

FACULTY SENATE MINUTES

September 1, 2016

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on September 1, 2016. The meeting convened at 3:30 p.m. with President David Brommer presiding.

Proxies: President Brommer recognized the following proxies: Natasha Lindsey for John McGee from Educational Technologies; Alejandra Alvarado-Brizuela for Scott Infanger from Foreign Languages; and James Jerkins for Patricia Roden from Computer Science and Information Systems.

Members in attendance: Rae Atencio, Shane Banks, Doug Barrett, David Brommer, Daryl Brown, Amy Butler, Lisa Clayton, Amanda Coffman, Katherine Crisler, Sarah Franklin, Leah Graham, Mark Greer, Clarissa Hall, Dan Hallock, Felecia Harris, Keith Jones, Lisa Kirch, Ian Loeppky, George Makowski, Glenn Marvin, Rachel McKelvey, Prema Monteiro, Michelle Nelson, Katie Owens-Murphy, Alaina Patterson Reid, Lee Renfroe, Craig Robertson, David Ruebhausen, Richard Statom, Daniel Stevens, Jessica Stovall, Alexander Takeuchi, Karen Townsend, Rachel Winston, and Ryan Zayac.

Members not in attendance (without proxy): Mohamad Elmasry.

Approval of agenda: Richard Statom moved approval of the agenda. Craig Robertson seconded the motion. The motion passed.

Approval of minutes: Sarah Franklin moved approval of the minutes of the May 5, 2016 meeting. Doug Barrett seconded the motion. The motion passed.

Reports:

Faculty Attitude Survey Committee: President Brommer reported that he had been in contact with the committee to determine the status of the Faculty Attitudes Survey. It should be finalized soon.

Faculty Affairs Committee: No report.

Academic Affairs Committee: No report.

Unfinished Business: There was no unfinished business.

New Business:

Faculty Only Committee Vacancies:

Grievance Pool Appointments: Richard Statom and David Brommer were selected by acclamation.

Due Process Appointment: Lee Renfroe was selected by acclamation.

Undergraduate Curriculum Committee: Kellie Winkles was selected by acclamation for the College of Nursing slot. Richard Statom moved postponement of the nomination for the Arts & Sciences position. Craig Robertson seconded the motion. The motion passed.

Faculty Development Leave Committee: Lisa Clayton was selected by acclamation.

Revisions to the Policies and Guidelines for Centers and Institutes: Richard Statom moved to approve the proposed revisions (See Attachment A). Doug Barrett seconded the motion. Richard Statom moved to postpone until the October meeting. Doug Barrett seconded. The motion to postpone carried.

Addition of Sick Leave Policy to Faculty Handbook: Sarah Franklin moved to accept the revisions (See Attachment B for proposed revisions by Faculty Staff Welfare Committee and Appendix C for wording previously approved by Faculty Senate). Richard Statom seconded the motion. The motion failed. Richard Statom moved to send the revisions to the Faculty Affairs Committee to address the wording and other issues (maternity leave, etc.). George Makowski seconded the motion. The motion passed.

Revisions to Appendix 2A of the Faculty Handbook – Policies Concerning Adjunct Faculty: Doug Barrett moved to accept the proposed changes (See Attachment D). Richard Statom seconded the motion. The motion passed.

Revisions to Section 3.15 of the Faculty Handbook – Faculty Evaluation: Daniel Stevens moved to approve the proposed changes (See Attachment E). Ian Loeppky seconded the motion. The motion failed. Richard Statom moved to send the changes to the Faculty Affairs Committee for review. Doug Barrett seconded the motion. The motion passed.

Revisions to Section 2.5 of the Faculty Handbook – Policies on Promotion and Tenure: Sarah Franklin moved to refer the revisions to the Faculty Affairs Committee (See Attachment F). Senators should take the issue back to their departments and collect feedback to forward to the Faculty Affairs chair by September 22. Richard Statom seconded the motion. The motion passed.

Revision to Sections of Faculty Handbook – Presidential Delegation of Signature Authority to VPAA and Provost in Some Matters: Richard Statom moved approval of the proposed changes (See Attachment G). Lee Renfroe seconded the motion. The motion passed.

