

FACULTY SENATE MINUTES

March 14, 2013

The Faculty Senate of the University of North Alabama met March 14, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

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

Alaina Patterson Shockley for Senator Kingsbury from English,
Joon Lee for Senator Martin from Communications, and
Nikita Duke for Senator Brewer from Nursing, Traditional.

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

Senator Statom moved the approval of the February 7, 2013 minutes with the amendment to reflect that Senator Butler made the report from the Faculty Attitude Survey Committee under Reports from the Standing Committees A.1. Senator Austin seconded. The motion passed unanimously.

President Cale recognized Senator Gaston who was awarded a Fulbright Scholarship to continue his studies. President Cale discussed the two rape cases reported that involved UNA students. He stated that he is encouraged to see the Women's Center and Student Affairs looking at suggestions to improve campus safety and life at UNA.

With regard to the Accountability Act currently going through the state legislature, President Cale reported concern with the tax credit proposed for families of students attending private schools instead of a 'failing' school; especially since no definition of a 'failing' school has been proposed.

President Cale also reported that the Board of Trustees voted to hire a consultant to formalize an evaluation of the university president. At the Trustees' meeting, there were several important elements discussed:

1. Interview firms which construct new student housing on campus,
2. Approve the renovation of Norton and Wesleyan Hall Annex, and

3. Construct a 5000 sq. ft. training facility for athletics funded by donations
4. Bids for the Science Building have been received.

President Cale stated that the rollover from last year's budget will be placed in the department accounts.

Vice-President Thornell discussed the Distance Learning Seminar with national speaker David Pogue on April 4 and training to convert face-to-face courses to online courses on April 11. He stated that we have taken a twelve million dollar cut from state funding and must consider revenues more carefully. We could possibly lose students if we do not embrace online courses but we must embrace them in a good way. We must consider quality assurance efforts and how to ensure the quality of online courses.

Dr. Thornell reported that the university had recently completed the promotion process and he was proud of all the work displayed within the portfolios.

REPORTS:

A. Standing Committees:

1. Senator Hubler, Chair of the Academic Affairs Committee, presented the recommendation related to Grading Practices. (See Attachment A). It was recommended that a form be developed requiring a student to put the request in writing. The question arose as to whether the committee to consider the grade appeal would be a standing or ad hoc committee. Coordination with the Ombudsman was also discussed. The issue was deferred to the next meeting. The committee also presented information concerning new faculty orientation. (See Attachment B)
2. Senator Townsend, chair of the Faculty Affairs Committee, presented a response to several of the University Portfolio Review Committee Recommendations. (See Attachment C). Issue 4 recommendation passed. It was suggested that senators discuss Issue 5 recommendations with their colleagues before the April Senate where a vote will be taken.
3. Senator Stafford, chair of the Constitutional Review Committee, presented proposed reorganization of the items within the constitution. (See Attachment D) It was recommended that the document be sent to each department and get a vote from each department during the final academic year department faculty meeting.
4. Senator Peterson reported that the Faculty Attitude Survey Committee is in the process of compiling the data and expect to release the report in April. She thanked the faculty for their responses and stated the response rate may be higher than last year.

UNFINISHED BUSINESS:

Senator Carnes moved to approve the Academic Dishonesty Report Form. (See Attachment E) Senator Gafford seconded. The motion passed unanimously.

NEW BUSINESS:

- A. Senator Statom moved the approval of the Transient Student Policy. (See Attachment F) Senator Figueroa seconded. The motion passed unanimously.
- B. Senator Loeppky moved the approval of the Music Pay proposal. (See Attachment G) Senator Fitzsimmons seconded. The motion passed unanimously.
- C. Senator Peterson moved the approval of the proposal to revise Additional Major and Second Degree policy. (See Attachment H) Senator Austin seconded. The motion passed unanimously.
- D. Senator Fitzsimmons moved the approval of the proposed timeline change and the online application for the Faculty Development Leave. (See Attachment I) Senator Carnes seconded. The motion passed unanimously.
- E. Senator Peterson moved the approval of the proposed timeline change in retirement/resignation notification. (See Attachment J) Senator Stenger seconded. Senator Statom moved to amend the proposal to only apply the timeline change to retirement notification. Senator Kirch seconded. After further discussion, it was recommended that this issue be sent back to committee.

