

FACULTY SENATE MINUTES

Call to order:

I. Proxies

Members in attendance

III. Approval of minutes from September 10 and 17 Meetings

VI. Remarks from Dr. Laura Williams, Faculty Senate President

VII. Reports

A. Standing Committees

VIII. Old Business

A. Graduate Grading Policy (SG: F/SGA) (COAD; Graduate Council)

[See Appendix A.](#)

B. Proposal for revisions to hiring process requiring Diversity, Equity and Inclusion Statement, and recommended language in job postings (SG:F/S) (Office of Diversity, Equity, and Inclusion)

[See Appendix B.](#)

D.

F. Office of Grants and Sponsored Programs: Research Misconduct Policy, Policies for Proposals, Acceptance, and Use of Externally Funded Grants and Contracts, and UNA Patent Policy (SG:F/S/SGA) (GSP)

[See Appendix E](https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf) or quick link to https://www.una.edu/faculty-senate/docs/Minutes_2020_9_10_and_17.pdf and visit page 56.

IX. New Business

A. Proposal for revisions to Chapter 2, clean-up language of the new tenure and promotion policy, and Appendix 2E, clean-up language of the old tenure and review policy (SGEC:F)

[See Appendix F.](#)

B. Proposal for Faculty Handbook revisions to correct broken links and policy titles (SGEC:F)

[See Appendix G.](#)

Appendix A.

CURRENT "Quality of Work" Policy Wording

Satisfaction of master's thesis or dissertation is required for all students who have attempted at the University of North Alabama. All graduate students must have at least two A's in his/her program to achieve an overall 3.00 or better. The minimum completion grade point average requirement for teacher certification is 3.25 in the Professional master of arts in education (M.A.Ed.) program and 3.50 in the education specialist (Ed.S.) program.

PROPOSED "Quality of Work" Policy Wording

All graduate students are expected to maintain a consistently high quality of academic performance. The minimum completion grade point average requirement for teacher certification includes an overall GPA of 3.25 in the Professional master of arts in education (M.A.Ed.) program and 3.50 in the education specialist (Ed.S.) program. No grade below C- may be applied towards the calculation of the cumulative GPA. Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements.

CURRENT "Grades and Retention"

Grades on graduate courses at the University of North Alabama are reported as A, B, C, D, F, I, IP, S, SP, U, and UP. Graduate students must maintain a grade average of B or better on work attempted. A student who makes a grade of C or below on more than six semester hours of work is automatically eliminated from the program. For a student whose progress is below satisfactory, the student may be advised to withdraw from the program because of circumstances beyond control, such as illness or family emergency. An I grade will be reported. An I grade will automatically be changed to a grade of F. Students who receive a grade of I at the end of the spring semester will have until the end of the following fall semester to remove it. It is the student's responsibility to meet with the appropriate instructor to complete the required work. No quality or quantity credits are earned with a grade of I. IP indicates work in progress on graduate coursework which can be completed in the following semester (fall, spring). Students who receive a grade of IP at the end of the spring semester will have until the end of the following fall semester to remove it. An IP which is not removed within the period prescribed automatically becomes an F unless an extension of time has been granted by the dean. Scholastic ratios are determined on the 4.0 scale: four quality points on a grade of A, three quality points on a grade of B, two quality points on a grade of C, one quality point on a grade of D, and no quality points on a grade of F.

PROPOSED Grades and Academic Policy Wording

Grades on graduate courses at the University of North Alabama are reported as A, B, C, D, F, I, S, SP, U, and UF. Graduate students must maintain a grade average of B or better (3.00) on work attempted.

*Any student who earns three grades of C will be dismissed; this dismissal can occur at any point in their program of study, including the last semester.

*Any student who earns two grades below C will be dismissed.

*No grade below C may be applied towards the degree. However, it will be used in the GPA calculation.

Some graduate programs may have more stringent requirements than the university policy, and students should consult with their advisor for specific requirements.

For a student whose progress in a course has been graded "I" or "S" and who is unable to complete the course by the end of the semester, the instructor will assign a grade of "I" or "S" for the semester.

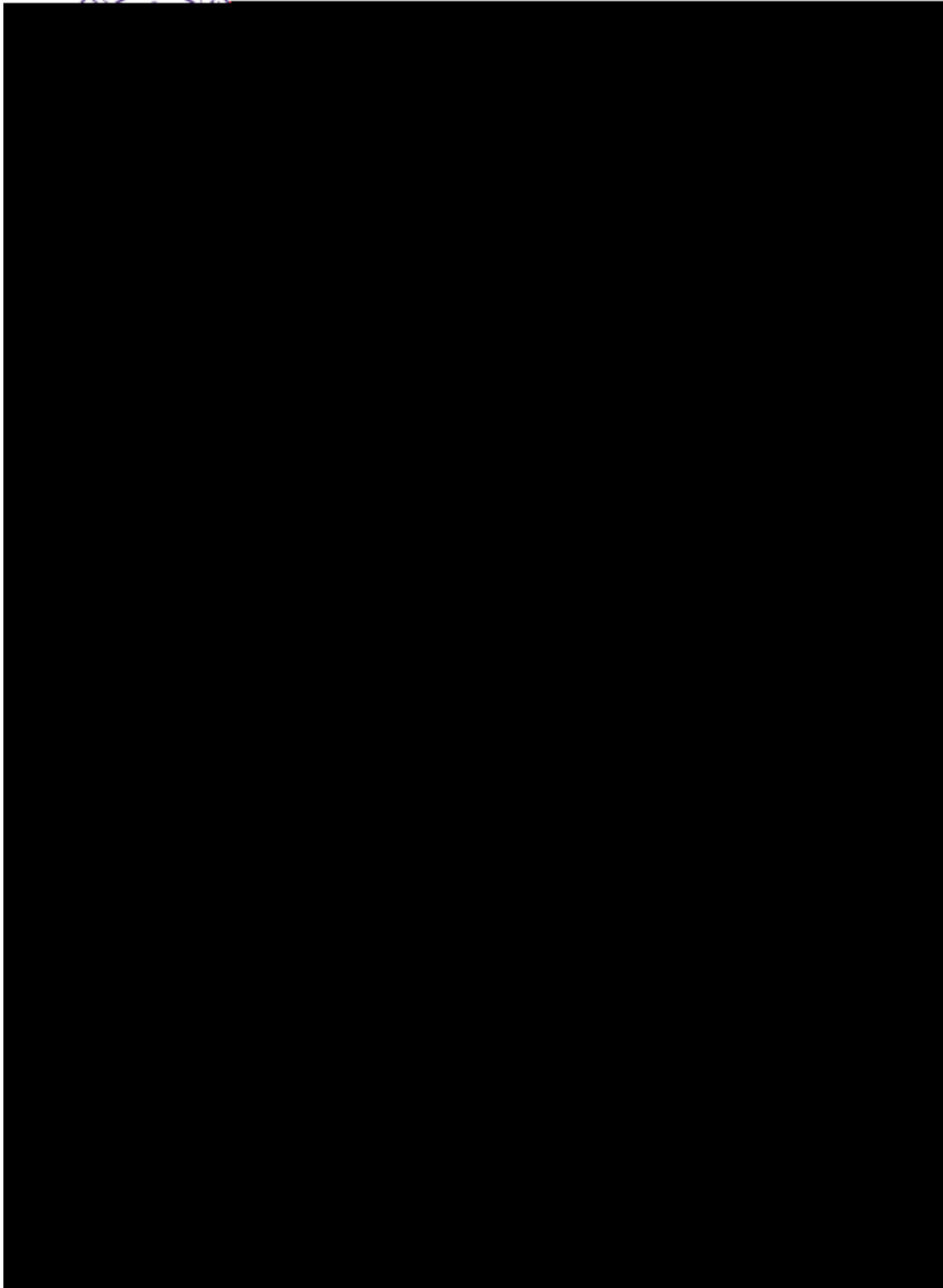
If a student is unable to complete the course by the end of the semester, the student will have until the end of the following fall semester to remove it. It is the student's responsibility to contact the appropriate instructor to complete the required work. No quality or quantity credits are earned for a course graded "I" or "S" with a grade of "I".

