

**FACULTY SENATE MINUTES**  
**February 6, 2014**

The Faculty Senate of the University of North Alabama met February 6, 2014 in Room 102 of Floyd Science Building at 3:30 p.m.

President Peterson called the meeting to order and recognized Chiong-Yiao Chen as proxy for Senator Kirch from Art.

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

Senator Maddox move approval of the December 10, 2013 minutes. Senator Barrett seconded. The motion passed.

Kyle Enloe, SGA Higher Education Partnership Liaison, shared coffee and doughnuts with the senate and expressed his appreciation for what the faculty does for students. He encouraged the faculty to support Higher Education Day through their understanding of students attending.

President Cale reported that the university is working with Capstone Development to build new student housing on the north side of campus. A special Board of Trustees meeting has been called concerning the replacing of 750 beds. He also reported that the search for the Vice-President for Business Affairs has identified four individuals to visit campus. He expressed interest in how the faculty would like to participate. The legislative session is underway in Montgomery and the Governor's budget removed all line items and gave a two percent increase. The House and Senate will certainly make changes.

President Cale stated that Dr. Calhoun, Vice-President for Enrollment Management, would be requesting that faculty help in communicating with students who have been accepted into the university. There is a concern with the percentage of students who were accepted but failed to attend the university this past year. President Cale also thanked the senate for continuing to work on getting the Faculty Handbook updated.

Dr. Thornell, Vice-President for Academic Affairs, stated that the data on four year graduation rates for the last six years is sobering. He also discussed the department chairs' frustration with the amount of labor expended in performing the faculty evaluations. They are looking at the frequency of performing evaluations with possible differences for different ranks. Dr. Thornell also discuss attempts to streamline the Faculty Handbook by means of linking it to areas in the Employee Handbook.

Senator Barrett moved to amend the agenda to add F. Participation in the VPBA search under New Business. Senator Williams seconded. The motion passed.

### **REPORTS:**

- A. Senator McGee reported that the Faculty Attitude Survey Committee would be sending out the survey around March 1.
- B. The Assessment of Teaching Excellence Working Group did not have a report.
- C. Jenny Dawson from the Faculty Affairs Committee presented a “Recommended practices for full-time faculty at the Instructor rank to apply for reappointment” document. (See Attachment A). The vote to approve the document failed. Senator Lee moved to refer the issue back to the committee. Senator McGee seconded. The motion passed. Senators were encouraged to contact President Peterson with any concerns raised by their colleagues.

### **UNFINISHED BUSINESS: NONE**

### **NEW BUSINESS:**

- A. Faculty Handbook 2.3.2 and 2.9 changes (required transcripts) were sent back for further consideration. (See Attachment B)
- B. Faculty Handbook 2.4.2 change (language clean-up, tenure-track/non-tenure-track) was moved for approval by Senator Lee. Senator Barrett seconded. The motion passed. (See Attachment C)
- C. Faculty Handbook 2.3 change (faculty employment procedures) was moved for approval by Senator Barrett. Senator Lee seconded. (See Attachment D)  
Several issues were raised:
  - 1. Under #6 replace “Skype” with “video conferencing”
  - 2. Suggestions that we reference other documents such as the policy for hiring foreign nationals.
  - 3. DHRAA needs to be changed.
  - 4. Under #4 “department” should be “departmental faculty.”
  - 5. Under #5 perhaps all who access to the materials should sign the confidentiality agreement.
  - 6. Under #10 needs to address what to do if a department does not agree with the search committee.The motion to approve failed. Senator Lee moved to the send the document back. Senator Barrett seconded. The motion failed. Senator Barrett moved to send the document to the Faculty Affairs Committee. Senator Loepky seconded. The motion passed.

Due to time constraints, items D and E were skipped.

- F. Senator Franklin moved that there be an open forum for faculty to interact with the VPBA candidates of thirty to forty-five minutes and that the search committee develop an appropriate method for faculty to provide feedback. Senator Lee seconded. The motion passed.

### **INFORMATION ITEMS**

- A. Marilyn Lee is replacing Senator Austin as senator from the Online Nursing Department.
- B.. Senator Roden reported that Scholar-Athlete Recognition Night is scheduled for February 20 during the halftime of the men's basketball game.

Senator Roden moved the meeting be adjourned. Senator Loepky seconded. The motion passed.

## Attachment A

*Recommended practices for full-time faculty at the Instructor rank to apply for reappointment (for the Faculty Handbook)*

A successful non-tenure track Instructor must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following activities:

(1a) Class Performance or Professional Effectiveness – For teaching faculty the department Chair or a designated tenured faculty member must observe one traditional class per year taught by the applicant and complete an evaluation form. This form is initially utilized for constructive feedback regarding the Instructor's teaching methodology with any recommendations from the Chair or tenured faculty member. Upon application for reappointment, the form is to be included with any necessary follow-up or initiated changes if applicable. For non-teaching faculty the most recent faculty performance report should be submitted with the reappointment application.

(1b) Course Evaluation – Teaching faculty should also submit course evaluations with reappointment application.

