

FACULTY SENATE MINUTES
February 24, 2005

The Faculty Senate of the University of North Alabama met February 24, 2005 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Blose called the meeting to order and recognized Ms. Sharon Warren, Proxy for Senator Wallace from Kilby.

The following senators were present: Adams, Bates, Blose, Brewton, Brown, Cai, Foote, Ford, Gaston, Gaunder, Hallock, Holley, Leonard, Loew, Makowski, Martin, McDaniel, Myhan, Parris, Richardson, Robinson, Rock, Roden, Thorne, Turner, VanRensselaer, Ward, Webb, and Wilson.

President Blose introduced Mr. Allan Flowers, new senator from the Department of Music.

The following senators were absent without proxy: Adler, Atkinson, Bruce, Crisler, Davidson, Fennell, Gorham, Takeuchi, and Tunell.

President Cale and Vice-President Newson were also present.

Senator Loew moved the adoption of the agenda. Senator Rock seconded. The motion passed unanimously.

President Blose introduced Gordon Stone from the Higher Education Partnership. Mr. Stone presented the history of the Higher Education Partnership with its beginnings in 1997, established by university presidents and

Senator Wilson moved the approval of the January 27, 2005 minutes. Senator Thorne seconded. The motion passed unanimously.

Committee did feel that with this present policy, a student could attend two or three times, not attend for the majority of the semester, and then ask for a withdrawal and not be penalized. The Committee is now working on the Readmission policy and the Final Exam schedule.

Senator Makowski seconded the committee report. The motion passed. There was a discussion whether there needed to be such a motion. Senator Thorne stated that he was confused.

There was concern express as to where this issue should be sent. If it is sent to the Academic and Student Affairs Committee of Shared Governance and changes made there, would it be sent back to the Academic Affairs Committee of the Senate. Senator Gaunder moved that the report be sent to the VPAA. Senator Robinson seconded. The motion and second were later removed.

2. Dr. John Clark presented a report on Office Hour Policy from the Faculty Affairs Committee. (See Attachment B) Senator Gaunder moved that the report be accepted. Senator Robinson seconded. The motion passed unanimously.

Dr. Quinn Pearson presented a report from the Faculty Affairs Committee related to Promotion and Tenure Policy. (See Attachment C) Senator Makowski moved to accept the report. Senator Adams seconded. The motion passed unanimously.

3. The Faculty Attitude Survey Committee reported that they would be testing the on-line version soon.

Committee decided to postpone considering the withdrawal policy because the senate was considering the issue. The ADA policy was tabled because President Cale was investigating this issue. The committee voted against the recommendation that the committee be reorganized in an effort to form two committees, one responsible for academic affairs issues and one responsible for student affairs issues.

4. Senator Ward reported that the International Program/Offerings Committee is planning an International Week the week of March 13. He encouraged faculty to find time to attend at least one activity during the week. He encouraged faculty to contact him with any questions.

NEW BUSINESS:

- A. Senator Makowski moved to suspend the rules to vote on the resolution of appreciation for the Presidential Search Advisory Committee and Board of Trustees. (See Attachment D) Senator Brewton seconded. Senator Makowski stated that we need to especially thank the service of the faculty members on the committee and the open participation of the campus in the process. Senator Makowski moved the adoption of the resolution. Senator Brewton seconded. The motion passed unanimously.
- B. Senator Adams discussed the PLUS program. (See Attachment E) We have seven students coming within a week. These are excellent students on the resolutio

ATTACHMENT A

To: Academic Senate Members
From: Academic Affairs Committee
Re: Withdrawal Policy

After reviewing the former WP/WF policy, the present W policy, and data showing the number of students who have received Y or W grades since 2004, the Committee recommends the present policy be amended as follows:

Students must be present for at least 75% of the class sessions. If a student is absent for 14 calendar days prior to the beginning of final examinations. **If absences exceed the university's attendance policy before the student officially withdraws from the course, no credit may be earned for the course and the grade reported will be F.**

ATTACHMENT B

TO: UNA Faculty Senate

FR: Faculty Affairs Committee
John Clark
Brent Elliott
Richard Hudiburg
Doris McDaniel
Quinn Pearson
Craig Robertson (Chair)

Re: Assessment of UNA OffTO:

mission by reducing the number of office hours each week. It is equally unwise for us to move away from the existing language specifying that hours be "scheduled each workday".

