FACULTY SENATE MINUTES
March 11, 2021

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. Recognized Proxies

Beth Garfrerick for Betsy Heckert and Mel Blake for Brian Thompson

Members in attendance

Lori Alford, Lisa Ann Blankinship, Tabitha Blasingame, Cory Cagle, Justin Carter, Stephanie Clark, Lisa Clayton, Frank Diaz, Sarah Franklin, Litzy Galarza, Felicia Harris, John Hodges, Scott Infanger, Lisa Kirch, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, 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, Mark Terwilliger, Jason Watson, Laura Williams, Pete Williams, and Gretchen Windt. Dr. Lee Renfroe, serving as past Faculty Senate President was also in attendance.

Members not in attendance (without proxy)

Rae Atencio (Department of Military Science-4th consecutive absence of Mr. Atencio from Faculty Senate meetings), Tim Butler (Department of Management and Marketing-2nd consecutive absence of Dr. Butler from Faculty Senate meetings), and Ravi Gollapalli (resigned from Senate – 6th consecutive meeting without a replacement from the Department of Engineering and Technology).

II. Approval of the Agenda

President Williams requested approval of the March 11th meeting agenda with the following addition: to discuss, under Information Items, clarification of the Faculty Senate Meeting dates for the remainder of the current academic year.

Senator Stoval moved approval of the amended agenda and Senator Richardson seconded the motion. The amended agenda was approved by acclamation.

III. Approval of minutes from the February 11th, 2021 Meeting

President Williams requested approval of the minutes from the February 11th meeting.

Senator Richardson to approve the minutes from the February meeting and Senator Malone seconded the motion.

Senator Owens-Murphy requested and provided a revision to the minutes pertaining to Senator Franklin's discussion of the proposal related to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy regarding the peer committee meeting and vote.

Senator Owens-Murphy suggested the following language be added to the minutes:

Senator Franklin stated that a lot of work has gone into the revisions to the tenure and promotion policy. She has heard from associate professors who find it difficult to work objectively on these committees given the current process. It was suggested that full professors may pressure associate professors to vote a certain way knowing that the associate professor will soon also be applying for promotion. This issue highlights the need for confidential voting on tenure and promotion issues. People serving on departmental level committees should be meeting in-person and people should be able to vote in secrecy.

The amended minutes were approved.

IV. Remarks from Dr. Ken Kitts, UNA President

President Kitts began his remarks by addressing UNA budgetary matters. He referenced his February report, where he mentioned that Governor Ivey had proposed a 16% (approximately 5 million new dollars in recurring funds) increase to UNA's upcoming fiscal year budget. Political decision-making is moving a bit more slowly in Montgomery this year but the Senate Finance and Taxation Education Committee has convened and should take up the higher education budget next week. Following this committee's work, the equivalent house committee will debate the budget and make its recommendations. A conference committee will then iron out differences in the education budget from the two committees.

Assuming the Governor's recommendations are affirmed, UNA's priorities for the new money will include the following: filling vacant faculty lines, holding level the cost of attendance, and providing a long-overdue COLA increase to faculty/staff. Currently, the administration is not in a position to talk about the actual percentage COLA increase until the budget is finalized and a clearer picture of future enrollments emerges.

President Kitts reflected on the recently concluded Giving Day and he reported that as of March 10th, UNA had received 209 gifts from donors across 19 different states. Approximately $100,000 will likely be achieved in pledges from the Giving Day program.

President Kitts then discussed the recent proposed expansion of the ASUN athletic conference. The ASUN Council of Presidents voted to welcome in Jacksonville State, Central Arkansas, and Eastern

Kentucky. These three schools have football teams so UNA will be able to compete with more schools having closer geographic proximity to Florence. The scheduling opportunities should help our student athletes by reducing team travel times and class absences. UNA will look to have all its sport teams brought into the ASUN conference.

President Kitts concluded his remarks by discussing the events that have transpired since March 11th, 2020 (when the WHO declared COVID-19 to be an international pandemic and when many social events/university sponsored events were canceled and schools moved to remote operations and instruction. He commented that UNA has navigated the pandemic environment well in terms of maintaining instruction and promoting student health. He then extended his thanks to all the faculty who are serving on the Covid-19 Recovery Task Force.

Adding to President Kitts' last remarks, Senator Franklin commented that she was proud to read about UNA's role in community COVID-19 vaccination efforts.

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

Dr. Alexander began by discussing UNA's enrollment. Pending the Mar. 17th freeze date, initial data suggest a new record enrollment for the Spring, 21 semester. Enrollment will be up approximately 4-5%.

On Mar. 11th, the Honors College was named for benefactors Delores and Weldon Cole. The Honors College becomes the second named college at UNA. Currently, the Cole Honors College is home to approximately 600 students (approx. 10% of the total undergraduate student population). Its current enrollment exceeds its aspirational goal set for 2023.

Dr. Alexander then highlighted the work of Dr. Matthew price and the exceptional UNA students he has assisted in pursuing nationally recognized undergraduate awards. UNA is a recognized top-producer of Student Fulbright Awards for the second year in a row. This achievement places UNA in a position where UNA students are outperforming students at larger research oriented institutions.

