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FACULTY HANDBOOK

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UNIVERSITY OF NORTH ALABAMA

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1. ORGANIZATION AND ADMINISTRATION

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1.1 BOARD OF TRUSTEES

The governing control of the University is vested in a Board of Trustees established by action of the State Legislature (HB 650, Act No. 773, September 9, 1967, Alabama Code Section 16-51-1 through 16-51-15 [1975] [1987]). The Board is composed of the Governor as president ex officio, the State Superintendent of Education as a member ex officio, and nine members—six within the area comprising the fourth and fifth congressional districts and three from the state at large. The trustees are appointed by the Governor by and with the advice and consent of the State Senate and hold office for a term of twelve years or until their successors are appointed and qualified.

The President of the Student Government Association serves as a nonvoting, ex officio member at the pleasure of the Board.

1.2 UNIVERSITY ORGANIZATION

The current organization for the internal administration of university affairs is reflected in the organization chart depicting the structure of administrative units and positions and the appropriate lines of authority and responsibility.

Under the policies and regulations approved by the Board of Trustees, the President of the University is vested with the authority and responsibility for the executive management of university affairs and is directly accountable to the Board. The President serves as secretary to the Board of Trustees.

The administrative organization is divided into five areas: provost/academic affairs; business and financial affairs; diversity, equity, and inclusion; student affairs; and university advancement. Each area is headed by a vice president. The Executive Vice President for Academic Affairs also serves as Provost of the University. In the absence of the President, the Provost and Executive Vice President for Academic Affairs serves as the chief administrative officer of the University. Three other university functions, athletics, general counsel, and governmental relations, report directly to the President. The administrators of these three functions, the Athletic Director, the General Counsel, and the Executive Director of Governmental Relations and Economic Development, serve with the five vice presidents to form the Executive Council.

1.3 FACULTY ORGANIZATION

The University Faculty is composed of all full-time persons holding tenure-track or non-tenure-track appointments in faculty rank (professor, associate professor, assistant professor, instructor/lecturer), and such other persons as may be so designated on the recommendation of the President and the approval of the Board of Trustees.

The Faculty Senate provides for study, initiative, and recommendation--as well as for prior review of and response to proposed changes—in the areas of academic policy and procedure and faculty welfare. The Senate provides nominations to shared governance committees and participates in budgetary review through representation on the University's Strategic Planning and Budget Study Committee. The Senate is composed of the Provost and Executive Vice President for Academic Affairs (ex officio nonvoting) and faculty representatives elected for terms of three years from and by full-time faculty of the academic departments. Departmental representation is based on the following: each department offering academic credit shall elect from its members full-time faculty holding the academic rank of

instructor/lecturer or higher in positions that are at least two-thirds non-administrative, one representative for departments having 1-13 members, two representatives for departments having 14-22 members, or three representatives for departments having 23 or greater number of members, provided that for the purposes of apportioning representation and voting, Library Services professional staff, Educational Technologies professional staff, and Kilby School teaching staff shall each be counted as a department. Fractional teaching loads of part-time and adjunct faculty members shall be considered in determining the number of representatives from a department. The Faculty Senate elects its own officers, executive board, and committees and meets monthly on the call of the chairperson. On the specific authorization of the Senate, the chairperson also may call and preside over a meeting of the faculty.

1.4 SHARED GOVERNANCE STANDING COMMITTEES

Shared Governance Standing Committees can be located at http://www.una.edu/sharedgovernance.

1.5 CURRICULUM COMMITTEE

The Curriculum Committee initiates, reviews, and recommends curricular change in courses and programs at the university level and communicates its deliberations and findings to the Provost and Executive Vice President for Academic Affairs. This committee reports to the Provost and Executive Vice President for Academic Affairs. The Curriculum Committee is composed of five faculty from the College of Arts, Sciences, and Engineering, recommended by the Faculty Senate; three faculty from the College of Business and Technology, recommended by the Faculty Senate; three faculty from the College of Education and Human Sciences, recommended by the Faculty Senate; one faculty from the Anderson College of Nursing and Health Professions, recommended by the Faculty Senate; and one student recommended by the Student Government Association. The Provost and Executive Vice President for Academic Affairs or designee; all deans; the Registrar; the University Librarian; the Chair of the Department of Interdisciplinary and Professional Studies; and the SACSCOC Accreditation Liaison are non-voting members of this committee.

1.6 GRADUATE COUNCIL

The Graduate Council reviews graduate issues, graduate faculty applications, etc., on a continuous basis; recommends policies, procedures, regulations, programs, and courses for graduate studies; serves as a board of appeal on graduate matters; annually nominates and selects representatives from the Graduate Faculty to the Graduate Council; and communicates its deliberations and findings to the President, and after discussion with the President, to the university community. Policies on the selection of Graduate Faculty and Graduate Council can be located in the Graduate Catalog.

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2. PERSONNEL POLICIES, REGULATIONS, AND PROCEDURES

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2.1 EQUAL OPPORTUNITY

The University's policy on Equal Employment Opportunity and Harassment can be located on the university's website at https://www.una.edu/employee-policy-manual/PDFs/Policies/Equal%20Employment%20Opportunity%20and%20Harassment%20Policy.pdf.

2.2 NON-DISCRIMINATION

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. UNA policies specifically prohibit the discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including C.F.R. 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator or the Assistant Secretary of Education in the Office for Civil Rights.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the university community who has reason to believe he/she has been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with university programs as the result of their misconduct. All vendors serving the university through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator, https://una.edu/titleix/staff.html, UNA Box 5023, 202 Guillot University Center, Florence, AL 35632, 256-765-4223, titleix@una.edu.

Reports of other forms of discrimination may be reported to the following areas:

Human Resources	256-765-4291 or humanresources@una.edu
Student Conduct	256-765-5012 or studentconduct@una.edu
University Ombudsman	256-765-5224 or ombudsman@una.edu

Reports may also be submitted through the Student Complaint Process available at https://www.una.edu/policies/appeals/student-complaint-form.html.

2.3 NEPOTISM (EMPLOYMENT OF RELATIVES)

As a state institution, the University is subject to Alabama Code, Section 41-1-5, which provides that: (c) Any person within the fourth degree of affinity or consanguinity of a public employee shall not be the immediate supervisor for or in the chain of command of, or participate in the hiring, evaluation, reassignment, promotion, or discipline of, the public employee within any state department…institution….or other agency of the state. Alabama Code, Section 41-1-5 (c) (1975).

This statute is applicable to all university positions, including temporary, part-time, and student positions. Furthermore, any committee member (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

2.4 FACULTY EMPLOYMENT PROCEDURES

The objectives of faculty employment procedures are to hire the most qualified faculty candidates, to create transparency in the search process, and to ensure that diversity and equity are achieved in all faculty searches. For the latter objective, the Vice President for Diversity, Equity, and Inclusion will provide assistance and guidance as outlined below.

The University defines diversity broadly as differences related to age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical disability, physical attributes, race, religion, sexual orientation, and/or socioeconomic status. Search committee chairs and members of the search committees are expected to maintain communication with the Vice President for Diversity, Equity, and Inclusion throughout the search and screening processes. In the event that a search committee chair and the Vice President for Diversity, Equity, and Inclusion do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member. Under the University's enabling act, appointments to the faculty are made by the Board of Trustees upon written nomination by the President. As a matter of practice, and by express delegation of authority, the University Administration has approved the following procedures for faculty selection and appointment. (Also refer to Appendix 2.A, Policies Concerning Adjunct Faculty)

2.4.1 Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty

A search process is initiated when the Provost and Executive Vice President for Academic Affairs indicates that an existing position vacancy may be filled or, after consultation with the President, that a new position may be created from university resources.

1. Identification of Search Committee. Once a position has been authorized, the department chair will include, as a part of the Request to Fill/Advertise electronic form, a listing of proposed search committee members (in the appropriate field in the Online Employment System – OES). Search committees will be formed from a pool of all full-time department members, including the department chair, and should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity and those with fewer than five eligible members may select additional committee members from the campus and/or community at large. In order for an individual to serve on a search committee, he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the Vice President for Diversity, Equity, and Inclusion for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the Vice President for Diversity, Equity, and Inclusion and Assistant Vice President for Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified applicants.

2. Development of Job Advertisement. The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a cover letter, curriculum vita, including references, and unofficial transcripts at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The Vice President for Diversity, Equity, and Inclusion will advise as to his/her approval via the OES. If not approved, the Request to Fill/Advertise will be returned by the Vice President for Diversity, Equity, and Inclusion to the originator of the request for needed information. The Provost and Executive Vice President for Academic Affairs shall approve the advertisement and make the final decision as to where the advertisement shall appear.

3. Receipt of Applications. All applications and supporting materials will be received and initially processed by the Office of Human Resources. Applications and supporting

materials are immediately available to the Vice President for Diversity, Equity, and Inclusion via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the Vice President for Diversity, Equity, and Inclusion via the online employment system.

4. Access to Application Material. Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate dean, the Provost and Executive Vice President for Academic Affairs, and Vice President for Diversity, Equity, and Inclusion via the OES.

5. Confidentiality of Material. Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from the applicant. Members of search committees are asked to sign a Confidentiality Agreement pertaining to all committee and candidate deliberations.

6. Review of Applications. The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position. The committee members may find it useful to complete Form 1 (refer to Appendix 2.B) or create a modified version of this form to assist them in the selection process. The committee will review applications and supporting materials and develop an initial list of candidates with a realistic chance of receiving an offer. With the concurrence of the Vice President for Diversity, Equity, and Inclusion (via the OES), videoconference/telephone interviews may be conducted with a wide range of qualified applicants to gain initial information with respect to the candidates' qualifications.

7. On-Campus Interviews. Following videoconference/telephone interviews, the search committee chair will designate its top candidates (typically 2 or 3) recommended for an on-campus interview. Additional candidates may be invited with approval from the Vice President for Diversity, Equity, and Inclusion, AVPHR, and the hiring unit's senior administrator. Fewer top candidates may be invited for this purpose if the Vice President for Diversity, Equity, and Inclusion and chair concur that none of the other candidates have a realistic chance of receiving an offer. In cases where some or all of the finalists must travel a substantial distance to campus, the Provost and Executive Vice President for Academic Affairs shall be consulted regarding the availability of financial resources for the particular search. This may limit the number of candidates ultimately invited for a campus interview. The chair of the search committee, department chair, and dean approve the list which is then submitted to the Provost and Executive Vice President for Academic Affairs for approval. If the chair of the search committee, department chair, or dean disagrees concerning the list of chosen candidates, the Provost and Executive Vice President for Academic Affairs shall meet with both parties in order to reach a final agreement. In cases where disputes are not rectified, the Provost and Executive Vice President for Academic Affairs shall decide which candidates shall be invited for campus interviews.

8. Arrangements for On-Campus Interviews. After approval is given to invite candidates for campus interviews, the chair of the search committee shall arrange interviews, including meetings of the finalists with the search committee, the department, the department chair, and dean. The Provost and Executive Vice President for Academic Affairs will participate in interviews at the department chair level or higher, and the Provost and Executive Vice President for Academic Affairs and President will participate in interviews at the dean level or higher. Resume materials for candidates with on campus visits will be available via the online employment system.

9. Interview Format. A set of interview questions to be asked of each candidate shall be prepared by the search committee before campus interviews are conducted. Other questions aside from the prepared questions may be asked as well during the campus interview. As part of the interview process, the finalists may be afforded an opportunity to make a presentation to the members of the department and the university community and to answer questions in open meetings. All departmental faculty, the department chair, the dean, the Vice President for Diversity, Equity, and Inclusion, the Provost and Executive Vice President for Academic Affairs, and President shall be provided, upon request, with evaluation/comment sheets regarding the applicants.

10. Final Evaluation of Candidates and Recommendation for Hiring. The search committee shall consider each written evaluation before making its recommendation. Further discussions between the search committee and those who completed written evaluations of the candidates interviewed are permitted as needed. Upon conclusion of all deliberations, the search committee shall recommend candidate(s) to the department for the position. If multiple candidates are recommended, these may be ranked or unranked. The members of the department shall vote on the committee's recommendation. The chair of the search committee shall prepare a written report for the department chair and dean detailing the results of the search committee's decision and results of the departmental vote. This report will include a brief evaluation of the interviews for each candidate afforded a campus interview. The department chair and dean will review the report and recommendations, make a decision, and notify the departmental faculty. The department chair will also consult with the Vice President for Diversity, Equity, and Inclusion to confirm that all diversity candidates have been given full consideration prior to a final recommendation to and selection by the President. The department chair will assign the recommended candidate the status of "Recommend for Hire" and all candidates not selected the appropriate statuses in the OES. Upon these status changes, the OES will prompt the department chair to complete the Hiring Proposal form and forward to the appropriate dean via the OES. Once all approvals are obtained, the Hiring Proposal will be forwarded to the Office of Human Resources via the OES. The Office of Human Resources will perform the appropriate background checks, and the Office of the Provost and Executive Vice President for Academic Affairs will prepare an employment contract for the President's signature. After an employment contract is offered to the candidate and accepted, the department chair will complete the Search Summary Form. Once the form is received via the OES, the candidate will be offered the contract of employment.

11. Lack of Consensus for Recommendation or Candidate Declines Offer. If the dean of the college disagrees with the recommendation of the department, the reason(s) shall be provided to the chair of the search committee. The search committee shall either recommend another candidate from the list of those interviewed on campus, recommend that other candidates from the applicant pool be invited for a campus interview, or recommend that the search process be reopened. Final approval for each alternative rests with the Provost and Executive Vice President for Academic Affairs. The same alternatives shall apply if the candidate or candidates decline the offer of the position. If a search is cancelled or suspended at any time throughout the process, all parties shall be informed of the reason(s).

12. Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the Vice President for Diversity, Equity, and Inclusion, the Provost and Executive Vice President for Academic Affairs, and the AVPHRAA.

13. Where appropriate, the search committee should consult the following links for additional information on search protocols: https://www.una.edu/humanresources/employment.html; https://www.una.edu/employee-policy-manual/PDFs/Policies/Employment%20of%20Foreign%20Nationals%20Policy.pdf

14. Review of Procedures. These procedures should be reviewed periodically by the Office of the Provost and Executive Vice President for Academic Affairs with input from areas conducting searches the prior year and the Faculty Senate.

2.4.2 Faculty Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on receipt by the Provost and Executive Vice President for Academic Affairs of the official transcript of the highest degree attained. If any of an applicant's 18 graduate semester hours in the relevant teaching discipline are taken from a degree(s) that is not the highest degree attained, an official transcript of that degree(s) must also be submitted. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of an offer of appointment shall be in writing.

2.4.3 Background Checks

The University's statement on Background Checks can be located at https://www.una.edu/employee-policy-manual/PDFs/Policies/Background%20Checks.pdf.

2.5 TYPES OF APPOINTMENTS

The University uses three types of faculty appointments—tenure-track, non-tenure-track, and adjunct—as follows:

2.5.1 Tenure-Track

These appointments are for full-time positions and are subject to university policy on tenure and any provisions in individual contracts of employment. Tenure-track faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.

2.5.2 Non-Tenure-Track

All new, full-time, non-tenure-track faculty members enter the institution with the rank of Lecturer, with a standard 5-5 teaching load and performance evaluation based upon teaching and service only. Deans have the discretion to reduce the teaching load as needed in their respective colleges due to unique circumstances, workload distribution, accreditation concerns, or college needs. For the first five (5) years of employment, Lecturers serve on one-year, renewable contracts.

After five (5) years of uninterrupted, meritorious service, Lecturers may immediately apply for promotion to Senior Lecturer, via submission of a dossier/portfolio to be evaluated through the UNA tenure and promotion processes. For faculty seeking promotion to Senior Lecturer, an electronic portfolio will be submitted by April 1. Upon promotion to Senior Lecturer, incumbents would receive a $5,000 salary increase and a five-year (renewable) employment contract. After five additional years of service, Senior Lecturers are eligible to apply for a $3,000 performance incentive, based upon excellence in teaching and/or service; and can do so every five years thereafter.

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA as of June 30, 2018, or in any academic year following that date, can apply for promotion to Senior Lecturer via electronic portfolio by April 1 in the year in which they become eligible. Those with fewer than five years' service can count their service years towards the five-year minimum for promotion to Senior Lecturer. All current full-time, non-tenure-track faculty members will have a standard 5-5 teaching load the academic year following implementation of this policy. Promotions awarded will take effect in the fall of the year in which they are awarded.

