

FACULTY SENATE MINUTES

April 14, 2011

The Faculty Senate of the University of North Alabama met April 14, 2011 in Floyd Science Room 100 at 3:30 p.m.

President Richardson called the meeting to order and recognized the following proxies: Michael Pretes for Senator Gaston from Geography, Brenda Webb for Senator Statom from Physics and Earth Science, Eric O'Neal for Senator Hall from HPER and Yashica Williams for Senator Carter from Criminal Justice.

Senator Lee moved the adoption of the agenda. Senator Figueroa seconded. The motion passed unanimously.

Senator Loeppky moved the approval of the March 10, 2011 minutes. Senator Beckwith seconded. The motion passed unanimously.

President Cale was away on a SACS visit.

Dean Hansen served as proxy for VPAA Thornell.

REPORTS:

- A. Senator Lee moved to amend the report from the Ad hoc Committee for Equity and Standards to add after the word "expertise" the phrase "in the discipline." Senator Carrasco seconded. The motion passed with one abstention. Senator Lee moved to postpone the vote to the September meeting. Senator Lindley seconded. The motion passed. (See Attachment A)
- B. The Academic Affairs Committee is working on the computer use policy.
- C. The Faculty Attitude Survey Committee will report at the May meeting. Senator Peterson thanked senators for encouraging their colleagues to participate.

UNFINISHED BUSINESS:

- A. Senator Lee moved to amend the Distance Learning Policies and Procedures Manual according to the recommendation at the bottom of the memo received by President Richardson. (See Attachment B) Senator D. Townsend seconded. The vote on the amended Distance Learning Policies and Procedures Manual passed unanimously. Craig Robertson, chair of the Distance Learning Advisory Committee thanked the committee members and the senate.
- B. Senator Austin moved to postpone indefinitely the policy on the remission of course hour fees. Senator Brown seconded. The motion passed unanimously.

NEW BUSINESS

- A. Dean Hansen spoke concerning the proposal for Suspension I Students. (See Attachment C) Senator Peterson moved to approve the proposal. Senator Lee seconded. The motion passed unanimously.
- B. Senator Lee moved the approval of the Proposed Family and Medical Leave Policy. (See Attachment D) Senator Gafford seconded. The motion passed with four abstentions.
- C. Senator Davison moved the approval of the Proposed Military Leave Policy. (See Attachment E) Senator Carrasco seconded. The motion passed unanimously.
- D. Brenda Webb moved the approval of the Academic Honesty Policy. Senator Lee seconded. (See Attachment F) Senator Carrasco moved to postpone the vote to the September meeting. Senator Lee second. The motion to postpone passed.

ANNOUNCEMENTS:

- A. President Richardson reminded senators that elections for new senators must take place no later than the fourth week of April. The first meeting for new senators will be Tuesday May 3.
- B. President Richardson reminded the senators of the vacancies for nominations to the Shared Governance Committees.
- C. The Nominating Committee for Senate Officers needs to know of any interests in positions. The committee consists of Senator Hall, Senator Sanders, and Senator Carrasco.

Senator Roden moved the meeting be adjourned. Senator Loeppky seconded. The motion passed unanimously. The meeting adjourned at 4:15 p.m.

ATTACHMENT A

President Richardson,

Please find the attached files containing the Ad-hoc Committee for Equity and Standards proposed changes to the Faculty Handbook, Sections 3.5.1 and 3.5.2. These proposed changes address a charge from the Faculty Senate to formulate a response to your proposal (made as a Senator) for equity between the various departments and colleges, and then later, a second charge to address Dr. Thornell's proposal to require that three of the eight years of the required service for promotion to Associate Professor and five of the twelve years of the required service for promotion to Professor shall be at UNA.

The attached two files are a strike-through-underline version of the proposed changes (labeled STU) and a "clean version" that contains the proposed changes as they would appear in the handbook if adopted.

I would like to express my appreciation to the committee for their originality, professionalism, perseverance, and hard work throughout this process. It is my opinion the committee has effectively addressed both of the charges of the Senate, and on the behalf of the committee I formally move that the changes to the Faculty Handbook contained in the attached files be approved by the Senate.

