

## **FACULTY SENATE MINUTES**

### **November 14, 2013**

The Faculty Senate of the University of North Alabama met November 14, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

President Peterson called the meeting to order and recognized Chong Qiu, proxy for Senator Coffman from Chemistry and Industrial Hygiene.

Senator Statom moved the adoption of the agenda with the removal of the report from the Faculty Affairs Committee. Senator Sanders seconded. The motion passed unanimously.

Senator Williams moved the approval of the October 10, 2013 minutes. Senator Barrett seconded. The motion passed unanimously.

Vice-President for Academic Affairs, Dr. Thornell, reported that President Cale is in China for ten days trying to develop some new partnerships and tying up loose ends with regard to our Integrated Health Initiative.

Dr. Thornell reported that the NCATE team will be on campus Sunday, Monday, and Tuesday to evaluate the teacher education program reaccreditation. He also reported that the new Student Center should be open sometime in February.

Rob Koch presented information concerning the new first year experience. This includes looking at the process of how we bring in new students. We are seeing many students who were granted admission choose not to attend. One piece of the enrollment plan will include the new Success Center. He stated that the success of the plan rests in the participation of those involved, especially the faculty. The pilot year will be 2014. Dr. Koch circulated brochures prepared to mail to parents and students. He also outlined three goals: orientation of the university community, support for new students including note taking, time management, study skills, and exploration into career opportunities. Dr. Koch also reported there will be three pieces of the first year experience: a mandatory class or seminar with goals clearly articulated, a University Advisement Services Office, and the purchase and utilization of retention software. He encouraged feedback and questions from the faculty.

Senator McGee reported on the issues related to problems with the AngelLearning site. The migration to a new manner of service resulted in some of the configuration files failing to migrate. This led to timeout issues. Hopefully these problems have been solved.

## **REPORTS:**

Senator Barrett reported that the Campus Safety Task Force is conducting a fall focus group of students and asked the faculty to encourage the students to participate. He also reported that there will be a focus group for faculty and staff in the spring. The task force has several subcommittees which are currently working. These include infrastructure, literature review, data collection, and legal issues.

## **UNFINISHED BUSINESS:**

Senator Statom moved the approval of Recommendation 1 for the SACSCOC Criteria for Accreditation policy/standards revision (See Attachment A). Senator Stovall seconded. The motion passed. Senator Campbell moved the approval of Recommendation 2. Senator Maddox seconded. The motion passed. Senator Campbell moved the approval of Recommendation 3. Senator Carrasco seconded. The motion failed. Senator Infanger moved the approval of the first part of Recommendation 3. Senator Carrasco seconded. The motion passed.

## **NEW BUSINESS:**

- A. Senator Carrasco moved the approval of the revision of Faculty Handbook 3.2.7 (See Attachment B). Senator Statom seconded. The motion passed.
- B. VPAA Thornell presented and welcomed questions on the Faculty and Staff Computer Rights and Computer Monitoring (Administrative Policy) (See Attachment C). Senators were requested to take these back to their departments for discussion and vote next month.
- C. VPAA Thornell presented the changes to the Faculty Handbook 2.5.3 and 2.5.4 (See Attachment D). Senator Statom moved the approval of the changes. Senator Austin seconded. The motion passed.
- D. VPAA Thornell presented the changes to the Faculty handbook 2.5.3 and Appendix 2B related to notification of intent to apply for promotion (See Attachment E). Senator Statom moved approval of the changes be considered next month. Senator Infanger seconded.
- E. Senators were asked to review and be prepared next month to vote on changes to the Faculty Handbook 3.14 and Appendix 3D related to revisions to faculty performance review (See Attachment F).
- F. Senators were asked to review and be prepared next month to vote on changes to the Faculty Handbook Appendix 4A related to salary schedule (See Attachment G).

INFORMATION ITEMS:

- A. The Academic Honesty Report is now available under FORMS on the Office of Student Conduct webpage.
- B. Information concerning benefits and deductions related to the new health care laws was shared (See Attachment H).