INFORMATIONAL ITEMS:

President Lee informed the senate that the Undergraduate Curriculum Committee has determined that because of the impact on the curricula, the Undergraduate Curriculum Committee should be considering the approval of Academic Centers.

President Lee also reminded the senate about the request for feedback related to the moving of Fall Convocation to Welcome Week.

Senator Roden moved the meeting be adjourned. Senator Gaston seconded. The motion passed unanimously. In celebration of Pi Day, senators received a moon pie as they departed.

ATTACHMENT A

5.7 GRADING PRACTICES 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 ~~and understood by~~ the student. Faculty retention of coursework records is recommended in 5.2 of the Faculty Handbook. The university grading system is defined in the Undergraduate and Graduate Catalogs. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (see Undergraduate Catalog p. 67)

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 have a grade reviewed, the following process should be followed.

~~Should the student, after consultation with the faculty member from whom the grade in question was received.~~

- ~~1. If the student wishes to continue further review of the grade, he/she~~ The student should contact the department chair in the department where the course is housed and request a review of the assigned grade, indicating that an initial review had been performed by the faculty member issuing the grade.
- ~~2. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should contact the dean of the college where the course is housed and request a review of the assigned grade.~~
- ~~3. At either the department chair and/or dean level the faculty member may be asked to reevaluate the assigned grade. However, any change of grade is the sole prerogative of the faculty member.~~
- ~~4. If the student wishes to appeal further, i.e., to the VPAA Provost, in these rare and unusual circumstances the case will be forwarded to an ad hoc committee composed of not less than three faculty members appointed by the Dean of the College in which the course is housed. This committee will make a recommendation to the VPAA Provost.~~
~~In rare and unusual circumstances changes in course grades may be initiated by the Provost/VPAA in consultation with the department chair and college dean where the course is housed. In such cases,~~
- ~~5. Following the decision of the Provost/VPAA, the student and the faculty member must shall be notified and provided a rationale for the change decision.~~

~~Proper grade changes are made by the instructor via e-mail to the Office of the Registrar or on the Change of Grade Form available in the Office of the Registrar.~~

- ~~6. All grades, and other academic appeals, shall be initiated no later than six weeks after the term in which the grade was issued, beginning of the next following fall or spring semester the end of the following semester after cause for the appeal occurred. If the problem remains unresolved at this level, further appeal may be directed through the established academic channels and grievance procedures. Grade distributions are prepared each term by level, college, department, and individual faculty member (coded), and the grade distributions are subject to review by the faculty member, chairs of departments, deans, and the Vice President for Academic Affairs and Provost.~~

Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost.

~~2. To coincide with the grade appeals procedure, faculty members are required to keep all coursework records (see section 5.2 for description of course records) one full semester year after each course is taught. These records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. Following this time period, these course records may then be disposed of properly. Not part of grade appeals process.~~

*Amendment proposed by the Faculty Senate Executive

Green highlighted = language proposed by the VPAA and Faculty Affairs committee

Blue highlighted = recommendations of the Academic Affairs committee

ATTACHMENT B

Information Item Only

TO: Dr. T. Calhoun (Vice President for Enrollment Management)

FROM: Dr. T. Hubler (Chair, Academic Affairs); Dr. M. Lee (President, Faculty Senate)

Date: February 21, 2013

RE: Recommendations from the Academic Affairs Committee on New Faculty Orientation

As discussed in our meeting last week the following suggested changes to new faculty orientation are recommended by the Academic Affairs committee following a thorough investigation of the current practices.

