

FACULTY SENATE MINUTES
February 24, 2011

The Faculty Senate of the University of North Alabama met February 24, 2011 in Room 100 of Floyd Science Building at 3:30 p.m.

President Richardson called the meeting to order. Senator Statom moved to suspend the rules. Senator Peterson seconded. The motion passed.

President Richardson recognized the following proxies:

Paul Baird for Senator Davidson from Education,
Janice Myhan for Senator Hulsey from Elementary Education, and
David McCullough for Senator Loepky from Music and Theatre.

Senator Statom moved the adoption of the agenda. Senator Figueroa seconded. The motion passed. Senator Statom moved the approval of the December 9, 2010 minutes with the addition of his name as attending. Senator Beckwith seconded. The motion passed.

Vice-President Thornell reported that President Cale had a meeting with the Executive Committee of the Board of Trustees at 3:30. Vice-President Thornell reported he had presented the accepted edited version of the Faculty Handbook to President Cale who also recommended edit changes. Those changes will be sent to the Faculty Affairs Committee for review and recommendation.

REPORTS:

- A. President Richardson presented a memo from Paulette Alexander from the Ad hoc Committee for Modification to the Shared Governance Structure. (See Attachment A) He discussed the flow of proposed changes through the flowchart provided. He pointed out the differences with an issue concerning only one constituency and an issue affect multiple constituencies. Senator Carrasco moved to postpone to March 10 meeting for a vote. Senator Lindley seconded. The motion to postpone failed. The motion to accept the recommendation passed with 4 abstentions.
- B. Senator Gaston from the Faculty Affairs Committee presented the recommendation concerning the changes to the Faculty Handbook related to the University-Wide Promotion and Tenure Portfolio Review Committee which were recommended by the initial committee. (See Attachment B) The recommendation passed. The committee also

recommended an addition to the section 3.5.3 “It will be the responsibility of the peer promotion committee and the department chair to confirm the eligibility (years of service) of the candidate for promotion to the rank being sought.”

C.

ATTACHMENT A

From: Alexander, Paulette S.
Sent: Wednesday, February 23, 2011 6:02 PM
To: Richardson, Terry D.
Cc: Loew, Sandra A.; Adams, Larry W.; Gaston, Greg G.; Carnes, Gregory A.; Darby, Wendy A.; Thornell, John G.; Horn, Christy A.; Humphres, Ethan G.; Hamilton, Cory R.
Subject: Report of Ad Hoc Committee for Modification to Shared Governance Structure
Attachments: SG modification 20110215.pdf; Ad Hoc Committee on Shared Governance Recommendation to Faculty Senate 2011.doc

Dear Dr. Richardson,

Attached please find the final documents resulting from the work of the Ad Hoc Committee for Modification to Shared Governance Structure. This committee was charged on September 21, 2011 to complete a review of section C of the Shared Governance Document and make recommendations for changing the processes by which policy changes and new policy proposals are considered and approved at UNA. The committee met 7 times for an hour each to work through the various issues experienced through the Shared Governance processes originally enacted and the revisions that have followed. Numerous drafts of revisions were also shared by e-mail between meetings.

The committee's understanding was that there existed a need to simplify and streamline the process while assuring the success of the original intent of shared governance to allow those impacted by decisions to have a real voice in the consideration of policy changes. The following critical success factors for Shared Governance at UNA provide context to the recommendations of the committee:

Committee appointments are the key to successful committees and the appointing bodies must take that responsibility very seriously.

Membership on Shared Governance committees carries with it an obligation to be engaged and attend to the business of the committee, including attendance at all meetings.

All participants must listen carefully and respectfully to other points of view.

All recommendations (especially controversial ones) need to carry a well-articulated and factual rationale.

In short, shared governance is hard work. But it is worth it!

C. University Policy Change

1. The Role of Shared Governance in University Policy Change

2. Shared Governance Procedure for Policy Change Recommendations

A

B. CASE 1:

ATTACHMENT B

From: Gaston, Greg G.

Sent: Wednesday, February 02, 2011 10:38 AM

To: Richardson, Terry D.

Cc: Adams, Larry W.; Lindley, Keith W.; Lee, Marilyn B.; Davidson, Lelon O.; Carnes, Gregory A.; Statom, Richard A.; Garfrerick, Beth A.

Subject: RE: Faculty Affairs Committee Report

Attachments: university committee_original.doc; university committee_edited_final.doc; FINAL Report and Recommendation to the Faculty Senate from the UW Promotion tenure Portfolio Review CommitteedrftFALL10.doc

Dr. Richardson,

As instructed, the faculty affairs committee has reviewed and revised section 3.5.3 of the faculty handbook regarding the formation and function of the University Wide Promotion and Tenure Review Committee. We have incorporated all the information from the recommendations made by the initial committee into a new section that better captures the intent and operations of this committee.

