

FACULTY SENATE MINUTES
October 14, 2010

The Faculty Senate of the University of North Alabama met October 14, 2010 in Room 100 of Floyd Science Building at 3:30 p.m.

President Richardson called the meeting to order and recognized the following proxies:

Scott Infanger for Senator Lindley from Foreign Language,
Matt Green for Senator Hall from HPER,
Mandy Wicks for Senator Frederick from Kilby,
Bob Garfrerick for Senator Snyder from Entertainment Industry, and
Dhrumi Patel for Senator Ogun from Human Environmental Sciences.

Senator Statom moved the adoption of the agenda. Senator Gaston seconded. The motion passed.

Senator Statom moved the approval of the September 9, 2010 and the October 5, 2010 minutes. Senator Austin seconded. The motion passed.

President Cale stated that he could not add anything to this numbing agenda!

Vice-President Thornell discussed the issue of email withdrawal. This procedure was designed especially for the on-line students. A student who emails the registrar with a request to withdraw will cause an email be sent from the registrar to the faculty member and copied to the student. The faculty member will then respond to the email. Dr. Thornell also reported on the faculty handbook. He stated that the administration has learned that some pages are applicable to all employees, not just faculty. There is a suggestion to have only policies related to faculty separated and have Human Resources maintain an employee handbook. He also reported that the Editing Committee has completed the first four chapters of the Faculty Handbook. The Senate Executive Committee recommended that these chapters be sent to the Faculty Affairs Committee of the Senate to review that the editing does not make substantive changes. They are asked to present their results to the Senate Executive Committee and the final edited version will be presented to the senate. Dr. Thornell requested that any further changes to the Faculty Handbook necessary for SACS compliance be presented to his office as soon as possible.

REPORTS:

- A. President Richardson reported that the Ad hoc Committee on Modification to Shared Governance Structure is meeting and work is continuing.
- B. Senator Adams presented the final report and recommendation to the senate from the University Wide Promotion and Tenure Portfolio Review Committee. (See Attachment A) He noted that number 4 and 9-12 were from the committee while the others were response to senate concerns. Senator Statom moved postponement of consideration of these issues until November 11 meeting. Senator Gafford seconded. The motion passed.
- C. Senator McGee stated that he met with Randy Horn and Steven Putman in Computer Services and consulted with James Jerkins from the Mathematics and Computer Science Department and is in the process of developing a Faculty Computer Rights Policy. The computer policies from Georgia Tech, Texas A&M, and N. Texas Universities have also been considered. Vice-

ATTACHMENT A

**Final Report and Recommendations to the Faculty Senate from the
University Wide Promotion and Tenure Portfolio Review Committee for the
promotion/tenure cycle 2009/2010.**

We have now completed a full cycle for promotion and tenure review. After careful review and discussion of the process, the committee recommends the following:

8. That all portfolios submitted, regardless of recommendation(s), should move through the entire process.

We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process.

9. *The committee recommends that*

APPENDIX 3.C

UNA PROMOTION PROCESS	
TASK	TARGET DATE*
Candidate presents portfolio to Department Chair	October 10
Department Chair forms Peer Promotion Committee and informs College Dean of candidates	October 20
Peer Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to department chair	November 1
Department Chair reviews portfolio, completes evaluation for candidates, and provides evaluation letter to dean	November 15
College Dean reviews portfolios, completes evaluations for candidates, and provides evaluation letter to VPAA	January 10
VPAA reviews portfolios, completes evaluations for candidates, and provides evaluation letter to the President	March 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to VPAA	March 1
President or his/her designee makes final decision and informs VPAA and Provost	March 15
VPAA and Provost informs deans of final decisions. Candidates are notified by deans and written feedback from department chair and/or deans is provided to candidates.	March 15 (promotions remain effective as of March 1)
Portfolios are picked up from dean	March 30

* If target date falls on a university non-workday, the next workday applies.

**PROCEDURES & GUIDELINES for the UNIVERSITY WIDE PROMOTION
And TENURE COMMITTEE**

- 1) As soon as the new committee membership is determined and constituted, the Chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to these procedures and guidelines.
- 2) As soon as the portfolios become available, the Chair will notify the committee of the location of the portfolios and the committee will begin the review process. Portfolios will be housed in a location chosen by the Vice President for Academic Affairs (VPAA).
- 3) Each member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process.
- 4) After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio.
- 5) Upon reaching a decision for each portfolio, the Chair will schedule a meeting of the committee with the VPAA.

concurrence, or lack thereof, to the President.

Comment [t5]: Faculty Senate 10/14/2010
VIII. A.

ATTACHMENT B

From: Thornell, John G.
Sent: Tuesday, September 28, 2010 3:27 PM
To: Richardson, Terry D.
Cc: Townsend, Darlene P.; Adams, Larry W.; Webb, Brenda H.; Carnes, Gregory A.
Subject: Faculty Evaluation Section 4.13
Attachments: FE Form #2.doc; fh4 -- Thornell revision to Faculty Evaluation.doc

Dear Terry, pursuant to the previous meeting of the Senate, a small group (Larry Adams, Brenda Webb, Darlene Townsend, and Greg Carnes) and I visited through email exchange on the proposed language for 4.13. Attached is our recommendation. There are two attachments - the 4.13 narrative and a revised faculty evaluation form to accompany the narrative. Beyond the charge to redo the first paragraph, we also did some minor editing and clarified the recordkeeping process. Thank you. John Thornell

4.13 FACULTY EVALUATION |

The purpose of the Faculty Evaluation Program is to provide ~~uniform, valid and reliable data~~ to improve the quality of teaching, research, and service and promote faculty development for the improvement of education. All faculty members are expected to participate fully and in good faith in this process as part of terms and conditions of employment at the University. ~~assessment of faculty performance based on designated areas of engagement approved by the University.~~ Toward that end, all faculty members are expected to demonstrate continuous involvement and effectiveness in the areas of:

(1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related

on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community.

