

## **FACULTY SENATE MINUTES**

### **September 13, 2007**

The Faculty Senate of the University of North Alabama met September 13, 2007 in Banquet Hall A of the University Center at 3:30 p.m.

President Turner called the meeting to order and recognized the following proxies:  
Dan Burton for Senator Rieff from History and Political Science,  
Jana Beavers for Senator Lindsey from Marketing,  
Gabriela Carrasco for Senator Bates from Psychology, and  
Dennis Balch for Senator Stafford from Management.

President Turner welcomed new senators Tim Carter from Criminal Justice and Ian Loepky from Music and Beth Garfrerick from Communications and Theatre.

Senator Gaunder moved the adoption of the agenda with the amendment to move the Nondiscrimination Policies wording to New Business C. Senator Richardson seconded. The motion passed unanimously.

Senator Flowers moved the approval of the May 3, 2007 minutes. Senator Statom seconded. The motion passed unanimously.

President Cale welcomed the faculty back for the new school year. A withdrawal policy from President Cale and the VPAA was recently circulated and it was requested that the faculty inform the students of this policy since it is different from what is printed in the bulletin (See Attachment A). President Cale shared what he would be presenting to the Board of Trustees tomorrow. There has been a quiet but profound change as we have grown and added at least fifty new fulltime faculty. This current year thirty-one new faculty with two holding endowed chairs in accounting have been added. The university also has a new Vice-President for Advancement, Alan Medders, a new Athletic Director, Mark Linder, a new Director of University Relations, Joshua Wood, and a new Director of Research, Assessment and Planning, Andrew Luna. A number of people have also assumed new roles. Support staff has also been added. President Cale stated that the enrollment for the fall is over 7300 students. He is pleased with the retention of students and thanked the faculty for their efforts.

VPAA Newson reported that an effort to recognize the recipients of the outstanding faculty awards at the football games was proposed by Alan Medders, Priscilla Holland and Andrew Luna to place an emphasis on academics. He also reported that Evan Ward, Coordinator for Student Study Abroad is serving as an ex officio member on the International Program Offering Committee. He is developing a handbook and presentation and welcomes suggestions from the faculty. VPAA Newson reminded the faculty of the Constitution Day presentation on September 17. He stated that he is looking forward to the coming year.

### **ANNOUNCEMENTS:**

A. The Faculty Picnic is scheduled for tomorrow night at Veteran's Park.

- B. President Turner reported that Southern Living has an article about UNA in this month's issue.

**OLD BUSINESS:**

- A. Committee Reports:
  - 1. Academic Affairs – none
  - 2. Faculty Affairs – none
- B. Shared Governance – none
- C. Senator Adler moved the acceptance of the report from the Faculty Affairs Committee concerning the Promotion Timeline Process (See Attachment B). Senator Maynard seconded. The motion passed unanimously. A discussion concerning the recommended changes for moving up the date for this year resulted in several objections because the date of October 1 was too near and did not give enough forewarning to those applying. Senator Loew moved to keep the dates for this year as October 10 for the first deadline, October 20 for the second deadline and all other the same as in the proposal and to send back to the committee with the following points:
  - 1. Address the original problem concerning the issue of allowing the President and VPAA more time.
  - 2. The Peer Committee can use less time.
  - 3. There is no need for ten days to form a committee.Senator Summy seconded. The motion passed unanimously.
- D. Senator Richardson moved the acceptance of the recommendation from the Faculty Affairs Committee to remove the language in the Faculty Handbook restricting faculty members applying for research funds in excess of \$2000.00 (See Attachment C). Senator Statom seconded. The motion passed unanimously. There was also a discussion of a revision to the Faculty Handbook concerning Faculty Development Grants. Senator Richardson moved to table the issue. Senator Gaunder seconded. The motion passed unanimously. It was requested that the members of the Faculty Affairs Committee be encouraged to attend the senate meeting when proposals are presented.
- E. Additional Committee Opening Nominations:
  - Shared Governance – Chris Maynard
  - Animal Care and Use – Gabriela Carrasco
  - Distance Learning Advisory – Tim Collins
  - Safety and Emergency Preparedness – José R. Atencio
  - Faculty Senate Academic Affairs – Tim Carter
  - Faculty Attitude Survey – Lesley Peterson

**NEW BUSINESS:**

- A. Senator Flowers move to change the date of the December meeting to Tuesday, December 4. Senator Adler seconded. The motion passed unanimously.
- B. President Turner reported that the Senate Legal fund has \$4600 and requested guidance as to its use. It was recommended that the contributors be consulted concerning their wishes for its use and reported at the next meeting.
- C. The Nondiscrimination Policy will be discussed next month.

