

FACULTY SENATE MINUTES

December 4, 2012

The Faculty Senate of the University of North Alabama met December 4, 2012 in Room 102 of Floyd Science Building at 3:30 p.m.

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

Lisa Minor for Senator Kingsbury from English,
Frank Diaz for Senator Figueroa from Chemistry and Industrial Hygiene,
and Keith Jones for Senator Carnes from Accounting and Business Law.

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

Senator Statom moved the approval of the minutes from the November 8, 2012 meeting. Senator Barrett seconded. The motion passed unanimously.

President Cale reported on the meeting with President Lee and President-Elect Peterson concerning the Faculty Attitude Survey and that he looked forward to the instrument being beneficially used. He also reported that \$300,000 federal funds exist to do repairs on Wesleyan and Wesleyan Annex. Because of the historical significance, the Historical Commission wants the windows restored instead of replacement. The federal funds will be used for other purposes and the university will use our own money to solve the windows and environment problems. President Cale stated that 415 pages of drawings have been printed for the approval of the Science Building and that they hope to have bids by the end of February.

Vice-President Thornell invited the faculty to share with President Lee any issues of concern. He spoke about summer school which operates as an auxiliary with not state funds designated. It must operate with expenses paid by the tuition. He discovered that some administrators are paid out of the summer school budget but are not teaching. These are being removed from the summer school budget. He also discussed that another issue being considered is that department chairs receive a twenty percent stipend with ten percent for teaching and ten percent for administration. A third item which was discovered was that due to cuts in funding, adjuncts are being overly used and the overage pay is coming from the summer school budget. He noted that any extra money earned in summer school is given back to the departments prorated by the production of each department. He stated that solving the funding problems included: adding more money to the permanent budget for adjuncts (\$60,000 added per year), removing administrator funding from the summer school budget, and removing the ten percent funding for the department chair administration. Dr. Thornell noted that summer school enrollment has dropped due to student need to work and the change in the financial aid standards. He stated that we might consider the option to deal with low enrollment by negotiating for reduced pay for smaller enrollment classes.

President Lee stated that the idea of an orientation for new senators and the issue of how graduate assistants were used across campus were also discussed at the meeting with President Cale.

REPORTS:

Senators Peterson and Butler, co-chairs of the Faculty Attitude Survey Committee, suggested that the senate remove the questions concerning the deans from the survey since the faculty is asked to evaluate the deans separately. Dr. Thornell stated that a protocol may be developed to share the administrator dean's survey results to the faculty. It was also suggested that some questions be asked only once every two years and designated as such. The committee also reported that Dr. Thornell's office has paid for our license for the creation and operation of the survey.

NEW BUSINESS:

- A. Senator Statom moved the approval of the changes to the Faculty Handbook 2.5.4 concerning tenure (See Attachment A). Senator Barrett seconded. The motion passed unanimously.
- B. Senator Barrett moved the approval of the changes to the Faculty Handbook 5.7 concerning Grading Practices with the change in the wording "All grades (and other academic appeals)" to "All grade appeals (and other academic appeals)" (See Attachment B). Senator Fitzsimmons seconded. Senator Barrett moved to strike "However any change is the prerogative of the faculty member." Senator Peterson seconded. The motion passed. Senator Statom moved to send the issue back to the Academic and Student Affairs Committee to ask for the addition of language which defines how a faculty's grading gets overridden. Senator Fitzsimmons seconded. The motion passed.
- C. Senator Statom moved approval of the changes to promotion policy in the Staff Handbook (Attachment C). Senator Barrett seconded. The motion passed.

INFORMATION ITEMS:

President Lee reported that the Pride Week Planning Committee has approached the Phi Kappa Phi Convocation Committee asking for a change of date for Fall Convocation to the first week of school. There was a concern that Pride Week lacks academic focus and the lack of attendance at the last few convocations. President Lee requested that senators take the idea back and discuss with their colleagues and report back to her.

Senator Roden moved the meeting be adjourned. The remainder of the senate seconded.

