



Senator Harris moved acceptance of the minutes with the above clarification and Senator Watson seconded the motion. The minutes were approved.

NOTE: The Faculty Senate secretary made the recommended changes to the December 6, 2018 minutes. The minutes are now published to the UNA Faculty Senate website (see <https://www.una.edu/faculty-senate/meeting-minutes.html>).

#### **IV. Remarks from Administrators and Invited Guests:**

##### **A. Mr. Bishop Alexander (President, UNA Staff Senate) and Ms. Amy Thompson (Vice President, UNA Staff Senate):**

Mr. Alexander and Ms. Thompson informed the Faculty Senate of Wellness Day at UNA on February 14, 2019. The event involves vendors promoting health initiatives, a series of morning (o)0 n, am-12 3 (h)1 ( in)1 (it)

apportionments to UNA. Individuals populate important Senate and House Committees with ties to this geographic a

Dr. Alexander also cited recent data identifying the MBA program in the College of Business for once again being the largest such program in Alabama. The program received two distinct recognitions as the #2 program in Alabama and the #19 program in the region.

Dr. Alexander concluded his remarks by recognizing Dr. Ansley Quiros (Department of History) for her recent book titled *God with Us: Lived Theology and the Freedom Struggle in Americus, Georgia, 1942-1976* (The University of North Carolina Press). He commented that a faculty publications display could be constructed either in the Collier Library or on the 2<sup>nd</sup> floor of Bibb Graves Hall.

## **V. Senate President's Report:**

Faculty Senate President Infanger began by discussing the possibility of establishing a Faculty Handbook Review Committee. He will continue to work on that idea and aims to present a proposal to the Faculty Senate soon.

Faculty Senate elections are approaching. Each senator whose term is expiring will be notified by the Faculty Senate Secretary and the Senate Elections Committee will contact the respective Department Chairs to hold an election for their position/s. This should be done by April so new Senators can participate in the May meeting. This meeting will also involve nominations for Shared Governance Committees. President Infanger suggested that senators begin identifying interested parties for these positions as well as other open committee positions.

## **VI. Standing Committee Reports**

### **A. Faculty Affairs Committee**

#### **a. Lecturer and Senior Lecturer Position**

See Appendix A (Appendix A materials are drawn from the Faculty Senate Agenda pack7.0CID 11 BDC -14.15 -1.12

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The motion to accept the proposal was unanimously approved with no votes in opposition and no abstentions.

## **VIII. New Business**

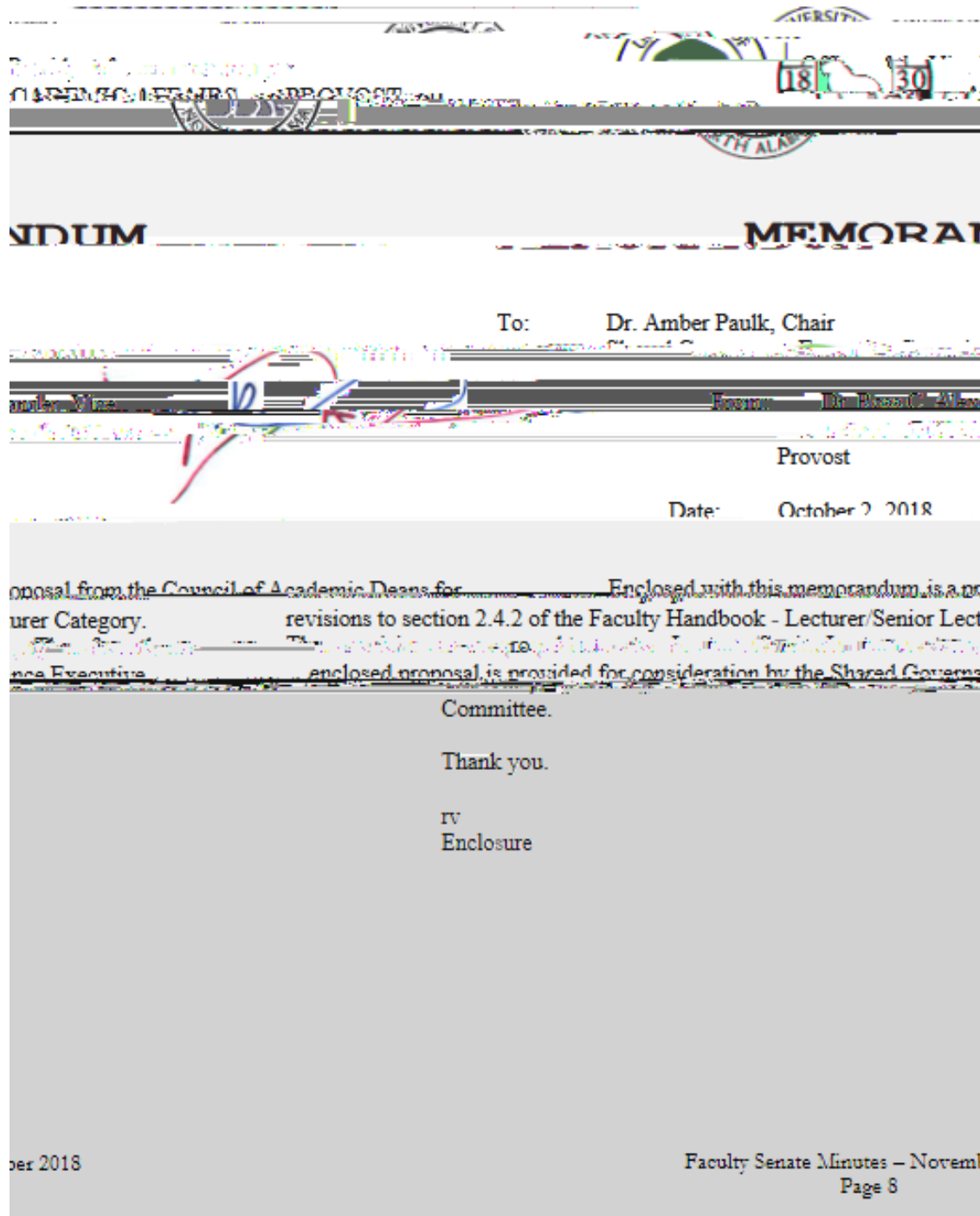
### **A. Proposed Revisions to Section 2.5.3 of the Faculty Handbook – Submission of Promotion/Tenure Evaluations**