(2) Evidence of Service – This may include improving the quality of instructional programs in his/her academic area, mentoring/advising, completing and/or presenting continuing educational activities/programs, professional development, creative effort, leadership, and grants. This also includes any documentation of activities appropriate to the applicant's area and expertise and activities which has brought credit or advancement to the university (UNA) and/or community.

(3) Goals – Submitted goals for the Instructor may reflect any of the above activities and relate to the following year(s). Goals must be clear, concise, and reflect positively on the Instructor, his/her respective department, and coordinate with the overall institutional goals at UNA.

This evidence must be submitted annually (in March) to the department Chair during the first three years of employment as a non-tenure track Instructor. After three consecutive years of reappointment, the Chair of the department may elect to continue this process annually, bi-annually, or tri-annually. (However, an updated C.V. must be submitted annually.)

## Attachment B

### 2.3.2 Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on ~~the~~ receipt by the VPAA and Provost of ~~all~~ official transcripts for bachelor's, master's, and doctoral degrees of college work. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of this offer of appointment shall be in writing.

### 2.9 FACULTY RECORDS

Permanent record files for faculty members are maintained in the Office of the Vice President for Academic Affairs and Provost. Included in these files are employment agreements, personal data records, official transcripts for ~~all~~ bachelor's, master's, and doctoral degrees and coursework, correspondence, and other relevant materials. Faculty records related to payroll are maintained in the Business Office; those records relating to benefits are maintained in the Office of Human Resources and Affirmative Action. All faculty records are maintained with proper regard for security and confidentiality. Access is limited to those persons whose positions carry authorization for record use and review. Faculty members may inspect their records by appointment.

#### A. 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 UNA, a vita and official transcripts for ~~all~~ bachelor's, master's, and doctoral degrees and any additional graduate work need ~~to~~ should 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.

### 2.4.1 Tenure-Track

These appointments are for full-time positions ~~but~~and are subject to university policy on tenure and any provisions in individual contracts of employment. Tenure-track faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.

### 2.4.2 Non-Tenure-Track

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year—with the appointment terminating automatically at the end of the period specified. Non-tenure-track faculty are not eligible for promotion or tenure, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.4.1 may request that their years of non-tenure-track service at UNA be counted toward their years of probationary ~~tenure-track~~ service. Prior to the time that an offer of tenure-track employment is made, ~~the his/her~~ department chair ~~and dean~~ will ~~consult~~meet with the employee regarding the proposed number of years to be counted, including the impact on tenure, and will consult with the dean who will make a recommendation to the VPAA and Provost~~advantages and disadvantages of counting non-tenure-track years of service at UNA against his/her tenure-track probationary period. The employee will then prepare a memorandum either declining the option to count years of non-tenure-track service or requesting that all or part of the employee's non-tenure-track service be counted. This memorandum will go forward with the hiring recommendation from the department chair to the dean, to the VPAA and Provost, and then to the President for a decision.~~ The tenure-track employment letter will specify the years, if any, of non-tenure-track employment credited toward the employee's tenure-track probationary period. As per the terms of the letter of employment, faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Instructor. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the faculty member is automatically eligible for promotion to the rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the VPAA and Provost.

## 2.3 FACULTY EMPLOYMENT PROCEDURES

The objectives of faculty employment procedures are to hire the most qualified faculty candidates, to create transparency in the search process, and to ensure that diversity and equity are achieved in all faculty searches. For the latter objective, the Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance as outlined below. These guidelines are to ensure that diversity and equity are achieved in all external faculty searches. The Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance in achieving this goal for the University.

The University defines diversity broadly as differences related to age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical disability, physical attributes, race, religion, sexual orientation, and/or socioeconomic status. Search committee chairs and members of the search committees are expected to maintain communication with the DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member or the President. Under the University's enabling act, appointments to the faculty are made by the Board of Trustees upon written nomination by the President. As a matter of practice, and by express delegation of authority, the University Administration has approved the following procedures for faculty selection and appointment. (Also see Appendix 2.A, Policies Concerning Adjunct Faculty)

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### 2.3.1 Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty

A search process is initiated when the Vice President for Academic Affairs and Provost after consultation with the President indicates that an existing position vacancy may be filled or that a new position may be created from university resources.

1. Identification of Search Committee. Once a position has been authorized, the department chair will include, as a part of the Request to Fill/Advertise electronic form, a listing of proposed search committee members (in the appropriate field in the Online Employment System – OES). Search committees will be formed from a pool of all full-time department members, including the department chair, and should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity and those with fewer than five eligible members may select additional committee members from the campus and/or community at large. In order for an individual to search serve on a search committee, he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the DDIE for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Director of Human

Resources and Affirmative Action (DHRAA) to explore ways of attracting a diverse pool of qualified applicants.