~~All faculty members are expected to demonstrate ongoing effectiveness in teaching; research, scholarship, and/or creative activity; and service. Each department will develop and distribute to its faculty a document setting forth explicit measurable criteria for evaluation of its faculty, procedures for interpretation of faculty data; and standards of performance. Each~~

~~Academic Affairs and Provost~~

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above.

Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

4.13.2 Use of the Results of the Program

effectiveness program. Departments will use information collected through the Faculty Evaluation Program2 Tf1 005800574004C0. BTn3

Comment [t9]: Faculty Senate 10/14/2010 VIII. A.

University of North Alabama
FACULTY EVALUATION REPORT
Summary Evaluation Report (academic year) and Goal Planning Form (academic year)

NAME: _____

DEPARTMENT: _____

What were your professional goals this year?

University goals reference is deleted since the goal of high quality programs is same for all submissions.

What was accomplished relative to these goals?

After evaluating your goals/accomplishments for the current year, indicate your goals for the upcoming year relative to teaching/ professional effectiveness; research, scholarship, and/or creative activities; and service.

Faculty Member Date

Reviewed By:

Date:

Department Chair

Dean

Vice President for Academic Affairs and Provost

*Attach updated vita per Faculty Handbook

University of North Alabama
Instructor/Course Evaluation Process

Instructor _____ Course Number _____ Semester _____

Please read the following instructions carefully:

The purpose of this evaluation is to help the instructor improve his/her teaching performance and this course. Your instruct

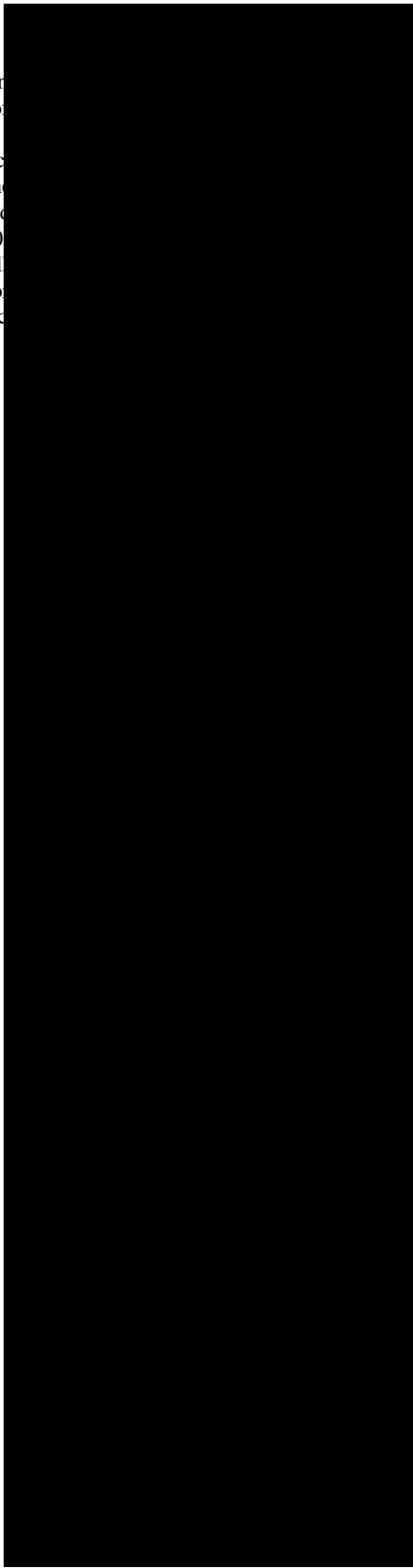
OPTIONAL ITEMS: ITEMS 16-25 MAY BE USED FOR ITEMS SPECIFIED BY THE DEPARTMENT OR INSTRUCTOR. |

- 16. abcd
- 17. abcd
- 18. abcd
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- 23. abcd
- 24. abcd
- 25. abcd

