

FACULTY SENATE MINUTES

November 16, 2006

The Faculty Senate of the University of North Alabama met November 16, 2006 in the Faculty/Staff Commons of the Guillot University Center at 3:30 p.m.

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

Major Smith for Senator Fennell from Military Science and
Dr. Thompson for Senator Statom from Physics and Earth Science.

The following senators were present: Adams, Adler, Atkinson, Bates, Bradford, Brown, Bruce, Bunn, Crisler, Davidson, Dumas, Ferry, Gaston, Gossett, Green, Hallock, Hurren, Leonard, Lindsey, Loew, McDaniel, Myhan, Richardson, Robinson, Roden, Takeuchi, Turner, and Wallace.

The following senators were absent without proxy: Crandon, Flowers, Gaunder, Makowski, Mauriello, Summy, Underwood, Ward and Williams.

Dr. C. Maynard represented Senator Ward from History/Political Science.

Senator McDaniel moved the adoption of the agenda. Senator Richardson seconded. The motion passed unanimously.

Senator Gaston moved the approval of the October 12, 2006 minutes. Senator Ferry seconded. The motion passed unanimously.

President Loew reported that President Cale is on his way back from Montgomery where he had been dealing with budget issues.

Dr. Newson, Vice-President for Academic Affairs, reported that there were officials on campus designating UNA as a Literary Landmark. The Art Department had reviewers from their accrediting agency on campus and had no negative findings. The reviewers stated that it was good to see so many students active in the program. The proposed actions for settling the Knight vs Alabama will be on line within the next month. Part of the announcement for the settlement will be a plan for diversity hiring. Dr. Newson reported that they are moving Priscilla Holland's office to the second floor of Bibb Graves near the VPAA office. Her office will be converted back to a classroom. Efforts are also underway to locate a classroom in Coventry Hall. He reported that the Enrollment Management Task Force will be looking at where we are, where we are going, and what should be our enrollment. The Task Force has met twice and will meet again after Thanksgiving. The Strategic Plan is in the hands of the Executive Council and will be read for the faculty in March. The Withdrawal Policy has gone to the Shared Governance Committee.

ANNOUNCEMENT:

- A. Committee Reports:
 - 1. Faculty Affairs Committee : Dr. Craig Robertson, Chair, presented a Proposed Faculty Development Leave Policy (See Attachment A). This proposal will be discussed later. He also reported that the committee is looking at INS guidelines for employing international faculty and hope to have something for the senate in December. He also stated that the Faculty Attitude Survey Committee needs more members. He and Todd Stanfield are currently on the Committee. Issues which need to be addressed on the survey need to be gathered.
- B. Shared Governance Committee Reports: Senator Adams reported from the Infrastructure Committee. Approximately \$200,000 has been allocated for immediate repairs at Floyd Science. He stated that President Cale requested that we compile a list of capital improvements in each of our areas.
- C. President Loew reported that Dr. Newson had responded by email to the senate's request for information.

OLD BUSINESS: none

NEW BUSINESS:

- A. Lisa Kirch, Wendy Darby, and Phil Robinson were elected as the Faculty Senate Representatives for the Staff Handbook Revision Committee.
- B. Senator Richardson read a resolution on the Promotion and Tenure Criteria used for the evaluation of teaching effectiveness. Senator Leonard moved to send the resolution to the Faculty Affairs Committee for action at the next meeting in December with a sense of urgency expressed. Senator Turner seconded. During the discussion of the resolution it was recommended that it be rephrased so that the whereas clauses are not as accusatory but to state the concern with the use of criteria not provided to the candidate prior to evaluation or criteria that will lead to grade inflation. Senator Richardson agreed to strike the fifth, sixth, seventh and tenth whereas clauses. (See Attachment B) With the agreement of those making the motion and seconding, the motion to send the revised resolution to the Faculty Affairs Committee passed unanimously.

Senator Richardson moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously.