**ADDITIONAL ISSUES:**

- A. The Faculty Handbook requires that the Faculty Senate prepare a list of names of those willing to serve on grievance and due process committees as needed. Volunteers were encouraged to give their names to President Turner.
- B. It was reported that the international students must spend their first year in the dorm but a decision has been made to have the dorms closed during the holidays.

Senator Flowers moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 4:41 p.m.

ATTACHMENT A

**Revised Policy: Effective Spring Semester, 2008**

**Withdrawal from the University.** Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must *first notify the Office of the Registrar and follow official procedures*. The grade of **W** will be recorded for each registered course.

Withdrawal from the University after the Friday that falls one week after the designated midterm date requires consultation with the Office of the Dean of Enrollment Services. In cases where withdrawal from the University is unavoidable, such as a medical emergency, the grade of **W** will be uniformly recorded. In cases where withdrawal from the University is optional the student will receive grades of **WP** (withdraw passing) or **WF** (withdraw failing) assigned by the instructors.

Note: Failure to comply with these requirements seriously prejudices the student's academic standing as well as future readmission. Also, see notes and exceptions below.

**Withdrawal from a Course.** A student may withdraw from a course with a grade of **W** up to and including the Friday that falls one week after the designated midterm date by bringing a completed withdrawal slip (signed by the instructor) to the Registrar's office. After that deadline and up to the Wednesday that falls two weeks prior to the last day of class, a student may withdraw from a course with a grade of **WP** (withdraw passing) or **WF** (withdraw failing) assigned by the instructor. During the final two weeks of class, withdrawal is not permitted except in extraordinary circumstances. Permission of both the instructor and department head is required, and the grade of **WP** or **WF** will be assigned by the instructor. Also, see notes and exceptions below.

**Withdrawal during Summer Sessions.** During any summer term a student may withdraw from individual courses with a grade of **W** through the Friday preceding the last class day. After that deadline, withdrawal requires permission of the instructor and department head attached to any course from which withdrawal is contemplated, and a grade of **WP** or **WF** will be assigned by the instructor(s). Also, see notes and exceptions below.

### **Notes and Exceptions:**

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of **W**, **WP**, or **WF** are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester or term. An **I** which has not been removed within the period prescribed automatically becomes an **F**.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to clinical courses taken in the College of Nursing. Students who are failing a clinical class in the College of Nursing at the time they withdraw from the class will receive an **F** for that class.
4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from

the course while the case is pending.

5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
6. Students who are called to active military service during an academic term may choose one of the following options:
  - a) The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
  - b) If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, but the final grading decision is left to the faculty member.
  - c) A student may be assigned a grade of I and will be subject to university policies regarding the disposition of the incomplete.
7. Students with a grade of **WF** will be ineligible for recognition on the Deans List for the semester in which the **WF** was assigned.

#### ATTACHMENT B



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Florence, Alabama 35632-0001

*Department of Sociology*  
[www2.una.edu/sociology](http://www2.una.edu/sociology)

TO: UNA Faculty Senate

FR: Faculty Affairs Committee (members: Joy Brown, Richard Hudiburg, Francis Koti, Doris McDaniel, Craig Robertson [Chair], Jeremy Stafford, Patti Wilson)

RE: UNA Promotion Timeline Process

DATE: Submitted to Faculty Senate President on May 14, 2007

The following describes the work of the Faculty Affairs Committee (FAC) in response to the Faculty Senate's charge (received March 16, 2007) to examine UNA's existing timeline for promotion decision making with an eye toward providing the VPAA and Provost with time (suggested time of one month) for review of promotion portfolios, ranking of applicants, and decision recommendations. The FAC proposed to examine promotion timelines of 14 Alabama institutions of higher education (listed below) with the goal being to identify starting and ending dates, decision-making intervals, as well as processes/stages involved.

Among those selected institutions, substantial differences in timelines as well as processes were evident. For example, one university took approximately six months from the beginning to the end of the promotion process while another university took approximately 15 months. For the eight institutions (**highlighted** below) where a clear timeline could be ascertained, the promotion process took, on average, 9.3 months. In contrast, UNA's existing timeline involves a few days beyond five months (i.e., from the date when the candidate's portfolio is presented to the Department Chair to the currently defined March 10<sup>th</sup> date to inform applicants of the decision outcome).