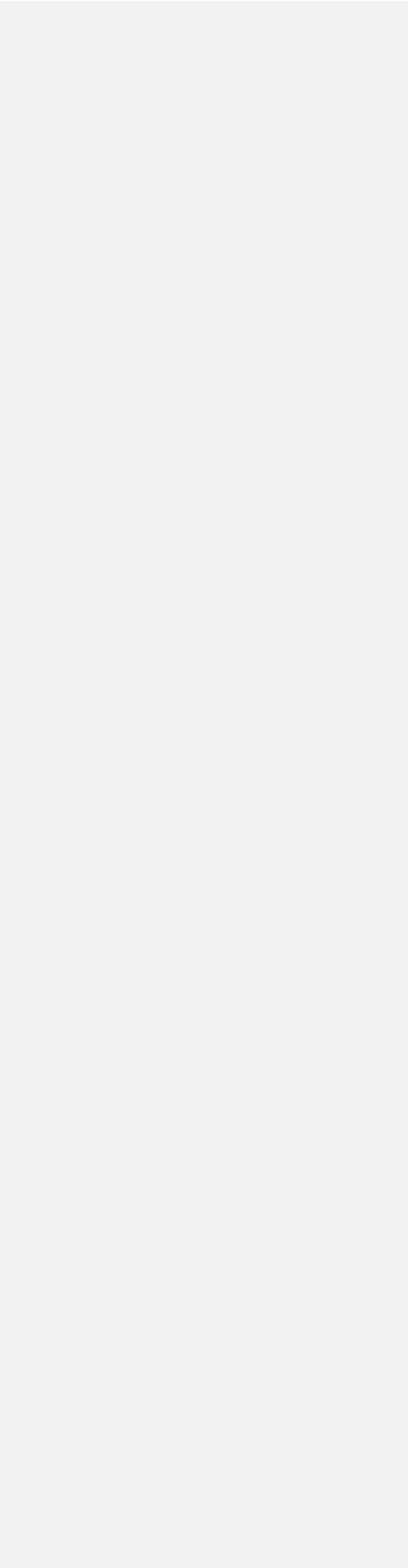
ATTACHMENT C

Non-Regionally Accredited Institutions

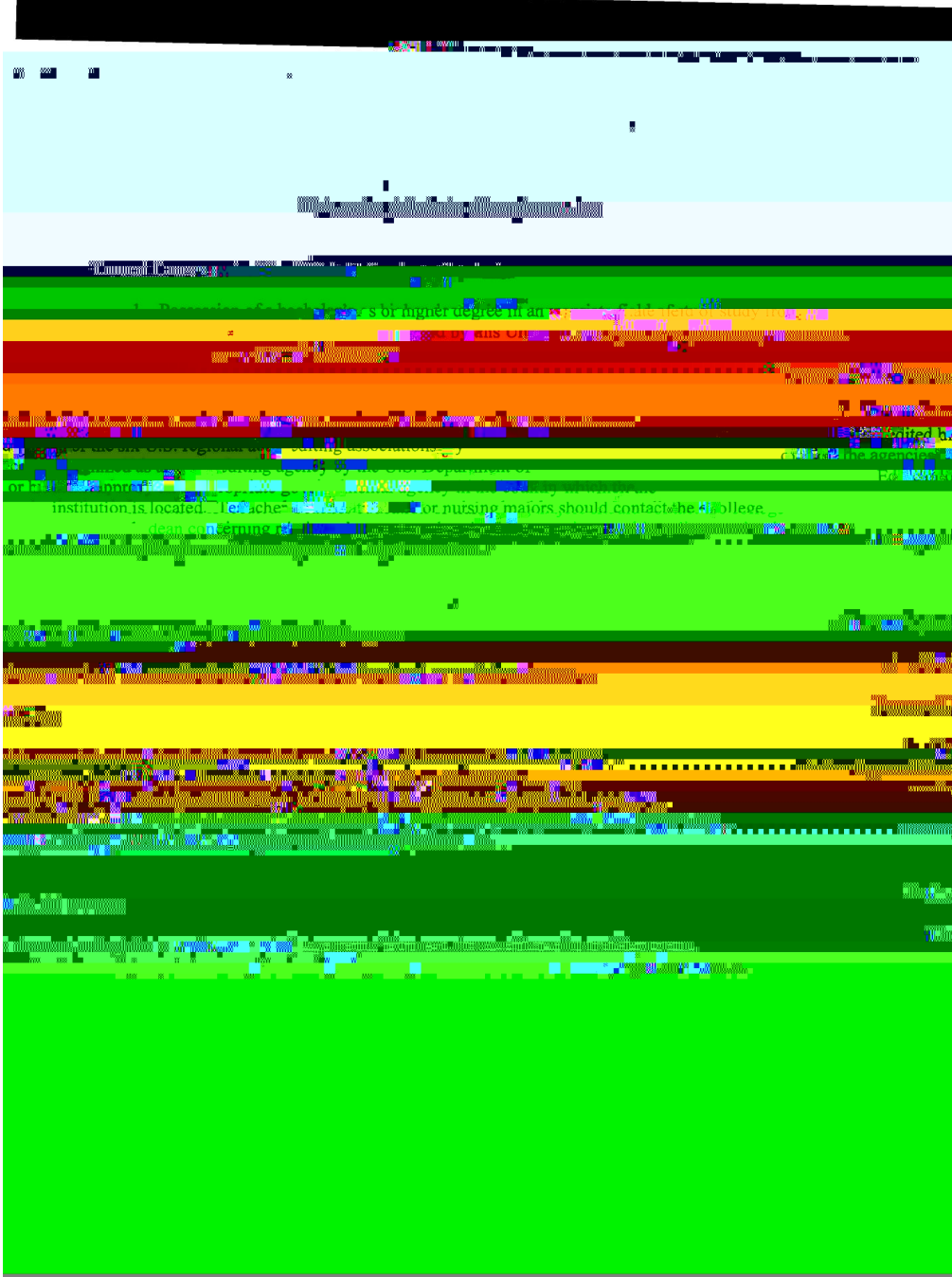
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in a post-secondary institution not accredited by
s but accredited by one of the agencies recognized
f Education, or by an appropriate governmental
ated, may request an evaluation of those credits
NA. For the courses to be eligible for
semester hours at UNA with a GPA of at least
nit a request to the Office of the Dean of
nd forward it to the appropriate college dean
ts being submitted. This policy may not be
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ATTACHMENT D



ATTACHMENT E



MEMORANDUM

To: Dr. Terry D. Richardson, President
UNA Faculty Senate

From: Dr. John G. Thornell, Vice President
for Academic Affairs and Provost

Date: June 17, 2010

It has come to my attention that the Promotion Policy as outlined in the Faculty Handbook was revised to reflect the role of the University-Wide Portfolio Review Committee but the tenure policy was not. Therefore, this memorandum is presented to request that the Faculty Senate consider a revision to the Handbook to add this provision. As such, I have taken the liberty of providing recommended language. However, I will defer to the Faculty Senate to deliberate this issue and make appropriate recommendations.

