

## **FACULTY SENATE MINUTES**

**March 5, 2009**

The Faculty Senate of the University of North Alabama met March 5, 2009 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Bates called the meeting to order and recognized Michael Pretes as proxy for Senator Gaston from Geography.

Senator Adams moved the adoption of the agenda. Senator Flowers seconded. The motion passed unanimously.

first bullet to read: “Insuring the missions, learning objectives, and goals of the University, various Colleges, and specific Departments are being met with respect to tenure and promotion criteria.” Senator Darby seconded. The motion passed. Senator Adams moved to amend item number two under the first bullet to read: “Reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria.” Senator Richardson seconded. The motion passed. Senator Darby moved to remove “only” from the last bullet, fourth sentence to read: “Exemptions from service should be granted in cases of extreme exigency and then only for one (1) term.” Senator Richardson seconded. The motion passed.

2. Ad hoc Committee for Constitution Review report was presented by Senator Roden. A resolution concerning changing the number of faculty members represented by one senator was presented. (See Attachment B) A resolution redefining the definition of faculty and departments to reflect the reorganization of the Collier Library and the Education Technology Services departments was presented. (See Attachment C) The vote on the two resolutions will occur next month.

**NEW BUSINESS:**

Senator Ferry moved that the Senate ask t

**ATTACHMENT A**  
**Interim Report and Recommendation to the Faculty Senate from the Ad Hoc Promotion Portfolio Review Committee.**

The Chair of the committee requested a list of recognized peer institutions from the UNA Office of Research, Planning, and Assessment. We were provided a list that includes: Angelo State University (Texas Tech System), Auburn University at Montgomery, Austin Peay State University (TN), Fayetteville State University (NC), Jacksonville State University, Nicholls State University (LA), Northwestern State University (LA), State University of West Georgia, Tarleton State University (TX), and University of North Carolina at Pembroke. Of the ten (10) universities provided, we were unable to find clear criteria, procedures, and policies for promotion at Jacksonville State University. After reviewing the policies and procedures for the remaining nine (9) universities and initial dialog with selected administrators, the committee recommends the following:

A university-wide portfolio review committee, drawn from all faculty constituencies\*, to serve in an advisory/supervisory capacity. Duties of the committee may include, but are not limited to

1. Reviewing tenure and promotion portfolios for content.
2. Reviewing procedures/processes for adherence to stated policies.
3. Insuring the missions, learning objectives, and goals of the University, various Colleges, and specific Departments are being met in concordance with one another.
4. Recommending, or not doing so, candidates for tenure and promotion.

Said committee should be placed between the Deans and the VPAA.

Said committee should have seven (7) to nine (9) members. These members may be selected in one of the following ways:

1. A minimum of one (1) member from each constituency, at-large faculty to finish constituting the committee body, and an appointed Chair who serves only as a facilitator/tie-breaker.

2. A minimum of one (1) member from each constituency and at-large faculty to finish constituting the committee, with the Chair selected by the currently-serving committee members.
3. Members of the committee proportionately selected according to the number of faculty in a given constituency and the Chair selected by one of the previously mentioned methods.

Said committee should be made up of tenured Associate and Full professors.

A pool of **ALL** tenured professors at the Associate and Full ranks should be formed.

The President of the University should annually select members from said pool for said committee to serve for one (1) academic year. No faculty member is to be appointed for subsequent terms until the entire pool has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should be granted only in cases of extreme exigency and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

While these recommendations in no way constitute a definitive product, they do give the University community a place to begin dialog, and the committee recommends the Faculty Senate continues to pursue the development of a promotion portfolio review committee similar to those found at our peer universities.

*\* The constituencies have been identified as the four (4) Colleges and Library and Educational Technology Services faculty for a total of five (5).*

Prepared by Dr. Larry Adams

For the Ad Hoc Promotion Portfolio Review Committee

9 February, 2009

## ATTACHMENT B

### **UNA Faculty Senate Resolution concerning Faculty Senate Constitution Number of Department Representatives**

**Proposed: 3/05/09**

**Amended:**

**Accepted or Rejected:**

**Whereas** the Constitution of the Faculty Senate, herein referred to as the “Constitution,” has served the Senate well since its creation and adoption in 1971 and its subsequent amendments in 1973, 1977, 1978, 1981, 1985, 1991, and 1999.