See Appendix F





Appendix A

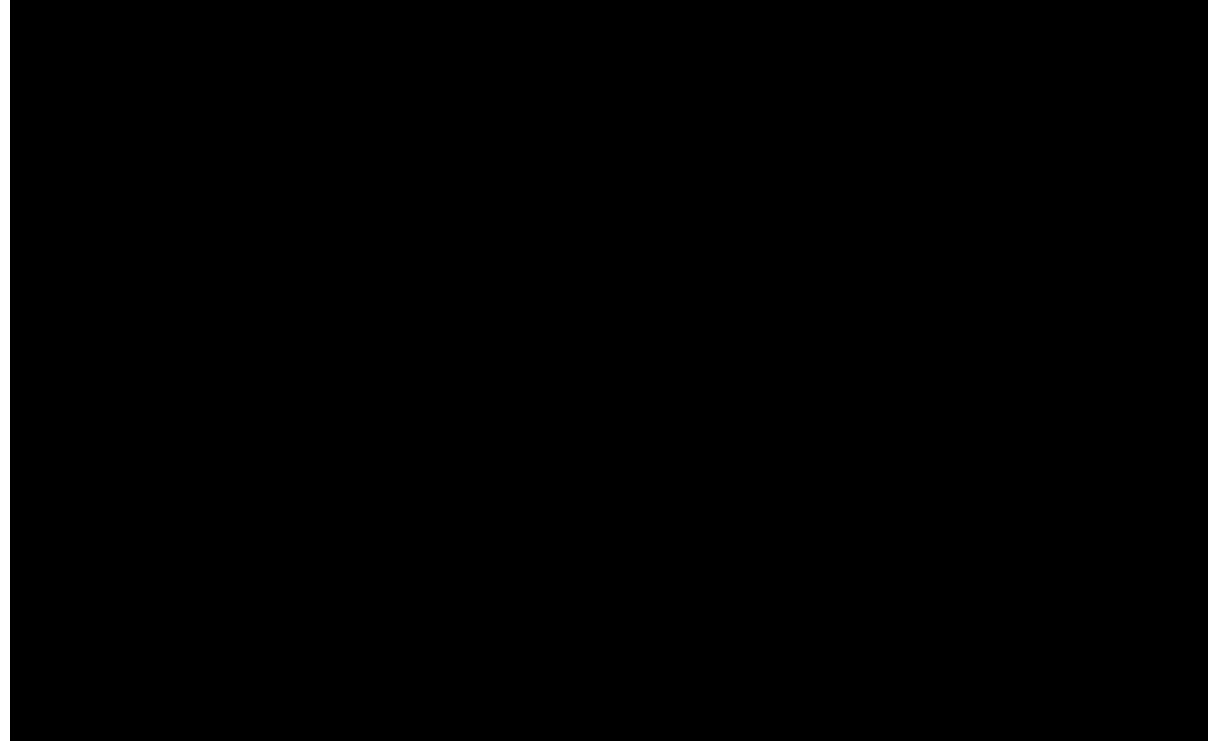


5.4.5 Non-Tenure Track

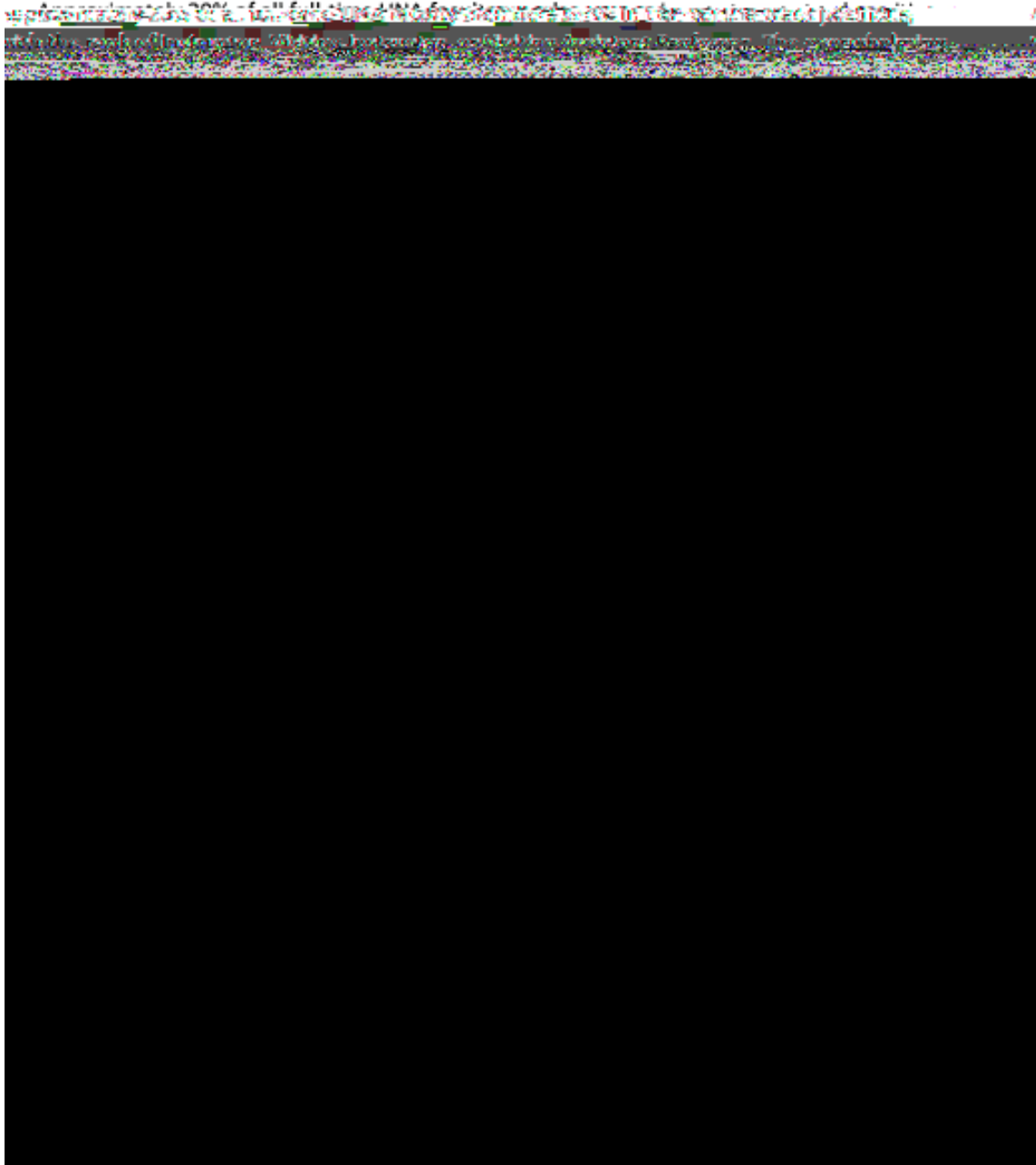
All new, full-time, non-tenure-track faculty members enter the institution with the rank of lecturer, with a standard 9:5 teaching load and performance evaluation based on teaching and research only. Depend on the department to establish a rank level and conduct a review of the candidate's qualifications. The department chair is responsible for the final hire (SA) on contracts.