ATTACHMENT A



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TO: Faculty Senate

FR: Faculty Affairs Committee (members: Joy Brown, Jon Clark, Richard Hudiburg, Doris McDaniel, Craig Robertson [Chair], Jeremy Stafford, Patti Wilson)

RE: Proposed Faculty Development Leave Policy

The Faculty Affairs Committee was charged with designing a faculty development leave policy during the Fall, 2005 semester. A draft copy of the policy was delivered to the Faculty Senate during the Spring, 2006 semester and was returned to the committee during the Fall, 2006 semester with five points of concern. They are presented below as numbered points with the committee's response.

A revised copy (5th draft) of the policy appears after our response to the numbered points.

1. implementation date: Currently, the proposed policy defines November 1 as the date to submit a faculty development leave application and proposal and March 15 of the next year as the date when the VPAA & Provost actually decides on the development leave recipients. Given these dates it is advised that the remainder of this academic year be used to obtain full approval of the development leave policy and that the program be aggressively promoted so that faculty can prepare proposals for November 1, 2007 deadline.

2. how will faculty productivity be evaluated: Faculty that have been awarded a leave are required to write two reports. This first report is submitted while on leave and a final report must be submitted within three months after completing a leave.

The proposed policy could specifically state what must be contained in the reports but such specificity is probably not warranted since faculty development leaves will likely involve unique projects. Faculty recipients should ultimately revisit their application and portfolio and, point by point, promise by promise, expectation by expectation, write a formal report and include drafts or completed copies of papers, chapters, artistic work, patents, etc. to be submitted to each party involved in the development leave application process (i.e., chair to VPAA & Provost).

3. rollover funds if they are not awarded in a particular year: Currently no approved mechanism exists to rollover unused funds into the next year's faculty development leave program/budget line whenever that line is created. Currently, all unused funds from approved budget lines are "swept" into capital funds and expended. The Faculty Affairs Committee recommends that a separate line item for Faculty Development Leave be created and controlled by the VPAA & Provost. We recommend that the President secure approval from the appropriate governing body to accomplish the following: allow faculty who have been awarded a development leave but who, consistent with the proposed policy, elect to postpone their leave, have their funds encumbered until that time when they may take their leave. Consistent with the proposed policy (see p. 5, lines 22-23), these funds should be encumbered for one year. After that time, those funds should be "swept" into capital funds.

4. move from a university committee to a college for determining eligibility: The Faculty Affairs Committee, during the Spring, 2006 semester and our first Fall, 2006 semester meetings, devoted considerable time to discussing the Faculty Development Leave Committee's appropriate place in the University's organizational structure. Our position on this issue has not changed and we recommend again that the Faculty Development Leave Committee be constituted as a university-level committee. Many successful committees function at that level and do so in part because membership reflects the University's diversity. As proposed, the Faculty Development Leave Committee is structured so that members from each college and Information Technologies are represented. Over time, as committee members' terms expire, individual departments not previously represented should petition for places on the ballot. Any other structural arrangement for this committee could produce scenarios where worthy proposals are not approved because they had the organizational misfortune of originating within the same academic unit (e.g., a college); a unit that was not provided enough funds to appropriately award its outstanding proposals.

5. vetting should occur at the departmental level: Beginning on p. 1, line 42, the committee clarified language describing the movement of proposals from the applicants desk through to the VPAA & Provost. Specifically, we have added language encouraging the applicant and their department chair to discuss the proposal in terms of the faculty member's development and how their absence will impact the academic unit. If the inability to cover a faculty member's teaching load is provided by the department chair as reason for failing to support an applicant's proposal, the applicant may take their proposal directly to their dean.

PURPOSE

A faculty member has three academic functions: teaching, service (to the University and community) and research (scholarly or creative pursuits). The faculty development leave program is undertaken to provide time for such scholarly and creative research, for academic program development and for members of the faculty to keep abreast of developments in their fields of service to the University.

A faculty development leave is not automatically “earned” by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the leave will significantly enhance the faculty member’s capacity to contribute to the objectives of the University. For this reason, faculty development leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

ELIGIBILITY

At the University of North Alabama, development leave eligibility is limited to full-time, non-administrative, tenured faculty members (including department chairs) with:

- (1) at least six years of full-time service at this University prior to submission of a faculty leave proposal, and
- (2) with at least six years of service since his or her last development leave, and
- (3) who have submitted the report(s) from previous leave(s) in a satisfactory and timely manner.