Scholastic ratios are determined on the 4.0 scale with each semester hour of credit earned. A grade of A is worth four quality points, a grade of B is worth three quality points, a grade of C is worth two quality points, a grade of D is worth one quality point, and grades other than A, B, C, and D are worth zero quality points.

What the Online Catalog Links look like:



Appendix B.



Appendix C.



Department of VISUAL ARTS and DESIGN
College of Arts and Sciences

MEMORANDUM

To: Lisa Williams, 2020–21 Faculty Senate President

From: Department of Visual Arts and Design

Re: Proposal for Faculty Handbook Policy Revision

Date: August 20, 2020

The Department of Visual Arts and Design submits to the Faculty Senate and the Shared Governance Executive Committee the attached proposal for revision of the Faculty Handbook Policy.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

This summer, the restructuring of the School of Visual Arts directed by the Office of the Dean of the College of Arts and Sciences resulted in the replacement of the traditional Department Chair with two Co-Chairs and the creation of new administrative positions: Assistant Director, the Assistant Chair, and the Program Coordinator. The Assistant Director observed the transition of the Department of Visual Arts and Design during the restructurings merger.

These changes signify the restructuring of the Department of Visual Arts and Design and therefore the responsibility of the academic Department Chair—an important middle management position that necessarily serves both the faculty and the administration. These changes also raise the need to define: Program Coordinator, Assistant Chair, Co-Chair, and Assistant Director.

In the spirit of shared governance and in fulfillment of our civic responsibility as members of the University community, the faculty of the Department of Visual Arts and Design therefore propose the 3.2.4. policy change and urge the definition of the aforementioned new administrative positions.

3.2.4. Department Chairperson—Appointments

Department chairpersons are appointed for four-year terms which are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the college dean. The college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes: utilization of a standardized plan for selection of department chairpersons; revision of a generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

[...]

PROPOSED CHANGES

Department chairpersons are appointed for four-year terms which are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments, which are independent of any other appointments. A department's faculty will receive advance communication when a chairperson transitions to a different administrative position beyond the college department. Department faculty will also receive prompt notice of a chair's term or termination of appointment, whichever comes first. Upon receiving such notice the faculty will elect a ranked slate of candidates to present to the college dean and the Vice President for Academic Affairs and Provost for selection of the new chairperson.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes: using a standardized plan for selection to select department chairpersons from the slate of elected candidates; consulting with the department faculty while revising the generic chair job description for department chairpersons to make it department-specific to each department; and development of a standardized evaluation plan that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the subsequent term. The department dean makes the final decision of the department chairperson's term prior to submitting the appointment, renewal or non-renewal of a term to the Vice President for Academic Affairs and Provost.

Appendix F (NOTE: to abbreviate these minutes, pages are presented to organize one's reading of the minutes relative to the Faculty Handbook. Within sections of the Faculty Handbook's introductory pages, only pages with changes are presented).

	2 PERSONNEL POLICIES
	2.1 EQUAL OPPORTUNITY
	2.2 NEPOTISM
PROCEDURES	2.3 FACULTY EMPLOYMENT I
	2.4 TYPES OF APPOINTMENTS
	2.4.1 TENURE-TRACK
	2.4.2 NON-TENURE-TRACK
	2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE
NON-TENURE	2.5.1 GENERAL CRITERIA FOR PROMOTION
ADJUNCT	2.5.2 SPECIAL CRITERIA FOR ADJUNCTS
RETIRES	2.5.3
RETIRES	2.5.4
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2. A cover letter in which the faculty member indicates degree of merit or level of prestige

could be weighed more heavily or less heavily

indicates which of the areas in item 3 is than others.

university teaching or library/educational technology services experience
appropriate to field (include position and dates)

b. College/University as appropriate

and include dates)

the online database that UNA has established for this purpose

Effectiveness in Teaching Effectiveness in Roles and Jobs as a Faculty member

Technology Faculty

b. Effectiveness in Research, Scholarship, and Other Creative Activities

Responsibility of the Peer Promotion and/or Tenure Committee

Within the department, the department chair or director shall appoint a peer promotion and/or tenure committee and shall submit the names of the committee members to the Provost and Executive Vice President for approval. The department chair shall appoint a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for

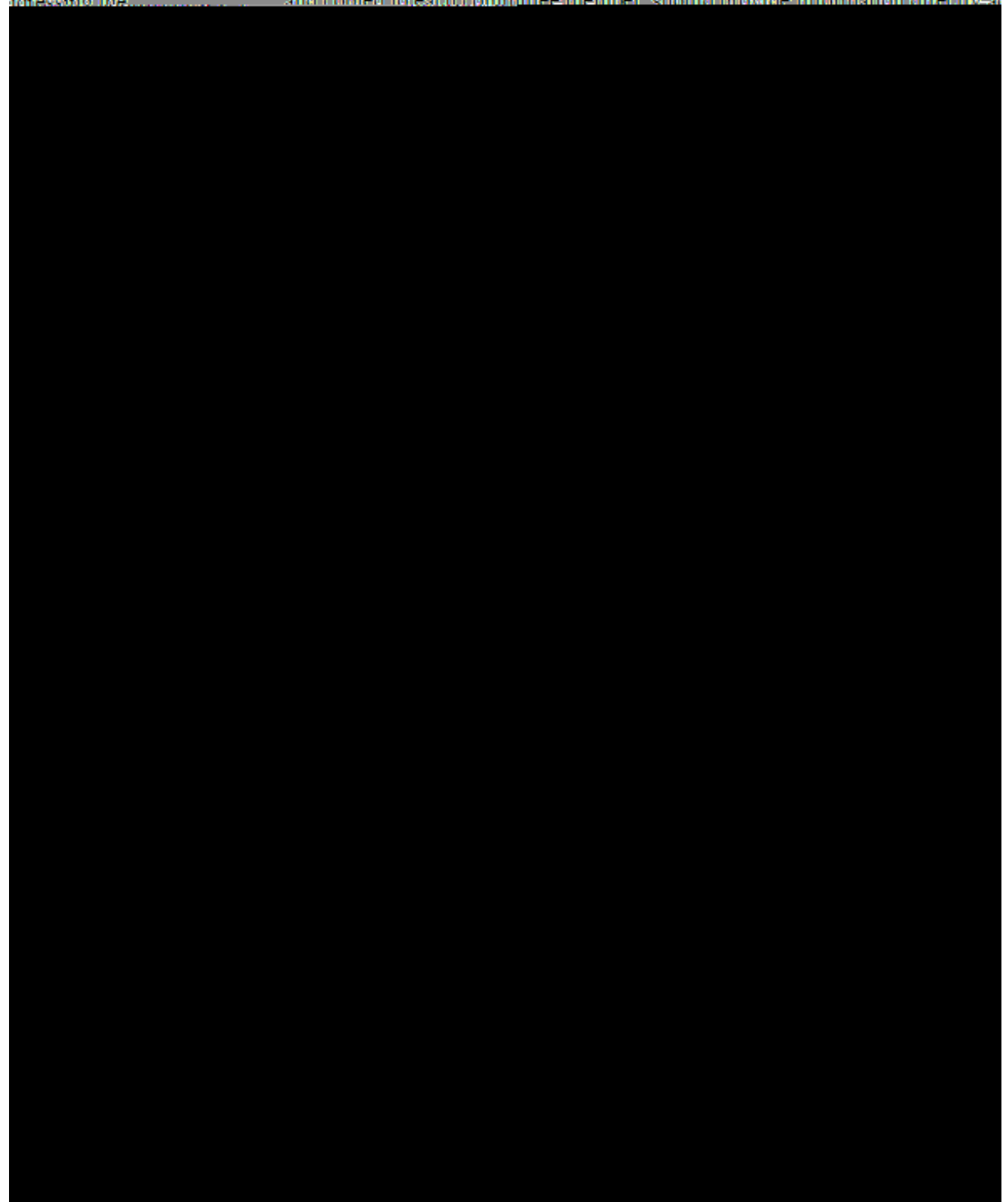
supervise the election of a chairperson. It is the responsibility of the peer promotion and/or