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year—with the appointment terminating automatically at the end of the period specified, except as noted above. For reappointment guidelines, non-tenure-track instructors/lecturers should refer to Appendix 2.C, Recommended Practices for Reappointment of Full-Time Faculty at the Instructor/Lecturer Rank. Non-tenure-track faculty are not eligible for promotion or tenure, other than noted above, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.5.1 may request that their years of non-tenure-track service at UNA be counted toward their years of probationary service. Prior to the time that an offer of tenure-track employment is made, the department chair will meet with the employee regarding the proposed number of years to be counted, including the impact on tenure, and will consult with the dean who will

make a recommendation to the Provost and Executive Vice President for Academic Affairs. The tenure-track employment letter will specify the years, if any, of non-tenure-track employment credited toward the employee's tenure-track probationary period. The relevant documentation of years of probationary service will be maintained by the Office of the Provost and Executive Vice President for Academic Affairs and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information.

2.5.3 Adjunct

These appointments are part-time assignments specifying both the part-time workload and the period of time—normally one term—with the appointment terminating automatically at the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to this link (refer to Shared Responsibility for Employers Regarding Health Coverage; Final Rule – specifically section VI.C.) Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers' Retirement System of Alabama. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or full-time status are stipulated. (Refer to Appendix 2.A, Policies Concerning Adjunct Faculty)

2.6 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE

2.6.1 General Criteria for Promotion and/or Tenure

As a regional, state supported institution of higher education, the University of North Alabama engages in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. Faculty members seeking promotion and/or tenure are expected to demonstrate significant contributions in support of this mission as reflected in accomplishments specific to the criteria below.

1. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty. The candidate is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting mentoring and student research and creative activity; 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 knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques. The non-teaching faculty candidate (e.g., Librarians, Instructional Designers, etc.) is evaluated upon evidence of professional effectiveness such as the following: knowledge of the field, including current developments in the field; demonstrated active concern in providing resources that support student, faculty, and staff development and enhance academic

progress; effectiveness in oral and written communication; and ability to develop their own unique contribution to their area and the university.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The candidate is evaluated upon the University of North Alabama's mission in research (including basic, applied, and pedagogical research, creative accomplishments, and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

3. Effectiveness in Rendering Service. The candidate is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; contributions to academic and university development and growth, including grants submissions and sponsored research; effective performance on committees and administrative assignments; and contributions to the improvement of student life. Evidence of service outside the university should ideally be related to the faculty member's profession or should contribute to promoting the University. Other contributions to the community are encouraged; however, such efforts should not constitute a majority of the evidence for effective service.

In addition to the three areas of general criteria, faculty members in areas with regional and specialized accreditation standards shall satisfy applicable credential and performance requirements.

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

2.6.2 Special Criteria by Ranks for Appointment, Promotion, and/or Tenure

Faculty ranks of the University, including librarians, and educational technologists, are lecturer, senior lecturer, 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, not including visiting (open rank) professor appointments. Appointment, continued employment and consideration for tenure of supervising teachers at Kilby Laboratory School are subject to all relevant Alabama laws and Alabama State Board of Education policies governing P-12 public school teachers. Determination of rank is established at the time of initial appointment. The years of appropriate experience are calculated at the end of the academic year prior to appointment. The academic year in which a promotion portfolio is submitted will count toward appropriate cumulative experience for that rank. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, dean, and the Provost and Executive Vice President for Academic Affairs based on duties, needs of the University, and available funds.

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of departments, in cooperation with their respective deans, to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what their departmental expectations are for promotion and/or tenure, and year-to-year success, and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the deans and the Provost and Executive Vice President for Academic Affairs to monitor equity of expectations across the University.

For non-teaching faculty, effectiveness in role as library or educational technology services faculty is evaluated instead of teaching effectiveness. The following criteria and procedures below do not apply to Kilby School and the Department of Military Science because of the special nature of those departments. Faculty from the Department of Military Science will not serve on promotion committees.

Minimum Qualifications by Rank (Also refer to Appendix 2.D/2.D.1, Timeline for Promotion and/or Tenure)

1. Lecturer/Senior Lecturer/Visiting (Open Rank) Professor. Appointment to this rank typically requires possession of a master's or higher degree in the field of assignment. For appointments without the master's or higher degree in the field of assignment, there must be evidence of related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

2. Assistant Professor. Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career. As per the terms of the letter of employment, faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Lecturer. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the faculty member is automatically eligible for promotion to the

rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the Provost and Executive Vice President for Academic Affairs.

3. Associate Professor. Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

   Promotion to Associate Professor: Faculty will be required to be evaluated for promotion and/or tenure no later than the sixth year of service as an Assistant Professor at UNA. Faculty employment contracts may, upon approval by the dean and the Provost and Executive Vice President for Academic Affairs, include credit for up to three years of service at the assistant professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. The relevant documentation of years of probationary service will be maintained by the Office of the Provost and Executive Vice President for Academic Affairs and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information. An Assistant Professor must serve a minimum of two years at UNA prior to the review of the promotion and/or tenure application in the third academic year of employment at UNA.

4. Professor. Appointment, promotion to this rank, and/or tenure, requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. In addition, a minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least six of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

   Promotion to Professor: Faculty will be eligible to be evaluated for promotion no earlier than the sixth year of service as an Associate Professor at UNA. Faculty employment contracts may, upon approval by the dean and the Provost and Executive Vice President for Academic Affairs, include credit for up to three years of service at the associate professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. The relevant documentation of years of probationary service will be maintained by the Office of the Provost and Executive Vice President for Academic Affairs and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information. An Associate Professor must serve a minimum of two years at UNA prior to the review of the promotion application in the third academic year of employment at UNA.

   Tenure for Full Professors: Faculty appointed as full professors will apply for tenure after completing at least two years of service at UNA.

Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenured and tenure-track departmental faculty) and by the dean for a waiver of the aforementioned credential and experience requirements for tenure and/or any rank may be granted by the Provost and Executive Vice President for Academic Affairs.

2.6.3 Annual and Mid-Tenure Review

The department chair is responsible for meeting annually with each faculty member seeking promotion and tenure to discuss their annual evaluation (Appendix 3.D). Additionally, all departments will conduct an internal mid-tenure review, convening a committee of all tenured faculty, using the department's tenure and promotion guidelines. For faculty members granted one year of prior service, as well as those commencing their tenure at UNA without any credited years of service, the mid-tenure portfolio submission will be submitted in the spring of their third year. Those granted two years of prior service will submit their mid-tenure portfolio in the spring of their second year, while those with three years of prior service will submit in the spring of their inaugural year. Faculty members starting their employment during the spring semester will commence this timeline in the subsequent fall semester. The mid-tenure review will not be tied to reappointment or non-reappointment, as the normal annual review serves that purpose.

Faculty members will submit a digital portfolio during the spring semester. By February 9, the candidate is responsible for submitting a digital portfolio via the online database that UNA has established for this purpose consisting of the following (applications will open January 9):

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages).

2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose

3. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose

    a. Education (institution, major, minor, degrees awarded, and dates degrees were awarded)
    b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
    c. Other teaching or library/educational technology services experience (describe and include dates)
    d. Other related experience (describe and include dates)

4. Supporting information for the following items, as outlined in section 2.6.1, submitted via the online database that UNA has established for this purpose

    a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty
    b. Effectiveness in Research, Scholarship, and Other Creative Activities
    c. Effectiveness in Rendering Service
    d. Any other relevant information pertaining to the college or department

The mid-tenure review process will consist of reviews by the department's tenured faculty, the department chair, and the dean's office. The department chair shall convene a mid-tenure review committee, consisting of all tenured faculty. The department chair or designee will supervise the election of a committee chairperson.

After all members have reviewed each portfolio, the committee will meet *en masse* to discuss each portfolio. By March 1, it is the responsibility of the mid-tenure review committee chair to compile formative comments regarding strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and report to the department chair. By March 8, the department chair will provide the candidate with the peer committee's summary and offer the opportunity for the candidate to submit (within one week on March 14) additional information for the department chair to consider prior to completing their own review.

By March 22, the department chair should prepare a written review covering the findings of the faculty committee, characterizing the faculty recommendations, and provide an evaluation of the candidate's progress toward tenure and promotion. The evaluations from the faculty committee and department chair with the candidate's materials will be submitted to the dean's office by the department chair.

By April 15, the dean's office will prepare an evaluation of the candidate's progress toward tenure and promotion after review of the materials submitted by the candidate, faculty committee, and chair. After all feedback is provided, at minimum the department chair and/or dean will meet with the candidate to discuss their progress towards earning tenure and promotion.

Faculty should understand that the mid-tenure review process does not constitute a commitment to grant or deny tenure in the future. Mid-tenure review discussions and decisions should be based on the departmental and college tenure and promotion guidelines and the requirements and procedures set forth in the Faculty Handbook.

2.6.4 Procedure for Promotion and/or Tenure

Faculty whose employment began prior to the 2017-18 academic year are covered by the promotion and/or tenure policies found at Appendix 2.E, unless a request to opt in to the current promotion and/or tenure policies is made to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs no later than the end of the 2021-

22 academic year. Opting in to the new policies does not allow for a combination of the two policies. The policy contained herein is effective for all new faculty hires beginning with the 2017-18 academic year.

An award of promotion and/or tenure is not a right but a privilege that must be earned by a faculty member on the basis of their performance and promotion during a probationary period. The granting of promotion and/or tenure is never automatic. Promotion and/or tenure is granted after a faculty member has been evaluated by a committee made up of tenured faculty members in a department, the department chair, the dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if a sufficient reason exists for doing so.

Approved leaves may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and the Provost and Executive Vice President for Academic Affairs at the time leave is granted.

A. Faculty Members Who Are Not Department Chairs

The initiation of the promotion and/or tenure review process is the responsibility of the faculty member. It begins when the faculty member submits by e-mail to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and/or tenure and notify the candidate by May 15. This notice to the candidate shall be made in writing and sent through official university communication methods, including email. Failure to notify the candidate by this deadline does not automatically constitute a grant of promotion, tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be recommended by the dean to the Provost and Executive Vice President for Academic Affairs.

For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted by October 1 of the final academic year of probationary status via the online database that UNA has established for this purpose. For faculty seeking promotion only, an electronic portfolio that provides evidence of accomplishments will be submitted by October 1 via the online database that UNA has established for this purpose. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status (See Section 2.6.4). The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D/2.D.1.

The electronic portfolio will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on the online database that UNA has established for this purpose and will be accessible only by the

administration and committee members involved in the promotion and/or tenure review process.

Application for Promotion and/or Tenure (Refer to Appendix 2.F)

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages)

2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose

3. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose

    a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
    b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
    c. Other teaching or library/educational technology services experience (describe and include dates)
    d. Other related experience (describe and include dates)

4. Supporting information for the following items, as outlined in section 2.6.1, submitted via the online database that UNA has established for this purpose

    a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty
    b. Effectiveness in Research, Scholarship, and Other Creative Activities
    c. Effectiveness in Rendering Service
    d. Any other relevant information pertaining to the college or department

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. The University Librarian serves the function of chair and dean in Collier Library and Information Services. The Executive Director serves the function of chair and dean in Educational Technology Services. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of

less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a committee chairperson. After all members have reviewed each portfolio, the committee will meet *en masse* to discuss each portfolio and vote on each candidate by secret ballot. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose. The evaluation form, composed by the candidate's peer promotion and/or tenure committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include discipline specific accomplishments relative to effectiveness in teaching; research, scholarship, and other creative activities; and service. The final evaluation form for each candidate will be approved by the peer promotion and/or tenure committee prior to its submission via the online database that UNA has established for this purpose. Each candidate will have access to the committee's final form through the online database that UNA has established for this purpose. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

Responsibility of the Department Chair

The department chair will evaluate the portfolios of the candidates in their department and complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank and recommend for or against the granting of promotion and/or tenure. No later than December 1, the department chair will submit their evaluation form for each candidate via the online database that UNA has established for this purpose. The University Librarian serves the function of chair and dean in Collier Library and Information Services. The Executive Director serves the function of chair and dean in Educational Technology Services.

Responsibility of the College Dean

The dean will review the candidate portfolios in their college and the materials presented by the peer promotion and/or tenure committee and the department chair, complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure, recommend for or against the granting of promotion and/or tenure and, by February 1, submit the evaluation form via the online database that UNA has established for this purpose.

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

The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the peer promotion and/or tenure committee, the department chair, and dean, and the committee chair will complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure as reported on the numerical secret ballot vote to recommend for or against the granting of promotion and/or tenure and, by March 15, submit the evaluation form via the online database that UNA has established for this purpose. 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 from each constituency plus at-large faculty to total nine. 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 fifteen (15) eligible members to serve in this pool. Appointment to the pool and service on the committee is limited to faculty who are tenured and hold rank as Associate Professor or Full Professor. From this pool of candidates, the President of the University will annually, in June, 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 and/or tenure.

Duties of the committee may include, but are not limited to, reviewing promotion and/or tenure portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to promotion and/or tenure 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 promotion and/or tenure criteria; and concurring with, or not, the recommendations of candidates for promotion and/or tenure. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the portfolio (including all forms as described in section 2.6.3). All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.6.3) will be considered as non-responsive and rejected.

As soon as the annual committee membership is announced, the chair will call a meeting during the fall semester 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 promotion and/or tenure criteria, unique college criteria and policies with respect to promotion and/or tenure criteria, and university policies with respect to promotion and/or tenure criteria, will be made available to each member of the committee. After orientation, the committee will begin its work with review of tenure portfolios, followed by review of promotion portfolios. As soon as the portfolios become available, the chair will notify the committee of the availability of the portfolios via the online database that UNA has established for this purpose, 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 each portfolio, the committee will meet *en masse* to discuss each portfolio and vote on each candidate by secret ballot.

The committee will perform a year-end process/procedures review and prepare a report to be presented to the Provost and Executive Vice President for Academic Affairs by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Members of the University-Wide Promotion and Tenure Portfolio Review Committee participate with the understanding that all matters related to their deliberations remain confidential.

Responsibility of the Provost and Executive Vice President for Academic Affairs

By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the department chair, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President.

Responsibility of the President

By April 22, the final decision for or against the granting of promotion and/or tenure will be made by the President. No later than May 1, letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair. For faculty being considered for promotion and/or tenure to associate professor, the notification will occur during the final year of the probationary period. Faculty not approved for tenure will be issued a terminal contract. Promotion and/or tenure, and promotional raises, will become effective on the first day of the following fall semester.

B. Department Chairs Applying for Promotion and/or Tenure

Department chairs who are candidates for promotion and/or tenure will be evaluated using the same process as that described for other faculty members, except that the department chair review will be conducted by the associate dean of that college. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the dean will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion and/or tenure committee, and the evaluation by the associate dean, will be submitted via the online database that UNA has established for this purpose. The dean will evaluate the candidate's portfolio and, by February 1, will submit their evaluation form via the online database that UNA has established for this purpose. By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the

recommendations from the peer promotion and/or tenure committee, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President.

Evaluation Results

At each stage of the process, the evaluation form will be submitted via the online database that UNA has established for this purpose and made available to the candidate. The candidate may offer a rebuttal, if desired, via the online database that UNA has established for this purpose. The rebuttal(s), if any, will become a part of the application materials.

2.6.5 Renewal or Termination of a Probationary Appointment

Written notice of renewal or termination of a probationary appointment will be March 1. Written notice delivered via official university communication methods, including e-mail, before the specified dates shall be deemed sufficient notice. Otherwise, offers of reemployment will be made by an offer of appointment as specified in Section 2.4.2 above. Acceptance of an offer of reemployment must be made in writing and received by the Provost and Executive Vice President for Academic Affairs not later than thirty (30) calendar days following the offer.

The recommendation to renew or not to renew a probationary appointment normally will originate with the department chair or other immediate supervisor. Tenured members of the department also will be consulted. After review of the recommendation by the appropriate college dean, the Provost and Executive Vice President for Academic Affairs makes the final decision to renew or not to renew the appointment. The person affected will be advised of that decision in writing by the Provost and Executive Vice President for Academic Affairs. Probationary faculty who receive non-renewal notices as a result of tenure and promotion review will be retained for one academic year of employment prior to separation from the institution.

2.7 TERMINATION OF FACULTY APPOINTMENTS

2.7.1 Retirement

A faculty member electing to retire under options available through the Teachers' Retirement System of Alabama must submit written notice to the President not later than February 1 immediately preceding the expiration of the contract period. The effective date of retirement will coincide with the end of the contract period unless a different date is approved.

2.7.2 Termination for Cause

Termination of an appointment with tenure or of a probationary, non-tenure-track, or adjunct appointment before the end of the term specified in the letter of appointment may be affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty

appointments: professional incompetence; commission of a felony; gross neglect of duty; gross insubordination; excessive absenteeism; sexual harassment or other serious sexual misconduct; discriminatory harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the fitness of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuation of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, Grievance Policy, as they exist at the time the proposal for termination originates.

