FACULTY SENATE MINUTES
March 13, 2014

The Faculty Senate of the University of North Alabama met March 13, 2014 in Room 102 of Floyd Science Building at 3:30 p.m.

President Peterson called the meeting to order and recognized the following proxies:
     Stephanie Montgomery for Senator Sanders from Communications,
     Crescente Figueroa for Senator Coffman from Chemistry and Industrial Hygiene,
     Chris Purser for Senator Williams from Criminal Justice, and
     May Takeuchi for Senator Takeuchi from Sociology.

Senator Statom moved the adoption of the agenda with the amendments of removal of the remarks from President Cale and the report from the Campus Safety Task Force, and the addition of the New Senator Elections under Information Items. Senator Loeppky seconded. The motion passed.

Senator Barrett moved the approval of the February 6, 2014 minutes. Senator Brown seconded. The motion passed

Dr. Calhoun, Vice-President for Enrollment Management, discussed the University Success Center located on the second floor in the new Commons building. It consists of four pieces: The Center for Writing Excellence under the direction of Robert Koch, The Mathematics Learning Center under the direction of Marlow McCullough, The University Advising Services under the direction of Amy Crews and The First Year Experience Program. He also shared about the University Advising Process concerned with advising first year students. Dr. Calhoun also reported that there is an ongoing effort with marketing and branding to ensure that those students who are admitted to the university actually attend. Faculty may be asked to help contact prospective students who have expressed interest in their discipline.

Mr. Shields, Vice-President for Student Affairs, gave an update on Title IX training on campus. He stated that the university is committed to becoming a best practice campus through the use of the Green Dot training for bystander intervention and the Title IX training for helping respond, investigate and resolve a Title IX issue. Title IX covers such things as sexual violence, stalking, sexual harassment, bullying, and hate crimes. Mr. Shields stated that there is a hope to have one policy and one process for dealing with Title IX issues.

President Peterson reported that the Campus Safety Task Force had voted to endorse the Green Dot program.

Dr. Thornell, Vice-President for Academic Affairs, commented that the recent announcement of promotion was the largest list ever and indicates the great work being done. He stated that the administration had worked hard to move away from the limited number used in the past. Dr. Thornell reported that there are four candidates for the Dean of Arts and Sciences coming on campus within the next few weeks. There will be a Board of Trustees meeting on Monday to discuss the search committee and the transition when President Cale retires.

REPORTS:

A. Senator McGee reported that the Faculty Attitude Survey Committee is in need of responses to the survey. He asked that senators encourage their colleagues to participate in the survey which is set to close next Friday.

B. Jenny Dawson reported that the Faculty Affairs Committee has been gathering instructor data and will have something to report at the April meeting.

C. Senator Carrasco reported from the Assessment of Teaching Excellence Working Group. (See Attachment A) She stated that they had been looking at the reliability and validity of the currently used teacher evaluations. Senator Carrasco moved that the senate pass a resolution declaring that the current evaluation instrument has not been validated and is therefore inadequate for the needs of the university. Senator Lee seconded. The motion passed with two abstentions. Senator Carrasco moved that the senate request the President of the University establish a formal committee comprised of representatives from the faculty, administration (deans and department chairs) and staff (Office of Institutional Research, Planning and Assessment,) to carry on the work of the senate working group and establish a valid, data-supported course and instructor evaluation process to be implemented at the University of North Alabama. Senator Graham seconded. The motion passed unanimously. Senator Lee moved that because we value student feedback, we continue the current evaluation process until this new committee comes up with a better method. Senator Barrett seconded. The motion passed with one opposed. Senator Barrett moved to dissolve this working group and to express the senate's thanks for all their hard work. Senator Lee seconded. The motion passed unanimously.

UNFINISHED BUSINESS:

A. Senator Lee moved the approval of the changes to the Faculty Handbook 3.5 (Research and consulting procedures). Senator Campbell seconded. The motion passed. (See Attachment B)

B. Senator Lee moved the approval of the changes to the Faculty Handbook 3.12 and Appendix 3C (Faculty Development Leave Process). (See Attachment C) Senator Statom seconded. The motion passed.