Richard Statom, Chair
Ad-hoc Committee for Equity and Standards

3.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE, AND APPOINTMENT

3.5.1 General Criteria for Promotion and Tenure

General criteria for promotion and tenure are tied to performance in three areas: teaching, research/scholarship/creative activities, and service. It is not expected that every individual will excel in all of the general criteria, but neither is it expected that the individual will have a complete void in any of the three areas. faculty appointment, promotion, and tenure are established in the following three areas:

1. Effectiveness as a in Teaching. The individual is judged upon evidence of the following: knowledge of subject matter, including current developments in the discipline; 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, knowledge; evidence of conscientious preparation; ~~for all instructional situations,~~ and use of effective methodology and teaching techniques.
2. Effectiveness in Research, Scholarship, and Other Creative Activities. The individual is judged upon ~~the quality of~~ evidence of the following: scholarly attitude, ~~the capacity for~~ independent thought, and expertise. ~~originality.~~ These qualities may be demonstrated in ~~quality of~~ published and unpublished contributions to knowledge; unpublished contributions to knowledge disseminated to a scholarly or professional audience; creative approaches to new problems; planning for future projects; support of student projects; professional recognition of projects; effectiveness in the administration of projects; or other demonstrations of effective contributions to projects, whether such projects involve research, performances, or other creative activities. Evaluations of effectiveness in research, scholarship, and other creative activities will not be limited to a review of a single criterion. Any evidence listed above shall be considered as part of the evaluation for promotion and tenure. ~~the application of creative approaches to new problems, the effectiveness in planning for future research and study for himself or herself and for students, professional recognition of research efforts, and the effectiveness in the administration of research projects.~~
3. Effectiveness in Rendering Service. The individual is judged upon evidence of recognition in the professional field; ~~consultation~~ consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; ~~potential for continuing professional growth;~~ contributions to total university development and growth; effective performance on committees assignments; performance on administrative assignments; and contributions to the improvement of student life.

~~It is expected that each individual considered for academic appointment, promotion and/or tenure will demonstrate an acceptable level of effectiveness in each of these general criteria. Assessment of the level of effectiveness in these general criteria for the purpose of promotion and/or tenure consideration will be based on performance standards defined and interpreted by each academic department. These standards should be structured in such a way as to reflect the varying degrees of performance commensurate with each academic rank and allow for value added contributions unique to different academic fields. In addition to the three areas of general criteria, an applicant shall satisfy faculty credential and performance standards for regional and specialized accreditation.~~

In addition to the three **areas of** general criteria, an applicant ~~should~~ **shall** satisfy **faculty credential and performance standards** for regional and specialized accreditation standards.

The Board of Trustees for the University of North Alabama has determined that the degree of Master in Library Science is to be considered as a terminal degree for promotional **and tenure** purposes. The following degrees are to be considered as terminal degrees for promotional, pay, and tenure purposes: MFA in Studio Art, MFA in Creative Writing, MFA in Theatre, and J.D. for Business Law.

3.5.2 Special Criteria By Ranks for Promotion, Tenure, and Appointment

Faculty ranks of the University (including librarians, **educational technologists** and supervising teachers at Kilby School) 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. Determination of rank is established at the time of initial appointment and is based on academic qualifications and experience.**

~~The qualifications stated below are the minimum required and do not imply a guarantee of promotion.~~

The following criteria and procedures **below** do not apply to the Department of Military Science because of the special nature of that department. Faculty from the Department of Military Science will not serve on promotion committees.

Minimum Qualifications By Rank

1. Instructor/Visiting (open rank) Professor. Appointment **to this rank typically requires a** ~~as an instructor requires~~ the master's or higher degree in the field of assignment. There shall also be evidence of potential for effective teaching and for a successful academic career.
2. Assistant Professor. Appointment **and/** promotion to this rank requires possession of a ~~master's degree in the field of assignment and a minimum of six years' appropriate experience, or possession of a doctor's~~ **doctoral** degree or ~~the a~~ terminal degree appropriate in the field of assignment as determined by university policy ~~and a minimum of two years' appropriate experience~~. **Appointment and/or promotion to this rank without a terminal degree in the field of assignment requires a minimum of six years appropriate experience (calculated at the end of the academic year prior to appointment or submission of a promotion portfolio) and approval by the VPAA/P. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; and as well as** for a successful academic career.
3. Associate Professor. Appointment **and/**or promotion to this rank ~~ordinarily~~ requires possession of a ~~doctor's~~ **doctoral** degree or ~~the a~~ terminal degree appropriate in the field of assignment as determined by university policy. ~~and a~~ **A** minimum of eight years' appropriate cumulative experience **(calculated at the end of the academic year prior to appointment or submission of a promotion portfolio)** is also required. **Effective for new hires beginning fall 2011 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. and scholarly or creative performance. There shall also be evidence of relevant and effective service to the institution, the community, and the profession.~~

