UNIVERSITY OF NORTH ALABAMA
# HANDBOOK CONTENTS

## PAGE

1. **ORGANIZATION AND ADMINISTRATION**
   
   1.1 BOARD OF TRUSTEES ................................................................. 1-2  
   1.2 UNIVERSITY ORGANIZATION .................................................... 1-2  
   1.3 FACULTY ORGANIZATION ......................................................... 1-2  
   1.4 SHARED GOVERNANCE STANDING COMMITTEES ..................... 1-3  
   1.5 TEACHER EDUCATION COUNCIL .............................................. 1-3  
   1.6 CURRICULUM COMMITTEE ....................................................... 1-3  
   1.7 GRADUATE COUNCIL ............................................................... 1-3  

2. **PERSONNEL POLICIES, REGULATIONS, AND PROCEDURES**
   
   2.1 EQUAL OPPORTUNITY ............................................................... 2-2  
   2.2 NEPOTISM .................................................................................. 2-2  
   2.3 FACULTY EMPLOYMENT PROCEDURES .................................... 2-2  
      
   2.3.1 SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NON-TENURE TRACK FACULTY ........................................... 2-2  
   2.3.2 FACULTY EMPLOYMENT AGREEMENTS .............................. 2-6  
   2.3.3 BACKGROUND CHECKS ......................................................... 2-6  
   2.4 TYPES OF APPOINTMENTS ....................................................... 2-6  
      
   2.4.1 TENURE-TRACK ..................................................................... 2-6  
   2.4.2 NON-TENURE-TRACK ........................................................... 2-6  
   2.4.3 ADJUNCT .............................................................................. 2-7  
   2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE .................................................................................. 2-8  
      
   2.5.1 GENERAL CRITERIA FOR PROMOTION AND/OR TENURE ................................................................. 2-8  
   2.5.2 SPECIAL CRITERIA BY RANKS FOR APPOINTMENT, PROMOTION, AND/OR TENURE ........................................... 2-9  
   2.5.3 PROCEDURE FOR PROMOTION AND/OR TENURE .......... 2-11
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 RESEARCH AND CONSULTING ACTIVITIES</td>
<td>3-12</td>
</tr>
<tr>
<td>3.6 PATENT POLICY</td>
<td>3-12</td>
</tr>
<tr>
<td>3.7 COPYRIGHT POLICY</td>
<td>3-12</td>
</tr>
<tr>
<td>3.8 STUDENT COPYRIGHT NOTICE</td>
<td>3-12</td>
</tr>
<tr>
<td>3.9 OUTSIDE EMPLOYMENT</td>
<td>3-13</td>
</tr>
<tr>
<td>3.10 ABSENCES</td>
<td>3-13</td>
</tr>
<tr>
<td>3.11 FACULTY RESEARCH/DEVELOPMENT</td>
<td>3-13</td>
</tr>
<tr>
<td>3.12 LEAVE OF ABSENCE</td>
<td>3-15</td>
</tr>
<tr>
<td>3.13 PARENTAL LEAVE</td>
<td>3-15</td>
</tr>
<tr>
<td>3.14 FACULTY DEVELOPMENT LEAVE</td>
<td>3-16</td>
</tr>
<tr>
<td>3.15 FACULTY ENGAGED IN INTERNATIONAL FELLOWSHIP OR EXCHANGE</td>
<td>3-21</td>
</tr>
<tr>
<td>3.15.1 FACULTY ON INTERNATIONAL FELLOWSHIP LEAVE</td>
<td>3-21</td>
</tr>
<tr>
<td>3.15.2 FACULTY IN THE UNA EXCHANGE PROGRAM</td>
<td>3-22</td>
</tr>
<tr>
<td>3.16 FACULTY EVALUATION</td>
<td>3-22</td>
</tr>
<tr>
<td>3.16.1 COMPONENTS OF THE PROGRAM</td>
<td>3-23</td>
</tr>
<tr>
<td>3.16.2 USE OF THE RESULTS OF THE PROGRAM</td>
<td>3-24</td>
</tr>
<tr>
<td>4. SALARY</td>
<td></td>
</tr>
<tr>
<td>4.1 SALARY SCHEDULE</td>
<td>4-2</td>
</tr>
<tr>
<td>4.1.1 FULL-TIME FACULTY</td>
<td>4-2</td>
</tr>
<tr>
<td>4.1.2 ADJUNCT FACULTY</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2 SUPPLEMENTAL PAYMENTS</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2.1 ADMINISTRATIVE SUPPLEMENT</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2.2 SUMMER EMPLOYMENT</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2.3 INTERIM SESSION EMPLOYMENT</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2.4 INSTRUCTIONAL OVERLOAD</td>
<td>4-4</td>
</tr>
</tbody>
</table>
4.2.5 OFF-CAMPUS INSTRUCTION ................................................. 4-4
4.2.6 DISTANCE LEARNING COMPENSATION ............................ 4-4

