- B. Scholarly research/creative pursuits. A leave application should explain how the research and/or creative activity will contribute to the applicant's professional growth and contribution it will make to UNA.

### APPLICATION PROCESS AND DEADLINES

The annual deadline for online application submission is October 1 of the academic year prior to the academic year of the proposed leave (e.g., an application for a leave during the spring semester must be submitted by October 1 of the previous year). If that date falls on a weekend, the due date is the Monday following October 1.

### ROLE OF THE CHAIR

The applicant will submit electronically a completed application to his/her department chair. The chair verifies the applicant's eligibility, provides an evaluation of the application and a statement concerning the department's plan for dealing with the absence of the faculty member during the development leave, and forwards electronically the application to the dean on or before October 10. If that date falls on a weekend, the due date is the Monday following October 10.

## ROLE OF THE DEAN

The dean adds an evaluation of the application and statements concerning the chair's plan to replace the faculty member during the development leave and forwards electronically the application to the Office of the Vice President for Academic Affairs on or before November 1. If that date falls on a weekend, the due date is the Monday following November 1. The electronic applications will be uploaded to a secure UNA server accessible only by the Faculty Development Leave Committee member and administration involved in the review process.

## ROLE OF THE FACULTY DEVELOPMENT LEAVE COMMITTEE

1. The Faculty Development Leave Committee evaluates and recommends faculty leave applications to the VPAA and Provost.
2. The Faculty Development Leave Committee provides applicants with written feedback concerning strengths and weaknesses of an application upon request.
3. The Faculty Development Leave Committee then will submit its rankings with explanations to the VPAA and Provost on or before December 1. If that date falls on a weekend, the due date is the Monday following December 1.

## ROLE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

The VPAA and Provost evaluates all applications and recommendations from the Faculty Development Leave Committee and plans for replacing the faculty member during the developmental leave. The decision as to the actual awarding of development leave will come from the VPAA and Provost by December 5. If that date falls on a weekend, the due date is the Monday following December 5.

After the VPAA and Provost makes a decision, he/she will inform the Chair of the Faculty Development Leave Committee, the individual applicant's dean, the individual applicant's department chair, and the faculty member. Upon request, the VPAA and Provost will provide individual applicants with written feedback concerning strengths and weaknesses of his/her application.

In special cases, the recipient can request that the leave be rescheduled. Rescheduling must be approved by the department chair, academic dean, and Provost and be sufficiently justified in writing.

## COMPENSATION AND BENEFITS

Faculty Development Leaves for one academic year are granted for half of the recipient's regular salary, leaves for one-half academic year (4.5 months) are granted at the recipient's full regular salary. No paid leaves are authorized for summer sessions.

After a faculty development leave has been granted, any change in the terms of the leave requires prior written approval from the department chair, dean, and Provost. A faculty member on Development Leave retains all benefits.

## CONDITIONS

Faculty members may have a Faculty Development Leave for one academic year at one-half their regular salary or for one-half academic year at their full salary. (An academic year is defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)

Faculty members, having signed a legal agreement to serve one full academic year at the University of North Alabama after completion of the development leave, shall be required to reimburse the University in the amount they receive as salary and fringe benefits from the University while on leave if they should refuse to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor and exigent circumstances approved by the President will constitute reason for exemption.

## PUBLICITY

A suitable news release to announce the recipients of development leaves and their proposed activities will be coordinated by the Office of VPAA and Provost in conjunction with the Office of University Communications and Marketing.

## FINAL REPORT

Within three months following the completion of leave, each leave recipient will present to the department chair and dean a report on accomplishments resulting from the leave. Eligibility starting date for succeeding faculty development leave begins with the academic year following submission of the report.

### **3.13 FACULTY ENGAGED IN INTERNATIONAL FELLOWSHIP OR EXCHANGE**

The University encourages faculty to avail themselves of opportunities for lecturing and/or studying abroad, whether under the auspices of UNA's Faculty Exchange Program or an external source such as the Fulbright Program. The following policy is intended to provide guidelines within which the faculty member can feel free to explore avenues for a fellowship or exchange abroad, while at the same time ensuring continuity of his or her status and security within the university community.

#### **3.13.1 Faculty on International Fellowship Leave**

The faculty member will retain tenure or, if untenured, may choose to count the year abroad in the total number of years of university employment for purposes of tenure;



pay family insurance premiums if applicable; be responsible for arrangements concerning property and personal effects during the time abroad; and comply with all regulations of the Alabama Teacher Retirement System regarding contributions to the TRS and RSA-1 annuities.

According to Alabama Teacher Retirement System policy, both TRS and RSA-1 annuity contributions must be payroll deducted. Therefore, unless the externally funded fellowship or grant is paid through the University (this arrangement must be explored on a case-by-case basis), the year abroad does not count toward the employee's total number of years as regards TRS status. Any supplement awarded by the University will be reflected as a fraction of a year in the TRS (calculated on the basis of the preceding year's salary). During the time abroad, RSA-1 annuity payments may be suspended, and interest will continue to accrue.

The University will continue to pay the basic insurance coverage; factor across-the-board pay increases, if any, into the employee's salary, as if the employee had been employed on campus during the fellowship year; provide support through the Office of Human Resources in matters pertaining to insurance claims or other employment-related issues while abroad; maintain the seniority status of the faculty member within his/her department; and upon recommendation of the dean to the Vice President for Academic Affairs and Provost, provide the faculty member additional assistance in meeting expenses during the leave year, provided funds are available.