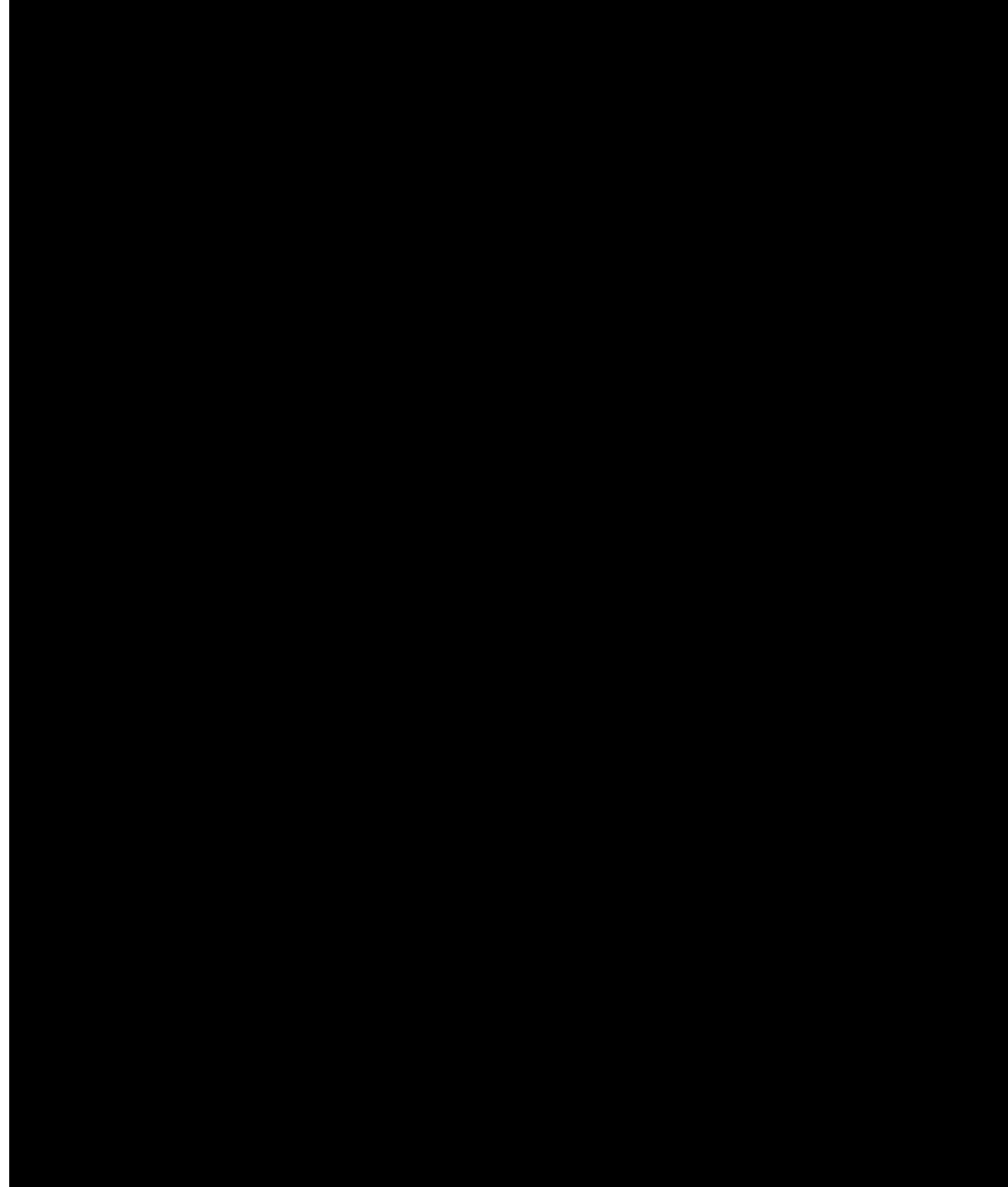
with a copy to each committee member that addresses strengths and weaknesses in relation to

at UNA has established for this purpose all of the

evaluation form via the online database th

~~information relating to the promotion and/or tenure recommendation by November 15. The~~
~~evaluation form completed by the evaluators should be provided to the committee~~
~~addressing the~~ and copied to each committee member. should provide information directly







[http://www.pearsoned.com/usa/store](#)
[http://www.pearsoned.com/usa/store](#)

1.5 CRITERIA FOR PROMOTION TO

shall be based on the following criteria:

1. **Academic Achievement** - The student's academic achievement shall be based on the following criteria:

a. **Grade Point Average (GPA)** - The student's GPA shall be based on the following criteria:

b. **Standardized Test Scores** - The student's standardized test scores shall be based on the following criteria:

c. **Completion of Coursework** - The student's completion of coursework shall be based on the following criteria:

d. **Attendance** - The student's attendance shall be based on the following criteria:

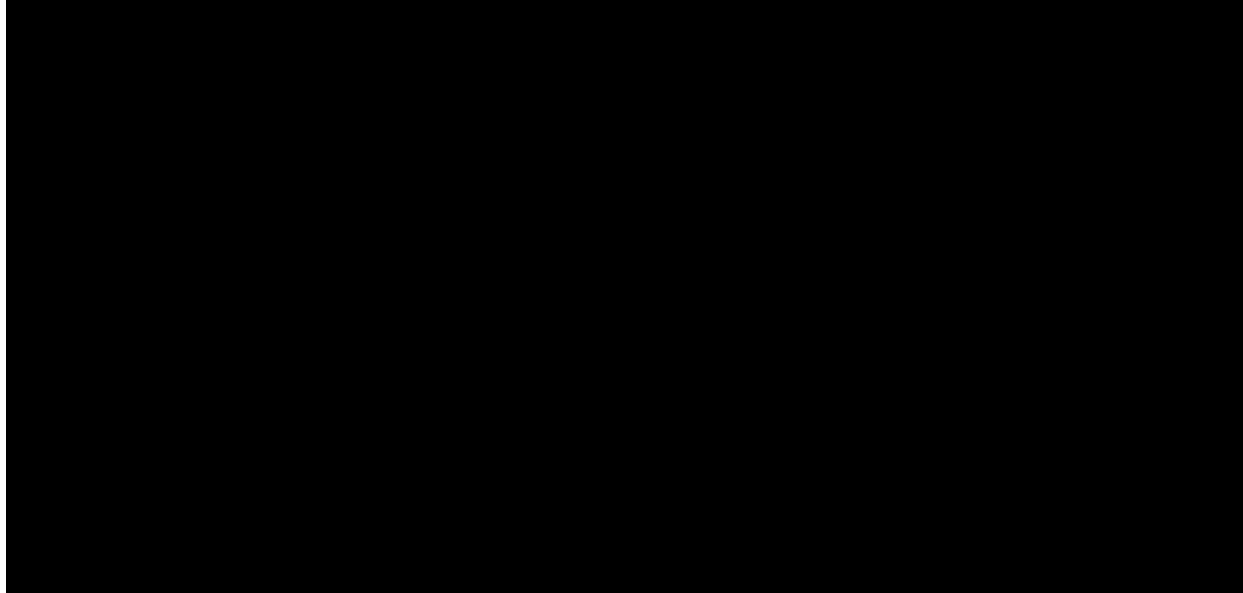
2. **Effort/Work Ethic** - The student's effort/work ethic shall be based on the following criteria:

a. **Attendance** - The student's attendance shall be based on the following criteria:

b. **Completion of Coursework** - The student's completion of coursework shall be based on the following criteria:

c. **Participation in Class** - The student's participation in class shall be based on the following criteria:

d. **Quality of Work** - The student's quality of work shall be based on the following criteria:



(exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Recommendation Evaluation Form.

evaluation, composed by the candidate's peer committee, should provide information diversity addressing the degree of merit or level of prestige or quality of scholarly outlets cited within

only appear, as well as the promotion level of _____ in which scholarly work is published, as well as the journal or outlet in which the work is published.

and Sciences, Research, Education, and Human Resources, etc., eligible for the next promotion will complete a committee of three, adding to that committee, the department faculty (not including for promotion), other tenured faculty from the department's tenured faculty (not

college.

