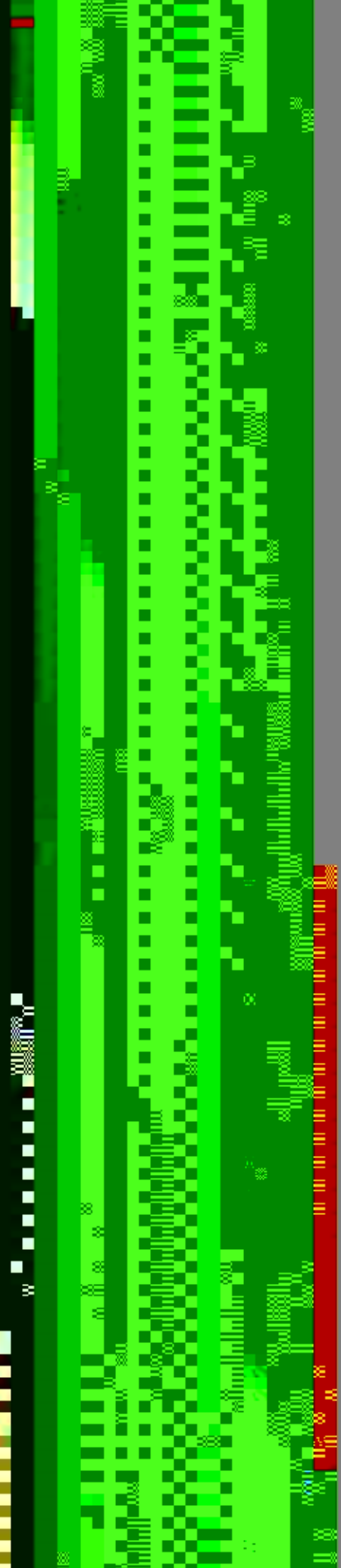


FACULTY SENATE MINUTES

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Policies on Promotion and Tenure
Revisions Agreed to at February 2017 Senate Meeting

Section 2.5.3

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indicate that the new policy is effective for those who start ~~regarding~~ing of their
contract date

and tenure are in the form of separate documents as specified in Sec. 3.2 above and must be in writing and signed by the President of UNA. This section shall not be construed, however, to affect adversely the rights of tenured faculty members in any way.

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2. PERSONNEL POLICIES,
REGULATIONS, AND
PROCEDURES

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- 2.1 EQUAL OPPORTUNITY
- 2.2 NEPOTISM
- 2.3 FACULTY EMPLOYMENT PROCEDURES
 - 2.3.1 SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NON-TENURE-TRACK FACULTY
 - 2.3.2 FACULTY EMPLOYMENT AGREEMENTS
 - 2.3.3 BACKGROUND CHECKS
- 2.4 TYPES OF APPOINTMENTS
 - 2.4.1 TENURE-TRACK
 - 2.4.2 NON-TENURE-TRACK
 - 2.4.3 ADJUNCT
- 2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE
 - 2.5.1 GENERAL CRITERIA FOR PROMOTION AND /OR TENURE
 - 2.5.2 SPECIAL CRITERIA BY RANKS FOR APPOINTMENT, PROMOTION, AND/OR TENURE
 - 2.5.3 PROCEDURE FOR PROMOTION AND/OR TENURE
 - 2.5.4 RENEWAL OR TERMINATION OF A PROBATIONARY APPOINTMENT
- 2.6 TERMINATION OF FACULTY APPOINTMENTS
 - 2.6.1 RETIREMENT
 - 2.6.2 TERMINATION FOR CAUSE
 - 2.6.3 CHECK-OUT PROCEDURES
- 2.7 SANCTIONS LESS THAN TERMINATION
- 2.8 DUE PROCESSPROCEDURES
- 2.9 FACULTY RECORDS
- 2.10 APPLICATION OF HANDBOOK

no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity and those with fewer than five eligible members may select additional committee members from the campus and/or community at large. In order for an individual to serve on a search committee, he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the DDIE for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Assistant Vice President for Human Resources and Affirmative Action (DHRAA) to explore ways of attracting a diverse pool of qualified applicants.

2. **Development of Job Advertisement.** The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a cover letter, curriculum vita, including references, and unofficial transcripts at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The DDIE will advise as to his/her approval via the OES. If not approved, the Request to Fill/Advertise will be returned by the DDIE to the originator of the request for needed information. The President for Academic Affairs and Provost shall approve the advertisement and make the final decision as to where the advertisement shall appear.
3. **Receipt of Applications.** All applications and supporting materials will be received and initially processed by the Office of Human Resources and Affirmative Action. Applications and supporting materials are immediately available to the DDIE via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the DDIE via the online employment system.
4. **Access to Application Material** Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate dean, V President for Academic Affairs and Provost, and DDIE via the OES.
5. **Confidentiality of Material.** Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from

the applicant. Members of search committees are asked to sign a Confidentiality

the dean, the DDIE/ice President for Academic Affairs and Provost, and President shall be provided, upon request, the evaluation/comment sheets regarding the applicants.

10. Final Evaluation of Candidates and Recommendation for Hiring. The search committee shall consider each written evaluation before making its recommendation. Further discussions between the search committee and those who completed written evaluations of the candidates interviewed are permitted as needed. Upon conclusion of all deliberations, the search committee shall recommend candidate(s) to the department for the position. If multiple candidates are recommended, these may be ranked or unranked. The members of WKH GHSDUWPHQW VKDOO YRWH RQ WKH FRPPLWWHH¶V L

Non-tenure

2.5.2 Special Criteria by Ranks for Appointment, Promotion, and/or Tenure

Faculty ranks of the University, including librarians and educational technologists, are instructor, visiting (open rank) professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are considered tenure track. All others are based on renewable appointment, not including visiting (open rank) professor appointments. Appointment, continued employment and consideration for tenure of supervising teachers at Kilby Laboratory School are subject to all relevant Alabama laws and Alabama State Board of Education policies governing public school teachers.

successful careers. As per the terms of the letter of employment, faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Instructor. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the f

For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted to the department chair and promotions@una.edu by October 1 of the final academic year of probationary status. For those seeking promotion only, the faculty member will present to the department chair and promotions@una.edu by October 1 an electronic portfolio that provides evidence of accomplishment. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status. (See Section 2.5.5) The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D1.