### **3.13.2 Faculty in the UNA Exchange Program**

The UNA faculty exchange program is a true "exchange" of professors with an institution abroad, using the J-1 Visa. The following regulations apply to UNA faculty participating in the UNA Faculty Exchange Program:

1. the UNA faculty member will receive his/her salary as usual and is eligible for across-the-board pay increases, if any, while he/she is abroad with insurance and other fringe benefits to be paid as usual;
2. travel expenses, or a portion thereof, for the UNA faculty member may be reimbursed by UNA if monies are available and approved; and
3. the UNA faculty member retains tenure, or if untenured, may choose to count the year abroad toward tenure; and the faculty member retains seniority status within his/her department.

## **3.14 FACULTY EVALUATION**

The purpose of the Faculty Evaluation Program is to provide for a valid and reliable assessment of faculty performance based on designated areas of engagement approved by the University. Toward that end, all faculty members are expected to

demonstrate continuous involvement and effectiveness in the areas of: (1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related to the faculty member's discipline and/or professional responsibilities; and (3) service performed on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community.

### **3.14.1 Components of the Program**

Updated Curriculum Vitae. The vitae shall contain detailed background and professional achievement data – educational background, degrees, teaching and other professional experience, scholarly and creative activities, service to the department, university, and community – and any information deemed relevant to the department or faculty member. The vitae shall be updated yearly **by May 15** and retained on file in the college dean's office.

Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to May 15** in order to discuss professional goals for the coming year. (See Appendix 3.D) During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form (Appendix 3.D) a statement of accomplishments relating to the prior year's goals. The faculty member and the department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically to the appropriate academic dean for review. A signed copy of the Faculty Performance Report shall be retained in the college dean's office.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and university libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form. (See Appendix 3.D) Student evaluations will be administered every semester in each class section enrolling five or more students. Student comments should be collected and given to the faculty member in a format to ensure anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses taught in non-lecture format. The faculty member will announce to the class in advance that the rating forms will be administered. The professor will read the following statement to the class: "The evaluation you are about to complete is intended for constructive feedback. After your final grades in this course have been submitted, your tabulated responses will be seen by the instructor of the course and the chair of the department or dean. It is important for you to realize that you have a responsibility to be fair and honest. Since the purpose of the evaluation is improvement, if you are going to be critical, try to document your criticism in your responses in such a way that the instructor can benefit and improve his/her teaching of this course. Be as responsible in completing this form as you would be if you were going to sign it. The instructor of this

course will not see the results of these forms until the semester is over and the final grades have been submitted. A blank sheet of paper is provided should you wish to make comments." The faculty member should give the envelope with the blank forms and instructions to the student proctor, who is to be chosen from the class by the faculty member. The faculty member will leave the classroom. The faculty member will allow students ample time to complete the form. As students finish the questionnaires, they will place their evaluation responses in the envelope so marked. When everyone has put his/her form in the proper envelope, the student proctor will seal the envelope and take it to the office of the department chair. The departmental administrative assistant will collect all sealed envelopes and forward them to the Office of Institutional Research, Planning, and Assessment (OIRPA) for processing. The OIRPA will process the forms in a timely fashion and forward results to the department chair. The summary of the ratings shall be retained on file in the college dean's office and shall be shared with the faculty member.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will provide each faculty member a written performance evaluation on the following schedule: by **September 15** every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair, dean, and the faculty member. The faculty member has the option of submitting a written response to the department chair by **September 30**. Copies of the evaluation and any response shall be retained in the college dean's office.

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above. Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

### **3.14.2 Use of the Results of the Program**

The Faculty Evaluation Program is an integral component of the University's institutional effectiveness program. Departments will use information collected through the Faculty Evaluation Program in their departmental and academic program reviews with special care to document use of the program to improve teaching, research, and service.

## **FACULTY AND STAFF RESEARCH AND CONSULTING ACTIVITIES**

### **A. Definitions**

1. Research shall mean an activity which consists of designing a series of related investigations, conducting these investigations by the collection of data or information, and analyzing and reporting the results. The design of an investigation consists of recognizing and defining a problem, ascertaining the validity of the technique, and determining that the data to be collected are related to the solution of the problem. The purpose of research is to provide information for improving techniques, increasing understanding and knowledge, and corroborating the results of preliminary studies.
2. Consulting shall mean any use of professional expertise in activities external to the University, exclusive of research, in which a faculty or staff member engages for remuneration.

### **B. Assignment Policies**

1. If a faculty or staff member engages in externally funded research or consulting activities on his or her own time in addition to performing all university-assigned duties, and if no university support or facilities are required by or given to such research or consulting activities, it is recommended that the faculty or staff member report such research or consulting activities to his or her immediate supervisor or department chair.
2. If a faculty or staff member proposes to engage in externally funded research or consulting activities in addition to performing all university-assigned duties, and if university support or facilities are required for such research or consulting activities, the faculty or staff member shall report such proposed research or consulting activities to his or her immediate supervisor or department chair. If the approval is given by the supervisor or department chair, the faculty or staff member and the supervisor or department chair shall complete a proposed statement of agreement, including a budget to be approved by the President, to ensure that the University is reimbursed for the direct and indirect costs. The proposed statement of agreement should be presented to the Director of Sponsored Programs for further processing.
3. If a faculty or staff member is performing all university-assigned duties and participates in research or consulting activities as part of a contract into which the

University has entered with an external agency and no released time is involved, the faculty or staff member and his or her supervisor or department chair shall complete the necessary forms, if not otherwise included in the proposal, as to the compensation of the faculty or staff member for participation in such contracted activity. The compensation to be paid must be approved by the President.

4. If a faculty or staff member is granted released time from performing regular university-assigned duties and agrees to participate in research or consulting activities as part of a contract into which the University has entered with an external agency, it shall be understood that there shall be no additional compensation given to the faculty or staff member above and beyond the normal salary for such participation in such activities unless otherwise approved by the University. Such released time must be approved by the Vice President for Academic Affairs and Provost.

If the research or consulting activities last longer than the period of such released time or require additional work for completion of the project, it shall be understood that the faculty or staff member, upon approval of the project officer, may continue such participation in such activities under Section 3 until the completion of the project.

