

FACULTY SENATE MINUTES

February 2, 2012

The Faculty Senate of the University of North Alabama met February 2, 2012 in Room 102 of Floyd Science Building at 3:30 p.m.

President Townsend called the meeting to order.

Senator Statom moved the adoption of the agenda. Senator Barrett seconded. The motion passed unanimously.

Senator Lee moved the approval of the December 8, 2011 minutes with the change of “Saunders” on page 2 second line to “Sanders.” Senator Statom seconded. The amended minutes were approved.

President Cale shared that the new black box theatre building is nearing completion. On Friday, March 2 there will be a grand opening of the “George S. Lindsey Theatre.” The Strategic Planning and Budget Study Committee will be meeting to consider a proposal by President Cale to consider scholarship support for study abroad of approximately \$50,000.

President Cale discussed his trip to China where he visited with the Chinese entrepreneur creating the Integrated Health Program and signed an agreement. He also reported that the university where our students had previously visited was proposing a possible American Cultural Institute for their campus and a Confucius Institute for UNA’s campus. President Cale also reported that two sports would be added to the athletic program at UNA: women’s indoor and outdoor track.

Vice-President for Academic Affairs, Dr. Thornell, announced that the group home for helping young women which was also used as a laboratory has received notice by the State of Alabama that it is being closed. He also reported that the university will be signing an agreement with Gary Baker for the Entertainment Industry Department to move downtown to the Pine Street/Tombigbee Street location to be accomplished by August 1. Dr. Thornell reported that the visiting team for SACS will be here the week of February 27. He stressed that it is important that the faculty become educated in the QEP emphasis.

Dr. Thornell also reported that the university is moving toward a “reverse transfer” agreement with Northwest Shoals to allow students to transfer to UNA before completing the requirements for their associate’s degree and they can take the necessary courses to be transferred back to allow them to graduate with their associate’s degree from the junior college.

REPORTS:

- A. President Townsend distributed the president's report. (See Attachment A)
- B. Senator Carnes, Chair of the Faculty Affairs Committee, presented a document from the committee for feedback and discussion. (See Attachment B). It was noted that there was a change to point 2 related to limits of the portfolio document. The document also contained changes to 2.5.3 related to the selection of the chair and vice-chair of the University-Wide Promotion and Tenure Portfolio Review Committee. Another addition was the statement concerning the department and/or college tenure guidelines should be included with the application.

Senator Carnes also presented a recommendation from the Faculty Affairs Committee related to the method of the selection of the members for the Portfolio Review Committee. (See Attachment C) Senators were urged to take the documents back to their departments and discuss with their colleagues in preparation for a vote at the March meeting.

- C. Senator Peterson, Chair of the Faculty Attitude Survey Committee, presented proposed questions concerning the move to Division I. (See Attachment D) It was recommended that the first question be changed to read "I support the Board of Trustees' move towards Division I athletics. (from Strongly Agree to Strongly Disagree)" It was also recommended that the last two questions be reworded to change "Can you" to "Please" and change the question marks to periods.

UNFINISHED BUSINESS:

- A. The proposal to post the Faculty Attitude Survey results online failed.
- B. The proposed revision to the Faculty Handbook section 2.5 passed with the following concerns:
 - 1. The use of the word "typically."
 - 2. The area of teaching effectiveness for nonteaching faculty.
 - 3. Consulting being listed in the service area.
- C. President Cale reported on the naming of an Ad Hoc Committee to examine the question of the funding of Kilby School and whether UNA should continue subsidizing Kilby and considering the value Kilby adds to the mission of the university.

NEW BUSINESS:

A revision to the retroactive withdrawal policy was presented. (See Attachment E). Senator Statom moved approval of the policy. Senator Loepky seconded. The motion passed.

DISCUSSION ITEMS:

- A. Senator Barrett moved to postpone indefinitely the consideration of the Faculty Teaching Abroad Policy. (See Attachment F) Senator Lee seconded. The motion passed.
- B. The Commencement Committee approved the policy of allowing honor cords at graduation. Senators were asked to discuss the issue with their colleagues and return to discuss at the March meeting.