INFORMATION ITEMS:

A. Updates from the SGEC:

Faculty Handbook 2.5.2 proposed revisions will be considered in April. Senator Statom moved that the senate request more clarification into why the instructor rank faculty at Kilby would be eligible for tenure while instructors at UNA are not. The motion passed with a vote of 32-5-1. (See Attachment D)

The proposed changes by the Technology Advisory Committee to the Computer Rights Policy was presented. (See Attachment E)

The SGEC has granted an extension to the Academic and Students Affairs Committee working on the reporting of Early College grades.

B. Senator McGee discussed the Green Dot Training referenced earlier by Vice-President Shields.

C. President Peterson reminded the senators that the April meeting will be the last for those senators whose terms are expiring in 2014. Newly elected senators will attend the May meeting.

Senator Roden moved the meeting be adjourned. Senator Statom seconded. The motion passed unanimously. The meeting adjourned at 4:53 p.m.

REPORT of the Faculty Senate Ad Hoc Working Group on Evaluating Teaching Effectiveness

7 March 2014

The working group established by the Faculty Senate to investigate the validity of the current instrument used by the University of North Alabama for determining teaching effectiveness submits the following report and recommendations to the Faculty Senate.

The working group has been unable to locate any institutional studies that demonstrate validity of the instrument that is in use. Further, there is no established policy that explains how and to what extent the information provided by instructor/course evaluations should be used in determining personnel decisions including employment, tenure, and promotion. General sentiment among university faculty is that the survey instrument is inadequate and unreliable, and recent articles published in the Flor-Ala have shown that these surveys are not taken seriously by the student population. Likewise, recent efforts made by the university administration to revise the course/instructor evaluation process also show that the administration sees the current instrument to be inadequate to serving the needs of the university community.

Based on these findings, it is the recommendation of the Faculty Senate working group that the Senate pass a resolution declaring the current evaluation instrument to be invalid and inadequate for the needs of the university, and request that the President of the University establish a formal committee comprised of representatives from the faculty, administration (deans and department chairs,) and staff (Office of Institutional Research, Planning, and Assessment,) to carry on the work of the senate working group and establish a valid, data-supported course and instructor evaluation process to be implemented at the University of North Alabama. The proposed committee should:

1) Identify the best practices and instruments that the university, colleges, and departments can use to determine teaching effectiveness and excellence across all methods of course delivery.
2) Identify a student survey (course and instructor) evaluation instrument that will suit UNA's needs.
3) Create university guidelines and minimum requirements for determining teaching effectiveness and excellence, including (but not limited to) conducting course and instructor evaluations and establishing an appropriate schedule of the frequency of evaluations of both courses and faculty.
4) Identify the role and responsibility of the Office of Institutional Research, Planning and Assessment in collecting, analyzing, and distributing the information provided by a student survey/evaluation instrument.
5) Write a policy for the appropriate use of information on teaching effectiveness gained through student surveys and other appropriate measures for departments, colleges, and individual faculty members (seeking tenure and promotion.)
6) Submit the comprehensive policy proposal to Shared Governance and the Administration for approval and implementation.

In response to a request made of the working group by the VPAA after the February Faculty Senate Meeting, the working group drafted a proposal for the frequency with which courses and instructors are evaluated. As the workgroup was not formally tasked with creating a policy governing the frequency of course and instructor evaluations by the Senate, we have turned this draft over to the VPAA and COAD for their review and anticipate that they will submit a formal proposal to Shared Governance.

3.5 RESEARCH AND CONSULTING ACTIVITIES

From time to time, the University receives requests from business and industry, governmental agencies, schools and school systems, and other agencies and individuals for consultative services, research, and project leadership by university personnel. In addition, individual faculty members often wish to apply for project or research grants from governmental agencies or other external sources of funding. The university administration desires to cooperate in and facilitate such endeavors whenever feasible and possible and to maintain adequate records regarding them. Requests for such contractual services or proposals for grants ~~should~~must be referred to the Director of Sponsored Programs prior to the submission of a proposal or execution of a contract~~for review and approval by the appropriate officials. The "Proposal or Contract Transmittal Sheet" should be completed. Following the approval of the cost center head and the college dean, the transmittal sheet and t~~The proposal or contract should be submitted to the Director of Sponsored Programs seven business days ~~well~~ in advance of the proposal or contract deadline to allow adequate processing time.

