FACULTY SENATE MINUTES
October 8, 2020

Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Williams presiding.

I. Proxies

Ann-Marie Irons for Tabitha Blasingame (Nursing and Health Professions – Undergraduate Programs), Kristy Miles for Stephanie Clark (Nursing and Health Professions – Undergraduate Programs), Amanda Hofacker-Coffman for Frank Diaz (Department of Chemistry and Industrial Hygiene), and Janet Jenkins for Mark Terwilliger (Department of Computer Science & Information Systems).

Members in attendance

Lori Alford, Rae Atencio, Lisa Ann Blankinship, Tim Butler, Cory Cagle, Lisa Clayton, Sarah Franklin, Felicia Harris, Betsy Heckert, John Hodges, Scott Infanger, Lisa Kirch, Christopher Klein, Ian Loeppky, Thomas Luckowicz, Jennifer Maddox, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Chris Purser, Ansley Quiros, Terry Richardson, Craig Robertson, Sunhui Sim, Michael Stocz, Kevin Stoltz, Jessica Stovall, Jillian Stupiansky, Brian Thompson, Jason Watson, Laura Williams, and Gretchen Windt. Dr. Lee Renfroe, serving as past Faculty Senate President was also in attendance.

Members not in attendance (without proxy)

Justin Carter (Department of Management and Marketing), Ravi Gollapalli (Department of Engineering and Technology), Alexander Takeuchi (from the former Department of Sociology and Family Studies [Note: Given the reorganization of the two disciplines into one department, it is questionable whether Dr. Takeuchi was actually 'absent'.]) and Pete Williams (Department of Finance, Economics, & Data Analytics).

II. Approval of the Agenda

President Williams requested approval of the October 8th meeting agenda.

Senator Richardson moved to accept the meeting's agenda and Senator McMullen seconded the motion. The agenda was approved.

III. Approval of minutes from September 10 and 17 Meetings

President Williams requested approval of the two-part minutes from the original September 10th

meeting, which was disrupted due to a power outage, and the continuing meeting which convened on September 17th.

Senator Robertson moved to approve the minutes from the joint September meetings with a second from Senator Richardson.

The minutes were approved.

IV. Remarks from Dr. Ken Kitts, UNA President

President Kitts mentioned the passing of Dr. Paul Enlow (Adjunct Professor in the Department of Chemistry and Industrial Hygiene) and asked the campus community to keep his family in their thoughts.

Recently, the UNA Digest mentioned removal of blue spruce trees on Pine Street (by Norton Auditorium and the Communications Building). The trees are interfering with power lines, pedestrian traffic, and visibility. Facilities has recommended removal of the trees and their replacement with more appropriate foliage

UNA was recognized for 2020 in the "Great Colleges to Work For" assessment program. President Kitts noted the timing of this news as excellent for UNA as other schools are struggling to balance all their organizational demands. UNA was listed as an "Honor Roll" institution having been recognized across 10 different categories. UNA exceeded the mean value in all categories except facilities but this is an issue being addressed via the Project 208 initiative.

President Kitts then turned his attention toward political and funding issues. He mentioned UNA is still pursuing several one-time funding opportunities through programs associated with the CARES Act and the state's Bond Bill. Most of these one-time funds are conceptually restricted from application to personnel or regular operations. Unless there is a special session called, the next legislative session will begin the first week of February. Given this will be the first session after the national census, redistricting within the state may affect UNA legislative influence.

President Kitts addressed the Vice President of Student Affairs position which Dr. Kimberly Greenway currently is filling and has served since 2018. A search process was begun Jan. 2020 to fill this position but was suspended due to the COVID-19 pandemic. Discussions pertaining to restarting the search were initiated in September, 2020 by seeking feedback from Student Affairs staff. That feedback regarding Dr. Greenway's performance was positive and the consensus opinion from the Student Affairs staff was that Dr. Greenway should be allowed to continue in role due to the high quality of her work, her role in leading the COVID-19 Recovery Task Force, and general concerns about a search becoming a distraction during a very busy time for the division. President Kitts noted he would work with UNA's Human Resources Office to finalize an appropriate plan for this position.

Addressing recent changes to the UNA Board of Trustees, President Kitts noted that on October 1st, the terms for Trustee Libby Jordan and Trustee Todd Ouellette expired. Mr. Jim Page and Ms. Nancy Sanford (both UNA alumni) began their terms as trustees on October 1st.

President Kitts concluded his comments by addressing current actions involving the renaming of certain UNA campus buildings. At their September 18th meeting, the UNA Board of Trustees received a report from Vice President Ron Patterson on the building names study. There was preliminary and confidential discussion on the issue, and the issue will be addressed in a subsequent meeting. As other Alabama public institutions (e.g., Troy University) are addressing this issue, we all should be watching to see what these institutions do and the legal responses they experience.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

Dr. Alexander began his remarks by discussing fall, 2020 enrollment patterns. Leading up to the October 30th census date, UNA enrollments will likely reflect a 5% growth over the fall, 2019 semester with a student headcount between 8,400 and 8,500. Strategies have been developed and put into effect with the goal of increasing the size of the freshman fall, 2021 cohort as well as to increase overall enrollment by 1,000 students (**NOTE**: Dr. Alexander provided Senator Robertson with additional information received after the Oct. 8th meeting. Dr. Alexander conveyed that a partner institution in China elected, because of COVID-19, not to participate in courses with UNA during the fall, 2020 semester. Thus, estimated final enrollments for the fall, 2020 semester should be between 8,355-8,400 students. This is still an approximate 4% growth rate).

The third iteration of UNA's Winter session is approaching and presents students with an expanded array of courses.

Dr. Alexander also noted that UNA has been focused on student retention and is achieving positive results. The fall, 2019 to fall, 2020 retention rate is approximately 77%. This is a record level. He noted we must continue focusing on this issue with particular attention devoted to at-risk students. Additional resources have been provided to the University Success Center but faculty also play a pivotal role in promoting student retention.

Effective immediately, UNA's Career Center is administratively placed within Academic Affairs. Dr. Alexander stated that the Career Center will be located in Collier Library as part of an overall approach to provide a "one-stop shop" for students with multiple student service needs. This move should also help better meet the needs of our adult education students.

Dr. Alexander then discussed a new learning agreement with Calhoun Community College and the pursuit of similar agreements with community colleges in Mississippi, Tennessee, and throughout Alabama. These learning agreements will benefit students from these schools as well as employees

working for the community colleges. Further, UNA is broadening its partnerships with international educational institutions. UNA has recently formalized a learning agreement with Bahamas Baptist Community College (Nassau, Bahamas) under the conceptual umbrella of 2+2 programs.

Dr. Alexander concluded his remarks by discussing the various accreditation reviews that are currently underway and impacting our academic programs. Nursing, Education, Engineering Technology, CSIS, and the College of Business are all in various stages of accreditation review. UNA is preparing for its SCASCOC 10-year review in 2023.