President Townsend recognized the following proxies:

Carolyn Lovett for Senator Davidson from Secondary Education,
Anita Garner for Senator Verrone from English and
Scott Infanger for Senator Lindley from Foreign Languages.

Senator Statom moved the meeting be adjourned. Senator Roden seconded. The motion passed. The meeting adjourned at 5:01 p.m.

ATTACHMENT A

Faculty Senate President's Report

February 2, 2012

Francis Menapace replaces Terry Richardson as senator from the Biology department.

Richard Statom will serve as Parliamentarian for the remainder of the academic year.

Updates

- The amended revisions to the Early Scholars Program (now Early College) were approved by the Board of Trustees at the December meeting.
- The amended proposal on Quality Assurance in Distance Learning was forwarded to the chair of the Distance Learning Committee.
- The Faculty Affairs committee has been charged to consider revisions to the attendance policy in the catalog and the Faculty Handbook to address the new last date of attendance requirements.
- Comments and concerns about the proposed computer policies have been forwarded to the chair of the Academic Affairs committee.

Darlene Townsend
Faculty Senate President

ATTACHMENT B
2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE

2.5.3 Procedure for Promotion

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits an application and portfolio by October 10 to the department chair. It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.

The portfolio will contain:

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
- | 3. Supporting information for the following items, limited to a 10-page maximum **
 - a. Teaching/Library Effectiveness
 - b. Scholarly or creative performance
 - c. University and community service
 - d. Any other relevant information

~~**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. However, applicants for promotion will limit their portfolios to a 10-page maximum on Section III.~~ In addition to addressing the essential portfolio components in ~~the limits given above~~the 10-page limit, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.

4. A cover letter (optional) in which the faculty member may indicate which of the areas in item 3 should be weighed more heavily or less heavily than others.

4.5. Departmental and/or college promotion guidelines.

(later in Section 2.5.3)

Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member (tenured Associate and Full Professors) from each constituency plus at-large faculty to total nine; ~~with the Chair to be selected by the currently-serving committee members.~~ The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies

with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the 10-page portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained separately from those portfolios. The location of the supplementary materials will be determined by the Vice President for Academic Affairs and Provost. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended] should be used at all levels and on all evaluation documents. The candidate should also include departmental and/or college promotion and tenure guidelines with the portfolio. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 2.B.

~~The committee will operate on a "chair elect" system with a vice chair serving a year as assistant to the chair before assuming the role of chair. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor.~~

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 policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available, the chair will notify the committee of the location of the portfolios and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with

the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost will forward the committee's concurrence, or lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.

2.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never automatic. Normally, tenure is granted after a faculty member has been evaluated by the tenured faculty members in a department, the department chair, the college dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Vice President for Academic Affairs and Provost, and the President. However, the President may, after appropriate consultation, grant tenure at any time if good and sufficient reasons exist for doing so.

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of instructor will serve a probationary period of six successive academic years and will be granted tenure upon acceptance of an offer of appointment from the President for the seventh consecutive academic year. A person appointed to the faculty in the academic rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the academic rank of associate professor will serve a probationary period of four successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year. A faculty member holding the academic rank of instructor, assistant professor, associate professor, or professor may, at the discretion of the university administration, be granted leave without breaking the successive years of employment for tenure purposes, but years of leave will not count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

1. The Office of the Vice President for Academic Affairs and Provost shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or “terminal” academic year contract. This notice shall

be made in writing and placed in the faculty member's campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.

2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair an updated tenure review portfolio which describes the following about the faculty member:

- a. Teaching or other professional effectiveness;
- b. Scholarly or creative performance; and
- c. Service to the University and the community.

—Applicants for tenure will limit their portfolios to a maximum of 15 pages, including a current vita not to exceed five pages and supporting narrative not to exceed 10 pages. Supplemental materials may be provided but should be separate from the portfolio. Departmental and/or college tenure guidelines should also be included with the application.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department, supervise the election, by secret ballot, of the chairperson from among the members of the committee, and provide copies of the faculty member's tenure review portfolio. It is the responsibility of the department tenure committee by majority vote to recommend for or against the granting of tenure and to submit through the department chair to the college dean all of the information relating to the tenure recommendation by June 1.