C. Operational Policies

1. Research and consulting activities shall conform and support the institution's mission, vision, and goals as a comprehensive regional university.
2. Research and consulting activities shall be in balance with faculty responsibilities.
3. Research and consulting services which require university support or supervision shall be administered by the Director of Sponsored Programs.
4. Research and consulting activities shall be conducted without undue interference from the University and other external agencies.
5. Research and consulting activities shall be viewed only as a part of the total responsibility of faculty.
6. Research and consulting activities shall be an integral part of the University's responsibility as a comprehensive regional university. All efforts will be made to obtain constant funding from the State of Alabama.

D. Adjudication of Disputes

1. Should questions or disputes from faculty concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Vice

President for Academic Affairs and Provost for a decision in accordance with all applicable university policies and state and federal laws and regulations.

2. Should questions or disputes from staff concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Vice President for Business and Financial Affairs for a decision in accordance with all applicable university policies and state and federal laws and regulations.

**Request for Approval to Render Services  
for Another Educational Institution**

1. \_\_\_\_\_  
Name
2. \_\_\_\_\_  
Department
3. \_\_\_\_\_  
Rank/Title
4. \_\_\_\_\_  
Date(s) of Service
5. Describe the nature of these services; if they consist of teaching, give the name of the course(s), the course number(s), and a course description:  
  
\_\_\_\_\_  
  
\_\_\_\_\_
6. Check applicable condition for compensation:  
  
 \_\_\_\_\_ a. Employee is to be paid directly by other institution.  
  
 \_\_\_\_\_ b. Contract is between the University and the institution, and employee is paid through the University.

Approval of this request by the appropriate dean will signify that the services described above will not diminish the time available for the employee to perform his or her duties at the University of North Alabama and that no conflict of interest is involved.

Requested by \_\_\_\_\_  
Faculty Member Date

Request is \_\_\_\_\_ approved.  
\_\_\_\_\_ denied.

By \_\_\_\_\_  
Vice President for Academic Affairs and Provost Date

## FACULTY DEVELOPMENT LEAVE APPLICATION FORM UNIVERSITY OF NORTH ALABAMA

**Application due date:** "Qevqdg t'3"qh'yj g'cecf go le" { gct'r tkt'v'q'yj g'cecf go le" { gct'qh'yj g' r tqr qugf "hcxg" \*K'yj cv'f cvg'hcm'qp'c'y ggngpf . 'yj g'f wg'f cvg'ku'yj g'hmqy kpi 'O qpf c { +0' "

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### PROPOSED PERIOD OF LEAVE

\*EJ GEM'QP G+ "

Hwm'Cecf go le" [ gct"□ " Hcm'Ugo guvgt "□ " Ur tkpi 'Ugo guvgt "□ " "

### PURPOSE AND OBJECTIVES

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\*\*\*\*\*50 Rtqxf g'cp'crr nccv'qp'gngv'qplecm { 'pqv'q'gzegf 'vgp'r ci gu'f guetkdkpi 'yj g'cevkxk { "cpf " \*\*\*\*\*ur gek { kpi 'j qy 'yj g'hcxg'ku'gxr gev'f 'v'q'ngcf 'v'q'yj g'hcewn { 'o go dgtu'r tqhguukqpcn'i tqy yj "cpf " \*\*\*\*\*j qy 'yj g'hcxg'y knidgpgk'yj g'Wpkxgtuk { "qh'P qt yj 'Cncdco c"cpf 'ku'uwf gpw0' "  
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**University of North Alabama  
FACULTY PERFORMANCE REPORT  
Academic Period**

**NAME:**        **Rank**        **#Years Full-Time**  
**List Courses/Clinicals/Labs Currently Teaching**  
**Additional Assignments (professorship, grant, release-time, etc.)**

**DEPARTMENT:**

**I.        What were your professional goals this year as related to departmental and/or college performance guidelines?**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**II.        What was accomplished relative to these goals?**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**III.        After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year.**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**IV.        Evaluation by Department Chair related to departmental and/or college performance guidelines.**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

\_\_\_\_\_  
**Faculty Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Chair Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean Signature**

\_\_\_\_\_  
**Date**

Optional Comments by Dean:

**\*Attach updated vita per Faculty Handbook**

**University of North Alabama**  
**FACULTY PERFORMANCE REPORT FOR LIBRARY AND EDUCATIONAL TECHNOLOGIES FACULTY**  
**Academic Period**

**NAME:**        **Rank**        **#Years Full-Time**  
**List Current Duties/Assignments**  
**Additional Assignments (professorship, grant, release-time, etc.)**

**DEPARTMENT:**

I.        **What were your professional goals this year as related to departmental performance guidelines?**

**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

II.        **What was accomplished relative to these goals?**

**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

III.        **After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year.**

**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

IV.        **Evaluation by supervisor related to departmental performance guidelines.**

**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

\_\_\_\_\_  
**Faculty Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean Signature**

\_\_\_\_\_  
**Date**

Optional Comments by Dean:

**\*Attach updated vita per Faculty Handbook**

**University of North Alabama**  
**Instructor/Course Evaluation Process**

**Instructor** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **Semester** \_\_\_\_\_

Please read the following instructions carefully:

The purpose of this evaluation is to help the instructor improve his/her teaching performance and this course. Your instructor is cooperating in this evaluation, and your participation is requested but not required.

When everyone has completed the evaluation, a student will collect all forms, place them into an envelope, seal it, and deliver it to the departmental administrative assistant. The departmental administrative assistant will hold the forms until after final grades are submitted, so there is no possibility of your comments having an effect on your grade.

