

## FACULTY SENATE MINUTES

November 2, 2017

**Call to order:** A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on November 2, 2017. The meeting convened at 3:30pm. with President Dan Hallock presiding.

**Proxies:** President Hallock recognized the following proxies: Sandra Loew for Karen Townsend (Department of Counselor Education), Andrew Potter for Jason Watson (Department of Computer Science and Information Science), Chris Purser for Leah Graham (Department of Politics, Justice, and Law), Lee Raney for Jessica Stovall (Mathematics), Aaron Benson for Suzanne Duvall-Zurinsky (Art), and Alejandra Alvarado-Brizuela for Scott Infanger (Foreign Languages).

**Members in attendance:** Rae Antencio, David Brommer, Amanda Coffman, Katherine Crisler, Wes Davenport, Nikita Duke, Mark Greer, Dan Hallock, Felecia Harris, Keith Jones, Ansley Quiros, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Michelle Nelson, Katie Owens-Murphy, Jeffrey Ray, Alaina Reid, Lee Renfroe, Craig Robertson, Patricia Roden, Leigh Stanfield, Richard Statom, Daniel Stevens, Alexander Takeuchi, Tammy Winner, Rachel Winston and Ryan Zayac. President Kitts and Vice President Alexander were also in attendance.

**Members not in attendance (without proxy):** Glenn Marvin (Biology), Lisa Clayton (Elementary Education), Ian Loeppky (Music), Sarah Franklin (History), David Ruebhausen (Entertainment Industry/Theatre), and Pete Williams (Economics and Finance)

**Approval of agenda:** Senator Statom moved approval of the agenda. Senator Roden seconded the motion. The motion passed unanimously.

**Approval of minutes:** Senator Statom moved approval of the minutes of the October 5, 2017 meeting. Senator Zayac seconded the motion. The motion passed unanimously.

**Remarks from President Kitts:** President Kitts began by commenting on his recent work to pre-file a bill to the Alabama State Legislature seeking to remove the State Superintendent of Education from the UNA Board of Trustees and subsequently fill that position with an at-large trustee. If the bill is approved, the President intends to work with Board officers to suggest appointment of a new trustee who would add greater diversity (expressed in terms of gender, race, ethnicity, and geography) to the Board. Final authority for this appointment rests with the Governor.

President Kitts commented on UNA being awarded five million dollars in “one-time” SEDA funds as the University has been recognized as an important agent in promoting work-force training and economic development. Nursing, Engineering Technology (with an emphasis placed on chemical engineering), and Computer Science will be the primary parties involved in developing initiative consistent with the award.

The President then commented on another initiative he is working on with the UNA Board of Trustees to propose, for January, 2018, a plan to advance UNA’s relationships with Alabama State Legislators. Currently, UNA has “less friends”/“less graduates” in the State Legislature compared to other schools. The “208 plan” is so named given UNA geographic distance from Montgomery.

In closing, President Kitts mentioned that Dr. Ross Alexander and Mr. Evan Thornton will conduct an assessment of buildings on campus to determine usage patterns, space utilization practices and additional needs of cost centers.

**Remarks from Vice-President Alexander:** Dr. Alexander began his remarks by focusing on the recently completed internal survey of Academic Deans and Department Chairs that was conducted through use of Qualtrics. Overall response rates on the Dean's survey was above 50% though some Colleges were substantially higher (e.g., the College of Business response rate was over 85%, the College of Arts and Sciences response rate was approximately 50%, the Anderson College of Nursing response rate was over 80%, and the College of Education and Human Sciences response rate was over 75%). The overall response on the Chair's survey was also close to 50%. These surveys will be administered every two years.

Dr. Alexander mentioned that there will be an increase to \$1,600.00 (from \$800.00) for student study-abroad scholarships. It is his priority to emphasize study-abroad initiatives for students. The next phase he wishes to initiative will focus on experiential experiences via a "study-away" or "domestic-experiential" initiative.

**Presentation by Bliss Adkison (Office of Institutional Research, Planning and Assessment) to discuss the UNA's movement toward an on-line based system of course/instructor evaluation.**

Ms. Adkison discussed use of IASystem corporation's method for conducting web-based course evaluations. Essentially, the company provides portals for administrators and faculty to administer the current university course evaluation system while allowing modifications specific to cost-center needs. This system should afford quicker turnaround of data, more statistical analysis and increased response rates. A single-sign on system would be in place for students and faculty and the course evaluations would be UNA branded. It was discussed that use of IASystem would reduce, overall, the financial costs associated with the current course evaluation system.

Questions were presented by Senators related to whether students could take an evaluation multiple times, IASystems' compliance with ADA, the content of reports, and whether students who dropped out of a course could take the evaluation. Ms. Adkison confirmed that these would not be pertinent issues given the plan to use IASystem.