1. Orientation should be undertaken over a period of one or two days. The days that are most likely appropriate would be the Monday that faculty return to work before classes begin on Wednesday or the Thursday before faculty return to work on Monday. This would be in lieu of a weekly meeting on Friday afternoon for several weeks during the fall semester.
2. Provide only most essential information in this one day orientation, e.g., parking, health services, mail, computer information, Banner, UNA portal, campus police, faculty senate and shared governance committee information, etc.
3. Discuss faculty handbook information especially, tenure and promotion procedures at the university level and ask departments to provide information about departmental guidelines.
4. Include information on Angel e.g., how to post syllabi, lessons (PPT), set up grade books, check class rosters, etc.
5. Include a tour of the campus.
6. Continue having the dinner at the President's house with all administration and new faculty. This could be at the end of the day in which orientation occurs.
7. Establish a dedicated website for Faculty Orientation, possibly on Angel (LMS). This will include all information presented at the session as well as some that is not. It could include videos of personnel presenting information. The information should be updated at least annually.
8. Invite several new faculty member from the previous year to speak before the dinner and discuss "what I needed to know" and answer questions.
9. Develop an evaluation form and ask faculty to complete an evaluation in January following the orientation in August.
10. Encourage departmental faculty mentorship of new faculty

Perceived as not beneficial: procedures for billing, purchasing, fax, and phone usage.

ATTACHMENT C

Faculty Affairs Recommendations to Faculty Senate Re: University PRC Recommendations

Issue 4

The current system (“less,” “moderately,” “highly” qualified) lacks precision in rating candidates making differentiation difficult. A candidate whose portfolio warrants a rating better than “moderately qualified,” but is not at a level considered “highly qualified” MUST be rated incorrectly – either in the candidate’s favor or at a level lower than the actual subjective rating of the individual’s application.

Recommendation

- It is recommended that UNA adopt a system offering greater than three ratings. The Tenure and Promotion Committee is aware of a system discussed recently by Academic Deans (below). The Committee supports this system but would add that there should be consideration of coupling numerical values with each descriptive rating; (Less qualified = 1, Moderately qualified = 2, Highly qualified = 3, Exceptionally qualified = 4). ~~Whole number numerical ratings permit calculation and reporting of an aggregate score of greater precision (compared to a global verbal rating alone).~~

Ratings system developed at Academic Deans’ meeting:

Less Qualified

Moderately Qualified

Highly Qualified

Exceptionally Qualified

Issue 4: The Faculty Affairs committee agreed with having 4 categories.

Issue 5

Recommendation from University PRC

**The proposed language (from above) will require edits should a revised rating system be adopted as discussed in issue 4.

The Committee supports the change but would recommend consideration of additional wording (as a component of the change forward by the VPAA) which specifically requests that evaluation letters composed by the candidate’s peer committee and department chair provide information directly addressing the quality of scholarly outlets cited within the candidate’s portfolio. That would include, but not be limited to the quality of academic journals in which manuscripts or scholarly works appear as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). Further, it is recommended that candidates be encouraged to provide as part of the portfolio similar information regarding quality of scholarship.

The above recommendation is in response to the difficulty experienced by committee members as a result of being unfamiliar with scholarly outlets of candidates in various disciplines.

Faculty Affairs Recommendations – Faculty Handbook Section 2.5.3 p. 2-11

- ~~A cover letter (optional) in which the faculty member may indicate which of the areas in item 3 should be weighed more heavily or less heavily than others.~~ **A cover letter 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.**

5. Departmental and/or college promotion guidelines.

Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing and Allied Health, 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/director 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 (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 and 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 manuscripts or scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).** In the event that the peer promotion committee is evaluating more than one candidate, it may choose whether or not to rank the candidates.

For departments in the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing and Allied Health 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 (highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended. The department chair will forward the candidate's portfolio, 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 peer committee and 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 manuscripts or 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.

