

FACULTY SENATE MINUTES

September 5, 2013

The Faculty Senate of the University of North Alabama met September 5, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

President Peterson called the meeting to order and recognized Jeff Ray, proxy for Senator Davison from Biology. President Peterson welcomed Lammont Maddox, replacing Beth Sewell as senator from Secondary Education.

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

Senator Lee moved the approval of the May 2, 2013 minutes. Senator Stovall seconded. The motion passed unanimously.

President Cale reported the need to have four nominees to serve on the search committee for the Vice President for Business and Financial Affairs along with the seven members he will appoint. He also reported that Greg Carnes will serve as chair of the committee. President Cale shared the enrollment numbers for the fall semester which are down approximately 150 with 100 being freshmen. College enrollments across the nation are down almost one-half million. He stated that the administration is working hard to keep a balanced budget and felt that the financial situation is manageable. He will be meeting with the Budget Committee of the Board of Trustees tomorrow and with the entire Board of Trustees on Monday.

President Cale reported that the university is working with an outside company targeting 2015 for new housing. He also stated that the university is working with a firm to insure compliance with the Title IX law. President Cale reported that the current building projects are mostly on schedule.

Vice-President Thornell recommended the faculty look at the homecoming brochure and the academic component which has been added. The university is inviting alumni to come back to get engaged. He encouraged other departments to participate next year. Dr. Thornell reported the proposed change of the Director of the Library to Dean of Library Services. This change puts UNA in line with our peer group and sends a message concerning the role of Collier Library plays on our campus. He wished the faculty well for the coming semester.

Melissa Medlin, Director of Career Planning and Development, discussed concerns with how the university can help students find jobs. She reported on Lionjobs and provided printed information indicating resources for students and opportunities for part-time, on and off-campus jobs, volunteer opportunities, and internships. She encouraged the faculty to communicate with her office.

UNFINISHED BUSINESS:

- A. Senator Shadburn moved the approval of the proposed revision to 2.5.2 (exceptions to faculty promotions) with the amended language: “In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenure-track departmental faculty and the college dean)” Senator McIntosh seconded. The motion passed with a vote of 34-5-0. (See Attachment A)
- B. Senator Hubler moved the approval of the revision to 2.5.3/2.5.4. (See Attachment B) Senator Statom seconded. The motion passed unanimously. During discussion a request was made of Dr. Thornell that faculty be provided with a step-by-step description of how this procedure will be implemented.

NEW BUSINESS:

- A. Senator McGee moved to table indefinitely the consideration of the Faculty and Staff Computer Rights and Computer Monitoring Policy. Senator Loepky seconded. The motion passed unanimously. It is the understanding that the Technologies Advisory Committee will be presenting a updated version to Shared Governance shortly.
- B. Senator Barrett moved the approval of the proposed revision to the Faculty Handbook Appendix 2A (Mileage reimbursement for Adjunct Faculty) with the amendment to change :”Those who travel less than 50 miles from the University.” to read “Those who travel less than 50 miles to the University.” Senator Ogun seconded. The motion passed unanimously. (See Attachment C)
- C. Senator Lee moved the approval of the proposed revision to the Faculty Handbook 2.4.3, 3.2.2 and Appendix 2A (Affordable Care Act). Senator Statom seconded. The motion passed unanimously. (See Attachment D)
- D. Senators were encouraged to take the proposed revisions to clean up the language for Chapter 5 of the Faculty Handbook back to their colleagues and be prepared to discuss at the October meeting. (See Attachment E)
- E. Senator Lee moved the approval of the Student Copyright Notice. Senator Derouen seconded. The motion passed unanimously. (See Attachment F)
- F. Tom Lovett, Marilyn Lee, Bill Huddleston, and Joy Brown were nominated for the four positions on the Vice-President for Business and Financial Affairs. President Peterson will consult with the nominees concerning their willingness to serve and a ratification of the slate will be conducted by email.
- G. Senator Townsend moved the approval of the Revised Application for Promotion Form with the last line which was deleted to be restored in order to allow an applicant to specify the break-down of the “years spent at present rank” between years spent at that rank at UNA and years spent at that rank elsewhere, if applicable. Senator Lee seconded. The motion passed.