In the absence of a timeline outlined for the tenure policy and the role of the University-Wide Portfolio Review Committee, for this year we have recommended that the committee follow a deadline of September 15.

Please feel free to give me a call to discuss this request or any questions you may have in this regard. Thank you.

rv Enclosure

Proposed deletions are indicated with strike-through marks; proposed additions are indicated with underlined text.

3.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never

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.

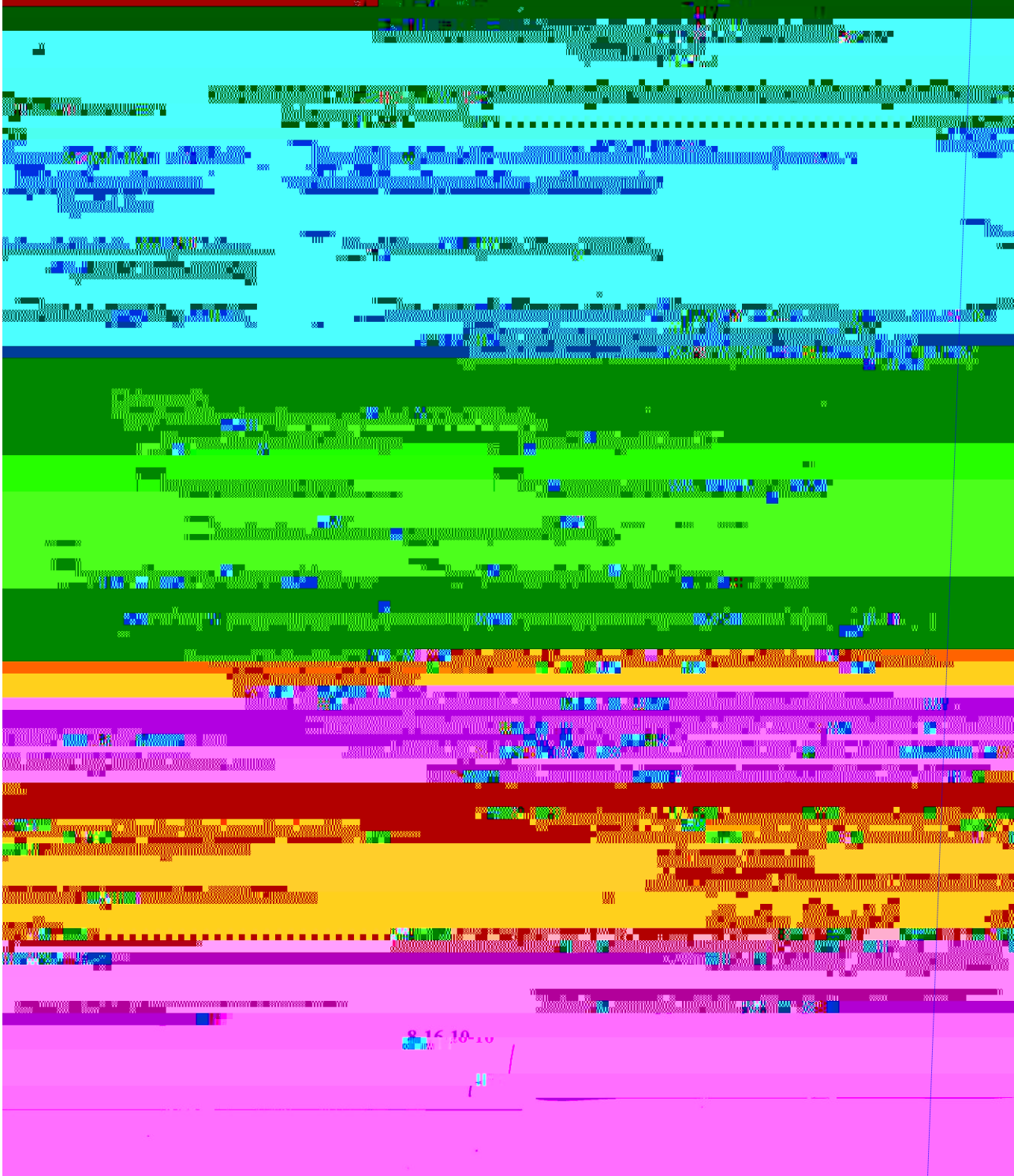
The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