At the discretion of the individual department, this evaluation may be manually or electronically scored. If it is electronically scored, a score sheet will be provided. On the score sheet provided, please use a No. 2 pencil to mark the appropriate code for this course and your responses. Because these sheets will be scored by machine, be sure to darken the space completely and erase completely if you decide to change a response. If the evaluation is to be manually scored, circle your response using the following rating scale:

	a	b	c	d	e
	Strongly Agree	Agree	Neutral or No Opinion	Disagree	Strongly Disagree

**INSTRUCTOR EVALUATION**

- |    |   |           |
|----|---|-----------|
| 1. | The instructor has a thorough knowledge of the subject matter.                      | a b c d e |
| 2. | The instructor's course presentations were well organized.                          | a b c d e |
| 3. | The instructor had office hours posted and was available during those hours.        | a b c d e |
| 4. | The instructor provided adequate feedback and/or evaluation of student performance. | a b c d e |
| 5. | The instructor dealt fairly and impartially with all class members.                 | a b c d e |
| 6. | The instructor has effective oral communication skills.                             | a b c d e |
| 7. | The instructor was on time for class, and the class met as scheduled.               | a b c d e |
| 8. | The instructor provided learning enhancement activities other than lecture.         | a b c d e |
| 9. | Overall, the instructor was an effective teacher.                                   | a b c d e |

**COURSE EVALUATION**

- |     |  |           |
|-----|--|-----------|
| 10. | Course objectives and methods of evaluation were distributed via the class syllabus during the first week of school.           | a b c d e |
| 11. | Instructional materials, including the textbook, were adequate and appropriate.  | a b c d e |
| 12. | The evaluation procedures used provided me with an adequate opportunity to demonstrate my understanding of the course content. | a b c d e |
| 13. | The course improved my understanding of concepts and principles in the subject matter covered.                                 | a b c d e |
| 14. | The requirements and criteria stated in the syllabus accurately described those applied in the course.                         | a b c d e |
| 15. | I would recommend this class to other students.  | a b c d e |

OPTIONAL ITEMS:        ITEMS 16-25 MAY BE USED FOR ITEMS SPECIFIED BY THE DEPARTMENT OR INSTRUCTOR.

- |     |           |
|-----|-----------|
| 16. | a b c d e |
| 17. | a b c d e |
| 18. | a b c d e |
| 19. | a b c d e |
| 20. | a b c d e |
| 21. | a b c d e |
| 22. | a b c d e |
| 23. | a b c d e |
| 24. | a b c d e |
| 25. | a b c d e |

If you marked any items as d or e, please indicate your reasons below.

**University of North Alabama  
FACULTY PERFORMANCE REPORT  
Academic Period**

**NAME:**

**Rank**

**#Years Full-Time**

**List Courses/Clinicals/Labs Currently Teaching**

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**Additional Assignments (professorship, grant, release-time, etc.)**

**DEPARTMENT:**

**JOY j cv'y gt g' { qwt 't t qhgukqpcnl qcm'vj ku' { gct 'cu't gævgf 'vq'f gr ct wo gpwntc'pf lqt 'eqngi g't gt hqt o cpeg'i wlf gnlpguA**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**JOY j cv'y cu'beeqo r nkuj gf 't gævæg'vq'vj gug'i qcmA'**

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**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**HOChgt 'gxcnwv'pi '{ qwt 'l qcnikeeqo r nkuj o gpv'u'ht 'vj g'ewt t gpv' { gct. 'lpf kecvg' { qwt 'b gcwnt cdhg' l qcnikqdlgevægu'ht 'vj g'wre'go lpi '{ gct 0**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**



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"

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

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Faculty Member Signature

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Date

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Department Chair Signature

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Date

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Dean Signature

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Date

Optional Comments by Dean:

\*Attach updated vita per Faculty Handbook

**University of North Alabama  
FACULTY PERFORMANCE REPORT  
Academic Period**

**NAME:**

**Rank**

**#Years Full-Time**

**List Courses/Clinicals/Labs Currently Teaching**

"

**Additional Assignments (professorship, grant, release-time, etc.)**

**DEPARTMENT:**

**K0Y j cv'y gt g' { qwt 't t qhgukqpcnl qcm'vj ku' { gct 'cu't gævgf 'vq'f gr ct wo gpwntc'pf lqt 'eqngi g't-gt hqt o cpeg'i wlf gnlpguA**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**K0Y j cv'y cu'ceeqo r nkuj gf 't gævæg'vq'vj gug'i qcmA'**

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**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**K40 Chgt 'gæcnævæpi ' { qwt 'l qcnkceeqo r nkuj o gpv'u'ht 'vj g'ewt t gpv' { gct. 'lpf kecvg' { qwt 'b gcwnt cdng' l qcnukdlge'vægu'ht 'vj g'wæeqo lpi ' { gct 0**

**Teaching Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

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Wp&gt;u{.'Eqo o wpl{.'èpf 'Rt qhgukpcnUgt xleg<'

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KX0Gxcnw&wp'd{ 'F gr ctwo gpvEj ct 't gr vgf 'w'f gr ctwo gpvcnèpf lqt 'èqngi g't gthqto cpeg'l wlf gndpgu0

"

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

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Faculty Member Signature

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Date

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Department Chair Signature

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Date

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Dean Signature

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Date

Optional Comments by Dean:

\*Attach updated vita per Faculty Handbook

**University of North Alabama**  
**Instructor/Course Evaluation Process**

**Instructor** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **Semester** \_\_\_\_\_

Please read the following instructions carefully:

The purpose of this evaluation is to help the instructor improve his/her teaching performance and this course. Your instructor is cooperating in this evaluation, and your participation is requested but not required.

When everyone has completed the evaluation, a student will collect all forms, place them into an envelope, seal it, and deliver it to the departmental administrative assistant. The departmental administrative assistant will hold the forms until after final grades are submitted, so there is no possibility of your comments having an effect on your grade.