Responsibility

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

responsibility. The evaluation should address the candidate's strengths and weaknesses, will indicate the degree of exceptionality (highly qualified, highly qualified, moderately qualified, or less qualified) and be recorded on the Promotion and/or Tenure Recommendation Evaluation Form.

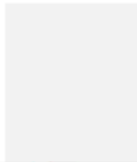
No later than _____ recorded on the Promotion and/or Tenure Recommendation Evaluation Form.

has established for this purpose **no later than December 1**. This system database that UNA

will be used to evaluate the quality of the candidate's work and to determine the degree of exceptionality (highly qualified, highly qualified, moderately qualified, or less qualified) and be recorded on the Promotion and/or Tenure Recommendation Evaluation Form.

include, but not be limited to, the quality of _____ within the candidate's portfolio. These should include, but not be limited to, the quality of _____ academic journal; in which scholarly work is published, as well as the journal or outlet in which the work is published.

presented for _____

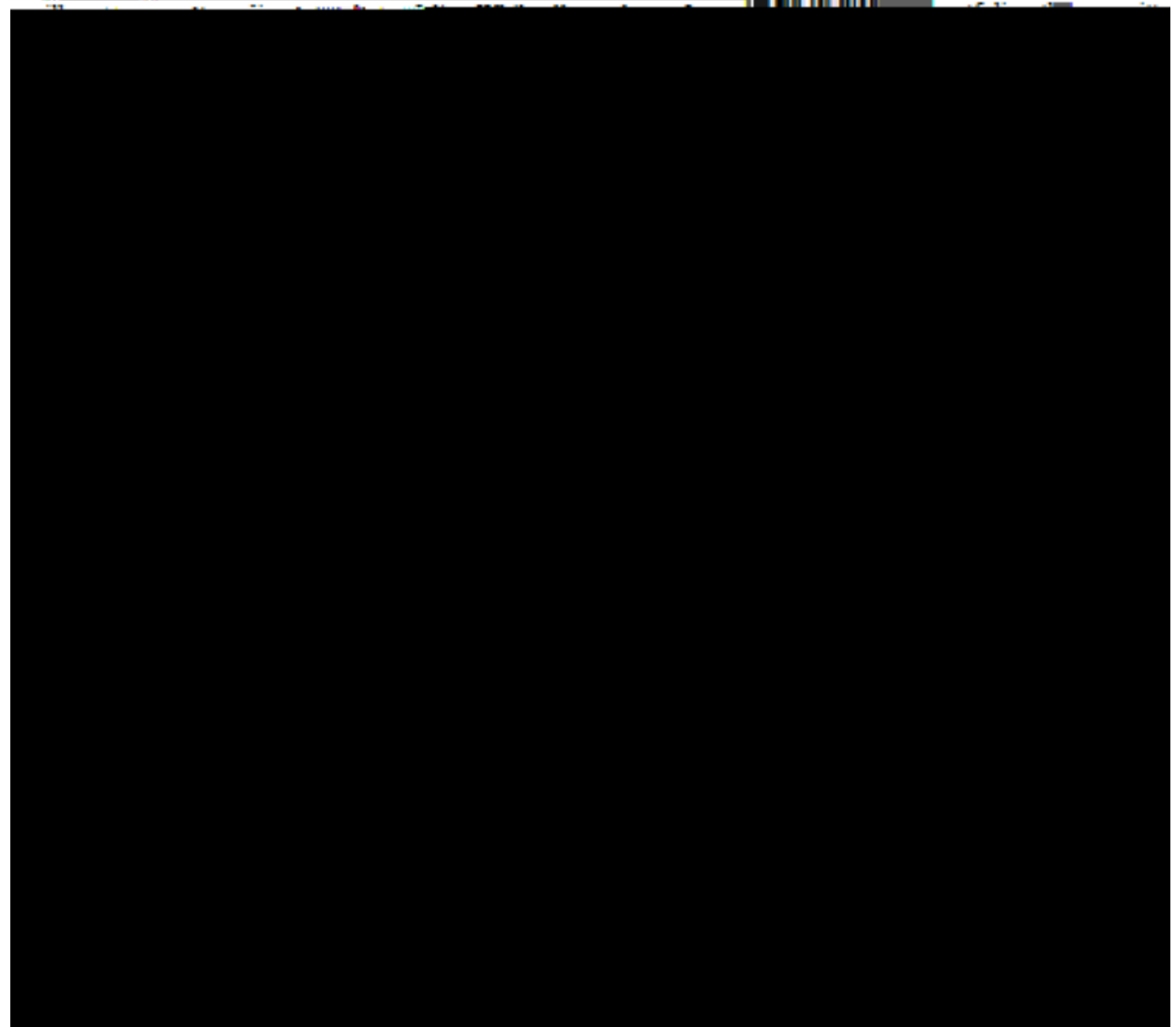


1. The first step in the process of identifying a candidate for a position is to determine the requirements for the position. This involves reviewing the job description and identifying the key skills and qualifications needed for the role.

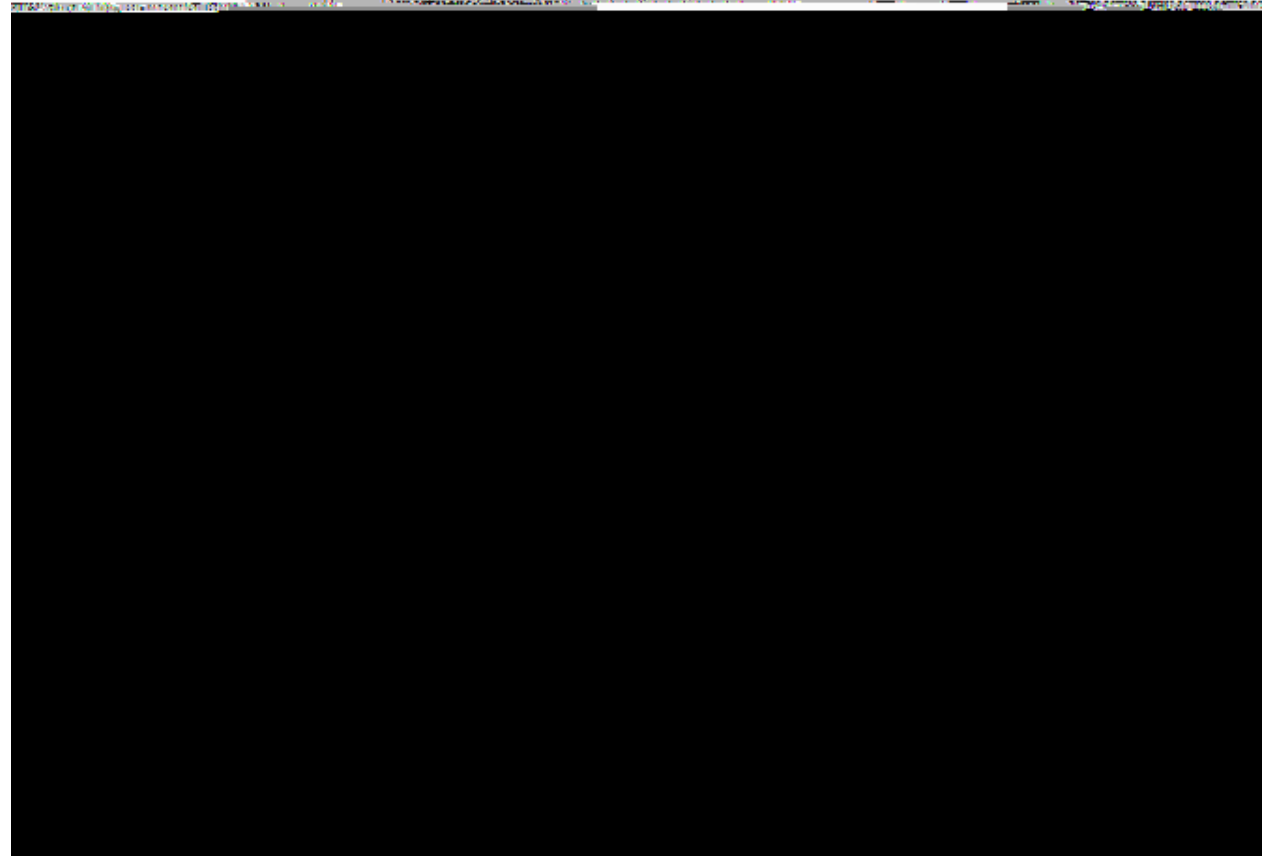
2. Once the requirements are identified, the next step is to develop a list of potential candidates. This can be done through various methods, such as reviewing resumes, conducting interviews, or reaching out to professional networks. It is important to ensure that the list of candidates is diverse and includes individuals with a range of backgrounds and experiences.