He also reported that the Anderson College of Nursing and Health Professions is working on several new online programs including a Doctor of Nursing Practice (DNP) program. It is anticipated that it will begin accepting students for the Spring, 2023 semester. The ACONHP is also working to develop a Psychiatric/Mental Health Practitioner concentration also scheduled for a Spring, 2023 launch. Finally, the college aims to begin a B.S. program in Respiratory Therapy for a Fall, 2022 launch.

Dr. Alexander reported that the UNA Board of Trustees approved creation of a Center for Sports Analytics. This center will involve students and will launch in conjunction with the new Data Analytics Major.

Dr. Alexander then took questions from senators. Dr. Mel Blake asked for an update on the math building. Dr. Alexander said the Board of Trustees approved the process to plan with architects, faculty, staff and deans, a design that will meet the needs of Math and Computer Science faculty and students.

Senator Stoval asked what new businesses might be coming to the area. Dr. Alexander said there may be between two and four large scale economic development projects that might positively impact the area. Many people still have a say in what will ultimately happen with these projects but there are a few STEM-based corporations considering relocating to the Shoals.

Senator Stovall, referencing the recent inclement weather that forced many classes to move to remote learning. She asked what the implications were for how students were to respond. Dr. Alexander said that the administration trusts the faculty to exercise their judgment in adapting their classes to any distressing situation that students may have experienced.

VI. Remarks from Laura Williams, Faculty Senate President

President Williams thanked the senators who attended the Tri-Senate gala this week. She hoped this event continues next year with greater participation across the three organizational entities.

VII. Reports

A. Standing Committees

1. Faculty Affairs – none

2. Academic Affairs – none

3. Faculty Attitude Survey – Dr. Jason Imbrogno is Chair of the Faculty Attitude Survey Committee. This year's survey should be received for Faculty Senate review around Easter.

4. Faculty Handbook Oversight – none

VIII. Unfinished Business

A. Request for clarification and definitions of administrative titles (FS)

See Appendix A.

This issue emerged several months ago relative to concerns regarding creation of new administrative positions affecting departmental faculty and departmental operations. After the Faculty Affairs Committee examined this issue, it was recommend that Dr. Joy Borah examine all departmental administrative titles and define the administrative roles/responsibilities associated with each. Dr. Borah and Mr. John McGee worked to create and exhaustive listing to be submitted to the Faculty Affairs Committee.

The listing of positions/roles/responsibilities is provided in Appendix A. Any current positions that will not carry-over to the next academic year were not included in this listing.

Senator McGee noted that some Education college positions were not included in the file.

Dr. Mel Blake noted that the Planetarium Director's job description was listed as "unknown" and asked how to proceed in getting the job description defined. Dr. Borah, suggested that Dr. Blake and Dr. Thompson work together to draft a job description and submit it to Dean Baird for approval.

Senator Klein asked about the assistant chair position and whether the title of "associate chair" would be a more appropriate title. He also asked what criteria would be used to determine if/when a department needs an assistant chair. In response, Dr. Alexander commented that a discussion was needed to develop criteria for assistant chair positions and that the current "Co-Chairs" titles would not be used from this point forward.

President Williams then sought advice regarding how the Senate should proceed given the information provided by Dr. Borah. Senator Richardson suggested that this information could be treated as a report from the Faculty Affairs Committee. Senator Watson confirmed that the report was created at the request of the Faculty Affairs Committee and, as such, the Senate could vote to accept the report.

A vote was taken. There were 31 votes to accept the report, 0 votes to reject the report, and 1 vote in abstention.

B. Proposal for revisions to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy regarding the order of items in the tenure and promotion portfolio (SGEC:F)

See Appendix B.

Regarding this item of business, faculty had expressed the desire to submit their own CV for the purposes of tenure and promotion and wanted their individualized CV presented within Digital Measures for viewing by tenure and promotion committee members ahead of the standardized CV produced by Digital Measures.

New language concerning this proposal is found in Appendix B.

Senator Richardson moved to adopt the proposed changes and Senator Stovall seconded the motion.

Dr. Mel Blake asked which of the two CVs are evaluators to use? President Williams responded noting that evaluators would be using both versions of the CV but look at the faculty created CV first. Dr. Blake noted that he would not want evaluators to look at the Digital Measures version.

Senator Richardson requested to amend the language being proposed under the new item #2 requesting that the following language be used: "Current Resume or Vita submitted by the faculty member via the online database UNA has established for this purpose". President Williams seconded the motion.

The language offered by Senator Richardson would also go into the old Tenure and Promotion language.

A vote was taken. There were 39 votes to approve the adding the amended language to the proposal. There were no votes opposed to adding the new language and no votes in abstention.

A vote was then taken to approve the proposal as amended. There were 36 votes in support of the proposal, 1 votes in opposition to the proposal and no votes in abstention.

C. Proposal for revisions to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy regarding the peer committee meeting and vote (FS)

See Appendix C.