At the discretion of the individual department, this evaluation may be manually or electronically scored. If it is electronically scored, a score sheet will be provided. On the score sheet provided, please use a No. 2 pencil to mark the appropriate code for this course and your responses. Because these sheets will be scored by machine, be sure to darken the space completely and erase completely if you decide to change a response. If the evaluation is to be manually scored, circle your response using the following rating scale:

	a	b	c	d	e
	Strongly Agree	Agree	Neutral or No Opinion	Disagree	Strongly Disagree

**INSTRUCTOR EVALUATION**

1.	The instructor has a thorough knowledge of the subject matter.	A	B	C	D	E
2.	The instructor's course presentations were well organized.	A	B	C	D	E
3.	The instructor had office hours posted and was available during those hours.	A	B	C	D	E
4.	The instructor provided adequate feedback and/or evaluation of student performance.	A	B	C	D	E
5.	The instructor dealt fairly and impartially with all class members.	A	B	C	D	E
6.	The instructor has effective oral communication skills.	A	B	C	D	E
7.	The instructor was on time for class, and the class met as scheduled.	A	B	C	D	E
8.	The instructor provided learning enhancement activities other than lecture.	A	B	C	D	E
9.	Overall, the instructor was an effective teacher.	A	B	C	D	E

**COURSE EVALUATION**

10.	Course objectives and methods of evaluation were distributed via the class syllabus during the first week of school.	A	B	C	D	E
11.	Instructional materials, including the textbook, were adequate and appropriate.	A	B	C	D	E
12.	The evaluation procedures used provided me with an adequate opportunity to demonstrate my understanding of the course content.	A	B	C	D	E
13.	The course improved my understanding of concepts and principles in the subject matter covered.	A	B	C	D	E
14.	The requirements and criteria stated in the syllabus accurately described those applied in the course.	A	B	C	D	E
15.	I would recommend this class to other students.	A	B	C	D	E

OPTIONAL ITEMS:            ITEMS 16-25 MAY BE USED FOR ITEMS SPECIFIED BY THE DEPARTMENT OR INSTRUCTOR.

16.	A	B	C	D	E
17.	A	B	C	D	E
18.	A	B	C	D	E
19.	A	B	C	D	E
20.	A	B	C	D	E
21.	A	B	C	D	E
22.	A	B	C	D	E
23.	A	B	C	D	E
24.	A	B	C	D	E
25.	A	B	C	D	E

If you marked any items as d or e, please indicate your reasons below.

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**4. SALARY**

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**4.1 SALARY SCHEDULE**

**4.1.1 FULL-TIME FACULTY**

**4.1.2 ADJUNCT FACULTY**

**4.2 SUPPLEMENTAL PAYMENTS**

**4.2.1 ADMINISTRATIVE SUPPLEMENT**

**4.2.2 SUMMER EMPLOYMENT**

**4.2.3 INTERIM SESSION EMPLOYMENT**

**4.2.4 INSTRUCTIONAL OVERLOAD**

**4.2.5 OFF-CAMPUS INSTRUCTION**

**4.2.6 DISTANCE LEARNING COMPENSATION**

**4.3 PAYMENT PROCEDURE**

**4.3.1 TENURE-TRACK FACULTY**

**4.3.2 NON-TENURE-TRACK AND ADJUNCT FACULTY**

## **4.1 SALARY SCHEDULE**

### **4.1.1 Full-Time Faculty**

Rates of compensation for full-time faculty members are based on a salary schedule for the academic year of two semesters (nine months). The salary schedule recognizes academic rank, highest degree level, appropriate experience, and merit or market value in a system in which numerical weights are assigned to each category. The salary for the academic year is determined by application of the sum of the weights to a common base figure. (See Appendix 4.A)

Faculty members on twelve-month appointments receive 20 percent of the nine-month salary for full-time instruction (six semester hours) during the summer term.

### **4.1.2 Adjunct Faculty**

Faculty employed on an adjunct basis are paid on an established adjunct rate per credit hour or contact hour.

## **4.2 SUPPLEMENTAL PAYMENTS**

### **4.2.1 Administrative Supplement**

Chairs of departments and other faculty on special additional assignment may receive a supplement to their annual academic salary and/or a reduced teaching load according to the scope and responsibility of the department or special assignment.

### **4.2.2 Summer Employment**

Faculty on nine-month appointments are given preference when additional staffing is needed for the summer term. Compensation is based on an established percentage of the nine-month salary. Any non-tenure-track faculty member who served in a nine-month faculty contract the year prior who is recommended for employment during the following summer term will be paid the established percentage of the nine-month salary rather than the established adjunct rate.

### **4.2.3 Interim Session Employment**

If not a part of the basic employment agreement, supplemental payment for instructional or related assignments for courses or workshops conducted in interim sessions will be based on proportionate salary, adjunct rates, or other fixed amount, according to the nature of the assignment and agreement. Interim session courses should be approved a semester in advance by the department chair and college dean.

### **4.2.4 Instructional Overload**

When exigencies require temporary assignment to instruction on campus beyond the established normal load, supplemental payment will be made on the adjunct faculty rate. Overloads are taught by faculty on a voluntary basis and must be approved by the department chair and college dean.

#### **4.2.5 Off-Campus Instruction**

Faculty members assigned to teach on an overload basis in off-campus locations beyond the immediate vicinity receive supplemental payment for the term in a fixed amount. If the assignment is part of the regular load, supplemental payment will be in the form of travel reimbursement only. These assignments must be approved by the department chair and college dean.

#### **4.2.6 Distance Learning Compensation**

Faculty, including adjunct faculty, will be compensated with the equivalent of a three-credit-hour overload payment for each initial development of a distance learning undergraduate or graduate course. The College of Nursing online program is exempt from this compensation proposal. Multiple faculty may participate in development of a distance learning course, but the compensation cannot exceed the equivalent of a three-credit-hour overload payment.