INFORMATION ITEMS:

- A. New Senator Orientation, “How to be an effective senator”, will be held the hour preceding our next meeting, October 10.

- B. Senator Barrett reported that the Task Force on Campus Safety worked over the summer with the tasks of gathering data, reviewing literature, and considering legal and infrastructure issues. The Task Force will have short term and long term recommendations.
- C. President Peterson recognized Sharon Campbell, replacing Greg Carnes from Accounting and Business Law, and Darryl Brown replacing Will Verrone from English.
- D. President Peterson solicited volunteers for the senate standing committees and requested notification by email.
- E. Leah Whitten was elected as a replacement representative from the College of Education and Human Sciences on the Academic and Student Affairs Committee.

Senator Roden moved the meeting be adjourned. Senator Loeppky seconded. The meeting adjourned at 4:45 p.m.

ATTACHMENT A

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 chair (approved by a majority of the full-time departmental faculty and the college dean') 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.

2.5.3 Procedure for Promotion

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits an application and portfolio by October 10 to the department chair. It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.

The portfolio will contain:

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
3. Supporting information for the following items, limited to a 10-page maximum*
 - a. Teaching/Library Effectiveness
 - b. Scholarly or creative performance
 - c. University and community service
 - d. Any other relevant information

**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. In addition to addressing the essential portfolio components in the limits given above, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.

ATTACHMENT B

2.5.3 Procedure for Promotion

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits **electronically** an application and portfolio by October 10 to the department chair. It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.

The **electronic** portfolio will contain **the following and will be housed on a UNA server accessible only by the administration and committee members involved in the promotion review process:**

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
3. Supporting information for the following items, limited to a 10-page maximum**
 - a. Teaching/Library Effectiveness
 - b. Scholarly or creative performance
 - c. University and community service
 - d. Any other relevant information

**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. In addition to addressing the essential portfolio components in the limits given above, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.
4. 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.
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. 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. 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.

Responsibility of the College Dean

~~The college dean shall establish a file of the promotion portfolios and all recommendations sent to the dean's office by the department chairs. Access to the portfolios shall be limited to the respective department chair, peer promotion committee members, and the dean of the college or area.~~ It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and department chairs. The dean will 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 ~~portfolios containing the~~ dean's recommendations as well as all previous recommendations and actions on the promotion shall be forwarded to the Vice President for Academic Affairs and Provost by January 10.

Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member (tenured Associate and Full Professors) from each constituency plus at-large faculty to total nine. The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring 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; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the 10-page portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained separately from those portfolios. The location of the supplementary materials will be determined by the Vice President for Academic Affairs and Provost. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended] should be used at all levels and on all evaluation documents. The candidate should also include departmental and/or college promotion and tenure guidelines with the portfolio. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 2.B.

As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. 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, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available, the chair will notify the committee of the location of the portfolios **on the UNA server** and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet en masse to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement

cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost will forward the committee's concurrence, or lack thereof, to the President.

The committee will 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.

Responsibility of the Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By March 8, the Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended.

Following the decisions made by the President as outlined below, the Vice President for Academic Affairs and Provost will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than March 15. Candidates will be notified by the deans. The Vice President for Academic Affairs and Provost will remove all forms from portfolios from the UNA server and maintain them all evaluations for safe keeping. Portfolios will be available for candidates to pick up no later than March 30.