**Reports:**

**Academic Affairs Committee:** no report was given.

**Faculty Affairs Committee:** no report was given.

**Faculty Attitude Survey Committee:** Dr. Chris Purser presented a brief discussion of the current status of the next Faculty Attitude Survey to administered Spring, 2018. In addition he discussed prior year trends in response rates.

Data presented by Dr. Purser

	2013	2014	2015	2016	2017
Overall	70	47	46	69.4	60.8
Full				82.1	68.7
Associate				77.8	83.9
Assistant				79.5	66.2
Instructor				66.7	70
Adjunct				47.4	40.7

**Unfinished Business:**

**Final Approval of the Revised Minutes from the September 7<sup>th</sup>, 2017 Faculty Senate Meeting**

**Minutes from Sept. 7, 17 meeting found to be in error.**

**Revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure.**

Senator Zayac moved to approve the proposed revision to Section 2.5.4 of the Faculty Handbook involving Renewal or Termination of a Probationary Appointment. Senator Graham seconded the motion. The motion passed. (see Attachment E.)

**Revised Minutes from Sept. 7, 17 meeting addressing the error.**

**Revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure.**

Senator Zayac moved to approve the proposed revision to Appendix 2F of the Faculty Handbook – Application for Promotion and/or Tenure to align the application form to the policy under which a faculty member applies for promotion and/or tenure. Senator Graham seconded the motion. The motion passed. (see Attachment E.)

After reviewing the revised minutes, Senator Satom moved to approved the Sept. 7<sup>th</sup> minutes. Dr. Alejandra Alvarado-Brizuela seconded the motion. The motion passed unanimously.

**New Business:**

**Revision of Appendix 2G of the Faculty Handbook-Promotion and/or Tenure Evaluation Form**

Senator Zayac moved to approve the proposal to revise Appendix 2G of the Faculty Handbook-Promotion and/or Tenure Evaluation Form to eliminate criteria at the bottom of the form as that language was not applicable to both policies. Senator Statom seconded the motion. The motion passed unanimously. (See Attachment A)

### **Revision to Section 3.15 of the Faculty Handbook-Faculty Evaluation**

Senator Statom moved to approve the proposal to revise Section 3.15 of the Faculty Handbook-Faculty Evaluation to add language confirming that student evaluations of courses would be transitioning to online administration. Senator Zayac seconded the motion.

There was some discussion seeking to clarify when the online administration would begin. A pilot will be conducted Spring 2018 involving MBA courses with the University seeking to implement online administration Summer 2018 or, at the latest, Fall 2018.

The motions passed unanimously. (See Attachment B)

### **Information Items:**

There were no information items.

### **Adjourn:**

Senator Statom made a motion to adjourn. Dr. Alejandra Alvarado-Brizuela seconded the motion. The meeting adjourned at 4:15pm.



## MEMORANDUM

To: Dr. Lee G. Renfroe, Chair  
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President  
for Academic Affairs and Provost

Date: October 16, 2017

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to Appendix 2G of the Faculty Handbook – Promotion and/or Tenure Evaluation Form. With the recent approval by Faculty Senate to consolidate the two evaluation forms into one, it has been pointed out that the criteria at the bottom of the form should be eliminated since that language only covers the new policy but the evaluation form encompasses both policies. Additionally, an area for other comments is recommended. This proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv  
Enclosure

2.

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## PROMOTION AND/OR TENURE EVALUATION FORM

**Candidate Name:** Click or tap here to enter text.

**Recommending Body:** Choose an item.

**Level of Recommendation:** Choose an item.

**Overall Ranking** Choose an item.

**Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty** Choose an item.  
 Comments: Click or tap here to enter text.

**Effectiveness in Research, Scholarship, and Other Creative Activities** Choose an item.  
 Comments: Click or tap here to enter text.

**Effectiveness in Rendering Service** Choose an item.  
 Comments: Click or tap here to enter text.

**Other Comments**  
 Comments: Click or tap here to enter text.

### 2.5.1 General Criteria for Promotion and Tenure

- Faculty members seeking promotion and/or tenure are expected to demonstrate significant contributions in support of this mission as reflected in accomplishments specific to the criteria below.
1. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty (see section 2.5.1 of Faculty Handbook)
  2. Effectiveness in Research, Scholarship, and Other Creative Activities (see section 2.5.1 of Faculty Handbook)
  3. Effectiveness in Rendering Service (see section 2.5.1 of Faculty Handbook)

### 2.5.2 Special Criteria by Rank for Promotion, Tenure, and Appointment

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of departments, in cooperation with their respective deans to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what his/her departmental expectations are for promotion and/or tenure and year-to-year success and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the deans and Vice President for Academic Affairs and Provost to monitor equity of expectations across the University.

1. Associate Professor: Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. In addition, the applicant shall have had successful experience in teaching, research, scholarship, or other creative activities, and service.