Senator Roden moved the meeting be adjourned. Senator Loeppky seconded. The motion passed. The meeting adjourned at 5:00 p.m.

## ATTACHMENT A

**STANDARD 4.8** An institution that offers distance or correspondence education documents each of the following: (Distance and correspondence education)

**SECTION 4.8.1** Demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

**This SACS Standard is covered by the following UNA Policies:**

1. Distance Learning Policies and Procedures Manual (<http://www.una.edu/distance/policies.html>) -Section 1.9, pages 1.6-1.7).
2. Help Desk Frequently Asked Questions (<http://www.una.edu/faq/>)
3. Schedule of Classes (Specifically Distance Learning pages – usually page 17)
4. Distance Learning Website (<http://www.una.edu/distance/>)

### RECOMMENDATION 1:

To strengthen support for this SACS section, we recommend the University adopt a policy to add the following statement to the login pages of both ANGEL and E-College:

By signing into this system you agree to the terms and conditions of the [UNA Information Technology Services Acceptable Use Statement](http://www.una.edu/its/una-it-policy.html). (Providing a hyperlink as shown in the statement to this address <http://www.una.edu/its/una-it-policy.html>).

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**SECTION 4.8.2** Has written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs

**This SACS Standard is covered by the following UNA Policies:**

1. UNA Student Handbook & Planner, usually page 25
2. UNA Undergraduate Catalog, usually page 17
3. UNA Graduate Catalog, usually pages 15-16
4. Student Orientation Advanced Registration (SOAR) Presentations

### NO CHANGES OR RECOMMENDATIONS AT THIS TIME

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**SECTION 4.8.3** Has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

**This SACS Standard is NOT currently covered by UNA Policy:**

### RECOMMENDATION 2:

Replace the narrative found atop page 17 of the Distance Learning Classes section of the Schedule of Classes and on the Distance Learning Website with the following statement:

Online course materials are delivered through ANGEL at <http://una.angellearning.com>; registered students log in using their Portal username and password. (Nursing classes are delivered through e-college at <http://unaonline.com>). Online classes may not be accessible until the first day of the semester. Classes marked with an asterisk (\*) require proctored exams which may be taken in the on-campus Distance Learning Testing Lab (Stevens Hall 101) or, at the discretion of the instructor, through an off-campus proctor service. Students may be required to use a third-party service to verify the student's identity for off-campus proctoring purposes, and to minimize the risk of academic dishonesty on course assignments. If instructors require the use of third party services, the student will incur additional charges to pay for the service.

### RECOMMENDATION 3:

When instructors use a third-party service to verify the student's identity for testing purposes or to minimize the risk of academic dishonesty on course assignments, these guidelines must be followed:

1. The instructor must clearly disclose this information in the course syllabus, including the costs for each test and the number of tests for which third-party proctoring services are required.
2. The instructor must post an announcement in the course management system at the earliest date the Learning Management System (Angel or E-College) is available to students.

## ATTACHMENT B

### 3.2.7 Overloads

During the academic year, chairs of departments may participate on 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. In regular school terms, and where 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, recommendation and approval of the dean of the college, ~~concurrence of the Vice President for Academic Affairs and Provost, and approval of the President.~~

## ATTACHMENT C

### Local Administrative Privileges and Network Computer Monitoring Policy

The following document applies to all University employees and computers, including Information Technology Services (ITS) employees and computers.

Running a computer system with administrative privileges represents a significant risk to the confidentiality, integrity, security, and availability of the University's information assets. However, without administrative privileges, a user cannot immediately install or update some software and/or hardware and must wait for ITS support, which causes an inconvenience for the user and increases the expense of maintaining the University's computer assets. Therefore, under the direction of the University administration, ITS enables local administrative privileges for each employee on their assigned computer.