As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to

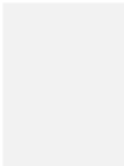
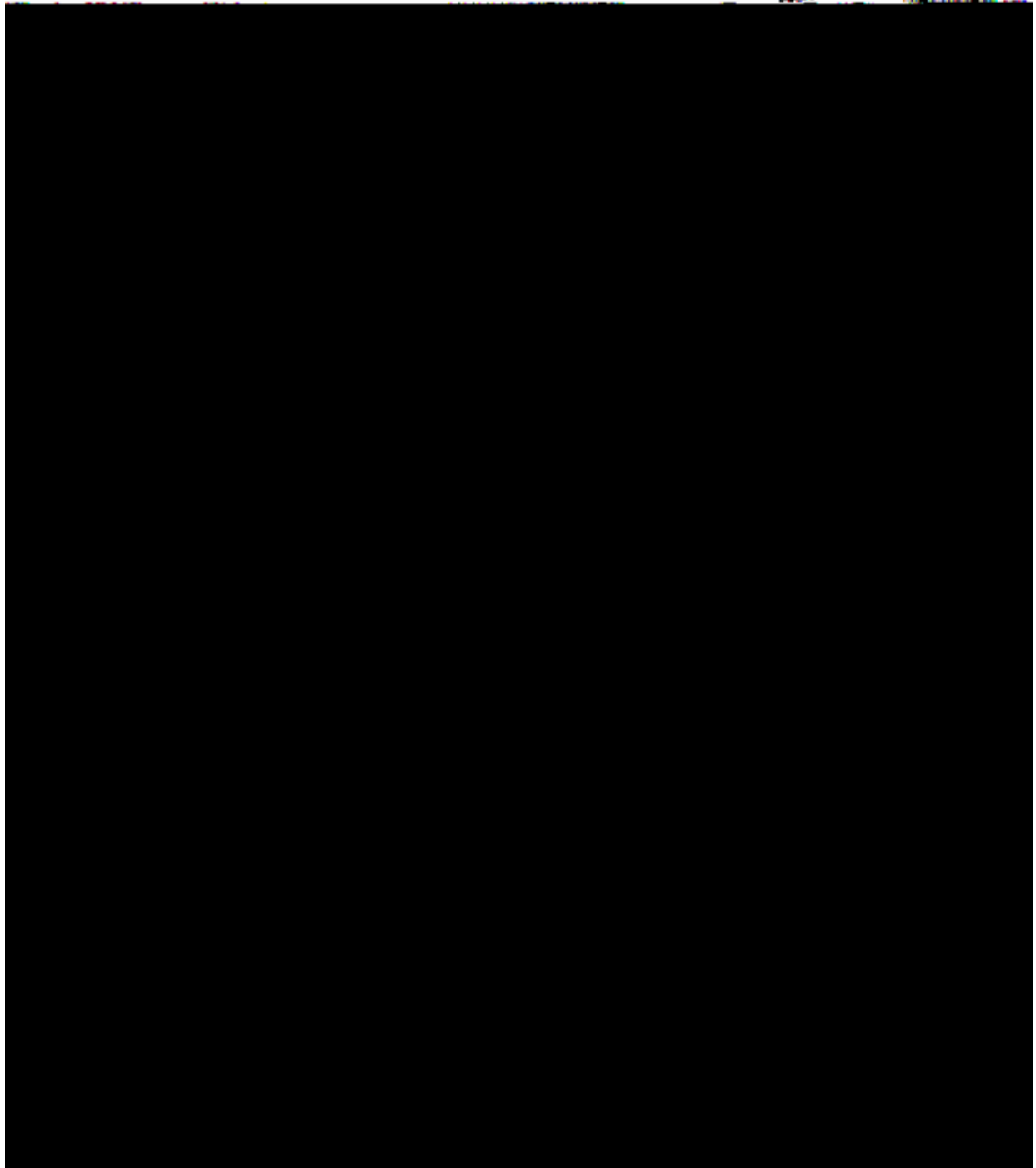
tenure and promotion criteria, unique college criteria, and all other criteria with respect to tenure and promotion will be reviewed and discussed at this meeting. The committee will also be informed of the procedures and guidelines for the review process. As soon as the portfolios become available on the online database that UNA has established for this purpose, the committee will begin the review process. Every member of the committee will receive a copy of the portfolios and be given the opportunity to provide input to the process. After all members have reviewed the



1. **Faculty** will be recommended by the **Academic Affairs and the academic deans for their** **Provost and Executive Vice President for Academic Affairs** final input. Informed by this process, the Provost and Executive Vice President for Academic Affairs will make the final decision on promotion for each candidate by **April 23**. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. If an arbitrary decision is made, the Provost and Executive Vice President for Academic Affairs will be notified. The Provost and Executive Vice President for Academic Affairs will be notified of any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. Promotions will be approved effective **July 1st** of the following fiscal semester.



1



Appendix G.

Summary of Comments on UNA Faculty Handbook -- full version - Link Updates KKC 09 24 2020.pdf

Page: 11

Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:23:31 AM
Patent Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf>
Copyright Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf>

Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:27:17 AM
Patent Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf>
Copyright Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf>

Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:27:17 AM
Patent Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf>
Copyright Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf>

Page: 43

Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:27:17 AM
Patent Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf>
Copyright Policy: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf>

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Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:30:10 AM