4. if the issues of what to do with professors teaching DL/Internet courses is at the root of this policy analysis, do we really need to do anything with this policy. It clearly states that "Alternate office hours may be made with the approval of the department chair and dean for faculty members who have evening or weekend classes, off-campus assignments, or other university-related responsibilities." I think this language subsumes the DL oriented faculty members.

5. Why does the last sentence in the current policy even exist in this section. Let's remove it.

6. My opinion is that the policy as written has two major drawbacks. First, it leads people (e.g., in the community) to believe that we work 22 hrs./wk. (4 classes + 10 office hrs.), and this perception hurts us. Many other faculty as well as I are here in great excess of 40 hours, and that perception is a bit insulting.

Secondly, the policy as written does not state that you must be in your office, but it has surely been enforced as though it does in some departments. The policy is purported to help students, not to be used as a billy club with which to discipline faculty. If I happen to be working on research or a committee, I may well have to be out of my office during an "office hour," but I am certainly working.

goal of more research and scholarship on the part of faculty. A faculty member who is so fortunate as to arrange a schedule with an open day should not have to

18. I think the current policy is fine. I am my office far more than 10 hours, but I see no need to mandate more than ten specific hours.

19. Given the common [mis]perception by the public regarding the work life of a college professor (you teach 12 hours per week?), I do not think we should reduce office hours below the current 10 (nor do I think there needs to be an increase). The current policy indicates that office hours should be held each day of the week (or at least that's my interpretation). Because this "rule" is violated so often, particularly in certain colleges, it would probably be best to do away with this requirement. If not, start enforcing the requirement.

20. I believe the current policy is adequate. I believe the current policy does meet

necessitate losing 8 hours. Maybe half day charge would be more equitable.

Thanks for allowing the input. We look forward to seeing a fresh update and approach to office hours.

27. I like our present policy. I think that it is about as good as you can get.

28. John...yes the office hours are ample to meet the needs of students..almost all of the faculty members will meet with students outside of those hours if

instructor - it should then be addressed by the chair or dean. Just my thoughts...hope it helps.

37. I propose a minor modification of the first sentence of the policy paragraph: In order to more closely match the office hours to the needs of students, we should recognize that many students are only on campus for a MWF schedule or a T,TR schedule, or evening schedule. It is highly unlikely that a MWF student will want to return to campus on a T,TR, and so a professor with a MWF schedule will be wasting time in the T,TR office hours for the majority of T,R hours.

I would also contend that the stated policy ignores the seasonality of demand for office hours. Even if the average demand for office hours is 10, it is quite likely that the demand varies from a low near zero for some weeks to a high well above 10 for the weeks just prior to an exam. Some flexibility in the policy could recognize and encourage faculty to be responsive to students at the time when students actually need a response. And with the advent of voice mail and email, students can contact their professors to find an appointment time which is amenable to both student and professor. Rigid office hours ignore the possibility of such superior arrangements.

While an appointment based and flexible office hours policy would be difficult to spell out and enforce, we should admit that merely devising a set of enforceable

over all five days. A more realistic policy would be a statement that says that the faculty member will be available for consultation via the several methods available. By actual count, I have had three students come to my office during my office hours this semester. I have at least 2-4 emails from students a day and usually a couple of voice mail questions.

Thanks for your work on this issue.

41. I think the minimum of 10 hours a week for office hours is adequate. I think that maybe the statement about "hours scheduled each workday" may be unnecessary because of the other statement that reads "Alternate office hours may be made with the approval of the department chair and dean for faculty members who have evening or weekend classes, off-campus assignments, or other university-related responsibilities."

42. I think that last sentence should also include a statement about "distance learning classes." Maybe this would be better wording:
"

<i>University of North Carolina</i>	Choice*	Suggest 2 each day
<i>Ohlone College</i>	5	
<i>University of Delaware</i>	Choice	
<i>Western Kentucky University</i>	Choice	
<i>Central Connecticut State University</i>	5	
<i>University of Montevallo</i>	10	
Institution	Minimum Office Hours (Week)	*

Faculty members are expected to post class schedules and office hours. Faculty members have a responsibility to provide to the department head and students each semester their office hour schedule. Inability to meet classes or to maintain office hours should be reported to the department head.