Revisions to Various Sections 2.5.2 and 3.2.2 of Faculty Handbook – 15-Hour Teaching Loads for Some Non-Tenure Track Faculty: Richard Statom moved to postpone this issue until the October meeting (See Attachment H). Amanda Coffman seconded the motion. The motion passed.

Revisions to Section 3.3.3 of the Faculty Handbook – Curriculum Development:

Richard Statom moved to approve the proposed revisions (See Attachment I). Sarah Franklin seconded the motion. The motion failed. Leah Graham moved to send the revisions back to the COAD for clarification, including if the change applied to courses as well as programs and majors. Doug Barrett seconded the motion. The motion passed.

Information Items: The next Senate meeting will be on October 6 at 3:30 in Commons Room 330.

Adjournment: Richard Statom moved adjournment. Lee Renfroe seconded the motion. The motion passed. The meeting adjourned at 5:00 p.m.

Amy Butler
Secretary
Faculty Senate

Approved 10/6/16

Attachment A

Policies and Guidelines for Centers and Institutes University of North Alabama

The University recognizes the contribution that centers and institutes can make in (a) enriching teaching, research, and service within the academic community and/or (b) advancing institutional goals within the service mission of the institution beyond academics. They also often assist the University in leveraging external funding. Proposals for the establishment of such units require a careful review of their need, role within the institution, and relationship to the mission of the university. The guidelines herein are to be followed for the proposal of a center or institute and an ongoing review of its viability to the university.

Proposals

Any administrative unit of the university may submit a proposal for the creation of a center or institute. The terms centers and institutes are used interchangeably but institutes typically reflect a broader institutional scope. Proposals that are academic in nature are submitted to the Council of Academic Deans (COAD) for review and initial approval. Prior to submission to COAD, proposals must have the endorsement of the appropriate department(s) and college(s). Proposals for centers or institutes that are non-academic in nature are submitted by the appropriate vice president to the university executive council for review and initial approval. Subsequent approvals must be obtained by the appropriate constituency bodies as outlined in shared governance and/or university policy. The university president has final authority for the approval of center and institutes. A proposal must include the following items: purpose of the center or institute, relation to mission of the university, organization chart (to include a reporting structure), budget, objectives, external funding ~~and~~ partners (if any), an advisory board (if needed), and evaluation procedures. All fundraising, including the establishment of current use and endowment funds, must follow the gift acceptance, spending, and investment policies of the UNA Foundation.

This policy statement recognizes that units of the institution that provide ongoing administrative and academic support are often referred to as centers. The guidelines described herein are not applicable to those units.

Structure

Each center and/or institute should have a director (or co-directors). The designation of those individuals(s) shall occur in conjunction with the initial creation of the center or institute and have the approval of the department chair and cost center head/dean. The director is responsible for working with colleagues (and an advisory board, if needed) to meet the mission and purpose of the center or institute and demonstrate compliance with reporting requirements. Periodic evaluation of the performance of the center or institute is the responsibility of the appropriate cost center head/dean, in consultation with the chair of the department where the faculty appointment of the director resides. Should the performance of the director fail to meet the needs of the center or institute, the cost center head/dean can, in consultation with the department chair and/or advisory board, take action as needed, including the removal of the director. For centers with a multidisciplinary mission, any personal action shall be collaborative among the respective cost center heads/deans and department chairs.

In the event there is a need for the replacement of a center or institute director, Appendix A outlines the process to be followed.

The creation of advisory boards is encouraged, but not required. The membership of such shall be coordinated by the director with approval by the cost center head/dean and department chair. Advisory boards do not exercise administrative authority over the center or institute.

Reporting Procedures

Centers and institutes are considered a part of the organization structure of the university. As such, the director must compile and submit annual and periodic reports compliant with the guidelines outlined by the university institutional effectiveness committee, utilizing the online process and template.

Periodic Review

Centers and institutes will conduct an audit of their activities and contribution to university mission every five years. The report of that audit will be reviewed by the COAD and/or Executive Council to determine continued viability. Should a center or institute be deemed to be non-viable, it will be afforded the opportunity to provide an improvement plan. A subsequent review after one year will be conducted and a final recommendation will be made to the president by the COAD or Executive Council to either continue the center or institute for an additional four years or discontinue it. The decision of the president in consultation with the Board of Trustees as needed is final.

