

**FACULTY SENATE MINUTES**  
**April 12, 2012**

The Faculty Senate of the University of North Alabama met April 12, 2012 in Room 102 of Floyd Science Building at 3:30 p.m.

President Townsend called the meeting to order and recognized the following proxies:

Kristy Oden for Senator Austin from Online Nursing,  
Peggy Campbell for Senator Davidson from Secondary Education,  
Lee Renfroe for Senator McIntosh from HPER,  
Sandra Loew for Senator Townsend from Counselor Education and  
Lisa Minor for Senator Verrone from English.

Senator Statom moved the adoption of the agenda. Senator Barrett seconded. The motion passed unanimously.

Senator Statom moved the approval of the March 15, 2012 minutes. Senator Lee seconded. The motion passed unanimously.

President Townsend recognized Whitney Wood from the Higher Education Partnership. Ms. Wood thanked the faculty for being a part of the Higher Education Partnership, founded in 1997. It was created when the issue of funding of K-12 education in the state caused the traditional split of education funds (2/3 to K-12 and 1/3 to Higher Education). There was no unified voice for Higher Education. Gordon Stone was hired as the executive director. Ms. Wood discussed the different issues from Montgomery and encouraged the senators to join the partnership and to encourage their colleagues as well. Ms. Wood also stated that February 28 will be Higher Ed Day for 2013. She ended with the encouragement for faculty to stay involved.

President Cale deferred to the length of the agenda. Vice-President Thornell was unable to attend the meeting.

**REPORTS:**

A. Standing Committee:

1. Senator Williams, chair of the Academic Affairs Committee, presented a revised Policy Proposal on Computer Administrative Rights (See Attachment A) resulting from the recommendations received from the last meeting. Senator Statom moved to amend the proposal by ending the last sentence of the introduction by

placing a period after the word access and remove “in addition to a non-administrative account for day-to-day activities”, and to also remove section 3 number 3. Senator Barrett seconded. The motion passed unanimously. Senator Peterson moved to remove the word “questionable” on the last line of number 10. Senator Loeppky seconded. The motion passed unanimously. The amended policy passed. Senator Williams also presented the Network and Computer monitoring Policy. (See Attachment B) Senator Lee moved the policy statement be amended to reflect the following changes: remove the unneeded word “of” in section 3, change the phrase “sanctions of misuse” be changed to “sanctions for misuse,” change last line of the second paragraph on the second page to remove “on” from the phrase “impede on.” Senator Lee moved to insert the phrase “Upon receiving approved authorization” at the beginning of the last sentence of the first paragraph of section 3 to read: “Upon receiving appropriate authorization, the University may monitor individual usage in the following instances.” Senator Statom seconded. The amendment passed. The amended policy passed.

2. Senator Carnes, chair of the Faculty Affairs Committee, presented the revision to the Undergraduate Catalog page 61 related to attendance. (See Attachment C) The revision passed. Senator Carnes also presented a revision to the Faculty Handbook sections 5.2 and 5.4. (See Attachment D) Senator Statom moved to strike the sentence at the end of the first paragraph of 5.2. Senator Lee seconded. The amendment passed. The amended revision to the Faculty Handbook passed. Senator Statom moved to refer the issue of the grading documentation back to the Faculty Affairs Committee. Senator Barrett seconded. The motion passed.
3. Senator Peterson, chair of the Faculty Attitude Survey Committee, thanked the senators for their efforts to get 186 responses to the survey. She stated that she hopes to have the summary completed by the end of the semester.

#### **UNFINISHED BUSINESS: NONE**

#### **NEW BUSINESS:**

- A. Senator Barrett moved the approval of the proposed revision of 2.5.2 in the Faculty Handbook. (See Attachment E) Senator Lee seconded. The motion passed.
- B. Senators Lindley, Carrasco, and Davison were elected to serve as the Nominating Committee.

#### **ANNOUNCEMENTS:**

- A. President Townsend stated that senator elections were scheduled for this month. She will be sending requests for elections to those departments which have senate terms expiring.

- B. President Townsend also stated that officer elections will occur at the next meeting. The offices of president-elect, secretary, and two board members will be filled.
- C. President Townsend urged the senators to send nominees to the Shared Governance committees and the Curriculum Committee vacancies to her.
- D. The senators were reminded that the May meeting will be on Tuesday, May 1.

Senator Roden moved the meeting be adjourned. Senator Statom seconded. The motion passed unanimously. The meeting adjourned at 4:33 p.m.

# ATTACHMENT A

## Faculty and Staff Computer Administrative Rights

University of North Alabama  
November 22, 2011

### 1 Introduction

All faculty and staff have a legitimate need for administrative privileges on computers. Administrative privileges may be required to install software and updates, perform computer management tasks, conduct classroom activities, or run certain software packages. All faculty and staff who utilize computers in their university-related work must have administrative access in addition to a non-administrative account for day-to-day activities.