Central Connecticut State University

The obligation of faculty to hold office hours is specified in article 9.9 of the CSU-AAUP contract. It states: "Teaching members are expected to be available to meet their obligations and confer with their students outside of class. Each full-time teaching member shall schedule and hold at least five (5) office hours per week each semester. These office hours shall be scheduled in agreement with the department Chairperson on at least three (3) teaching days per week at times reasonably convenient for students. Such hours shall be posted on the appropriate departmental office bulletin board and reported by the department Chairperson to the appropriate academic Dean or Academic Vice President. If in the judgment of the Dean, the reported hours do not meet the standard above, the Dean may require that the Chairperson establish appropriate office hours. Alternate office hour arrangements for full-time teaching members with substantial off campus loads, or with alternate duties, may be made with the approval of the Academic Vice President. Office hour requirements may be temporarily increased by the appropriate academic Dean during registration periods.

University of Montevallo

All full-time faculty members shall maintain a minimum of ten office hours a week in addition to their regular teaching loads and other responsibilities. Part-time faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Northern Illinois University

Faculty members who teach must maintain regular office hours or provide other means to promote student-faculty consultation. These office hours are included in course syllabi and publicly posted each academic term. Arrangements more convenient to students than office visits (e.g., e-mail or chat groups) may be substituted for office hours.

classes, faculty members teaching those courses will make suitable and adequate arrangements to carry out the advising function by scheduling office hours accordingly. A common practice is to state that, in addition to regularly scheduled office hours, appointments may be arranged at other times.

Auburn University

To maintain regular, posted office hours each week for conferences with students.

Jacksonville State University

All faculty members shall be available for consultation with students enrolled in their classes. During pre-registration advisory periods and during registration itself, faculty members shall be available for scheduled advising periods.

Full-time faculty members shall be regularly available on campus during class days. A part-time faculty member shall regularly be available on campus in proportion to the percentage of time for which he or she is employed. Part-time faculty shall be available for student consultation at least one hour per week for each three-hour course taught. Full-time faculty teaching off campus shall be available at the off-campus location, for student consultation, at least one hour per week for each three-hour course taught. Each faculty member shall establish, post, and make students aware of regular and adequate office hours so distributed throughout the week as to be convenient to students. Adjustment of office hours may be needed during registration and examination periods. A copy of the office hours schedule is to be submitted to the department head and dean for filing. The department head is responsible for notifying the faculty member if office hours are inadequate.

Justification for the Proposed Faculty Office Hour Policy Revision

The committee opted to retain the current number of weekly office hours. Our rationale is that we identify ourselves to be a student-centered institution. Decreasing the number of office hours per week seems inconsistent with the goals of this institution and how we market ourselves. Further, considering the interest to reduce student/professor contact.

Our research pointed to the need for a more progressive and flexible office hour policy in light of twenty-first century pedagogy. The committee realized that the current policy emphasizing the posting of office flexible. So, a change is suggested in that regard.

We viewed the rest of the policy as sound.

Office Hour Recommendation From the Faculty Affairs Committee

Faculty members will be available for consulting and advising with students a minimum of 10 hours a week with hours scheduled ~~each-workday~~ at times that best accommodate student access. Faculty members will list their office hours on a Faculty Schedule and Workload Sheet at the beginning of each semester. The respective department chair and dean should also have a copy. Office hours shall be posted on office doors and made available to students. Alternate office hours may be made with the approval of the department chair and dean for faculty members who have evening or weekend classes/courses, Internet and

promotions, COLA allocation, and salary compression since they have had a dramatic impact on faculty moral. The committee has not resolved this problem. It was not part of our charge and the Strategic Planning and Budget Study Committee is currently addressing this issue.

The work we submit today reflects recommended changes to section 3.5 (Criteria for Appointment, Promotion, and Tenure) of the Faculty Handbook. Our recommended changes appear as **underlined bolded text**.

3.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE

3.5.1 General Criteria

General criteria for faculty appointment, promotion, and tenure are established in the following three areas:

1. Effectiveness as a Teacher. The individual is **evaluated based** upon knowledge of subject matter, including current developments; active concern for the student's academic progress; and 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 awareness, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching techniques.
2. Effectiveness in Research, Scholarship, and Other Creative Activities.

three areas. These criteria will be interpreted in varying degrees for each academic rank and for the different academic fields.

In addition to the three general criteria, an applicant should satisfy regional and specialized accreditation standards.

3.5.2 Special Criteria By Ranks

Faculty ranks of the University, including librarians and supervising teachers at Kilby School, are instructor, assistant professor, associate professor, and professor. The qualifications stated below are a minimum which do not imply a guarantee of promotion.

The following criteria and procedures do not apply to the Department of Military Science because of the special nature of that department. Faculty from the Department of Military Science will not serve on promotion committees.