Responsibility of the President

The President will review the individual portfolios and all recommendations. Based upon these, and in consultation with the Vice President for Academic Affairs and Provost, the President will establish a tentative promotion list, which will be shared with the Vice President for Academic Affairs and Provost and the academic deans for their final input.2-4 Informed by this process, the President will make the final decision on promotion for each candidate by March 15. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall try to ensure that the number of promotions (including department chairs) each academic college and Collier Library/Educational Technology Services receives is fair and equitable.

B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, the evaluation completed by the peer promotion committee will be sent directly to the dean of the college no later than November 1. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the department chair's portfolio and will forward his or her evaluation and the peer promotion committee's evaluation, and the candidate's portfolio to the Vice President for Academic Affairs and Provost by January 10. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By March 8, the Vice President for Academic

Affairs and Provost will review the department chair's portfolio, recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

2.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never automatic. Normally, tenure is granted after a faculty member has been evaluated by the tenured faculty members in a department, the department chair, the college dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Vice President for Academic Affairs and Provost, and the President. However, the President may, after appropriate consultation, grant tenure at any time if good and sufficient reasons exist for doing so.

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the academic rank of associate professor will serve a probationary period of four successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year. A faculty member holding the academic rank of instructor, assistant professor, associate professor, or professor may, at the discretion of the university administration, be granted leave without breaking the successive years of employment for tenure purposes, but years of leave will not count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

1. The Office of the Vice President for Academic Affairs and Provost shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or "terminal" academic year contract. This notice shall be made in writing and placed in the faculty member's campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.
2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair electronically an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1 as well as departmental and college criteria for promotion and tenure.

Applicants for tenure will limit their portfolios to a maximum of 15 pages, including a

current vita not to exceed five pages and supporting narrative not to exceed 10 pages. Supplemental materials may be provided but should be separate from the portfolio. Departmental and/or college tenure guidelines should also be included with the application.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department and supervise the election, by secret ballot, of the chairperson from among the members of the committee, ~~and provide a copy of the faculty member's tenure review portfolio.~~ It is the responsibility of the department tenure committee to prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and by majority vote to recommend for or against the granting of tenure and to submit through the department chair to the college dean all of the information relating to the tenure recommendation by June 1.
5. It is likewise the responsibility of the department chair to prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and to recommend for or against the granting of tenure and to forward to the college dean all of the information relating to the tenure recommendation by June 1.
6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare a written evaluation on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and recommend for or against the granting of tenure and to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.
7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and will make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by September 15.
8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President in advance of the October 1 notification deadline.
9. The decision for or against the granting of tenure will be made by the President, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than October 1 of the faculty member's final academic year of the probationary period.

The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

ATTACHMENT C

APPENDIX 2.A

POLICIES CONCERNING ADJUNCT FACULTY

5. Adjunct faculty who teach at least one course for the University of North Alabama and live travel specified distances from the University exclusively for the purpose of teaching a course are eligible for a travel allowance each fall and spring semester. Those who live travel less than 50 miles from the University will not receive a travel allowance. Adjunct faculty who live travel 50 to 74 miles from the University will receive \$1,000 per semester, those living traveling 75 to 119 miles will receive \$1,500, and those living traveling 120 miles or more will receive \$2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified \$1,000, \$1,500, or \$2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or July summer sessions would be half of the regular semester allowance.

ATTACHMENT D

2.4.3 Adjunct

These appointments are part-time assignments specifying both the part-time workload and the period of time—normally one term—with the appointment terminating automatically at the end of the period specified. Adjunct appointment is limited to ~~less than a full-time~~ teaching load of two course or less per semester. Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers Retirement System of Alabama ~~or if appointed for a minimum of one-half the normal teaching(or work) load~~. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or full-time status are stipulated. (See Appendix 2.A, Policies Concerning Adjunct Faculty)

