

FACULTY SENATE MINUTES

April 11, 2013

The Faculty Senate of the University of North Alabama met April 11, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

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

Cameron Gren for Senator Figueroa from Chemistry and Industrial Hygiene,
Glenn Marvin for Senator Davison from Biology,
Brenda Webb for Senator Statom from Physics and Earth Science, and
Shilpa Dasgupta for Senator Stenger from Mathematics.

Senator Barrett moved the adoption of the agenda with the amendments under New Business:

- D. Suggested Faculty Handbook change and
- E. Shared Governance EC.

Senator Loeppky seconded. The motion passed.

Senator Peterson moved the approval of the fLoeppkyp8odmi 377.59 446.95 Tm[)JTEMcnator PetenutesassSB

REPORTS:

A. Standing Committees:

1. Senator Hubler, chair of Academic Affairs Committee, presented the Final Grade Appeals Process. (See Attachment A) The proposal passed.
2. Senator Townsend, chair of Faculty Affairs Committee, responded to the University Tenure and Promotion Portfolio Committee recommendations. (See Attachment B) Faculty Affairs Recommendations for Faculty Handbook Section 2.5.3

passed.

ATTACHMENT A

| **5.7 GRADING PRACTICES** **Final Grade Appeals Process**

The grades awarded by a faculty member are expected t

~~course is housed. In such cases, t~~

~~5. Following the decision, of the Provost, the student and the faculty member must shall be notified and provided a rationale for the change decision.~~

~~— Proper grade changes are made by the instructor via e-mail to the Office of the Registrar or on the Change of Grade Form available in the Office of the Registrar.~~

~~1.6. All grades, and other academic appeals, shall be initiated no later than six weeks after the term in which the grade was issued, beginning of the next following fall or spring semester the end of the following semester after cause for the appeal occurred. If the problem remains unresolved at this level, further appeal may be directed through the established academic channels and grievance procedures. Grade distributions are prepared each term by level, college, department, and individual faculty member (coded), and the grade distributions are subject to review by the faculty member, chairs of departments, deans, and the Vice President for Academic Affairs and Provost.~~

~~Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost.~~

~~2. To coincide with the grade appeals procedure, faculty members are required to keep all coursework records (see section 5.2 for description of course records) one full semester year after each course is taught. These records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. Following this time period, these course records may then be disposed of properly. Not part of grade appeals process.~~

*Amendment proposed by the Faculty Senate Executive

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University of North Alabama
Final Grade Appeals Form

1. Background Information:

Date of meeting with Department Chair _____

Outcome of meeting:

Grievance was resolved.

Grievance was not resolved.

Explanation: _____

4B. Student Decision: (if grievance was not resolved after meeting with department chair):

The student accepts the original grade given.

The student wishes to file an appeal to the Dean (*original forwarded to Dean*).

The student acknowledges receipt of signed and dated copy of this document showing the student's decision.

6B. Results of Appeal to Grievance Committee

Date of meeting of Grievance Committee _____

Recommendation of Grievance Committee to VPAA

_____ Original grade of instructor should be upheld.

_____ Modification(s) to original grade of instructor should be made.

Suggested modification(s) _____

Explanation: _____

Signature: Chair of Grievance Committee Date signed

6C. VPAA Decision:

_____ Original grade of instructor is upheld.

_____ Grade is changed from _____ to _____ (*forward grade change to registrar*).

Signature: Vice-President of Academic Affairs Date signed

Date written notification of decision sent to student, instructor, department chair, and dean:

(attach copy of written notification)

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 of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (highly qualified, moderately qualified, or less qualified) to which promotion is

Report Re: Year End Process and Procedures Review

To: Marilyn Lee (cc: John Thornell, VPAA)

From: University Tenure and Promotion Committee

Issue 2: Regarding promotion to Full Professor, wording in the Faculty Handbook indicates that

Adopted Language

The ---

Recommendation

It is recommended that the appropriate sub-committee of the Faculty Senate develop guidelines clarifying procedures for handling conflicts of interest throughout the review process. It is recommended that the established policy (in the Faculty Handbook 2.2) regarding nepotism be considered as it is plausible that an extension of this existing policy may provide a foundation for handling conflicts of interest.

Issue 6: Current wording in the Faculty Handbook outlines minimum requirements for a faculty member to be eligible for promotion to the next rank. Wording exists indicating that exceptions may be made.

Faculty Handbook 2.5.2

Exceptions: In rare and unique circumstances, a petition by the department for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the

considered as it is plausible that an extension of this existing policy may provide a foundation for handling conflicts of interest.

