

## **FACULTY SENATE MINUTES**

**November 5, 2009**

The Faculty Senate of the University of North Alabama met November 5, 2009 in the Banquet Hall of the University Center at 3:30 p.m.

President Statom called the meeting to order and recognized the following proxies: Joyce McIntosh for Senator Hall from HPER, Robin Whitekiller for Senator Bruce from Biology, Amanda Hofacker for Senator Figueroa from Chemistry and Industrial Hygiene, and George Makowski for Senator Rieff from History and Political Science.

Senator Richardson moved the adoption of the agenda. Senator Lee seconded. The motion passed unanimously.

Senator Richardson moved the approval of the October 8, 2009 minutes with the amendment of changing the name Adler to Adams under Reports C. Senator Austin seconded. The motion passed unanimously.

President Cale stated that the Portfolio Review Committee has been formed. The members include Larry Adams, Robert Armstrong, Daryl Brown, Greg Carnes, Chiong-Yiao Chen, Wendy Darby, Mike Moeller, Cecile Nabors, and Quinn Pearson. He stated that he has made a recommendation to the Shared Governance Committee which will be presented to the senate later in this meeting. President Cale stated that the renovations to Keller Hall were on schedule and hopes that the Campus Master Plan will be finished by the end of the semester. The work on reaccreditation is going well and the QEP is down to 3 finalists.

VPAA Thornell was unable to attend.

### **REPORTS:**

- A. Ad hoc Committee for Promotion/Tenure Equity and Standards elected Richard Statom as chair and had a lively discussion at its first meeting.
- B. Shared Governance Executive Committee report given by Senator Richardson stated that several issues have been brought to the committee including the smoking issue and the awarding of diplomas which have been sent to the appropriate committees. He also presented the proposed changes to the Promotion/Tenure Portfolio Review Committee membership appointment process. (See Attachment A). Senator Richardson moved the approval of the amendment to the process. Senator Lee seconded. The motion passed.

### **UNFINISHED BUSINESS:**

The issue of the requirement for late registration by staff and faculty spouses was discussed further. Often classes are closed by the time of late registration. Senator Makowski moved that the senate formally welcome the staff and faculty spouses to contact a faculty member when their class is closed and a permit is required to be allowed for registration. Senator Richardson

seconded. The motion passed. It was noted that some classes which are closed could not be expanded due to limited space or equipment.

**NEW BUSINESS:**

President Statom presented a Memorandum from the Academic and Student Affairs Committee concerning the awarding of diplomas. (See Attachment B) Senator Richardson moved the approval of the proposal. Senator Lee seconded. The motion will be taken back to the departments and a vote will occur at the next meeting. Senator Richardson moved to amend the current proposal by striking all of the second bullet and the word AND on the first bullet. The motion died for lack of second. Senator Richardson moved to amend the current proposal by striking the second bullet and the word AND on the first bullet and to add after designee "holding the terminal degree." Senator Gaston seconded. Senator Makowski called the question which passed. The amendment to the proposal passed.

**ANNOUNCEMENTS:**

Senator Stafford requested that faculty working with student groups get them involved with the March of Dimes Walkathon scheduled for the last of March or the first of April. A formal meeting will be scheduled for January.

Senator Roden moved the meeting be adjourned. Senator Lee seconded. The motion passed unanimously. The meeting adjourned at 4:15 p.m.

**ATTACHMENT A**  
**Final Report and Recommendations to the Faculty Senate from the Ad Hoc  
Promotion Portfolio Review Committee.**

The Chair of the committee requested a list of recognized peer institutions from the UNA Office of Research, Planning, and Assessment. We were provided a list that includes: Angelo State University (Texas Tech System), Auburn University at Montgomery, Austin Peay State University (TN), Fayetteville State University (NC), Jacksonville State University, Nicholls State University (LA), Northwestern State University (LA), State University of West Georgia, Tarleton State University (TX), and University of North Carolina at Pembroke. Of the ten (10) universities provided, we were unable to find clear criteria, procedures, and policies for promotion at Jacksonville State University. After reviewing the policies and procedures for the remaining nine (9) universities and dialog with selected administrators, the Council of Academic Deans, and due process in the Faculty Senate, the committee recommended the following:

- A university-wide portfolio review committee, drawn from all faculty constituencies\*, to serve in an advisory/supervisory capacity. Duties of the committee may include, but are not limited to
  1. Reviewing tenure and promotion portfolios for content.
  2. Reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria.
  3. Insuring 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.
  4. Concur with, or not do so, recommendations of candidates for tenure and promotion.
- Said committee should be placed between the Deans and the VPAA.
- Said committee should have nine (9) members. These members will be selected in the following way:

A minimum of one (1) member from each constituency and at-large faculty to finish constituting the committee, with the Chair selected by the currently-

serving committee members. After the inaugural year, the Chair must be a second-year member.

- Said committee should be made up of tenured Associate and Full professors.
- A pool of ALL tenured professors at the Associate and Full ranks should be formed.
- The President of the University should annually select members from said pool for said committee to serve for two (2) academic years. After the inaugural year and the two subsequent years thereafter, the Faculty Senate should select members from the pool for recommendation to the President to serve on the committee. At the end of the inaugural year, four (4) members will rotate off the committee. Every year thereafter, members finishing a two-year term will rotate off the committee. No faculty member is to be appointed for subsequent terms until the entire pool has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should be granted in cases of extreme exigency and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

These recommendations in no way constitute a definitive product, but they have led to the development of a tenure and promotion portfolio review committee similar to those found at our peer universities. In keeping with the imminent implementation of such a committee, the Faculty Senate Ad Hoc Committee for Promotion Portfolio Review also makes the following recommendations:

1. That only full professors review and evaluate applications/portfolios for full professor with respect to tenure and promotion criteria.
2. That the inaugural committee be tasked with consulting with all other parties in the process in developing a timeline for the submission and evaluation of portfolios.
3. That the inaugural committee be tasked with developing a guideline, or guidelines, for procedures regarding review and evaluation of portfolios with respect to tenure and promotion criteria.

4. That all members of the committee participate in an orientation regarding procedures and guidelines with respect to tenure and promotion criteria at the beginning of each submission and evaluation cycle.
5. That 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 be made available to each member of the committee.
6. That the committee 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.
7. That all portfolios submitted, regardless of recommendation(s), should move through the entire process.

*\* The constituencies have been identified as the four (4) Colleges and Library/ Educational Technology Services faculty for a total of five (5).*

Prepared by Dr. Larry Adams

For the Ad Hoc Promotion Portfolio Review Committee

8 April, 2009

Amended by Shared Governance Executive Committee

14 October, 2009

Further amended by Dr. Richard Statom

For the Faculty Senate Executive Committee incorporating the amendments from the Shared Governance Executive Committee and a recommendation made by President Cale at the 29 October, 2009 Faculty Senate Executive Committee Meeting

**ATTACHMENT B**

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**MEMORANDUM**

TO: Dr. Richard Statom , President  
University Faculty Senate  
Mr. Samuel C. Thigpen, President  
Student Government Association

FROM: Dr. Crescente Figueroa, Chair  
Academic and Student Affairs Committee

DATE: November 3, 2009

RE: Policy for Presenting Diplomas at Commencement

A handwritten signature in cursive script that reads "Crescente Figueroa".

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At the October 27, 2009 meeting, the Academic and Student Affairs (ASA) Committee considered the revised version of a proposal from the Staff Senate concerning the presentation of diplomas at commencement. The revised policy recommended that “Only the President or his/her appointed designee would be permitted to present diplomas at commencement.”

The ASA Committee agreed with the Staff Senate recommendation. After consideration of feedback from the University Executive Council and the Council of Academic Deans, the ASA Committee also agreed that opportunity for participation should be given to members of the university community and this opportunity should be stated in the Faculty Handbook. The ASA Committee recommends that the Staff Senate amend their revision by including the following wording in the Faculty Handbook, Section 4.4.2:

- Only the President or his/her appointed designee will be permitted to present diplomas at commencement; AND
- That any full-time regular employee may walk across the stage with a family member for the recognition and photo opportunity IF:
  - The employee is wearing appropriate academic regalia; AND
  - The family member receiving the degree is the employee’s child, spouse, or parent.