Center Director Appointment Procedures

- 1. Identification of Search Committee.** Search committees will be formed by the cost center head/dean to whom the center reports. The search committee shall select its chair.
- 2. Development of Job Advertisement.** The committee, in consultation with the cost center head/dean, shall write an internal job advertisement that represents the position and post on campus as needed.
- 3. Receipt of Applications.** All applications and supporting materials will be received by the search committee.
- 4. Review of Applications/Interview.** 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 and select candidates for interview. With the concurrence of the cost center head/dean, interviews will be conducted as needed.
- 5. Final Evaluation of Candidates and Recommendation for Hiring.** Upon conclusion of interviews and deliberations, the search committee shall recommend candidate(s) to the cost center head/dean for the position. The cost center head/dean will endorse the recommended candidate for submission to the appropriate Vice President, who will notify the successful candidate via letter.

Attachment B

Vandiver, Renee P

From: Padgett, Gary
Sent: Thursday, May 12, 2016 10:58 AM
To: Vandiver, Renee P
Cc: Lee, Marilyn B.
Subject: Re: Addition of Sick Leave Policy to Faculty Handbook

Dr. Lee

The Faculty Staff Welfare Committee has discussed the proposed changes to the faculty sick leave policy. While we did not fully support the proposed changes, I would like to submit our recommendation to the proposal.

Sick leave is granted to the faculty in relation to eight-hour workdays. When a faculty member is absent from the University, sick leave should be reported for the class time and office hours missed. Sick time should be reported in increments of one hour. If office hours are rescheduled within 48 hours, then sick leave does not need to be reported for the missed time. If sick time is reported for the missed office hours, the missed time does not need to be rescheduled. Missed class time will always need to be reported.

Thank you.
Gary Padgett, Ph.D.
Secondary Education
University of North Alabama

From: Vandiver, Renee P
Sent: Tuesday, March 15, 2016 2:45:09 PM
To: Padgett, Gary
Cc: Lee, Marilyn B.
Subject: Addition of Sick Leave Policy to Faculty Handbook

On behalf of SGEC Chair, I present the aforementioned proposal for consideration by the Faculty/Staff Welfare Committee. Please let Dr. Lee know the outcome of the review with a copy to me. Thank you.

Reneé P. Vandiver
Assistant to the Vice President for Academic Affairs and Provost University of North Alabama UNA Box 5041 Florence, AL 35632-0001
Phone: 256-765-4258
Fax: 256-765-4632
E-Mail: rpvandiver@una.edu

-----Original Message-----

From: vpaaxerox@info.una.edu [mailto:vpaaxerox@info.una.edu]
Sent: Tuesday, March 15, 2016 2:30 PM
To: Vandiver, Renee P <rpvandiver@una.edu>
Subject: Scanned from a Xerox Multifunction Device

Attachment C

Proposed Addition to the Faculty Handbook Approved by the Faculty Senate February 11, 2016

The University provides sick leave to eligible faculty in order to prevent loss of income when the faculty member is unable to work. For precise, up-to-date information, faculty should consult the [UNA Employee Policy Manual and Handbook](#). As outlined there, categories of sick leave include personal illness/ accident leave and physician appointments; maternity leave; family illness/accident leave; bereavement leave (death of a family member); funeral leave; personal leave; on-the-job injury leave; and miscellaneous uses.

Faculty who miss class time and office hours for any of those reasons (and are thus unable to complete their assigned duties) should report sick leave when they are unable to arrange substitute means of teaching missed classes (e.g., through lectures posted online) or when they are unable to reschedule the missed office hours.

Attachment D

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 will limit its employment of adjunct faculty to no more than 25% of the credit hours produced by a department except 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 Vice President for Academic Affairs and Provost according to the following dates:
 - (a) Fall Semester March 1
 - (b) Spring Semester October 1
 - (c) Summer Sessions March 1
 - c. The Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost also coordinates with the Office of Human Resources and the Director of the Office of Diversity and Institutional Equity 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 Vice President for Academic Affairs and Provost.
- 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 Vice President for Academic Affairs and Provost. The Online Employment System generates e-mail notifications to those persons approved for the adjunct pool.
- ~~j. When an individual is approved for the pool, the individual's credentials will remain on file for five years even if he/she is not selected for teaching. After five years, an individual will have to re-apply for inclusion in the pool unless he/she has been selected to teach.~~
- k. 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.