2.7.3 Check-Out Procedures

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Library Services, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other offices from which they may have borrowed equipment and/or owe charges. All university equipment must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencies, prior to his or her departure from the University.

Faculty members who are granted a leave of absence will meet with their department chair who will determine, with subsequent written notification to the Assistant Vice President for Human Resources and the Vice President for Business and Financial Affairs, which of the following check-out procedures will apply: employee returns keys to the Facilities Administration and Planning Office; employee returns all departmental equipment that may be needed during the employee's absence; employee returns all library materials, books, etc. that may be on loan to the employee; and employee returns all Information Technology Services equipment and materials that may be on loan to the employee. All faculty on leave of absence must obtain clearance from the Business Office and meet with the Office of Human Resources for health benefit information.

2.8 SANCTIONS LESS THAN TERMINATION

If the President believes that the conduct of a faculty member justifies disciplinary action or sanctions less than termination for cause, such action or sanction shall not be imposed unless the employee is availed of the due process procedures as set forth in the official policy statement, Grievance Policy.

2.9 DUE PROCESS PROCEDURES

This policy is applicable to faculty members with property interests in their jobs either in the form of tenure or set amounts of time remaining on contracts when either is subject to disciplinary suspension and/or dismissal from employment for cause. To assure the protection of individual rights and due process in actions involving the disciplinary suspension, dismissal, or other termination for cause (section 2.7.2, Termination for Cause), faculty members are entitled to procedural due process as outlined below:

Dismissal of a Tenured Faculty Member for Cause

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the University would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the Provost and Executive Vice President for Academic Affairs. Within fourteen (14) days*, the Provost and Executive Vice President for Academic Affairs should have a conference with the faculty member. At the conclusion of the conference the Provost and Executive Vice President for Academic Affairs will make a written recommendation to the University President with a copy to the faculty member.

The Provost and Executive Vice President for Academic Affairs' recommendation to the faculty member of the action proposed shall be in writing by certified or registered mail or by such other appropriate means as may provide delivery and proof of receipt. The recommendation shall also contain a statement of the charges or conditions supporting the action proposed as well as notice of the faculty member's right to a full and fair hearing before a Due Process Committee according to the guidelines established in this policy.

Due Process Procedures

A faculty member who receives notice of recommendation of disciplinary suspension or dismissal by the Provost and Executive Vice President for Academic Affairs may request, and shall be afforded, a hearing before a Due Process Committee. Failure to make a request in writing to the President within fourteen (14) days* after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before a Due Process Committee, and the President shall then make a final determination. On proper request for a hearing, as hereinafter provided, the President shall establish an ad hoc committee of five persons from the appropriate list of fifteen (15) nominees, from among tenured members of the University faculty, established for such purposes by the Faculty Senate at the beginning of each academic year. If the need arises during the summer terms, the President, in consultation with the Faculty Senate President, may make temporary appointments to fill vacancies on the committee.

Toward assuring a full and impartial hearing strictly on the merits of the case, due regard shall be given to the appointment to committees of persons with appropriate expertise and without bias or direct interest in the outcome, to provision for peer representation where relevant,

and to adherence to hearing procedures. Persons appointed to a Due Process Committee who deem themselves disqualified by reasons of bias or interest may be excused. The faculty member shall have the right of challenge of Committee appointments for cause and, if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall appoint replacements for members excused until a proper committee is established. The President shall designate one member of the Committee to act as chair or may appoint an additional ex officio nonvoting member to act as chair. The Committee may adopt supplemental rules and regulations for their governance and operation which are not in conflict with this resolution.

Due Process Hearing Procedures

1. Once a timely request for a hearing has been received by the President and a Due Process Committee has been established, the Committee shall, with due diligence, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
    a. If proper request for a hearing is made, the hearing shall be afforded not sooner than fourteen (14) or later than 21 days* from the date of receipt of the request, unless, by mutual agreement, other time limits are established by written agreement.
    b. The Due Process Committee Chair, in collaboration with both the Provost and Executive Vice President for Academic Affairs and the faculty member shall set the date, time, and place for the hearing and shall notify both parties of such in writing at least seven (7) days* before the hearing.
        i. The Committee or the Committee Chair may confer with the parties prior to the hearing in order to review procedures, provide for scheduling of witnesses and for any necessary exchange of documents or other information, and to achieve such other objectives as may make the hearing fair, effective, and expeditious. The Committee may consider, in advance of the hearing, the statement of grounds for the proposed action already formulated and such written response as the faculty member may elect to submit.
        ii. The Committee shall be responsible for establishing the order of procedure, for conducting the question of witnesses, for securing—if necessary--the presentation of evidence important to the case, and for developing such supplemental rules and procedures for its governance and operation as are not in conflict with other provisions of this resolution.
    c. At the discretion of the President, the faculty member may be suspended pending the outcome of the proceeding if such is determined to be in the best interest of the University, the faculty member, or both. Unless forbidden by law, the salary or wages of the faculty member so suspended will be continued during the time of suspension.

2. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to

secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the University, regardless of position, should be excluded or excused from appearing before the Committee, if available.

a. Not later than four (4) days* before the hearing, the Provost and Executive Vice President for Academic Affairs and the faculty member shall present to the Due Process Committee Chair a list of the names, addresses, and telephone numbers of all witnesses expected to be called to testify and the nature of the testimony and evidence to be offered by each witness.
b. At least four (4) days* prior to the hearing, both parties shall be permitted to inspect any affidavits or exhibits he/she intends to submit at the hearing.

3. During the hearing:
    a. Both parties shall be permitted to have an advisor or attorney present who will not serve in a legal capacity but rather as a consultant. An advisor/attorney is not allowed to speak on the party's behalf, object in any manner to any questions asked or discussions raised during the hearing, cross-examine or question witnesses in the hearing, or interrupt the hearing proceeding.
    b. A court reporter will be retained by the University to record the proceedings. A copy of the hearing transcript shall be prepared by the court reporter and distributed to both parties at no charge.
    c. The Committee, in consultation with the parties concerned, will determine whether the hearing should be public or private.
    d. Both parties shall be afforded the right to present their versions as to the charges or circumstances and to present their respective cases by way of such statements, affidavits, witnesses, and exhibits as he desires.
    e. Both parties shall have the right to confront and cross-examine all witnesses. The Committee may grant adjournments to either party to permit the investigation of evidence to which a claim of surprise is made.
    f. The Committee shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Reasonable effort should be made to obtain the most reliable evidence available.

4. The hearing will begin with the Provost and Executive Vice President for Academic Affairs (or the most appropriate academic administrator in the absence of the Provost and Executive Vice President for Academic Affairs) presenting the case for dismissal and continue with the faculty member presenting the case against dismissal. Each side may introduce evidence and/or call witnesses as desired. The faculty member and the University will have the right to cross examine all witnesses present. Affidavits are admissible whenever a witness cannot appear.

5. The burden of proof that adequate cause exists rests with the University and will be satisfied only by a preponderance (majority) of the evidence. The findings of fact in the decision shall be based solely on the hearing record.

6. The Committee, in executive session, may conclude: a) that adequate cause for the action has been established by the evidence; b) that adequate cause for the action has not been established by the evidence; or c) that adequate cause for the action has been established, but a penalty less than the action, including removal of tenure, would be more appropriate. The Committee may make any other recommendations it determines are appropriate. The Committee's written findings and recommendations shall be made to the President.

7. Within 14 days* of the receipt of the Committee's written findings and recommendations, the President shall render a decision and so notify the faculty member in writing. Should the President's decision be inconsistent with the findings and recommendations of the Committee, the President shall state his/her reasons to the faculty member and to the Committee. Although the President's action shall be final, the faculty member may appeal adverse findings to a subcommittee of the Board of Trustees.

8. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the President. The request must be in writing and filed within fourteen (14) days* after final notification by the President. If the affected faculty member does not timely request the Board's review of the President's findings and recommendations, the President's determinations become final and binding.

9. If the appeal if filed timely, the Board has the discretion to determine whether the review will be a de novo hearing or a review of the record.

10. Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Board, have been concluded.

Exceptions to Due Process Procedures

Title IX infractions: Pursuant to federal law, the appeals procedures for these infractions are separate and are detailed in the University's https://una.edu/titleix/policies-and-procedures.html.

Reorganizations, reductions in force, and nonrenewal of non-tenured faculty contracts: This procedure shall not be construed to limit the administrative discretion of the President to elect not to renew contracts of non-tenured personnel of the University or to terminate or abolish certain positions in the University for economic or other legitimate, nondiscriminatory, and constitutionally permissible reasons.

At will employees: At will employees are not entitled to due process procedures upon their termination from employment unless the President expressly grants them that right in a letter imposing the adverse action.

Definitions

The term "University" when used herein without further designation shall refer to the University of North Alabama.

The term "President" when used herein without further designation shall refer to the President of the University of North Alabama.

*Excludes weekends, University recognized holidays, and periods during which the University is closed.

2.10 FACULTY RECORDS

Permanent record files for faculty members are maintained in the Office of the Provost and Executive Vice President for Academic Affairs. Included in these files are employment agreements, personal data records, official transcripts, correspondence, and other relevant materials. Faculty records related to payroll are maintained in the Business Office; those records relating to benefits are maintained in the Office of Human Resources. All faculty records are maintained with proper regard for security and confidentiality. Access is limited to those persons whose positions carry authorization for record use and review. Faculty members may inspect their records by appointment.

Faculty members are expected to assist in keeping their records current by reporting changes affecting directory information, tax and benefit records, additional training and degrees, research, special honors and recognitions, offices and memberships, publications, and other pertinent information.

New appointees should contact the Office of Human Resources immediately to complete all appropriate forms, including tax withholding forms, applications for insurance, retirement system membership, and other university benefits. This must be done at least two weeks prior to the end of the month in which first payment is to be made.

2.11 APPLICATION OF HANDBOOK

The provisions of this Handbook are general guidelines the University intends to apply in every applicable case. None of these provisions is intended, however, to induce continued employment or otherwise to be an offer of a contract of employment for a definite duration or to constitute an employment contract or to create a property interest under Alabama or Federal law. Initial employment contracts, and notices of promotion and tenure, are in the form of separate documents as specified in Section 2.4.2 above and must be in writing and signed by the President of UNA. This section shall not be construed, however, to affect adversely the rights of tenured faculty members in any way.

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3. RIGHTS AND RESPONSIBILITIES

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3.1 ACADEMIC FREEDOM AND RESPONSIBILITY

The University is firmly committed to the principle of freedom of thought, inquiry, and expression. Learning flourishes only in an atmosphere where this principle of liberty prevails, where issues are openly debated, ideas exchanged, convictions freely expressed, and truth vigorously pursued. Academic freedom is a valuable right of both faculty and students, dependent, in turn, on corresponding responsibilities for its proper exercise. No member of the university community may, in the exercise of academic freedom, deny the corresponding right of any other member of the university community, nor interfere with the legal and proper function of the University.

3.1.1 Statement on Professional Ethics

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. Professors strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in light of their responsibilities to

their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

American Association of University Professors, 1966, revised 1987

Modified by the University of North Alabama, 1993

3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

3.2.1 Assignments

The Registrar's Office defines "semester" as the period of the calendar (fall, spring, and summer) while "term" denotes the specific duration of the course (e.g., 16-week, first 8-week, interim sessions). During fall and spring school semesters, full-time faculty members are considered to be on duty beginning two business days before regular classes start through the close of term as published in the University Calendar.

Teaching assignments are determined by the chair of the department, the dean of the college, and the Provost and Executive Vice President for Academic Affairs. The chair of the department is encouraged to consult with the faculty in determining assignments.

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester for a tenure-track faculty member and 15 credit hours for a(n) instructor/lecturer. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special

courses for credit on an overload basis at the rate of $40 per credit hour generated in such courses.

2. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of $800 per class credit hour or $700 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

3. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.

4. In the calculation of faculty workloads, undergraduate courses, cross-listed with graduate courses, will count as one course.

5. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.

6. A team-taught course will be credited to each faculty member as one course toward each faculty member's regular teaching load. Faculty are expected to use a collaborative model and to attend all class sessions. Discretion may also be given to colleges based on individual circumstances. Applications for team-taught courses will be submitted to the Provost's Office.

7. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.

8. Released time beyond the standard teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research. Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Provost and Executive Vice President for Academic Affairs.

9. The following teaching loads apply when faculty teach graduate courses.

    a. nine credit hours if only graduate courses are taught; and
    b. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and, upon recommendation of the department chair, approval by the college dean and academic vice president.

10. Summer teaching is not mandatory but when it occurs, the credit hours are typically limited to six hours whether they be graduate or undergraduate hours.

11. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week during terms in which they have teaching assignments. Faculty office hours may be held physically, virtually, or a combination of both as best fits the needs of the course(s) and academic program. Working with the department chair and subject to approval by the dean of the college, the full-time faculty members in each academic department are responsible for determining the office hour policy for the department. Scheduling office hours in excess of seven hours per week or on days that the faculty member does not have scheduled classes is at the discretion of individual faculty members. Faculty members will list their office hours on all syllabi at the beginning of each term.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

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

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

Department chairpersons have responsibilities according to their job descriptions which may, in turn, vary somewhat according to the size and type of department. However, department chairpersons have some general responsibilities that apply to all. These general responsibilities include: teaching classes in the department, developing departmental curriculum, requesting and administering an adequate departmental budget, and creating departmental course schedules that accurately reflect faculty workloads. The department chairperson has major responsibilities for leadership in the university’s institutional effectiveness program. The department chairpersons also have the responsibility of representing the Administration to the faculty as well as the faculty to the Administration. Due to the special nature of the department chairpersons' position that involves both faculty and administration and due to the duties they have that go beyond the

normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs retain any increases that were realized throughout the term appointment. "Across the board" raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

Department chairs will receive an $8,000 supplement each year, a six-hour teaching load reduction in the fall and spring semesters, and a three-hour teaching load reduction during the summer semester.

3.2.5 Off-Campus Instruction

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

3.2.6 Interim Periods

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through study abroad is arranged with individual faculty members through the department chair and college dean.

3.2.7 Overloads for Department Chairs

During the academic year, chairs of departments may participate in university administrated grants and contracts where the grant provides funding support for course buyouts or course releases. Specifically, the funding agency authorizes the use of grant funds to offset that portion of the department chairs' time and effort dedicated to executing the grant, with no resulting increase in responsibilities. When the grant does not provide funding support for course buyouts or course releases, chairs of departments may not assume course overloads or extra-duty responsibilities associated with university-administered grants or contracts except as required by unforeseen emergencies and as based on determination of the chair of the department and approval of the dean of the college.

3.3 PARTICIPATION IN UNIVERSITY ACTIVITIES

In addition to the primary academic responsibility, the obligations for a faculty member extend to participation in other activities and functions through which the purposes of the University are served.

3.3.1 Academic Advisement

Faculty responsibility for student academic advisement includes both informal contacts with students and formal advisory assignments made by the chair of the department or the dean of the college. Faculty are also expected to accept responsibility for advisement in minor fields upon request by a graduate student.

The purpose of academic advisement at UNA is to provide students a supportive relationship with an academic advisor. This relationship offers information and guidance to assist students in making decisions leading to the fulfillment of their educational, career, and life goals. Given this purpose, the goals of academic advising are:

1. To promote a clear understanding of the courses required to fulfill degree requirements;

2. To monitor student progress toward completion of degree requirements;

3. To assist students in the selection of courses with regard to the level of difficulty and class load, especially as that pertains to employment, campus involvement, and personal lives; and

4. To promote student awareness of opportunities and experiences that will enhance their educational experiences such as practicum, internships, honors, and study abroad programs.

5. To assist students in interpreting academic policies and procedures.

6. To serve as an institutional gateway to campus resources and services that will enrich students' university experience and facilitate student retention.

7. To encourage the development of short-term and long-term educational goals and an action plan for goal attainment.

8. To model professional behaviors as encouragement for students to develop similar behaviors in readiness for the world of work.

3.3.2 Commencement

In an effort to celebrate student academic achievement, members of the faculty are invited to participate in commencement exercises. Faculty who volunteer to attend must wear proper academic regalia, which may be purchased through the University Bookstore.

Members of the faculty are allowed to present diplomas to children, spouses, and parents at commencement. Anyone wishing to present a diploma must request the opportunity to do so in advance and must wear full academic regalia.