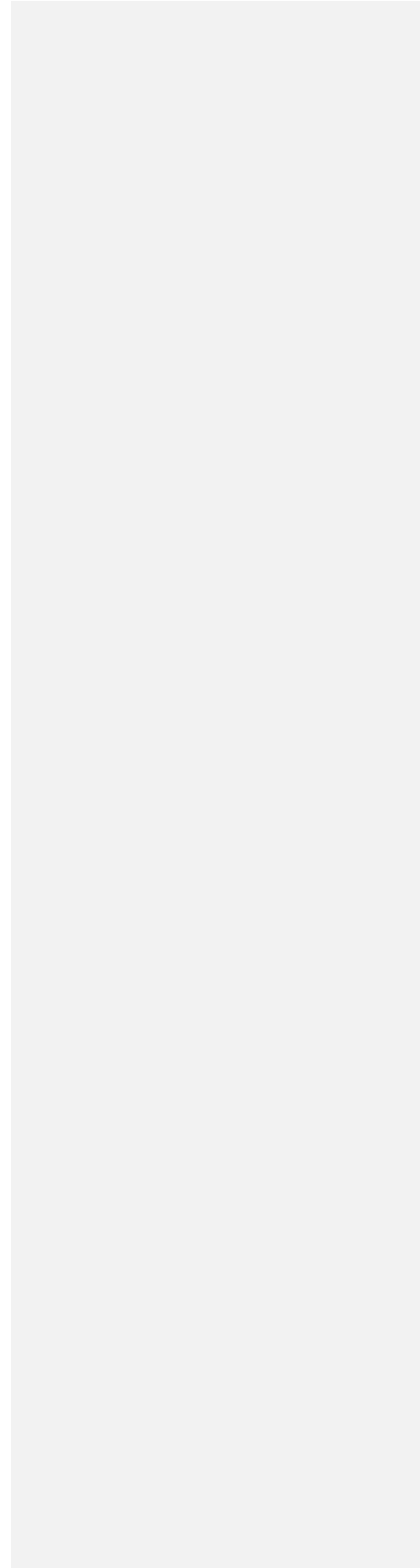
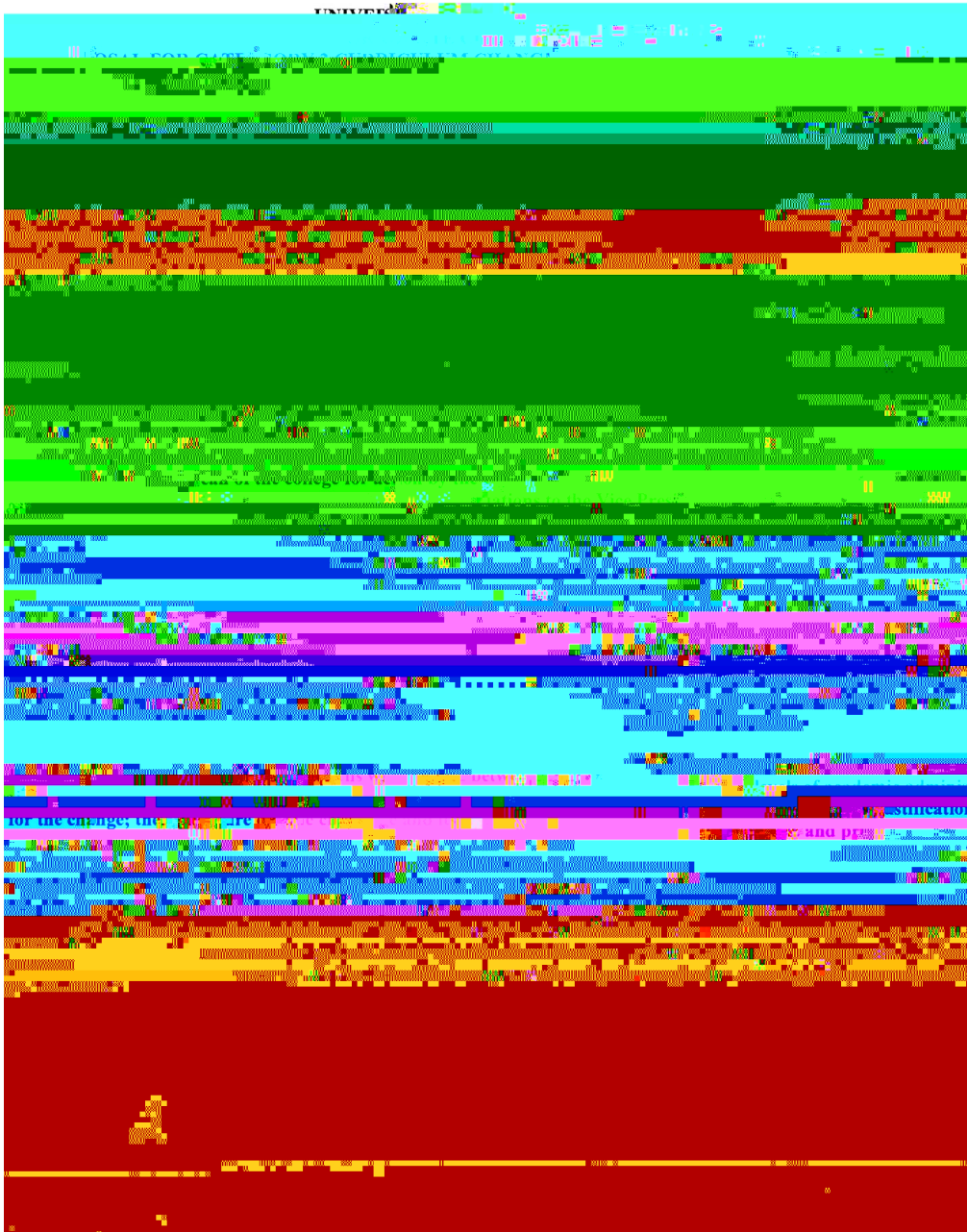
Comment [t17]: Faculty Senate 10/14/2010
Item IX. A.

ATTACHMENT F
(On next page)

Comment [t18]: Faculty Senate 10/14/2010
Item IX. B.

UNIVERSITY OF MICHIGAN





Department

Chair

[The following text is heavily distorted and illegible due to severe digital corruption. It appears to be a list of names and titles, possibly a faculty directory or a list of department chairs. Some faint words like "Chair" and "Department" are visible at the top.]