Alabama Institutions of Higher Education Selected for Study

<b>University of Alabama-Huntsville</b>	<b>Alabama State University</b>
<b>University of Alabama-Tuscaloosa</b>	Jacksonville State University
<b>Auburn University-Montgomery</b>	University of Montevallo
<b>University of West Alabama</b>	Huntington College
<b>Alabama A&amp;M University</b>	Auburn University
<b>Spring Hill College</b>	University of South Alabama
<b>Troy University (Main Campus)</b>	Birmingham Southern College

The information provided below was obtained from the FAC members.

From Craig Robertson  
University of Alabama-Huntsville

By May 15 prior to year of review all nominations for promotion are submitted to chairs and deans.  
By June 15 prior to year of review the promotion candidate provides a list of peer evaluators to the department chair or equivalent and provides a waiver form about the confidentiality of peer review letters.  
By October 1 the promotion comprehensive file is submitted to the appropriate office.  
By October 1: Slate of nominees for University Review Board and PTAC selected.  
By October 15: Elections of PTAC and University Review Board concluded. URB elected prior to PTAC.  
By November 1: The departmental committee(s) recommendation(s) and report(s), and the chair's recommendation, are due to the dean.

By December 1: The College Promotion and Tenure Advisory Committee submits its written recommendations and supporting rationale to the dean.

By January 15: The dean forwards all comprehensive files and recommendations to the provost.

By February 15: The University Review Board forwards all comprehensive files and recommendations to the provost.

By March 15: The provost informs all candidates of the outcome of their individual cases.

From Doris McDaniel

Jacksonville State did not have a definite timeline on their website.

In September, the VPAA calls for nominations and applications.

The process proceeds from the department head, to the dean, to the VPAA. and then to the President.

Auburn University-Montgomery

At AUM, faculty members who believe they meet eligibility requirements shall submit a letter to their Department Head by Oct 1.

Then the promotion materials shall be present to the Department Head by Nov. 1 who will submit it to the department review committee.

The Department Head will forward all documents and letters with his/her recommendation to the Dean of the School by Dec. 1st. (No other dates are mentioned specifically after Dec. 1<sup>st</sup>.)

The Dean will forward all materials along with his/her recommendation to the Vice Chancellor for Academic and Student Affairs. The Dean's letter will include reasons for a positive or negative recommendation.

The Vice Chancellor shall send all materials to a university-wide committee.

Candidates shall be notified in writing of the Presidents decision by March 15.

From Patricia Wilson

Alabama State University

Sept. 1 - Individual colleges appoint a committee for promotion and tenure reviews

Sept. 30 - Faculty file a request for promotion or tenure with appropriate Deans

Oct. 1 - Faculty up for promotion and tenure submit letters (portfolio) to the Dept Chair

Nov. 1 - Faculty names are submitted to appropriate Dean

March 15 – Deans submit recommendations to the Vice President

April 15 - Vice President reviews all requests, makes recommendations to the President

May 1- Recommendations are reviewed by the Board of Directors, notice of action is sent to the faculty

Huntingdon College.

Promotions follow these guidelines in terms of experience:

To Assistant Professor: We typically hire teachers without terminal degrees in their fields at the Instructor level, which is not tenure track. All other ranks are tenure track. Earning a terminal degree is grounds for applying for promotion to Assistant Professor. Three years teaching experience is also grounds for applying, although this not as likely to be successful without the terminal degree.

To Associate Professor: Completing a terminal degree as an Instructor is grounds, but the normal application is after 6 years college or university teaching experience, with at least 3 years of full time teaching as an Assistant Professor at Huntingdon.

To Professor: Nine year teaching at the college or university level.

There are other parameters for each rank, of course, related to evaluation and such, but these are the experiential qualifications of the ranks.

From Francis Koti

University of Alabama-Tuscaloosa

October 1: The candidate submits the completed dossier to the departmental chairperson. The chairperson, if necessary, places additional material in the dossier and then transmits the dossier to the chairperson of the departmental promotion committee.

(Timeline unspecified) - Departmental Promotion Committee makes a recommendation to the Chair

(Timeline unspecified) - Chair makes an independent recommendation and forwards dossier and all other recommendations to the Dean.

(Timeline unspecified) - Dean conducts a review and makes an independent written recommendation after considering the dossier and all the preceding recommendations.

February 1: Dean sends completed promotion dossiers to the VPAA.