Page: 75

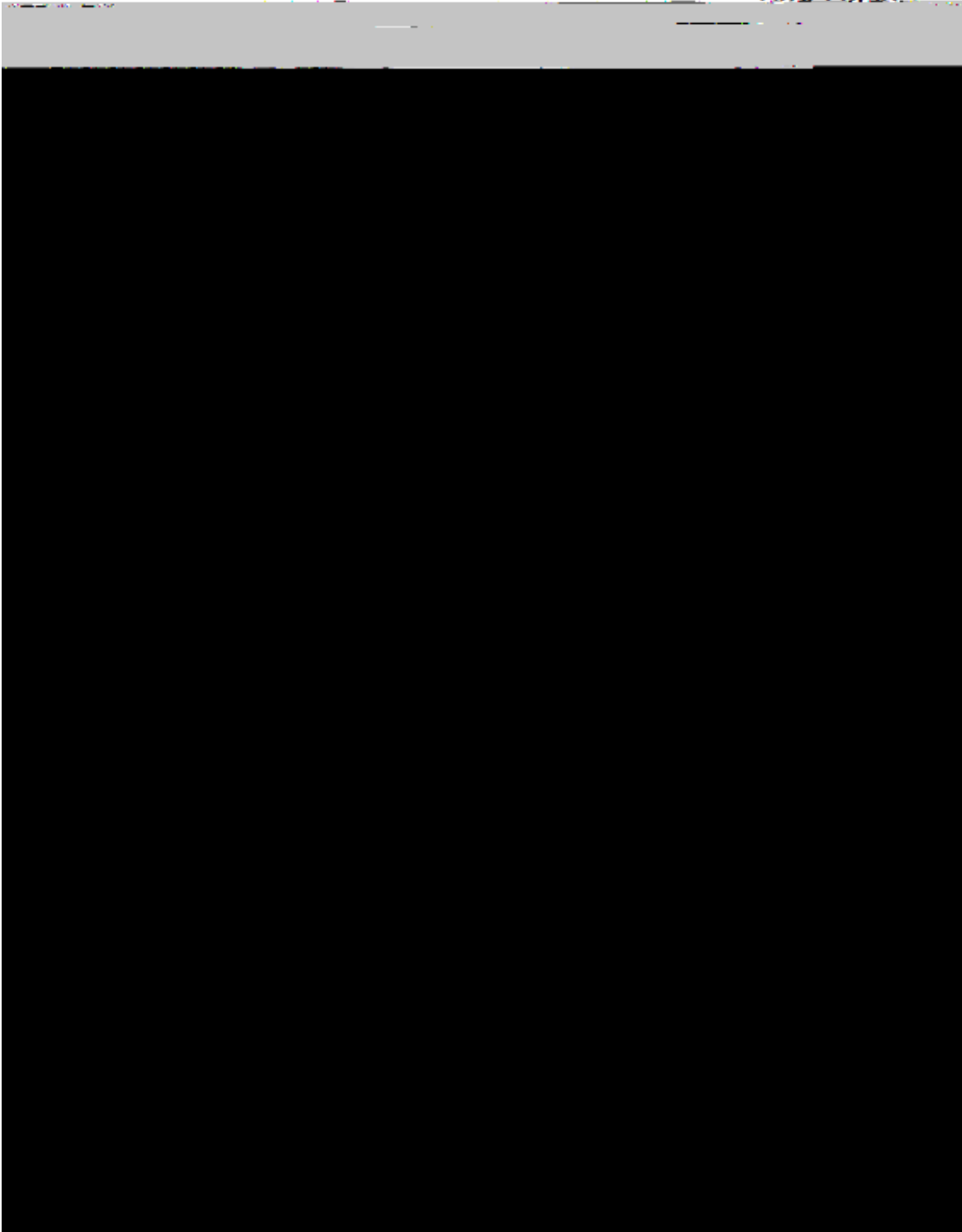
Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:30:03 AM
This policy title was changed to: Remission of Tuition and Fees and the direct link is <https://www.una.edu/humanresources/benefits/remission-of-tuition-and-fees.html>

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1. ORGANIZATION AND

1.1. ADMINISTRATION	
1.1.1. UNIVERSITY ORGANIZATION	1.1.1. UNIVERSITY ORGANIZATION
1.1.2. UNIVERSITY ORGANIZATION	1.2. UNIVERSITY
1.1.3. UNIVERSITY ORGANIZATION	1.3. FACULTY OF
1.1.4. UNIVERSITY ORGANIZATION	1.4. SENATE/ACADEMIC COUNCIL
1.1.5. UNIVERSITY ORGANIZATION	1.5. RESEARCH COUNCIL
1.1.6. UNIVERSITY ORGANIZATION	1.6. CURRICULUM COMMITTEE
1.1.7. UNIVERSITY ORGANIZATION	1.7. GRADUATE COUNCIL