3.3.3 Curriculum Development

Curriculum development leading to new majors, programs or courses, or the revision of existing programs or courses, normally originates in the academic department. Typically, faculty members with expertise in a particular area develop proposals for departmental review. Proposals are developed outlining the changes and a rationale and are submitted with recommendations to the department chair. The chair reviews the proposal, signs the appropriate approval documents, and forwards the proposal to the college dean. The college dean convenes the college-wide curriculum committee to review the proposal. Once approved and endorsed by the college dean, it is forwarded to the Office of the Provost and Executive Vice President for Academic Affairs for initial review. If approved, this office submits the proposal to the appropriate university-wide faculty curriculum committee. For undergraduate changes, the proposal is submitted to the Undergraduate Curriculum Committee. For graduate changes, the proposal is submitted to the Graduate Council and to the university Director of Graduate Studies/ACHE Liaison. In addition, proposals for new degree programs will be posted by campus e-mail for review by the faculty. Comments are to be submitted to the Curriculum Committee Chair for undergraduate proposals and Graduate Council Chair for graduate proposals. The comment period will be 15 working days before a Curriculum Committee/Graduate Council agenda is issued, excluding holidays. Once the comment period has been completed, the Curriculum Committee and/or Graduate Council will review the proposal, any faculty comments, and any comments from the department and/or college submitting the proposal and take action on the proposal. Different forms are used to transmit curriculum changes to the appropriate faculty committee. At the undergraduate level, the UCC (Undergraduate Curriculum Committee) form is used. At the graduate level, the Graduate Council New Course and Course/Curriculum Change Proposal Form is used. If the curriculum changes are approved by these campus-wide faculty committees, they are transmitted back to the Provost and Executive Vice President for Academic Affairs for final approval and addition to the university catalogs. If proposals involve new curriculum programs (majors) or course fees, they must also be approved by the Council of Academic Deans, the President, and University Board of Trustees. Significant changes in existing programs and/or new programs must also be submitted to the Alabama Commission on Higher Education for review (departments should refer to the ACHE website for procedures). If curriculum changes represent a substantive change in program mission for the University, they must be reviewed and/or approved by the Commission on Colleges of the Southern Association of Colleges and Schools (departments should refer to the SACSCOC website for procedures). Significant changes in teacher education programs leading to certification must be further reviewed by the Alabama State Department of Education and significant changes in nursing must be further reviewed by the Alabama Board of Nursing and the Commission on Collegiate Nursing Education.

In certain situations, proposals for broad-based and/or multidisciplinary changes may originate and be proposed by units outside the academic departments. Examples include the university-wide curriculum committees, the Council of Academic Deans, and/or ad hoc faculty committees appointed as part of the shared governance process. The types of changes these groups might submit include changes in the general education curriculum or graduation requirements, and/or new programs that include multiple disciplines. Multi-disciplinary and

other curriculum proposals originating outside of traditional departments are submitted to the Council of Academic Deans to be reviewed by the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC). After review by the NTICC, such proposals and/or change recommendations are submitted to the Office of the Provost and Executive Vice President for Academic Affairs and are subject to the same approval procedures outlined above. Consideration of curricular change normally involves informal discussion, not only within academic departments, but also within and between the several levels of academic administration. Proposals are presented in writing and include the reasons and justification for the change; the impact of the change on other courses and program; and an analysis of the staff, equipment, library, and other instructional resources to be required. A timeline for submission of proposals is developed each year to ensure inclusion in the undergraduate and graduate catalogs.

Members of the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC) will be nominated by the Council of Academic Deans and the Faculty Senate at the last meeting in the spring semester and be appointed by the Provost and Executive Vice President for Academic Affairs. The NTICC will consist of eight faculty members with staggered two-year terms. The first appointment effort would identify four faculty members for two-year terms and four faculty members for a one-year term so that at least half of the membership will return in year two. After that, four faculty members will be replaced annually. The membership of the NTICC will be constituted as follows: there must be at least one full-time faculty member selected from each of the four colleges, and one full-time faculty member selected from among Library Services, Educational Technology Services, or University College. The remaining three NTICC members will be at-large and will be selected by the Faculty Senate. They can come from any discipline. During even-numbered years in the spring semester, the Deans of the Colleges of Business and Technology, Education and Human Sciences, and the University Librarian. and the Director of Educational Technology Services will appoint faculty members from their respective colleges/areas to the NTICC from among eligible faculty, and the Faculty Senate will nominate one faculty member to serve on the committee. The University Librarian and the Director of Educational Technology Services will nominate a faculty representative from among Library Services, Educational Technology Services, or University College faculty members. During odd-numbered years in the spring semester, the Dean of the College of Arts, Sciences, and Engineering and the Dean of the Anderson College of Nursing and Health Professions will appoint faculty members from among the eligible faculty of their respective colleges, and the Faculty Senate will nominate two faculty members. Members may serve up to two consecutive terms but must then rotate off the NTICC for at least one term before being eligible for reappointment as a NTICC member. All selections of faculty for membership on the NTICC shall be submitted to the Provost and Executive Vice President for Academic Affairs by June 1, and the Provost and Executive Vice President for Academic Affairs will provide the appointment. The NTICC will select a chair from among its second-year members and a vice chair from among its first-year members. The Vice Chair will automatically become Chair the following year.

Any course or curriculum proposal originating outside of a traditional academic department (or any interdisciplinary proposal) must be submitted to the Council of Academic Deans (COAD) via the Manager for Academic Affairs. With concurrence from the COAD, the Manager for Academic Affairs will forward the proposal to the Chair of the Non-Traditional and

Interdisciplinary Curriculum Committee. The NTICC Chair will be responsible for convening the NTICC as needed and will report to the COAD. After review by the NTICC and the COAD, curriculum proposals will then be forwarded to the appropriate university-wide curriculum committee (UCC) or Graduate Council for review. Proposals will then follow the same procedure as those originating within traditional academic departments.

The process for ongoing evaluation of curriculum is embedded in the institutional effectiveness assessment plan for the University. All academic departments complete annual planning and assessment reports. The reports are two-fold. The first report occurs at the beginning of the academic year and identifies programmatic goals related to curriculum. The second report occurs at the end of the academic year and identifies accomplishments related to those goals and proposed curriculum and programmatic changes needed to address academic improvement. These reports are prepared by the academic department chair in collaboration with departmental faculty and are submitted for review and analysis by the appropriate college dean who in turn submits them to the Office of Institutional Research (OIR). Academic departments also conduct a five-year evaluation based on a rotating schedule. The five-year report affords an in-depth evaluation of departmental programs and curricula. These reports are reviewed by the college dean. The University also maintains a five-year Strategic Plan. With each five-year cycle, academic departments are asked to assess curriculum and propose changes as part of the strategic planning process. It is also expected that departments will review the feedback from student course evaluations that are conducted each semester to help improve instruction and curriculum.

3.3.4 Faculty Meetings

All faculty are expected to attend faculty meetings as scheduled. Meetings of the faculty as a whole occur on the call of the President or the Provost and Executive Vice President for Academic Affairs. College and departmental meetings are called as needed.

3.3.5 Learned Societies and Professional Associations

Faculty membership and regular, active participation in relevant learned societies and professional associations are encouraged as a matter of professional development and responsibility. Through the approval of the chair of the department and the dean of the college, provision is made for attendance at society and association meetings, particularly at the state and regional levels. Attendance at meetings at total or partial expense reimbursement is not restricted to program participants or officers, although these evidences of recognition through presentation of papers, program responsibilities, and office holdings are given due consideration in initial approval. Except for select institutional membership, no provision is made for the payment of individual membership dues. Approval for attendance does not remove the faculty member's obligation for proper advanced arrangements for classes. To the extent possible, requests for absence and for travel expense in connection with meetings should be anticipated for the forthcoming year and directed to the chair of the department early in the fall term.

3.3.6 Sponsorships

Most student organizations, including fraternities and sororities, honorary societies, academic clubs, and service groups, are dependent upon faculty and staff sponsor-advisers. Some organizations direct requests for service to faculty and staff members individually. In other cases (e.g., the Student Government Association, the University Program Council, the Panhellenic Council, the Interfraternity Council, etc.) advisers are administratively appointed. Since these organizations contribute substantially to the purposes of the University, faculty members are encouraged to accept such service when requested, provided the service does not interfere with regular assignments.

3.4 UNIVERSITY AND COMMUNITY INVOLVEMENT

Faculty members are encouraged to participate in and support appropriate out-of-class university functions and activities of an educational, cultural, recreational, civic, or social nature. On occasion, classes are dismissed for special programs on the authority of the President and/or the Provost and Executive Vice President for Academic Affairs.

Announcements in class of important programs and events are requested of faculty from time to time through official channels. As citizens of the community, as well as members of the university staff, faculty members similarly are encouraged to participate in and support those affairs and activities of the community through which their expertise, standing, and leadership may make a contribution and through which university-community relations are enhanced.

3.5 RESEARCH AND CONSULTING ACTIVITIES

From time to time, the University receives requests from business and industry, governmental agencies, schools and school systems, and other agencies and individuals for consultative services, research, and project leadership by university personnel. In addition, individual faculty members often wish to apply for project or research grants from governmental agencies or other external sources of funding. The university administration desires to cooperate in and facilitate such endeavors whenever feasible and possible and to maintain adequate records regarding them. Requests for such contractual services or proposals for grants must be referred to the Director of Sponsored Programs prior to the submission of a proposal or execution of a contract. The proposal or contract should be submitted to the Director of Sponsored Programs seven business days in advance of the proposal or contract deadline to allow adequate review and processing time.

Review of contracts or proposals is required to verify that the information contained in the documents is in compliance with university, state, and federal guidelines. The Director of Sponsored Programs is responsible for these activities and functions. Policies, definitions, and procedures which relate to faculty and staff research and consulting activities are set forth in Appendix 3.A.

3.6 PATENT POLICY

The University's Patent Policy can be located on the university's website at https://www.una.edu/employee-policy-manual/PDFs/Policies/Patent%20Policy.pdf.

3.7 COPYRIGHT POLICY

The University's Copyright Policy can be located on the university's website at https://www.una.edu/employee-policy-manual/PDFs/Policies/Copyright%20Policy.pdf.

3.8 STUDENT COPYRIGHT NOTICE

UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners.

3.9 OUTSIDE EMPLOYMENT

Faculty positions, unless otherwise stated, are considered to be full-time positions. Before accepting other additional employment or entering into self-employment activities, full-time faculty must determine that such employment would not adversely affect their responsibilities to the University. If it can be reasonably anticipated that such outside employment might interfere with fulfilling these responsibilities, the faculty member must discuss the matter with and obtain written approval from appropriate university officials. (refer to Appendix 3.B) No outside teaching obligations with another institution or high school should be accepted without prior written approval from the Provost and Executive Vice President for Academic Affairs. Faculty members should not accept outside employment which impairs their ability to fulfill their contractual obligations to the University. Outside employment cannot be used to justify unusual teaching schedules, office hour times, or relief from other normal faculty responsibilities.

3.10 ABSENCES

In the event of illness or other unanticipated circumstances requiring absence from duty, the chair of the department (or the dean of the college if the department chair is not available) should be notified as soon as possible. Any personal time off with pay can be considered only under provisions for sick leave and must be reported to the Office of Human Resources via Banner Self-Service.

The full policy on sick leave can be located at https://www.una.edu/employee-policy-manual/PDFs/Procedures-Processes-Programs/Sick%20Leave.pdf. Sick leave is granted to faculty in relation to eight-hour workdays. When a faculty member is absent from the University for a full day, eight hours of sick leave should be reported as long as the faculty member had a

class or office hour during that day. Four hours of sick leave should be reported if the faculty member is absent only one-half day and thereby misses a class or office hour. When a faculty member is absent less than one-half day and misses assigned duties, sick leave should be reported in one-hour increments.

Requests for approval for absence in connection with appropriate meetings and other off-campus activities are made in advance to the chair of the department and the dean of the college. Time away from assigned duties on approved university activities is not chargeable to sick leave. Approval for absence does not remove the obligation for proper arrangements for classes.

3.11 FACULTY RESEARCH/DEVELOPMENT

The performance of the University is the cumulative result of the performance of each person employed by the University. The purpose of faculty development is to increase the teaching or research effectiveness of individuals to enable them to contribute to the University's overall mission. Thus, the goals of development are of mutual benefit to the faculty and the University. This is accomplished by enhancing employees' knowledge, skills, and attitudes that have a positive impact upon teaching performance and on helping them reach their fullest potential as members of the university team.

Each university-funded grant for development should be based on this philosophy. The University makes available a limited amount of resources for faculty development grants which, within specific regulations found on the Application for Faculty Development, allow faculty to:

1. Be partially reimbursed for costs for additional graduate course credit;

2. Attend noncredit workshops or seminars that extend a faculty member's knowledge in his or her current teaching area or broaden teaching areas which will benefit the University;

3. Attend noncredit workshops or seminars related to accreditation; and

4. Pay costs in relation to specific certification which, in turn, are of benefit to the University.

Faculty research and development monies are disbursed to the Provost and Executive Vice President for Academic Affairs who will distribute to the college deans, University Librarian, and Executive Director of Educational Technology Services percentages of those monies based on full-time faculty. The money will be distributed according to the following procedure.

Deans/University Librarian/Executive Director of Educational Technology Services will establish a Research and Development Committee which will review requests for research and development support and will recommend approval to the Dean of the College/University Librarian, and Executive Director of Educational Technology Services who will grant final approval. Requests should be submitted to the offices of the college dean/University Librarian/Executive Director of Educational Technology Services. Interested faculty will submit proposals to the committee.

1. Grants will be made for October 1 to September 30 time periods (or less as designated in the proposal). Projects lasting more than one year may be extended by notifying the appropriate college dean/University Librarian/Executive Director of Educational Technology Services.

2. Faculty development monies will be limited to full-time faculty.

A proposal not approved will be returned to the faculty member. For funded projects, documented evidence that the objectives were accomplished must be submitted to the department chair and dean upon completion of the project.

3.12 LEAVE OF ABSENCE

At the convenience of the University and subject to the approval of the Provost and Executive Vice President for Academic Affairs, a faculty member may be granted leave of absence without pay for up to one year for purposes of advanced training, health or disability, parenting responsibilities, or other justifiable cause. A second year may be granted by the Provost and Executive Vice President for Academic Affairs after review of university needs and, in the case of health or disability, a medically documented reasonable expectation that the faculty member will be able to return to full academic activities. If a faculty member has been granted a one-semester leave of absence and wishes to be granted a second semester of leave, he/she must request such in writing to the Provost and Executive Vice President for Academic Affairs by November 1 for the following spring semester or by April 1 for the following fall semester. If a faculty member has been granted a one-year leave of absence and wishes to be granted a second year of leave, he/she must request such in writing to the Provost and Executive Vice President for Academic Affairs by April 1. The University will hold the faculty position open only during the granted leave of absence but will not hold the position beyond two academic years. A faculty member on leave cannot return to work prior to the end of the granted leave period. Time taken as leave of absence, unless otherwise stated in writing prior to the beginning of the leave of absence, does not add to experience levels for purposes of promotion, salary, tenure, accrual of absence leave, or retirement benefits. A faculty member approved for leave of absence may arrange for continuation of health, vision, dental, cancer, and intensive care insurance benefits as well as long-term disability at the member's expense. Other university-sponsored insurance is not in effect while the faculty member is on leave.

3.13 PARENTAL LEAVE

Full-time faculty may seek workload adjustment options for parental leave by working in conjunction with their department chair and dean in order to allow for eight weeks of leave provided the baby is born or adopted during the academic year or close to the beginning of the academic year. This policy only applies to full-time regular faculty members. It does not apply to adjunct faculty or graduate assistants.

Some examples of workload adjustments options that may accommodate the leave include:

- A faculty member teaching courses for the first 8 weeks of the semester and then holding a 100% research appointment for the last 8 weeks of the semester.

- A faculty member having a reduced teaching load and increased service responsibilities (e.g., assisting with responsibilities relating to program assessment plans or an upcoming accreditation visit).
- A faculty member having a continuity plan for their courses (i.e., teaching their courses in-person at the beginning of the semester and switching to online delivery the latter part of the semester).

Procedure for Requesting Leave

As soon as possible, the faculty member should notify her/his department chair of the due date or adoption date and request assistance in planning a workload adjustment plan that would accommodate the parental leave.

The department chair, in consultation with the faculty member, will propose a workload that accommodates the leave. The plan will make clear the expectations for the portion of the semester that the faculty member will not be on leave. Depending on when the baby is born or adopted, the faculty member may be able to teach courses typically taught during the semester. To ensure that a faculty member has eight weeks of parental leave, a faculty member may be asked to pick up different responsibilities during the portion of the semester that s/he is available to work full time. This plan will be sent to the dean for review and commentary and then forwarded to the Provost and Executive Vice President for Academic Affairs for final approval.