(Timeline unspecified) VPAA forwards names to President for final decision.

(Timeline unspecified) VPAA sends the dean written notice of the President's decision;

March 15-April 15: The dean notifies the candidate and the departmental chairperson. Formal written notice from the dean is the only way in which promotion can be awarded.

NOTE: At UA, notification of denial must occur before the end of the academic year.

University of Montevallo

(Timeline unspecified) - Serving as a department promotion committee, the department's tenured faculty members of rank higher than that of the faculty member under consideration for promotion shall review the candidate's application, and the chair of this committee shall make a recommendation to the Department Chair or to the Dean in colleges without departments.

(Timeline unspecified) The Department Chair forwards to the Dean the recommendations of the department promotion committee along with his or her own recommendations.

(Timeline unspecified) The Dean will forward his or her recommendation along with those of the Department Chair and department promotion committee to the Provost.

(Timeline unspecified) The Provost shall forward his or her recommendation along with those of the Dean, Department Chair, and department promotion committee to the President. Wherever recommendations are not unanimous, differences will be noted and attempts should be made to resolve them. Should there not be unanimity, minority and majority opinions should be forwarded to the next level.

(Timeline unspecified) The promotion of faculty shall in every case be made by the Board of Trustees upon recommendation by the President.

From Joy Brown

Auburn University

Auburn did not have a specific timeline in their handbook. The handbook states that "the specific date shall be announced in the annual call for nominations" but it also mentions candidates submitting material in early October and the President announcing the decision by the end of the spring semester.

Alabama A&M

- April 1<sup>st</sup> - Provost notifies candidates required to apply for tenure or promotion
- Sept. 1<sup>st</sup> - Candidates submit applications materials to departmental promotion and tenure committees
- Oct. 1<sup>st</sup> - Department promotion and tenure committee and chairs' recommendation submitted to school promotion and tenure committee
- Nov. 15<sup>th</sup> - School promotion and tenure committee and deans' recommendation submitted to Office of Academic Affairs along with candidates' application materials and school/department criteria.
- Nov. 30<sup>th</sup> - Office of Academic Affairs notifies candidates of receipt of application materials and forwards materials to the University Promotion and Tenure Committee
- Feb. 15<sup>th</sup> - University Promotion and Tenure Committee forwards recommendations to the Provost and Vice President for Academic Affairs
- Mar. 15<sup>th</sup> - Provost submits recommendation to President
- June 30<sup>th</sup> - Applicants notified of final decision June 30th

From Richard Hudiburg  
Troy University

- May 31 – Candidates notify chair of intent to apply (there is a form)
- June 15 – Chair validates eligibility and sends copy of form to the dean.
- Sept. 1 – Submission of portfolios by the candidates
- Sept. 15 – Chair submits candidate's Portfolio & Tracking Forms to associate dean.
- Oct. 1 – Associate dean submits candidate's Portfolio & Tracking Forms to dean.
- Nov. 15 – Completion of College Review Committee's (CRC) action on candidates. Recommendations are submitted to the Executive Vice Chancellor and Provost.
- Dec. 15 - Completion of University Review Committee's (URC) action on candidates (recommendations submitted to the Chancellor).
- Feb. 1 – Candidates notified of results.

From Jeremy Stafford  
University of West Alabama

1. Call/ announcement by Provost: May 1
2. Candidate notification to chairs of intent to apply: May 30
3. Deadline for application/ portfolio submission to chairs: August 31
4. Chair submit portfolios and tracking forms to CRG and Dean: October 2
4. Deadline for promotion notification: November 1

Spring Hill College

- Goes through division chairs to rank & tenure committee
1. Call/ announcement: April
  2. Deadline for application/ portfolio submission: January
  3. Deadline for promotion decision: February 1
  4. President approval and committee notification: March 1
  5. Promotion contracts issued: March 15

The table on page 6 describes the existing UNA Promotion Timeline and some suggested revisions. The timeline recommended by the FAC and justifications for it are presented on the last page of this document.