Senator Franklin explained that this proposal creates language that mirrors practices within the Peer Promotion and/or Tenure Committee and the University-Wide Promotion and Tenure Portfolio Review Committee. If approved, this language would be placed in the new and old tenure and promotion policies.

Senator Richardson move to approve the proposal and Senator Stovall seconded the motion.

With respect to the proposal and actual voting practices within the committees, there was confusion regarding the secrecy of the vote and if Department Chairs would be aware of how committee members actually voted.

Dr. Alexander commented that within Digital Measures, a Department Chair would not be aware of how an individual voted though individuals must input their comments to Digital Measures as committee members.

Senator Infanger interjected that University-Wide Promotion committee members go into Digital Measures and record that they have reviewed everything. They only note that they have reviewed applicants' materials not how they voted. Senator Hodges said Digital Measures does imply that at the peer level, peers do have to record their vote. Senator Richardson said this practice would be a violation of the faculty handbook.

Dr. Alexander stated that given the disinformation surrounding this, he thought it would be wise for a committee to evaluate this to clarify what is actually happening.

President Williams recommended the Senate vote on the original motion.

Senator Franklin suggested we approve the original motion and then motion to appoint a committee to work with Talyn Walton and the Provost's Office to address these new concerns

A vote was taken to approve the proposed language. There were 32 votes in favor of the proposal, 2 votes in opposition to the proposal and 2 votes in abstention.

Upon conclusion of the vote, the Faculty Affairs Committee Chair was notified that the committee was to follow-up with the concluded conversation and work to ensure voting practices were in alignment with policy. Senator Watson clarified that the committee would be expected to create a report regarding this issue as assigned by President Williams.

IX. New Business

A. Proposal for 8 week sessions as options for medical and retroactive withdrawal (SGEC: FS/SGA/ASA)

See Appendix D.

Mr. Mitch Powell spoke regarding these proposed revisions. He noted that with growth of programs being offered around the 8 week semester, revisions were needed to address the current Medical Withdrawal and Retroactive Withdrawal and Retroactive Medical Withdrawal policies.

Mr. Powell fielded questions from senators. Senator Richardson sought clarity regarding the student involvement in both an 8 week and concurrent traditional 16 week term. Mr. Powell said the policy negatively affects students who might experience issues during the beginning of the 8 week term but remain able to complete their 16 week courses successfully. Changes to the policy are needed to a student could withdraw from the 8 week term but now withdraw from the 16 week term.

President Williams moved this item to old business for consideration at the April meeting.

B. Proposal for Inclusion of a Student Services Statement in Course Syllabi (SGEC: FS/SGA)

See Appendix E.

Dean Baird discussed the proposal. This policy is centered around the idea that faculty are on the front line to advise students to seek help. Having descriptions of student services (e.g., University Case Manager and Student Counseling Services) within each course syllabus reinforces to students that these services are available.

A question was raised regarding why these statements are only recommended for inclusion and not required. Perhaps the statements should be required.

Senator Stovall asked if these services were available to students free of charges? Dean Baird said the recommended services are free to enrolled students. Senator Stovall said the policy should state that students can access these services for free.

President Williams moved this item to old business for consideration at the April meeting.

X. Information Items

A. SGEC Town Hall Meeting is rescheduled for March 31ˢᵗ at 3:00pm

Please attend the live event in Stevens Auditorium. Please submit questions early or ask on the day of the meeting.

B. Senators with terms expiring spring 2021

Felicia Harris (Teaching, Learning, and Leadership)
Gary Padgett (Teaching, Learning, and Leadership)
Tim Butler (Management and Marketing)
Scott Infanger (Foreign Languages)
John McGee (Educational Technology Services)
Cheryl Price (English)
Terry Richardson (Biology)
Mark Terwilliger (Computer Science and Information Systems)
Brian Thompson (Physics and Earth Science)
Thomas Lukowicz (Music)
Eric O'Neal (Kinesiology)

Replacement for Sarah Franklin (History)

C. Revisions to Faculty Senate Meetings

Williams wanted to clarify our April meeting and nomination committee. MAY 6ᵗʰ will be the date set for elections.

XI. Adjourn

Senator Robertson moved to adjourn the meeting. Senator Richardson seconded the motion. The meeting adjourned at 5:03 pm.

Appendix A

This is a listing of the roles/responsibilities of Chairs, Assistant Chairs, Directors, Associate Directors, and Program Coordinators, and variations of those titles in the academic colleges.

Department Chairs

Current Appointment: Yes
Position Type: Faculty
Department/s: All Colleges/Departments
Job Description: Oversees departmental budgets, faculty and staff evaluations unless in certain instances it is appropriate for someone else to do this if so tasked by the chair (e.g. assistant chairs or senior faculty observing adjuncts). Departmental promotion and tenure evaluations are exclusive to the department chair.
Reporting Structure: Dean
Stipend: varies
Contract Length:
Are these positions anticipated for departments or assigned on an as needed basis?