The electronic portfolio (items 1, 2, 3 below) will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on a secure server and will be accessible only by the administration and committee members involved in the promotion and/or tenure review process.

1. Application for Promotion and/or Tenure (See Appendix 2.F)
2. A cover letter in which the faculty member indicates the degree of merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for universitywide committee members who may be unfamiliar with the field, as well as indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.
3. Current Resume or CV (limited to 10 pages)
 - a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
 - b. College/university telephone number, college/university telex number, fax number, e-mail address, and telephone number (202) 792-1212

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee by October 15. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will

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After orientation, the committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available, the chair will notify the committee of the location of the portfolios in the UNA server and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and success at previous stages in the process. After all members have reviewed each

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affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty appointments: professional incompetence; commission of a felony; gross neglect of duty; gross insubordination; inability to fulfill terms and conditions of appointment due to medical condition; excessive absenteeism; sexual harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the ability of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuance of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, Grievance and Due Process Procedures, as they exist at the time the proposal for termination originates.

2.6.3 Check-Out Procedures

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Collier Library, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other office from which they may have borrowed equipment and/or owe charges. All university equipment must be returned and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencies, prior to his or her departure from the university.

Faculty members who are granted a leave of absence will meet with their department chair who will determine, with subsequent written notification to the Assistant Vice President for Human Resources and the Vice President for Business and Financial Affairs, which of the following checkout procedures will apply: employee returns keys to Facilities Administration and Planning Office; employee returns all departmental equipment that may be on loan to the employee; and employee returns all library materials, books, etc. that may be on loan to the employee. All faculty on leave of absence must obtain clearance from the Business Office and meet with the Office of Human Resources for health benefit information.

2.7 SANCTIONS LESS THAN TERMINATION

2.8 DUE PROCESS PROCEDURES

This policy is applicable to faculty members with property interests in their jobs either in the form of tenure or set amounts of time remaining on contracts when either is subject to disciplinary suspension and/or dismissal from employment for cause. ~~The~~ ~~the~~ protection of individual rights and due process in actions involving the disciplinary suspension, dismissal, or other termination for cause ~~see~~ [Faculty Handbook 2.6. Termination for Cause](#), faculty members are entitled to procedural due process as outlined below:

Dismissal of a Tenured Faculty Member for Cause

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured ~~faculty member~~ and the University would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the Vice ~~President~~ for Academic Affairs and Provost (VPAA). Within fourteen (14) days*, the VPAA should have a conference with the faculty member. At the conclusion of the conference the VPAA will make a written recommendation to the University President with a copy ~~to~~ the faculty member.

The VPAA's recommendation to the faculty member of the action proposed shall be in writing by certified or registered mail or by such other appropriate means as may provide delivery and proof of receipt. The recommendation shall ~~also~~ contain a statement of the charges or conditions supporting the action proposed as well ~~as~~ ~~the~~ W L F H R I W K H I D F X O W \ P H P E full and fair hearing before a Due Process Committee according to the guidelines established in this policy.

Due Process Procedures

A faculty member who receives notice of recommendation of disciplinary suspension or dismissal by the VPAA may request, and shall be afforded, a hearing before a Due Process Committee. Failure to make a request in writing to the President within fourteen (14) days* after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before a Due Process Committee, and the President shall ~~then~~ ~~make~~ a final determination. On proper request for a hearing, as hereinafter provided, the President shall establish an ad hoc committee of five persons from the appropriate list of fifteen (15) nominees, from among tenured members of the University faculty ~~established~~ for such purposes by the

position, should be excluded or excused from appearing before the Committee, if available.

- a. Not later than four (4) days* before the hearing, the VPAA and the faculty member shall present to the Due Process Committee Chair a list of the names, addresses, and telephone numbers of all witnesses expected to be called to testify and the nature of the testimony and evidence to be offered by each witness.
- b. At least four (4) days* prior to the hearing, both parties shall be permitted to inspect any affidavits or exhibits he/she intends to submit at the hearing.

3. During the hearing:

- a. Both parties shall be permitted to have an advisor or attorney present who will not serve in a legal capacity but rather as a consultant. An advisor/attorney is not asked or discussions raised during hearing, cross-examine or question witnesses in the hearing, or interrupt the hearing proceeding.
- b. A court reporter will be retained by the University to record the proceedings. A copy of the hearing transcript shall be prepared by the court reporter distributed to both parties at no charge.
- c. The Committee, in consultation with the parties concerned, will determine whether the hearing should be public or private.
- d. Both parties shall be afforded the right to present their versions as to the charges or circumstances and to present their respective cases by way of such statements, affidavits, witnesses, and exhibits as he desires.
- e. Both parties shall have the right to confront and cross-examine all witnesses. The Committee may grant adjournments to either party to permit the investigation of evidence to which a claim of surprise is made.
- f. The Committee shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Reasonable effort should be made to obtain the most reliable evidence available.

4. The hearing will begin with the VPAA (

appropriate. The Committee's written findings and recommendations shall be made to the President

7. :LWKLQ GD\V RI WKH UHFHLSW RI WKH & RPPLWWHH recommendations, the President shall render a (nde)-aceen a4(ti) so no Pifyhedial13(y)20-3m