**And whereas**, it has been nearly a decade since the Senate has reviewed and amended the Constitution.

**And whereas** the during the past decade the university has changed with regard to organization and size.

**Be it resolved** that we, the Faculty Senate recommend that the Constitution be amended as follows:

Article III Membership A.2.

“Each department offering academic credit shall elect from its members who are fulltime faculty holding the academic rank of instructor or higher in positions that are at least two-thirds non-administrative **one representative for departments having 1-13 members, two representatives for departments having 14 to 22 members or three representatives for departments having 23 or greater number of members thereof eligible to vote**, provided that for the purpose of apportioning representation and voting, Collier Library professional staff, Educational Technology Services professional staff and Kilby School teaching staff shall each be counted as a department. Fractional teaching loads of part-time faculty members shall be considered in determining the number of representatives from a department. In no case shall a department gain or lose a Senator as a result of one of its members being on leave. Each department shall be allowed to have at least one representative.”

**ATTACHMENT C**

**UNA Faculty Senate Resolution  
concerning Faculty Senate Constitution  
Description of Faculty**

**Proposed: 3/05/09**

**Amended:**

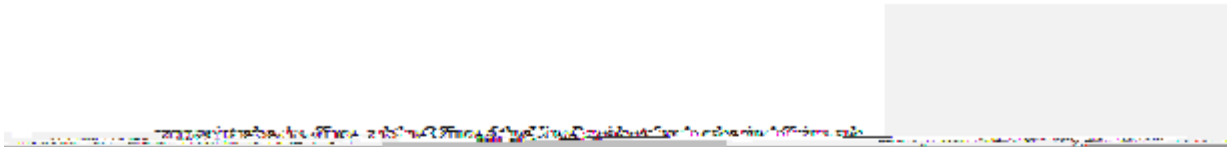
**Accepted or Rejected:**

**Whereas** the Constitution of the Faculty Senate, herein referred to as the





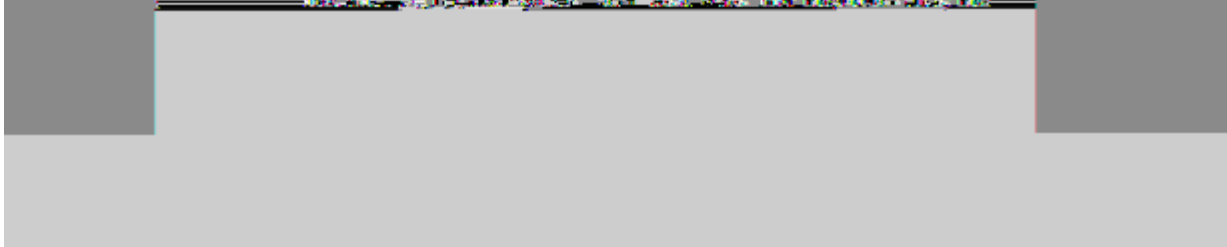




Comment [u6]: This sentence was moved from the "Course Evaluation Form Administration" section.



Comment [u7]: This section was moved into the "Course Evaluation Form Administration" section.



Using the faculty member's updated accomplishments, student teaching or other appropriate information, and with input from the appropriate administrator, the administrator will:

**Annual Performance Evaluation Schedule.** The administrator will schedule the annual performance evaluation process, including the preparation of the curriculum vitae, annual statement of goals and other equivalent effectiveness assessment ratings, and the completion of the evaluation process.

The administrator will provide the faculty member with a copy of the evaluation process and a copy of the evaluation form. The administrator will also provide the faculty member with a copy of the evaluation process and a copy of the evaluation form.

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### 4.3.2 Use of the Results of the Process

The administrator will provide the faculty member with a copy of the evaluation process and a copy of the evaluation form. The administrator will also provide the faculty member with a copy of the evaluation process and a copy of the evaluation form.

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