ATTACHMENT D

See separate file

ATTACHMENT E
Academic Dishonesty Incident Report

Student Name: _____

Student Identification Number: _____

Student E-mail address: _____

Instructor's Name: _____ Office Phone: _____

Department: _____ College: _____

Instructor E-mail address: _____

Course Title: _____

Course Number: _____ Section Number: _____

Semester Course Taken: _____ Year Course Taken: _____

Brief Statement of Incident: (use additional pages if necessary; attach any necessary documents)

Instructor's Action: (academic penalty assigned **plan for disciplinary action**)

Summary Resolution: YES NO
Administrative Referral YES NO

Student's Signature: _____

(Under Summary Resolution, the student admits guilt for the act of dishonesty identified above and acknowledges acceptance of the ~~specific academic penalty indicated~~ **plan for disciplinary action**. ~~If the student declines Summary Resolution, the penalties will be enacted, and the incident will be reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System for disposition.~~ ~~If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, the student should refer to the reverse side of this form for the policy statement outlining the steps that should be followed.~~

Instructor's Signature: _____

~~Witness Signature:~~

Department Chair's Acknowledgment: _____

Distribution: Student, Instructor, Department Chair, **College Dean**, VPAA, ~~others as are appropriate~~
Office of Student Conduct, Office of International Affairs (if international student).

~~(This form is modeled after that used by Western Illinois University)~~

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Office of Student Conduct

Academic Honesty

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy. Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the VPAA/P may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

ATTACHMENT F

Transient Enrollment at Another Institution

1. A student who wishes to enroll at another institution in temporary transient status and transfer credits back to UNA should secure advance approval from the **academic advisor and the dean** of the college in which the major is housed. ~~Students on academic probation or suspension are not permitted to transfer credits earned at other institutions back to UNA.~~ In order to secure approval, the student must complete a "Transient Approval Form" which is available on the UNA Registrar's Office website. In consultation with the advisor, the student must list the course(s) for which s/he is seeking approval for transient credit. The advisor will determine the equivalent course(s) at UNA, and sign the form approving the student's request. The student must then submit the form to his/her college dean for final approval. ~~A student considering temporary enrollment at another accredited institution should first consult the dean of the college in which the major is housed at UNA to determine whether the proposed courses will be accepted by UNA for the purpose intended. If the planned courses are satisfactory the dean's office will issue a "Transient Approval Form" listing the approved courses at the other institution and the equivalent UNA courses.~~ Upon completion of **approved** study at the other institution, it is the student's responsibility to have an official transcript sent by ~~the other~~ that institution to the UNA Admissions Office ~~to record credits and grades so that the transient credits and grades may be recorded on the student's UNA transcript.~~ Grades earned at other institutions will affect the student's overall grade point average but **will not** be calculated into the UNA grade point average. ~~Students must be in good academic standing at UNA in order to be approved for transient study at another institution.~~ Courses taken ~~elsewhere at another institution~~ may not be used in UNA's Repeat/Recompute Policy.
2. If a UNA student takes courses at another institution without advance written approval from ~~the dean of the college in which the major is housed~~ **appropriate personnel**, ~~the student runs the risk that the courses taken at the other institution will not be accepted by UNA or will not apply in the student's curriculum~~ the course(s), upon receipt of the official transcript, will be recorded on the student's UNA transcript with a grade of NC. A student seeking retroactive approval for a course that was not approved in advance ~~by the dean of the college in which the course is housed~~ may be required to provide a syllabus for each course taken at the other institution. There is no guarantee that UNA will accept any course taken at another institution without prior written approval ~~by the dean of the college in which the major is housed~~.
3. ~~Students should be aware that UNA cannot award credit for any course taken at another institution until the official transcript has been received from the other institution and the course has been approved by UNA.~~ If a student enrolls in another institution during the term that the student anticipates graduating from UNA, the student must be diligent to assure that the other institution submits the official transcript to UNA. ~~early on g!~~ **The official transcript must be received at least four weeks prior to the date of graduation** for the credit to be evaluated, ~~and~~ recorded on the student's transcript, ~~and in time for the the course(S) and grades(s) to be recorded~~ and for the official degree audit **to be** conducted by the Registrar's Office before clearing the student for graduation.

