

FACULTY SENATE MINUTES

November 1, 2018

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the Gunn University Commons on November 1, 2018. The meeting convened at 3:31pm. with President Scott Infanger presiding.

I. Proxies: President Infanger recognized the following proxies: Chris Klein for Ryan Zayac (Department of Psychology), Quinn Pearson for Karen Townsend (Department of Counselor Education), Matt Oglesby for Wes Davenport (Department of Management and Marketing), Chris Purser for Leah Graham (Department of Politics, Justice, and Law), Jason Price for Katie Owens-Murphy (Department of English), Lee Raney for Jessica Stovall (Department of Mathematics), Natasha Lindsey for John McGee (Educational Technology Services) and Jeff Cornelius for Lisa Clayton (Department of Elementary Education).

Members in attendance: Tabitha Blasingame, Chandler Bridges, David Brommer, Cory Cagle, Amanda Coffman, Wes Davenport, Sarah Franklin, Ravi Gollapalli, Felecia Harris, Scott Infanger, Ian Loepky, Thomas Lukowicz, Glenn Marvin, Rachel McKelvey, Janet McMullen, Prema Monteiro, Gary Padgett, Jason Pangilinan, Ansley Quiros, Cheryl Price, Lee Renfroe, Terry Richardson, Craig Robertson, Leigh Stanfield, Jillian Stupiansky, Alexander Takeuchi, Mark Terwilliger, Jason Watson, Laura Williams, Pete Williams, Tammy Winner, and Rachel Winston. VPAA/Provost Ross Alexander was also in attendance.

Members not in attendance (without proxy): Trudy Abel (Department of Elementary Education), Rae Atencio (Department of Military Science), Tim Butler (Department of Management and Marketing), Suzanne Duvall (Department of Visual Arts and Design), John Hodges (Department of Social Work), Brian Thompson (Department of Physics and Earth Science)

II. Approval of agenda: Faculty Senate President Infanger asked the Senate to review the proposed agenda for the November meeting and accept it. No concerns were raised regarding the November meeting agenda so the agenda stood as presented.

III. Approval of minutes: Senator Richardson moved approval of the minutes from the October 4^h meeting and Senator Renfroe seconded the motion. The minutes were unanimously approved.

IV. Remarks from President Kitts: President Kitts was not present for the meeting.

V. Remarks from VPAA/Provost Alexander: Dr. Alexander began his remarks by discussing UNA's Fall, 2018 record enrollment numbers. Fall enrollment stood at 7,650 students. The previous record was 7,492. These data reflect a 7% increase in transfer students, a 25% increase in graduate students and a record number of undergraduate/graduate international students (i.e., a 65% increase). UNA is down 11% however in freshman enrollment. Enrollment management continues to examine enrollment trends from top/prospective Alabama counties (i.e., Lauderdale, Madison and Jefferson). Relative to enrollment, Dr. Alexander mentioned that geographic outreach and housing incentives (e.g., incentivizing empty residence hall housing to attract students) influenced positively the fall enrollment numbers especially among international students.

UNA will launch its first Winter Semester this academic year. The goal for this initiative is 500 students with 20% being transient students.

Dr. Alexander is working with Mr. Evan Thornton to conceptualize a 'University Club' and find/create a designated space for such (this conversation was tied to the Faculty-Staff Commons in the GUC {i.e., the space that once existed between Student Disability Support Services and Panda Express}) that historically functioned as a faculty/staff commons and meeting room for the Faculty Senate. Dr. Alexander stressed that this future space would be incorporated into UNA's new Master Plan and might function as a facility to host receptions and speakers.

The issue of adjunct/overload pay is still being discussed. Dr. Alexander would like to see a base adjunct/overload pay of \$2,400 (the current rate is \$1,800 but this varies by college).

At the Faculty Senate's last meeting, Dr. Alexander discussed his "One Book' Campus and Community-Wide' initiative. He reported that the committee, chaired by Ms. Jennifer Pate, is still evaluating the book for selection. That book will however revolve around the selected theme of "diversity and inclusion".

Dr. Alexander concluded his remarks by discussing a general ideal to incorporate the concepts of diversity and inclusion into required coursework for incoming students. This could be incorporated into the existing FYE or General Education coursework.

VI. Senate President's Report: Faculty Senate President Scott Infanger announced he will begin sending an Executive Summary of business from the most recently concluded Faculty Senate meeting. These summaries will be sent as a portfolio so senators should ensure that their computer are updated with the latest Adobe software. President Infanger concluded by asking all senators to review and validate their contact information on the Faculty Senate website.

VII. Unfinished Business:

A. Proposed Revision to the Faculty Handbook Section 2.5.3 (Peer Promotion and Tenure Review Committee Composition and Procedures (COAD))

(See Appendix A)

Senator Richardson made a motion to reject the proposed revision to the Faculty Handbook affecting the composition of procedures or peer promotion and tenure review committees. Senator Coffman seconded the motion.