All University owned computers must:

- Be joined to the University's Active Directory domain;
- Have management software installed that facilitates hardware or software inventory for asset tracking, license compliance, software installation/upgrading, remote assistance, or troubleshooting;
- Have active, properly configured security (anti-virus, malware, etc.) software;
- Have service packs and/or patches deemed necessary by ITS.

*NOTE:* Exceptions to the above can be made by the ITS Director.

#### Local Administrative Privileges Agreement

Every University employee initially has local administrative privileges on their University assigned computer and is required to abide by the following:

- User will not alter the computer's firewall, antivirus, or any other security software;
- User will not create any new user accounts or modify any existing accounts;
- The ITS department will continue to provide operating system patches, application software patches, antivirus/malware updates through the system wide client management platform to all University owned computers. User will not block or in any manner disable or revise any services on the computer that may prevent these or other routine maintenance procedures including scheduled antivirus/malware scans;
- User will maintain software licensing information for any software personally installed on their assigned computer;
- User will not share their username or password with others (Information Technology Services can provide assistance in establishing options for securely sharing items between users);
- User will not install or use software that is considered insecure. If there are questions concerning the validity of any software, the user should contact ITS prior to installing;
- User agrees that ITS has the right to temporarily block the computer from the University network at any time if the computer is suspected to be a security or support risk;
- User will be responsible for backing up their data. ITS will not be able to restore a configuration customized by the user. In the event of a computer failure, ITS will restore the original base image on the computer. The base image includes an operating system and any software maintained by the ITS department;
- User will not use University computers for personal gain ([http://ethics.alabama.gov/docs/Unofficial\\_Restated\\_Ethics\\_Act\(Draft\\_7-18-2012\).pdf](http://ethics.alabama.gov/docs/Unofficial_Restated_Ethics_Act(Draft_7-18-2012).pdf) Page 24);
- User agrees that, in the event their local administrative privileges result in a security compromise, they may be held responsible for any damages that may result to the full extent allowed by University policy, Local, State, and/or Federal law.

#### Network and Computer Monitoring

Electronic information on University computing resources is subject to examination if it is necessary to maintain or improve the functioning of University computing resources. Therefore, it is understood that there is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the University network and computing resources.

The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the University network. Such monitoring is limited to the backup, caching of data, logging of general activity, and usage patterns as are necessary for maintaining network availability or performance.

The University may monitor individual usage in the following instances:

- The user has voluntarily made access available to the public;
- To protect the security, functionality, and liability of the University's Information Technology Resources;
- Where probable cause exists to believe that the user has violated this policy.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the Vice President of Academic Affairs / Provost (VPAA) in consultation with the President. The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities. The VPAA must be notified prior to initiation of monitoring. Any violation of these procedures or unauthorized monitoring by the University will be considered "misuse" and personnel involved will be subject to revocation of privilege.

#### Privileges Revocation

A user's local administrative privileges may be revoked for any of the following reasons:

- User is involved in a data breach that is related directly to their having administrative privileges;
- User is downloading or installing software that is illegal or malicious to the University's Information Technology Resources;
- User is downloading or distributing copyrighted material without permission and can't demonstrate "fair use" (<http://www.copyright.gov/fls/fl102.html>);
- User requires excessive support from ITS staff. Excessive support is defined as frequent incidents requiring ITS staff to spend time returning a computer's operating system or software to a properly functioning state.

Decisions to revoke a user's local administrative privileges will be made collaboratively by the ITS Director and the immediate supervisor of the assigned user based on documentation of any of the above conditions. Revocation of privileges will be communicated in writing to the user upon execution. If the Director of ITS and the user's immediate supervisor are unable reach a mutually acceptable agreement, either may appeal to the Technologies Advisory Committee (TAC) for a decision. The committee may be reached by sending a written request to the TAC Chair. The Chair will respond to appeal requests in writing to the requester within 15 business days. In the meantime, prior to the TAC's official decision, revocation of local administrative privileges is at the discretion of the ITS Director.