Faculty Handbook Section 2.2 Nepotism, p. 2-2

2.2 NEPOTISM

The Alabama Nepotism statute provides that:

No officer or employee of the state or of any state . . . institution . . . shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or office of profit with the state or with any of its agencies Alabama Code, Section 41-1-5 (1975).

This statute is applicable to all university positions, including non-tenure-track, adjunct, and student positions.

Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The President's Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Proposed Language from the Faculty Affairs highlighted in yellow below

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This statute is applicable to all university positions, including non-tenure-track, adjunct, and student positions. Furthermore, any committee membership, i.e., University-Wide Promotion and Tenure Portfolio Review Committee, in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

Issue 1: From the University PRC

Current guidelines provide little clarification regarding the years which should be considered when evaluating candidates.

Recommendation

Incorporate wording at appropriate points in guidelines which clarifies that the totality of a candidate's work is expected to be strong overall with particular emphasis placed on productivity since the candidate's last promotion.

[Responses to this recommendation suggested by Faculty Affairs are in blue.](#)

Issue 3: From the University PRC

Regarding promotion to Full Professor, wording in the Faculty Handbook indicates that “the appointee shall have established a record of excellence in teaching, in service to the university, the community, and the profession, and in scholarly or creative performance.” Current evaluation approach does not differentiate regarding success/productivity in independent categories (teaching, scholarship, service). Consequently there is potential for an area to be lacking, yet overshadowed by exceptional performance in alternate areas.

Recommendation

2. Assistant Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career.

3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

Exceptions: In rare and unique circumstances, a petition by the department for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Vice President for Academic Affairs/Provost in consultation with the appropriate dean.

2.5.3 Procedure for Promotion

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits an application and portfolio by October 10 to the department chair. It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.

The portfolio will contain:

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)

3. Supporting information for the following items, limited to a 10-page maximum**

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.

Responsibility of the Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By March 8, the Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended.

minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service, with emphasis placed on professional accomplishments since the last promotion.

4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have demonstrated a sustained and consistent cumulative record of excellence in each of the three areas: teaching; research, scholarship, or other creative activities; and service, with emphasis placed on professional accomplishments since the last promotion.

Exceptions: In rare and unique circumstances, a petition by the department for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Vice President for Academic Affairs/Provost in consultation with the appropriate dean.

2.5.3 Procedure for Promotion

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 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
3. Supporting information for the following items, limited to a 10-page maximum**
 - a. Teaching/Library Effectiveness

- b. Scholarly or creative performance
- c. University and community service
- d. Any other relevant information

**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. In addition to addressing the essential portfolio components in the limits given above, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.

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.

5. Departmental and/or college promotion guidelines.

Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing and Allied Health, this committee will consist of all tenured members in a candidate's department who are not 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 by secret ballot of a chairperson, from among the members of the committee. In Collier Library and Educational Technology Services, the committee will consist of all tenured members of the candidate's area who are not applying for promotion.

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 of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. When preparing written evaluations for a candidate's portfolio for promotion to full professor, the department chair should evaluate independently each area, teaching; research, scholarship, or other creative activities; and service, to determine an established record of excellence for each area. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended. The department chair will forward the candidate's portfolio, the peer promotion committee's recommendation, and his or her own recommendation for each candidate to the college or area dean no later than November 15. The department chair will also provide written feedback to each c

two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Asso

in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost 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.

Responsibility of the Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By March 8, the Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended. When evaluating a candidate's portfolio for promotion to full professor, the Vice President for Academic Affairs and Provost should evaluate independently each area, teaching; research, scholarship, or other creative activities; and service, to determine an established record of excellence for each area.

Following the decisions made by the President as outlined below, the Vice President for Academic Affairs and Provost will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than March 15. Candidates will be notified by the deans. The Vice President for Academic Affairs and Provost will remove all forms from portfolios and maintain them for

ATTACHMENT C

CONSTITUTION OF THE FACULTY SENATE
OF THE UNIVERSITY OF NORTH ALABAMA
FLORENCE, ALABAMA

PREAMBLE (no changes)

To promote the growth and improvement of higher education at the University of North Alabama and in the State of Alabama; to facilitate communication and cooperation among administrative and faculty personnel; and to insure the continuing development of our educational programs and policies, we, the faculty, do hereby adopt this Constitution and establish the Faculty Senate.

ARTICLE I. NAME (no changes)

The name of this organization shall be the Faculty Senate of the University of North Alabama. As used in this Constitution, the term "faculty" means those who are eligible to vote for nominees for election to the Senate as specified in this Constitution.

