FACULTY SENATE MINUTES April 14, 2011

The Faculty Senate of the University of North Alabama met April 14, 2011 in Floyd Science Room 100 at 3:30 p.m.

UNFINISHED BUSINESS:

- A. Senator Lee moved to amend the Distance Learning Policies and Procedures Manual according to the recommendation at the bottom of the memo received by President Richardson. (See Attachment B) Senator D. Townsend seconded. The vote on the amended Distance Learning Policies and Procedures Manual passed unanimously. Craig Robertson, chair of the Distance Learning Advisory Committee thanked the committee members and the senate.
- B. Senator Austin moved to postpone indefinitely the policy on the remission of course hour fees. Senator Brown seconded. The motion passed unanimously.

NEW BUSINESS

- A. Dean Hansen spoke concerning the proposal for Suspension I Students. (See Attachment
 C) Senator Peterson moved to approve the proposal. Senator Lee seconded. The motion passed unanimously.
- B. Senator Lee moved the approval of the Proposed Family and Medical Leave Policy. (See Attachment D) Senator Gafford seconded. The motion passed with four abstentions.
- C. Senator Davison moved the approval of the Proposed Military Leave Policy. (See Attachment E) Senator Carrasco seconded. The motion passed unanimously.
- D. Brenda Webb moved the approval of the Academic Honesty Policy. Senator Lee seconded. (See Attachment F) Senator Carrasco moved to postpone the vote to the September meeting. Senator Lee second. The motion to postpone passed.

ANNOUNCEMENTS:

- A. President Richardson reminded senators that elections for new senators must take place no later than the fourth week of April. The first meeting for new senators will be Tuesday May 3.
- B. President Richa

ATTACHMENT A

3.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE, <u>AND</u> <u>APPOINTMENT</u>

3.5.1 General Criteria for Promotion and Tenure

General criteria for promotion and tenure are tied to performance in three areas: teaching, research/scholarship/creative activities, and service. It is not expected that every individual will excel in all of the general criteria, but neither is it expected that the individual will have a complete void in any of the three areas. faculty appointment, promotion, and tenure are established in the following three areas:

- 1. Effectiveness as a inTeachering. The individual is judged upon evidence of the following: knowledge of subject matter, including current developments in the discipline; 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, knowledge; 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. The individual is judged upon the quality of evidence of the following: scholarly attitude, the capacity for independent thought, and expertise. originality. and These qualities may be demonstrated in quality of published and unpublished contributions to knowledge; unpublished contributions to knowledge disseminated to a scholarly or professional audience; creative approaches to new problems; planning for future projects; support of student projects; professional recognition of projects; effectiveness in the administration of projects; or other demonstrations of effective contributions to projects, whether such projects involve research, performances, or other creative activities. Evaluations of effectiveness in research, scholarship, and other creative activities will not be limited to a review of a single criterion. Any evidence listed above shall be considered as part of the evaluation for promotion and tenure. the application of creative approaches to new problems, the effectiveness in planning for future research and study for himself or herself and for students, professional recognition of research efforts, and the effectiveness in the administration of research projects.
- 3. Effectiveness in Rendering Service. The individual is judged upon evidence of recognition in the professional field; consultation consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; potential for continuing professional growth; contributions to-total university development and growth; effective performance on committees assignments; performance on administrative assignments; and contributions to the improvement of student life.

It is expected that each individual considered for academic appointment, promotion and/or tenure will demonstrate an acceptable level of effectiveness in each of these general criteria. Assessment of the level of effectiveness in these general criteria for the purpose of promotion and/or tenure consideration will be based on performance standards defined and interpreted by each academic department. These standards should be structured in such a way as to reflect the varying degrees of performance commensurate with each academic rank and allow for value added contributions unique to different academic fields. In addition to the three areas of general criteria, an applicant shall satisfy faculty credential and performance standards for regional and specialized accreditation.

In addition to the three areas of

- service. and scholarly or creative performance. There shall also be evidence of relevant and effective service to the institution, the community, and the profession.
- 4. Professor. Appointment and/or promotion to this rank requires possession of the doctor's a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. and a A minimum of 12 years appropriate cumulative experience (calculated at the end of the academic year prior to appointment or submission of a promotion portfolio) is also required. Effective for new hires beginning fall 2011, promotion to this rank requires that five of the twelve years of cumulative experience shall be earned at UNA. In addition, the appointee applicant shall have established a sustained and consistent record of excellence in successful teaching; research, scholarship, or other creative activities; and service. , in service to the university, the community, and the profession, and in scholarly or creative performance.