Faculty members and their supervisors must document leave time, and colleges will initiate a conversion to unpaid status if the faculty member does not return to work at the end of the approved paid leave period.

Tenure Clock Extension

A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year tenure clock extension. The extension is automatic in order to allow faculty members to make decisions in their best interests regarding work and family demands without fear of negative consequences for requesting an extension.

A faculty member who has qualified for FMLA leave while holding a tenure-accruing appointment will receive an automatic a one-year extension of the date on which the probationary period would end. Only two such extensions are allowed.

Under no circumstances would the length of a faculty member's probationary period exceed eight years of full-time service except where the faculty member has agreed in writing that a year in which the faculty member qualified for FMLA leave or took leave without pay will not count towards the probationary period.

Individual faculty may choose to opt out of the automatic extension and elect to come up for tenure in the original year established when the faculty member was hired.

3.14 FACULTY DEVELOPMENT LEAVE

PURPOSE

A faculty member has three academic functions: teaching, service (to the university profession and community) and research (scholarly or creative pursuits). The faculty development leave program is designed to provide released time in support of a major initiative targeted toward one of these three functions. Development leaves are not available to support completion of an advanced degree.

ELIGIBILITY

Faculty 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 UNA prior to submission of a faculty leave application;

2. 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.

APPLICATION AND SELECTION PROCESS

The Faculty Development Leave Application Form is located in Appendix 3.C. Applications for development leave must include (1) a Faculty Development Leave Application Form, (2) a current curriculum vita, and (3) an application, 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 is submitted electronically by the faculty member to his/her 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 application, address how the leave will affect the faculty member's development, length of the leave, the regular scheduling of his/her courses, discussion of alternative instructors for those courses, and how the leave will positively impact the University. This discussion is intended to create support for the application by the department chair. If an application is not supported at the department level, the applicant may directly solicit help from his/her dean.

Applications from department chairs are submitted electronically directly to the appropriate dean. Written recommendations concerning each application will be submitted electronically as the application is forwarded through each review level.

FACULTY DEVELOPMENT LEAVE APPLICATION

1. APPLICATION. The application consists of two parts: (1) a formal written proposal (not to exceed 10 pages) and (2) an appendix of 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: describe a plan, if applicable, for the 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: costs, other than salary (e.g., travel), associated with the applicant's development leave, and funding sources (grants, stipends, additional salary or compensation, etc.), for each of those costs.

F. APPENDIX: the appendix will contain supporting documents, including, but not limited to, (1) a current curriculum vita, (2) a summary of previous activities which qualify the applicant to undertake the proposed faculty leave activity, and, if applicable, (3) verification that any support grants, stipends, and consortia arrangements relating to the development leave have been authorized and approved. The appendix should include only relevant documents and summaries.

    1. The Faculty Development Leave Application Form stating the applicant's understanding and agreement to the terms of the faculty development leave program must also be included.

FACULTY DEVELOPMENT LEAVE COMMITTEE

The Faculty Development Leave Committee shall consist of three tenured faculty members from the College of Arts, Sciences, and Engineering, two from the College of Business and Technology, two from the College of Education and Human Sciences, one from the Anderson College of Nursing and Health Professions, and one from Library/Educational Technology Services – with representation to alternate between Library/Educational Technology Services. Committee members shall be elected by a vote of full-time faculty from each College and Library/Educational Technology Services. Elections should be held as early in the semester

as possible in order that the Faculty Development Leave Committee may commence its work in September of each year.

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 Faculty Development Leave Application should be considered in view of the value it would have for the applicant's professional growth and the contribution it will make to the University of North Alabama. Some likely proposals include:

A. Advanced education. Advanced education **not** to be applied to a degree. A leave application 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/creative pursuits. A leave application should explain how the research and/or creative activity will contribute to the applicant's professional growth and contribution it will make to UNA.

APPLICATION PROCESS AND DEADLINES

The annual deadline for online application submission is October 1 of the academic year prior to the academic year of the proposed leave (e.g., an application for a leave during the spring semester must be submitted by October 1 of the previous year). If that date falls on a weekend, the due date is the Monday following October 1.

ROLE OF THE CHAIR

The applicant will submit electronically a completed application to his/her department chair. The chair verifies the applicant's eligibility, provides an evaluation of the application and a statement concerning the department's plan for dealing with the absence of the faculty member during the development leave, and forwards electronically the application to the dean on or before October 10. If that date falls on a weekend, the due date is the Monday following October 10.

ROLE OF THE DEAN

The dean adds an evaluation of the application and statements concerning the chair's plan to replace the faculty member during the development leave and forwards electronically the application to the Office of the Provost and Executive Vice President for Academic Affairs on or before November 1. If that date falls on a weekend, the due date is the Monday following November 1. The electronic applications will be uploaded to a secure UNA server accessible only by the Faculty Development Leave Committee member and administration involved in the review process.

ROLE OF THE FACULTY DEVELOPMENT LEAVE COMMITTEE

1. The Faculty Development Leave Committee evaluates and recommends faculty leave applications to the Provost and Executive Vice President for Academic Affairs.

2. The Faculty Development Leave Committee provides applicants with written feedback concerning strengths and weaknesses of an application upon request.

3. The Faculty Development Leave Committee then will submit its rankings with explanations to the Provost and Executive Vice President for Academic Affairs on or before December 1. If that date falls on a weekend, the due date is the Monday following December 1.

ROLE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Executive Vice President for Academic Affairs evaluates all applications and 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 Provost and Executive Vice President for Academic Affairs by December 5. If that date falls on a weekend, the due date is the Monday following December 5.

After the Provost and Executive Vice President for Academic Affairs makes a decision, he/she will inform the Chair of the Faculty Development Leave Committee, the individual applicant's dean, the individual applicant's department chair, and the faculty member. Upon request, the Provost and Executive Vice President for Academic Affairs will provide individual applicants with written feedback concerning strengths and weaknesses of his/her application.

In special cases, the recipient can request that the leave be rescheduled. Rescheduling must be approved by the department chair, academic dean, and Provost and Executive Vice President for Academic Affairs and be sufficiently justified in writing.

COMPENSATION AND 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 department chair, dean, and Provost and Executive Vice President for Academic Affairs. A faculty member on Development Leave retains all benefits.

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 Provost and Executive Vice President for Academic Affairs will constitute reason for exemption.

PUBLICITY

A suitable news release to announce the recipients of development leaves and their proposed activities will be coordinated by the Office of the Provost and Executive Vice President for Academic Affairs in conjunction with the Office of University Communications and Marketing.

FINAL REPORT

Within three months following the completion of leave, each leave recipient will present to the department chair and dean a report on accomplishments resulting from the leave. Eligibility starting date for succeeding faculty development leave begins with the academic year following submission of the report.

3.15 FACULTY ENGAGED IN INTERNATIONAL FELLOWSHIP OR EXCHANGE

The University encourages faculty to avail themselves of opportunities for lecturing and/or studying abroad, whether under the auspices of UNA's Faculty Exchange Program or an external source such as the Fulbright Program. The following policy is intended to provide guidelines within which the faculty member can feel free to explore avenues for a fellowship or exchange abroad, while at the same time ensuring continuity of his or her status and security within the university community.

3.15.1 Faculty on International Fellowship Leave

The faculty member will retain tenure or, if untenured, may choose to count the year abroad in the total number of years of university employment for purposes of tenure; pay family insurance premiums if applicable; be responsible for arrangements concerning property and personal effects during the time abroad; and comply with all regulations of the Alabama Teacher Retirement System regarding contributions to the TRS and RSA-1 annuities.

According to Alabama Teacher Retirement System policy, both TRS and RSA-1 annuity contributions must be payroll deducted. Therefore, unless the externally funded fellowship or grant is paid through the University (this arrangement must be explored on a case-by-case basis), the year abroad does not count toward the employee's total number of years as regards TRS

status. Any supplement awarded by the University will be reflected as a fraction of a year in the TRS (calculated on the basis of the preceding year's salary). During the time abroad, RSA-1 annuity payments may be suspended, and interest will continue to accrue.

The University will continue to pay the basic insurance coverage; factor across-the-board pay increases, if any, into the employee's salary, as if the employee had been employed on campus during the fellowship year; provide support through the Office of Human Resources in matters pertaining to insurance claims or other employment-related issues while abroad; maintain the seniority status of the faculty member within his/her department; and upon recommendation of the dean to the Provost and Executive Vice President for Academic Affairs, provide the faculty member additional assistance in meeting expenses during the leave year, provided funds are available.

3.15.2 Faculty in the UNA Exchange Program

The UNA faculty exchange program is a true "exchange" of professors with an institution abroad, using the J-1 Visa. The following regulations apply to UNA faculty participating in the UNA Faculty Exchange Program:

1. the UNA faculty member will receive his/her salary as usual and is eligible for across-the-board pay increases, if any, while he/she is abroad with insurance and other fringe benefits to be paid as usual;

2. travel expenses, or a portion thereof, for the UNA faculty member may be reimbursed by UNA if monies are available and approved; and

3. the UNA faculty member retains tenure, or if untenured, may choose to count the year abroad toward tenure; and the faculty member retains seniority status within his/her department.

3.16 FACULTY EVALUATION

The purpose of the Faculty Evaluation Program is to provide for a valid and reliable assessment of faculty performance based on designated areas of engagement approved by the University. Toward that end, all faculty members are expected to demonstrate continuous involvement and effectiveness in the areas of: (1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related to the faculty member's discipline and/or professional responsibilities; and (3) service performed on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community. Evaluation information (e.g., vita, faculty performance report, student evaluation rating summaries, and performance evaluation) shall be stored/maintained/archived in the online database that UNA has established for this purpose. Person(s) responsible for data entry of faculty information will be determined by department. It is the faculty member's responsibility to ensure accuracy of data entered.

3.16.1 Components of the Program

Updated Curriculum Vitae. The vitae shall contain detailed background and professional achievement data – educational background, degrees, teaching and other professional experience, scholarly and creative activities, service to the department, university, and community – and any information deemed relevant to the department or faculty member. The vitae shall be updated yearly **by April 15**.

Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to April 15** in order to discuss professional goals for the coming year (refer to Appendix 3.D). During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form (Appendix 3.D) a statement of accomplishments relating to the prior year's goals. The faculty member and the department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically to the appropriate academic dean for review.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and university libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form (refer to Appendix 3.D). Student evaluations will be administered online by the Office of Institutional Research every term. Student comments should be collected and given to the faculty member in a format that strives to provide anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses taught in non-lecture format. The course evaluation software provider will process the online evaluations in a timely fashion, and the instructor and department chair will be alerted as to when their reports are ready to view.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will provide each faculty member a written performance evaluation on the following schedule: by **September 15** every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair, dean, and the faculty member. The faculty member has the option of submitting a written response to the department chair by **September 30.**

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above.
Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

3.16.2 Use of the Results of the Program

The Faculty Evaluation Program is an integral component of the University's institutional effectiveness program. Departments will use information collected through the Faculty Evaluation Program in their departmental and academic program reviews with special care to document use of the program to improve teaching, research, and service.

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4. SALARY

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4.1 SALARY SCHEDULE

4.1.1 FULL-TIME FACULTY
4.1.2 ADJUNCT FACULTY

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 ADMINISTRATIVE SUPPLEMENT
4.2.2 SUMMER EMPLOYMENT
4.2.3 INTERIM SESSION EMPLOYMENT
4.2.4 INSTRUCTIONAL OVERLOAD
4.2.5 OFF-CAMPUS INSTRUCTION
4.2.6 DISTANCE LEARNING COMPENSATION

4.3 PAYMENT PROCEDURE

4.3.1 TENURE-TRACK FACULTY
4.3.2 NON-TENURE-TRACK AND ADJUNCT FACULTY

4.1 SALARY SCHEDULE

4.1.1 Full-Time Faculty

Faculty members on twelve-month appointments receive 20 percent of the nine-month salary for full-time instruction (six semester hours) during the summer term.

The University establishes competitive salaries for prospective faculty members. Prior to advertising for a faculty line, a hiring range is established based upon College and University Professional Association (CUPA) data, identified peers and other academic professional organizations. That identified range of approximately $5,000 allows chairs and deans latitude in negotiations while considering institutional budgetary realities.

Faculty who successfully receive a promotion receive the following fixed salary increase:
Instructor/Lecturer to Assistant Professor: $3,000
Assistant to Associate Professor: $7,000
Associate to Professor: $10,000

A compensation incentive strategy is provided for full Professors, intended to reward and recognize their commitment to the institution and its students, continued scholarly and research productivity, innovative and effective teaching, and continuous improvement.

Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates' fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio would be reviewed by the department chair, dean, the Provost and Executive Vice President for Academic Affairs, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review would occur in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

Evaluators of the portfolio would use a rating scale of 1-5 (highest) for the areas of teaching, research/creative performance, and service. Candidates would choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

50% teaching, 25% research/creative performance, 25% service
50% research/creative performance, 25% teaching, 25% service
50% service, 25% teaching, 25% research/creative performance

Successful candidates for the professor incentive compensation would receive a flat $5,000 salary increase. Unsuccessful candidates would receive feedback from the appropriate dean and be eligible to apply in subsequent years. Final determination for successful candidates

would be made by the President, in consultation with the Provost and Executive Vice President for Academic Affairs. Successful faculty members must wait five years before submitting another portfolio for review.

Faculty employed prior to August 15, 2018, will not experience a reduction in current salary (including research stipends) based on the transition from the faculty salary schedule.

4.1.2 Adjunct Faculty

Faculty employed on an adjunct basis are paid on an established adjunct rate per credit hour or contact hour.

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 Administrative Supplement

Chairs of departments and other faculty on special additional assignment may receive a supplement to their annual academic salary and/or a reduced teaching load according to the scope and responsibility of the department or special assignment.

4.2.2 Summer Employment

Faculty on nine-month appointments are given preference when additional staffing is needed for the summer term. Compensation is based on an established percentage of the nine-month salary. Any non-tenure-track faculty member who served in a nine-month faculty contract the year prior who is recommended for employment during the following summer term will be paid the established percentage of the nine-month salary rather than the established adjunct rate.

4.2.3 Interim Session Employment

If not a part of the basic employment agreement, supplemental payment for instructional or related assignments for courses or workshops conducted in interim sessions will be based on proportionate salary, adjunct rates, or other fixed amount, according to the nature of the assignment and agreement. Interim session courses should be approved a semester in advance by the department chair and college dean.

4.2.4 Instructional Overload

When exigencies require temporary assignment to instruction on campus beyond the established normal load, supplemental payment will be made on the adjunct faculty rate. Overloads are taught by faculty on a voluntary basis and must be approved by the department chair and college dean.

4.2.5 Off-Campus Instruction

Faculty members assigned to teach on an overload basis in off-campus locations beyond the immediate vicinity receive supplemental payment for the term in a fixed amount. If the assignment is part of the regular load, supplemental payment will be in the form of travel reimbursement only. These assignments must be approved by the department chair and college dean.

4.2.6 Distance Learning Compensation

Faculty, including adjunct faculty, will be compensated with the equivalent of a three-credit-hour overload payment for each initial development of a distance learning undergraduate or graduate course. The Anderson College of Nursing and Health Professions online program is exempt from this compensation proposal. Multiple faculty may participate in development of a distance learning course, but the compensation cannot exceed the equivalent of a three-credit-hour overload payment.

4.3 PAYMENT PROCEDURE

4.3.1 Tenure-Track Faculty

Faculty contracts, according to the faculty salary scale, are given on the academic year with summer employment being on an as-needed basis except for librarians and some earlier twelve-month faculty contracts. Faculty members are paid on a monthly basis in arrears as of the first of each month. Because of the nature of other benefits, faculty on nine-month appointments receive their compensation in equal monthly installments spread over the twelve-month period, unless other arrangements are approved by the Vice President for Business and Financial Affairs.

New members of the faculty, whose appointments begin with the fall term, will be paid on a monthly basis in arrears as of the first of each month; however, the first and last months of the pay period will be prorated for days worked.

4.3.2 Non-Tenure-Track and Adjunct Faculty

Faculty on full-time, non-tenure-track appointments are normally paid in 12 monthly installments with the first and last months of the pay period being prorated for days worked. Faculty on adjunct appointments are paid in three equal installments beginning on October 1 for the fall semester and on March 1 for the spring semester.

Non-tenure-track or adjunct faculty are employed for a specific period of time and all salary, wages, and/or other benefits will cease at the end of the specified contract term. Non-tenure-track faculty who are initially employed for a full academic year, and who are not reemployed by an official written offer and acceptance prior to April 1 of that academic year, will be treated for personnel and payroll purposes as if they will not be reemployed and will be paid in full on the June 1 payroll. All university contributions to benefits will cease May 31 of that year.