ARTICLE II. PURPOSES (no changes)

It shall be the purpose of the Faculty Senate: (1) to achieve effective participation by the faculty in the governing of the University; (2) to exercise leadership for the faculty in developing proposals and making recommendations for the promotion, initiation, and implementation of sound policies and plans and to review periodically the policies and programs of the University; (3) to be available for consultation with the President and the Board of Trustees. Upon request, (4) to serve as an executive committee in fulfilling the purposes and function herein stated and in performing such other duties as may be assigned to the Senate by the faculty.

ARTICLE III. MEMBERSHIP

A. The Faculty Senate of the University of North Alabama shall have its membership drawn from the following sources:

1. The Vice President of Academic Affairs shall be a non-voting member of the Faculty Senate.
2. Each department offering academic credit shall elect from its members full-time faculty holding the academic rank of instructor or higher in positions. For the purposes 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 and adjunct 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.

Under this article, the following non – provisional bylaws to this Constitution may only be amended under the requirements detailed in Article VIII, Section A:

- A. Nominees for election and electors in each department shall be full-time faculty holding the academic rank of instructor or higher in positions that are at least two-thirds non-administration.
- B. Election shall be by secret ballot in each department or staff. In the event that a department or area is electing more than one Senator, separate ballots shall be held for each Place as designated by the Secretary in accordance with Article IV, Section D, of this Constitution. Senators shall be elected by a majority of votes cast.
- C. If a Senator is absent and fails to provide a proxy for three consecutive scheduled meetings of the Faculty Senate (within one year beginning May 1), the President shall declare the position vacant and shall instruct the department concerned to elect a replacement to complete the unexpired term. The person having been removed will not be eligible for such election.

Under this article, the following provisional bylaws to this Constitution may only be amended under the requirements described in Article VIII, Section B:

- D. Apportionment of department representation shall consist of members that are at least two-thirds non-administrative, one representative for departments having 1 to 13 members, two representatives for departments having 14 to 22 members, or three representatives for departments having 23 or greater number of members.
- E. The term of service shall be for three years, except as provided for in Article III, Section F, below.
- F. Senators shall be eligible for re-election.

G. For the purpose of establishing staggered terms in departments with more than one Senator, when the Secretary has designated Places in accordance with Article IV, Section D, of this Constitution, elections for Place One shall be for a full three-year term, elections for Place Two shall be for an initial term of two years, and elections for Place Three shall be for an initial term of one year; after the initial terms, elections for each Place shall be for a full three-year term.

H. Election of Senators to the Faculty Senate shall take place during the last week in April.

I. Newly elected Senators shall take office on May 1.

J. Any unexpired term shall be filled by special election in the department involved. Changes in organization of the University, changes in departmental assignments, or reduction in the staff of a department that cause the department to have too many Senators to the Faculty Senate shall be cause for such department to elect from its Senators with continuing terms of office the number of Senators it is entitled to have.

K. Senate membership, excluding the officers, shall expire on April 30; the terms of officers who will no longer be Senators will expire May 31, with the possible exception of a President-Elect. The President-Elect will assume the position of President even if his/her term as Senator has expired. Officers whose Senate term has expired will not have a vote in any Senate matter after April 30, except that the President may vote to break a tie.

L. Representation in the Faculty Senate shall be determined on the basis of the faculty employed during the spring semester.

M. Departmental assignments of faculty members shall be determined by the Vice President for Academic Affairs.

ARTICLE IV. OFFICERS (no changes)

The officers of the Senate shall be a President, a President-Elect, a Secretary, and two (2) Executive Board members. These five (5) officers shall constitute the voting membership of the Executive Board. Persons nominated for the position of President-Elect, must have at least one full year (beginning May 1) after the current year remaining of their present term in the Senate. The immediate past President shall be an ex officio, non-voting member of the Executive Board. In the event the Senate membership term of the immediate past President has expired and he/she had not been reelected by his/her department, he/she shall be also an ex officio, non-voting member of the Senate.

A. Election of Officers. During the last regularly scheduled meeting of the academic year, the Senate shall elect its officers from its elected membership. The officers shall be elected by a majority of votes cast by secret ballot. They shall take office on the next June 1 and shall serve until their successors assume office, but if an officer's term as an elected Senate member has expired before he/she is superseded as an officer, he/she shall not be allowed to vote.

B. Duties of the President. The President shall preside at all meetings of the Senate and of the Executive Board and perform other functions as necessary to his/her office.