4. Professor. Appointment ~~and~~/or promotion to this rank requires possession of ~~the doctor's~~ a **doctoral** degree or terminal degree appropriate in the field of assignment as determined by university policy. ~~and a~~ A minimum of 12 years appropriate cumulative experience (calculated at the end of the academic year prior to appointment or submission of a promotion portfolio) is also required. Effective for new hires beginning fall 2011, promotion to this rank requires that five of the twelve years of cumulative experience shall be earned at UNA. In addition, the appointee ~~applicant~~ shall have established a sustained and consistent record of **excellence in successful teaching; research, scholarship, or other creative activities; and service.** ~~, in service to the university, the community, and the profession, and in scholarly or creative performance.~~

ATTACHMENT B

Memorandum

TO: Terry Richardson
President, UNA Faculty Senate

CC: John Thornell
Vice President of Academic Affairs and Provost

FR: Craig Robertson
Chair, Distance Learning Advisory Committee

RE: Proposed DL Policy Manual

Concerning the proposed University of North Alabama Distance Learning Policies and Procedures Manual forwarded to the Senate and Shared Governance last December, a number of editorial revisions were suggested and have been incorporated into the document.

One substantive revision was addressed concerning the proposed Section 4.1 Tuition. Here is the proposed language as it appeared in the document last December:

Distance learning students enrolled in approved online degree programs are regarding as on-campus students. No out-of-state fees are incurred for students in those programs.

Students enrolled in distance learning classes, unless they are enrolled in an approved online degree program are subject to the same fees as on-campus students, including (if applicable) out-of-state tuition.

Here is the revised language developed from a meeting held 3/24/11 involving Dr. John Thornell, Dr. Steve Smith, Ms. Donna Tipps, Ms. Sherri Hester, Ms. Aleah Clark, and Dr. Craig Robertson.

Distance learning students enrolled in and admitted to approved online degree programs and ~~are~~ not residing in Alabama will be charged resident tuition and related fees specific to on-line courses.

~~Students enrolled in distance learning classes, unless they are enrolled in an approved online degree program are subject to the same fees as on-campus students, including (if applicable) out-of-state tuition.~~

An "approved online degree program" is one recognized and approved by the Council of Academic Deans.

ATTACHMENT C
Proposal for Suspension I Students

Retention is a crucial element of our enrollment management effort. All agree to its importance as acknowledged in the UNA Strategic Plan. However, current policy runs counter to that commitment for Suspension I students. Students in that category must sit out one semester (two counting summer). Such an approach may be fair given the performance standard exhibited by the student. It does not, however, offer students a viable option to address areas of deficiency. Under the current policy, students simply sit out the designated time and then return to campus. During separation from school, students experience some loss of skills and knowledge achieved at the university – creating a situation of greater challenges instead of a supportive learning environment. Students return to campus for a second chance with no appreciable change in the underlying factors that contributed to their initial lack of success.

In an effort to give specific attention to retention efforts of Suspension I students, the Council of Academic Deans offers a proposal to address better retention of these students as outlined below.

As an alternative to sitting out a penalty semester, give Suspension I students the opportunity to participate in an in-house suspension program that allows continued enrollment with a specific target of addressing carefully defined academic deficiencies. The elements of the program are as follows:

1. Suspension I students who wish to participate in the in-house suspension program must work through the In-House Suspension Program located in the Center for Academic Advisement and Retention Services (CAARS). Assuming CAARS determines enrollment viability, the following conditions would be in place:
 - Students can take no more than thirteen hours during their suspension semester.
 - The class schedule must first address retaking courses with a failing grade in the general studies program.
 - The class schedule must second address retaking courses with a failing grade in the major, the exception being a proposed change in major.
 - The student must enroll in a one-hour credit course on academic study skills taught by CAARS professional counselors.
 - The class schedule is completed by adding courses in the general studies program that have not been taken.
 - For students with a declared major, the class schedule developed by CAARS must be reviewed and approved by the department chair where the major is housed prior to enrollment. For undecided students, the class schedule must be approved by the associate vice president for academic support.