Three documents are attached:

1. The original/unedited section of the hand book that deals with

CURRENT VERSION:

PROPOSED VERSION:

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

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

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University wide tenure and promotion review committee will focus on the ten-page portfolio (including all forms as described in the Faculty Handbook Section 3.5.3). Supplementary materials will be maintained separately from those portfolios. The location of the supplementary materials will be determined by the VPAA. The language specified in Faculty Handbook 3.5.3 with regard to evaluation of candidates' credentials (indicating the degree (highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended) should be used at all levels and on all evaluation documents. All portfolios that are incomplete or not in compliance with the stated Faculty Handbook guidelines (Section 3.5.3) will be considered as non-responsive and rejected. All portfolios submitted **by eligible candidates**, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 3C.

committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. Upon reaching a decision for each portfolio, the Chair will schedule a meeting of the committee with the VPAA. After discussing the portfolios with the committee, the VPAA will forward the committee's concurrence, or lack thereof, to the President.

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

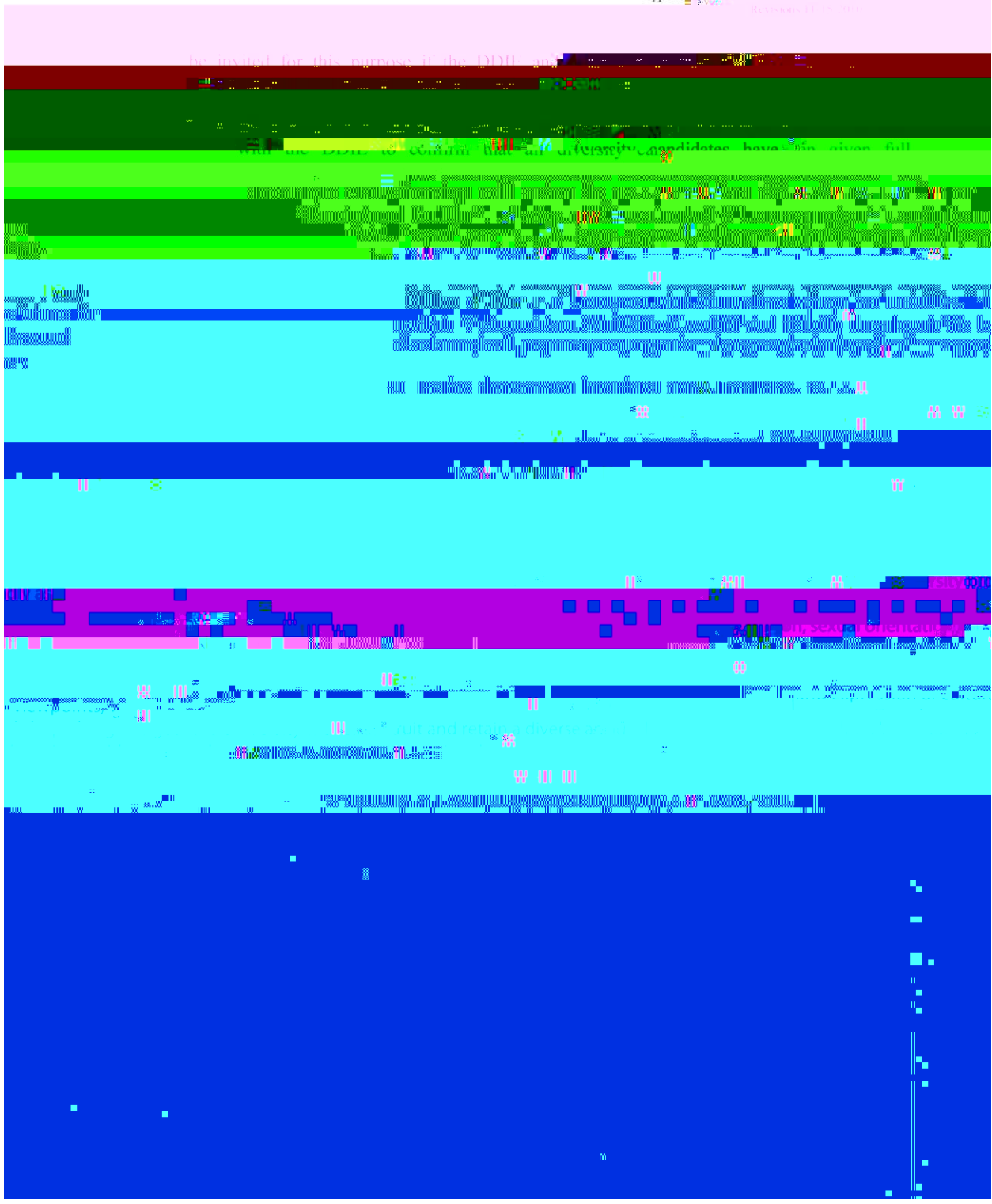
External Faculty/Staff Searches

document

This proposed protocol is intended to ensure that diversity and equity are considered in external faculty and staff searches. The Director of Diversity and Institutional Equity (DDIE) will provide all search committee chairs and members of the search committee