3.2.2 Faculty Workloads and Teaching Loads

The ~~normal~~ full-time teaching assignment will be 12 credit hours per semester. ~~Different academic areas have different teaching requirements that must be taken into consideration therefore 12 hours will be used as a guide but not as a rule. Normally e~~Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. ~~However, faculty will not be paid for an overload until the contact hours exceed 18 contact hours and then the overload will be paid on only those that exceed 18.~~ Each student teacher assigned shall be equivalent to three-fourths academic credit hour. ~~However, the faculty member will not receive overload payment for supervision of student teachers until the number of supervised student teachers exceed 18. Faculty normally will be assigned classes Monday through Friday, however n~~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 will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, 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 axe 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.
9. The following teaching loads apply when faculty teach graduate courses.
 - a. nine credit hours if only graduate courses are taught;
 - b. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and, upon recommendation of the department chair, approval by the college dean and academic vice president and
 - c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.
10. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

APPENDIX 2.A

POLICIES CONCERNING ADJUNCT FACULTY

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The university also recognizes that it cannot develop or maintain quality programs using only adjunct faculty. Therefore, the University will limit its employment of adjunct faculty to no more than 25% of the credit hours produced by a department except in compelling circumstances. Adjunct appointments, by definition, are part-time assignments specifying both the part-time workload and the period of time—normally one term—with the appointment terminating automatically at the end of the period specified.

A. Recruitment and Selection of Adjunct Faculty

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.
2. Academic departments that have a need for adjunct faculty will establish an “adjunct faculty applicant pool” for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the “adjunct faculty applicant pool.”
3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:
 - a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.
 - b. Requests to fill anticipated adjunct faculty needs, including suggested advertising copy and recommended publications for advertising, should be forwarded through the appropriate dean to the Vice President for Academic Affairs and Provost according to the following dates:
 - (a) Fall Semester March 1
 - (b) Spring Semester October 1
 - (c) Summer Sessions March 1
 - c. The Vice President for Academic Affairs and Provost finalizes the anticipated need for additional adjunct faculty and forwards a list to the Office of Human Resources and Affirmative Action requesting that the positions be advertised. The Vice President for Academic Affairs and Provost also coordinates with the Office of Human Resources and Affirmative Action and the Director of the Office of Diversity and Institutional Equity in determining publications to be used for advertising and recommending changes to the suggested advertisement(s). If changes in either suggested publications or suggested advertising copy are recommended, these recommended changes should be discussed with the appropriate dean and department chair prior to proceeding. The VPAA is the final authority in these matters when disagreements occur.

- d. Once agreement is reached on publications for advertising and the content of the ad copy, the Office of Human Resources and Affirmative Action takes the following actions:
 - 1. advertises the positions,
 - 2. accepts applications through the online employment system, and
 - 3. maintains a file on adjunct positions by department.
- e. Applications are made available through the online employment system.
- f. The department chair does an initial screening of applications for minimum qualifications and will endeavor to interview all qualified applicants. It is recommended that the chairs consult with appropriate faculty members teaching in the proposed adjunct area. The faculty may be consulted at both the initial screening stage as well as at the point when selections from the pool are made.
 - 1. All adjunct faculty are required to meet Southern Association of Colleges and Schools standards which require at least the master's degree and 18 graduate semester hours in the teaching field.
- g. The department chair, after consultation with the departmental faculty, where possible, will submit recommended applicants to the appropriate dean through the online employment system.
- h. Through the online employment system, the dean forwards recommended additions to the pool of adjunct faculty to the Vice President for Academic Affairs and Provost via the Director of the Office of Diversity and Institutional Equity.
- i. The Vice President for Academic Affairs and Provost will forward to the Office of Human Resources and Affirmative Action the dean's recommendation that a person be added to the adjunct faculty pool. The Office of Human Resources and Affirmative Action will send letters to the individuals stating that they have been added to the pool with a copy sent to the VPAA and Provost, dean, and department chair.
- j. When an individual is approved for the pool, that individual's credentials will remain on file for five years even if he/she is not selected for teaching. After five years, an individual will have to re-apply for inclusion in the pool unless he/she has been selected to teach.
- k. When a need arises to employ adjunct faculty, the department chair, after consultation with the departmental faculty, where possible, will recommend employment of an approved candidate from the pool to the VPAA through the dean.
 - 1. The Vice President for Academic Affairs and Provost will prepare a letter of employment and forward the letter to the President for signature. Once the President has signed the letter, the letter will be sent to the Office of Human