The floor was opened for discussion. Senator Richardson presented the following comments supportive of his motion: 1. The policy directly affects faculty but was not created or driven by faculty. 2. The proposed changes are unnecessary as tenure and promotion committees will ideally be staffed by professional and ethical faculty regardless of rank. 3. The proposed changes may result in smaller departments relying on committee members from outside their discipline. Outside faculty are not departmental or subject matter peers so the proposed changes sets up a system of evaluation by superiors rather than peers for smaller departments.

Senator Takeuchi commented that his department agreed with the spirit of the proposal but were concerned that the proposed change would have many full professors serving on multiple candidate committees.

Senator Coffman noted that once a majority of committee members are from outside the candidates home department that the department's own voice become diluted.

Dr. Lindsey (a proxy for Senator McGee) mentioned that her department, given its size, currently operates under the proposed model.

Senator Franklin stressed that tenure and promotion guidelines from the department define the criteria upon which a committee, regardless of its membership, arrive at a decision. She mentioned that the proposed change appears commonly in the academy.

Senator Watson expressed the point that evaluation of scholarship by faculty outside of the candidate's department is compromised.

The motion was then put to a vote. 25 Senators voted to reject the proposal, 4 Senators voted against the motion to reject the proposal and 6 Senators abstained from the vote. The **motion to reject the proposal** to revise the Faculty Handbook Section 2.5.3 passed.

VIII. New Business:

A. Nominations to fill Faculty Positions on Shared Governance Committees.

1. The position is to the Institutional Review Board and is to be filled by a faculty member from a non-scientific area for the service term 2016-2019 (expiring July 31, 2019).

Motions were made to temporarily postpone nominations. Whitney O'Neal emerged as the only nomination.

Senator Robertson moved to close nomination and Senator Harris seconded the motion. Dr. O'Neal was elected by acclamation.

2. Nominations to fill a Faculty Position on the Research Committee

The position is to the Research Committee and is to be filled by a faculty at large member for the service term 2016-2019 (expiring July 31, 2019).

Senator Takeuchi nominated Dr. Andrea Hunt. Senator Gollapalli nominated Dr. Jonathan Sullivan Senator Harris motioned to close the nomination and Senator Richardson seconded the motion.

Dr. Andrea Hunt was elected by a majority vote.

B. Proposal to establish Lecturer and Senior Lecturer positions (non-tenure track faculty) Faculty Handbook 2.4.2 (COAD)

(See Appendix B)

Senator Robertson motioned to open the floor for discussion. Senator Renfroe seconded the motion.

Senator Watson commented that the CS/IS department had no negative concerns regarding the proposal.

Senator Takeuchi mentioned that the Sociology Department faculty like the proposal but thought a four-year contract was perhaps better than a five-year contract.

Senator Price noted that the English Department faculty were concerned with the five-course load as lecturers primarily teach composition courses which have a high workload. The proposal however does empower college deans to adjust semester teaching loads.

Dr. Alexander informed the Senate that 20% of UNA teachers will be affected by the proposed policy. He argued the proposal would give stability to their professional life and offer them the potential of raises which they would apply for following standard convention involving promotion portfolio.

Senator Stupiansky commented that Math faculty were concerned that current instructors took the job under the assumption of a four-course load and asked if they would be required to take on a five-course load if the proposal was passed and whether such instructors would have to teach a five-course load for a year before applying for promotion.

Senator Richardson noted that this proposal should be examined in conjunction with the ongoing analysis of promotion and tenure policy/procedures to ensure that both policy statements were not contradictory.

Senator Oglesby asked whether departments would be free to recruit Senior Lecturers. Dr. Alexander responded in the affirmative.

Senator Stupiansky motioned that the proposed policy be sent to the Senate's Faculty Affairs Committee for further analysis. Senator Winner seconded the motion.

During discussion, Senator reiterated that the Faculty Affairs Committee assess the proposed policy in light of current promotion and tenure policy.

Senator Watson proposed an amendment to the motion that the Faculty Affairs Committee present their work to the Faculty Senate by the next Faculty Senate meeting. This proposed amendment was accepted by Senators Stupiansky and Winner.

Senator Richardson suggested the Faculty Senate ask for an extension of the 45 business day rule so a report could be prepared in time for the December Faculty Senate meeting which would give departmental faculty an opportunity to review the proposal in time for a January 2019 vote.

This suggestion was accepted as part of the amended motion.

A vote was taken on the amended motion. All votes were in support of the motion.

IX. Information Items:

The Faculty Senate will meet again on December 6, 2019.

X. Adjournment

President Infanger declared the November 1, 2018 Faculty Senate meeting adjourned at 4:47pm.

MEMORANDUM

To: Dr. Amber Paulk, Chair
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President
for Academic Affairs and Provost

Date: September 10, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 2.5.3 of the Faculty Handbook – Responsibility of the Peer Promotion and/or Tenure Committee. The revisions are proposed so that faculty with the equivalent rank are reviewing applications for promotion and/or tenure. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

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 by October 15. In Library Services, the University Librarian serves the functions of chair and dean; in Educational Technology Services, the Director of Educational Technology Services serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee that consists of eligible faculty who are not applying for the equivalent rank of promotion in the department. More than one promotion committee may be needed in a department. Departmental committees shall consist of a minimum of three members, and the faculty profile of these committees shall be:

1. For promotion committees for the rank of Professor, all members must be tenured and hold the rank of Professor.
2. For promotion committees for Tenure, Associate Professor, or Tenure and Promotion to Associate Professor, all members must be tenured and hold the rank of Associate Professor or higher.
3. In cases where there are fewer than three department members who are eligible to serve on the committee, the department chair, after consultation with the dean, will appoint additional members to the committee from other departments with related interests. The committee chairperson must be a member of the candidate's department if any member of that department is eligible to serve.