VI. Remarks from Dr. Laura Williams, Faculty Senate President

President Williams's comments were brief. She thanked the Senate for their endurance and participation over the two meetings that were scheduled during the month of September.

VII. Reports

A. Standing Committees

There were no committee reports.

VIII. Old Business

A. Graduate Grading Policy (SG: F/SGA) (COAD; Graduate Council)

See Appendix A.

Dr. Jana Beaver gave an overview of this policy from her prior discussion during the September Faculty Senate meetings.

Senator Richardson moved to accept the graduate grading policy. Senator Stovall seconded the motion.

Senator Franklin expressed her appreciation for the committee's work and this sentiment was echoed by Senator Richardson.

The proposal was put to a vote and there were 38 votes to approve the motion, 0 votes in opposition, and 0 votes in abstention.

B. Proposal for revisions to hiring process requiring Diversity, Equity and Inclusion Statement, and recommended language in job postings (SG:F/S) (Office of Diversity, Equity, and Inclusion)

Mr. Ron Patterson discussed the proposal. To improve recruitment and retention of a diverse and qualified professional staff/faculty at UNA, UNA will require "applicants for all full-time, regular faculty and staff positions at the director level or above…to submit a diversity, equity, and inclusion statement as part of their application materials. The purpose of the statement is to identify candidates who have the professional skills and/or relevant experience, and willingness to engage in activities that will advance institutional diversity and equity goals."

The only changes to the proposal, which was first presented to the Faculty Senate in September, is the addition of a statement providing guidance to applicants for staff positions (see Appendix B)

Senator Richardson motioned to approve the proposal. Senator Monteiro seconded the motion.

Discussion regarding this proposal was limited. Senator Stovall mentioned that the policy is more geared toward faculty. Mr. Patterson said the revised policy is more inclusive given the new policy statement places greater emphasis on faculty and staff positions at the director level or above.

Senator Quiros asked whether a rubric would be applied to better evaluate applicants relative to the goals of this policy. Mr. Patterson replied that what applicants submit as part of their application will be evaluated by the hiring committee just as all application materials have been.

The proposal was put to a vote. There were 39 votes to approve the motion, 0 votes in opposition, and 0 votes in abstention.

C. Proposal for Revisions to the Faculty Handbook Relative to Department Chair Appointments and recognition of department (SG:F) (proposal withdrawn)

President Williams reported that COAS Dean Baird withdrew her proposal in favor of a working group to address the issues presented by the newly created Visual Arts and Design (VAD) program. The idea advanced to this point is that six to eight representatives would be selected and empowered by Dr. Alexander to address the issues raised by the VAD faculty.

Senator Richardson asked if the working group would be focused only on VAD issues. Dr. Alexander replied that the working group would address the issues within the VAD department. Senator Stoltz asked if Dean Baird had indicated whether she supported locating the Cinematic Arts and Theatre faculty in a department and whether the faculty would have a Faculty Senate representative. Dean Baird stated she was agreeable to defining this groups as a department so they may have Senate representation. Senator Kirch, asked if President Williams had spoken with Cinematic Arts and Theater. President Williams responded "no" but that a conversation would be forthcoming.

D. Proposal for Revisions to the Faculty Handbook Relative to the Selection Process for Department Chairs (Department of Visual Arts and Design (VAD) (F)

[See Appendix C (for the memorandum from VAD).](#)

Senator Monteiro stated that when her department faculty got together to address their reorganization and leadership changes, the faculty felt "blind-sided". They were asked to submit individual interest statements if they were interested in being department co-chairs. There was little communication regarding the restructuring, and choice of chair. Senator Monteiro mentioned that the creation of new administrative positions and titles does not align with the faculty handbook and could create problems for faculty in terms of annual reviews and reviews for promotion and tenure.

Senator Richardson moved to accept the proposal from the Department of Visual Arts and Design. Senator Monteiro seconded the motion.

The floor was opened for discussion. Senator Kirch mentioned that faculty need to have more input regarding departmental reorganizations than currently defined in the faculty handbook.

Senator Richardson motioned that this issue be referred to the Faculty Affairs Committee so they can study the issue and develop new policy for inclusion in the faculty handbook. Senator McGee seconded the motion.

Senator Franklin expressed that this proposal is raising important questions regarding administrative positions within academic departments and that it is important to address these issues and arrive at more concrete definitions. She requested that the Faculty Affairs Committee address this as part of their work and that the committee perhaps work with the Provost's Office as part of the process.

Senator Richardson called the question.

The motion on the floor was to send the proposal from VAD to the Faculty Affairs Committee for analysis.

There were 38 votes to approve the motion, 1 votes in opposition, and 0 votes in abstention.

E. Interim Sexual Misconduct Policy (SG: F/S/SGA)

[See Appendix D](#) **or quick link to** https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf **and visit page 18.**

President Williams sent dates for town hall meetings to discuss the proposed sexual misconduct policy. Those dates are October 28th at 3:30pm and November 5th at 3:30pm. President Williams will send out reminders as those dates approach. Ms. Kayleigh Baker attended the October 8th Faculty Senate meeting to address any new questions.

Senator Richardson asked if UNA has to pass something new because the interim policy is not consistent with the new federal guidelines and whether there was anything in the new proposal that exceeds the federal requirements. Ms. Baker replied that she and her office have tried to tailor the policy to minimize changes while achieving compliance. She noted that where previous guidelines covered issues not required by the new guidelines, those guidelines were retained.

The Faculty Senate will vote on this proposal during its November, 2020 meeting.

F. Office of Grants and Sponsored Programs: Research Misconduct Policy, Policies for Proposals, Acceptance, and Use of Externally Funded Grants and Contracts, and UNA Patent Policy (SG:F/S/SGA) (GSP)

See Appendix E or quick link to https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf and visit page 56.

Mr. Nathan Willingham was present at the meeting to discuss the three policies. He provided a brief summary of the three policies that were first introduced during the September, 2020 Faculty Senate meetings.

Senator Robertson motioned to approve the three proposals. Senator Thompson seconded the motion.

Senator Owens-Murphy sought clarification from Mr. Willingham regarding the definitions of intellectual property, university sponsored projects owned by the university, inventions, and copyrights. Mr. Willingham noted that this policy relates to patents and not copyright material.

There were 38 votes to approve the motion, 0 votes in opposition, and 1 votes as an abstention.

IX. New Business

A. Proposal for revisions to Chapter 2, clean-up language of the new tenure and promotion policy, and Appendix 2E, clean-up language of the old tenure and review policy (SGEC:F)

See Appendix F.

President Williams discussed the need to ensure that language expressing policies in the Faculty Handbook is clear. She stated this item will be moved to old business and moved to the next meeting for discussion and approval.