**2. PERSONNEL POLICIES,
REGULATIONS, AND
PROCEDURES**

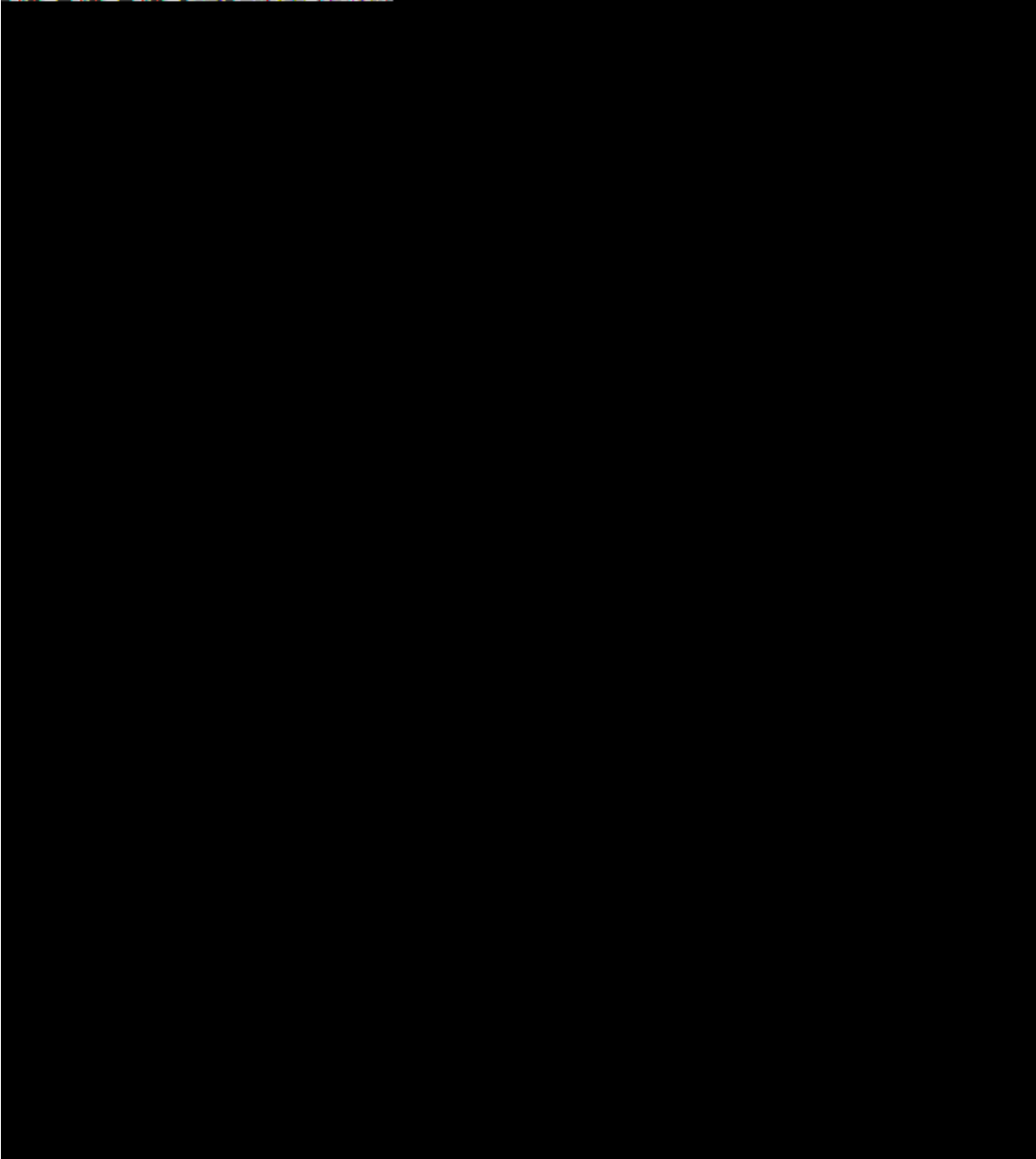


2.1 EQUAL OPPORTUNITY

the university's

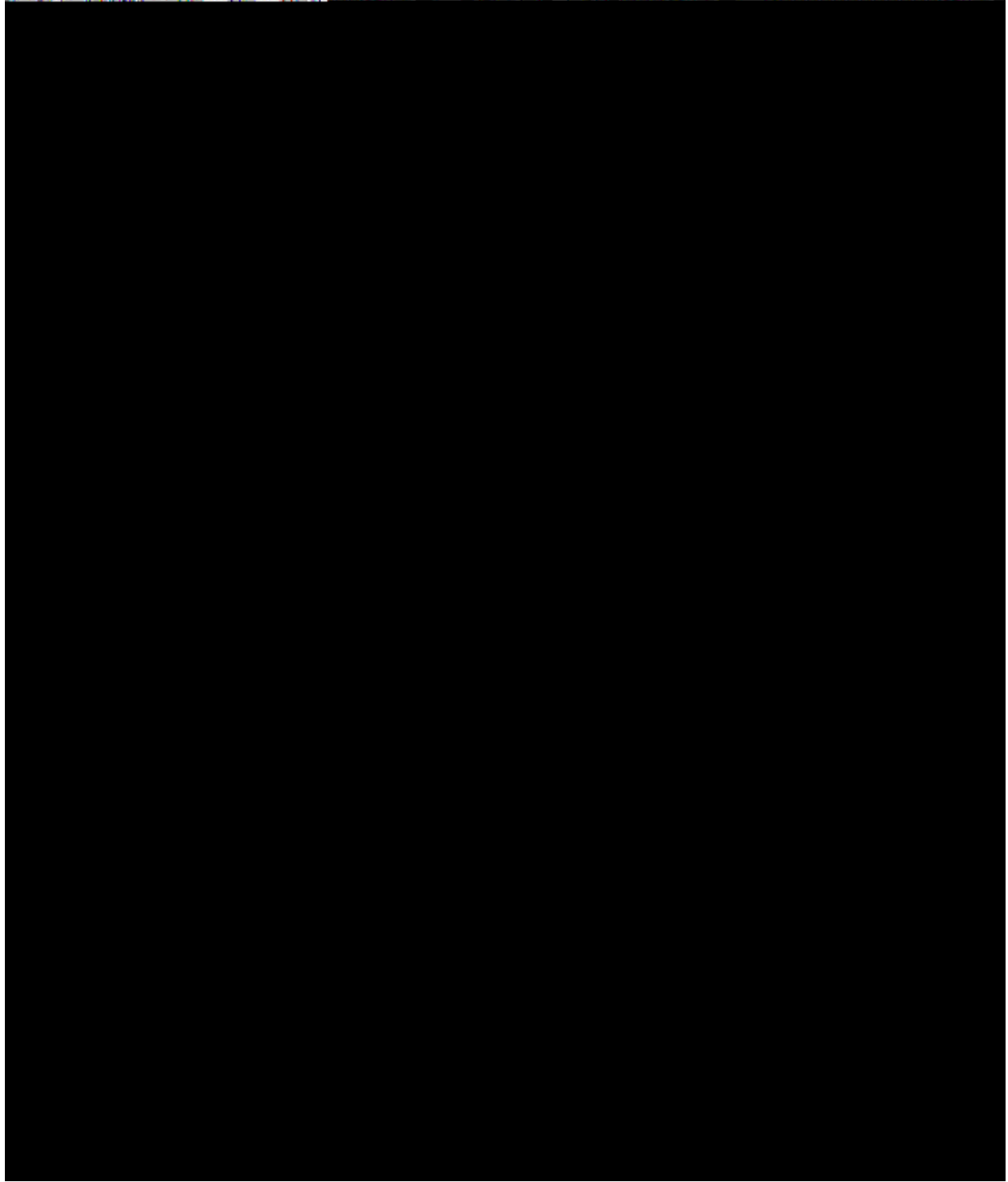
The University's policy on Equal Opportunity can be located on

[opportunity-policy.html](#)