Assistant Chair

Current Appointment: Yes
Department/s: Music, Visual Arts and Design (the latter is pending selection of Chair and Asst. Chair to replace temporary Co-Chairs.
Position Type: Faculty
Job Description: assists Department Chair with various duties as appropriate for the specific unit, such as: course scheduling, catalog updates, facilities issues, etc.
Reporting Structure: Chair
Stipend: one-half of chair stipend and one-two course releases or full chair stipend and one course release (must be less than Chair's stipend/release)
Contract Length: Four years
Are these positions anticipated for departments or assigned on an as needed basis? Assigned on an as needed basis for departments

ACONHP

Director of Simulation Center

Current Appointment: Yes
Position Type: Faculty
Department/s: ACONHP--Undergraduate
Job Description: Available from HR
Reporting Structure: Chair
Stipend: Stipend
Contract Length: At Will
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Post-Licensure Nursing & Health Professional Programs

Current Appointment: Yes
Position Type: Faculty
Department/s: ACONHP--Undergraduate
Job Description: Available from HR
Reporting Structure: Chair
Stipend: 3-hour course release with stipend

Contract Length: At Will
Are these positions anticipated for departments or assigned on an as needed basis? As Needed

Coordinator of Undergraduate Enrollment
Current Appointment: Yes
Position Type: Staff
Department/s: ACONHP
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Full-Time
Are these positions anticipated for departments or assigned on an as needed basis?

Coordinator of Clinical Placement
Current Appointment: Yes
Position Type: Staff
Department/s: ACONHP
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Full-Time
Are these positions anticipated for departments or assigned on an as needed basis?

Academic Advisor and Enrollment Specialist
Current Appointment: Yes
Position Type: Staff
Department/s: ACONHP--Graduate
Job Description: Available from HR
Reporting Structure: Chair
Stipend: Salary
Contract Length: Full-Time
Are these positions anticipated for departments or assigned on an as needed basis?

COAS

Executive Director of the School of the Arts
Current Appointment: Yes
Position Type: Staff
Department/s: SOTA
Job Description: Administers the School, provides educational leadership for faculty in the School, assists with recruiting initiatives, provides budgetary guidance and advocacy for SOTA departments and programs.
Reporting Structure: Dean
Stipend: Twelve-month appointment
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? Not anticipated for Departments

Associate Director of the School of the Arts

   Current Appointment: Yes
   Department/s: No
   Position Type: Faculty
   Job Description: assists director with duties as appropriate, such as recruiting initiatives, publicity, and marketing assignments, etc.;
   Reporting Structure: Executive Director
   Stipend: Twelve-month appointment
   Contract Length: On-going/At Will
   Are these positions anticipated for departments or assigned on an as needed basis? Not anticipated for Departments

Technical Director of the School of the Arts

   Current Appointment: Yes
   Department/s: No
   Position Type: Staff
   Job Description: Available from HR
   Reporting Structure: Executive Director
   Stipend: Salary
   Contract Length: Staff position, hired via search process
   Are these positions anticipated for departments or assigned on an as needed basis?

Director of Muscle Shoals National Heritage Area

   Current Appointment: Yes
   Position Type: Staff
   Department/s: No
   Job Description: Available from HR
   Reporting Structure: Dean
   Stipend: Salaried
   Contract Length: Staff position, hired via search process

   Are these positions anticipated for departments or assigned on an as needed basis? not anticipated.

Director of Premier National and International Awards

   Current Appointment: Yes
   Department/s: English for teaching component
   Position Type: Faculty/Staff Hybrid
   Job Description: Available from HR
   Reporting Structure: Dean
   Stipend: Salary
   Contract Length: Staff position, hired via search process
   Are these positions anticipated for departments or assigned on an as needed basis? not anticipated.

Director of Peery Center

   Current Appointment: Yes
   Department/s: Music
   Position Type: Faculty

Job Description: No
Reporting Structure: Dean
Stipend: Stipend
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? not anticipated.

Director of Choral Activity

Current Appointment: Yes
Department/s: Music
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Department Chair
Stipend: Salary
Contract Length: TT faculty
Are these positions anticipated for departments or assigned on an as needed basis? not anticipated except in music departments

Director of Center for Sustainability Studies

Current Appointment: Yes
Department/s: No
Position Type: Faculty
Job Description: established in letter of appointment
Reporting Structure: Dean
Stipend: Stipend
Contract Length: specified by letter of appointment
Are these positions anticipated for departments or assigned on an as needed basis? as needed

Director of Planetarium

Current Appointment: Yes
Department/s: Physics and Earth Science
Position Type: Faculty
Job Description: unknown
Reporting Structure: Dean
Stipend: Stipend
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? as needed

Director of Applied Manufacturing Engineering

Current Appointment: Yes
Department/s: Applied Manufacturing Engineering
Position Type: Faculty
Job Description: Department Chair
Reporting Structure:
Stipend: Stipend

Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? as needed

Program Director

Current Appointment: Yes
Department/s: Chemistry and Industrial Hygiene (IH program specific) and Social Work
Assigned as needed for departments, faculty position, positions resided in department
Position Type: Faculty
Job Description: oversees specific program or programs, including recruiting, monitoring
application and admissions, curriculum, etc.
Reporting Structure: Chair
Stipend: One course release each fall and spring semester
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? Assigned on
an as needed basis