The Director of Sponsored Programs is responsible for these activities and functions. Policies, definitions, and procedures which relate to faculty and staff research and consulting activities are set forth in Appendix 3.A.

3.12 FACULTY DEVELOPMENT LEAVE

PURPOSE

A faculty member has three academic functions: teaching, service (to the ~~U~~university profession and community) and research (scholarly or creative pursuits). The faculty development leave program is ~~undertaken~~designed to provide released time in support of a major initiative targeted toward one of these three functions~~for such scholarly and creative research, for academic program development, and for members of the faculty to keep abreast of developments in their fields of service to the University~~. Development leaves are not available to support completion of an advanced degree.

~~A faculty development leave is not automatically "earned" by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the leave will significantly enhance the faculty member's capacity to contribute to the objectives of the University. For this reason, faculty development leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.~~

ELIGIBILITY

~~At the University of North Alabama,~~Faculty development leave eligibility is limited to full-time, non-administrative, tenured faculty members (including department chairs) with:

1. at least six years of full-time service at ~~this University~~UNA prior to submission of a faculty leave ~~proposal~~application;

2. at least six years of service since his or her last development leave; and

3. who have submitted the report(s) from previous leave(s) in a satisfactory and timely manner.

~~Applicants may request development leave to engage in study, research, writing, academic program development, scholarly or creative pursuits, and similar projects for the purpose of adding to the knowledge available to the individual, to students, to the institution, and to society generally. Development leaves are not available to support completion of an advanced degree.~~

APPLICATION AND SELECTION PROCESS

The Faculty Development Leave Application ~~f~~Form is located in Appendix 3.C. Applications for development leave must include (1) a Faculty Development Leave Application Form, (2) a ~~detailed,~~ current ~~C~~curriculum ~~V~~vita, and (3) a~~n application~~ ~~proposal~~, not to exceed ten pages, describing the activity and specifying how the leave will contribute to the faculty member's development, and how the leave will benefit the University of North Alabama and its students.

An application for development leave ~~will first be delivered~~is submitted electronically by the faculty member to his/her department chair. Faculty are strongly advised to discuss their plan for leave with the department chair before first submitting an application. This discussion should, beyond a basic presentation of the leave ~~proposal~~application, address how the leave will affect the faculty member's development, length of the leave, the regular scheduling of his/her courses, discussion of alternative instructors for those courses, and how the leave will positively impact the University. This discussion is intended to create support for the application by the ~~should result in the~~ department chair~~'s support for further routing of the application and proposal~~. If an ~~applicant's proposal~~application is not supported at the department level~~repeatedly fails to garnish the department chair's support~~, the applicant may directly solicit help from his/her dean.

~~Further routing of the application will be as follows: dean, Chair of Faculty Development Leave Committee, and Vice President for Academic Affairs and Provost.~~ Applications~~Proposals~~ from department chairs are submitted electronically directly to the appropriate dean. Written recommendations concerning each application ~~and proposal~~ will be submitted electronically as the application ~~and proposal are~~is forwarded through each review level~~decision-making stage~~.

FACULTY DEVELOPMENT LEAVE APPLICATION ~~PORTFOLIO~~

~~Eligible faculty will follow these guidelines to apply for a faculty development leave.~~

1. ~~Prepare a Proposal Portfolio~~APPLICATION. The ~~portfolio~~application ~~is to~~ consists of two parts: (1) a formal written proposal (not to exceed 10 pages) and (2) an appendix of supporting documents. In general, the formal proposal should contain the following:

A. SUMMARY: a clear and concise summary of the request (one page maximum).

B. INTRODUCTION: a detailed statement of the request, its objectives, its benefits to the applicant and the University in definitive and measurable terms, the results expected, and the period of time covered by the proposed faculty leave.

C. METHODS AND EVALUATION: a detailed description of the applicant's development leave, including activities to be employed to achieve the desired results, a detailed plan for determining the degree to which objectives will be met and can be assessed and evaluated.