- **Students participating in in-house suspension must earn a minimum 2.0 GPA on 13 hours to be removed from suspension. Students have up to two semesters to satisfy this requirement or be subject to Suspension 2 as outlined in the University undergraduate catalog.**

The current policy mandating that Suspension I students sit out one regular semester would be retained for those students who do not participate in in-house suspension.

Proposed Language for Undergraduate Catalog, Page 58

After the section entitled “Procedure for Academic Suspension and Appeal” and preceding the section on “Second Chance Provision” there would be a heading entitled “In-House Suspension.” The information outlined above would be placed there.

It is proposed that this policy take effect in the fall, 2011. The program would be managed and supported by hiring a counselor with experience and a proven record of experience working with high-risk students.

ATTACHMENT D

FAMILY AND MEDICAL LEAVE POLICY

I. Eligibility

An employee will be eligible to seek unpaid leave under the Family and Medical Leave Act (FMLA) if (1) the employee has worked for the University for at least 12 months, (2) the employee has worked for the University for at least 1,250 hours during the 12 months before the leave and (3) at least 50 employees work at the same worksite or otherwise work within a 75-mile traveling distance from the employer's worksite. In certain circumstances, separate periods of employment are aggregated for purposes of the 12 month requirement. Additionally, any time that the employee would have worked for the University but for his/her National Guard or Reserve obligations is counted toward the 1,250 hour requirement for FLMA Leave.

II. Types of Family and Medical Leaves

For purposes of this policy, the term "FMLA leave" refers to the leaves of absence under the Family and Medical Leave Act. Employees may qualify for various types of FLMA leave. Throughout this policy, the term "FMLA leave" refers to any of the following types of leaves:

A. Pregnancy Leave

An employee may take a Pregnancy Leave due to incapacity due to pregnancy, prenatal medical care or childbirth.

B. Birth, Adoption and Bonding Leave

An employee may take leave for the birth, adoption and bonding for his/her child after birth, or for placement with the employee of a child for adoption or foster care. The leave must be completed within 12 months of the child's birth, adoption or foster care placement.

C. Family Illness Leave

An employee may take leave for a family illness to care for a seriously ill or injured spouse, parent or child. The illness or injury must be a "serious health condition" within the definition of the FMLA, a term which is defined below. If the leave is for care of a child, the child must either be under age 18 or unable to care for himself/herself due to a mental or physical disability.

D. Employee Illness Leave

An employee may take leave because of his/her own serious health condition that makes the employee unable to perform his/her job.

E. Qualifying Exigency Leave

An employee may take a qualifying exigency leave for certain "qualifying exigencies" arising out of the fact that the employee's spouse, child of any age, or parent is on active duty (or has been notified of an impending call to active duty) in support of certain types of military operations, known as "contingency operations." The family member must be a member of the National Guard or one of the military's reserve units or a retired member of the regular armed forces or the Reserves. Qualifying exigencies may include attending certain military events,

arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings and any other circumstance that the University and the employee agree should be a qualifying exigency and as to which they agree about the timing of the leave for that event.

F. Military Caregiver Leave

An employee may take a military caregiver leave to care for a spouse, child of any age, parent or next of kin who is a current member of the Armed Forces (including a member of the National Guard or the Reserves) and incurs a serious illness or injury in the line of duty or active duty that may render the service member medically unable to perform his or her duties, if the illness or injury is one for which the service member (1) is undergoing medical treatment, recuperation or therapy, (2) is in outpatient status, or (3) is on the temporary disability retired list. If a military caregiver leave also qualifies as a leave for family illness, the leave will be designated as a military caregiver leave.

III. Serious Health Condition

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

IV. Notice and Scheduling of Leave and Related Employee Responsibilities

A. Required Information

Employees who seek FMLA leave must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for a leave for a qualifying exigency or to serve as a military caregiver. Employees must also inform the University if the requested leave is for a reason for which a FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. Unless a longer period is specified, a medical certification or recertification must be completed and returned to the University within 15 days of the University’s request. Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.