Graduate Coordinator

Current Appointment: yes
Department/s: Applied Manufacturing Engineering, Communications, Criminal Justice, English,
Family and Community Studies, Geographic Information Science, History, Interdisciplinary &
Professional Studies, Mathematics, Public History, Social Work, and Writing
Position Type: Faculty
Job Description: manages recruiting and admissions
Reporting Structure: Chair
Stipend: One course release fall and spring and one overload pay in summer
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? Assigned on
an as needed basis for programs

Coordinator of Biology Lab, Bio-Engineering Lab, Brass Studies, Chemical Engineering Lab, Electrical &
Robotics Lab, Experiential Learning (Geography), GIS Lab, Mechanical Lab/SOAR, Piano Studies

Current Appointment: Yes
Department/s: Applied Manufacturing Engineering, Biology, Geography, Music
Position Type: Faculty
Job Description: varies by position/Available from HR
Reporting Structure: Chair
Stipend: Stipend and/or Release
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis? Assigned on
an as needed basis for departments

Program Coordinator

Current Appointment: Yes
Department/s: Interdisciplinary & Professional Studies
Position Type: Staff
Job Description: manages recruiting and admissions, advises students
Reporting Structure: Chair

> *Stipend*: Salary
> *Contract Length*: On-going/At Will
> *Are these positions anticipated for departments or assigned on an as needed basis?* Assigned on an as needed basis for departments

Undergraduate Enrollment Coordinator
> *Current Appointment*: Yes
> *Department/s*: College of Arts and Sciences
> *Position Type:* Staff
> *Job Description: Available from HR*
> *Reporting Structure*: Dean
> *Stipend*: Salary
> *Contract Length*: staff position
> *Are these positions anticipated for departments or assigned on an as needed basis?*

Auxiliary Coordinator
> *Current Appointment*: Yes
> *Department/s*: Band
> *Position Type:* Staff
> *Job Description: Available from HR*
> *Reporting Structure*: Band Director
> *Stipend*: Salary
> *Contract Length*: staff position
> *Are these positions anticipated for departments or assigned on an as needed basis?*

Communication and Events Coordinator
> *Current Appointment*: Yes
> *Department/s*: School of the Arts
> *Position Type:* Staff
> *Job Description: Available from HR*
> *Reporting Structure*: Executive Director
> *Stipend*: Salary
> *Contract Length*: Staff position
> *Are these positions anticipated for departments or assigned on an as needed basis?* Assigned on an as needed basis

COB

Assoc Prof/Asia MBA Aca Coord
> *Current Appointment*: Yes
> *Department/s*: College of Business
> *Position Type:* Faculty
> *Job Description:* Available from HR
> *Reporting Structure*: Dean
> *Stipend*: Salary
> *Contract Length*: Annual
> *Are these positions anticipated for departments or assigned on an as needed basis?*

Assoc Dir for COB Online Programs

Current Appointment: Yes
Department/s: College of Business
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Dir, Asia Prog/Assur of Learn
Current Appointment: Yes
Department/s: College of Business
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

EDBA Coordinator
Current Appointment: Yes
Department/s: College of Business
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Associate Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Half-Time Tech & Accreditation Coordinator
Current Appointment: Yes
Department/s: College of Business
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Associate Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Program Coordinator, Steele Center
Current Appointment: Yes
Department/s: College of Business
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Corporate/Student Engagement Coordinator, SCPS

Current Appointment: Yes
Department/s: Management and Marketing
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Graduate Business Programs

Current Appointment: Yes
Department/s: Management and Marketing
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Half-Time Director of Strategic Engagement

Current Appointment: Yes
Department/s: Management and Marketing
Position Type: Hybrid
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Innovation and Entrepreneurship

Current Appointment: Yes
Department/s: Management and Marketing
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Business & Communication Outreach

Current Appointment: Yes
Department/s: Management and Marketing
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: Annual
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Steele Center

    Current Appointment: Yes
    Department/s: Management and Marketing
    Position Type: Faculty
    Job Description: Available from HR
    Reporting Structure: Dean
    Stipend: Salary
    Contract Length: Annual
    Are these positions anticipated for departments or assigned on an as needed basis?

COEHS

Program Coordinator

    Current Appointment: Yes
    Department/s: Teaching, Learning & Leadership
    Position Type: Faculty
    Job Description: Serves as point of contact for Program and enlists support from program faculty to provide recommendations to the Chair for the following:

1. Suggests course offerings during fall, spring, and summer semesters.
2. Vets adjunct faculty within the program.
3. Advises majors in the discipline or coordinates faculty in the program to assist with advising.
4. Coordinates ongoing review of curriculum and program requirements (i.e. program entrance requirements, alignment of program curriculum to standards, compliance with university, state, and federal reporting, coordination of program assessments, etc.)
5. Any other program-specific duties needed to fulfill the goals of the program.