Attachment A

MEMORANDUM

To: Dr. Marilyn B. Lee, President
Faculty Senate

From: Dr. Brenda H. Webb, Chair
Shared Governance Executive Committee

Date: November 26, 2012

At its meeting yesterday, the Shared Governance Executive Committee considered the enclosed proposal for revision of section 2.5.4 of the Faculty Handbook. This is presented to the Faculty Senate as a faculty only issue. Thank you for your consideration of this request.

rv
Enclosure

2.5.4 Tenure

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of ~~instructor will serve a probationary period of six successive academic years and will be granted tenure upon acceptance of an offer of appointment from the President for the seventh consecutive academic year.~~ A person appointed to the faculty in the academic rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the academic rank of associate professor will serve a probationary period of four successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year.

MEMORANDUM

TO: Dr. Brenda Webb
Chair of Shared Governance

FROM: Joan Smith, CAP
Chair of Academic and Student Affairs Committee

SUBJECT: Proposal to revise 5.7 Grading Practices

DATE: November 15, 2012

On November 15, 2012 the Academic and Student Affairs Committee approved by e-business to adopt the proposal to revise 5.7 Grading Practices submitted by Shared Governance Executive Committee. Attachment 1. This policy will be reflected in the Faculty Handbook.

cc: Marilyn Lee
Chair of Faculty Senate

Jim Eubanks,
Chair of Staff Senate

5.7 GRADING PRACTICES

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 ~~and understood by~~ the student. The university grading system is defined in the Undergraduate and Graduate Catalogs.

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 the student, after consultation with the faculty member, wish to continue further review of the grade, he/she should contact the department chair in the department where the course is housed and request a review of the assigned grade. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should contact the dean of the college where the course is housed and request a review of the assigned grade. At either of these levels of review, the department chair and/or dean can ask the faculty member to ~~recompute~~ reevaluate the assigned grade. However, any change of grade is the sole prerogative of the faculty member. Proper grade changes are made by the instructor via e-mail to the Office of the Registrar or on the Change of Grade Form available in the Office of the Registrar. All grades (and other academic appeals) shall be initiated no later than six weeks after the beginning of the ~~next~~ following fall or spring semester ~~the end of the following semester~~ after cause for the appeal occurred. If the problem remains unresolved at this level, further appeal may be directed through the established academic channels and grievance procedures. Grade distributions are prepared each term by level, college, department, and individual faculty member (coded), and the grade distributions are subject to review by the faculty member, chairs of departments, deans, and the Vice President for Academic Affairs and Provost.~~

~~Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost. To coincide with the grade appeals procedure, faculty members are required to keep all coursework records (see section 5.2 for description of course records) one ~~full~~ semester year after each course is taught. These records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. Following this time period, these course records may then be disposed of properly.~~

*Amendment proposed by the Faculty Senate Executive

September 14, 2012

MEMORANDUM

TO: Dr. Brenda Webb
Chair, Shared Governance Executive Committee

FROM: Catherine D. White
Director, Human Resources and Affirmative Action

RE: Proposed Change to the Staff Handbook, Promotion Policy

Please find attached a proposed change to the "Promotion" portion of the "Job Changes" policy in the Staff Handbook. The change proposed would modify the increase a staff member receives if he/she is promoted. There has been a great deal of concern and discussion regarding the current percentage increase (5%) awarded for a promotion and the compression it causes among organizational levels within and across departments.

I have researched other universities' policies and have discovered that the 5% is, indeed, low compared to other institutions' promotional salary increase percentages. Therefore, I respectfully submit the attached to be considered by the appropriate shared governance committees.

If you have any questions, please feel free to contact me.

CURRENT POLICY:

Promotion

The opportunity for a promotion becomes available when an existing position in a higher salary grade becomes vacant for which an employee in a lower salary grade applies and is selected.

When an employee is promoted to a position in a higher salary grade, the employee will normally receive the greater of 5% per grade above his/her current rate of pay or the minimum of the new salary grade. Promotions are discussed in greater detail in the Employment Status and Classification section of the Staff Handbook.

PROPOSED POLICY:

Promotion

The opportunity for a promotion becomes available when an existing position in a higher salary grade becomes vacant for which an employee in a lower salary grade applies and is selected.

When an employee is promoted to a position in a higher salary grade, the employee will normally receive an increase based on one of the following guidelines, whichever is greatest:

- Current salary increased by 10% OR
- Current salary increased by 5% per grade (not to exceed 20%) OR
- Current salary increased to the minimum of the new grade

Promotions are discussed in greater detail in the Employment Status and Classification section of the Staff Handbook.