UNA's EXISTING PROMOTION PROCESS/TIMELINE		SUGGESTED REVISIONS (these suggestion were offered by Dept. Chairs as well as a FAC member)			
TASK	TARGET DATE	TARGET DATE	TARGET DATE	TARGET DATE	TARGET DATE
Candidate presents portfolio to Department Chair	by October 10	Also suggested to move date to  Sept. 1	by October 10		by October 1
Department chair forms Peer Promotion Committee and informs College Dean of candidates	by October 20				by October 8
Peer Promotion Committee meets, completes evaluation of all candidates, and provides evaluation letter to department chair	by November 15				by November 1
Department Chair reviews portfolio and completes evaluation of each candidate	by December 1		by November 1		by November 15
College Dean reviews portfolios and evaluations for each candidate, and provides his/her own evaluation	by February 1		by December 1 or January 1	by March 1	by December 15
		VPAA reviews portfolios and evaluations for each candidate, and provides his/her own evaluation  by March 1	VPAA reviews portfolios and evaluations for each candidate, and provides his/her own evaluation  by February 1	VPAA reviews portfolios and evaluations for each candidate, and provides his/her own evaluation  by March 31	VPAA reviews portfolios and evaluations for each candidate, and provides his/her own evaluation.  by February 1
President or his/her designee makes final decision and informs VPAA and Provost	by March 1	by April 1	by March 10	by April 1 (see rationale marked \$ on page 7)	by March 1
VPAA and Provost informs deans, candidates and department chairs of success or failure of potential candidates. Written feedback for peer committee and department chair (or dean) provided to candidates	by March 10	by April 10		by April 10	by March 10
Candidates must pick up portfolios, in person, from the Office of VPAA and Provost	by March 20	By April 20 (rationale: extending date gives VPAA/Provost the month needed as well as additional time for UNA to decide what promotion funds are available		by April 20	by March 20

(S) By moving the calendar dates as I described above, we can increase the number of promotions by 15% and UNA would not have to invest any additional revenues. Instead of having to cover these salary increases for 7 months (March 1 to September 30), the proposal would require only 6 months (April 1 to September 30). This increase would not be a single one-time increase, but would also be available for faculty promotions every year whether or not UNA ever decided to raise the revenue stream allocated for this purpose in the future.

The major disadvantage to the proposal would come to the promoted candidates. Each person would lose 30 days additional revenues associated with their new promotion. Instead of their new salaries becoming effective on March 1, they would start on April 1. By delaying the awarding of these salary differences for 1 month, the entire faculty benefits by at least 15%. Further, the newly promoted faculty member still receives the higher salary for 6 full months before the new fiscal year begins.

I do not make light of the loss of 30 days extra money. I do believe in this instance, however, that the difference in the extra compensation for only 6 months compared to 7 months is relatively small. The benefits in this instance that will be realized by everyone seem to outweigh the cost.

### **FAC Recommended Timeline and Justifications**

The FAC met May 8, '07 to discuss a timeline. What appears on page 8 is the revised UNA promotion process timeline approved by the FAC at that meeting.

The rationale surrounding our decision was guided by nearly unanimous agreement to avoid delaying, by weeks or months, the date when applicants would be notified regarding promotion decisions. The committee also saw as undesirable the establishment of a substantially earlier date for candidate presentation of portfolios to Department Chairs since an earlier date would likely conflict with responsibilities and tasks related to the beginning of the academic year. Thus, the committee agreed that the month desired by the VPAA and Provost was to be found by making slight adjustments in timing throughout the current process.

In the revised plan, fewer decision-making days are allocated to formation of the Peer Promotion Committee. The FAC suggested that candidates and Department Chairs think about the constituency of the Peer Promotion Committee in advance of the portfolio submission date. In the revised plan, fewer decision-making days are allocated to the Peer Promotion Committee. FAC members that had served on peer promotion committees noted that, in their experience, these committees often worked efficiently in evaluating portfolios and in preparing evaluation letters. Thus, they may remain effective decision-making committees with fewer working days. In the revised plan, Department Chairs have a couple less days to prepare their recommendation letters. In the revised plan, the college Deans have five fewer days to arrive at their recommendations. After much discussion concerning whether college Deans might actually need more time and whether more time would further rationalize recommendations at this stage, the FAC concluded that with the backlog of promotion eligible candidates being effectively reduced, Deans may have fewer portfolios to actually evaluate on an annual basis. Thus, the current time frame allocated to their decision-making process was reduced. The revised plan gives the VPAA and Provost the requested month and the President also has a month for this decision-making stage. Under the existing timeline, notification of final promotion decisions takes place on March 10. Under the new timeline, this date is delayed by five days.