    Reporting Structure: Chair
    Stipend: Salary
    Contract Length: Fall, Spring, Summer
    Are these positions anticipated for departments or assigned on an as needed basis? Assigned on an as needed basis

Director of Teacher Education

    Current Appointment: Yes
    Department/s: Teaching, Learning & Leadership
    Position Type: Faculty
    Job Description: Available from HR
    Reporting Structure: Dean
    Stipend: Same model as department chair: two course release fall and spring, one course release in summer, and stipend.
    Contract Length: 12 mo.
    Are these positions anticipated for departments or assigned on an as needed basis?

Director of Clinical Experiences

    Current Appointment: Yes
    Department/s: Educator Prep
    Position Type: Staff
    Job Description: Available from HR
    Reporting Structure: Director of Teacher Education

Stipend: Same model as department chair: two course release fall and spring, one course release in summer, and stipend.
Contract Length: 12 mo.
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Continuous Improvement and Accreditation
Current Appointment: Yes
Department/s: Teaching, Learning & Leadership
Position Type: Faculty
Job Description:
Reporting Structure: Dean
Stipend: Same model as department chair: two course release fall and spring, one course release in summer, and stipend.
Contract Length: 12 mo.
Are these positions anticipated for departments or assigned on an as needed basis?

Director of the University Wellness Program
Current Appointment: Yes
Department/s: Kinesiology
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Chair
Stipend: Teaches a total of 4 courses per calendar year at the discretion of the department chair
Contract Length: 12 mo.
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Kilby Laboratory School
Current Appointment: Yes
Department/s: Teaching, Learning & Leadership
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Dean
Stipend:
Contract Length: 12 mo.
Are these positions anticipated for departments or assigned on an as needed basis?

Executive Director
Current Appointment: Yes
Department/s: Teaching, Learning & Leadership
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Provost/EVPAA
Stipend:
Contract Length: 12 mo.
Are these positions anticipated for departments or assigned on an as needed basis?

Honors College
Program Coordinator
Current Appointment: Yes
Department/s: Honors College

Position Type: Staff
Job Description: Available from HR
Reporting Structure: Dean
Stipend: Salary
Contract Length: On-going/At Will
Are these positions anticipated for departments or assigned on an as needed basis?

Other

Director of Educational Technology Services

Current Appointment: Yes
Department/s: Educational Technology Services
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: Provost/EVPAA
Stipend: Salary
Contract Length: Full-Time
Are these positions anticipated for departments or assigned on an as needed basis?

First Year Experience

Current Appointment: Yes
Department/s: Educational Technology Services
Position Type: Staff
Job Description: Available from HR
Reporting Structure: Senior Vice Provost for AA
Stipend: Salary
Contract Length: Full-Time
Are these positions anticipated for departments or assigned on an as needed basis?

Non-Academic

Director of Mitchell-West Center for Social Inclusion

Current Appointment: Yes
Department/s: Mitchell-West Center for Social Inclusion
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: VPDEI
Stipend:
Contract Length:
Are these positions anticipated for departments or assigned on an as needed basis?

Director of Center for Women's Studies

Current Appointment: Yes
Department/s: Center for Women's Studies
Position Type: Faculty
Job Description: Available from HR
Reporting Structure: VPDEI
Stipend:
Contract Length:

Are these positions anticipated for departments or assigned on an as needed basis?

Appendix B

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)

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.

~~2.~~3. Current Resume or Vita submitted via the online database that UNA has established for this purpose

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

> **Commented [WLL1]:** Delete Pulled into application via the online database.....

4. Faculty Qualifications Report 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.~~5. 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

2-13

Tenure and Promotion: Old Policy
Section 2.5.3 Procedure for Promotion, p. 2E-4

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:

1. Application for Promotion (See Appendix 2.F)

2. Current Resume or Vita submitted via the online database that UNA has established for this purpose — pulled into application via the online database that UNA has established for this purpose

> **Commented [WLL4]:** Delete pulled into application via the online database….

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2 3.   Faculty Qualifications Report pulled into the application via the online database that UNA has established for this purpose

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

3 4.   Supporting information for the following items** – submitted via the online database that UNA has established for this purpose

a. Teaching/Library Effectiveness
b. Scholarly or creative performance
c. University and community service
d. Any other relevant information

2E-4

Appendix C

MEMORANDUM

TO: Dr. Laura L. Williams
            President, Faculty Senate

FROM :   Dr. Sarah Franklin
            Department of History

RE: Proposed Revision to Faculty Handbook

DATE: January 29, 2021

Please see attached a proposal to revise section 2.5.3 of the Faculty Handbook,
"Responsibility of the Peer Promotion and/or Tenure Committee."

From Section 2.5.3 of the Faculty Handbook, as amended by the Faculty Senate 1/14/21

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 committee chairperson. * After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio and vote on each candidate by reported numerical secret ballot. 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. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose. 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. The final evaluation form for each candidate will be approved by the promotion committee prior to its submission to university system. Each candidate will have access to the committee's final form through the Evaluation feedback system. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

This proposal is to include the following language at the above asterisk. This language is taken verbatim from the Faculty Handbook, 2.5.3, with respect to "Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee." If approved, this language would be placed in the "new" promotion and tenure policy and the "old" policy as recorded in Appendix 2.E of the Faculty Handbook.