Advancement from lecturer to Senior Lecturer, via submission of a dossier/portfolio to be evaluated by the HNA tenure and promotion process. Advancement to Senior Lecturer is based on performance incentives, based on research, teaching and/or service at the discretion of the department chair.

Current full-time, non-tenure-track faculty on contract/uninterrupted service (e.g. HNA) can apply for promotion to Senior Lecturer in the next academic year.



**Proposal and Rationale**



The University of North Alabama  
Lecturer Promotion Policy Comparisons

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		Teaching Load of
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Appendix B

**Vandiver, Renee P**

From: Kelly M  
Date: Monday, October 23, 2016 12:27 PM  
To: Amber L  
Subject: form and policy for SGEC  
Attachments

Importance: High

Amber and Renee:

through the Shared Governance system.

Thank you!

Kelly

**Kelly M. Ford**  
Assistant to the Vice President  
Division of Student Affairs  
Theresa.Cole@una.edu  
University of North Alabama

UNA Box 5072  
Florence, AL  
35632-0001  
255-765-4598 phone  
256-765-4235 fax  
www.una.edu/studentaffairs

**From: Kimberly Greenway <kagreer@una.edu>**  
Date: Monday, October 20, 2016 11:30 AM  
To: Kelly Ford <kmford@una.edu>  
Subject: form and policy for SGEC

Attached

Dr. Kimberly A. Greenway  
Assistant Chief of Staff  
University of North Alabama  
256.765.4698

October 29, 2018

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Memorandum

and Governance Executive Committee

From: Dr. Kimberly A. Greenway signed original on file  
Acting Chief Student Affairs Officer

Re: Student Complaint Policy

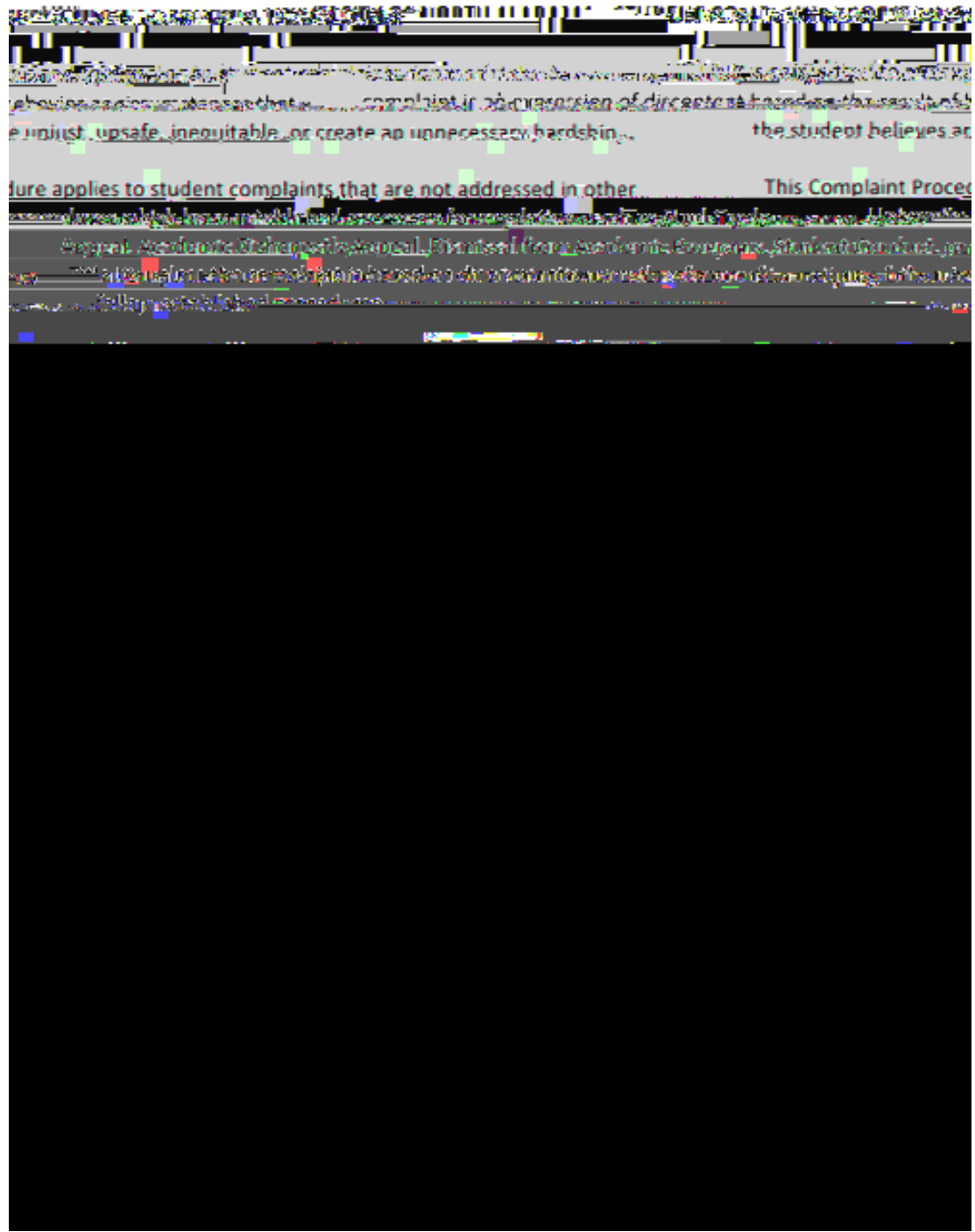
considered as a new University of North Alabama. This purpose of the policy is to more clearly align University student complaint procedures with revised SACSCOC standards that became effective January 1, 2018.

es a process for complaints that are not addressed in other University procedures. This policy establishes a process for complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonesty, etc. This policy establishes a process for complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonesty, etc. This policy establishes a process for complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonesty, etc.

mentation of the University in identifying patterns of conduct that raise a legitimate concern with respect to the University's academic or co-curricular programs, and/or systemic problems affecting the quality of student life. Additionally, the attached Complaint Form standardizes the information to assist with the University's compliance with SACSCOC standards.