### 2 Scope

This policy applies to all university computers issued to faculty and staff that are connected to either the university network or any other publicly accessible network. Systems not connected to the university network, such as labs without internet access, are exempt from this policy and may be operated without any restrictions.

### 3 Guidelines for Faculty and Staff Computer Users

University computers are university property and are intended for university business. The following guidelines for computer users shall apply to all university owned computer equipment:

1. Only software related to university business should be installed on university computers.
2. Administrative rights are personal and apply only to the machine for which the rights are granted. Faculty and staff are prohibited from sharing administrative account information with anyone else.
3. Faculty and staff are not allowed to login to any computer using their administrative account for the purpose of conducting day-to-day activities for such activities may compromise the security of the university's network. Tasks that require administrative rights (installing software etc.) are to be performed via a "Run as" function.
4. Software that adversely impacts the performance or security of the network should never be installed on university computers. If such software is required for official university business and it is found to adversely affect performance then collaboration with Computer and Telecommunications Services (CTS) should be pursued to examine alternative methods. Examples include peer-to-peer file sharing, internet radio or television, and remote control applications.
5. Faculty and staff have a duty to safeguard data stored locally on their computers and must exercise due diligence in providing both physical and technical safeguards to ensure against the loss of any data. Safeguards include providing a backup mechanism for data, limiting physical access and electronic access to computers storing confidential data, and

ensuring compliance with applicable policies, procedures and regulations. Faculty and staff must adhere to all applicable regulatory requirements such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

6. Maintaining user installed software (updates, security patches) is normally the responsibility of the faculty or staff member with administrative rights. ~~Licensed software purchased by the user may be installed and maintained by the University at the user's request whether or not the faculty or staff member has administrative rights. However, this does not preclude the user's occasional use of CTS support services.~~
7. Faculty and staff may not modify or remove antivirus, auto-updates, malware detection software, or otherwise make any modification that is intended to circumvent the protection of the machine.
8. To comply with copyright restrictions and licensing requirements for all software installed on their computers that is not provided by the university, faculty and staff must have a legal license for every piece of software they install and must present those licenses if required. Installing unlicensed software is strictly prohibited.
9. Faculty and staff are primarily responsible for every actions made with ~~the~~ their administrative account and for all direct or indirect consequences of those actions.
10. When in doubt, faculty and staff are advised to inquire with Computer and Telecommunication Services for recommendations before installing or updating questionable software or hardware.

## 4 Support of Computers

Faculty and staff must be aware that, with administrative rights, they become the primary support for all software and hardware not provided by or installed by the university's computer services department. The university's computer services department will provide support services for faculty and staff with administrative privileges within reason. The university's computer services will continue to provide support, patches, and maintenance for all software and hardware provided ~~and~~ or installed by the university.

## 5 Relinquishing Administrative Rights

Faculty and staff members may elect to voluntarily relinquish administrative privileges on their computer, limited to no more than twice per semester. Requests must be made in accordance with the procedures stated in section 5.1.

### 5.1 Relinquishment and Recovery Procedure

If a faculty or staff member wishes to voluntarily relinquish administrative rights on any computer assigned for their use, they must notify the director of computer services in writing.

Requests for recovery of administrative rights must also be made to the director of computer services in writing. The director of computer services may choose to require petitioners to attest in writing that they have read and agree to abide by this policy. The director of Computer and

Telecommunications Services, at his or her discretion, may delegate the authority to accept record and acknowledge requests. ~~Approval or denial of these requests will be made in writing to the faculty or staff member and an explanation will be provided. No other requirements or approvals shall be required unless stated clearly within this policy.~~

## 6 Sanctions for Misuse

Access to the University's computing resources may only be restricted or denied for the most serious of reasons, and only after the filing of formal charges and the ~~pursuit of~~ rigorous due-process procedures have concluded. Examples of misuse that may result in sanctions include:

1. Transmitting or posting materials that are defamatory in nature or that otherwise violate existing laws;
2. Storing, transmitting, or posting material that is ~~obscene, lewd, or sexually~~ offensive or harassing and without justifiable artistic or scientific value;
3. Violating the privacy of other users;
4. Unauthorized access of information or attempted unauthorized access of information with verifiable intent;
5. Intentionally causing damage or attempting to cause damage to University computing resources; and
6. Violating University policy or applicable state or federal laws.

For infractions that cannot be resolved informally, the UNA Grievance and Due Process Procedures policy as specified in the Faculty Handbook or Staff Handbook describes the required process for imposing sanctions on a user of the University's computing resources.