ATTACHMENT G

TO: Dr. John Thornell
Vice President for Academic Affairs and Provost

FROM: Dr. Vagn Hansen
Dean, College of Arts and Sciences

SUBJECT: Applied Music Pay: Adjunct and Overload

DATE: January 31, 2013

I join with Dr. David McCullough, Chair of the Department of Music and Theatre, in requesting that the University authorize an increase in pay for adjunct faculty teaching applied music (private lessons) from the current \$131 per credit hour (\$17.50 per clock hour) to \$200 per credit hour (\$26.60 per clock hour), effective with the current academic year. Since we cannot employ a fulltime faculty member to teach each instrument needed by our music students, we need access to able musicians to teach our students on an adjunct basis. Over the years, UNA's adjunct pay for applied music has fallen far behind the pay of competing institutions, and it is increasingly difficult for us to attract the needed adjunct instructors. Dr. McCullough's research indicates that UAH and Jacksonville State University each pay \$40 per clock hour and the University of Alabama pays \$50.00 per clock hour compared to UNA's \$17.50. I further join with Dr. McCullough in recommending that UNA embark on a multiyear plan to move UNA's pay rate to \$250 per credit hour (\$33.33 per clock hour) in 2013-14 and \$300 per credit hour (\$40.00 per clock hour) in 2014-15 putting us at parity with UAH in two years if they do not increase their pay. Please note that applied music lessons carry either 1 hour or 2 hours credit, depending on the length of weekly lessons.

The cost of the change in pay rate for this year is projected to be approximately \$3,450 to \$4,140 per semester, based on students' continuing to enroll in 50-60 credit hours of music taught by adjunct instructors each semester.

I recommend that paragraph 2 of section 3.2.2 of the Faculty Handbook be amended to read as follows:

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 is \$131 per credit hour will be established administratively in accordance with availability of funds, principles of equity, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

receive overload payment for supervision of student teachers until the number of supervised student teachers exceeds 18. Faculty normally will be assigned classes Monday through Friday; however, 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 normal 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 is \$131 per credit hour will be established administratively in accordance with availability of funds, principles of equity, 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.

ATTACHMENT H

MEMORANDUM

TO: Dr. Brenda Webb
Chair of Shared Governance

FROM: Joan Smith, CAP
Chair of Academic and Student Affairs Committee

SUBJECT: Proposal to revise Additional Major and Second Degree

DATE: February 26, 2013

On February 26, 2013 the Academic and Student Affairs Committee approved by e-business to adopt the proposal to revise #7 Additional Major and #8 Second Degree. Attachment 1. This policy will be reflected in the University catalog.

cc: Marilyn Lee
Chair of Faculty Senate

Jim Eubanks,
Chair of Staff Senate

Renee' P. Vandiver
Assistant to the Vice President for Academic Affairs and Provost

Kelly Ford, CAP-OM
Assistant to the Vice President; Student Affairs

been obtained, a student desiring a change of program must secure a new degree evaluation as soon as possible, but not later than the period of registration for the term for which graduation is planned.