### **4.3 PAYMENT PROCEDURE**

#### **4.3.1 Tenure-Track Faculty**

Faculty contracts, according to the faculty salary scale, are given on the academic year with summer employment being on an as-needed basis except for librarians and some earlier twelve-month faculty contracts. Faculty members are paid on a monthly basis in arrears as of the first of each month. Because of the nature of other benefits, faculty on nine-month appointments receive their compensation in equal monthly installments spread over the twelve-month period, unless other arrangements are approved by the Vice President for Business and Financial Affairs.

New members of the faculty, whose appointments begin with the fall term, are required to start their employment during the last part of the month of August for which no payment is immediately made. The first paycheck will be received on September 30 of the contract year. The faculty member is paid through the end of the month of May even though commencement and the close of the spring semester takes place prior to the end of May, which compensates for the time at the beginning of the initial contract period.

#### **4.3.2 Non-Tenure-Track and Adjunct Faculty**

Faculty on full-time, non-tenure-track appointments are paid through the term in equal monthly installments. Faculty on adjunct appointments are paid in three equal installments beginning on October 1 for the fall semester and on March 1 for the spring semester.

Non-tenure-track or adjunct faculty are employed for a specific period of time and all salary, wages, and/or other benefits will cease at the end of the specified contract term. Non-tenure-track faculty who are initially employed for a full academic year (9-10 months), and who are not reemployed by an official written offer and acceptance prior to April 1 of that academic year, will be treated for personnel and payroll purposes as if they



will not be reemployed. The contract amount will be paid in full on the June 1 payroll. All university contributions to benefits will cease May 31 of that year.

Non-tenure-track faculty who are reemployed after April 1 of any year will be treated as new employees beginning with their new contract.

**FACULTY SALARY SCHEDULE****A. Salary Category Weights****1. Degree Level:**

Bachelor's	0.40
Master's	0.50
Master's + 1	0.70
Master's + 2	0.80
Doctorate	1.45

The degree level master's plus one is based on a minimum 30 semester hours of advanced graduate study beyond the master's; master's plus two is based on completion of all requirements for the doctorate except the dissertation – ABD.

**2. Rank:**

Instructor	0.50
Assistant Professor	0.80
Associate Professor	1.55
Professor	2.60

**3. Experience (including experience as a UNA non-tenure-track faculty member): 0.10 each 2 years (0.50 maximum)**

Experience is based on the academic year, with prior experience for initial appointment rated at 100% for teaching and up to 75% for related work. Only experience following completion of the master's degree in a field related to the teaching discipline is considered.

**4. Merit or Market Value: 0.5****B. Salary Factor**

The sum of weights derived from salary categories is converted to a salary factor at the rate of a factor of .01 for each .05 of weights, as per the following abridged conversion table:

<u>Wgt</u>	<u>Factor</u>	<u>Wgt</u>	<u>Factor</u>	<u>Wgt</u>	<u>Factor</u>
0.90	0.98	2.50	1.30	4.25	1.65
1.00	1.00	2.75	1.35	4.50	1.70
1.25	1.05	3.00	1.40	4.75	1.75

1.50	1.10	3.25	1.45	5.00	1.80
1.75	1.15	3.50	1.50	5.25	1.85
2.00	1.20	3.75	1.55	5.50	1.90
2.25	1.25	4.00	1.60	5.75	1.95

C. Department Chairs and Other Administration

Supplement according to responsibilities.

D. Determination of Salary for the Academic Year (Nine Months)

The schedule includes a base salary figure for the academic year. An individual salary is then determined by (1) totaling the weights earned in each salary category, (2) finding in the conversion table the factor for this sum, and (3) multiplying the base salary figure by the factor. Example (using a hypothetical base figure of \$10,000): an associate professor (1.55) with a doctorate (1.45) and 10 years of experience (0.50) and judged at a merit level of (0.50) earns a total of 4.00 in category weights, the factor for which is 1.60, and 1.60 times the base figure of \$10,000 produces a salary figure of \$16,000.

The Office of the Vice President for Academic Affairs and Provost may be consulted for details on salary determinations and for the current base salary figure.

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## **5. INSTRUCTIONAL PROCEDURES**

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- 5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS**
- 5.2 CLASS ROSTERS AND ROLL BOOKS**
- 5.3 STUDENT WITHDRAWALS**
- 5.4 STUDENT ABSENCES**
- 5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE  
CLASS ACTIVITIES**
- 5.6 EVALUATIONS AND ASSIGNMENTS**
- 5.7 FINAL GRADE APPEALS PROCESS**
- 5.8 EXAMINATION SCHEDULE**
- 5.9 STUDY DAY**
- 5.10 TERM GRADE REPORTS**
- 5.11 PROPER CLASSROOM DECORUM**

## **5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS**

The class schedule for each term is prepared in advance by the chairs of departments. Faculty members are expected to meet with their classes at the times and places designated on the schedule, to hold classes for the full period, and to dismiss classes promptly so that students can meet the next class on time. No permanent change of time or place of class meetings should be made except on prior approval of the dean of the college. Changes are recorded in the Office of the Registrar.

## **5.2 CLASS ROSTERS AND ROLL BOOKS**

The official roster of students for each class is provided for the faculty member on-line. It is the responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not add a student to a class without supporting documentation. The grade book/spreadsheet showing the class grades throughout the term, as well as the final course grades given, must be retained for at least one year beyond the conclusion of the term for which it was used. Additionally, faculty members are required to retain documents that were used to compute grades but not returned to the students, such as exams and projects, for the same time period.

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. As requested by the Office of Student Financial Services, faculty members must report whether students have started attending their courses. Faculty members must also report the last date of attendance for any student who receives a grade of F, U, or NC. Documentation for the last date of attendance may be from attendance charts, exams taken, projects submitted, online course activity, or other means.