Applicants may request development leave to engage in study, research, writing, academic program development, scholarly or creative pursuits and similar projects for the purpose of adding to the knowledge available to the individual, to students, to the institution, and society generally. Development leaves are not available to support completion of an advanced degree.

APPLICATION & SELECTION PROCESS

Faculty Development Leave Application forms are located in the Appendix.

Applications for development leave must include (1) a Faculty Development Leave Application Form, (2) a detailed, current Curriculum Vita, (3) a proposal, not to exceed ten pages, describing the activity and specifying how the leave will contribute to the faculty member’s development, and how the leave will benefit the University of North Alabama and its students.

An application for development leave will first be delivered by the faculty member to their department chair. Faculty are strongly advised to discuss their plan for leave with the department chair before first submitting an application. This discussion should, beyond a basic presentation of the leave proposal, address how the leave will affect the faculty member’s development, length of the leave, the regular scheduling of their courses, discussion of alternative instructors for those courses, and how the leave will positively impact the University. This discussion should result in the department chair’s

support for further routing of the application and proposal. If an applicant's proposal repeatedly fails to garnish the department chair's support, the applicant could directly solicit help from their Dean.

Further routing of the application will be as follows: Dean, Chair of Faculty Development Leave Committee, Vice President for Academic Affairs and Provost. Proposals from department chairs are submitted directly to the appropriate Dean. Written recommendations concerning each application and proposal will be submitted as the application and proposal are forwarded through each decision-making stage.

FACULTY DEVELOPMENT LEAVE PORTFOLIO

Eligible faculty will follow these guidelines to apply for a faculty development leave.

1. Prepare a Proposal Portfolio. The portfolio is to consist of two parts: (1) a formal written proposal (not to exceed 10 pages) and (2) supporting documents. In general, the formal proposal should contain the following:

A. **SUMMARY:** a clear and concise summary of the request (one page maximum).

B. **INTRODUCTION:** a detailed statement of the request, its objectives, its benefits to the applicant and the University in definitive and measurable terms, the results expected, and the period of time covered by the proposed faculty leave.

C. **METHODS AND EVALUATION:** a detailed description of the applicant's development leave, including activities to be employed to achieve the desired results, a detailed plan for determining the degree to which objectives will be met and can be assessed and evaluated.

D. **FUTURE PLANS:** if applicable, describe a plan for continuation of activities beyond the development leave period which will benefit the applicant's professional development and the University; the plan should relate to the objectives and expected outcomes of the development leave.

E. **BUDGET:** a clear delineation of cost, other than salary, associated with the applicant's development leave, including funding sources (grants, stipends, additional salary or compensation, etc.), travel, etc.

NOTE: If the applicant is requesting additional faculty development funds to support faculty development leave activities, it should be noted (Budget Section) and a separate Faculty Development proposal, properly referenced to the development leave proposal, should be submitted to the Faculty Development Committee.

The proposal appendix will contain support documents, including, but not limited to, (1) a detailed, current curriculum vita, (2) a summary of previous activities which uniquely qualify the applicant to undertake the proposed faculty leave activity, (3) a summary of previous activities demonstrating that the applicant has the potential to successfully

complete the development leave and, if applicable, (4) verification that support grants, stipends and consortia arrangements relating to the development leave have been authorized and approved.

The proposal appendix should include only relevant documents and summaries such as bibliographies, rather than copies of all publications, etc.

2. Complete and sign the Memorandum of Agreement stating the applicant's understanding and agreement to the terms of the faculty development leave program.

FACULTY DEVELOPMENT LEAVE COMMITTEE

The Faculty Development Leave Committee shall consist of three tenured faculty members from the College of Arts and Sciences, two from the College of Business, two from the College of Education, one from the College of Nursing and one from Information Technologies. They shall be elected by a vote of full-time faculty from each College and Information Technologies. Elections will be held in a timely manner in order that the committee may commence its work in September of each year. It is recommended that this election take place during the first two weeks of the fall semester (e.g., at each college's/Information Technologies' fall faculty meeting).