- b. **Degree Application:** Candidates for a degree must file a formal application for graduation with the Office of the Registrar two semesters prior to graduation according to the date published in the University Calendar. Applications received after the deadline may not be accepted.
6. **Catalog Requirements and Time Limits:** Each University Catalog is in effect for seven years. Degree requirements and other university regulations are established by the catalog current at the time a student matriculates as a regular degree seeking student at a post-secondary institution. If the student does not complete requirements for graduation during the seven-year period, the catalog expires and the student must elect and satisfy requirements of a more recent catalog in effect while enrolled. Students, whose seven-year catalog entitlement expires as a result of discontinued enrollment or from having transferred to another university, are subject to the requirements of the catalog current at the time of reenrollment. Students enrolled in any program leading to teacher certification will be required to adhere to all state and/or accreditation modifications made during their enrollment to ensure eligibility for a recommendation for certification. All industrial hygiene majors graduating after the regular summer term of 2010 are required to complete IH496, Capstone Project in Industrial Hygiene, in addition to all other degree requirements established in their respective catalogs. This exemption is needed to meet established ASAC-ABET accreditation criteria. The College of Nursing and Allied Health retains the right to make modifications in its program/policies as deemed necessary by its faculty based on recommendations and mandates from the Alabama Board of Nursing and the Commission of Collegiate Nursing Education. Students currently enrolled in the nursing program will be required to adhere to any modifications made during their enrollment as a nursing major. With approval of the appropriate department chair and college dean, and in the absence of mitigating circumstances, students within six hours of completing degree requirements will be permitted to march at commencement.
7. **ADDITIONAL MAJOR AFTER COMPLETION OF DEGREE:** To meet requirements for an additional major ~~after completion of an initial degree~~, UNA graduates must complete any additional MAJOR courses and PRESCRIBED SUPPORTING courses not completed in first degree as well as any GENERAL STUDIES courses particular to that major. Transfer students must meet the above requirements ~~to include residence requirements of including a minimum of 12 hours of 300/400 level courses in the MAJOR. (Supporting courses will not meet residence requirements.)~~ Coursework taken toward an additional major after graduation is not currently eligible for federal financial aid. Questions of eligibility regarding federal financial aid should be directed to the UNA Office of Student Financial Services. Additional major students are not required to apply for graduation and a diploma will not be awarded; however, once the additional major has been completed and upon notification to graduation@una.edu, the major will be annotated to the transcript.
8. **SECOND DEGREE:** A student may earn a second bachelor's degree by completing ~~in-residence~~ at least 32 additional semester hours of 300/400 level coursework over and above the total hours completed for the first degree. All Area-V general studies requirements, major core and other requirements for the major, and minor if applicable, must be satisfied. To be eligible for a second degree, the MAJOR must be different from the initial degree awarded. A concentration/option within the first major does not qualify as a second degree. Coursework taken toward a second degree is currently eligible for federal financial aid if the student is degree seeking and enrolled in a different major.

ATTACHMENT I

February 12, 2013

Dr. Thornell

Box 5041

Florence, Al 35632

Dear Dr. Thornell,

Earlier this semester, you raised the subject of a change in our deadlines, as candidates have difficulty planning for the following year. I raised this issue at our decision-making meeting. The committee recommended the following change:

Sept. 1: Provost's office advises campus community of deadline of developmental leave applications

Oct. 1: Candidates submit their applications online.

Nov. 1: Dean's approval deadline

Dec. 1: Committee makes decision on candidates.

The committee members were in agreement that our process would be expedited if all of the parties involved could access files online. Moreover, since it is difficult for so many members to meet on a given day, members could submit their reviews of the portfolios in writing to the chair of the committee. She or he would then be able to report the decisions to the VPAA office more quickly.

Sincerely yours,

Dr. Nancy E. Atkinson, Associate Professor of English

Department of English
College of Arts and Science
UNA Box 5050
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- A. Advanced education. Advanced education **not** to be applied to a degree. A leave proposal 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. A leave proposal should explain why the research necessitates leave from the applicant's other assigned duties (teaching, service, etc.). The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.
- C. Scholarly writing. A leave proposal should emphasize the probability of subsequent publication. The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Leave Committee.
- D. Candidate Potential. In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Leave Committee's confidence in the candidate's potential for success.

Application Process and Deadlines

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

The applicant will submit a completed application to his/her department chair. The chair verifies the applicant's eligibility, provides the required information including an evaluation of the request, and forwards the application to the dean on or before ~~November~~ **October** 10. If that date falls on a weekend, the due date is the Monday following ~~November~~ **October** 10. Comments from the chair should address program and curriculum matters only.

Dean

The dean adds an evaluation of the application and statements concerning the chair's plan to replace the faculty member during the developmental leave and forwards the application to the Faculty Development Leave Committee on or before ~~November~~ **1** ;w. If that date falls on a weekend, the due date is the Monday following ~~November~~ **1-20**.