Non-tenure-track faculty who are reemployed after April 1 of any year will be treated as new employees beginning with their new contract.

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5. INSTRUCTIONAL PROCEDURES

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5.1 CREDIT HOUR POLICY

5.2 CLASS SCHEDULES AND ROOM ASSIGNMENTS

5.3 CLASS ROSTERS AND ROLL BOOKS

5.4 STUDENT WITHDRAWALS

5.5 STUDENT ABSENCES

5.6 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES

5.7 EVALUATIONS AND ASSIGNMENTS

5.8 FINAL GRADE APPEALS PROCESS

5.9 EXAMINATION SCHEDULE

5.10 STUDY DAY

5.11 TERM GRADE REPORTS

5.12 PROPER CLASSROOM DECORUM

5.1 CREDIT HOUR POLICY

Academic credit provides the basis for measuring the amount of work a typical student is expected to complete during a specified amount of academically engaged time whether the instructional interaction is in a traditional classroom setting, a laboratory, studio, internship or other experiential learning, or through technology-based (online) or other distance education instruction. A "credit hour" is a unit of measure reflecting the value the University assigns to the level of instruction, academic rigor, and minimum time requirements for courses taken at the University of North Alabama (UNA).

UNA employs sound, commonly accepted practices for determining the amount and level of credit awarded for courses, regardless of format, location, or mode of delivery. The University of North Alabama endorses the basic definition of a credit hour as determined by the federal government and supported by the Southern Association of Colleges and Schools Commission on Colleges.

According to 34 CFR 600.2, the federal definition of a credit hour is as follows:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Determination of Course Credit

At the University of North Alabama, the academic department determines the number of credit hours and level of credit to be awarded for the course and assigns a course number. Graduate level courses require additional research and application beyond the undergraduate level.

The department completes a formal proposal for a new course. The proposal is reviewed and approved by: departmental faculty, the Department Chair, Dean of the College, and the Undergraduate Curriculum Committee or Graduate Council depending on the level of instruction. The curriculum development and review process is detailed in section 3.3.3 of UNA's *Faculty Handbook.*

Instructional Schedule*

The University of North Alabama operates on the semester system, with two semesters (fall and spring) during the regular academic year. Fall and spring semester courses are scheduled for approximately 15 weeks, excluding holidays and spring/fall break, but including a week of final exams, resulting in approximately 14 weeks of class meetings.

Semester hours of credit are awarded based on the average number of minutes of instruction or the equivalent during the semester or term. Courses follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses.

For classes that meet on campus, the University of North Alabama follows these guidelines:

- Three-credit-hour daytime courses that meet three days per week meet for 50 minutes per class session. These courses meet for approximately 42 sessions per term.
- Three-credit-hour daytime courses that meet two days per week meet for 75 minutes per class session. They meet for approximately 28 sessions per term.

Fall or spring evening courses may meet one or two nights per week. The total number of meeting minutes per semester is used in the calculation of the total length of each class meeting for evening courses (2100 minutes for a three-credit-hour course).

Additionally, UNA offers courses in compressed schedule formats:

- For example, the Summer I and Summer II sessions are each approximately four weeks in duration. The combined summer term is approximately eight weeks in duration. Intersessions are approximately three weeks in duration.
- Courses offered in a compressed schedule session follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses. Therefore, the total number of instructional hours in courses offered in a compressed schedule session is approximately the same as the instructional hours in courses or labs offered during a regular semester session with the exception of some laboratory courses or sections, which may require more instructional time than typical courses.

*Note: Credit hour requirements of discipline-specific accrediting bodies or licensing units will be taken into consideration when credit hour determination is made related to the impacted academic programs.

Studio/Labs/Applied Music/Clinical Instruction

Studio art courses follow the standards of the National Association of Schools of Art and Design and meet 100 minutes per credit hour.

Labs associated with natural science courses meet for a length of time determined by the department, as follows: typically two hours per week in physics, earth science, engineering technology, geography, and most biology courses; three hours per week in chemistry,

engineering technology, occupational health science, and some upper level biology courses; and four hours per week in a small number of upper level biology courses. One credit-hour labs associated with the Department of Kinesiology involve approximately 120 minutes of lab instruction per week. One-credit-hour labs associated with chemistry or occupational health science courses involve approximately 165 minutes of lab instruction per week.

Applied music courses follow the standards of the National Association of Schools of Music: "a semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen to sixteen weeks" incorporating both lessons and practicing. Weekly lessons are one-half clock hour for one credit hour and one clock hour for two credit hours. Music technique courses offering group instruction in woodwind, brass, percussion, string, piano, and guitar are assigned one credit hour for two 50-minute class meetings per week. Music ensembles in the areas of band, orchestra, choral, opera/musical theatre, and chamber music are assigned one credit hour and vary in rehearsal hours per week ranging from 1.5 to 8 hours per week depending on the nature and mission of the ensemble.

Nursing follows the Federal Credit Hour definition, making allowances, as permitted by law, for the amount of work, measurements of student work, academically-engaged time and academic disciplines in its allowance of flexibility of the definition of credit hour as determined by the institution. Through this definition, lab (clinical) hours are considered “direct faculty instruction” and, therefore, credit hours.

Internships/Practica /Independent Study

For courses designed to include significant out-of-class experiences (e.g., student teaching, internships, etc.) and Independent Studies guidelines are set by the academic department for how the instructional time frame will meet credit guidelines outlined above. These courses require individual enrollment accompanied by a detailed contract specifying the nature of the student work product, learning outcomes, the frequency of meetings between the faculty member and student, and the method of final evaluation (grading).

In summary, within the relevant semester time frame, the policy is:

General University Guidelines:

One semester credit of scheduled/lecture course instruction = 50 minutes of instruction time per week
One credit of lab = 180 minutes of lab instruction time per week
Four-credit lecture/lab class = 330 minutes of instruction time per week (150 min. lecture/180 min. lab)
Eight-week and intersession courses still adhere to the UNA credit hour policy. Departments must ensure the class times for eight-week and intersession courses are scheduled accordingly to meet the credit hour policy

Examples of Discipline Specific Exceptions are as follows:
Art: One credit of studio = 100 minutes of instruction time per week
Biology: Three-credit lecture & lab course = 210-270 minutes of instruction time (100 minutes lecture & 110-170 minutes of lab) per week

Biology, Earth Science, Engineering Technology, and Physics: Four-credit lecture & lab course = 260-320 minutes of instruction time (100-150 minutes of lecture & 110-220 minutes of lab) per week
Chemistry and Occupational Health Science: One credit of lab = 165 minutes of lab instruction time per week
Kinesiology: One credit of lab = 120 minutes of lab instruction time per week
Music: One credit of group music instruction = Two 50 minute meetings per week
Music: One credit hour of music ensemble = 1.5 to 8 hours of rehearsal per week
Nursing: Six-credit lecture/lab class = 510 minutes of instruction time per week (150 min. lecture plus 360 min. clinical/lab experiences instruction time)

Online/Technology-Based Instruction/Distance Education

The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, campus-based courses in terms of course descriptions, expectations, assessments, and learning outcomes.

Courses delivered with technology emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses. The University employs the following terms and definitions relative to its course offerings:

Traditional Courses – Course activity is organized around scheduled class meetings.

Blended (also called Hybrid) Courses – Online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-face instructional activities.

Online Courses – All course instructional activity is done online; testing is conducted online and, where proctoring of exams is required, instructors offer students options beyond on-campus proctoring.

Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, conducting laboratory work, or completing an externship or internship.

The University of North Alabama courses delivered abroad or at other off-campus settings are developed by faculty to take full advantage of the unique location and be consistent with the expectations for academic engagement and instructional time articulated in the policy.

This policy will be reviewed by the UNA Council of Academic Deans on a regular basis and revised as necessary to maintain currency with updated guidelines and instructional changes.

5.2 CLASS SCHEDULES AND ROOM ASSIGNMENTS

The class schedule for each term is prepared in advance by the chairs of departments. Faculty members are expected to meet with their classes at the times and places designated on the schedule, to hold classes for the full period, and to dismiss classes promptly so that students can meet the next class on time. No permanent change of time or place of class meetings should be made except on prior approval of the dean of the college. Changes are recorded in the Office of the Registrar.

5.3 CLASS ROSTERS AND ROLL BOOKS

The official roster of students for each class is provided for the faculty member on-line. It is the responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not add a student to a class without supporting documentation. The grade book/spreadsheet showing the class grades throughout the term, as well as the final course grades given, must be retained for at least one year beyond the conclusion of the term for which it was used. Additionally, faculty members are required to retain documents that were used to compute grades but not returned to the students, such as exams and projects, for the same time period.

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. As requested by the Office of Student Financial Services, faculty members must report whether students have started attending their courses. Faculty members must also report the last date of attendance for any student who receives a grade of F, U, or NC. Documentation for the last date of attendance may be from attendance charts, exams taken, projects submitted, online course activity, or other means.

5.4 STUDENT WITHDRAWALS

Procedures through which students officially withdraw from a course or from the University are described in the undergraduate and graduate catalogs. Official withdrawal is approved by the appropriate instructor and the dean of the college. The instructor is notified by e-mail when the student completes the withdrawal process. Students officially withdrawing within the period designated receive a grade of "W" (withdrawal). Students "dropping" from courses or from the University without following official procedures receive a grade of "F." A withdrawal notice calling for a grade of "WD" indicates an approved withdrawal under exceptional administrative—rather than academic—procedures.

5.5 STUDENT ABSENCES

The University expects students to attend classes regularly and punctually and regards reasonable participation through attendance as integral to the award of credit. University regulations on student absence are located in the Undergraduate and Graduate Catalogs. The individual faculty member may establish stricter limits and accompanying grade penalties, according to the level and nature of the course, but stricter policies must be approved by the chair of the department, and the students must be properly informed at the beginning of the course. The department chair should try, as much as possible, to ensure that absence policies are uniform in multiple sections of the same course. Each faculty member should review his/her attendance policies for each course, keeping in mind the educational goals of the course. Attendance policies should be consistent with course objectives.

The student is directly responsible to the individual faculty member for absences and for making up work missed. For excused absences, makeup procedures should be provided by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided on the announcements page of UNA Portal from the Office of the Provost and Executive Vice President for Academic Affairs for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Office of the Provost and Executive Vice President for Academic Affairs of requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must secure advance permission. Implicit in an "excused absence," whether authorized by the Provost and Executive Vice President for Academic Affairs or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.

5.6 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES

With the advance approval of the chair of the department, a limited number of field trips or similar out-of-schedule class activities may be permitted for course-related purposes. Faculty members planning such activities must recognize that participation may not impinge on the student's obligation to other classes and commitments. Formal request to other faculty members to approve the absence of the participating student is made through the Office of the Provost and Executive Vice President for Academic Affairs, as described under Student Absences above. The request should list the students in alphabetical order by recorded name and L+last two digits of student ID number. The faculty member sponsoring the activity also must advise the students to seek advance permission from the concerned faculty member for their absence.

5.7 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member. Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

The faculty member shall make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act, the university policy on Academic Honesty, the Title IX statement, and a statement that the University of North Alabama's official communication vehicle is UNA Portal – with an emphasis on e-mail (accessed through the homepage at http://www.una.edu). Good practice also requires that evaluations are properly reviewed, graded, and the grade promptly made available to the student. Any student evaluation material that is not returned to the student should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of, examinations.

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty are found in the Undergraduate Catalog.

5.8 FINAL GRADE APPEALS PROCESS

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to the student. Faculty retention of coursework records is recommended in section 5.2 of the Faculty Handbook. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (refer to Undergraduate Catalog)

The faculty member is the sole determiner of the grade awarded in a course and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further grade review, the following process should be followed.

1. The student should submit the Final Grade Appeal form indicating the nature of the complaint to the department chair in the department where the course is housed and request a

review of the assigned grade, indicating that an initial review has been performed by the faculty member issuing the grade. The Final Grade Appeal form is available on the Academic Affairs website.

2. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should indicate this on the Final Grade Appeal form and contact the dean of the college where the course is housed and request a review of the assigned grade. The Final Grade Appeal form should be forwarded to the dean by the department chair.

3. At either the department chair and/or dean level the faculty member may be asked to reevaluate the assigned grade.

4. If the student wishes to appeal further, i.e., to the Provost and Executive Vice President for Academic Affairs, in these rare and unusual circumstances the student shall indicate his/her decision on the Final Grade Appeal form. The Final Grade Appeal form will be forwarded to the Provost and Executive Vice President for Academic Affairs by the dean. The Provost and Executive Vice President for Academic Affairs will determine if the evidence is strong enough to warrant further review, i.e., the burden of proof is on the student to make a strong case that merits committee review. In this case the appeal shall be forwarded to the university Grievance Committee (appointed by the President annually). Any members of the department where the grade appeal resides would be excused from this review. The Grievance committee will make a recommendation to the Provost and Executive Vice President for Academic Affairs.

5. Following the decision, the student and the faculty member shall be notified and provided a rationale for the decision.

6. All grade appeals shall be initiated no later than six weeks after the term in which the grade was issued.

5.9 EXAMINATION SCHEDULE

The schedule for term final examinations is issued by the Office of the Registrar. Examinations are scheduled for periods of one hour and forty-five minutes each and normally cover four days in a semester and one day in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

5.10 STUDY DAY

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for

this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

5.11 TERM GRADE REPORTS

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

5.12 PROPER CLASSROOM DECORUM

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the statements above within the class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance, please refer to the university's policy on threats in the workplace.

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6. INSTRUCTIONAL RESOURCES

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6.1 TEXTBOOKS AND MANUALS

6.2 GENERAL EQUIPMENT AND MATERIALS

6.3 COMPUTER EQUIPMENT AND RESOURCES

6.4 LIBRARY RESOURCES AND SERVICES

6.5 EDUCATIONAL TECHNOLOGY SERVICES

6.1 TEXTBOOKS AND MANUALS

Selection of textbooks and class manuals is made by the faculty member and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be resolved by the dean of the college. Orders should be made according to the following schedule: October 15 for spring and March 15 for summer and fall. Textbook materials are recorded so that students may secure them by course number. When determining the quantities to be ordered, along with the adoption of different texts, faculty members must consider current inventories, potential losses from unreturnable or unsalable texts, and storage capabilities. Chairs of departments are expected to work closely with the bookstores and college deans in these matters.

Faculty may produce their own materials relating to classroom activities and distribute them to students without a charge. The cost of photocopying or producing materials will be absorbed through the departmental supplies budget. Faculty may not sell any materials directly to students.

If a faculty member wishes to produce specialized materials that students in his or her class must have and the cost of producing these materials is such that it will be a burden on the departmental supplies budget, the faculty member can arrange to have the materials produced and sold through the University Bookstore and the private sector bookstore without being paid royalties.

If a faculty member wishes to produce materials for student use and also receive a royalty from their sale, the materials must be published by a non-vanity commercial publisher where the materials are made available for adoption at other schools. Royalties paid to the faculty member under these arrangements come directly from the publisher.

6.2 GENERAL EQUIPMENT AND MATERIALS

The acquisition and servicing of equipment and instructional materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes. Faculty members are expected to confer in advance with the chair of the department on anticipated needs for the next year and to assist in the preparation of specifications and orders. The Business Services Office coordinates with cost centers in taking advantage of special discounts, services, and shipping arrangements and of the economies of large-scale purchases. Faculty members are expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area.

6.3 COMPUTER EQUIPMENT AND RESOURCES

A technology fee is paid by all students for the purpose of technology renewal and replacement. A major portion of this money is expended each year for the upgrading and/or replacement of personal computer, networking, infrastructure, and computer laboratory equipment. The remaining money is held in reserve for major equipment (servers, telecommunication switches, etc.) replacement.

The Director of Information Technology Services acts as the clearinghouse for requests dealing with office and computer laboratory upgrades/replacements. The requests are reviewed by the Technologies Advisory Committee which meets at the beginning of the fall semester to prioritize requests for laboratory upgrades. Lab equipment is usually replaced on a rotational basis. Among the criteria influencing replacement decisions are the age of the lab equipment, student usage, and any special needs of the lab. Also during the fall semester, the committee solicits faculty and staff requests concerning the replacement of office computers and peripherals. This solicitation, usually conducted by e-mail, outlines procedures for making the requests. Upon recommendation by the committee, the Director of Information Technology Services initiates equipment orders based on the amount of money available.

As the primary purpose of the technology fee is for equipment upgrades, discipline-specific software usually is not considered for order. The amount of the technology fee is insufficient to finance these software requests, which departmental and college budgets should ordinarily cover.