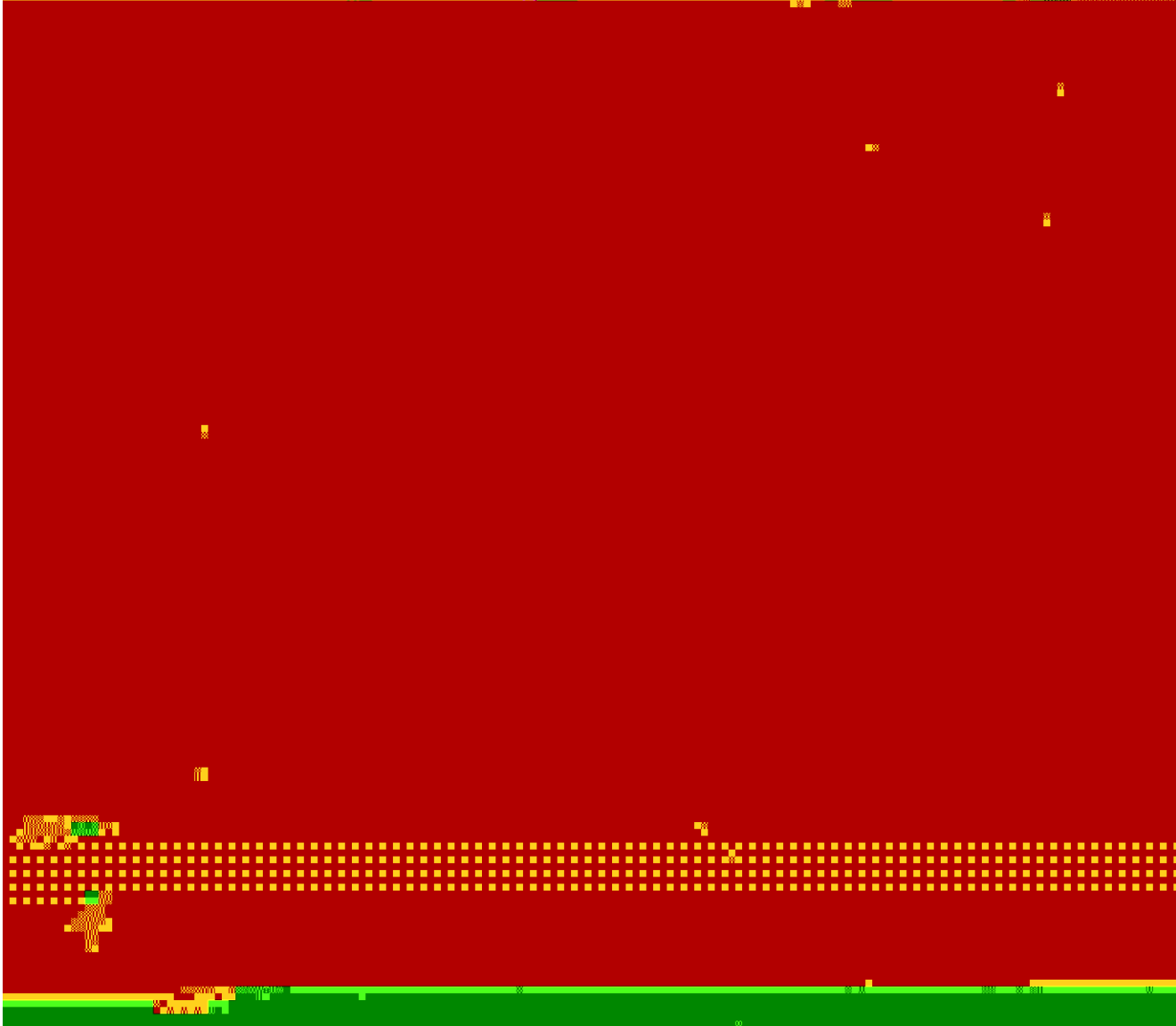
assessment plan for [illegible] of [illegible] or academic departments complete annual planning and

assessment reports. The reports are two-fol-

rotating 24-hour. The five-year

five-year evaluation 100% on a

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ATTACHMENT G
Copyright Policy

I. Preamble

administrators, staff and students are continually creating copyrightable works. As a matter of law, copyright will adhere upon creation of any original work of authorship that is reduced to tangible form,

- i. Faculty (full-time and part-time, including visiting faculty who have a University faculty appointment);
- ii. Students (including visiting students);
- iii. Other employees (full-time and part-

Copyrightable materials which appear on Web pages will be considered to fall within the various categories described in this Policy, including Web pages which may be hosted by or on behalf of the University.

- B. **Standing Exceptions:** The University will retain ownership of copyrightable materials, or reserve a license to such materials, in the situations listed below. In each case, the situations listed below will apply whether such materials are in print or electronic form or other media, now in existence

to any copyrightable material created to effectuate an invention (e.g. software) or supplement an invention (e.g. documentation), but will not apply to Traditional Works of Scholarship reporting on the research which led to the creation of such materials unless required under Section III(B)(7).

10. The University retains ownership of any material, in any form or media (including without limitation video or audio) which is a reproduction of a University course or program. The University will not claim ownership of the intellectual content within such reproduction. Any commercialization by the University of any such material shall be in accordance with Sections III(C) (2) and V.

C. Instructional Media: This Section highlights the applicability of this copyright policy to instructional media. Instructional media are produced in a variety of forms including electronic and print publications. Instructional media includes teaching activities or interactive components that involve creators with the users of the instructional media. The presence of teaching and similar activities distinguishes this form of media from certain traditional works such as printed textbooks.