B. Proposal for Faculty Handbook revisions to correct broken links and policy titles (SGEC:F)

See Appendix G.

President Williams stated this item will be moved to old business and addressed at the November Faculty Senate Meeting.

X. Information items

A. UNA Non-discrimination statement

See Appendix H.

President Williams stated that the SGEC voted unanimously to approve this statement and for it to be published in the Faculty Handbook.

XI. Adjourn

Senator Robertson moved to adjourn the meeting. Senator Blankenship seconded the motion. The meeting was adjourned at 4:42pm

Appendix A.

(The information below was taken from the September 2020 Faculty Senate Minutes)

Memo

To:	Dr. Ross Alexander and Council of Academic Deans
From:	University Graduate Grading Policy Workgroup from the Graduate Advisory Council
	Members: Dr. Joy Borah, Ms. Bliss Adkison, Dr. Jana Beaver, Dr. Wendy Darby, Dr. Kelly Latchaw, Dr. Quinn Pearson, Mr. Mitch Powell, Ms. Leana Wilson
Date:	4/13/20
Re:	University Graduate Grading Policy Proposal for 2020-2021 Catalog

Current university graduate grading policy allows students to graduate with 'D's. After issues arose related to this in early January, Dr. Alexander requested that this policy be made more stringent and become effective next catalog year. He asked Dr. Borah and Dr. Beaver to put together a group to address the issues. This workgroup consists of representatives from each college serving on the Graduate Advisory Council as well as individuals from the VPAA's Office and Registrar's Office.

The issues and proposal have been reviewed at two Graduate Advisory Council meetings this semester and all graduate programs have had input. The suggested changes to the 2020-2021 Graduate Catalog are ready to be reviewed and voted on by COAD and Graduate Council this month. Please see the attached proposed changes.

To summarize our proposal, the sections which were edited in the graduate catalog should make clear that nothing below a C is acceptable. In all three sections, we include language which states individual programs may have more strict policy than university policy, and students should refer to those program requirements (i.e. higher GPA requirement, no repeat/recompute allowed, etc.). Other items addressed are the removal of the word 'master's' to account for new doctoral programs and verbiage the Registrar's Office suggested to remove/change.

Due to these university changes, individual graduate programs may need to re-evaluate the wording in their narrative sections of the Graduate Catalog for 2020-2021. The Registrar's Office is allowing submission until April 24th for any catalog narrative changes related to the grading policy. All Graduate Advisory Council members are aware of the deadline extension allowance, and our workgroup will remind them of this. While these catalog edits do not need to be voted on at Graduate Council, Deans may want to have oversight on any narrative changes their graduate programs are making.

Dr. Borah will bring any suggested edits back to the group to change before Graduate Council votes on these items.

University Graduate Grading Policy Proposed Changes for 2020-2021

CURRENT "Quality of Work" Policy Wording (under Degree and Program General Requirements)

Satisfaction of master's degree and program requirements includes an overall grade average of B or better (3.00) on all valid work attempted at the University of North Alabama, with not more than six semester hours of C work or below. If two C's are earned, the student must have at least two A's in his/her program to achieve an overall 3.00 or better. The minimum completion grade point average requirement for teacher certification is 3.25 in the traditional master of arts in education (M.A.Ed.) program and 3.50 in the education specialist (Ed.S.) program.

PROPOSED "Quality of Work" Policy Wording

All graduate students are expected to maintain a consistently high quality of academic performance. Satisfaction of degree and program requirements includes an overall grade average of B or better (3.00) on all work attempted. No more than two courses with a C grade may be applied towards the degree. No grade below C may be applied towards the degree; however, all grades are included in the calculation of the cumulative GPA. Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements.

CURRENT "Grades and Retention" Policy Wording (Under Academic Procedures and Requirements section)

Grades on graduate courses at the University of North Alabama are reported as A, B, C, D, F, I, IP, S, SP, U, and UP. Graduate students must maintain a grade average of B or better on work attempted. A student who makes a grade of C or below on more than six semester hours of work is automatically eliminated from the program. For a student whose progress in a course has been satisfactory, but who is unable to receive a final grade because of circumstances beyond control, such as illness or similar contingency, a grade of I (Incomplete) may be reported. An I grade which is not removed within the term (fall, spring) immediately following will automatically be changed to a grade of F. Students who receive a grade of I at the end of the spring semester will have until the end of the following fall semester to remove it. It is the student's responsibility to follow up with the appropriate instructor to complete the required work. No quality or quantity credits are earned with a grade of I. IP indicates work in progress. IP is used to designate coursework which cannot be completed within a given semester, i.e. Dauphin Island, Study Abroad credit, etc. In progress work must be completed in the following semester (fall, spring). Students who receive a grade of IP at the end of the spring semester will have until the end of the following fall semester to remove it. An IP which is not removed within the period prescribed automatically becomes an F unless an extension of time has been granted by the appropriate college dean. Scholastic ratios are determined on the 4.0 scale with each semester hour of credit attempted producing four quality points on a grade of A, three quality points on a grade of B, two quality points on a grade of C, one quality point on a grade of D, and no quality points on grades other than these.

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PROPOSED "Grades and Academic Progress" Policy Wording

Grades on graduate courses at the University of North Alabama are reported as A, B, C, D, F, I, S, SP, U, and UP. Graduate students must maintain a grade average of B or better (3.00) on work attempted.

*Any student who earns three grades of C will be dismissed; this dismissal can occur at any point in their program of study, including the last semester.

*Any student who earns two grades below C will be dismissed.

*No grade below C may be applied towards the degree. However, it will be used in the GPA calculation.

Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements.

For a student whose progress in a course has been satisfactory, but who is unable to receive a final grade because of circumstances beyond control, such as illness or similar contingency, a grade of I (Incomplete) may be reported. An I grade which is not removed within the term (fall, spring) immediately following will automatically be changed to a grade of F. Students who receive a grade of I at the end of the spring semester will have until the end of the following fall semester to remove it. It is the student's responsibility to follow up with the appropriate instructor to complete the required work. No quality or quantity credits are earned with a grade of I.

Scholastic ratios are determined on the 4.0 scale with each semester hour of credit attempted producing four quality points on a grade of A, three quality points on a grade of B, two quality points on a grade of C, one quality point on a grade of D, and no quality points on grades other than these.