For the repair and troubleshooting of campus hardware and software, PCPC (extension 7272) should be called. If this office cannot make the repair, the equipment may be sent off campus for repair.

6.4 LIBRARY RESOURCES AND SERVICES

The campus libraries seek to provide materials, personnel, and services to support the teaching, research, and public service goals of the University. This support is provided through strong in-house collections, accessibility to remote resources, research assistance, personalized instruction, and other services that support the University's instructional programs, promote scholarship and independent learning, and meet the broad informational needs of the university community.

Collier Library houses the principal library resources, including books, periodicals, newspapers, government documents, microforms, and audiovisual materials. Other library materials are housed in the Learning Resources Center and in the Kilby School Library. The Music Library contains audiotapes, phono- and compact discs, DVDs, scores, and collected editions of selected major composers. Access to much of this information and to quality online resources is available through the libraries web page at http://www.una.edu/library.

The University's libraries provide materials in all appropriate formats to support the educational and recreational needs of faculty and students. Collection development focuses on supporting the curriculum and areas of research within the University, and also includes the acquisition of materials needed to provide a well-rounded and culturally diverse educational experience for students. Material representing all sides of controversial issues and topics is acquired to provide students and other patrons with appropriate background information for making intellectually sound judgments.

The Library Services faculty and teaching faculty share the responsibility for selecting materials for the library collections. A significant portion of the materials budget is allocated to the academic departments to be used for purchasing library materials in their respective areas of

instruction. The library solicits requests from all faculty members and encourages each department to use its allocation. Funds not used by March 1 each year are expended by the library in support of the general acquisitions program.

The library staff will provide faculty members with every assistance in support of course and professional needs. Library services provided to faculty members include course reserves, interlibrary loan, and borrowing privileges. Materials to be placed on reserve must comply with current copyright restrictions. Faculty ID cards must be presented to check out library materials. Materials borrowed from the library are subject to recall after two (2) weeks. Faculty members are charged a replacement fee for damaged or lost library materials. Faculty members are urged to make their needs and concerns known to the appropriate library staff member.

6.5 EDUCATIONAL TECHNOLOGY SERVICES

Educational Technology Services (ETS) is an academic support department in the Division of Academic Affairs. ETS supports the university's Learning Management System (LMS) and associated technologies such as web conferencing, and media recording and hosting for faculty, staff, and students; course development/instructional design; professional development for faculty focusing on course design and pedagogy; and online course quality assurance and continuous improvement. ETS also works with Collier Library to support faculty adoption and development of Open Educational Resources (OER).

The mission of ETS is to enhance and support teaching and learning in traditional, hybrid, and online environments through Professional Development, Instructional Design, and Technology Support.

APPENDIX A

RETIRED FACULTY: BENEFITS AND PRIVILEGES

1. Members of the faculty, upon retirement from the University after a minimum of 25 years of educational service at any level (elementary, secondary, or post-secondary) with the last 10 years of service being at the University of North Alabama, will be awarded emeriti status and will receive a Certificate of Meritorious Service at the commencement exercises following retirement.

2. Members of the faculty retiring from the University after 10 or more years of service will have their name placed on the University of North Alabama Roll of Honor which hangs in Cramer Way.

3. Subject to the discretion of the University, retired faculty may be eligible for the following benefits and privileges:

a. Admission to Events: Admission of retired faculty and eligible members of their families to university events is based on the same policies and procedures applicable to regular faculty. Season passes to athletic events at the reduced rates for faculty may be obtained from Athletic Ticket Sales in advance of each season.

b. Insurance: Under certain conditions and limitations, the University's master group policies on cancer and intensive care insurance and on life insurance for employees may permit retired faculty to continue participation. Retiring faculty should ascertain from the Office of Human Resources the insurance options that may be open to them upon retirement. Health, vision, and dental insurance policies may continue through Public Education Employees Health Insurance Program, subject to provisions of the Alabama Teachers' Retirement System.

c. Library: Retired faculty are accorded full use and check-out privileges at Collier Library.

d. Parking: Upon request, retired faculty may continue to obtain current decals from the Office of University Police which will permit campus parking in spaces reserved for faculty and staff. Without current decals, only the spaces reserved for visitors may be used.

e. Post Office: Upon written request, and as space availability permits, retired faculty may retain their post office boxes for up to one year from the date of retirement.

f. Publications: Retired faculty can arrange to have copies of The Flor-Ala mailed to them through annual paid subscription; the UNA Magazine is mailed to those who contribute to the Annual Fund; the Diorama may be obtained by direct purchase at the Diorama Office; undergraduate and graduate catalogs may be located at https://www.una.edu/academics/Student%20Resources/index.html.

g. Remission of Tuition and Fees: For qualifying children of retired faculty, the University will provide 100% remission of both tuition and fees for a maximum of 10 fall and spring semesters and 75% remission of both tuition and fees during summer terms for enrollment in undergraduate programs at the University. A retiree may receive 100% remission of both tuition and fees for up to six hours per semester. The spouse of a retiree may receive 100% remission of both tuition and fees for one course per fall and spring semester. The Remission of Course Hour Fees Policy may be located at https://www.una.edu/humanresources/benefits/remission-of-tuition-and-fees.html.

h. Wellness Center. Retired faculty are accorded full use of the Wellness Center.

Retired faculty are always welcome on campus for faculty meetings, Homecoming activities, graduation exercises, and similar events and functions; however, arrangements for attendance must be at the initiative of the individual faculty member. In applying for benefits and privileges, retired faculty should be prepared to present appropriate identification. All rights, benefits, and privileges accorded retired faculty cease upon the member's death unless certain insurance provisions allow for continuation by the spouse.

POLICIES CONCERNING ADJUNCT FACULTY

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The University also recognizes that it cannot develop or maintain quality programs using only adjunct faculty. Therefore, the University seeks to limit its employment of adjunct faculty to no more than 25% of the total number of courses taught by each department, with exceptions in compelling circumstances.

A. Recruitment and Selection of Adjunct Faculty

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.

2. Academic departments that have a need for adjunct faculty will establish an "adjunct faculty applicant pool" for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the "adjunct faculty applicant pool."

3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:

    a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.

    b. Requests to fill anticipated adjunct faculty needs, including suggested advertising copy and recommended publications for advertising, should be forwarded through the appropriate dean to the Provost and Executive Vice President for Academic Affairs according to the following dates:

        (a) Fall Semester: March 1

        (b) Spring Semester: October 1

        (c) Summer Sessions: March 1

    c. The Provost and Executive Vice President for Academic Affairs finalizes the anticipated need for additional adjunct faculty and forwards a list to the Office of Human Resources requesting that the positions be advertised. The Provost and Executive Vice President for Academic Affairs also coordinates with the Office of Human Resources and the Vice President for Diversity, Equity, and Inclusion in determining publications to be used for advertising and recommending changes to the suggested advertisement(s). If changes in either suggested publications or suggested advertising copy are recommended, these

recommended changes should be discussed with the appropriate dean and department chair prior to proceeding. The VPAA is the final authority in these matters when disagreements occur.

d. Once agreement is reached on publications for advertising and the content of the ad copy, the Office of Human Resources takes the following actions:

    1. advertises the positions,

    2. accepts applications through the online employment system, and

    3. maintains a file on adjunct positions by department.

e. Applications are made available through the online employment system.

f. The department chair does an initial screening of applications for minimum qualifications and will endeavor to interview all qualified applicants. It is recommended that the chairs consult with appropriate faculty members teaching in the proposed adjunct area. The faculty may be consulted at both the initial screening stage as well as at the point when selections from the pool are made.

    1. All adjunct faculty are required to meet Southern Association of Colleges and Schools standards which require at least the master's degree and 18 graduate semester hours in the teaching field.

g. The department chair, after consultation with the departmental faculty, where possible, will submit recommended applicants to the appropriate dean through the online employment system.

h. Through the Online Employment System, the dean forwards recommended additions to the pool of adjunct faculty to the Provost and Executive Vice President for Academic Affairs.

i. Through the Online Employment System, the Office of Human Resources receives notification when persons are approved for the adjunct faculty pool by the department chair, dean, and Provost and Executive Vice President for Academic Affairs. The Online Employment System generates e- mail notifications to those persons approved for the adjunct pool.

j. When a need arises to employ adjunct faculty, the department chair, after consultation with the departmental faculty, where possible, will recommend employment of an approved candidate from the pool to the VPAA through the dean.

k. The Provost and Executive Vice President for Academic Affairs will sign the letter of employment and forward it to the Office of Human Resources. Upon receipt of the letter of employment, the Office of Human Resources will call the appointee and ask that person to come in to sign the letter of employment and complete all necessary paperwork, e.g., I-9 form, tax forms, etc.

B. Employment of Adjunct Faculty

1. For first-time employment of adjunct faculty, the department chair should submit to the college dean a Personnel/New Hire Action Form and complete the New Hire Checklist. The college dean should endorse the request and send it to the Provost and Executive Vice President for Academic Affairs. Subsequent employment will be made by an Electronic Personnel Action Form. For adjunct faculty, no interview is required at the Provost and Executive Vice President for Academic Affairs level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcripts for the highest degree attained is required. If any of an applicant's 18 graduate semester hours in the relevant teaching discipline are taken from a degree(s) that is not the highest degree attained, an official transcript of that degree(s) must also be submitted. These items should be uploaded to the Online Employment System. The Office of the Provost and Executive Vice President for Academic Affairs will keep vitae and transcripts on file.

2. All adjunct faculty will be employed using the UNA salary scale for adjunct faculty.

3. Any offer of adjunct appointment will be for one semester only, renewable according to the needs of the University.

4. Adjunct faculty who teach at least one course for the University of North Alabama and travel specified distances to the University exclusively for the purpose of teaching a course are eligible for a travel allowance each fall and spring semester. Those who travel less than 50 miles to the University will not receive a travel allowance. Adjunct faculty who travel 50 to 74 miles to the University will receive $1,000 per semester, those traveling 75 to 119 miles will receive $1,500, and those traveling 120 miles or more will receive $2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified $1,000, $1,500, or $2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or July summer sessions would be half of the regular semester allowance.

5. After review and approval of the employment request, adjunct faculty members hired for the first time will receive an employment letter signed by the Provost and Executive Vice President for Academic Affairs. This letter will include:

a. a list of courses that person will teach,

b. the salary for that semester,

c. an indication of when salary payments will be made,

d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,

e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and

f. a deadline for the Provost and Executive Vice President for Academic Affairs to receive a written response to the employment letter.

g. Subsequent employment will be made by an Electronic Personnel Action Form.

C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation

1. The department chair will arrange an orientation session for new adjunct faculty.

2. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.

3. Each adjunct faculty member will have access to on-campus mail through the departmental post office box.

4. Adjunct faculty members, when hired, are provided with written instructions for obtaining a parking permit from University Police.

5. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours based on departmental guidelines.

6. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be published in the LMS and accessible to students by the first or second class period . If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.

7. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.

8. The department chair must emphasize that grades must be turned in according to the university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.

9. Adjunct faculty are to be evaluated by students using the standard student evaluation form for faculty for that department. In addition, adjunct faculty will be evaluated by the department chair according to guidelines set by each college. Results of these evaluations will be shared with the adjunct faculty member in a timely fashion, retained in the department chair's office for six years following the employee's separation from the University (three years for student evaluations), and considered in future employment agreements with the faculty member.

10. Adjunct faculty are invited but not required to attend general university faculty meetings. It is the department chair's responsibility to determine if the adjunct faculty members should attend departmental faculty meetings.

11. Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.

12. It is the adjunct faculty member's responsibility to notify the department chair of an interest to continue to be considered for adjunct appointment since each semester requires a new letter of employment.

13. The Provost and Executive Vice President for Academic Affairs, in consultation with the dean, is authorized to make limited exceptions to this policy.

APPENDIX 2.B

Form 1

University of North Alabama

Screening Form

College of _____

Department of _____

No.	Date Rec.	Candidate Name			Terminal Degree		Evidence of Successful Teaching		Evidence of Res., Scholar. & Creativity*		Applicant Disposition**					
		Last	First	MI												
					Yes	No	Yes	No	Yes	No	1	2	3	4	5	6

*Individual Departments set criteria

**Applicant Disposition

1. Not Qualified
2. Minimally Qualified
3. Highly Qualified
4. Offered Interview but Refused
5. Interviewed
6. Recommended for Position

RECOMMENDED PRACTICES FOR REAPPOINTMENT OF FULL-TIME FACULTY AT THE INSTRUCTOR/LECTURER RANK

A non-tenure-track Instructor/Lecturer must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following:

1. Class Performance or Professional Effectiveness. For teaching faculty, the department chair or a designated tenured faculty member may observe one or more traditional class sessions per year taught by the applicant and/or observe and evaluate an online course and complete an evaluation report. This report is initially utilized for constructive feedback regarding the Instructor's/Lecturer's teaching methodology with any recommendations from the chair or tenured faculty member. Upon application for reappointment, the report is to be included with any necessary follow-up or initiated changes if applicable. For non-teaching faculty the most recent faculty performance report should be submitted with the reappointment application.

2. Course Evaluation. Teaching faculty should also submit course evaluations with reappointment application.

3. Evidence of Service. This may include improving the quality of instructional programs in his/her academic area, mentoring/advising, completing and/or presenting continuing educational activities/programs, professional development, creative effort, leadership, and grants. This also includes any documentation of activities appropriate to the applicant's area and expertise and activities which has brought credit or advancement to the university (UNA) and/or community.

4. Goals. Submitted goals for the Instructor/Lecturer may reflect any of the above activities and relate to the following year(s). Goals must be clear, concise, and reflect positively on the Instructor/Lecturer, his/her respective department, and coordinate with the overall institutional goals at UNA.

The Instructor/Lecturer has the option to submit additional evidence of pedagogical effectiveness, e.g. relevant teaching and/or professional certifications, professional development credits relating to the field of instruction, etc. Evidence of relevant academic research is not required but may also be included.

This evidence must be submitted annually (in March) to the department chair during the first three years of employment as a non-tenure track Instructor/Lecturer. After three consecutive years of reappointment, the department chair may elect to continue this process annually, bi-annually, or tri-annually. However, an updated curriculum vita must be submitted annually. Submission of all required documentation does not guarantee reappointment, nor does the decision of the department chair to conduct a full review either bi-annually or tri-annually imply continued employment.

TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and Provost/EVPAA notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the Provost/EVPAA, whether the candidate is eligible for promotion and/or tenure and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	November 15
Department Chair reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and submits all information relating to the promotion and/or tenure recommendation via the online database that UNA has established for this purpose.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	March 15
Provost/EVPAA reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs Provost/EVPAA.	April 22
Letters of notification from the President are mailed to candidates.	May 1 (promotions become effective on the first day of the following fall semester)

*If target date falls on a university non-workday, the next workday applies.

Timeline for Promotion and/or Tenure*			
Initial UNA Appointment Rank	**Required Application Year**		
	Tenure	Promotion to Associate Professor	Promotion to Full Professor
Instructor/Lecturer/Visiting	Not eligible (except Lecturers who are eligible for Senior Lecturer promotion		
Initial appointment as assistant professor at UNA	Sixth year in rank as assistant professor; At least two years must be at UNA in rank as an assistant professor.	Sixth year in rank as Assistant Professor; At least two years must be at UNA in rank as an assistant professor.	No earlier than sixth year in rank as associate professor.
Initial appointment as associate professor at UNA	No earlier than second year in rank at UNA. No later than sixth year in rank at UNA. Exact year determined at time of hiring and included in employment letter.		No earlier than sixth year in rank as associate professor; At least two years must be at UNA.
Initial appointment as full professor at UNA	No earlier than second year in rank at UNA.		

*Effective date of promotion and/or tenure is the beginning of the academic year after the year in which application is made.

(This promotion and tenure policy covers faculty hired prior to 2017-2018 who did not opt in to the current promotion and tenure policy)

2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and Tenure

As a regional, state supported institution of higher education, the University of North Alabama engages in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. Faculty members seeking promotion and/or tenure are expected to demonstrate significant contributions in support of this mission as reflected in accomplishments specific to the criteria below.

1. Effectiveness in Teaching. The individual is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting student research and creative activity; 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 knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including creative accomplishments and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

3. Effectiveness in Rendering Service. The individual is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; contributions to university development and growth; effective performance on committees and administrative assignments; and contributions to

the improvement of student life. Evidence of service outside the university should ideally be related to the faculty member's profession or should contribute to promoting the University. Other contributions to the community are encouraged; however, such efforts should not constitute a majority of the evidence for effective service.

In addition to the three areas of general criteria, faculty members in areas with regional and specialized accreditation standards shall satisfy applicable credential and performance requirements.