ATTACHMENT B

Memorandum

TO:

Terry Richardson President, UNA Faculty Senate

John Thornell942 Tm[)]TJET $\,T\,$ CC:

ATTACHMENT C Proposal for Suspension I Students

Retention is a crucial element of our enrollment management effort. All agree to its importance as acknowledged in the <u>UNA Strategic Plan</u>. However, current policy runs counter to that commitment for Suspension I students. Students in that category must sit out one semester (two counting summer). Such an approach may be fair given the performance standard exhibited by the student. It does not, however, offer students a viable option to address areas of deficiency. Under the current policy, students simply sit out the designated time and then return to campus. During separation from school, students experience some loss of skills and knowledge achieved at the university – creating a situation of greater challenges instead of a supportive learning environment. Students return to campus for a second chance with no appreciable change in the underlying factors that contributed to their initial lack of success.

In an effort to give specific attention to retention efforts of Suspension I students, the Council of Academic Deans offers a proposal to address better retention of these students as outlined below.

As an alternative to sitting out a penalty semester, give Suspension I students the opportunity to participate in an in-house suspension program that allows continued enrollment with a specific target of addressing carefully defined academic deficiencies. The elements of the program are as follows:

 Suspension I students who wish to participate in the in-house suspension program must work through the In-House Suspension Program located in the Center for Academic Advisement and Retention Services (CAARS). Assuming CAARS determines enrollment viability, the following conditions would be in place: Students participating in in-house suspension must earn a minimum 2.0 GPA on 13 hours to be removed from suspension. Students have up to two semesters to satisfy this requirement or be subject to Suspension 2 as outlined in the University undergraduate catalog.

The current policy mandating that Suspension I students sit out one regular semester would be retained for those students who do not participate in inhouse suspension.

Proposed Language for Undergraduate Catalog, Page 58

After the section entitled "Procedure for Academic Suspension and Appeal" and preceding the section on "Second Chance Provision" there would be a heading entitled "In-House Suspension." The information outlined above would be placed there.

It is proposed that this policy take effect in the fall, 2011. The program would be managed and supported by hiring a counselor with experience and a proven record of experience working with high-risk students.

ATTACHMENT D

FAMILY AND MEDICAL LEAVE POLICY

I. Eligibility

An employee will be eligible to seek unpaid leave under the Family and Medical Leave Act

arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings and any other circumstance that the University and the employee agree should be a qualifying exigency and as to which they agree about the timing of the leave for that event.

F. Military Caregiver Leave

An employee may take a military caregiver leave to care for a spouse, child of any age, parent or next of kin who is a current member of the Armed Forces (including a member of the National Guard or the Reserves) and incurs a serious illness or injury in the line of duty or active duty that may render the service member medically unable to perform his or her duties, if the illness or injury is one for which the service member (1) is undergoing medical treatment, recuperation or therapy, (2) is in outpatient status, or (3) is on the temporary disability retired list. If a military caregiver leave also qualifies as a leave for family illness, the leave will be designated as a military caregiver leave.

III. Serious Health Condition

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Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

B. Advance Notice of Foreseeable Leave

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C. Scheduling of Foreseeable Leaves

If an employee plans to take FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver because of planned medical treatment, the employee must make an effort to schedule the treatment to reduce the disruption to the University, subject to the health care rtqxkfgtøu"crrtqxcn0"Cp"g o rnq{gg"ujqwnf"igpgtcnn{"eqpuwnv"ykvj"jkuljgt"uwrgtxkuqt"vq"explore alternatives to reduce the disruption to the University.

D. Notice of Unforeseeable Leave

When a Family and Medical Leave for employee illness, a family illness, as a military caregiver, or for a qualifying exigency is needed due to a reason that was not foreseeable, an employee should give his/her supervisor and the Office of Human Resources and Affirmative Action verbal or written notice as soon as he/she reasonably can do so.