What the Online Catalog Links look like:
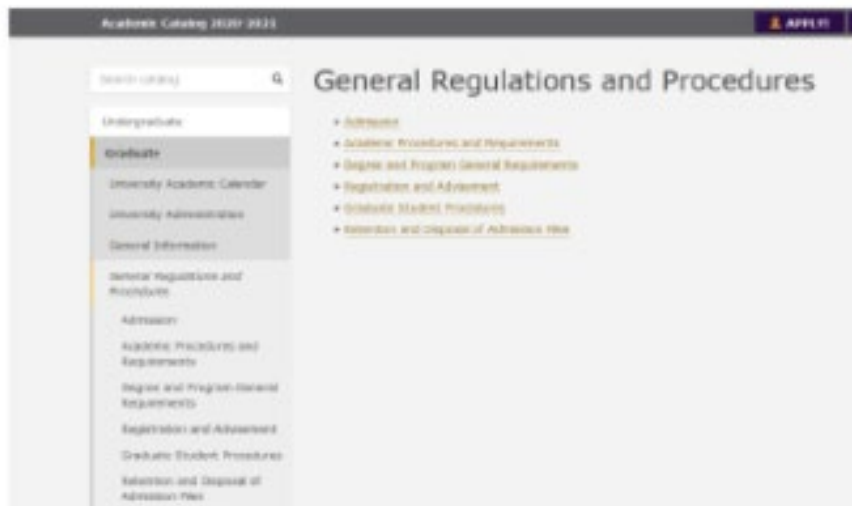
Appendix B.

Proposal

The University of North Alabama
Division of Diversity, Equity, & Inclusion

To:	Dr. Ken Kitts, President
	Dr. Ross, Alexander, Provost and Executive Vice President for Academic Affairs
	Shared Governance Executive Committee
From:	Ron Patterson, Ed.S.
	Vice President for Diversity, Equity, and Inclusion
CC:	Dr. Andrea Hunt, Director of Mitchell-West Center for Social Inclusion
Date:	09/16/2020
Re:	Diversity, Equity, and Inclusion Statement

The external recruitment and selection process for open faculty and staff positions is ultimately governed by the Protocol for External Faculty/Staff Searches. The goal of the process is to recruit and retain a diverse and highly-qualified staff as well as faculty who demonstrate excellence in teaching, scholarly activities, and public service. To further strengthen UNA's commitment to hiring diverse individuals among the ranks of faculty and staff, the Division of Diversity, Equity, and Inclusion proposes that applicants for all full-time, regular faculty and staff positions at the director level or above be required to submit a diversity, equity, and inclusion statement as part of their application materials. The purpose of the statement is to identify candidates who have the professional skills and/or relevant experience, and willingness to engage in activities that will advance institutional diversity and equity goals. This process is facilitated by the Office of Human Resources in collaboration with the Division of Diversity, Equity, and Inclusion.

Accordingly, guidelines and resources related to the required statements will be developed and posted on the appropriate university website(s).

Recommendations:

- Link the new Strategic Diversity and Inclusion plan to all faculty and staff postings. https://www.una.edu/vpem/diversity/index.html.

Guidance for Staff Applicants:

- One-page document explaining your experiences with and commitments to diversity, equity, and inclusion with a focus on one or more of the following:
  - Experiences working with diverse populations
  - Describe previous activities mentoring members of underrepresented groups in an inclusive working environment
  - Explore how, as a staff member, one might contribute to working to build and sustain an equitable and inclusive work environment where diversity is celebrated and valued
  - Explore how, as a staff member, one might contribute to achieving goals outlined in the University's strategic diversity and inclusion plan
  - Explain how previous work and/or life experiences would advance the University's strategic diversity and inclusion plan

Guidance for Faculty Applicants:

- One-page document explaining your experiences with and commitments to diversity, equity, and inclusion with a focus on one or more of the following:
  - Experiences working with diverse populations
  - Explain how your teaching philosophy aligns with and will contribute to a culture of inclusion on campus
  - Explore how, as a faculty member, one might contribute to achieving goals outlined in the University's strategic diversity and inclusion plan
  - Explain how one may incorporate diversity and inclusion into teaching, research, and service
  - Explain how previous work and/or life experiences would advance the University's strategic diversity and inclusion plan

Recommended language for inclusion in job postings:

Examples of statements for use in job postings:

- We welcome applicants who are committed to working at a university that values diversity, equity, and inclusion for faculty, staff, and students.
- We are actively seeking faculty who aspire to educate a student body rich in diversity with respect to gender, ethnicity, first-generation students, socioeconomic status, and academic interests.

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- We particularly value faculty who are committed to mentoring and educating students from the broadest possible cross-sections of their communities and countries.
- We, especially, welcome applicants whose research, teaching, and service (community outreach) demonstrably attest to their commitment to inclusion of underrepresented and/or non-majority individuals into their respective area of specialization within their discipline.
- We welcome applicants who have shown a commitment to educating and mentoring a diverse student body to expand opportunities and enhance personal growth, retention, and academic success.
- UNA celebrates the multicultural diversity of its student body by creating a welcoming and inclusive environment for students through centers, organizations, clubs, and programs such as the Center for Women's Studies; Mitchell-West Center for Social Inclusion; Diversity Student Ambassadors; Black Student Alliance; Presidential Mentors Academy; Multicultural Education Club; Student Alliance for Equality; Global Learning Community; Global Lions; CultureFEST; Diversity Education Week; Hispanic Culture Organization; Japanese Student Organization; Chinese Student Organization; Affinity Groups (LGBTQIA, First-Generation Students, and Students on the Autism spectrum).

Appendix C.

Department *of* VISUAL ARTS and DESIGN
College of Arts and Sciences

MEMORANDUM

To: Laura Williams, 2020–21 Faculty Senate President

From: Department of Visual Arts and Design

Re: Proposal for Faculty Handbook Policy Revision

Date: August 20, 2020

The Department of Visual Arts and Design submits to the Faculty Senate and the Shared Governance Executive Committee the attached proposal for revision of the current Faculty Handbook policy.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement.

This summer, the restructuring of the School of the Arts directed by the Office of the Dean of the College of Arts and Sciences resulted in the replacement of the traditional Department Chair with two Co-Chairs and the creation of new administrative positions and titles: Associate Director, the Assistant Chair, and the Program Coordinator. The Arts and Sciences faculty also observed the establishment of Co-Chairs as a result of the Psychology and Sociology Departments merger.

These changes signal the University administration's interest in utilizing new governance structures and therefore raise the need to examine current policies concerning the role and responsibility of the academic Department Chair—an important middle management position that necessarily serves both the faculty and the administration. These changes also raise the need to define: Program Coordinator, Assistant Chair, Co-Chair, and Associate Director.

In the spirit of shared governance and in fulfillment of our civic responsibility as members of the University community, the faculty of the Department of Visual Arts and Design therefore propose the 3.2.4. policy change and urge the definition of the aforementioned new administrative positions.