4.3 PAYMENT PROCEDURE .......................................................... 4-4

4.3.1 TENURE-TRACK FACULTY ................................................... 4-4
4.3.2 NON-TENURE-TRACK AND ADJUNCT FACULTY .......... 4-4

5. INSTRUCTIONAL PROCEDURES

5.1 CREDIT HOUR POLICY ................................................................. 5-2
5.2 CLASS SCHEDULES AND ROOM ASSIGNMENTS ............ 5-6
5.3 CLASS ROSTERS AND ROLL BOOKS................................. 5-6
5.4 STUDENT WITHDRAWALS ............................................................. 5-7
5.5 STUDENT ABSENCES ................................................................. 5-7
5.6 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES.......................................................... 5-8
5.7 EVALUATIONS AND ASSIGNMENTS ........................................ 5-8
5.8 FINAL GRADE APPEALS PROCESS ........................................... 5-9
5.9 EXAMINATION SCHEDULE ........................................................... 5-10
5.10 STUDY DAY ........................................................................ 5-10
5.11 TERM GRADE REPORTS ............................................................ 5-10
5.12 PROPER CLASSROOM DECORUM ......................................... 5-10

6. INSTRUCTIONAL RESOURCES

6.1 TEXTBOOKS AND MANUALS ..................................................... 6-2
6.2 GENERAL EQUIPMENT AND MATERIALS .............................. 6-2
6.3 COMPUTER EQUIPMENT AND RESOURCES ....................... 6-2
6.4 LIBRARY RESOURCES AND SERVICES ................................. 6-3
6.5 EDUCATIONAL TECHNOLOGY SERVICES ........................................ 6-4
6.6 DISTANCE LEARNING ...................................................................... 6-5

APPENDIX A: Retired Faculty: Benefits and Privileges.......................... A-1
APPENDIX 2.A: Policies Concerning Adjunct Faculty ......................... 2A-1
APPENDIX 2.B: Applicant Screening Form .......................................... 2B-1
APPENDIX 2.C: Recommended Practices for Reappointment of Full-Time Faculty at the Instructor Rank ......................................................... 2C-1
APPENDIX 2.D: Timeline for Promotion and/or Tenure ...................... 2D-1
APPENDIX 2.D.1: Timeline for Promotion and/or Tenure Summary ....... 2D1-1
APPENDIX 2.E: Former Promotion, Tenure, and Appointment Policy ..... 2E-1
APPENDIX 2.F: Application for Promotion and/or Tenure..................... 2F-1
APPENDIX 2.G: Promotion and/or Tenure Evaluation Form .................. 2G-1
APPENDIX 3.A: Faculty and Staff Research and Consulting Activities ...... 3A-1
APPENDIX 3.B: Request for Approval to Render Services for Another Educational Institution ................................................................. 3B-1
APPENDIX 3.C: Application for Faculty Development Leave ............... 3C-1
APPENDIX 3.D: Faculty Performance Report ........................................ 3D-1