D. FUTURE PLANS: describe a plan, if applicable, for the continuation of activities beyond the development leave period which will benefit the applicant's professional development and the University; the plan should relate to the objectives and expected outcomes of the development leave.

E. BUDGET: ~~a clear delineation of~~costs, other than salary (e.g.. travel), associated with the applicant's development leave, ~~including~~and funding sources (grants, stipends, additional salary or compensation, etc.), ~~travel, etc~~for each of those costs.

NOTE: If the applicant is requesting additional faculty development funds to support faculty development leave activities, it should be noted (Budget Section) and a separate Faculty Development proposal, properly referenced to the development leave proposal, should be submitted to the Faculty Development Committee.

F. APPENDIX: Tthe proposal appendix will contain supporting documents, including, but not limited to, (1) a detailed, current curriculum vita, (2) a summary of previous activities which uniquely qualify the applicant to undertake the proposed faculty leave activity, (3) a summary of previous activities demonstrating that the applicant has the potential to successfully complete the development leave and, if applicable, (43) verification that any support grants, stipends, and consortia arrangements relating to the development leave have been authorized and approved.

The proposal appendix should include only relevant documents and summaries, such as bibliographies, rather than copies of all publications, etc.

2 1. Complete and sign the Memorandum of Agreement The Faculty Development Leave   ◄------ **Formatted:** Indent: Left: 0.25"
  Application Form stating the applicant's understanding and agreement to the terms of the
  faculty development leave program must also be included.

FACULTY DEVELOPMENT LEAVE COMMITTEE

The Faculty Development Leave Committee shall consist of three tenured faculty members from the College of Arts and Sciences, two from the College of Business, two from the College of Education and Human Sciences, one from the College of Nursing, and one from Collier Library/Educational Technology Services – with representation to alternate between Collier Library/Educational Technology Services. TheyCommittee members shall be elected by a vote of full-time faculty from each College and Collier Library/Educational Technology Services. Elections willshould be held in a timely manner as early in the semester as possible in order that the Faculty Development Leave Ceommittee may commence its work in September of each year. It is recommended that this election take place during the first two weeks of the fall semester (e.g., at the fall faculty meeting of each college/Collier Library and Educational Technology Services).

The initial election to be held immediately upon approval of the policy shall be for all members, who shall after election, determine by lot, which members shall have one- and two-year terms respectively. All subsequent elections shall be for two-year terms.

Should a vacancy occur on the Faculty Development Leave Committee, the Faculty Senate shall designate a replacement to fill the unexpired term.

Criteria for SelectionCRITERIA FOR SELECTION

The Faculty Development Leave Application proposed activity should be considered in view of the value it would have for the individual applicant's professional growth and the contribution it will make toward improving his/her value to the University of North Alabama.

Some likely proposals ~~would be for~~include:

A. Advanced education. Advanced education **not** to be applied to a degree. A leave ~~proposal~~application should emphasize how the leave will update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.

B. Scholarly research/Creative pursuits. A leave ~~proposal~~application should explain ~~why~~how the research and/or creative activity will contribute to the applicant's professional growth and contribution it will make to UNA ~~necessitates leave from the applicant's other assigned duties (teaching, service, etc.). The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.~~

~~C. Scholarly writing. A leave proposal should emphasize the probability of subsequent publication. The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Leave Committee.~~

~~D. Candidate Potential. In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Leave Committee's confidence in the candidate's potential for success.~~

~~Application Process and Deadlines~~APPLICATION PROCESS AND DEADLINES

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

ROLE OF THE CHAIR~~Chair~~

The applicant will submit electronically a completed application to his/her department chair. The chair verifies the applicant's eligibility, provides ~~the required information including~~ an evaluation of the ~~request~~application and a statement concerning the department's plan for dealing with the absence of the faculty member during the development leave, and forwards electronically the application to the dean on or before October 10. If that date falls on a weekend, the due date is the Monday following October 10. ~~Comments from the chair should address program and curriculum matters only.~~

ROLE OF THE DEAN~~Dean~~

The dean adds an evaluation of the application and statements concerning the chair's plan to replace the faculty member during the development~~al~~ leave and forwards electronically the

application to the ~~Faculty Development Leave Committee~~ Office of the Vice President for Academic Affairs on or before November 1. If that date falls on a weekend, the due date is the Monday following November 1. ~~Comments from the dean should address academic program and curriculum matters only.~~ ~~On November 1, t~~The electronic applications will be uploaded to a secure UNA server accessible only by the Faculty Development Leave Committee member and administration involved in the review process.