Faculty Handbook, p. 3-5

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes utilization of a standardized plan for selection of department chairpersons, revision of the generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

[…]

PROPOSED CHANGES

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments, ~~which~~ independent of any ~~are not replaced by indicating the~~ term of appointment. A department's faculty will receive advance communication when a chair transitions to a different administrative position beyond the home department. Department faculty will also receive prompt notice of vacancy at the end of a chair's term or termination of appointment, whichever comes first. Upon receiving such notice the faculty will elect a ranked slate of candidates to present to the college dean and Vice President for Academic Affairs and Provost for selection of the new chair.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes ~~utilization of~~ using a standardized plan ~~for selection of~~ to select department chairpersons from the slate of elected candidates, consulting with the department faculty while ~~in revision of~~ revising the generic chair job description ~~for department chairpersons~~ to make it department-specific ~~to each department~~, as well as developing ~~development of~~ a standardized evaluation plan ~~of evaluation that will be used for~~ applicable to all department chairpersons during the review of a completed term and before recommendations are made for the subsequent renewal of a term. The department chair selected will be informed of the standardized evaluation plan prior to finalizing the appointment. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

Appendix D.

A copy of the complete 2020 Title IX Interim Policy can be found in the Faculty Senate Minutes from the two meetings in September, 2020. See Appendix D in those minutes beginning on page 18.

https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf

Appendix E.

A copy of the complete Research Misconduct Policy can be found in the Faculty Senate Minutes from the two meetings in September, 2020. See Appendix G in those minutes beginning on page 56.

https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf

Appendix F (NOTE: to abbreviate these minutes, pages are presented to organize one's reading of the minutes relative to the Faculty Handbook. Within sections of the Faculty Handbook's introductory pages, only pages with changes are presented).

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                    2. PERSONNEL POLICIES,
                         REGULATIONS, AND
                              PROCEDURES
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2.1   EQUAL OPPORTUNITY

2.2   NEPOTISM

2.3   FACULTY EMPLOYMENT PROCEDURES

      2.3.1   SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NON-
             TENURE-TRACK FACULTY
      2.3.2   FACULTY EMPLOYMENT AGREEMENTS
      2.3.3   BACKGROUND CHECKS

2.4   TYPES OF APPOINTMENTS

      2.4.1   TENURE-TRACK
      2.4.2   NON-TENURE-TRACK
      2.4.3   ADJUNCT

2.5   CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE

      2.5.1   GENERAL CRITERIA FOR PROMOTION AND/OR TENURE
      2.5.2   SPECIAL CRITERIA BY RANKS FOR APPOINTMENT,
             PROMOTION, AND/OR TENURE
      2.5.3   PROCEDURE FOR PROMOTION AND/OR TENURE
      2.5.4   RENEWAL OR TERMINATION OF A PROBATIONARY
             APPOINTMENT

2.6   TERMINATION OF FACULTY APPOINTMENTS

      2.6.1   RETIREMENT
      2.6.2   TERMINATION FOR CAUSE
      2.6.3   CHECK-OUT PROCEDURES

2.7   SANCTIONS LESS THAN TERMINATION

2.8   DUE PROCESS PROCEDURES

2.9   FACULTY RECORDS

2.10   APPLICATION OF HANDBOOK

probationary period. The granting of promotion and/or tenure is never automatic. Promotion and/or tenure is granted after a faculty member has been evaluated by a committee made up of tenured faculty members in a department, the department chair, the dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if a sufficient reason exists for doing so.

Approved leaves may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and Provost and Executive Vice President for Academic Affairs at the time leave is granted.

A.   Faculty Members Who Are Not Department Chairs

The initiation of the promotion and/or tenure review process is the responsibility of the faculty member. It begins when the faculty member submits by e-mail to the department chair, dean, and Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and/or tenure and notify the candidate by May 15. This notice to the candidate shall be made in writing and sent through official university communication methods, including email. Failure to notify the candidate by this deadline does not automatically constitute a grant of promotion, tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be recommended by the dean to the Provost and Executive Vice President for Academic Affairs.

For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted by October 1 of the final academic year of probationary status via the online database that UNA has established for this purpose by October 1 of the final academic year of probationary status. For those faculty seeking promotion only, an electronic portfolio that provides evidence of accomplishments will be submitted the faculty member will present by October 1 via the online database that UNA has established for this purpose by October 1 an electronic portfolio that provides evidence of accomplishments. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status (See Section 2.5.5). The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D/2.D.1.

The electronic portfolio will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on the online database that UNA has established for this purpose and will be accessible only by the administration and committee members involved in the promotion and/or tenure review process.

1.   Application for Promotion and/or Tenure (See Appendix 2.F)

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2. A cover letter in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.

3. Current Resume or Vita (pulled into application via the online database that UNA has established for this purpose)

   a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
   b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
   c. Other teaching or library/educational technology services experience (describe and include dates)
   d. Other related experience (describe and include dates)

4. Supporting information for the following items, as outlined in section 2.5.1, submitted via the online database that UNA has established for this purpose

   a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty
   b. Effectiveness in Research, Scholarship, and Other Creative Activities
   c. Effectiveness in Rendering Service
   d. Any other relevant information pertaining to the college or department

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a chairperson. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. In addition. By November 15, the peer promotion and/or tenure committee chair will then submit the evaluation form via the online database that UNA has established for this purpose all of the

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information relating to the promotion and/or tenure recommendation by November 15. The evaluation form, composed by the candidate's peer promotion and/or tenure committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include discipline specific accomplishments relative to effectiveness in teaching; research, scholarship, and other creative activities; and service. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

Responsibility of the Department Chair

The department chair will evaluate the portfolios of the candidates in his or her department and complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank and recommend for or against the granting of promotion and/or tenure. No later than December 1, Tthe department chair will submit his or her own recommendation evaluation form for each candidate via the online database that UNA has established for this purpose no later than December 1. In Library and Educational Technology Services, the dean serves the functions of chair and dean.

Responsibility of the College Dean

The dean will review the candidate portfolios in his/her college and the materials presented by the peer promotion and/or tenure committee and the department chair, complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure, recommend for or against the granting of promotion and/or tenure, and, by February 1, submit the evaluation form via the online database that UNA has established for this purpose all of the information relating to the promotion and/or tenure recommendation by February 1.

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

The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the peer promotion and/or tenure committee, the department chair, and dean, and the committee chair will complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure as reported on the numerical secret ballot vote to recommend for or against the granting of promotion and/or tenure and, by March 15, submit the evaluation form via the online database that UNA has established for this purpose all of the information relating to the promotion and/or tenure recommendation by March 15. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member from each constituency plus at-large faculty to total nine. The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year.

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Responsibility of the Provost and Executive Vice President for Academic Affairs

By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the department chair, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President by April 15.

Responsibility of the President

By April 22, the final decision for or against the granting of promotion and/or tenure will be made by the President by April 22. No later than May 1, letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair, no later than May 1. For faculty being considered for promotion and/or tenure to associate professor, the notification will occur during the final year of the probationary period. Faculty not approved for tenure will be issued a terminal contract. Promotion and/or tenure, and promotional raises, will become effective on the first day of the following fall semester.