Comments from the dean should address academic program and curriculum matters only. Committee

Evaluation and Review

1. The Faculty Development Leave Committee shall meet to evaluate, rank, and recommend faculty leaves. Committee minutes should be kept and made available to the public.
2. The Faculty Development Leave Committee will make its recommendations in writing to the Vice President for Academic Affairs and Provost.
3. The Faculty Development Leave Committee will provide applicants with written feedback concerning strengths and weaknesses of a proposal upon request.
4. The Faculty Development Leave Committee then will submit its rankings with explanations to the VPAA and Provost on or before ~~February 20~~ **December 1**. If that date falls on a weekend, the due date is the Monday following ~~February 20~~ **December**

1.

Vice President of 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 ~~March 15~~ **December 5**. If that date falls on a weekend, the due date is the Monday following ~~March 15~~ **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 of the decision in a written memorandum. The VPAA and Provost will provide individual applicants with written feedback concerning strengths and weaknesses of his/her proposal upon request.

Acceptance, Reconsideration and Appeals

Recipients of a developmental leave must make a firm decision by April 4 **January 10** regarding their willingness to accept or reject the faculty development leave if awarded. If that date falls on a weekend, the due date is the Monday following April 4 **January 10**. This decision must be confirmed in writing to the VPAA and Provost with copies to the department chair, dean, and the Chair of the Faculty Development Committee. After a leave has been approved, 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. Funds allocated for that leave will be reserved for that faculty member for one year from the ~~April 4~~ **January 10** decision date.

FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

Applicant's Signature

Date

Application is to be sent to Department Chair ~~and Faculty Development Committee~~ by **October 1** ~~November, 20~~ ~~(the dates and years correspond to that academic year)~~.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Chairs will attach documentation verifying applicant's eligibility and comments specific to program and curriculum matters only as they pertain to the faculty member's application.

Department Chair's Signature

Date

Application is to be sent to College Dean by **October 10** ~~November, 20~~ ~~(the dates and years correspond to that academic year)~~.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Academic Dean will attach documentation with comments specific to program and curriculum matters only as they pertain to the faculty member's academic department.

College Dean's Signature

Date

Application is to be sent to Faculty Development Leave Committee by **November 1, 20** (the dates and years correspond to that academic year).

I, upon the recommendation of the Faculty Development Leave Committee, recommend this application for faculty development leave be approved/disapproved (circle one). Faculty Development Leave Committee Chair will attach documentation supportive of the Committee's decision and forward such documentation to the Vice President for Academic Affairs and Provost.

Chair, Faculty Development Leave Committee

Date

Application is to be sent to the Vice President for Academic Affairs and Provost by **December 1** ~~February, 20~~ (the dates and years correspond to that academic year).

I recommend this application for faculty development leave be approved/disapproved (circle one). Vice

President for Academic Affairs and Provost

Date

Decision for actual awarding of development leave will be **December 5** ~~March 20~~, and applicant will be notified of decision ~~(the dates and years correspond to that academic year)~~.

Note: The name and address of the chair will be communicated to the faculty during an academic year.

ATTACHMENT J

MEMORANDUM

To: Shared Governance Executive Committee

From: Dr. John G. Thornell, Vice President for Academic
Affairs and Provost

Date: February 14, 2013

At the February 13 meeting of the Strategic Planning and Budget Study Committee, Dr. David Muse asked that the dates for resignation and retirement notification be reviewed. As a former department chair, he spoke to problems that the current deadlines create for faculty searches. The proposed revision is attached.

rv
Enclosure

OFFICE *of the* VICE PRESIDENT *for* ACADEMIC AFFAIRS *and* PROVOST

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2.6.1 Resignation

A faculty member who wishes to terminate employment by resignation must notify the President, in writing, of this intent not later than April ~~February~~ 1 immediately preceding the expiration of the contract period. Resignation will be effective at the end of the contract period unless, by mutual agreement, an earlier date is established. Since after April ~~February~~ 1 a faculty member is on contract renewal status or continuing contract status for the next academic year, resignation after April ~~February~~ 1 is predicated on securing, in writing, a contract release from the President. ~~Without such a release, termination is considered a breach of contract and of professional ethics.~~

2.6.2 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 April ~~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.