"After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio and vote on each candidate by reported numerical secret ballot."

> **Commented [WLL1]:** Language inserted via the request at bottom of page

Appendix D

New Proposal

Date Submitted: 02/03/21 2:45 pm

Viewing: **Include 8 week sessions as options for Medical and Retroactive Withdrawal requests and clarify critieria for exceptions to late submissions**

Last edit: 02/08/21 1:21 pm

Changes proposed by: mpowell7

Request Type

New Policy or Policy Revision

The proposed change(s) will be effective beginning:

Fall 2021

Academic Level

Undergraduate and Graduate

Title

Include 8 week sessions as options for Medical and Retroactive Withdrawal requests and clarify critieria for exceptions to late submissions

With an increasing number of programs being offered in 8 week formats, it is proposed to revise the existing portions of the current Medical Withdrawal and current Retroactive Withdrawal and Retroactive Medical Withdrawal poicies to include the option of these withdrawals only applying to an 8 week session rather than the entire term.

Attached is the entire policy with red mark up for new revisions.

Below is a summary.

Medical Withdrawal - to this existing policy add the following: Consideration may be granted for withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

Retroactive Withdrawal - to this existing policy add the following: If the student is enrolled in a program that utilizes 8 week sessions, it may be possible to award withdrawals within an 8 week session instead of the entire semester.

Retroactive Medical Withdrawal - to this existing policy add the following: Consideration may be granted for Retroactive Medical Withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

Addressing late submissions

It's also necessary to add additional language to the provision of an extension being granted to consider a retroactive withdrawal request submitted late (outside of the 60 days from the end of the semester being requested).

Retroactive Withdrawal
The request must be submitted to the Registrar within 60 days of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

Retroactive Medical Withdrawal
Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The student must submit the request and documentation to the University Case Manager within 45 days of the end of the semester of request, thus allowing 15 days for committee review and submit to the Registrar's office. Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

Withdrawal from a Course

A student may withdraw from a course with a grade of W by the withdrawal period deadline indicated on the University Academic Calendar.

Any student wishing to withdraw from a class during the withdrawal (W) period may login to his/her secure UNA Portal and follow the same steps as when he/she initially registered, selecting 'web withdraw' beside the desired course(s) and submit. This policy is valid for all courses offered by the University of North Alabama. The class will be withdrawn as requested and a notification sent to the student and instructor. The Registrar's Office will notify the Office of International Affairs for any international student wishing to withdraw from a class.

Withdrawing from a class after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Withdrawal from the University

A student may withdraw from the University with grade(s) of W by the withdrawal period deadline indicated on the University Academic Calendar. The grade of W will be recorded for each registered course.

Any student wishing to withdraw from the University will follow the same instructions as withdrawing from a course except for the last course. To withdraw from the last course, a student must send a detailed email request from their UNA email account to registrar@una.edu requesting to withdraw from the remaining course.

Withdrawal from the University after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Medical Withdrawal

Request for a medical withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade. If the Medical Withdrawal is approved, grade(s) of W will be recorded for each registered course. Consideration may be granted for withdrawal from 8 week session(s) only, if documentation supports the timeframe of request.

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider (physician, nurse practitioner or licensed mental health professional), a student cannot continue enrollment in his/her courses because of a serious physical and/or psychological condition. Because serious health conditions usually impact all courses, requests for a medical withdrawal result in a withdrawal from all classes and the university.

Students are encouraged to contact their advisors, their academic deans and financial services before withdrawing from the university. Withdrawal can impact financial aid, veteran's benefits, international student standing, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or time permitting by mail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed (256-765-4235) or with time permitting mailed (University Case Manager, 1 Harrison Plaza UNA Box 5023, Florence, Al 35632), by the provider. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager, failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons, from the Office of Disability Support Services, University Health Service and the University Case Manager. The Committee will be appointed by the Assistant Vice President for Student Affairs. The committee may approve, deny or request further documentation upon review. If further documentation is requested by the committee, the student, will have 3 business days from the date of notification via University email, to provide requested documentation.

If the medical withdrawal is approved, documentation will be submitted to the Office of the Registrar regarding the student's medical withdrawal, and the student will receive grades of W on transcripts. If the medical withdrawal is denied, the student will meet with the University Case Manager to discuss further options. The student will be notified of the committee's decision by official university email within 5 business days of submission of a completed application. A hold will be placed on the student's record until they have been approved for re-enrollment. See Enrollment following Medical Withdrawal.

Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

If the students medical condition so incapacitates the student that he/she cannot act on their own behalf, the student's parent, legal guardian or representative should contact the University Case Manager 256-765-4223 for assistance.