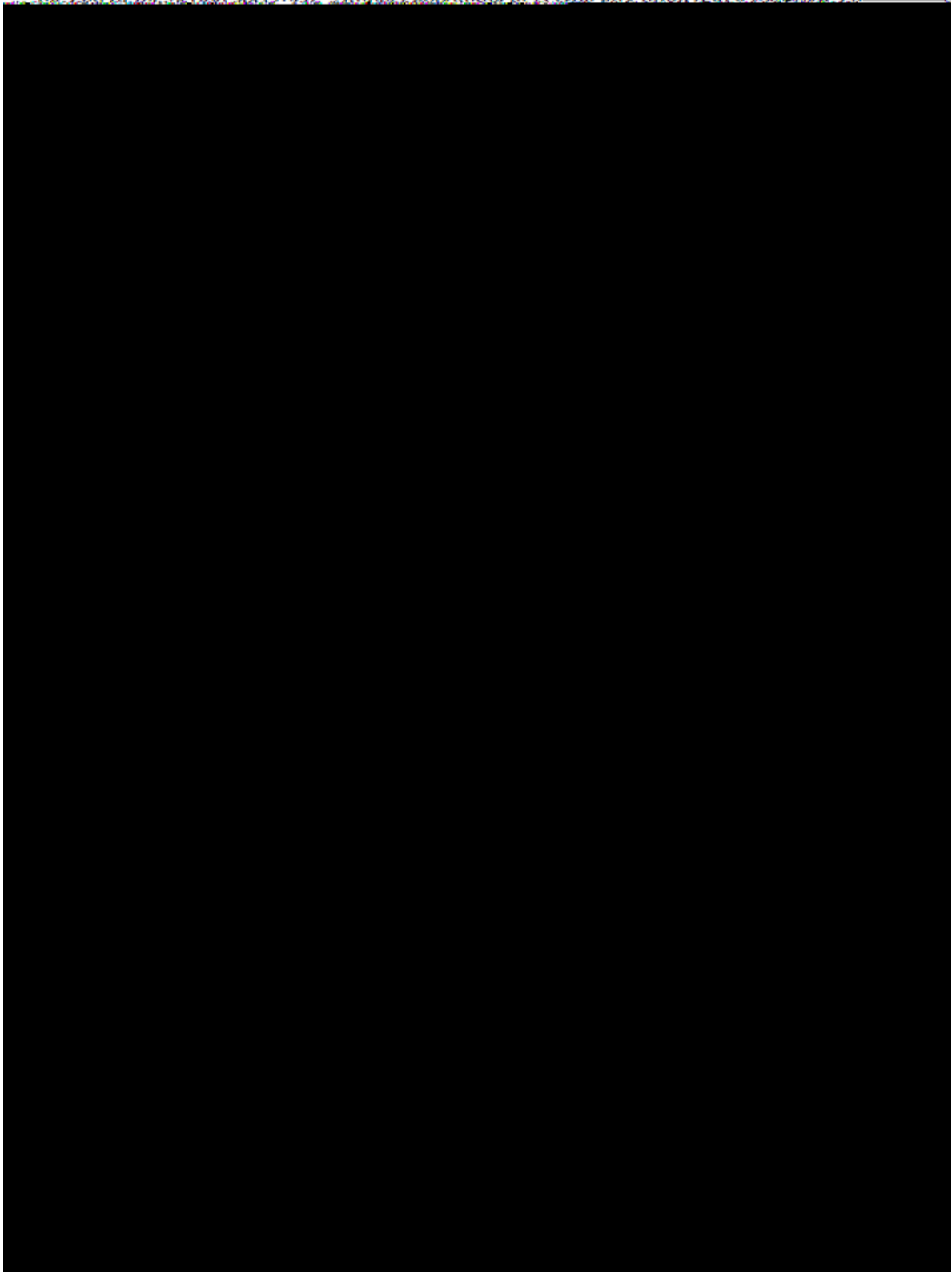


12. Deviation from this policy may be necessary if unique circumstances exist. Exemptions to

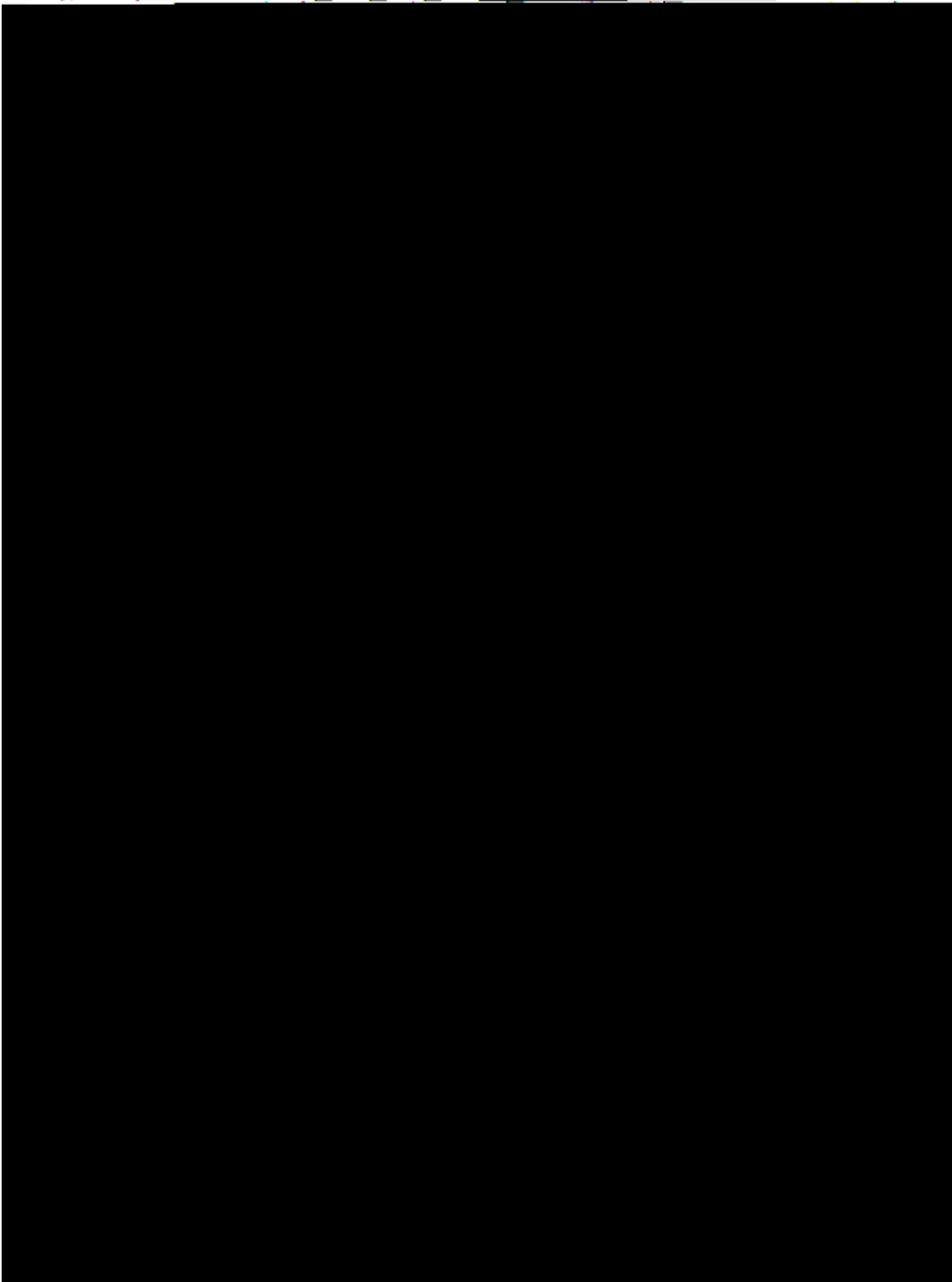
the policy shall be made by the Board of Trustees in consultation with the Provost and Executive Vice President for Academic Affairs, and the AVP/HR.



the end of the period specified. Adjunct appointment is typically limited to a teaching load of



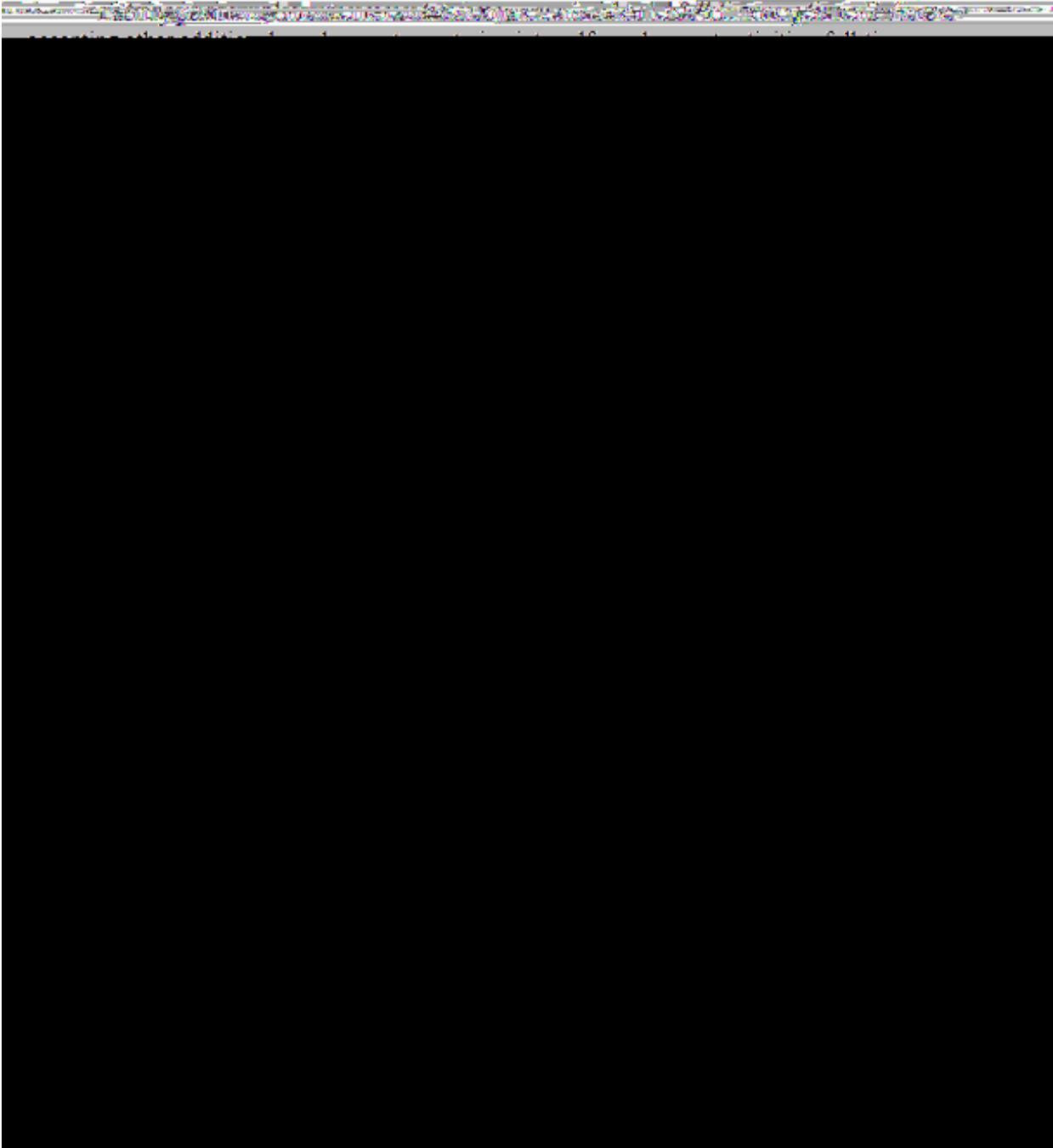
3. RIGHTS AND



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OUTSIDE EMPLOYMENT

3.9



6. INSTRUCTIONAL RESOURCES	
6.1. TEXTBOOKS AND MANUALS	
6.2. GENERAL EQUIPMENT AND SUPPLIES	
6.3. COMPUTER EQUIPMENT AND RESOURCES	
6.4. PROFESSIONAL DEVELOPMENT SERVICES	
6.5. EDUCATIONAL TECHNOLOGY SERVICES	
6.6. DISTANCE LEARNING	

This promotion and tenure policy covers faculty hired since 2017-2018

2.5 CRITERIA FOR PROMOTION, TENURE, AND REINSTATEMENT

2.5.1 General Criteria for Promotion and Tenure

As an educational institution committed to providing high-quality education, the University of North Alabama pursues the mission of engaging, educating, researching, and serving our community. The University is committed to providing a high-quality educational experience for all students and to providing a safe, secure, and supportive environment for all members of the University community.

Appendix H.

UNA Nondiscrimination Statement

~~UNA adheres to all federal and state civil rights laws prohibiting discrimination in public~~
~~will not discriminate against any employee, applicant for~~ institutions of higher education. ~~UNA~~
~~r admission on the basis of race, color, sex, pregnancy,~~ employment, student or applicant fo
~~race, ethnicity, national origin, disability, age, sex, or sexual orientation, gender identity,~~