5. It is likewise the responsibility of the department chair to recommend for or against the granting of tenure and to forward to the college dean all of the information relating to the tenure recommendation by June 1.

6. The college dean will review the materials presented by the department tenure committee and the department chair and will recommend for or against the granting of tenure and to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.

7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and will make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by September 15.

8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President in advance of the October 1 notification deadline.

9. The decision for or against the granting of tenure will be made by the President, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than October 1 of the faculty member's final academic year of the probationary period.

The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

**Final Report and Recommendations to the Faculty Senate from the University
Wide Promotion and Tenure Portfolio Review Committee for the
promotion/tenure cycle 2009/2010.**

We have now completed a full cycle for promotion and tenure review. After careful review and discussion of the process, the committee recommends the following:

1. That only full professors review and evaluate applications/portfolios for full professor with respect to tenure and promotion criteria.

We recommend that all members of the committee review all portfolios. In the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor.

2. That the inaugural committee be tasked with consulting with all other parties in the process in developing a timeline for the submission and evaluation of portfolios.

This recommendation has been resolved with the document/recommendation the Faculty Senate considered at the April 29, 2010 meeting. The proposed timeline was accepted and is now in effect. (See the attached sheet). In addition, a timeline for tenure portfolio review has been worked out in consultation with the VPAA. This committee will continue to review portfolios during the same time as the VPAA.

3. That the inaugural committee be tasked with developing a guideline, or guidelines, for procedures regarding review and evaluation of portfolios with respect to tenure and promotion criteria.

We are now developing procedural guidelines and should have this task completed by semester's end. A draft copy is appended to the end of this document (following the attachment).

4. *We recommend the committee follow a Chair-elect system to provide continuity from one cycle to the next. By the necessity, the Vice-chair/Chair-elect will need to be a member entering the committee for the first year of the two-year term. This person will automatically*

become the Chair in the second year of the term. This person is to be selected by the committee.

5. That all members of the committee participate in an orientation regarding procedures and guidelines with respect to tenure and promotion criteria at the beginning of each submission and evaluation cycle.

We recommend that such an orientation become the first piece of business at the formation of each cycle's committee. It will be the responsibility of the incoming Chair (elect) to conduct such an orientation.

6. That departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria be made available to each member of the committee.

We have discussed this recommendation and have found that, in the one instance in which the material was provided, having this information available is invaluable to the determination process. Therefore, we recommend that the departmental criteria/guidelines for promotion/tenure be included with each candidate's portfolio.

7. That the committee perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.

We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process. We are now in the process of developing procedures/guidelines and doing a full process review.

8. That all portfolios submitted, regardless of recommendation(s), should move through the entire process.

We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process.

9. *The committee recommends that only the ten-page portfolio (including all forms as described in the Faculty Handbook Section 3.5.3) be forwarded to the committee and that all*

supplementary materials be maintained separately from those portfolios. The location of the supplementary materials will be determined by the VPAA.

- 10. The committee recommends that all portfolios that are incomplete or not in compliance with the stated Faculty Handbook guidelines(Section 3.5.3) be considered as non-responsive.*
- 11. The committee recommends that all language on all forms be regularized so as to avoid confusion in (e)valuation of a given candidate's credentials. This language is actually specified in the dean's paragraph in the Faculty Handbook 3.5.3, and the committee recommends this specific language be used at all levels and on all evaluation documents.*
- 12. For the purposes of this committee in this process, we recommend the cycle calendar begin with the promotion portfolios. Consequently, the committee will need to be (re)populated by the President as soon as is possible after the completion of the tenure portion of the cycle (in October), instead of along with all other University committees at the beginning of the Fall semester (in August), as this will allow time for orientation and preparation for the upcoming cycle.*