Enrollment Following a Medical Withdrawal
Students with plans to enroll in subsequent semesters or summer terms following a medical withdrawal will be required to submit medical documentation from a licensed health care provider, Licensed Provider Recommendation for Return to Campus (Medical Clearance), which indicates readiness to return to an academic environment. The student will be expected to sign a release for the treating physician/facility to the University Case Manager for verification purposes, failure to do so will result in denial of request. Additionally , academic units reserve the right to request further documentation and/or other requirements specific to the student. All documentation will be submitted to the University Case Manager, reviewed by the committee and kept confidential. This information should be submitted 10 business days prior to the start of the semester in which the student wishes to enroll. A hold will be placed on the student's registration until this documentation is submitted. If the student has already

registered for the following semester, the schedule will be dropped if documentation is not submitted by a specified date and/or the student has not contacted the University Case Manager.

The student may be required to fulfill additional requirements set forth by the committee and/or the University CARE Team to promote the student's success and continued community safety. Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

Retroactive Withdrawal
In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for Retroactive Withdrawal or Retroactive Medical Withdrawal from the University. The request must be submitted to the Registrar within 60 days of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal or retroactive medical withdrawal, they must contact the Registrar's Office up to 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision.

If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. If the student is enrolled in a program that utilizes 8 week sessions, it may be possible to award withdrawals within an 8 week session instead of the entire semester. If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions below)

Notes and Exceptions
- In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of W are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up

in the following semester (fall, spring). A grade of I (Incomplete) which has not been removed within the period prescribed automatically becomes an F.

- Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.

- The policy does not apply to clinical courses taken in the Anderson College of Nursing. Students who are failing clinical in the Anderson College of Nursing and Health Professions at the time they withdraw from the class will receive an F for that class.

- The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.

- A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member's attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
- Students who are called to active military service during an academic term may choose one of the following options:
  - The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees. If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
  - A student may be assigned grade(s) of I (Incomplete) and will be subject to the University's Incomplete grade policy.

Retroactive Medical Withdrawal
In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University.

Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The student must submit the request and documentation to the University Case Manager within 45 days of the end of the semester of request, thus allowing 15 days for committee review and submit to the Registrar's office. Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and is currently attending or has applied for readmission to UNA.

The student should complete the Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation by fax (256-765-4235) or, time permitting, by mail (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632) to the University Case Manager. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services and University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may support, deny or request further documentation upon review. If further documentation is requested by the committee, the student will have three (3) business days from the date of the notification via university email to provide requested documentation. The student will be notified by university email of the committee's decision.

If the documentation supports a Retroactive Medical Withdrawal, the office of the Registrar will be notified by the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the retroactive medical withdrawal, they must contact the Registrar's Office up to thirty (30) business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. Consideration may be granted for Retroactive Medical Withdrawal from 8 week session(s) only, if documentation supports the timeframe of request. If the instructor(s) are no longer employed by the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)

Appendix E

College of Arts and Sciences   *CAMPUS CORRESPONDENCE*
Office of the Dean
Bibb Graves Hall 217
sbaird@una.edu   256-765-4288

MEMORANDUM

TO: Dr. Ross Alexander, Provost and Executive Vice-President for Academic Affairs

FROM: Sara Lynn Baird, Dean, College of Arts and Sciences

RE: Recommended syllabi statement to promote student support services

DATE: February 17, 2021

The College of Arts and Sciences would like to propose that the statement below is provided to faculty as a recommended inclusion in all course syllabi. I am requesting permission to present this for consideration in COAD and then in the Faculty Senate Executive Committee.

UNA currently requires language for all course syllabi (https://www.una.edu/academics/faculty-information/index.html). Currently, statements are required on the following:

1. Academic Honesty
2. Communication
3. Disability Support Services
4. Title IX

The following is proposed as an additional recommended (but not required statement) for inclusion in all course syllabi:

The University of North Alabama is committed to providing students with a supportive and inclusive learning environment that promotes student success. Many offices and centers are available to students on campus and online:

- **University Success Center (https://www.una.edu/successcenter/) provides tutoring and houses the Center for Writing Excellence, Math Learning Center, and Advising Services.**
- **Student Counseling Services (https://www.una.edu/counseling/) is available to provide students with a safe and confidential space to discuss mental health and well-being needs.**
- **The University Case Manager (https://www.una.edu/case/) assists students in overcoming barriers to success (including lack of food through The Pantry https://www.una.edu/students/Food-Pantry/index.html and financial concerns through Caring for the Pride).**

- **The Division of Diversity, Equity, and Inclusion (https://www.una.edu/diversity/), the Mitchell-West Center for Social Inclusion (https://una.edu/socialinclusion/index.html) and the Center for Women's Studies (https://www.una.edu/womensstudies/index.html) are committed to promoting diversity, equity, and inclusion for all students on UNA's campus.**

Students should always reach out to faculty, staff, and administration for guidance and assistance.

This language has been vetted and approved by Holly Underwood (UNA Case Manager), Bethany Green (Assistant Director of Student Engagement), Andrea Hunt (Director of the Mitchell-West Center for Social Inclusion), Carmen Ritcher (Director of UNA Student Counseling Services), and Lynne Rieff (Director of the Center for Women's Studies). This statement has been approved by Mr. Ron Patterson, Vice President for Diversity, Equity, and Inclusion per email on Feb. 16, 2021.