A user's previously revoked administrative privileges will not be restored without a written request from the user. After a period of 90 days, a user may request the reinstatement of their previously granted local administrative privileges by sending a written request to the ITS Director and their immediate supervisor. The decision process will consider the documentation and/or decision that led to the revocation and the user's computer use record during the prior 90 days. If the decision is made to continue without local administrative privileges, the user may continue to request reinstatement every 90 days. Any reinstatement request that is less than 90 days from the initial revocation or from a previous reinstatement request will not be accepted.

A user whose administrative privileges are revoked and not restored may appeal the decision with the TAC. The committee may be reached by sending a written request to the ITS Director and the TAC Chair. The committee will respond to appeal requests in writing to the requester within 15 business days.



## ATTACHMENT D

### Excerpt from 2.5.3 of Faculty Handbook (Promotion Policy)

The electronic portfolio will contain the following and will be housed on a UNA server accessible only by the administration and committee members involved in the promotion review process:

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

\*\*The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. In addition to addressing the essential portfolio components in the limits given above, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced work may be reviewed by the administration and committee members involved in the promotion process.

4. A cover letter (optional) in which the faculty member 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.

### ~~5. Departmental and/or college promotion guidelines.~~

### Excerpt from 2.5.4. of Faculty Handbook (Tenure Policy)

By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair electronically an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1 ~~as well as departmental and college criteria for promotion and tenure.~~

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



## ATTACHMENT E

### 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 Vice President for Academic Affairs and Provost a notification of intent to apply by October 1. The department chair will determine that the candidate is eligible for promotion and notify the candidate of the outcome. If eligible, the candidate submits electronically an application and portfolio by October 10 to the department chair. ~~It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.~~

The electronic portfolio will contain the following and will be housed on a UNA server accessible only by the administration and committee members involved in the promotion review process:

UNA PROMOTION PROCESS	
TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion.	October 1
**Candidate presents application and portfolio to Department Chair.	October 10
Department Chair forms Peer Promotion Committee and informs College Dean of candidates.	October 20
Peer Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to department chair.	November 1
Department Chair reviews portfolio, completes evaluation for candidates, and provides evaluation letter to dean.	November 15
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides evaluation letter to VPAA/Provost.	January 10
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to VPAA/Provost.	March 1
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation letter to the President.	March 8
President or his/her designee makes final decision and informs VPAA /Provost.	March 15
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	March 15 (Promotions become effective as of March 1)
Written feedback from department chair and/or dean is provided to candidates. Portfolios are picked up from dean.	March 30

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

\*\*Departmental and/or college promotion guidelines and a cover letter (optional) must be contained within the promotion portfolio.

### 3.14 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.

#### 3.14.1 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 May 15** and retained on file in the college dean's office.

Faculty ~~Evaluation~~ 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 May 15** in order to discuss professional goals for the coming year. (See 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. A signed copy of the Faculty ~~Evaluation~~ Performance Report shall be retained in the college dean's office.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and ~~U~~niversity libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form. (See Appendix 3.D) Student evaluations will be administered every semester in each class section enrolling five or more students. Student comments should be collected and given to the faculty member in a format to ensure anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses taught in non-lecture format. The faculty member will announce to the class in advance that the rating forms will be administered. The professor will read the following statement to the class: "The evaluation you are about to complete is intended for constructive feedback. After your final grades in this course have been submitted, your tabulated responses will be seen by the instructor of the course and the chair of the department or dean. It is important for you to realize that you have a responsibility to be fair and honest. Since the purpose of the evaluation is improvement, if you are going to be critical, try to document your criticism in your responses in such a way that the instructor can benefit and improve his/her teaching of this course. Be as responsible in