B.   Department Chairs Applying for Promotion and/or Tenure

Department chairs who are candidates for promotion and/or tenure will be evaluated using the same process as that described for other faculty members, except that the department chair review will be conducted by the associate dean of that college. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the dean will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion and/or tenure committee, and the evaluation by the associate dean, will be submitted via the online database that UNA has established for this purpose no later than November 15. The dean will evaluate the candidate's portfolio and, by February 1, will submit his or her evaluation form via the online database that UNA has established for this purpose by February 1. By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President.

Evaluation Results

At each stage of the process, the evaluation form will be submitted via the online database that UNA has established for this purpose and made available to the candidate. The candidate may offer a rebuttal, if desired, via the online database that UNA has established for this purpose. The rebuttal(s), if any, will become a part of the application materials.

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2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and Tenure

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. 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. The individual is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including creative accomplishments and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

3. Effectiveness in Rendering Service. The individual is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in

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related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

2. Assistant Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career.

3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three 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.

Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenure-track departmental faculty and the college dean) for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Vice President for Academic Affairs/Provost.

2.5.3 Procedure for Promotion

A.   Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits by e-mail to the department chair, dean, and Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and notify the candidate by May 15. By October 1, Tthe candidate submits an electronic portfolio via the online database that UNA has established for this purpose by October 1.

The electronic portfolio will contain the following, be housed on the online database that UNA has established for this purpose, and be accessible only by the administration and committee members involved in the promotion review process:

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(exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation ~~Recommendation~~ Form. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form ~~, and submitted~~ via the online database that UNA has established for this purpose ~~no later than November 15~~. This ~~written~~ evaluation, composed by the candidate's peer committee, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a committee of three, adding to that department's tenured faculty (not applying for promotion), other tenured faculty from the college.

Responsibility of the Department Chair

When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure ~~Recommendation~~ Evaluation Form. No later than December 1, the department chair will ~~and~~ submitted the evaluation form via the online database that UNA has established for this purpose ~~no later than December 1~~. This ~~written~~ evaluation, composed by the candidate's department chair, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). The department chair will also provide written feedback to each candidate regarding the strengths and weaknesses of the candidate's portfolio when the final promotion decisions are announced in April. It will be the responsibility of the department chair to confirm the candidate meets the university's eligibility requirements (e.g., years of service) for promotion to the rank being sought.

Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and

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department chairs. The dean will prepare a~~n~~n ~~written~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended~~,~~ and be recorded on the Promotion ~~and/or Tenure Recommendation~~Evaluation Form_. By February 1, the dean will ~~and~~ submit~~ted~~ the evaluation form via the online database that UNA has established for this purpose ~~by February 1~~.

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

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

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained on the online database that UNA has established for this purpose. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended] should be used at all levels and on all evaluation documents~~,~~ and be recorded on the Promotion and/or Tenure ~~Recommendation~~Evaluation Form~~,~~_ ~~and~~ By March 15, the committee chair will submit~~ted~~ the evaluation form via the online database that UNA has established for this purpose ~~by March 15~~. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found at the end of Appendix 2.E.

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As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available on the online database that UNA has established for this purpose, the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Provost and Executive Vice President for Academic Affairs. After discussing the portfolios with the committee, the Provost and Executive Vice President for Academic Affairs will forward the committee's concurrence, or lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Responsibility of the Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By April 15, the Provost and Executive Vice President for Academic Affairs will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and will recommend for or against the granting of promotion and/or tenure to the President.

Following the decisions made by the President as outlined below, the Provost and Executive Vice President for Academic Affairs will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than April 22. Candidates will be notified by the deans by May 1. Promotions will become effective on the first day of the following fall semester.

Responsibility of the President

The President will review the individual portfolios and all recommendations. Based upon these, and in consultation with the Provost and Executive Vice President for Academic

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Affairs, the President will establish a tentative promotion list, which will be shared with the Provost and Executive Vice President for Academic Affairs and the academic deans for their final input. Informed by this processBy April 22, the President will make the final decision on promotion for each candidate by April 22. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall try to ensure that the number of promotions (including department chairs) each academic college and Collier Library/Educational Technology Services receives is fair and equitable. No later than May 1, letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair. Promotions will become effective on the first day of the following fall semester.

B.   Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion committee will be sent directly to the dean of the college no later than November 15submitted via the online database that UNA has established for this purpose. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the department chair's portfolio and, by February 1, will submitforward his or her evaluation form and the peer promotion committee's evaluation to the Provost and Executive Vice President for Academic Affairs by February 1via the online database that UNA has established for this purposes. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By April 15, the Provost and Executive Vice President for Academic Affairs will review the department chair's portfolio, recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

2.5.4 Tenure

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

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the

Commented [VRP1]: This will be proposed for deletion once everyone on the former policy receives tenure.

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

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

1. The Office of the Provost and Executive Vice President for Academic Affairs shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or "terminal" academic year contract. This notice shall be made in writing and placed in the faculty member's campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.

2. By October 1 of the final academic year of probationary status, the faculty member will present ~~to the department chair electronically~~ an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1 via the online database that UNA has established for this purpose.

    ~~Applicants for tenure will limit their portfolios to a maximum of 15 pages, including a current vita not to exceed five pages and supporting narrative not to exceed 10 pages.~~ Supplemental materials may be provided ~~but should be separate from the portfolio~~ via the online database that UNA has established for this purpose.

3. If a member of the teaching faculty ~~has not~~wishes to present~~ed~~ a student evaluation composite or overview as part of teaching effectiveness, it ~~will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean~~must be submitted via the online database that UNA has established for this purpose.

4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department and supervise the election, by secret ballot, of the chairperson from among the members of the committee. It is the responsibility of the department tenure committee to prepare an ~~written~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and by majority vote to recommend for or against the

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granting of tenure and, by November 15, to submit the evaluation form via the online database that UNA has established for this purpose~~through the department chair to the college dean all of the information relating to the tenure recommendation by November 15.~~

5. It is likewise the responsibility of the department chair to prepare an ~~written~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and to recommend for or against the granting of tenure and, by December 1, to submit the evaluation form via the online database that UNA has established for this purpose~~forward to the college dean all of the information relating to the tenure recommendation by December 1.~~

6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare an ~~written~~ evaluation on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and recommend for or against the granting of tenure and, by February 1, to submit the evaluation form via the online database that UNA has established for this purpose~~forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by February 1.~~

7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and, by March 15, will submit the evaluation form via the online database that UNA has established for this purpose~~make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by March 15.~~

8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President by April 15.

9. The final decision for or against the granting of tenure will be made by the President by April 22, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than May 1 of the faculty member's final academic year of the probationary period. Probationary faculty who receive non-renewal notices as a result of tenure review will be retained for one academic year of employment prior to separation from the institution.