Once a Tenure and/or Promotion committee has been formed, the most senior member on the committee shall call the meeting and lead the group in selection of a chair. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) based on the committee's evaluation feedback on each candidate. The evaluation form should include:

1. Information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio.
2. Address strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure.
3. Discipline specific accomplishments relative to effectiveness in teaching, research, scholarship, other creative activities, and service.
4. A tally of votes for/against/ or abstaining the granting of promotion and/or tenure by the committee.
5. A list of all committee members with the committee chair noted.

Prior to submission to the department chair and dean by November 15, the chair of the tenure/promotion committee will submit the evaluation form to the rest of the committee for final approval. Together with the final decision of the University, the candidate for tenure/promotion will receive a copy of the committee evaluation form for their records. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

To: Dr. Amber Paulk, Chair
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice
President for Academic Affairs and
Provost

A handwritten signature in blue ink, appearing to be "R. Alexander", is written over the "From:" line.

Date: October 2, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 2.4.2 of the Faculty Handbook - Lecturer/Senior Lecturer Category. These revisions are proposed to create a Lecturer/Senior Lecturer category. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

UNA Box 5041, Florence, AL 35632-0001 IP: 256.765.4258 IF: 256.765.4632 I una.edu/academics

Equal Opportunity/ Equal Access Institution

2.4.2 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 reviewed through the UNA tenure and promotion processes. 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 can apply for promotion to Senior Lecturer in the next academic year. 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.

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 should refer to Appendix 2.C, Recommended Practices for Reappointment of Full-Time Faculty at the Instructor 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 2.4.1 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 Vice President for Academic Affairs and Provost. 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 Vice President for Academic Affairs and Provost and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information.

Proposal and Rationale

Approximately 20% of all full-time UNA faculty members serve in non-tenure-track positions, with the rank of Instructor, Visiting Instructor, or Visiting Assistant Professor. The overwhelming majority of these faculty members have one-year, renewable contracts, while a small minority have three-year renewable contracts. While many do choose to engage in research and scholarly activities, their positions and employment are evaluated upon teaching and service only and they have no research requirements. Unlike many peer and aspirational peer institutions (see Appendix), UNA does not offer a path to promotion or long-term employment prospects for this valuable group of faculty members.

The University proposes to create a new faculty category that 1) provides employment security to full-time, non-tenure-track faculty members and 2) offers a path to promotion and career development; similar to what exists at most other peer and aspirational peer institutions.

The Process

All new, full-time, non-tenure-track faculty members will enter the institution with the rank of "Lecturer," with a standard 5-5 teaching load and performance evaluation based upon teaching and service only, similar to peer and aspirational peer institutions. Deans will 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 would serve on one-year, renewable contracts.

After five (5) years of uninterrupted, meritorious service, Lecturers can immediately apply for promotion to "Senior Lecturer," via submission of a dossier/portfolio to be evaluated through the normal UNA tenure and promotion processes. Upon promotion to Senior Lecturer, incumbents would receive a \$5,000 raise and also 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 (similar to the performance incentive for Full Professors adopted in 2018).

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA can apply for promotion to Senior Lecturer upon implementation of this policy, in the next academic year (Fall 2019). 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.

The University of North
Alabama Lecturer Promotion
Policy Comparisons

Insitution Name	Time allowed before promotion	Teaching Load of Lecturer/Instructor
Armstrong Atlantic State University (now Georgia Southern University)	Lecturer must serve minimum of 5 years prior to applying for promotion to Senior Lecturer	15 credit hours
McNeese State University	Instructor/Lecturer can apply for position of Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours
Jacksonville State University	Lecturer must serve minimum of 12 years at Instructor prior to applying for promotion to Distinguished Lecturer	15 credit hours
University of North Carolina at Pembroke	Lecturer must serve minimum of 5 years prior to applying for promotion to Senior Lecturer	4/4 (same as tenured)
West Texas A & M University	Fixed Term Associate/Lecturer must serve a minimum of 5 years prior to being promoted	15 credit hours
Winthrop University	Lecturer must serve a minimum of 6 years prior to promotion	12 to 15 hours
Morehead State University	Instructor/Lecturer can apply for position for Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours
Arkansas Tech University	Instructor/Lecturer must serve a minimum of 6 years prior to applying for promotion	12 to 15 credit hours
Austin Peay State University	No minimum of time before Instructor can apply for promotion to Senior Instructor	15 credit hours
The University of Tennessee-Martin	Instructor/Lecturer can apply for position for Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours

University of Central Arkansas	Instructor/Lecturer must serve a minimum of 6 years prior to applying for promotion	12 to 15 credit hours
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