E. Effect of Insufficient Notice

Cp"g o rnq{ggøu"hcknwtg"vq" i kxg"c fgswcte notice may delay, or may result in the denial of, the g o rnq{ggøu"tki j v"vq"tgegkxg"v j g"rtqvgevkqp"qh"HONC"ngcxg0

VI. Confirmation of Leave

The University shall inform employees who request FMLA leave whether they are eligible for a leave that is covered by the FMLA. If the employee is eligible, the notice shall specify any cffkvkqpcn"kphqt o cvkqp"vjcv"vjg"Wpkxgtukv{"tgswktgu"cu"ygm"cu"vjg"gornq{ggøu"tkijvu"cpf responsibilities. If the employee is not eligible, the University shall provide at least one reason of the ineligibility determination. The University shall determine if leave will be designated as FMLA-rtqvgevgf"cpf"vjg"coqwpv"qh"ngcxg"eqwpvgf"cickpuv"vjg"gornq{ggøu"ngcxg"gpvkvngogpv0"kh the University determines that the leave is not FMLA-protected, the University shall inform the employee.

VIII. Length of Leave and Restoration Rights

A. General

B. Nature of the Leave

FMLA leave for the birth, adoption and bonding must be taken at one time and before the end of the 12-month period beginning on the date of t

may elect to continue any supplemental insurance policies by timely payment of premiums. Fwtkpi"cp{"rckf"ngcxg."vjg"gornq{ggøu"ujctg"qh"vjg"rtgokwou"yknn"dg"fgfwevgf"htqo"vjggornq{ggøu"rc{0}

Group life insurance and long-term disability insurance will also be maintained during FMLA leave as if the employee was actively employed.

X. Medical Records

Documents relating to medical certifications, recertifications or medical histories of employees $qt"g \ o \ rnq \{ggug"hc \ o \ kn \{" \ o \ g \ o \ dgtu" \ y \ knn"dg" \ o \ ckpvckpg f"ugrctcvgn \{"cpf"vtgcvgf"cu"eqphk fgpvkcn" \ o \ gfkecn records, except that in some legally recognized circumstances, the records (or information in$

ATTACHMENT E

Current Military Leave Policy:

Military Leave:

the 168 hours of paid military leave is exhausted, an employee may use other leave available, such as annual leave or earned compensatory time.

b. In addition to the 168 hours per calendar year mentioned above, if these particular employees are called into active service of the State of Alabama by the Governor (typically in times of natural disaster), they will receive, pursuant to Ala. Code § 31-2-13 (1995), an additional 168 hours of paid military leave at any one time while called by the Governor to duty in the active service of the state.

If the military base pay of an employee called into active service for the war on terrorism is less than the salary he/she would have continued to receive if not called to active service, he/she may receive a salary differential (pursuant to Ala. Code § 31-12-5 (2002)) that is equal to the difference between the lower active duty military base pay and the higher public salary.

ATTACHMENT F

Current Document (Student Affairs - Student Expectations, Grievance and Disciplinary P nt Expectations,

- 1. The instructor is responsible for investigating and documenting any incident of alleged cecfg o ke"fku j qpguv {"v j cv"qeewtu"wpfgt"v j g"kpuvtwevqtøu"rwtxkg y 0""
- 2. If the alleged academic dishonesty is found to have merit, then the instructor, after consultation with the student, will develop a plan for disciplinary action which may include but is not limited to an F in the course and/or dismissal from a professional degree program.
- 3. If the student agrees to this plan, then both instructor and student will sign the agreement, the plan will be implemented and all documentation will be forwarded to the Office of the Vice President for Academic Affairs and Provost for review and dissemination to appropriate parties.
- 4. Kh"vjg"uvwfgpv" fkucitggu" y kvj "vjg"kpuvtwevqtøu" rncp"hqt" fkuek rnkpct {"cevkqp."vjgp"cnn" documentation including the proposed plan for disciplinary action will be forwarded to the Office of the Vice President of Academic Affairs and Provost for further consideration. After reviewing this documentation, the VPAA may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further action, or to dismiss the matter depending on the merits of the case. Relevant information will be disseminated to appropriate parties.
- 5. If a student is allowed academic progression but demonstrates a pattern of academic dishonesty, the VPAA may, after consultation with the Office of Student Conduct, elect to retroactively assign a grade of DF (Dishonesty Failure) in one or more affected courses and/or to recommend permanent expulsion of the student from the University.