Resources and Affirmative Action. Upon receipt of the letter of employment, the Office of Human Resources and Affirmative Action will call the appointee and ask that person to come in to sign the letter of employment and complete all necessary paperwork, e.g., 1-9 form, tax forms, etc.

4. Adjunct faculty members who have taught during the past five years will be considered as being a part of the adjunct faculty applicant pool and will not be required to reapply. The department chair can request through his or her dean to the Vice President for Academic Affairs and Provost that a continuation of employment contract be prepared.

B. Employment of Adjunct Faculty

1. For employment of adjunct faculty, the department chair should submit to the college dean the appropriate New Hire or Personnel Action Form and a Faculty Credentials Certification Form. The college dean should endorse the request and send it to the Vice President for Academic Affairs and Provost. For adjunct faculty, no interview is required at the Vice President for Academic Affairs and Provost level or higher. If it is the first time that this person has been employed at T.JNA, a vita and official transcripts for all degrees and any additional graduate work need to be forwarded with all the paperwork to the Office of the Vice President for Academic Affairs and Provost. Once received, the Office of the Vice President for Academic Affairs and Provost will keep vitae and transcripts on file.
2. All adjunct faculty will be employed using the UNA salary scale for adjunct faculty.
3. Any offer of adjunct appointment will be for one semester only, renewable according to the needs of the University.
4. Adjunct faculty should not be employed for more than one-halftime of the published ~~normal~~ faculty teaching load ~~except in compelling circumstances~~.
5. Adjunct faculty who teach at least one course for the University of North Alabama and live specified distances from the University are eligible for a travel allowance each fall and spring semester. Those who live less than 50 miles from the University will not receive a travel allowance. Adjunct faculty who live 50 to 74 miles from the University will receive \$1,000 per semester, those living 75 to 119 miles will receive \$1,500, and those living 120 miles or more will receive \$2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified \$1,000, \$1,500, or \$2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or July summer sessions would be half of the regular semester allowance.
6. After review and approval of the employment request by the President of the University, the adjunct faculty member will receive an employment letter signed by the President. This letter will include:
 - a. a list of courses that person will teach,

- b. the salary for that semester,
- c. an indication of when salary payments will be made,
- d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,
- e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and
- f. a deadline for the President to receive a written response to the employment letter, and
- g. ~~the Office of Human Resources and Affirmative Action complies with established procedures in preparing a personnel file and all other required administrative paperwork.~~

C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation

1. At the beginning of each semester, the department chair will hold an orientation meeting for new adjunct faculty.
2. It will be the responsibility of the department chair to supervise the adjunct faculty member and to evaluate his/her performance at the end of each semester. Evaluations for adjunct faculty will be kept on file in the departmental office.
3. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
4. Each adjunct faculty member will have access to on-campus mail through the department chair's post office box.
5. It is the department chair's responsibility to certify to University Police the names of official adjunct faculty so that he/she can provide them with parking decals. This certification should be made as soon as the faculty members have accepted employment.
6. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours where they can be reached if the students need help. When appropriate, a minimum of two hours per week should be provided. Normally, these office hours are listed immediately before or after class hours.
7. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be handed out to the students during the first or second class period and be on file in the department chair's office. If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.
8. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
9. The department chair must emphasize that grades must be turned in according to the

university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.