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

2.5.2 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. The years of appropriate experience are calculated at the end of the academic year prior to appointment. The academic year in which a promotion portfolio is submitted will count toward appropriate cumulative experience for that rank. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and the Provost and Executive Vice President for Academic Affairs based on duties, needs of the University, and available funds.

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of departments, in cooperation with their respective deans, to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what his/her departmental expectations are for promotion, tenure, and year to year success, and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the college deans and Provost and Executive Vice President for Academic Affairs to monitor equity of expectations across the University.

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 possession of a master's or higher degree in the field of assignment. For appointments without the master's or higher degree in the field of assignment, there must be

evidence of related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

2. Assistant Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career.

3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, 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.

4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

   Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenure-track departmental faculty and the college dean) for a waiver of the aforementioned credential and experience requirements for any rank may be granted by the Provost and Executive Vice President for Academic Affairs.

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 by e-mail to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and notify the candidate by May 15. By October 1, the candidate submits an electronic portfolio via the online database that UNA has established for this purpose.

The electronic portfolio will contain the following, be housed on the online database that UNA has established for this purpose, and be accessible only by the administration and committee members involved in the promotion review process:

1. Application for Promotion (See Appendix 2.F)

2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose

3. Faculty Qualifications Report pulled into the application via the online database that UNA has established for this purpose

    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)

4. Supporting information for the following items** -- submitted via the online database that UNA has established for this purpose

    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. The candidate should address the essential portfolio components via the online database that UNA has established for this purpose.

5. A cover letter (optional) in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area, in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicating which of the areas in item 3 should be weighed more heavily or less heavily than others

Responsibility of the Peer Promotion Committee

In the Colleges of Arts, Sciences, and Engineering, Business and Technology, Education and Human Sciences, and Nursing, this committee will consist of all tenured members in a candidate's department who are not applying for promotion. The department chair will not serve on the committee; however, the department chair will convene the first meeting and supervise the election by secret ballot of a chairperson, from among the members of the committee. In Library Services and Educational Technology Services, the committee will consist of all tenured members of the candidate's area who are not applying for promotion.

The dean will then perform the functions of the department chair as outlined above. The peer promotion committee members will review the candidate's portfolio and will prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose. This evaluation, composed by the candidate's peer committee, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts, Sciences, and Engineering, Business and Technology, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a committee of three, adding to that department's tenured faculty (not applying for promotion), other tenured faculty from the college.

Responsibility of the Department Chair

When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. No later than December 1, the department chair will submit the evaluation form via the online database that UNA has established for this purpose. This evaluation, composed by the candidate's department chair, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). The department chair will also provide written feedback to each candidate regarding the strengths and weaknesses of the candidate's portfolio when the final promotion decisions are announced in April. It will be the responsibility of the department chair to confirm the candidate meets the university's eligibility requirements (e.g., years of service) for promotion to the rank being sought.

Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and department chairs. The dean will prepare an evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. By February 1, the dean will submit the evaluation form via the online database that UNA has established for this purpose.

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. 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 June, 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 portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained on the online database that UNA has established for this purpose. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (exceptionally qualified, 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, and be recorded on the Promotion and/or Tenure Evaluation Form. By March 15, the committee chair will submit the evaluation form via the online database that UNA has established for this purpose. 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 at the end of Appendix 2.E.

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 on the online database that UNA has established for this purpose, 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 Provost and Executive Vice President for Academic Affairs. After discussing the portfolios with the committee, the Provost and Executive Vice President for Academic Affairs 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 by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Responsibility of the Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By April 15, the Provost and Executive Vice President for Academic Affairs will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and will recommend for or against the granting of promotion to the President.

Responsibility of the President

By April 22, the President will make the final decision on promotion for each candidate. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall try to ensure that the number of promotions (including department chairs) each academic college and Library Services/Educational Technology Services receives is fair and equitable. No later

than May 1, letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair. Promotions will become effective on the first day of the following fall semester.

B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion and/or tenure committee will be submitted via the online database that UNA has established for this purpose. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the department chair's portfolio and, by February 1, will submit his or her evaluation form via the online database that UNA has established for this purpose. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By April 15, the Provost and Executive Vice President for Academic Affairs will review the department chair's portfolio, recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

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 Provost and Executive Vice President for Academic Affairs, 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 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 Provost and Executive Vice President for Academic Affairs 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 October 1 of the final academic year of probationary status, the faculty member will present an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1 via the online database that UNA has established for this purpose. Supplemental materials may be provided via the online database that UNA has established for this purpose.

3. If a member of the teaching faculty wishes to present a student evaluation composite or overview as part of teaching effectiveness, it must be submitted via the online database that UNA has established for this purpose.

4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department and supervise the election, by secret ballot, of the chairperson from among the members of the committee. It is the responsibility of the department tenure committee to prepare an evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and by majority vote to recommend for or against the granting of tenure and, by November 15, to submit the evaluation form via the online database that UNA has established for this purpose.

5. It is likewise the responsibility of the department chair to prepare an evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and to recommend for or against the granting of tenure and, by December 1, to submit the evaluation form via the online database that UNA has established for this purpose.

6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare an evaluation on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and recommend for or against the granting of tenure and, by February 1, to submit the evaluation form via the online database that UNA has established for this purpose.

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, by March 15, will submit the evaluation form via the online database that UNA has established for this purpose.

8. The Provost and Executive Vice President for Academic Affairs will review all recommendations and will make recommendations to the President by April 15.

9. The final decision for or against the granting of tenure will be made by the President by April 22, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than May 1 of the faculty member's final academic year of the probationary period. Probationary faculty who receive non-renewal notices as a result of tenure review will be retained for one academic year of employment prior to separation from the institution.

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.

UNA PROMOTION PROCESS

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and Provost/EVPAA notification of intent to apply for promotion.	May 1
Department Chair verifies, with the Office of the Provost/EVPAA, whether the candidate is eligible for promotion and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	November 15
Department Chair reviews portfolio, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	March 15
Provost/EVPAA reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs Provost/EVPAA.	April 22
Provost/EVPAA informs deans of final decisions. Candidates are notified by deans.	May 1 (promotions become effective on the first day of the following fall semester)
Written feedback from department chair and/or dean is provided to candidates.	May 1

*If target date falls on a university non-workday, the next workday applies.

APPLICATION FOR PROMOTION AND/OR TENURE

Name of Applicant: Years at Present Rank:

Present Rank: Rank Requested:

Year of Initial Appointment at UNA: Tenure Requested: ☐

Department: College:

Policy Followed: ☐ P/T Policy adopted for 2017-18 and beyond (new policy)
☐ P/T Policy prior to 2017-18 (former policy)

SUMMARY	YEARS AT UNA	YEARS ELSEWHERE
College/university teaching/library experience		
Other teaching/library experience		
Other experience		
Years in present academic rank		

Candidate will prepare a portfolio that contains the information outlined in the Promotion and/or Tenure Policy the faculty member follows and present the portfolio to department chair by October 1.

PROMOTION AND/OR TENURE EVALUATION FORM

Candidate Name: Click or tap here to enter text.

Recommending Body: Choose an item.

Level of Application: Choose an item.

Overall Evaluation: Choose an item.

Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty

Comments: Click or tap here to enter text.

Effectiveness in Research, Scholarship, and Other Creative Activities

Comments: Click or tap here to enter text.

Effectiveness in Rendering Service

Comments: Click or tap here to enter text.

Other Comments

Comments: Click or tap here to enter text.

APPENDIX 3.A

FACULTY AND STAFF RESEARCH AND CONSULTING ACTIVITIES

A. Definitions

1. Research shall mean an activity which consists of designing a series of related investigations, conducting these investigations by the collection of data or information, and analyzing and reporting the results. The design of an investigation consists of recognizing and defining a problem, ascertaining the validity of the technique, and determining that the data to be collected are related to the solution of the problem. The purpose of research is to provide information for improving techniques, increasing understanding and knowledge, and corroborating the results of preliminary studies.

2. Consulting shall mean any use of professional expertise in activities external to the University, exclusive of research, in which a faculty or staff member engages for remuneration.

B. Assignment Policies

1. If a faculty or staff member engages in externally funded research or consulting activities on his or her own time in addition to performing all university-assigned duties, and if no university support or facilities are required by or given to such research or consulting activities, it is recommended that the faculty or staff member report such research or consulting activities to his or her immediate supervisor or department chair.

2. If a faculty or staff member proposes to engage in externally funded research or consulting activities in addition to performing all university-assigned duties, and if university support or facilities are required for such research or consulting activities, the faculty or staff member shall report such proposed research or consulting activities to his or her immediate supervisor or department chair. If the approval is given by the supervisor or department chair, the faculty or staff member and the supervisor or department chair shall complete a proposed statement of agreement, including a budget to be approved by the appropriate Executive Council member, to ensure that the University is reimbursed for the direct and indirect costs. The proposed statement of agreement should be presented to the Director of Sponsored Programs for further processing.

3. If a faculty or staff member is performing all university-assigned duties and participates in research or consulting activities as part of a contract into which the University has entered with an external agency and no released time is involved, the faculty or staff member and his or her supervisor or department chair shall complete the necessary forms, if not otherwise included in the proposal, as to the compensation of the faculty or staff member for participation in such contracted activity. The compensation to be paid must be approved by the appropriate Executive Council member.

4. If a faculty or staff member is granted released time from performing regular university-assigned duties and agrees to participate in research or consulting activities as part of a contract into which the University has entered with an external agency, it shall be understood that there shall be no additional compensation given to the faculty or staff member above and beyond the normal salary for such participation in such activities unless otherwise approved by the University. Such released time must be approved by the Provost and Executive Vice President for Academic Affairs.

   If the research or consulting activities last longer than the period of such released time or require additional work for completion of the project, it shall be understood that the faculty or staff member, upon approval of the project officer, may continue such participation in such activities under Section 3 until the completion of the project.

C. Operational Policies

1. Research and consulting activities shall conform and support the institution's mission, vision, and goals as a comprehensive regional university.

2. Research and consulting activities shall be in balance with faculty responsibilities.

3. Research and consulting services which require university support or supervision shall be administered by the Director of Sponsored Programs.

4. Research and consulting activities shall be conducted without undue interference from the University and other external agencies.

5. Research and consulting activities shall be viewed only as a part of the total responsibility of faculty.

6. Research and consulting activities shall be an integral part of the University's responsibility as a comprehensive regional university. All efforts will be made to obtain constant funding from the State of Alabama.

D. Adjudication of Disputes

1. Should questions or disputes from faculty concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Provost and Executive Vice President for Academic Affairs for a decision in accordance with all applicable university policies and state and federal laws and regulations.

2. Should questions or disputes from staff concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Vice President for Business and Financial Affairs for a decision in accordance with all applicable university policies and state and federal laws and regulations.

Request for Approval to Render Services for Another Educational Institution

1. _____ Name
2. _____ Department
3. _____ Rank/Title
4. _____ Date(s) of Service

5. Describe the nature of these services; if they consist of teaching, give the name of the course(s), the course number(s), and a course description:

_____

_____

6. Check applicable condition for compensation:

_____ a. Employee is to be paid directly by other institution.

_____ b. Contract is between the University and the institution, and employee is paid through the University.

Approval of this request by the appropriate dean will signify that the services described above will not diminish the time available for the employee to perform his or her duties at the University of North Alabama and that no conflict of interest is involved.

Requested by_____
Faculty Member Date

Approved by_____
Department Chair Date

Approved by_____
Dean Date

Request is _____ approved.

_____ denied.

By_____
Provost and Executive Vice President for Academic Affairs Date

FACULTY DEVELOPMENT LEAVE APPLICATION FORM
UNIVERSITY OF NORTH ALABAMA

Application due date: October 1 of the academic year prior to the academic year of the proposed leave (If that date falls on a weekend, the due date is the following Monday).

Name: Department:

Date of Appointment at UNA:

Title/Rank: Years in Rank:

Years of Full-Time Service at UNA: Tenured: Yes ☐ No ☐

Date of Last Faculty Development Leave:

PROPOSED PERIOD OF LEAVE
(CHECK ONE)

Full Academic Year ☐ Fall Semester ☐ Spring Semester ☐

PURPOSE AND OBJECTIVES

1. Provide a brief summary of the proposed leave. Limit the summary to 50 words or less. Please use the space provided.

2. Provide a current curriculum vita.

3. Provide an application electronically not to exceed ten pages describing the activity and specifying how the leave is expected to lead to the faculty member's professional growth and how the leave will benefit the University of North Alabama and its students.

- Submit electronically a copy of application with proposal and budget to your Department Chair.

FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

_____

Applicant's Signature Date

Application is to be sent electronically to Department Chair by October 1.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Chairs will attach documentation verifying applicant's eligibility and comments specific to program and curriculum matters only as they pertain to the faculty member's application.

_____

Department Chair's Signature Date

Application is to be sent to College Dean by October 10.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Academic Dean will attach documentation with comments specific to program and curriculum matters only as they pertain to the faculty member's academic department.

_____

College Dean's Signature Date

Application is to be sent to Office of the Provost and Executive Vice President for Academic Affairs by November 1, for uploading to a secure UNA server for review by the Faculty Development Leave Committee.

I, upon the recommendation of the Faculty Development Leave Committee, recommend this application for faculty development leave be approved/disapproved (circle one). Faculty Development Leave Committee Chair will attach documentation supportive of the Committee's decision and forward such documentation to the Provost and Executive Vice President for Academic Affairs.

_____

Chair, Faculty Development Leave Committee Date

Application is to be sent to the Provost and Executive Vice President for Academic Affairs by December 1.

I approve this application for faculty development leave.

_____

Provost and Executive Vice President for Academic Affairs Date

Decision for actual awarding of development leave will be December 5, and applicant will be notified of decision.

Note: The name and address of the chair will be communicated to the faculty during an academic year.

University of North Alabama
FACULTY PERFORMANCE REPORT
Academic Period

NAME: Rank #Years Full-Time
List Courses/Clinicals/Labs Currently Teaching
Additional Assignments (professorship, grant, release-time, etc.)

DEPARTMENT:

I. **What were your professional goals this year as related to departmental and/or college performance guidelines?**

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

II. **What was accomplished relative to these goals?**

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year.

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

Evaluation by Department Chair related to departmental and/or college performance guidelines (to be completed annually by September 15 for non-tenured faculty and every two years for tenured faculty).

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

_____	_____
Faculty Member Signature	**Date**
_____	_____
Department Chair Signature	**Date**
_____	_____
Dean Signature	**Date**

Optional Comments by Dean:

*__Attach updated vita per Faculty Handbook__

University of North Alabama
FACULTY PERFORMANCE REPORT FOR LIBRARY AND EDUCATIONAL TECHNOLOGY SERVICES FACULTY
Academic Period

NAME: Rank #Years Full-Time
List Current Duties/Assignments
Additional Assignments (professorship, grant, release-time, etc.)

DEPARTMENT:

I. **What were your professional goals this year as related to departmental performance guidelines?**

Professional Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

II. **What was accomplished relative to these goals?**

Professional Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year.

Professional Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

Evaluation by supervisor related to departmental performance guidelines (to be completed annually by September 15 for non-tenured faculty and every two years for tenured faculty).

Professional Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

_____ _____

Faculty Member Signature **Date**

_____ _____

Supervisor Signature **Date**

_____ _____

Dean Signature **Date**

Optional Comments by Dean:

***Attach updated vita per Faculty Handbook**

University of North Alabama
Instructor/Course Evaluation Process

Instructor **Course Number** **Semester**

Please read the following instructions carefully:

This course evaluation will take 5-10 minutes to complete. Your evaluation is voluntary - you may leave some or all of the questions unanswered. All answers are confidential. No identifying information will be shared with instructors or teaching assistants, and results will not be released until after instructors have submitted final grades to the registrar.

Your evaluation of your academic experience is extremely valuable. Faculty take your responses seriously and use your feedback to improve their teaching.
Thank you for your participation!

5	4	3	2	1
Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

INSTRUCTOR EVALUATION

1. The instructor provided feedback on my assignments.
2. The instructor communicated clearly.
3. The instructor advanced my knowledge of course content.
4. The instructor was available to assist students.
5. The instructor created an environment that supported learning.

COURSE EVALUATION

6. Course objectives were clear.
7. Instructional materials supported the course objectives.
8. Grading criteria were clear.
9. Course activities provided me with valuable learning experiences.

OPEN ENDED QUESTIONS

10. What were the best aspects of this course and/or instruction?
11. What suggestions do you have for improving the course and/or instruction?
12. Describe any difficulties you encountered in accessing course content.
13. Additional comments or suggestions.

OPTIONAL ITEMS: Departments may add questions