The initial election to be held immediately upon approval of the policy shall be for all members, who shall after election, determine by lot, which members shall have one- and two-year terms respectively.

All subsequent elections shall be for two-year terms.

Should a vacancy occur on the Faculty Development Leave Committee, the Faculty Senate shall designate a replacement to fill the unexpired term.

Criteria for Selection

The proposed activity should be considered in view of the value it would have for the individual applicant's professional growth and the contribution it will make toward improving their value to the University of North Alabama. Some likely proposals would be for:

A. Advanced education **not** to be applied to a degree. A leave proposal should emphasize how the leave will update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.

B. Scholarly research. A leave proposal should explain why the research necessitates leave from the applicant's other assigned duties (teaching, service, etc.). The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

C. Scholarly writing. A leave proposal should emphasize the probability of subsequent publication. The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Leave Committee.

D. Potential of candidate. In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Leave Committee's confidence in the candidate's potential for success.

Application Process & Deadlines

The annual deadline for application submission is November 1 of the academic year prior to the academic year of the proposed leave (e.g., a proposal for a leave during the Spring 2008 semester must be submitted by November 1, 2006). If that date falls on a weekend, the due date is the Monday following November 1.

Chair

The applicant will submit a completed application to their Department Chair. The chair verifies the applicant's eligibility, provides the required information including an evaluation of the request, and forwards the application to the dean on or before November 10. If that date falls on a weekend, the due date is the Monday following November 10. Comments from the chair should address program and curriculum matters only.

Dean

The dean adds an evaluation of the application and statements concerning the chair's plan to replace the faculty member during the developmental leave and forwards the application to the Faculty Development Leave Committee on or before November 20. If that date falls on a weekend, the due date is the Monday following November 20. Comments from the dean should address academic program and curriculum matters only.

Committee Evaluation & Review

The Faculty Development Leave Committee will determine which proposals merit consideration and rank those proposals. The Faculty Development Leave Committee then submits its rankings with written explanations to the VPAA & Provost on or before February 20. If that date falls on a weekend, the due date is the Monday following February 20.

1. The Faculty Development Leave Committee shall meet to evaluate, rank, and recommend faculty leaves. Committee minutes should be kept and made available to the public.
2. The Faculty Development Leave Committee will make its recommendations in writing to the Vice President for Academic Affairs and Provost.
3. The Faculty Development Leave committee will provide applicants with written feedback concerning strengths and weaknesses of a proposal upon request.

Vice President of Academic Affairs & Provost

The VPAA & Provost evaluates all applications, recommendations from The Faculty Development Leave Committee, and plans for replacing the faculty member during the developmental leave. The decision as to the actual awarding of development leave will come from the VPAA & Provost by March 15. If that date falls on a weekend, the due date is the Monday following March 15.

After the VPAA & Provost makes a decision, he/she will inform the Chair of the Faculty Development Leave Committee, the individual applicant's dean, the applicant's department chair, and the faculty member of the decision in a written memorandum. The VPAA & Provost will provide applicants with written feedback concerning strengths and weaknesses of their proposal upon request.

Acceptance, Reconsideration & Appeals

Recipients of a developmental leave must make a firm decision by April 4, on their willingness to accept or reject the faculty development leave if awarded. If that date falls on a weekend, the due date is the Monday following April 4. This decision must be confirmed in writing to the VPAA & Provost with copies to the faculty member's department chair, dean and chair of the Faculty Development Committee. After a leave has been approved the recipient can request that the leave be rescheduled. Rescheduling must be approved by the department chair, academic Dean and Provost and be sufficiently justified in writing. Funds allocated for that leave will be reserved for that faculty member no longer than one year from the April 4 decision date.

An applicant not receiving a leave or rejecting an awarded leave may submit an updated application for reconsideration during succeeding application periods.

COMPENSATION & BENEFITS

Faculty Development Leaves for one academic year are granted for half of the recipient's regular salary, leaves for one-half academic year (4.5 months) are granted at the recipient's full regular salary. No paid leaves are authorized for summer sessions. After a faculty development leave has been granted, any change in the terms of the leave requires prior written approval from the faculty member's department Chair, Dean and Vice President of Academic Affairs and Provost.