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

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Appendix G.

Summary of Comments on UNA Faculty Handbook -- full version - Link Updates KKC 09.24.2020.pdf

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:23:31 AM
This link is incorrect. The correct link is: https://www.una.edu/employee-policy-manual/PDFs/Policies/Equal%20Employment%20Opportunity%20and%20Harassment%20Policy.pdf. Also, the policy title changed to: Equal Employment Opportunity and Harassment Policy.

Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:24:15 AM
This title and link is incorrect as well. Title online is: Nepotism (Employment of Relatives) and the link is: https://www.una.edu/employee-policy-manual/PDFs/Policies/Nepotism.pdf.

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:24:57 AM
This can just be a link to the employment page: https://www.una.edu/humanresources/employment.html

Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:25:44 AM
Employment of Foreign Nationals Policy is here: https://www.una.edu/employee-policy-manual/PDFs/Policies/Employment%20of%20Foreign%20Nationals%20Policy.pdf

Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:26:11 AM
This link is: https://www.una.edu/employee-policy-manual/PDFs/Policies/Background%20Checks.pdf.

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:27:03 AM
Direct Link: http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:27:43 AM
Patent Policy: https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf

Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:28:00 AM
Copyright Policy: https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:29:10 AM
Sick Leave Program: https://www.una.edu/employee-policy-manual/PDFs/Procedures-Processes-Programs/Sick%20Leave.pdf

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Author: kkharp   Subject: Sticky Note   Date: 9/24/2020 11:30:23 AM
This policy title was changed to: Remission of Tuition and Fees and the direct link is: https://www.una.edu/humanresources/benefits/remission-of-tuition-and-fees.html

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FACULTY HANDBOOK

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UNIVERSITY OF NORTH ALABAMA

AUGUST 2020 EDITION

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2.1 EQUAL OPPORTUNITY

The University's policy on Equal Opportunity can be located on the university's website at http://www.una.edu/employee-policy-manual/policies/equal-employment-opportunity-policy.html.

2.2 NEPOTISM

The University's policy on Nepotism can be located on the university's website at http://www.una.edu/employee-policy-manual/policies/nepotism.html. This statute is applicable to all university positions, including non-tenure-track, adjunct, and student positions. Furthermore, any committee membership (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

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 Vice President for Diversity, Equity, and Inclusion will provide assistance and guidance as outlined below.

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 Vice President for Diversity, Equity, and Inclusion throughout the search and screening processes. In the event that a search committee chair and the Vice President for Diversity, Equity, and Inclusion do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member. 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)

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

A search process is initiated when the Provost and Executive Vice President for Academic Affairs indicates that an existing position vacancy may be filled or, after consultation with the President, 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

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12. Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the Vice President for Diversity, Equity, and Inclusion, the Provost and Executive Vice President for Academic Affairs, and the AVPHRAA.

13. Where appropriate, the search committee should consult the following links for additional information on search protocols: http://www.una.edu/humanresources/files/employment/Protocol%20for%20External%20FacultyStaff%20Searches.pdf , http://www.una.edu/employee-policy-manual/policies/employment-of-foreign-nationals-policy.html.

14. Review of Procedures. These procedures should be reviewed periodically by the Office of the Provost and Executive Vice President for Academic Affairs with input from areas conducting searches the prior year and the Faculty Senate.

2.3.2 Faculty 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 receipt by the Provost and Executive Vice President for Academic Affairs of official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials. 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 an offer of appointment shall be in writing.

2.3.3 Background Checks

The University's statement on Background Checks can be located at http://www.una.edu/humanresources/handbook-policies.html.

2.4 TYPES OF APPOINTMENTS

The University uses three types of faculty appointments—tenure-track, non-tenure-track, and adjunct—as follows:

2.4.1 Tenure-Track

These appointments are for full-time positions 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

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the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to the following link: http://www.una.edu/humanresources/forms-and-links.html (see Shared Responsibility for Employers Regarding Health Coverage; Final Rule – specifically section VI.C.) Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers' Retirement System of Alabama. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or full-time status are stipulated. (See Appendix 2.A, Policies Concerning Adjunct Faculty)

2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE

2.5.1 General Criteria for Promotion and/or Tenure

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. 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. The candidate is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting mentoring and student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques. The non-teaching faculty candidate (e.g., Librarians, Instructional Designers, etc.) is evaluated upon evidence of professional effectiveness such as the following: knowledge of the field, including current developments in the field; demonstrated active concern in providing resources that support student, faculty, and staff development and enhance academic progress; effectiveness in oral and written communication; and ability to develop their own unique contribution to their area and the university.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The candidate is evaluated upon the University of North Alabama's mission in research (including basic, applied, and pedagogical research, creative accomplishments, and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the

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              3. RIGHTS AND
          RESPONSIBILITIES
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Faculty Senate Minutes – October, 2020

3.4 UNIVERSITY AND COMMUNITY INVOLVEMENT

Faculty members are encouraged to participate in and support appropriate out-of-class university functions and activities of an educational, cultural, recreational, civic, or social nature. On occasion, classes are dismissed for special programs on the authority of the President and/or the Provost and Executive Vice President for Academic Affairs. Announcements in class of important programs and events are requested of faculty from time to time through official channels. As citizens of the community, as well as members of the university staff, faculty members similarly are encouraged to participate in and support those affairs and activities of the community through which their expertise, standing, and leadership may make a contribution and through which university-community relations are enhanced.

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 must be referred to the Director of Sponsored Programs prior to the submission of a proposal or execution of a contract. The proposal or contract should be submitted to the Director of Sponsored Programs seven business days in advance of the proposal or contract deadline to allow adequate review and processing time.

Review of contracts or proposals is required to verify that the information contained in the documents is in compliance with university, state, and federal guidelines. 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.

3.6 PATENT POLICY

The University's Patent Policy can be located on the university's website at http://www.una.edu/employee-policy-manual/policies/patent-policy.html.

3.7 COPYRIGHT POLICY

The University's Copyright Policy can be located on the university's website at http://www.una.edu/employee-policy-manual/policies/copyright-policy.html.

3.8 STUDENT COPYRIGHT NOTICE

UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All

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persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners.

3.9 OUTSIDE EMPLOYMENT

Faculty positions, unless otherwise stated, are considered to be full-time positions. Before accepting other additional employment or entering into self-employment activities, full-time faculty must determine that such employment would not adversely affect their responsibilities to the University. If it can be reasonably anticipated that such outside employment might interfere with fulfilling these responsibilities, the faculty member must discuss the matter with and obtain written approval from appropriate university officials. (See Appendix 3.B) No outside teaching obligations with another institution or high school should be accepted without prior written approval from the Provost and Executive Vice President for Academic Affairs. Faculty members should not accept outside employment which impairs their ability to fulfill their contractual obligations to the University. Outside employment cannot be used to justify unusual teaching schedules, office hour times, or relief from other normal faculty responsibilities.