## 7 Emergency Disconnection from the Network

In the case of a breach of a faculty or staff computer, the university's computer services will make a documented effort to contact the faculty or staff member in order to quickly mitigate the impact of the breach. If the faculty or staff member cannot be reached immediately, the faculty or staff member's immediate supervisor will be notified that the computer will be disconnected from the network until such time as the faculty or staff member is available to address the issue.

Revised: 3/12/2012

# ATTACHMENT B

## Network and Computer Monitoring

University of North Alabama

November 22, 2011

### 1 Introduction

Academic freedom, free inquiry, and freedom of expression within the academic community are core principles of the University of North Alabama and, as such, may be limited to no greater extent in electronic format than they would be in print. Computing resources are provided to support the University's mission of education, research, and service, and The University community relies on the integrity and responsible use of computing resources by each of its members.

### 2 Scope

A *user* of the University's computing resources is any individual, organization, or entity that attempts to access computing resources owned or operated by the University, whether the attempted access is successful or unsuccessful or by direct connection or by remote connection. This policy applies to all *users* of the University's computing resources.

Electronic information on University computing services, including, but not limited to, electronic mail and personal information is subject to examination if it is necessary to maintain or improve the functioning of University computing resources. Therefore, it is understood that there is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the University network and computing resources.

### 3 Monitoring

The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the University network. Such network monitoring is limited to the backup and caching of data and communications and the logging of general activity and usage patterns as are necessary for maintaining network availability of and performance. The University may monitor individual usage **only** in the following instances:

1. The user has voluntarily made access available to the public.
2. To protect the security and functionality of the University or to protect the University from liability.
3. Where probable cause exists to believe that the user has violated, or is violating this policy.

~~4. Upon receipt of a legally served directive of appropriate law enforcement agencies.~~

The University user will be notified, in writing prior to initial monitoring. This notice will indicate the specific instance(s) that initiated the justification for monitoring.

The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the President of the University. ~~Upon approval, the individual to be monitored must be informed of the intent and reason for monitoring before such monitoring begins.~~ Any records generated as a result of individual or network monitoring are to be maintained for no longer period than necessary but in no instance longer than required by the State Records Act.

Any violation of these procedures and/or unauthorized monitoring, by the University, will be considered “misuse” and personnel involved will be subject to the “Sanctions of Misuse” as defined in the University’s “Computer ~~Administrative~~ Administrative Rights” policy.

## 4 Retention

Monitoring individuals' network usage burdens the collection entity with data protection responsibilities. Monitoring of individuals' network usage habits generates records subject to a system of protections under the Federal Educational Rights and Privacy Act (FERPA). In addition to the protections provided by FERPA, a 1997 report by CAUSE (Association for Managing and Using Information Resources in Higher Education) recommends a full system of Fair Information Practices (FIPs) for the treatment of these student records. This framework includes notification of policies; minimization of collection of data; limits on secondary use; nondisclosure and consent; a need to know before granting third parties access to data; data accuracy, inspection, and review; information security, integrity, and accountability; and education.

Last Updated: 3/12/2012

ATTACHMENT C  
2011-2012 UNA Undergraduate Catalog

**Academic Procedures and Requirements**

**Page 61**

**GENERAL REGULATIONS**

**Class Attendance.**

- (1) Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.
- (2) Each student is directly responsible to the individual professor for absences and for making up work missed.
- (3) Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class.
- (4) Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities.
- (5) For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.
- (6) The instructor may take attendance ~~from time to time~~ to be able to verify the student's last date of participation in an academically related activity. ~~There is no specific procedure required of the instructor for determining a student's class attendance.~~

## **ATTACHMENT D** **Faculty Handbook**

### **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 prime 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 merely add a student to a class without supporting documentation. Class lists with grading documentation should be retained by the faculty member for at least one year beyond the term for which used.

~~Standard roll books for daily use in recording attendance and grades are provided for faculty members by the chair of the department. The names entered in the roll books should correspond to those on the online roster. Roll books should be retained for reference purposes for at least one term beyond the term for which used.~~

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 Registrar's Office, 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. If a student stops attending class(es) or exceeds the maximum allowable absences, faculty members are required to report the student's attendance status to the dean of their college.

### **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 no more punitive than required by the course goals.

The student is directly responsible to the individual faculty member for absences and for making up work missed. Makeup procedures should be ~~provided~~~~announced~~ 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 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 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.

## ATTACHMENT E

### **FACULTY HANDBOOK**

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

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

As a regional, state-assisted 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 typically 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 ~~each faculty member's~~ the interests and areas of emphasis ~~for faculty members~~ change as their career develops. It is the responsibility of ~~each~~ 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 requires possession of a master's or higher degree in the field of assignment. There shall also be evidence of potential for effective teaching and for a successful academic career.
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 for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Vice President for Academic Affairs/Provost in consultation with the appropriate dean.