The draft policy has been reviewed by the Assistant to the Vice President for Academic Affairs for appropriate and the University Executive Council. As such, please consider this as a formal request for approval by the Board of Governors and Executive Council to the best results of the University.

Thank you for your consideration. Please let me know if you need additional information.  
KAG







d to legitimate concern with respect to the University's academic or co-curricular programs, and  
ding to and comply with obligations imposed by federal regulations for receiving respon  
tracking student complaints.

crediting bodies, The information tracked will be made available to regulatory agencies and ac

classroom of the University's...  
[Redacted]

Reviewed By:

2-18), University Attorney; Dr. Kimberly Greenway, Acting Chief

Amber Fite-Morgan (10-11-18)

stantiated...  
ncil (10-22-18)

Faculty Affairs Officer, U  
University Executive Cou

Approved By:





Disruptive activities are defined as disruptive activity by an individual, group, or organization to impede, interrupt, interfere with, or obstruct the conduct of university business, at the authorized or designated locations of the university. Furthermore, any action by an individual, group, or organization that disrupts the conduct of university business, at the authorized or designated locations of the university, will be considered disruptive. In addition to any potential criminal penalties, students engaging in disruptive activities will be referred to the Office of Student Conduct, and employees will be referred to Human Resources.

### GUIDELINES

1. Registered university organizations and university departments may display signs on regarding these designated areas or locations of campus, or information and designated locations, contact the Office of University Center Operations and Event Management located in GC 107.

However, the party distributing the literature can be distributed in public forums on campus. The literature is responsible for determining any designated areas or locations of campus. In addition, literature may not be distributed in public forums.

4. Use of campus land is on a temporary basis.  
5. Use of campus buildings

Individuals, unreasonably, sidewalks, or facilities, defaces property, injures individuals, or interferes with the normal functions of university.

### REVIEW

The Vice President for Student Affairs is responsible for the review of this policy every four years or as needed.

Reviewed By:

[Signature]

APPROVED BY:

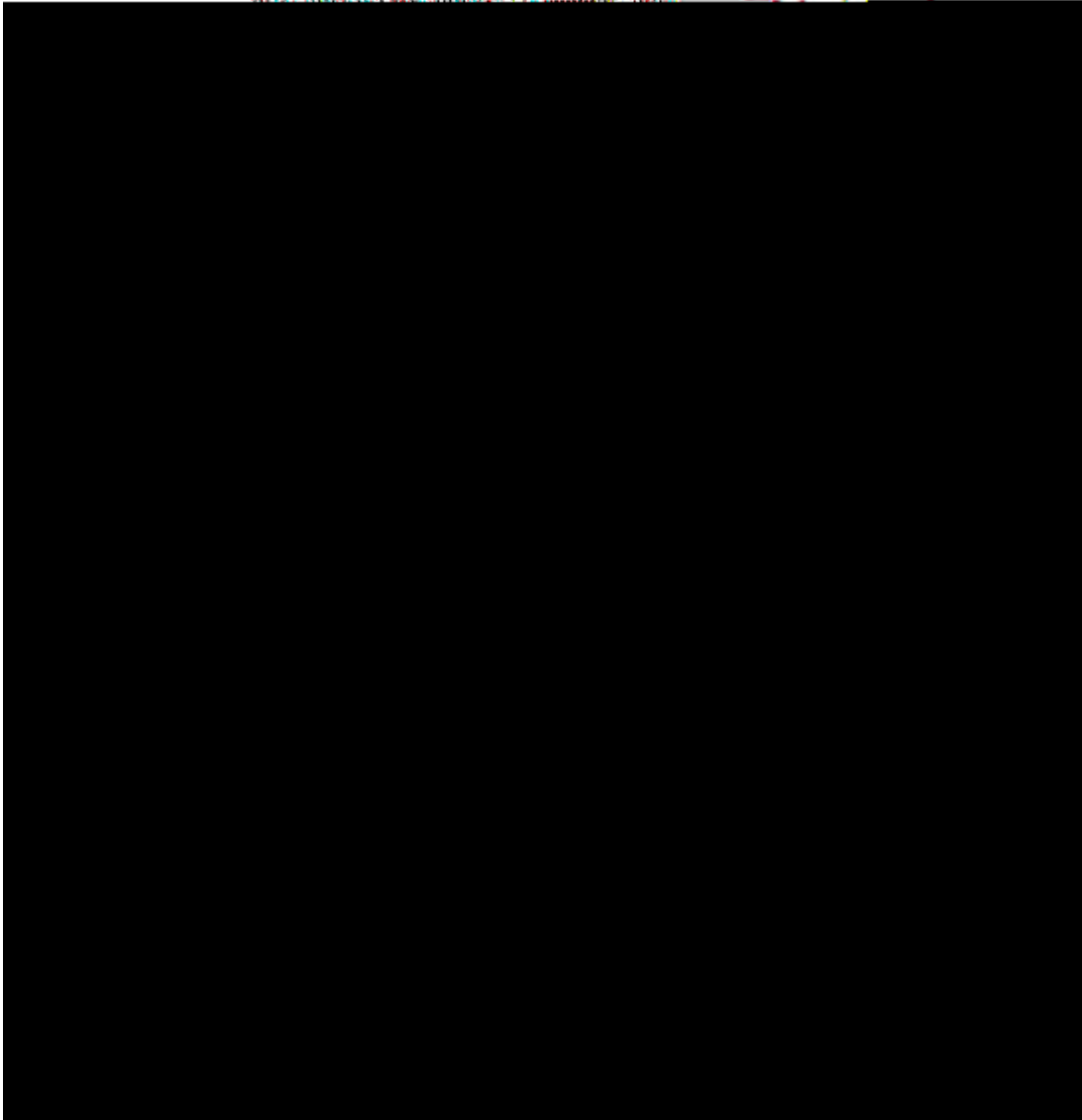
Appendix D



Office of the Vice President for  
ACADEMIC AFFAIRS and PROVOST

# MEMORANDUM

To: Dr. Amber Paulk, Chair  
Shared Governance Executive Committee

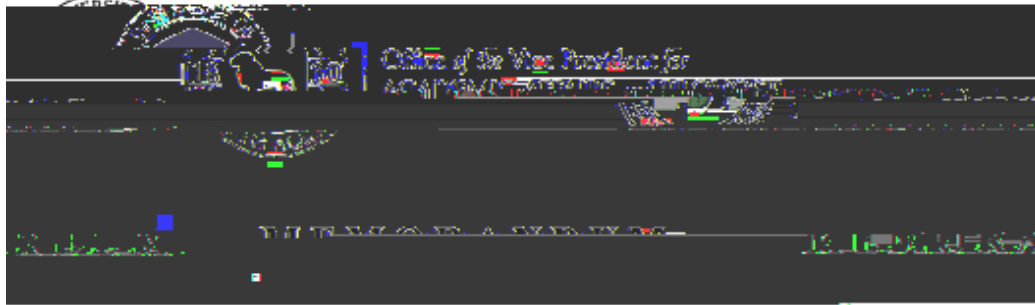




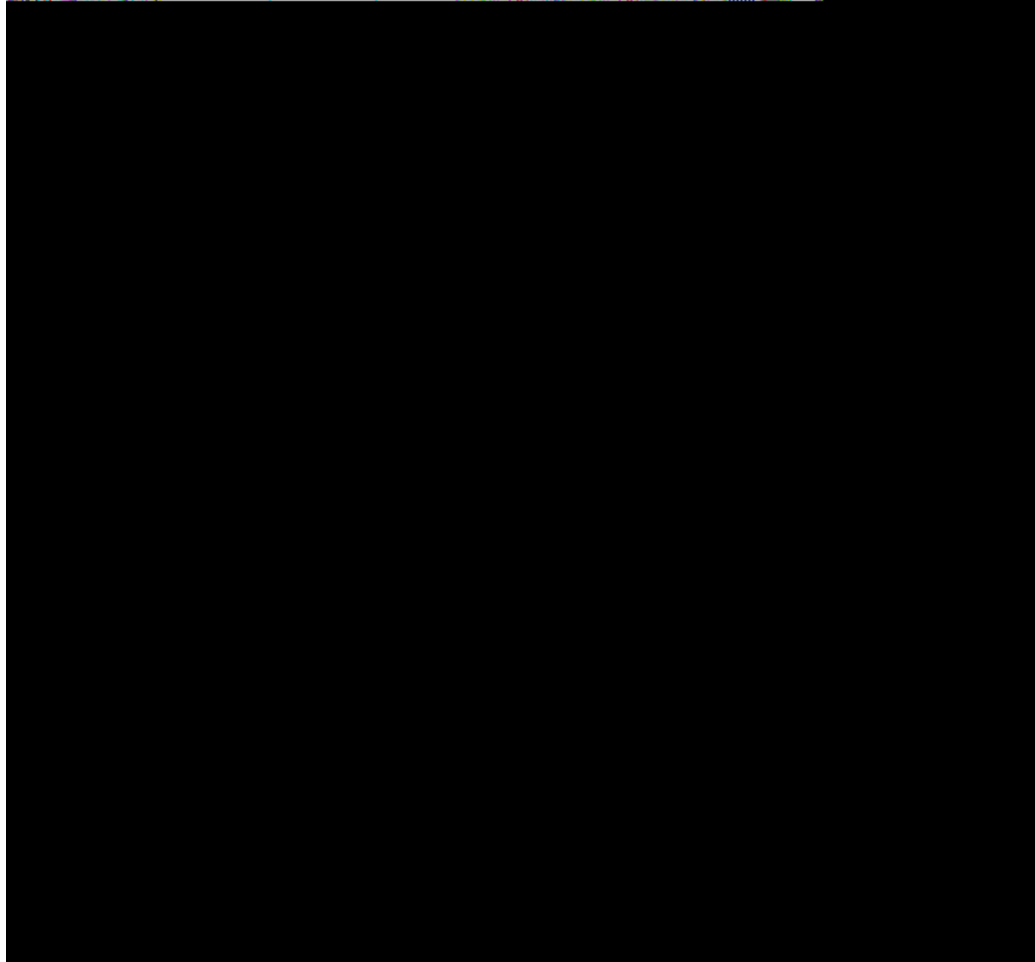
**Other Comments**

Comments: Click or tap here to enter text.