A faculty member on Development Leave will retain the right to and eligibility for benefits to medical insurance, income protection, life insurance, and other such programs in force for full-time faculty members, as well as all other rights of a full-time faculty member. The University administration shall cause to be deducted from salary, the member's cost of such programs as is legal and/or elected by the faculty member on leave.

CONDITIONS

Faculty members may have a Faculty Development Leave for one academic year at one-half their regular salary, or for one-half academic year at their full salary. (An academic year is defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)

Faculty members, having signed a legal agreement to serve one full academic year at The University of North Alabama after completion of the development leave, shall be required to reimburse the University in the amount they receive as salary and fringe benefits from the University while on leave if they should refuse to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor and exigent circumstances approved by the President will constitute reason for exemption.

ANNOUNCEMENT OF SELECTIONS

University Relations and Publications will prepare a suitable news release to announce the recipients of development leaves and their proposed activities. The information will be made available by the Office of VPAA & Provost.

ASSESSMENT

Within three months following completion of leave, each leave recipient will present to the Department Chair, Dean, Chair of the Faculty Development Leave Committee and VPAA & Provost a brief written report on accomplishments resulting from the leave. Eligibility starting date for succeeding faculty development leave begins with the delivery of the report of accomplishments to the department chair.

The recipient of a development leave must submit a written report of their activity while on leave by May 1 for a Spring semester leave and by November 1 for a Fall semester leave. Those on a full year leave must submit a progress report before February 1, and the final report before September 1 after the leave period. The report will state specifically whether any possible patentable or copyrightable intellectual property was created during the leave and when such information will be submitted to the Patent and Copyright Committee. The report(s) should be submitted to the VPAA & Provost with a copy to the Patent Committee and administrative individuals responsible for Copyright issues if intellectual property creation occurred during the leave.

ATTACHMENT B

A RESOLUTION ON THE PROMOTION AND TENURE CRITERIA USED FOR THE EVALUATION OF TEACHING EFFECTIVENESS

PRESENTED TO: The Faculty Senate of the University of North Alabama
PRESENTED BY: Dr. Terry D. Richardson, Senator, Department of Biology

WHEREAS, the Faculty Handbook (3.5.1.1) explicitly states that “the individual is judged upon knowledge of subject matter, including current developments; 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, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching techniques”,

WHEREAS, the Faculty Handbook, in providing general criteria for effectiveness as a teacher, makes no mention of using an individual's course grade distributions, course withdrawal rates, or graduation rates of students taking an individual's course(s),

WHEREAS, using criteria for teaching effectiveness that consist of an individual's course grade distributions, course withdrawal rates, or graduation rates of students taking an individual's course(s), promotes grade inflation,

WHEREAS, there may have been, among departments and colleges, differential application of teaching criteria that include an individual's course grade distributions, course withdrawal rates, and/or graduation rates of students taking an individual's course(s),

WHEREAS, for faculty improvement, the Faculty Handbook (4.12.2) specifically states that “the results of the Faculty Evaluation Program shall each year be summarized by the department chairs and reviewed by the respective deans and the Vice President for Academic Affairs and Provost. Following such review, the Vice President for Academic Affairs and Provost shall make such recommendations as he or she shall deem appropriate for improvement of the faculty and the educational program”,

WHEREAS, the University faculty want fair and equitable treatment with regards to tenure and promotion considerations,

WHEREAS, the University faculty want to know *a priori* the criteria against which they will be judged for promotion and tenure,

WHEREAS, addressing these issues by changing the faculty Handbook is a slow process requiring semesters or years, therefore be it

RESOLVED, that the Faculty Senate adopts the position that no criteria that promotes grade inflation, including an individual's course grade distributions, course withdrawal rates, and/or graduation rates of students taking an individual's course(s), be used by Faculty Peer-Review Committees, Department Chairs, or the Administration for evaluating teaching effectiveness; and be it further

RESOLVED, that the Faculty Senate adopts the position that no criteria be employed as standards of teaching effectiveness when judging an individual unless that individual has previously been evaluated using those criteria and, where necessary, recommendations appropriate for improvement of the faculty have been made.