10. Adjunct faculty are to be evaluated by students using the standard student evaluation form for faculty for that department, and the results will be retained in the department chair's office. Results of these evaluations will be shared with the adjunct faculty member in a timely fashion and will be considered in future employment agreements with the faculty member.
11. Adjunct faculty are invited but not required to attend general university faculty meetings. It is the department chair's responsibility to determine if the adjunct faculty members should attend departmental faculty meetings.
12. Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.
13. It is the adjunct faculty member's responsibility to notify the department chair of an interest to continue to be considered for adjunct appointment since each semester requires a new letter of employment.
14. For compelling reasons, the President is authorized to make limited exceptions to this policy.

ATTACHMENT E

5. INSTRUCTIONAL PROCEDURES

- 5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS
- 5.2 CLASS ROSTERS AND ROLL BOOKS
- 5.3 STUDENT WITHDRAWALS
- 5.4 STUDENT ABSENCES
- 5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES
- 5.6 EVALUATIONS AND ASSIGNMENTS
- 5.7 GRADING PRACTICES
- 5.8 EXAMINATION SCHEDULE
- 5.9 STUDY DAY
- 5.10 TERM GRADE REPORTS
- 5.11 PROPER CLASSROOM DECORUM

5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS

The class schedule for each term is prepared in advance by the chairs of departments ~~and deans of colleges~~. Faculty members are expected to meet with their classes at the times and places designated on the schedule, to hold classes for the full period, and to dismiss classes promptly so that students can meet the next class on time. No permanent change of time or pace of class meetings should be made except on prior approval of the dean of the college. Changes are recorded in the Office of the Registrar.

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. The grade book/spreadsheet showing the class grades throughout the term, as well as the final course grades given, must be retained for at least one year beyond the conclusion of the term for which it was used. Additionally, faculty members are ~~encouraged~~ required to retain documents that were used to compute grades but not returned to the students, such as exams and projects, for the same time period.

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~~ Office of Student Financial Services, 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.

5.3 STUDENT WITHDRAWALS

Procedures through which students officially withdraw from a course or from the University are described in the undergraduate and graduate catalogs. Official withdrawal is approved by the appropriate instructor and the dean of the college. The instructor is notified by e-mail when the student completes the withdrawal process. Students officially withdrawing within the period designated receive a grade of W (withdrawal). Students dropping from courses or from the University without following official procedures receive a grade of 'F.' A withdrawal notice calling for a grade of 'WD' indicates an approved withdrawal under exceptional administrative—rather than academic—procedures.

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.~~ consistent with course objectives.

The student is directly responsible to the individual faculty member for absences and for making up work missed. For excused absences, makeup procedures should be provided 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 Office of the Vice President of 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 Office of 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.

5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES

With the advance approval of the chair of the department, a limited number of field trips or similar out-of-schedule class activities may be permitted for course-related purposes. Faculty members planning such activities must recognize that participation may not impinge on the student's obligation to other classes and commitments. Formal request to other faculty members to approve the absence of the participating student is made through the Office of Vice President for Academic Affairs and Provost, as described under Student Absences above. The request should list the students in alphabetical order by recorded name and L+last two digits of student ID number. The faculty member sponsoring the activity also must advise the students to seek advance permission from the concerned faculty member for their absence. ~~Normally, university~~

permission from the concerned faculty member for their absence. ~~Normally, university funds are not provided for field trips.~~

5.6 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member ~~and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be decided by the dean of the college.~~ Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

~~In the opening session of each course, t~~The faculty member shall ~~distribute a course syllabus—~~make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on Academic Dishonesty. Good practice also requires that evaluations are properly reviewed, ~~marked-graded and the grade promptly returned~~ made available to the student with the exception of final examination papers and roll books. ~~Any student evaluation material that is not returned to the student—which~~ should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of examinations. ~~Protected central duplicating services are provided.~~

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty can be located in the Undergraduate Catalog. ~~Appropriate discretion on such matters is accorded the faculty member and the chair of the department, but the protection of the faculty member requires that charges of this nature should be based on clear evidence and that any action taken should be based on procedures which protect the rights of the student. Instances which appear to justify severe penalties should be cleared with the dean of the college and the Vice President for Academic Affairs and Provost.~~

5.7 GRADING PRACTICES

(will be updated when President Cale approves FS version)

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. The university grading system is defined in the Undergraduate and Graduate Catalogs.