Submitted to Faculty Senate on 5/14/07 by Faculty Affairs Committee

<b>CURRENT AND REVISED UNA PROMOTION PROCESS DATES</b>		
<b>TASK</b>	<b>CURRENT DATES*</b>	<b>REVISED DATES*</b>
1. Candidate presents portfolio to Department Chair	by October 10	BY OCTOBER 1
2. Department Chair forms Peer Promotion Committee and informs College Dean of candidates	by October 20	BY OCTOBER 10
3. Peer Promotion Committee meets, completes evaluation of all candidates, and provides evaluation letter to department chair	by November 15	BY NOVEMBER 1
4. Department Chair reviews portfolio and completes evaluation of each candidate	by December 1	BY NOVEMBER 15
5. College Dean reviews portfolios and evaluations for each candidate, and provides his/her own evaluation.	by February 1	BY JANUARY 10
<b><u>6. NEW INSERT</u></b> <b>VPAA reviews portfolios and evaluations for each candidate, and provides his/her own evaluation</b>		BY FEBRUARY 10
7. President or his/her designee makes final decision and informs VPAA and Provost	by March 1	BY MARCH 10
8. VPAA and Provost informs deans, candidates and department chairs of success or failure of potential candidates. Written feedback from peer committee and department chair (or dean) provided to candidates.	by March 10	BY MARCH 15 (promotions remain effective as of Mar 1)
9. Candidates must pick up portfolios, in person, from the Office of VPAA and Provost	by March 20	BY MARCH 20

ATTACHMENT C



UNIVERSITY  
*of* NORTH  
ALABAMA

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*College of Arts and Sciences  
Department of Geography*

UNA Box 5064  
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TO: UNA Faculty Senate

FR: Faculty Affairs Committee (members: Joy Brown, Richard Hudiburg, Francis Koti, Doris McDaniel, Craig Robertson [Chair], Jeremy Stafford, Patti Wilson)

RE: Faculty Research and Development Grants Policy

DATE: Submitted to Faculty Senate President on July 18, 2007

The Faculty Affairs Committee received the following charge from Faculty Senate President Loew on April 20, 2007:

Attached is the current UNA Research/Development Policy. Concerns have been raised that the limit of, "\$2000 per faculty member per year, unless otherwise approved by the Vice President for Academic Affairs and Provost" is not realistic.

Specifically:

- A. When faculty members travel overseas, that limit is exceeded.
- B. The College Dean must frequently go to the VPAA for approval.

While Research proposals that exceeded that dollar amount have been approved, the process is unwieldy.

Some suggestions that have been shared are to omit the dollar amount and let each college set limits; or raise the dollar amount. I'm sure your committee may have other suggestions.

Thank you for looking into this.

The Faculty Affairs Committee met on 05/8/2007 to discuss the charge.

Discussion: Several issues were raised during the committee discussion:

1. That the faculty research grants should not be seen as a funding source for projects requiring larger amounts of money on an annual basis. Rather, this pool could be used to initiate such research projects while faculty seek external funding for subsequent years.
2. That perhaps these funds are more suitable for young faculty. More established faculty should seek external funds for more expensive projects.
3. That the \$2000.00 limit should be removed as it impedes the committee in their evaluation of proposals and in efficiently awarding research funds.
4. That the existing limit may discourage applicants requiring more money for research.
5. That the grants program could become more competitive if the existing financial limit was removed as previously, most proposals received some measure of funding. Removal of the funding limit might contribute to a decision-making environment where the best proposals get funded.

Recommendations: From the discussions, the committee recommends the following, to:

1. Eliminate from the faculty handbook the language restricting faculty members applying for research funds in excess of \$2000.00.

Revision to Faculty Handbook: The committee recommends the following language be incorporated in the Faculty Handbook, Section 4.10 under the current section titled "Faculty Development Grants for the Completion of Terminal Degrees":

(NOTE: It seems logical however, that a separate heading be created since the grants process addressed by the Faculty Affairs Committee is conceptually distinct from development grants for degree completion.)

Deans will establish a Research and Development Committee which will review applications for research and development and will recommend approval to the Dean of the College who will grant final approval. Application forms are available in the deans' offices. Interested faculty will submit proposals to the committee.

1. Grants will be made for October 1 to September 30 time periods (or less) and projects lasting more than one year must be reapplied for each year.
2. Faculty development monies will be limited to non-adjunct library and teaching faculty.

A proposal not approved will be returned to the faculty member. Documented evidence that the objective was accomplished must be submitted to the department chair upon completion of the project. The department chair will furnish copies of the report to the dean of the college and the Vice President for Academic Affairs and Provost.

Submitted to Faculty Senate on July 18, 2007