completing this form as you would be if you were going to sign it. The instructor of this course will not see the results of these forms until the semester is over and the final grades have been submitted. A blank sheet of paper is provided should you wish to make comments." The faculty member should give the envelope with the blank forms and instructions to the student proctor, who is to be chosen from the class by the faculty member. The faculty member will leave the classroom. The faculty member will allow students ample time to complete the form. As students finish the questionnaires, they will place their evaluation responses in the envelope so marked. When everyone has put his/her form in the proper envelope, the student proctor will seal the envelope and take it to the office of the department chair. The departmental administrative assistant will collect all sealed envelopes and forward them to the Office of Institutional Research, Planning, and Assessment (OIRPA) for processing. The OIRPA will process the forms in a timely fashion and forward results to the department chair. The summary of the ratings shall be retained on file in the college dean's office and shall be shared with the faculty member.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Evaluation-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 ~~both~~ 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**. Copies of the evaluation and any response shall be retained in the college dean's office.

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.

### **3.14.2 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.

University of North Alabama  
**FACULTY ~~EVALUATION 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/~~Library~~ Effectiveness:

Research, Scholarship, and Other Creative Activities (~~Scholarly or Creative Performance~~):

University, ~~and~~ Community, and Professional Service:

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

Teaching/~~Library~~ Effectiveness:

Research, Scholarship, and Other Creative Activities (~~Scholarly or Creative Performance~~):

University, ~~and~~ Community, and Professional Service:

**III. \_\_\_\_\_** After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year ~~relative to teaching/library effectiveness; research, scholarship, and other creative activities (scholarly or creative performance); and university and community service.~~

Teaching/~~Library~~ Effectiveness:

Research, Scholarship, and Other Creative Activities (~~Scholarly or Creative Performance~~):

University, ~~and~~ Community, and Professional Service:

\_\_\_\_\_  
 Faculty Member

\_\_\_\_\_  
 Date



IV. Evaluation by Department Chair related to departmental and/or college performance guidelines.

Teaching Effectiveness:

\_\_\_\_\_

Research, Scholarship, and Other Creative Activities:

\_\_\_\_\_

University, Community, and Professional Service:

\_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Department Chair \_\_\_\_\_

☐ Dean \_\_\_\_\_

\_\_\_\_\_  
**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**  
**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 and/or college 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:**

**III.        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:**

**IV.        Evaluation by supervisor related to departmental and/or college performance guidelines.**

**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

**The following signatures will be obtained at the conclusion of the evaluation meeting:**

\_\_\_\_\_  
**Faculty Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean Signature**

\_\_\_\_\_  
**Date**

Optional Comments by Dean:

**\*Attach updated vita per Faculty Handbook**

**FACULTY SALARY SCHEDULE****A. Salary Category Weights****1. Degree Level:**

Bachelor's	0.40
Master's	0.50
Master's + 1	0.70
Master's + 2	0.80
Doctorate	1.45

The degree level master's plus one year is based on a minimum 30 semester hours of advanced graduate study beyond the master's; master's plus two years on completion of all requirements for the doctorate except the dissertation—ABD.

**2. Rank:**

Instructor	0.50
Assistant Professor	0.80
Associate Professor	1.55
Professor	2.60

**3. Experience (including experience as a UNA non-tenure-track faculty member): 0.10 each 2 years (0.50 maximum)**

Experience is based on the academic year, with prior experience for initial appointment rated at 100% for teaching and up to 75% for related work. Only experience following completion of the master's degree in a field related to the teaching discipline is considered.

**4. Merit or Market Value: 0.5**

~~In the late 1970s, merit values for faculty were frozen. Since that time, merit values of less than 0.5 have been elevated to 0.5 for all faculty as funds permitted, and this process was completed on October 1, 1998. The salaries for all newly hired faculty members are calculated to include a merit value of 0.5. A few faculty members possessing merit values of greater than 0.5 when the merit values were frozen have retained those values to the present and receive a fixed frozen merit supplement each year.~~

~~The degree-level master's plus one year is based on a minimum 30 semester hours of advanced graduate study beyond the master's; master's plus two years on completion of all requirements for the doctorate except the dissertation—ABD. Experience is based on~~