The faculty member is the sole determiner of the grade awarded 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. 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. 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.

5.8 EXAMINATION SCHEDULE

The schedule for term final examinations is issued by the Office of the Registrar. Examinations are scheduled for periods of one hour and forty-five minutes each and normally cover ~~five~~ four days in a semester and ~~two-one~~ day in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

5.9 STUDY DAY

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

5.10 TERM GRADE REPORTS

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline date/times. Grade report sheets are also forwarded to each faculty member listing all Early ~~Scholars~~ College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. ~~Early Scholar~~ Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

5.11 PROPER CLASSROOM DECORUM

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the statements above in their class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance, please refer to the university's policy on threats in the workplace.

ATTACHMENT F

MEMORANDUM

TO: Dr. Brenda Webb
Chair of Shared Governance

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

SUBJECT: Proposal for Student Copyright

DATE: April 12, 2013

On February 26, 2013 the Academic and Student Affairs Committee approved the Student Copyright edited policy submitted by Shared Governance Executive Committee. Attachment 1.

cc: Marilyn Lee
Chair of Faculty Senate

Jim Eubanks,
Chair of Staff Senate

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

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

Attachment 1

UNA courses may ~~contain resources from, but not limited to, text book publishers and the University of North Alabama. These resources may~~ incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws ~~may~~ requires the written permission of the copyright owners.



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MEMORANDUM

To: Ms. Joan M. Smith, Chair
Academic and Student Affairs Committee

From: Dr. Brenda H. Webb, Chair
Shared Governance Executive Committee

Date: March 19, 2013

At its meeting yesterday, the Shared Governance Executive Committee considered the enclosed proposal from the Distance Learning Advisory Committee for a Student Copyright Notice. The SOEC determined this as an issue to be reviewed by all constituent groups, beginning with the Academic and Student Affairs Committee followed by all three Senates. Therefore, please inform me of the outcome of this review with a copy to Renee' Vandiver so that it may be referred on to the three Senates. Thank you.

rv

Enclosure

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

UNA Box 5041, Florence, AL 35632-0001

P: 256.765.4258 | F: 256.765.4632 | www.una.edu

Equal Opportunity / Equal Access Institution

March 6, 2013

To: Brenda Webb, Chair, Shared Governance Executive Committee
From: Dennis Balch, Chair, Distance Learning Advisory Committee
Subject: Teach Act Requirement for Student Notification of Copyrighted Materials

The Distance Learning Advisory Committee received a request to propose a policy response to the Teach Act requirement for student notification of copyright obligations relating to digital and nondigital materials. The risk of violating copyright is magnified by digital access. This memo presents such a policy suggestion for SGEC consideration.

The specific concern is the following Teach Act requirement, quoted from the Copyright Clearance Center's www.copyright.com/media/pdfs/CR-Teach-Act.pdf :

The institution must have developed and publicized its copyright policies, specifically informing students that course content may be covered by copyright, and include a notice of copyright on the online materials.

We propose the following language be used as a Student Copyright Notice:

UNA courses may contain resources from, but not limited to, text book publishers and the University of North Alabama. These resources may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws requires the written permission of the copyright owners.

We suggest the notice be distributed by placement in these locations:

- Student and Faculty Handbooks
- Collier Library Copyright page
- Login pages for UNA learning management systems (Angel, Learning Studio, LiveText)

We considered but did not recommend placement in individual course syllabi and online course orientation pages because this would create an implementation that is very difficult and laborious to verify.

Note that this is not just a matter that concerns online courses, as classroom-taught courses often use digitally distributed materials as an integral part of the course.