ROLE OF THE FACULTY DEVELOPMENT LEAVE COMMITTEE~~Committee Evaluation and Review~~

1. The Faculty Development Leave Committee ~~shall meet to~~ evaluates ~~, rank,~~ and recommends faculty leaves applications to the VPAA and Provost. ~~Committee minutes should be kept and made available to the public.~~

2. ~~The Faculty Development Leave Committee will make its recommendations in writing to the Vice President for Academic Affairs and Provost.~~

23. The Faculty Development Leave Committee ~~will~~ provides applicants with written feedback concerning strengths and weaknesses of an application ~~proposal~~ upon request.

4. The Faculty Development Leave Committee then will submit its rankings with explanations to the VPAA and Provost on or before December 1. If that date falls on a weekend, the due date is the Monday following December 1.

ROLE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST~~Vice President of Academic Affairs and Provost~~

The VPAA and Provost evaluates all applications and recommendations from the Faculty Development Leave Committee and plans for replacing the faculty member during the developmental leave. The decision as to the actual awarding of development leave will come from the VPAA and Provost by December 5. If that date falls on a weekend, the due date is the Monday following December 5.

After the VPAA and Provost makes a decision, he/she will inform the Chair of the Faculty Development Leave Committee, the individual applicant's dean, the individual applicant's department chair, and the faculty member ~~of the decision in a written memorandum.~~ Upon request, t~~T~~he VPAA and Provost will provide individual applicants with written feedback concerning strengths and weaknesses of his/her application ~~proposal upon request~~.

~~Acceptance, Reconsideration and Appeals~~

~~Recipients of a developmental leave must make a firm decision by January 10 regarding their willingness to accept or reject the faculty development leave if awarded. If that date falls on a weekend, the due date is the Monday following January 10. This decision must be confirmed in writing to the VPAA and Provost with copies to the department chair, dean, and the Chair of the Faculty Development Committee. After a leave has been approved~~In special cases,

the recipient can request that the leave be rescheduled. Rescheduling must be approved by the department chair, academic dean, and Provost and be sufficiently justified in writing. ~~Funds allocated for that leave will be reserved for that faculty member for one year from the January 10 decision date.~~

~~An applicant not receiving a leave or rejecting an awarded leave may submit an updated application for reconsideration during succeeding application periods.~~

COMPENSATION AND BENEFITS

Faculty Development Leaves for one academic year are granted for half of the recipient's regular salary, leaves for one-half academic year (4.5 months) are granted at the recipient's full regular salary. No paid leaves are authorized for summer sessions. After a faculty development leave has been granted, any change in the terms of the leave requires prior written approval from the department chair, dean, and Provost.

A faculty member on Development Leave ~~will~~ retains all ~~the right to and eligibility for~~ benefits ~~to medical insurance, income protection, life insurance, and other such programs in force for full-time faculty members, as well as all other rights of a full-time faculty member. The University administration shall cause to be deducted from his/her salary the member's cost of such programs as is legal and/or elected by the faculty member on leave~~.

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CONDITIONS

Faculty members may have a Faculty Development Leave for one academic year at one-half their regular salary or for one-half academic year at their full salary. (An academic year is defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)

Faculty members, having signed a legal agreement to serve one full academic year at the University of North Alabama after completion of the development leave, shall be required to reimburse the University in the amount they receive as salary and fringe benefits from the University while on leave if they should refuse to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor and exigent circumstances approved by the President will constitute reason for exemption.

PUBLICITY~~ANNOUNCEMENT OF SELECTIONS~~

~~University Communications will prepare a~~A suitable news release to announce the recipients of development leaves and their proposed activities will be coordinated ~~. The information will be made available~~ by the Office of VPAA and Provost in conjunction with the Office of University Communications and Marketing.