## **5.3 STUDENT WITHDRAWALS**

Procedures through which students officially withdraw from a course or from the University are described in the undergraduate and graduate catalogs. Official withdrawal is approved by the appropriate instructor and the dean of the college. The instructor is notified by e-mail when the student completes the withdrawal process. Students officially withdrawing within the period designated receive a grade of "W" (withdrawal). Students "dropping" from courses or from the University without following official procedures receive a grade of "F." A withdrawal notice calling for a grade of "WD" indicates an approved withdrawal under exceptional administrative—rather than academic—procedures.

## **5.4 STUDENT ABSENCES**

The University expects students to attend classes regularly and punctually and regards reasonable participation through attendance as integral to the award of credit. University regulations on student absence are located in the Undergraduate and Graduate Catalogs. The individual faculty member may establish stricter limits and accompanying grade penalties, according to the level and nature of the course, but stricter policies must be approved by the chair of the department, and the students must be properly informed at the beginning of the course. The department chair should try, as much as possible, to ensure that absence policies are uniform in multiple sections of the same course. Each faculty member should review his/her attendance policies for each course, keeping in mind the educational goals of the course. Attendance policies should be consistent with course objectives.

The student is directly responsible to the individual faculty member for absences and for making up work missed. For excused absences, makeup procedures should be provided by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided by e-mail from the Office of the Vice President for Academic Affairs and Provost for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Office of the Vice President for Academic Affairs and Provost of requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.

## **5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES**

With the advance approval of the chair of the department, a limited number of field trips or similar out-of-schedule class activities may be permitted for course-related purposes. Faculty members planning such activities must recognize that participation may not impinge on the student's obligation to other classes and commitments. Formal request to other faculty members to approve the absence of the participating student is made through the Office of Vice President for Academic Affairs and Provost, as described under Student Absences above. The request should list the students in alphabetical order by recorded name and L+last two digits of student ID number. The faculty member sponsoring the activity also must advise the students to seek advance permission from the concerned faculty member for their absence.

## **5.6 EVALUATIONS AND ASSIGNMENTS**

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member. Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

The faculty member shall make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act and the university policy on Academic Honesty. Good practice also requires that evaluations are properly reviewed, graded, and the grade promptly made available to the student. Any student evaluation material that is not returned to the student should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of, examinations.

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty are found in the Undergraduate Catalog.

## **5.7 FINAL GRADE APPEALS PROCESS**

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to the student. Faculty retention of coursework records is recommended in section 5.2 of the Faculty Handbook. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (see Undergraduate Catalog)

The faculty member is the sole determiner of the grade awarded in a course and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further grade review, the following process should be followed.

1. The student should submit the Final Grade Appeal form indicating the nature of the complaint to the department chair in the department where the course is housed and request a review of the assigned grade, indicating that an initial review has been performed by the faculty member issuing the grade. Final Grade Appeals form is available on the VPAA website.
2. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should indicate this on the Final Grade Appeal form and contact the dean of the college where the course is housed and request a review of the assigned grade. The Final Grade Appeal form should be forwarded to the dean by the department chair.
3. At either the department chair and/or dean level the faculty member may be asked to reevaluate the assigned grade.
4. If the student wishes to appeal further, i.e., to the VPAA, in these rare and unusual circumstances the student shall indicate his/her decision on the Final Grade Appeal form. The Final Grade Appeal form will be forwarded to the VPAA by the dean. The VPAA will determine if the evidence is strong enough to warrant further review, i.e., the burden of proof is on the student to make a strong case that merits committee review. In this case the appeal shall be forwarded to the university Grievance Committee (appointed by the President annually). Any members of the department where the grade appeal resides would be excused from this review. The Grievance committee will make a recommendation to the VPAA.
5. Following the decision, the student and the faculty member shall be notified and provided a rationale for the decision.
6. All grade appeals shall be initiated no later than six weeks after the term in which the grade was issued.

## **5.8 EXAMINATION SCHEDULE**

The schedule for term final examinations is issued by the Office of the Registrar. Examinations are scheduled for periods of one hour and forty-five minutes each and normally cover four days in a semester and one day in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

## **5.9 STUDY DAY**

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not



to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

### **5.10 TERM GRADE REPORTS**

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

### **5.11 PROPER CLASSROOM DECORUM**

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the statements above within the class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance, please refer to the university's policy on threats in the workplace.

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## **6. INSTRUCTIONAL RESOURCES**

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- 6.1 TEXTBOOKS AND MANUALS**
- 6.2 GENERAL EQUIPMENT AND MATERIALS**
- 6.3 COMPUTER EQUIPMENT AND RESOURCES**
- 6.4 LIBRARY RESOURCES AND SERVICES**
- 6.5 EDUCATIONAL TECHNOLOGY SERVICES**
- 6.6 DISTANCE LEARNING**

## **6.1 TEXTBOOKS AND MANUALS**

Selection of textbooks and class manuals is made by the faculty member and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be resolved by the dean of the college. Orders should be made according to the following schedule: October 15 for spring and March 15 for summer and fall. Textbook materials are recorded so that students may secure them by course number. When determining the quantities to be ordered, along with the adoption of different texts, faculty members must consider current inventories, potential losses from unreturnable or unsalable texts, and storage capabilities. Chairs of departments are expected to work closely with the bookstores and college deans in these matters.

Faculty may produce their own materials relating to classroom activities and distribute them to students without a charge. The cost of photocopying or producing materials will be absorbed through the departmental supplies budget. Faculty may not sell any materials directly to students.

If a faculty member wishes to produce specialized materials that students in his or her class must have and the cost of producing these materials is such that it will be a burden on the departmental supplies budget, the faculty member can arrange to have the materials produced and sold through the University Bookstore and the private sector bookstore without being paid royalties.