~~the academic year, with prior experience for initial appointment rated at 100% for teaching and up to 75% for related work. Only experience following completion of the master's degree is considered.~~

B. Salary Factor

The sum of weights derived from salary categories is converted to a salary factor at the rate of a factor of .01 for each .05 of weights, as per the following abridged conversion table:

<u>Wgt</u>	<u>Factor</u>	<u>Wgt</u>	<u>Factor</u>	<u>Wgt</u>	<u>Factor</u>
0.90	0.98	2.50	1.30	4.25	1.65
1.00	1.00	2.75	1.35	4.50	1.70
1.25	1.05	3.00	1.40	4.75	1.75
1.50	1.10	3.25	1.45	5.00	1.80
1.75	1.15	3.50	1.50	5.25	1.85
2.00	1.20	3.75	1.55	5.50	1.90
2.25	1.25	4.00	1.60	5.75	1.95

C. Department Chairs and Other Administration

Supplement according to responsibilities.

D. Determination of Salary for the Academic Year (Nine Months)

The schedule includes a base salary figure for the academic year. An individual salary is then determined by (1) totaling the weights earned in each salary category, (2) finding in the conversion table the factor for this sum, and (3) multiplying the base salary figure by the factor. Example (using a hypothetical base figure of \$10,000): an associate professor (1.55) with a doctorate (1.45) and 10 years of experience (0.50) and judged at a merit level of (0.50) earns a total of 4.00 in category weights, the factor for which is 1.60, and 1.60 times the base figure of \$10,000 produces a salary figure of \$16,000.

The Office of the Vice President for Academic Affairs and Provost may be consulted for details on salary determinations and for the current base salary figure.



## ATTACHMENT H

Faculty Senate issues for me to ask you about

Peterson, Lesley E.

Tue 10/1/2013 3:54 PM

Hi Catherine,

How about I try to sum them up here, and then you decide whether it's easier to reply email or if it's easier to discuss in person?

Thanks!

Lesley

Issues that some faculty members have asked Faculty Senate to look into:

- 1) Does the Affordable Health Care Act mean that faculty can now opt out? - Your recent email answered that. Thank you! Done.
- 2) Can we expect any changes to who is eligible to be covered as a dependent? Specifically, what about same-sex partners?
- 3) It appears that deductions from faculty summer pay are calculated *as if* the faculty member were earning that much every month, with the consequence that deductions are much higher than they should be.
  - a) Is it true (as I have been told) that faculty can expect to get back (several months later) the excess taxes deducted from their summer pay, but that excess deductions in other categories (FICA, TeachRet) can never be recouped?
  - b) If this is true, is this situation an unavoidable necessity due to the fact that faculty for the most part are on 9-month salaries and summer pay is earned during those other three months, or is it something that can be changed?

White, Catherine D.  
Fri 10/11/2013 6:13 PM

Lesley,

I think I can answer these via email, but if you think we need to discuss in person, that will be fine as well.

- 1) I'm glad to know my email answered this question. I did, however, speak with a faculty member this morning who wanted to know why an employee could not opt out of the University's plan. I thought I would give you the information I gave him so that you could answer that question if you get it. The ACA requires group health plans to meet a minimum coverage standard and to remain below a maximum cost standard. Our plan far exceeds the coverage standard, and the cost (\$0 for employees) falls well below the maximum cost standard. Therefore, the ACA will not consider any of our employees eligible for exchange coverage.
- 2) With regard to same-sex partners and the ACA, I have not heard that the ACA will change eligibility within our group plan. However, there are many things we don't know yet about the law, so that could be a possibility.
- 3) I can partially answer the question and will get back to you with the rest. Teachers' Retirement and FICA percentage deductions never change, so even if summer payments are treated differently for tax purposes, there is no difference for these two deductions. The remainder of the question is a payroll issue, and I have asked Donna Tipps to check into it. Either she or I will follow up with an answer.

Thanks,  
Catherine