~~ASSESSMENT~~FINAL REPORT

Within three months following the completion of leave, each leave recipient will present

to the department chair and, dean. ~~Chair of the Faculty Development Leave Committee, and VPAA and Provost~~ a ~~brief written~~ report on accomplishments resulting from the leave. Eligibility starting date for succeeding faculty development leave begins with the ~~delivery of the report of accomplishments to the department chair~~academic year following submission of the report.

~~The recipient of a development leave must submit a written report of his/her activity while on leave by May 1 for a spring semester leave and by November 1 for a fall semester leave. Those on a full year leave must submit a progress report before February 1 and the final report before September 1 after the leave period. The report will state specifically whether any possible patentable or copyrightable intellectual property was created during the leave and when such information will be submitted to the Patent and Copyright Committee. The report(s) should be submitted to the VPAA and Provost with a copy to the Patent Committee and administrative individuals responsible for copyright issues if intellectual property creation occurred during the leave.~~

~~APPLICATION FOR~~ FACULTY DEVELOPMENT LEAVE APPLICATION FORM
UNIVERSITY OF NORTH ALABAMA

Application due date: October 1 of the academic year prior to the academic year of the proposed leave (If that date falls on a weekend, the due date is the following Monday).

Name: Department:

Date of Appointment at UNA:

Title/Rank: Years in Rank:

Years of Full-Time Service at UNA: Tenured: Yes ☐ No ☐

Date of Last Faculty Development Leave:

PROPOSED PERIOD OF LEAVE
(CHECK ONE)

Full Academic Year ☐   Fall Semester ☐   Spring Semester ☐

PURPOSE AND OBJECTIVES

1. Provide a brief summary of ~~why you are requesting~~the proposed leave. Limit ~~this~~the summary to 50 words or less. Please use the space provided.

2. Provide a ~~detailed,~~ current ~~C~~curriculum ~~V~~vita.

3. Provide a~~n application~~ ~~proposal~~ electronically not to exceed ten pages describing the activity and specifying how the leave is expected to lead to the faculty member's professional growth ~~development~~ and how the leave will benefit the University of North Alabama and its students.

~~4. In consultation with your Department Chair, discuss this leave request as well as arrangements for leave replacement and provide the cost for faculty replacement.~~

- Submit electronically a copy of application with proposal and budget to your Department Chair.
- ~~Submit a copy of application with proposal and budget to the Chair of the Faculty Development Leave Committee.~~

FACULTY ATTESTATION

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

_____   _____
Applicant's Signature   Date
Application is to be sent underlined electronically to Department Chair by October 1.

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

_____   _____
Department Chair's Signature   Date
Application is to be sent to College Dean by October 10.

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

_____   _____
College Dean's Signature   Date
Application is to be sent to Faculty Development Leave Committee by November 1.

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

_____   _____
Chair, Faculty Development Leave Committee   Date
Application is to be sent to the Vice President for Academic Affairs and Provost by December 1.

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

_____   _____
Vice President for Academic Affairs and Provost   Date
Decision for actual awarding of development leave will be December 5, and applicant will be notified of decision.
Note: The name and address of the chair will be communicated to the faculty during an academic year.

2.5.2 Special Criteria by Ranks for Promotion, Tenure, and Appointment

Faculty ranks of the University, including librarians, educational technologists and supervising teachers at Kilby School, are instructor, visiting (open rank) professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are considered tenure-track except for Kilby Laboratory School faculty wherein faculty at the instructor rank are eligible for tenure under Alabama State Law (16-24-02). All others are based on renewable appointment. Determination of rank is established at the time of initial appointment. The years of appropriate experience are calculated at the end of the academic year prior to appointment or submission of a promotion portfolio. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and Provost/VPAA based on duties, needs of the University, and available funds.