B. Advance Notice of Foreseeable Leave

Except as otherwise provided below, employees must provide 30 days' advance notice of the need to take FLMA leave when the need for the leave is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable.

C. Scheduling of Foreseeable Leaves

If an employee plans to take FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver because of planned medical treatment, the employee must make an effort to schedule the treatment to reduce the disruption to the University, subject to the health care provider's approval. An employee should generally consult with his/her supervisor to explore alternatives to reduce the disruption to the University.

D. Notice of Unforeseeable Leave

When a Family and Medical Leave for employee illness, a family illness, as a military caregiver, or for a qualifying exigency is needed due to a reason that was not foreseeable, an employee should give his/her supervisor and the Office of Human Resources and Affirmative Action verbal or written notice as soon as he/she reasonably can do so.

E. Effect of Insufficient Notice

An employee's failure to give adequate notice may delay, or may result in the denial of, the employee's right to receive the protection of FMLA leave.

VI. Confirmation of Leave

The University shall inform employees who request FMLA leave whether they are eligible for a leave that is covered by the FMLA. If the employee is eligible, the notice shall specify any additional information that the University requires as well as the employee's rights and responsibilities. If the employee is not eligible, the University shall provide at least one reason of the ineligibility determination. The University shall determine if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA-protected, the University shall inform the employee.

VIII. Length of Leave and Restoration Rights

A. General

In general, except for those employees taking leave to serve as a military caregiver, an employee will be entitled to a maximum of 12 weeks of FMLA leave (for any type of FMLA leave or a combination thereof) during any 12-month period. The 12-month period is a rolling period measured backward from the date an employee uses any leave under this policy. Each time an employee takes any FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

In the case of a military caregiver leave, an employee is entitled to a maximum of 26 weeks of leave in the 12-month period beginning on the first day that the employee takes this form of leave and ending 12 months later.

B. Nature of the Leave

FMLA leave for the birth, adoption and bonding must be taken at one time and before the end of the 12-month period beginning on the date of the child's birth or placement.

Other types of FMLA leave may be taken through either a reduced working schedule or intermittently if such an arrangement is medically necessary (or if the University approves such an arrangement in its discretion). If an employee is entitled to FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver leave, or if the employee is permitted to work on a reduced work schedule or intermittent basis, the University may transfer the employee temporarily to a position for which he/she is qualified and which has equivalent pay and benefits if the alternative position would better accommodate the recurring leaves than the employee's regular position. Use of intermittent or reduced schedule leave is measured in increments of one hour. Leave for a qualifying exigency may also be taken on an intermittent basis.

C. Special Rule Applicable to Spouses who are Both Employed by the University

If the University employs both spouses, the combined total Family and Medical Leave to which they will be entitled together will be 12 weeks in any 12-month period if the leave is taken for birth, adoption and bonding.

D. Restoration Rights

(1) General

At the end of FMLA leave, an employee will generally have the right to return to his/her last position before the leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In returning from any of these leaves, the employee will not lose any benefit rights, such as sick or annual leave, to the extent that those benefit rights accrued before the leave period.

(2) Certification Before Return

Before an employee may return from FMLA leave for his/her own illness that has continued for at least 5 calendar days, the employee's health care provider may be required to certify that the employee is able to resume his/her job. The employee will be required to bear the out-of-pocket costs of such a certification, if any.

IX. Pay and Benefits

A. Pay

FMLA leaves are not paid leaves. However, an employee may substitute a paid leave for which the employee is eligible for otherwise unpaid leave. In this case, the FMLA leave and the paid leave would run concurrently and would remain subject to all protections that would apply if the leave were taken on an unpaid basis. Employees who seek paid leave will need to meet the notice and qualification requirements under the respective leave policies.

B. Other Benefits

During FMLA leave, the University will continue the employee's health/vision and dental insurance coverage. Likewise, the employee is entitled to continue said coverage for his/her family provided that he/she pays the regular premium on a timely basis. In addition, employees

may elect to continue any supplemental insurance policies by timely payment of premiums. During any paid leave, the employee's share of the premiums will be deducted from the employee's pay.

Group life insurance and long-term disability insurance will also be maintained during FMLA leave as if the employee was actively employed.