If a faculty member wishes to produce materials for student use and also receive a royalty from their sale, the materials must be published by a non-vanity commercial publisher where the materials are made available for adoption at other schools. Royalties paid to the faculty member under these arrangements come directly from the publisher.

## **6.2 GENERAL EQUIPMENT AND MATERIALS**

The acquisition and servicing of equipment and instructional materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes. Faculty members are expected to confer in advance with the chair of the department on anticipated needs for the next year and to assist in the preparation of specifications and orders. The Business Services Office coordinates with cost centers in taking advantage of special discounts, services, and shipping arrangements and of the economies of large-scale purchases. Faculty members are expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area.

## **6.3 COMPUTER EQUIPMENT AND RESOURCES**

A technology fee is paid by all students for the purpose of technology renewal and replacement. A major portion of this money is expended each year for the upgrading and/or replacement of personal computer, networking, infrastructure, and computer

laboratory equipment. The remaining money is held in reserve for major equipment (servers, telecommunication switches, etc.) replacement.

The Director of Information Technology Services acts as the clearinghouse for requests dealing with office and computer laboratory upgrades/replacements. The requests are reviewed by the Technologies Advisory Committee which meets at the beginning of the fall semester to prioritize requests for laboratory upgrades. Lab equipment is usually replaced on a rotational basis. Among the criteria influencing replacement decisions are the age of the lab equipment, student usage, and any special needs of the lab. Also during the fall semester, the committee solicits faculty and staff requests concerning the replacement of office computers and peripherals. This solicitation, usually conducted by e-mail, outlines procedures for making the requests. Upon recommendation by the committee, the Director of Information Technology Services initiates equipment orders based on the amount of money available.

As the primary purpose of the technology fee is for equipment upgrades, discipline-specific software usually is not considered for order. The amount of the technology fee is insufficient to finance these software requests, which departmental and college budgets should ordinarily cover.

For the repair and troubleshooting of campus hardware and software, PCPC (extension 7272) should be called. If this office cannot make the repair, the equipment may be sent off campus for repair.

## **6.4 LIBRARY RESOURCES AND SERVICES**

The campus libraries seek to provide materials, personnel, and services to support the teaching, research, and public service goals of the University. This support is provided through strong in-house collections, accessibility to remote resources, research assistance, personalized instruction, and other services that support the University's instructional programs, promote scholarship and independent learning, and meet the broad informational needs of the university community.

Collier Library houses the principal library resources, including books, periodicals, newspapers, government documents, microforms, and audiovisual materials. Other library materials are housed in the Learning Resources Center and in the Kilby School Library. The Music Library contains audiotapes, phono- and compact discs, DVDs, scores, and collected editions of selected major composers. Access to much of this information and to quality online resources is available through the libraries web page at <http://www.una.edu/library>.

The University's libraries provide materials in all appropriate formats to support the educational and recreational needs of faculty and students. Collection development focuses on supporting the curriculum and areas of research within the University, and also includes the acquisition of materials needed to provide a well-rounded and culturally diverse educational experience for students. Material representing all sides of

controversial issues and topics is acquired to provide students and other patrons with appropriate background information for making intellectually sound judgments.

The library faculty and teaching faculty share the responsibility for selecting materials for the library collections. A significant portion of the materials budget is allocated to the academic departments to be used for purchasing library materials in their respective areas of instruction. The library solicits requests from all faculty members and encourages each department to use its allocation. Funds not used by March 1 each year are expended by the library in support of the general acquisitions program.

The library staff will provide faculty members with every assistance in support of course and professional needs. Library services provided to faculty members include course reserves, interlibrary loan, and borrowing privileges. Materials to be placed on reserve must comply with current copyright restrictions. Faculty ID cards must be presented to check out library materials. Materials borrowed from the library are subject to recall after two (2) weeks. Faculty members are charged a replacement fee for damaged or lost library materials. Faculty members are urged to make their needs and concerns known to the appropriate library staff member.

## **6.5 EDUCATIONAL TECHNOLOGY SERVICES**

The Division of Educational Technology Services, an instructional support unit of the University, is located in Stevens Hall. The division consists of four areas: the Learning Resources Center (LRC), Media Services, Academic Technology, and Distance Learning.

The Learning Resources Center maintains a variety of materials to facilitate instruction and the teaching/learning process. Curriculum materials, such as courses of study, curriculum guides, methods (idea) books, elementary and secondary textbooks, accreditation reports, evaluation studies, self-studies, sample teaching units, appropriate pamphlet materials, and audiovisual materials, are housed in this collection. Children's literature, selection aids, a reference collection, bibliographies, periodicals, materials on current trends in education, and innovative approaches to education are also included.

Media Services supports and facilitates the application of media technology and non-print media resources to support and enhance teaching, learning, scholarship, and administrative services, as well as other campus activities and events. Media Services provides faculty, students, and staff with a variety of technology resources, equipment, and services. Digital Media Specialists are available to assist faculty in planning, designing, and producing instructional materials.

To enable the university community to excel, Media Services provides leadership in the following areas: use of technological and information resources, teaching and learning enhancement, scholarship support, and service and productivity improvement.

Media Services may be contacted to schedule equipment delivery, check out equipment, or request support for instructional technology needs.

Educational Technology Services provides training, support, and management of UNA's Smart Classroom Initiative. All traditional classrooms and auditoriums on the main campus and east campus are equipped (at minimum) with a video projector, digital document camera, room audio system, DVD/VHS player, and computer with LCD monitor. Support and training are available by request and during advertised group sessions.

Academic Technology provides technology training through formal workshops and individual faculty visits, support for design and creation of online course materials, and technical support of the university's Learning Management System (LMS).

## **6.6 DISTANCE LEARNING**

Information and policies on distance learning can be located at <http://www.una.edu/distance/>.