2. Development of Job Advertisement. The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a curriculum vita, including references, three letters of recommendation, and an unofficial transcripts at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The DDIE will advise as to his/her approval via the OES. ~~If~~ not approved, the Request to Fill/Advertise will be returned by the DDIE to the originator of the request for needed information. The VPAA and Provost shall approve the advertisement and make the final decision as to where the advertisement shall appear.
3. Receipt of Applications. All applications and supporting materials will be received and initially processed by the Office of Human Resources and Affirmative Action. Applications and supporting materials are immediately available to the DDIE via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the DDIE via the online employment system.
4. Access to Application Material. Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate college dean, VPAA and Provost, and DDIE via the OES.
5. Confidentiality of Material. Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from the applicant. Members of search committees are asked to sign a Confidentiality Agreement.
6. Review of Applications. The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position. The committee members may find it useful to complete Form 1 (see Appendix 2.B) or create a modified version of this form to assist them in the selection process. The committee will review applications and supporting materials and develop an initial ranking list of candidates with a realistic chance of receiving an offer. With the concurrence of the DDIE (via the OES), Skype/telephone screens interviews may be

**Comment [rpv1]:** If approved, current Appendix 2.B would change to Appendix 2.C

range of qualified applicants to gain initial information with respect to the candidates' qualifications.

7. On-Campus Interviews. Following Skype/telephone interviews, the search committee chair will designate its invite the top candidates (typically 2 or 3) recommended for an on-campus interview. Additional candidates may be invited with approval from the DDIE, DHRAA, and the hiring unit's senior administrator. Fewer top candidates may be invited for this purpose if the DDIE and chair concur that none of the other candidates have a realistic chance of receiving an offer. In cases where some or all of the finalists must travel a substantial distance to campus, the dean of the college VPAA and Provost shall be consulted regarding the availability of financial resources for the particular search. This may limit the number of candidates ultimately invited for a campus interview. The chair of the search committee, department chair, and dean of the college approve the list which is then submitted to the VPAA and Provost for approval. If the chair of the search committee, department chair, or dean of the college disagrees concerning the list of chosen candidates, the VPAA and Provost shall meet with both parties in order to reach a final agreement. In cases where disputes are not rectified, the VPAA and Provost shall decide which candidates shall be invited for campus interviews.
8. Arrangements for On-Campus Interviews. After approval is given to invite candidates for campus interviews, the chair of the search committee shall arrange interviews, including meetings of the finalists with the search committee, the department, the department chair, and college dean, and Director of OHRAA. The President and VPAA and Provost will participate in interviews at the department chair level or higher and the VPAA and Provost and President will participate in interviews at the dean level or higher. Resume materials for candidates with on campus visits will be available via the online employment system.
9. Interview Format. A set of interview questions to be asked of each candidate shall be prepared by the search committee before campus interviews are conducted. Other questions aside from the prepared questions may be asked as well during the campus interview. As part of the interview process, the finalists may be afforded an opportunity to make a presentation to the members of the department and the university community and to answer questions in open meetings. All departmental faculty, the department chair, the college dean, the DDIE, VPAA and Provost, and President shall be provided, upon request, with evaluation/comment sheets regarding the applicants.
10. Final Evaluation of Candidates and Recommendation for Hiring. The search committee shall consider each written evaluation before making its recommendation. Further discussions between the search committee and those who completed written evaluations of the candidates interviewed are permitted as needed. Upon conclusion of all deliberations, the search committee shall recommend candidate(s) to the department for the position. If multiple candidates are recommended, these may be ranked or unranked. The members of the department shall vote on the committee's recommendation. If the vote of the department concurs with the search committee's decision, the chair of the search committee shall prepare a written report for the college dean detailing the results of the

committee's decision. This report will include a brief evaluation of the interviews for each candidate afforded a campus interview. The department chair will consult with the DDIE to confirm that all diversity candidates have been given full consideration prior to a final recommendation to and selection by the President. The department chair will assign the recommended candidate the status of "Recommend for Hire" and all candidates not selected the appropriate statuses in the OES. Upon these status changes, the OES will prompt the department chair to complete the Hiring Proposal form and forward to the appropriate dean via the OES. Once all approvals are obtained, the Hiring Proposal will be forwarded to the Office of Human Resources and Affirmative Action via the OES. The Office of Human Resources and Affirmative Action will perform the appropriate background checks, and the Office of the Vice President for Academic Affairs and Provost will prepare an employment contract for the President's signature. ~~Before~~<sup>After</sup> ~~thean employment~~ contract is offered to the candidate ~~and accepted~~, the department chair will complete the Search Summary Form. Once the form is received via the OES, the candidate will be offered the contract of employment.

11. Lack of Consensus for Recommendation or Candidate Declines Offer. If the dean of the college, VPAA and Provost, or President disagrees with the recommendation of the department, the reason(s) shall be provided to the chair of the search committee. The search committee shall either recommend another candidate from the list of those interviewed on campus, recommend that other candidates from the applicant pool be invited for a campus interview, or recommend that the search process be reopened. Final approval for each alternative rests with the President. The same alternatives shall apply if the candidate or candidates decline the offer of the position. If a search is cancelled or suspended at any time throughout the process, all parties shall be informed of the reason(s).
12. Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the DDIE, ~~VPAA and Provost~~, and the ~~DAV~~PHRAA.
13. Review of Procedures. These procedures should be reviewed periodically by the Office of the Vice President for Academic Affairs and Provost with input from areas conducting searches the prior year, the President, and the Faculty Senate.

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