3.10 ABSENCES

In the event of illness or other unanticipated circumstances requiring absence from duty, the chair of the department (or the dean of the college if the department chair is not available) should be notified as soon as possible. Any personal time off with pay can be considered only under provisions for sick leave and must be reported to the Office of Human Resources via Banner Self-Service.

The full policy on sick leave can be located at https://www.una.edu/employee-policy-manual/procedures-processes-programs/sick-leave.html. Sick leave is granted to faculty in relation to eight-hour workdays. When a faculty member is absent from the University for a full day, eight hours of sick leave should be reported as long as the faculty member had a class or office hour during that day. Four hours of sick leave should be reported if the faculty member is absent only one-half day and thereby misses a class or office hour. When a faculty member is absent less than one-half day and misses assigned duties, sick leave should be reported in one-hour increments.

Requests for approval for absence in connection with appropriate meetings and other off-campus activities are made in advance to the chair of the department and the dean of the college. Time away from assigned duties on approved university activities is not chargeable to sick leave. Approval for absence does not remove the obligation for proper arrangements for classes.

3.11 FACULTY RESEARCH/DEVELOPMENT

The performance of the University is the cumulative result of the performance of each person employed by the University. The purpose of faculty development is to increase the teaching or research effectiveness of individuals to enable them to contribute to the University's overall mission. Thus, the goals of development are of mutual benefit to the faculty and the University. This is accomplished by enhancing employees' knowledge, skills, and attitudes that

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4. SALARY

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4.1 SALARY SCHEDULE

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4.1.2 ADJUNCT FACULTY

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 ADMINISTRATIVE SUPPLEMENT
4.2.2 SUMMER EMPLOYMENT
4.2.3 INTERIM SESSION EMPLOYMENT
4.2.4 INSTRUCTIONAL OVERLOAD
4.2.5 OFF-CAMPUS INSTRUCTION
4.2.6 DISTANCE LEARNING COMPENSATION

4.3 PAYMENT PROCEDURE

4.3.1 TENURE-TRACK FACULTY
4.3.2 NON-TENURE-TRACK AND ADJUNCT FACULTY

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5. INSTRUCTIONAL PROCEDURES

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6. INSTRUCTIONAL RESOURCES

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6.1   TEXTBOOKS AND MANUALS

6.2   GENERAL EQUIPMENT AND MATERIALS

6.3   COMPUTER EQUIPMENT AND RESOURCES

6.4   LIBRARY RESOURCES AND SERVICES

6.5   EDUCATIONAL TECHNOLOGY SERVICES

6.6   DISTANCE LEARNING

RETIRED FACULTY: BENEFITS AND PRIVILEGES

1.   Members of the faculty, upon retirement from the University after a minimum of 25 years of educational service at any level (elementary, secondary, or post-secondary) with the last 10 years of service being at the University of North Alabama, will be awarded emeriti status and will receive a Certificate of Meritorious Service at the commencement exercises following retirement.

2.   Members of the faculty retiring from the University after 10 or more years of service will have their name placed on the University of North Alabama Roll of Honor which hangs in Bibb Graves Hall.

3.   Subject to the discretion of the University, retired faculty may be eligible for the following benefits and privileges:

a.   Admission to Events: Admission of retired faculty and eligible members of their families to university events is based on the same policies and procedures applicable to regular faculty. Season passes to athletic events at the reduced rates for faculty may be obtained from Athletic Ticket Sales in advance of each season.

b.   Insurance: Under certain conditions and limitations, the University's master group policies on cancer and intensive care insurance and on life insurance for employees may permit retired faculty to continue participation. Retiring faculty should ascertain from the Office of Human Resources the insurance options that may be open to them upon retirement. Health, vision, and dental insurance policies may continue through Public Education Employees Health Insurance Program, subject to provisions of the Alabama Teachers' Retirement System.

c.   Library: Retired faculty are accorded full use and check-out privileges at Collier Library.

d.   Parking: Upon request, retired faculty may continue to obtain current decals from the Office of University Police which will permit campus parking in spaces reserved for faculty and staff. Without current decals, only the spaces reserved for visitors may be used.

e.   Post Office: Upon written request, and as space availability permits, retired faculty may retain their post office boxes for up to one year from the date of retirement.

f.   Publications: Retired faculty can arrange to have copies of The Flor-Ala mailed to them through annual paid subscription; the UNA Magazine is mailed to those who contribute

to the Annual Fund; the _Diorama_ may be obtained by direct purchase at the _Diorama_ Office; undergraduate and graduate catalogs may be located at: https://www.una.edu/academics/index/html.

g. Remission of Course Hour Fees: For qualifying children of retired faculty, the University will provide 100% remission of both tuition and fees for a maximum of 10 fall and spring semesters and 75% remission of both tuition and fees during summer terms for enrollment in undergraduate programs at the University. A retiree may receive 100% remission of both tuition and fees for up to six hours per semester. The spouse of a retiree may receive 100% remission of both tuition and fees for one course per fall and spring semester. The Remission of Course Hour Fees Policy may be located at https://www.una.edu/humanresources/benefits/.

h. Wellness Center. Retired faculty are accorded full use of the Wellness Center.

Retired faculty are always welcome on campus for faculty meetings, Homecoming activities, graduation exercises, and similar events and functions; however, arrangements for attendance must be at the initiative of the individual faculty member. In applying for benefits and privileges, retired faculty should be prepared to present appropriate identification. All rights, benefits, and privileges accorded retired faculty cease upon the member's death unless certain insurance provisions allow for continuation by the spouse.

(This promotion and tenure policy covers faculty hired prior to 2017-2018
who did not opt in to the current promotion and tenure policy)

2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and Tenure

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. 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. The individual is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including creative accomplishments and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

3. Effectiveness in Rendering Service. The individual is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in

Appendix H.

UNA Nondiscrimination Statement

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. UNA policies specifically prohibit the discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including C.F.R. 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator and Compliance Administrator or the Assistant Secretary of Education in the Office for Civil Rights.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the university community who has reason to believe he/she has been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with university programs as the result of their misconduct. All vendors serving the university through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator and Compliance Administrator, Ms. Kayleigh Baker, UNA Box 5023, 202 Guillot University Center, Florence, AL 35632, 256-765-4223, kbaker5@una.edu.

Reports of other forms of discrimination may be reported to the following areas:
Human Resources   256-765-4291 or humanresources@una.edu
Student Conduct   256-765-5012 or studentconduct@una.edu
University Ombudsman 256-765-5224

Reports may also be submitted through the Student Complaint Process available at
https://www.una.edu/policies/appeals/student-complaint-form.html.