X. Medical Records

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel, or government officials.

XI. FMLA Violations and Enforcement

A. Unlawful Actions by Employers

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or related to the FMLA.

B. Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

ATTACHMENT E

Current Military Leave Policy:

Military Leave: Regular employees who are active members of the Alabama National Guard or any reserve unit of the Armed Forces of the United States will be granted military leave with pay in accordance with Alabama law (a maximum of 21 workdays within a calendar year). State institutions are also required to pay an additional 21 working days if the employee is called to active duty by the Governor of the State of Alabama.

Proposed Military Leave Policy:

MILITARY LEAVE

The University will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable Alabama laws pertaining to military leave. As laws or as interpretations thereof change, military leave benefits for University employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as military leave situations arise, employees should consult with their supervisor and/or the Office of Human Resources and Affirmative Action for current and complete details regarding their military leave rights as a University employee and any continuation of benefits issues.

In accordance with USERRA and Ala. Code § 31-12-2 (2002), University employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their University positions, subject to the limitations and restrictions set forth in federal and state laws and in University policy. Upon receiving an assignment for military service, employees should promptly provide notice to their supervisors and the Office of Human Resources and Affirmative Action prior to going on military duty, unless precluded by military necessity.

Except as provided below, eligible University employees on duty with the uniformed services (as those terms are defined by USERRA) will be placed on unpaid military leave status for all days engaged in such service. Affected employees are not required to use annual leave in lieu of paid or unpaid military leave; however, they may elect to use accrued annual leave or earned compensatory time at their discretion.

- a. University employees eligible for military leave who are active members of the Alabama National Guard or of any other reserve component of the Armed Forces of the United States will receive, pursuant to Ala. Code § 31-2-13 (1995), up to 21 days (168 hours) of paid military leave per calendar year for performance of federal military duty. This military service includes drills, annual training, or military schools. It is not necessary for employees who are on military leave to return to work for the University in order to receive 168 hours of paid military leave for the calendar year subsequent to being placed on military leave. Once

the 168 hours of paid military leave is exhausted, an employee may use other leave available, such as annual leave or earned compensatory time.

- b. In addition to the 168 hours per calendar year mentioned above, if these particular employees are called into active service of the State of Alabama by the Governor (typically in times of natural disaster), they will receive, pursuant to Ala. Code § 31-2-13 (1995), an additional 168 hours of paid military leave at any one time while called by the Governor to duty in the active service of the state.

If the military base pay of an employee called into active service for the war on terrorism is less than the salary he/she would have continued to receive if not called to active service, he/she may receive a salary differential (pursuant to Ala. Code § 31-12-5 (2002)) that is equal to the difference between the lower active duty military base pay and the higher public salary.

ATTACHMENT F

Current Document (Student Affairs - Student Expectations, Grievance and Disciplinary Processes - Undergraduate Catalog, Page 48)

“Academic Honesty. All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic affairs and Provost for referral to the University Student Discipline System for disposition.”

Proposed Document (For inclusion under Student Affairs in Undergraduate Catalog)

“Academic Honesty. Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic affairs and Provost for referral to the University Student Discipline System for disposition.”

Proposed Additional Document (For inclusion under Academic Standards)

Academic Honesty. Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Verifiable incidents of student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the alleged academic dishonesty is found to have merit, then the instructor, after consultation with the student, will develop a plan for disciplinary action which may include but is not limited to an F in the course and/or dismissal from a professional degree program.
3. If the student agrees to this plan, then both instructor and student will sign the agreement, the plan will be implemented and all documentation will be forwarded to the Office of the Vice President for Academic Affairs and Provost for review and dissemination to appropriate parties.
4. If the student disagrees with the instructor's plan for disciplinary action, then all documentation including the proposed plan for disciplinary action will be forwarded to the Office of the Vice President of Academic Affairs and Provost for further consideration. After reviewing this documentation, the VPAA may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further action, or to dismiss the matter depending on the merits of the case. Relevant information will be disseminated to appropriate parties.
5. If a student is allowed academic progression but demonstrates a pattern of academic dishonesty, the VPAA may, after consultation with the Office of Student Conduct, elect to retroactively assign a grade of DF (Dishonesty Failure) in one or more affected courses and/or to recommend permanent expulsion of the student from the University.