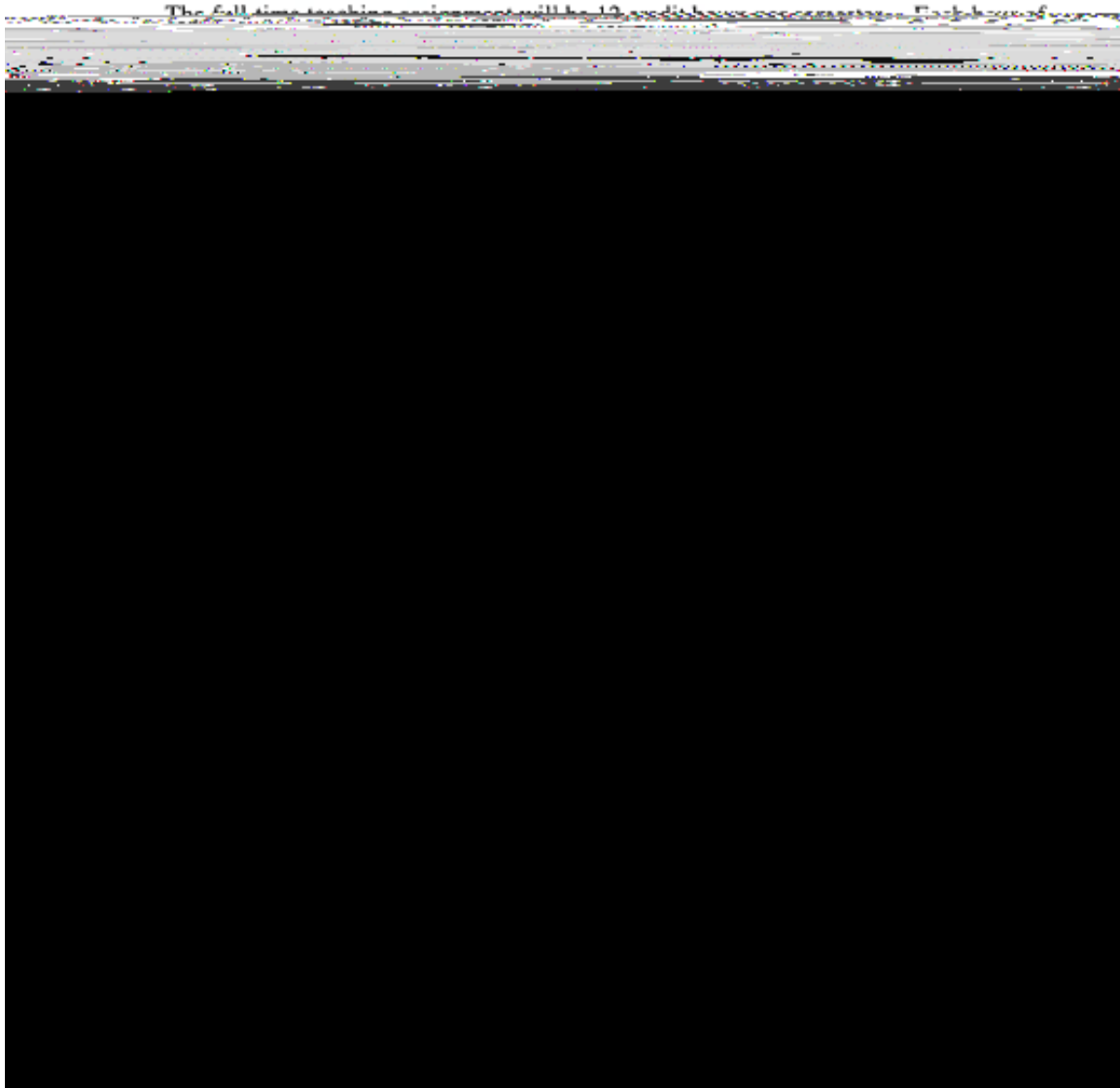
Appendix E



aulk, Chair To: Dr. Amber P  
for Academic Affairs and Research



### 3.2.2 Faculty Workloads and Teaching Loads





Faculty Senate Minutes – January 2019



Appendix G



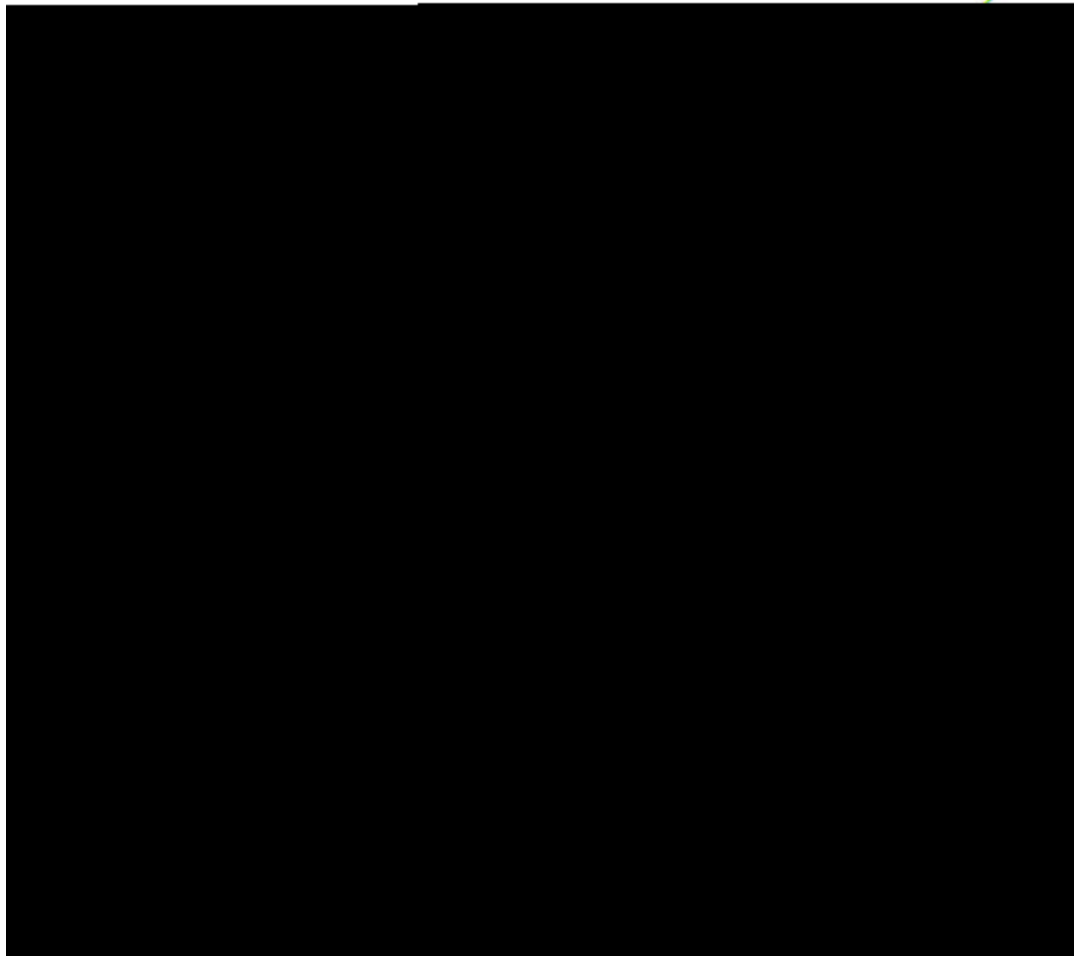
ACADEMIC AFFAIRS AND PROVOST

**MEMORANDUM**

To: Dr. Amber Paulk, Chair

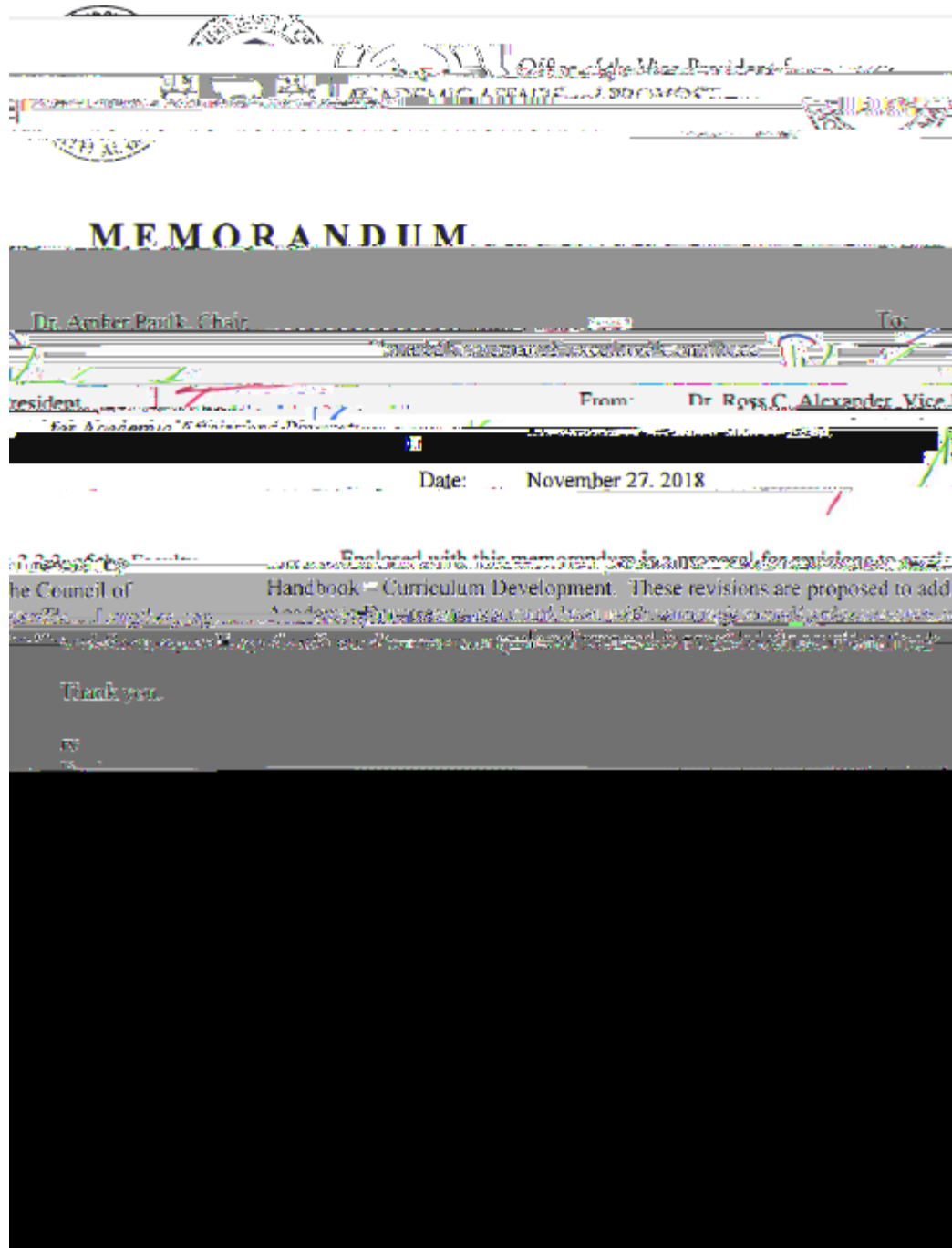
for Academic Affairs and Provost

Date: November 27, 2018



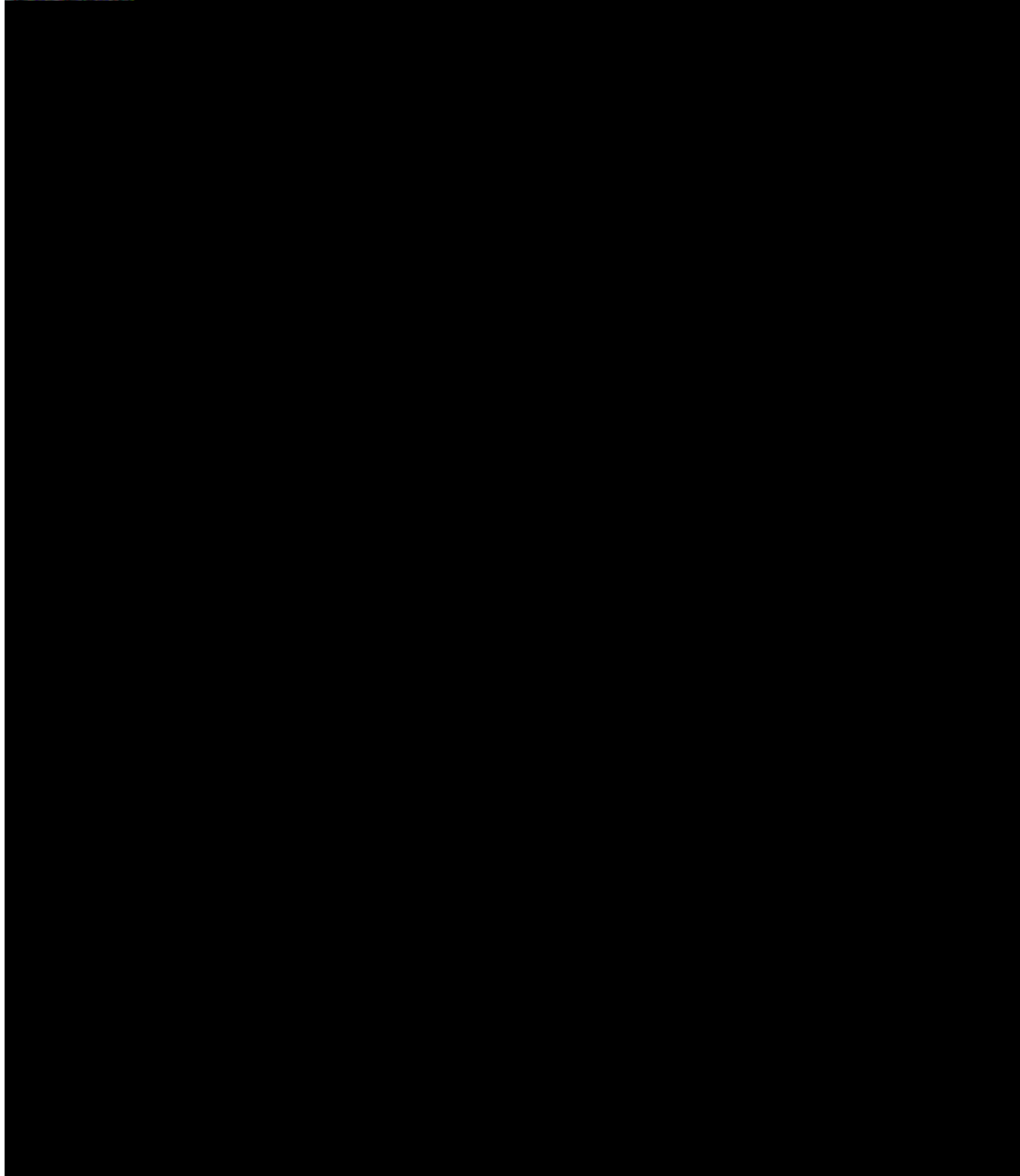


Appendix H

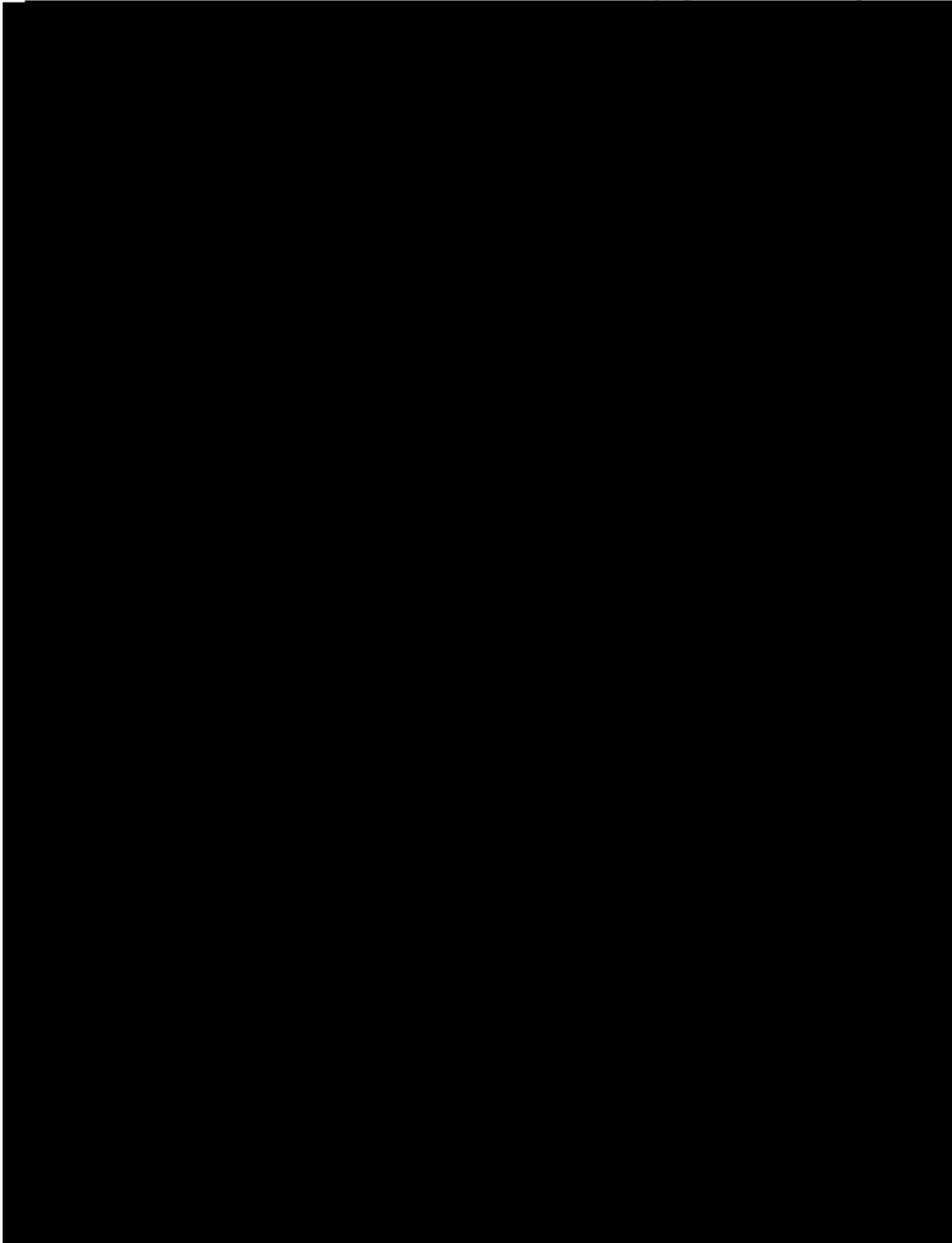


### 3.3.3 Curriculum Development

The following table provides a summary of the curriculum development process. The table is divided into two main sections: the first section details the process for developing new courses, and the second section details the process for revising existing courses. The table is organized into columns for the process step, the responsible party, and the timeline. The first section includes steps such as identifying a need, conducting a needs assessment, and developing a proposal. The second section includes steps such as identifying a need for revision, conducting a needs assessment, and developing a proposal for revision. The table is a complex grid with many rows and columns, and it is partially obscured by a large black redaction box.



Council of Academic Deans to be reviewed by the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC). After review by the NTICC, such proposals and/or change



curriculum committee (UCC) or Graduate Council for review. Proposals will then follow the same procedure as those originating within traditional academic departments.

The process of assessing the effectiveness of the University's academic programs is a continuous process that is completed annually. The effectiveness assessment plan for the University. All academic departments complete annual effectiveness assessment reports. The first assessment period is the annual assessment period. The first assessment period is the annual assessment period.