ALA CODE § 16-24-2 : Alabama Code - Section 16-24-2: CRITERIA FOR CONTINUING SERVICE STATUS FOR TEACHERS, PRINCIPALS AND SUPERVISORS; LIST OF PERSONS RECOMMENDED FOR CONTINUING STATUS; EFFECT OF CONSOLIDATION OR SEPARATION OF SCHOOLS

(a) Any teacher in the public schools who shall meet the following requirements shall attain continuing service status: Such teacher shall have served under contract as a teacher in the same county or city school system for three consecutive school years and shall thereafter be reemployed in such county or city school system the succeeding school year.

(b) An instructor who has attained continuing service status and who is promoted to principal or supervisor shall serve for three consecutive school years as a principal or supervisor before attaining continuing service status as a principal or supervisor. Such promotion shall in no way jeopardize the continuing service status of the teacher as an instructor; and, should the promoted instructor not be retained as principal or supervisor, his salary would be reduced to the salary paid instructors in accordance with the prevailing salary schedule in the county or city school system.

(c) The superintendent shall, by the end of each school term, submit to the employing board a list of teachers recommended for continuing service status. A failure on the part of the

superintendent to make such certification shall not in any way prejudice the continuing service status of the teacher.

(d) When two or more school systems are consolidated under one board of education, or when one or more schools are separated from a school system in order to become a part of or to constitute another school system, the continuing service status of the teachers involved in such changes is in no way jeopardized.

(Acts 1939, No. 499, p. 759, § 2; Code 1940, T. 52, §352; Acts 1951, No. 806, p. 1408; Acts 1953, No. 773, p. 1040, § 1.)

- See more at: http://codes.lp.findlaw.com/alcode/16/24/1/16-24-2#sthash.UkFcyft1.dpuf

ALABAMA STATUTES AND CODES

Section 16-24-2 Criteria for continuing service status for teachers, principals and supervisors; list of persons recommended for continuing status; effect of consolidation or separation of schools.

Listen

Section 16-24-2

Criteria for continuing service status for teachers, principals and supervisors; list of persons recommended for continuing status; effect of consolidation or separation of schools.

(a) Any teacher in the public schools who shall meet the following requirements shall attain continuing service status: Such teacher shall have served under contract as a teacher in the same county or city school system for three consecutive school years and shall thereafter be reemployed in such county or city school system the succeeding school year.

(b) An instructor who has attained continuing service status and who is promoted to principal or supervisor shall serve for three consecutive school years as a principal or supervisor before attaining continuing service status as a principal or supervisor. Such promotion shall in no way jeopardize the continuing service status of the teacher as an instructor; and, should the promoted instructor not be retained as principal or supervisor, his salary would be reduced to the salary paid instructors in accordance with the prevailing salary schedule in the county or city school system.

(c) The superintendent shall, by the end of each school term, submit to the employing board a list of teachers recommended for continuing service status. A failure on the part of the superintendent to make such certification shall not in any way prejudice the continuing service status of the teacher.

(d) When two or more school systems are consolidated under one board of education, or when one or more schools are separated from a school system in order to become a part of or to constitute another school system, the continuing service status of the teachers involved in such changes is in no way jeopardized.

(Acts 1939, No. 499, p. 759, § 2; Code 1940, T. 52, §352; Acts 1951, No. 806, p. 1408; Acts 1953, No. 773, p. 1040, § 1.)

- See more at: http://statutes.laws.com/alabama/Title16/Chapter24/16-24-2#sthash.FhvaJlVp.dpuf

Attachment E

Local Administrative Privileges and Network Computer Monitoring Policy

The following document applies to all University employees and computers, including Information Technology Services (ITS) employees and computers.

Running a computer system with administrative privileges represents a significant risk to the confidentiality, integrity, security, and availability of the University's information assets. However, without administrative privileges, a user cannot immediately install or update some software and/or hardware and must wait for ITS support, which causes an inconvenience for the user and increases the expense of maintaining the University's computer assets. Therefore, under the direction of the University administration, ITS ~~enabled~~ enables local administrative privileges for each employee on their assigned computer.

All University owned computers must:
- Be joined to the University's Active Directory domain;
- Have management software installed that facilitates hardware or software inventory for asset tracking, license compliance, software installation/upgrading, remote assistance, or troubleshooting;
- Have active, properly configured security (anti-virus, malware, etc.) software;
- Have service packs and/or patches deemed necessary by ITS.