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ATTACHMENT D

University of North Alabama Student Loan Code of Conduct

The University of North Alabama (UNA) participates in the William D. Ford Federal Direct Loan Program which includes the Direct Subsidized and Direct Unsubsidized Student Loans, the Direct Graduate PLUS Loans, and the Direct Parent PLUS Loans. In some cases, private student loans are needed to supplement the cost of education. UNA recommends that students exhaust all other methods of financing their education before applying for private loans. To comply with the 2008

ATTACHMENT E

From: Chambers, Jill M.
Sent: Monday, January 31, 2011 11:11 AM
To: Richardson, Terry D.; Horn, Christy A.; Hamilton, Cory R. Cc: Ford, Kelly M.; Thornell, John G.;
Loew, Sandra A.
Subject: Thanksgiving Break Proposal

Good morning everyone!

I am forwarding a proposal that was brought before the Academic and Student Affairs Committee at our last meeting on January 25, 2011. Our committee has not taken any action on it and would like your feedback. I am attaching the proposal from SGA. They are proposing that the Thanksgiving Holiday break be extended for the entire week. We are asking each of your committees to discuss whether you support or oppose this measure. You will also need to consider where we would make-up the two days that we would use that week. The ASA committee came up with a few options for you to consider:

- 1) No Fall Break day. Study day on Wednesday. Start exams on Thursday and end on Tuesday.
- 2) New Student Orientation on Thursday and Friday. Start classes on Monday.
- 3) Start classes on Tuesday. No Fall Break.
- 4) No Study Day. Start classes on Tuesday.
- 5) No Study Day. No Fall Break.

We are open to hearing any other recommendations you may have. I hope everyone is having a great semester so far! Please let me know if you have any questions and I will be happy to help!

Jill Chambers, Chair
Academic and Student Affairs Committee

STUDENT GOVERNMENT ASSOCIATION

January 13, 2011

TITLE: EXTENDED THANKSGIVING BREAK

AUTHOR: STUDENT GOVERNMENT ASSOCIATION – SENATE

RESOLUTION: 11 – 01

RESOLUTION

Whereas; The University currently closes from Wednesday through Sunday on the last full week in November of each year for Thanksgiving break, and

Whereas; Non-traditional students who are parents of school-age children have to find an alternative such as missing classes or finding a babysitter for their children who receive the entire week for break, and

Whereas; Many students who have permanent residence farther from the University are unable to travel home for the short Thanksgiving break, and

Whereas; Most of the break is spent traveling and many students are prevented from studying for important exams, and

Therefore; it is the goal of the Student Government Association to extend the Thanksgiving holiday break to include the Monday and Tuesday before the currently allotted break, and

Therefore; the extended two days will allow students to begin studying for exams and focusing on final projects, and

Therefore; the extended two days will allow for non-traditional students who are parents to stay at home with school-age children who receive the entire week, as opposed to finding a babysitter or missing class to stay with them; and

Therefore; the extended two days will allow for students whose permanent homes are farther from the University to have the previous weekend to spend traveling home, allowing for more time to be spent with family; and

Therefore; The Student Government Association realizes that the University would be losing two

Therefore; be it further resolved that copies of this resolution be sent to Dr. William G. Cale Jr., President; Dr. John Thornell, Vice President for Academic Affairs and Provost; Mr. David Shields, Vice President for Student Affairs; Dr. Sandra Loew, President of Shared Governance Committee and Mrs. Tammy Jacques, Director of Student Engagement.

ATTACHMENT G

From Faculty Handbook **4.10 FACULTY RESEARCH/DEVELOPMENT**

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Faculty research and development monies ~~for purposes other than the completion of terminal degrees~~ are disbursed to the Vice President for Academic Affairs and Provost who will distribute to the college deans ~~and Dean of Information Technologies,~~ **Director of Library Services, and Associate Vice President for Academic Support** percentages of those monies based on FTE faculty **full-time faculty**. ~~The deans will distribute the money~~ will be distributed between research and development according to the following procedure.