C. Duties of the President-Elect. The President-Elect shall act in the absence of the President and shall become President of the Senate in the event that the President is unable to complete his/her term of office, in which case the Executive Board of the Senate shall select an interim President-Elect. The President-Elect shall normally assume the office of President on the second June 1 following his/her election.

D. Duties of the Secretary. The Secretary shall keep a permanent record of the minutes of all meetings of the Senate and the Executive Board. He/she shall be responsible for the distribution of copies of the minutes as directed by the Senate. The Secretary shall survey each department or area early in the spring semester to establish the number of seats to which it is entitled for the next academic year. In the event that two or more Senators are to be elected from a department, the Secretary shall designate the seats by Place number.

E. Duties of the Board Members. The Board Members shall attend and have power to vote in Executive Board meetings, shall assist the other officers, and shall perform such duties as may be assigned by the Executive Board.

ARTICLE V. FACULTY MEETINGS (no changes)

A. The President and/or President-Elect shall be available for consultation in the preparation of agenda and programs for regular and called meetings of the faculty and staff presided over by the President of the University or his/her designated representative. The Senate or Executive Board may request the President or his/her designated representative to call a faculty meeting. The President of the Senate, upon the specific authority of the Senate, may call and preside over a meeting of the faculty.

B. The President of the Senate or anyone authorized by him/her shall report to the faculty on policy recommendations or other Senate matters included in the agenda of regular or called meetings of the faculty.

e. Members of standing committees do not have to be Senators; vacancies shall be filled by appointment of the President of the Senate.

f. The Chairperson of each standing committee shall be elected by members of that committee from among their group at their first meeting, the time and place to be set by the President of the Senate.

2. The Senate may elect or direct the President to appoint such additional committees as it deems appropriate.

ARTICLE VII. ADOPTION (no changes)

This Constitution shall become effective when adopted by a two-thirds majority vote of the faculty present and voting at a faculty meeting called for the purpose, provided that two-thirds of the faculty are present at such meeting and provided that all faculty members will have been given at least ten (10) days in which to examine this constitution, and when after such approval by the faculty, it is approved also by the President of the University.

ARTICLE VIII. AMENDMENTS

A. Non – provisional bylaws specified within each Article to this Constitution may be amended by a two-thirds vote of the faculty present and voting at a faculty meeting, provided that two-thirds of the faculty are present and provided that all faculty members will have been given copies of the proposed amendment(s) at least ten (10) days before such meeting. In order to conduct senate business in a more efficient manner, this meeting may be conducted electronically. Amendments adopted by the faculty shall become effective when approved also by the President of the University.

B. Provisional bylaws specified within each Article may be amended by a simple two – thirds vote of the Senators present at the last scheduled Senate meeting of any academic year and provided that all incumbent Senators or designated voting proxies will have been given copies of the proposed amendment(s) at least ten (10) days before such meeting. Amendments adopted by the Senate shall become effective when approved by the President of the University.

C. Proposed amendments, if any, shall be introduced to the faculty by the Senate. Any

FACULTY BALLOT

Your senator has provided you with a proposed revised Faculty Senate Constitution. This is a ballot for you to vote. The motion is for approval of the proposed changes to the Faculty Senate Constitution. Please place a check mark in the box marked YEA if you are in favor of these proposed changes OR place a check mark in the box marked NAY if you are opposed to the proposed changes. Return this ballot to your department faculty senator. Thank you for participating in this important vote!!

YEA

NAY

ATTACHMENT D

FACULTY SENATE

RESOLUTION

April xx, 2013

TITLE: Support for the Raymond Isbell Scholars Program

AUTHOR: Faculty Senate

Whereas: Dr. Raymond Isbell, Professor and Chair of Chemistry and Industrial Hygiene, volunteered to teach his classes for one year after his retirement in 1997, and

Whereas: the Board of Trustees established permanent scholarship endowment funds to honor Dr. Isbell's volunteer service, and

Whereas: fourteen additional professors have followed Dr. Isbell's example and volunteered to teach their classes after their retirements, and

Whereas: to honor the volunteer service of these professors, the Board of Trustees has established permanent endowments with the money saved by delaying the replacements for these professors, and

Whereas: nineteen

ATTACHMENT E
SENATE OPENINGS

According to the Faculty Senate Constitution:

Election of Senators to the Faculty Senate shall take place during the last week in April.

I. Newly elected Senators shall take office on May 1.

Departments that have senate seats expiring

TERM EXPIRING SPRING, 2013

Jose Atencio

ATTACHMENT F

ATTACHMENT G

2.5.2 Special Criteria by Ranks