NOTE: Exceptions to the above can be made by the ITS Director.

Local Administrative Privileges Agreement
Every University employee initially has local administrative privileges on their University assigned computer and is required to abide by the following:
- User will not alter the computer's firewall, antivirus, or any other security software;
- User will not create any new user accounts or modify any existing accounts;
- The ITS department will continue to provide operating system patches, application software patches, antivirus/malware updates through the system wide client management platform to all University owned computers. User will not block or in any manner disable or revise any services on the computer that may prevent these or other routine maintenance procedures including scheduled antivirus/malware scans;
- User will maintain software licensing information for any software personally installed on their assigned computer;
- User will not share their username or password with others (Information Technology Services can provide assistance in establishing options for securely sharing items between users);
- User will not install or use software that is considered insecure. If there are questions concerning the validity of any software, the user should contact ITS prior to installing;
- User agrees that ITS has the right to temporarily block the computer from the University network at any time if the computer is suspected to be a security or support risk;
- User will be responsible for backing up their data. ITS will not be able to restore a configuration customized by the user. In the event of a computer failure, ITS will restore the original base image on the computer. The base image includes an operating system and any software maintained by the ITS department;
- ~~User will not use University computers for personal gain (http://ethics.alabama.gov/docs/Unofficial_Restated_Ethics_Act(Draft_7-18-2012).pdf Page 24);~~
- User agrees that, in the event their local administrative privileges result in a security compromise, they may be held responsible for any damages that may result to the full extent allowed by University policy, Local, State, and/or Federal law.

Network and Computer Monitoring
Electronic information on University computing resources is subject to examination if it is necessary to maintain or improve the functioning of University computing resources. Therefore, it is understood that there is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the University network and computing resources.

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

The University may monitor individual usage in the following instances:
- The user has voluntarily made access available to the public;
- To protect the security, functionality, and liability of the University's Information Technology Resources;
- Where probable cause exists to believe that the user has violated this policy.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the Vice President of Academic Affairs / Provost (VPAA) in consultation with the President. The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities. The VPAA must be notified prior to initiation of monitoring.
Any violation of these procedures or unauthorized monitoring by the University will be considered "misuse" and personnel involved will be subject to ~~revocation of privilege~~ disciplinary action.

Privileges Revocation

A user's local administrative privileges may be revoked for any of the following reasons:
- User is involved in a data breach that is related directly to their having administrative privileges;
- User is downloading or installing software that is illegal or malicious to the University's Information Technology Resources;
- User is downloading or distributing copyrighted material without permission and can't demonstrate "fair use" (http://www.copyright.gov/fls/fl102.html);
- User requires excessive support from ITS staff. Excessive support is defined as frequent incidents requiring ITS staff to spend time returning a computer's operating system or software to a properly functioning state.

Decisions to revoke a user's local administrative privileges will be made collaboratively by the ITS Director and the immediate supervisor of the assigned user based on documentation of any of the above conditions. Revocation of privileges will be communicated in writing to the user upon execution. If the Director of ITS and the user's immediate supervisor are unable reach a mutually acceptable agreement, either may appeal to the Technologies Advisory Committee (TAC) for a decision. The committee may be reached by sending a written request to the TAC Chair. The Chair will respond to appeal requests in writing to the requester within 15 business days. In the meantime, prior to the TAC's official decision, revocation of local administrative privileges is at the discretion of the ITS Director.

A user's previously revoked administrative privileges will not be restored without a written request from the user. After a period of 90 days, a user may request the reinstatement of their previously granted local administrative privileges by sending a written request to the ITS Director and their immediate supervisor. The decision process will consider the documentation and/or decision that led to the revocation and the user's computer use record during the prior 90 days. If the decision is made to continue without local administrative privileges, the user may continue to request reinstatement every 90 days. Any reinstatement request that is less than 90 days from the initial revocation or from a previous reinstatement request will not be accepted.

A user whose administrative privileges are revoked and not restored may appeal the decision with the TAC. The committee may be reached by sending a written request to the ITS Director and the TAC Chair. The committee will respond to appeal requests in writing to the requester within 15 business days.