*Prerequisite for Associate Professor:* Faculty will be required to be evaluated for promotion and/or tenure no later

than the sixth year of service as an Assistant Professor at UNA. Faculty employment contracts may, upon approval by the dean and VPAA, include credit for up to three years of service at the assistant professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. The relevant documentation of years of probationary service will be maintained by the Office of the Vice President for Academic Affairs and Provost and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information. An Assistant Professor must serve a minimum of two years at UNA prior to the review of the promotion and/or tenure application in the third academic year of employment at UNA.

2. Professor: Appointment, promotion to this rank, and/or tenure, requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. In addition, a minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least six of which must be in rank as associate professor, effective for new hires beginning fall 2012; promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching, research, scholarship, or other creative activities, and service.

*Promotion to Professor*: Faculty will be eligible to be evaluated for promotion no earlier than the sixth year of service as an Associate Professor at UNA. Faculty employment contracts may, upon approval by the dean and Vice President of Academic Affairs and Provost, include credit for up to three years of service at the associate professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. The relevant documentation of years of probationary service will be maintained by the Office of the Vice President for Academic Affairs and Provost and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information. An Associate Professor must serve a minimum of two years at UNA prior to the review of the promotion application in the third academic year of employment at UNA.

*Tenure for Full Professors*: Faculty appointed as full professors will apply for tenure after completing at least two years of service at UNA.

3. Department Chairs Applying for Promotion: The administrative effectiveness of the department chair will be evaluated within the category of university and community service.

4.



## MEMORANDUM

To: Dr. Lee G. Renfroe, Chair  
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President  
for Academic Affairs and Provost

Date: October 16, 2017

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to Section 3.15 of the Faculty Handbook – Faculty Evaluation. This proposal, which will add an online only component to the course evaluation process, is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv  
Enclosure

5.

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### 3.15 FACULTY EVALUATION

The purpose of the Faculty Evaluation Program is to provide for a valid and reliable assessment of faculty performance based on designated areas of engagement approved by the University. Toward that end, all faculty members are expected to demonstrate continuous involvement and effectiveness in the areas of: (1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related to the faculty member's discipline and/or professional responsibilities; and (3) service performed on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community. Evaluation information (e.g., vita, faculty performance report, student evaluation rating summaries, and performance evaluation) shall be stored/maintained/archived in the online database that UNA has established for this purpose. Person(s) responsible for data entry of faculty information will be determined by department. It is the faculty member's responsibility to ensure accuracy of data entered.

#### 3.15.1 Components of the Program

Updated Curriculum Vitae. The vitae shall contain detailed background and professional achievement data – educational background, degrees, teaching and other professional experience, scholarly and creative activities, service to the department, university, and community – and any information deemed relevant to the department or faculty member. The vitae shall be updated yearly by May 15.

Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to May 15** in order to discuss professional goals for the coming year (See Appendix 3.D). During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form (Appendix 3.D) a statement of accomplishments relating to the prior year's goals. The faculty member and the department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically to the appropriate academic dean for review.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and university libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form (See Appendix 3.D). Student evaluations will be administered online by the Office of Institutional Research, Planning, and Assessment (OIRPA) every semester in each class section enrolling five or more students. Student comments should be collected and given to the faculty member in a format to ensure anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses

taught in non-lecture format. The faculty member will announce to the class in advance that the rating forms will be administered. The professor will read the following statement to the class: "The evaluation you are about to complete is intended for constructive feedback. After your final grades in this course have been submitted, your tabulated responses will be seen by the instructor of the course and the chair of the department or dean. It is important for you to realize that you have a responsibility to be fair and honest. Since the purpose of the evaluation is improvement, if you are going to be critical, try to document your criticism in your responses in such a way that the instructor can benefit and improve his/her teaching of this course. Be as responsible in completing this form as you would be if you were going to sign it. The instructor of this course will not see the results of these forms until the semester is over and the final grades have been submitted. A blank sheet of paper is provided should you wish to make comments." The faculty member should give the envelope with the blank forms and instructions to the student proctor, who is to be chosen from the class by the faculty member. The faculty member will leave the classroom. The faculty member will allow students ample time to complete the form. As students finish the questionnaires, they will place their evaluation responses in the envelope so marked. When everyone has put his/her form in the proper envelope, the student proctor will seal the envelope and take it to the office of the department chair. The departmental administrative assistant will collect all sealed envelopes and forward them to the Office of Institutional Research, Planning, and Assessment (OIRPA) for processing. The OIRPA will process the forms online evaluation in a timely fashion and forward results to the department chair. The summary of the ratings shall be shared with the faculty member.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will provide each faculty member a written performance evaluation on the following schedule: by September 15 every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair, dean, and the faculty member. The faculty member has the option of submitting a written response to the department chair by September 30.

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above. Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

### 3.15.2 Use of the Results of the Program

The Faculty Evaluation Program is an integral component of the University's institutional effectiveness program. Departments will use information collected through the Faculty Evaluation Program in their departmental and academic program reviews