Restrictions on certain outside uses of instructional media are intended to involve the University Provost in consultation with the Research Committee in determining appropriate uses of Instructional Media and conflict of commitment and appropriate use of the University name.

Instructional media, within this Policy, are intended to encompass (i) the content of courses and programs delivered using any form of media including print, in-person delivery, over the World Wide Web or using other forms of electronic media, videotaping, audio taping, television broadcast, or radio broadcast, as well as forms of media which may arise in the future, and (ii) if applicable, the technology used to structure and deliver such course and program content. Instructional media, within this Policy, would not extend to cover a traditional textbook, whether in printed or electronic form, without the presence of further instructional involvement of the creator.

1. Instructional Media Owned by the Creator

Instructional media created by faculty as part of activities which do not otherwise fall within any exception contained in Section III(B) or (C), will be owned by the faculty creator, subject, in certain cases to a retained interest of the University. Faculty may use or license instructional

The license to instructional media reserved by the University under Section B(1) may be used by the University, without restriction, for educational and research purposes including licensing third parties for such purposes.

2. Instructional Media Owned by the University

Certain instructional media will, pursuant to Section III (B) and (C) be owned by the University. As a general matter, instructional media owned by the University and created with faculty involvement may be used by the University outside of the University for educational and research purposes and for commercial purposes. In all uses outside of the University, the University will consult with the primary faculty creators as to the planned use of such materials prior to granting rights to third parties.

D. The Substantial Use of University Resources in the creation of copyrightable material will give the University an interest in such material and support ownership by the University as contemplated by Section III(B)(3). The precise determination of what usage of the University resources or assistance of non-faculty or student personnel shall be considered substantial, or of when the identity of a project resides with the University rather than with particular individuals, involves the exercise of judgment based on the circumstances and on practices within the discipline. As basic principles, use of the University resources or assistance from non-faculty or student personnel that is incidental and not essential to the creation of the materials does not constitute substantial use of resources, while use of the University name or consultants engaged by the University for purposes of creating the materials would constitute substantial use of resources. For example, none of the following shall be considered substantial use of the University resources:

1. Use of resources or non-faculty or student personnel commonly available to faculty in the same school, institute or department, such as libraries, offices, desktop computers, secretarial staff or specialized course management programs that are widely available to faculty;
2. Occasional use of a specialized piece of equipment or facility for routine tasks;
3. Receipt of salary by faculty for their academic appointments; and
4. The use of resources or facilities generally available to students as part of their educational activities.

IV. Student Works

A. **General Principle.** Subject to the terms of this Section IV, students own the copyright to original works created in the course of their academic activities at the University, including

ent Work created jointly by more than one student will be owned jointly by such students.

B. **Standing E/P** ~~MCID 10-BDC BT1 0 0 /cD 10-8A.6 289he UE/P8/cD 10-ETB6)22(s)2(u)10(c)9(h)10(s)7(u)dent)5(s)2(.) T 10-BDC~~

department of the University. This limited license shall terminate when the student graduates from the University or ceases to be matriculated.

D. Participation in Faculty Research. Where a student(s) participates in

incurred by the University that are associated with the particular material. Out-of-pocket expenses may include legal expenses associated with securing the copyright, negotiating an agreement, travel expenses, payments due to other parties with rights in the work, or any reasonable expenses incurred in pursuing the commercialization of the material. If the University pursues or defends litigation to enforce copyright ownership, then the proceeds of any judgment or settlement from such litigation shall ordinarily be included in gross proceeds, and the associated litigation expenses shall be deducted as out-of-pocket expenses. If litigation is pursued, the distribution described above may be modified to reflect the greater economic risk being incurred by the University in pursuing such litigation.

Creators who are (i) employees of the University, (ii) acting within the course of such employment and (iii) not faculty or research staff, will not automatically be covered by this Section; rather, in such cases, the supervisor of such an employee or the relevant project leader shall make a determination as to the appropriateness of such employee sharing in the proceeds of commercialization.