ATTACHMENT C

Procedure for selecting professors for the UNA Portfolio Review Committee

1. By February 1 of each year, the chair of the Faculty Affairs Committee will request an updated list from the VPAA's office of faculty that received tenure or were promoted to Associate or full Professor during the last twelve months. The names of these professors will be added to the appropriate college on the Portfolio Review Committee Eligibility Spreadsheet.
2. By February 1 of each year the chair of the Faculty Affairs Committee will request a list from the VPAA's office of any associate or full professors that left the university during the previous twelve months and will update the Portfolio Review Committee Eligibility Spreadsheet.
3. By February 1 of each year the chair of the Faculty Affairs Committee will request a list from the VPAA's office of any associate or full professors that were hired with tenure by the university during the previous twelve months and will update the Portfolio Review Committee Eligibility Spreadsheet.
4. By February 1 of each year the chair of the Faculty Affairs Committee will update the Portfolio Review Committee Eligibility Spreadsheet for the members of the committee that are currently serving on the Portfolio Review Committee.
5. Those professors that have served on the PRC, with the dates of their service, will be highlighted in yellow so they can be exempt until all eligible faculty members in that college have served on the committee.
6. By March 1 the Faculty Affairs Committee will present a list of 15 eligible professors for service on the Portfolio Review Committee to the Faculty Senate Executive Committee.
 - The Faculty Affairs Committee is encouraged to consider demographic characteristics of those rolling off the Portfolio Review Committee so that the Committee will be balanced.
 - Business and Arts and Sciences should have at least three eligible faculty members listed, and other colleges/constituencies should have at least two eligible faculty members listed.
 - At least one associate professor and full professor must be listed from each college/constituency. In the event that there are no eligible faculty members from one of these ranks, two eligible faculty members from the other rank may be recommended.
 - In the event that only one faculty member from a college/constituency is eligible then only that individual will be listed for that college/constituency.
7. The Faculty Senate Executive Committee will present the final list of 15 eligible professors to the University President by April 1.
8. Once the President finalizes the newly appointed committee, the Portfolio Review Committee Eligibility Spreadsheet will be updated with names of appointed faculty members and the dates for their term by the chair of the Faculty Affairs Committee. The Chair will also send an electronic copy of the spreadsheet to the Faculty Senate President and the assistant to the VPAA.

ATTACHMENT D

Possible Division I questions for spring 2012 Faculty Attitude Survey

I support UNA's move towards Division I athletics. (from Strongly Agree to Strongly Disagree)

I believe that UNA administration is doing a good job of addressing faculty concerns as it moves UNA towards Division I athletics. (from Strongly Agree to Strongly Disagree)

Open-ended question: Can you identify one aspect of the move to Division I athletics that you think UNA administration has done a particularly effective job of addressing and/or explaining?

Open-ended question: Can you identify one aspect of the move to Division I athletics that you think UNA administration could do a better job of addressing and/or explaining?

ATTACHMENT E

Insert for page 62--proposal sent to SGEC on 11/7/11

NEW COPY B

Retroactive Withdrawals. In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for retroactive withdrawal from the University. The request must be submitted to the Registrar normally within one year of the end of the semester of most recent enrollment. ~~The faculty who served as instructor(s) of record must be consulted regarding the request. The request must also be reviewed by~~ The instructor(s) of record and the dean(s) of the college where the courses are housed must be notified of the request. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal, they must contact the Registrar's Office up to 10 working30 calendar days after notification of the withdrawal request. If the recommendations of the ~~faculty member~~ instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. If the instructor(s) are no longer employed with the University, the department chair where ~~the each course(s) are~~ is housed submits the recommendation.

ATTACHMENT F

DRAFT

UNA Faculty Teaching Abroad (Self-Sufficient Funding Model)

1. Faculty-led short-term programs will be operated on a self-sufficient financial model.
2. UNA faculty may offer short-term study abroad programs during spring break, May intersession, and summer session.
3. Faculty teaching May intersession will not impact their normal summer teaching duties and pay.
4. Faculty teaching during spring break or May intersession will be paid on an overload basis (\$1,800) plus coverage of program expenses (airfare, accommodation, entrance fees, visa fee, travel insurance, etc).
5. Faculty teaching during the summer session will continue to be paid at 10% plus benefit and coverage of program expenses.
6. When faculty-led short-term study abroad programs' (spring break, May intersession, summer sessions) participation falls short of the minimum number required, faculty pay will be prorated in order to offer the program on a self-sufficient model.