Minimum Qualifications By Rank

1. Instructor. Appointment as an instructor requires the master's or higher degree in the field of assignment. There shall also be evidence of potential for effective teaching and for a successful academic career.
2. Assistant Professor. Appointment or promotion to this rank requires possession of a master's degree in the field of assignment and a minimum of six

4. A cover letter (optional) in which the faculty member may indicate which of the areas in item 3 should be weighed more heavily or less heavily than others.

Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, and Education, this committee will consist of three members, one of whom will be the department chair applying for promotion. The department chair will not serve on the committee; however, the department chair will convene the first meeting and supervise the election of a chairperson, from among the members of the committee, by secret ballot. In the College of Nursing and Allied Health and in Information Technologies, the committee will consist of all tenured members of the department.

The dean will then perform the functions of the department chair as outlined above. The peer promotion committee will evaluate each candidate's portfolio and will prepare a written evaluation of each candidate for the department chair (or dean), indicating the degree (highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended no later than November 15. In the event that the peer promotion committee is evaluating more than one candidate, it may choose whether or not to rank the candidates. **Committee rankings can only occur between or among candidates applying for the same promotion level. Candidates applying for different promotion levels cannot be ranked with each other.**

For departments in the Colleges of Arts and Sciences, Business, and Education 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 the department chair, one member from the department and one member 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 by October 20.

The department chair will evaluate the portfolios-3(d)-3(msr48004h1(ra) a)4(p)-5(e)68wil1ortfolios

Provost and the academic deans for their final input. Informed by this process, the President will make the final decision on promotion for each candidate by March 1. The Pres

academic years and will be granted tenure upon acceptance of an offer of appointment from the President for the seventh consecutive academic year. A person appointed to the faculty in the academic 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 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 Vice President for Academic Affairs and Provost 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 [] academic year contract. This notice shall be made in writing and placed in the [] 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 May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair an updated tenure review portfolio which describes the following about the faculty member:
 - a. Teaching or other professional effectiveness
 - b. Scholarly or creative performance
 - c. **University, community and student service**

Applicants for tenure will limit their portfolios to 10 pages.

3. If a member of the teaching faculty has not presented 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.

4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department, supervise the election, by secret ballot, of the chairperson from among the members of the committee, and responsibility of the department tenure committee by majority vote to recommend

Persons appointed to the faculty in the academic rank of associate professor during and following the academic year 1993-94 but before 1997-98.

Persons appointed to the faculty in the academic rank of (full) professor during and following the academic year 1994-95 but before 1997-98.

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.

3.5.5. Renewal or Termination of a Probationary Appointment

Written notice of renewal or termination of a probationary appointment will be given as follows: for the second year, not later than March 1; for the third year, not later than December 1; and for the fourth and subsequent years and until tenure is granted, not later than October 1. Written notice placed in a faculty member's mailbox is sufficient notice. Otherwise, offers of reemployment will be made by an offer of appointment as specified in Section 3.3.2 above. Acceptance of an offer of reemployment must be made in writing and received by the President not later than 30 calendar days following the offer.

ATTACHMENT E

A RESOLUTION

WHEREAS, the Bureau of Educational and Cultural Affairs of the U.S. Department of State has accepted the University of North Alabama as a partner institution in the pre-academic component of the Partnerships for Learning Undergraduate Studies (PLUS) program;

WHEREAS, students in the PLUS program have completed two years of undergraduate study at home or in regional institutions; and have been selected by a regional panel composed of university professors and exchange professionals for their academic ability, motivation, adaptability, and leadership qualities;

WHEREAS, PLUS students are from underserved regions and social groups, and are undergoing intensive English language study and academic preparation at select universities prior to enrolling at other U.S. universities in order to complete an undergraduate degree program, then return to make a difference in their home countries;

WHEREAS, the pre-academic component of the PLUS program is also designed to include home-stay opportunities and cultural enrichment activities that introduce the students to American culture, society and values;

WHEREAS, the Community Friend program of International Student Services at UNA is designed to serve international students in this capacity;

WHEREAS, each UNA cohort of PLUS students consists of no more than ten students for six months (March through August) each year;

THEREFORE, BE IT RESOLVED that the UNA Faculty Senate establish an ad hoc committee to identify faculty who would host PLUS students as Community Friends during the following spring and summer terms, and to communicate this list to the director of International Student Services no later than March 1 of each year that UNA is a partner institution.