B. Equity Equity received from a company or other entity in lieu of license f

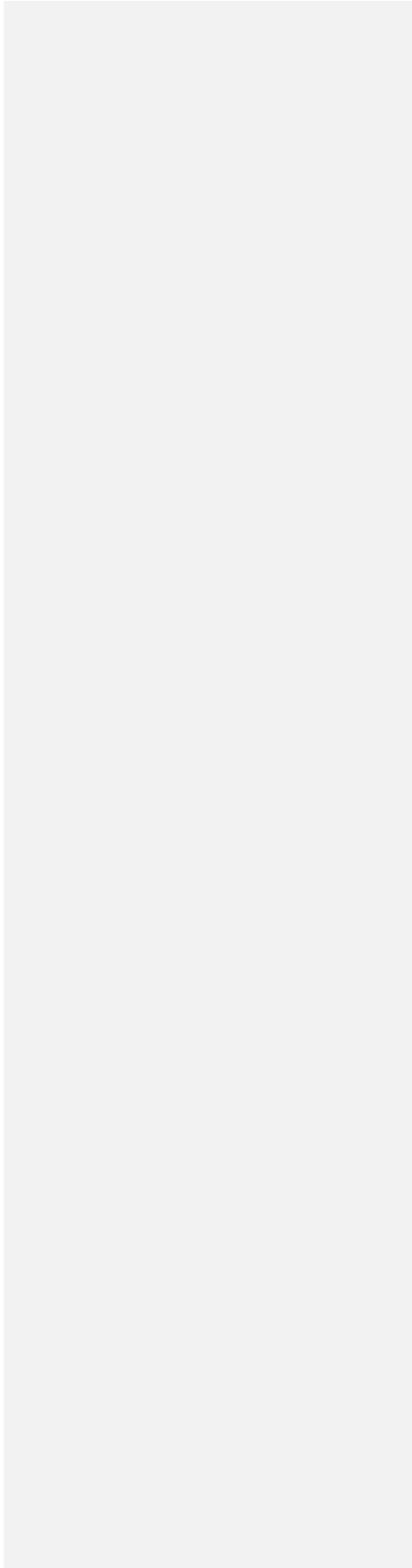
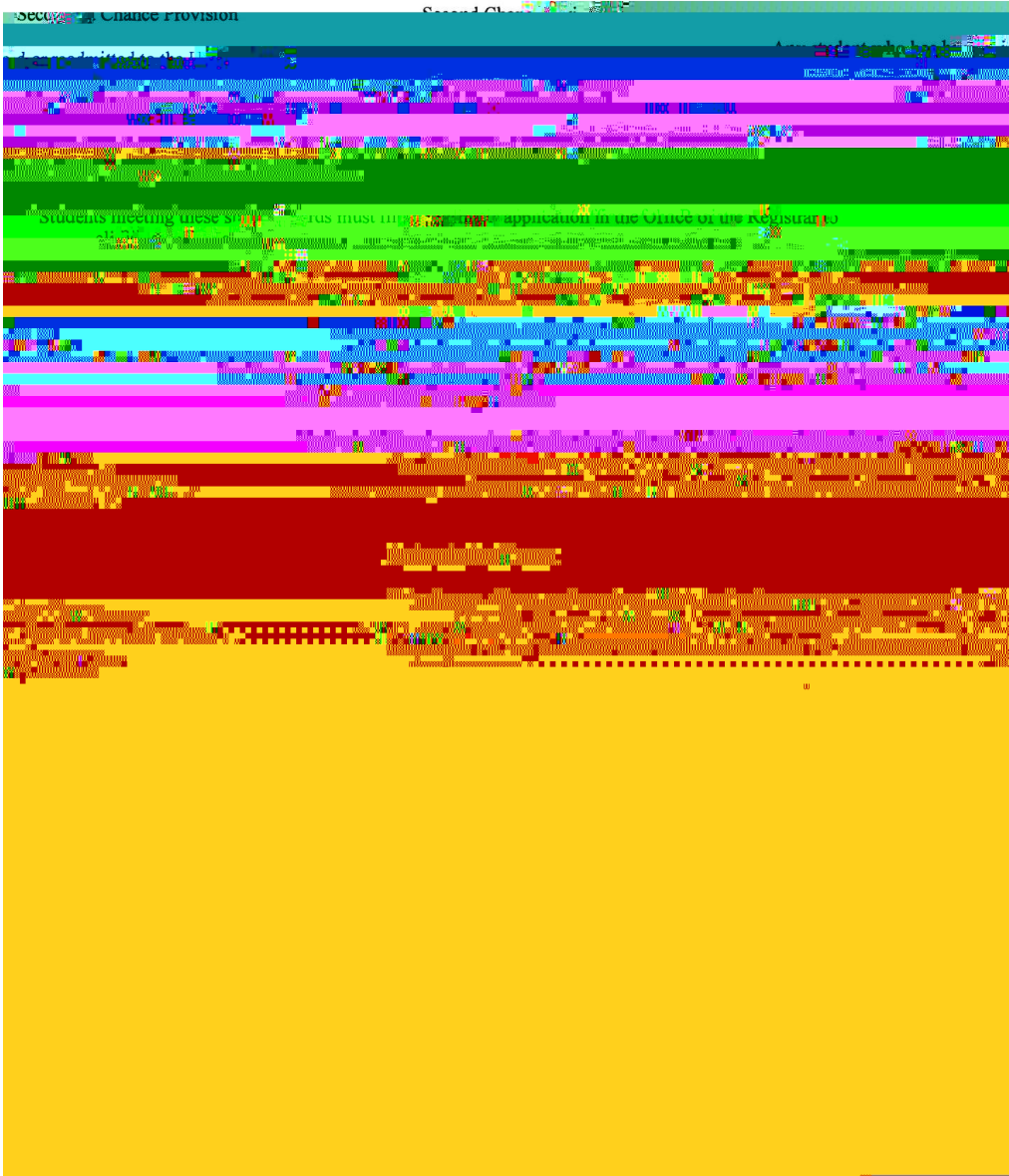
designees may be appealed to the University Provost, who will review the matter and reach a decision in consultation with the Research Committee, the relevant Dean, and others determined by the University Provost. In the event that disputes are reviewed and resolved by the University Provost, such decisions may be appealed to the President, who will review the matter and make the final decision.

E. Administration by Colleges. (i) The Deans of each College of the University shall work closely with the University Provost and the Research Committee to ensure that the perspectives, practices and values of each College are taken into consideration in the decision-making process under this copyright policy. In addition, the relevant Dean shall be involved with any decision to (a) grant open access to copyrightable material in which the University retains ownership or an interest under Section VII (D) and (b) commercialize instructional media which is a reproduction of a University course or program.

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ii) Each College of the University retains the right to supplement this Policy as necessary or desired by that College, including requiring formal copyright agreements of their employees. Any supplement shall

ATTACHMENT H

ATTACHMENT I



ATTACHMENT J