1. The Vice President for Academic Affairs and Provost 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.

~~4. Adjunct faculty members who have taught during the past five years will be considered a part of the adjunct faculty applicant pool and will not be required to reapply.~~

B. Employment of Adjunct Faculty

1. For first-time employment of adjunct faculty, the department chair should submit to the college dean a ~~a~~ Personnel/New Hire Action Form and a Faculty Credentials Certification Form. The college dean should endorse the request and send it to the Vice President for Academic Affairs and Provost. Subsequent employment will be made by an Electronic Personnel Action Form. For adjunct faculty, no interview is required at the Vice President for Academic Affairs and Provost level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials is required and should be uploaded to the Online Employment System. The Office of the Vice President for Academic Affairs and Provost 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 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 Vice President for Academic Affairs and Provost 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. ~~At the beginning of each semester, t~~The department chair will ~~hold~~arrange an orientation ~~meeting~~session for new adjunct faculty.
- ~~2. It will be the responsibility of the department chair to supervise the adjunct faculty member and to evaluate his/her performance at the end of each semester. Evaluations for adjunct faculty will be kept on file in the departmental office.~~
- ~~32.~~ Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
- ~~43.~~ Each adjunct faculty member will have access to on-campus mail through the department ~~al chair's~~ post office box.
- ~~54.~~ Adjunct faculty members, when hired, are provided with written instructions for obtaining a parking permit from University Police.
- ~~65.~~ Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours based on departmental guidelines. ~~where they can be reached if the students need help. When appropriate, a minimum of two hours per week should be provided. Normally, these office hours are listed immediately before or after class hours.~~
- ~~76.~~ For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be handed out to the students during the first or second class period and be on file in the department chair's office. 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.
- ~~87.~~ Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
- ~~98.~~ 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.

- ~~109.~~ 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, and the results will be retained in the department chair's office. 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 ~~will be~~ considered in future employment agreements with the faculty member.
- ~~110.~~ 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.
- ~~121.~~ Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.
- ~~1312.~~ 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.
- ~~1413.~~ For compelling reasons, the Vice President for Academic Affairs, in consultation with the dean, is authorized to make limited exceptions to this policy.

Attachment E

3.15 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.

3.15.1 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~~ stored/maintained/archived in the online database that UNA has established for this purpose.

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 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. ~~An signed electronic~~ copy of the Faculty Performance Report shall be retained in the college dean's office stored/maintained/archived in the online database that UNA has established for this purpose.

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. (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~~stored/maintained/archived in the online database that UNA has established for this purpose and shall be shared with the faculty member.

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**. ~~Electronic~~Copies of the evaluation and any response shall be ~~retained in the college dean's office~~stored/maintained/archived in the online database that UNA has established for this purpose.

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.

3.15.2 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.

**2. PERSONNEL POLICIES,
REGULATIONS, AND
PROCEDURES**

2.1 EQUAL OPPORTUNITY

2.2 NEPOTISM

2.3 FACULTY EMPLOYMENT PROCEDURES

**2.3.1 SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NON-
TENURE-TRACK FACULTY**

2.3.2 EMPLOYMENT AGREEMENTS

2.3.3 PRE-EMPLOYMENT HEALTH SCREENING

2.3.4 BACKGROUND CHECKS

2.4 TYPES OF APPOINTMENTS

2.4.1 TENURE-TRACK

2.4.2 NON-TENURE-TRACK

2.4.3 ADJUNCT

**2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE,
PROMOTION, AND APPOINTMENT**

**2.5.1 GENERAL CRITERIA FOR PROMOTION AND/OR TENURE
AND/OR PROMOTION**

**2.5.2 SPECIAL CRITERIA BY RANKS FOR APPOINTMENT,
PROMOTION, AND/OR TENURE, AND PROMOTION**

**2.5.3 PROCEDURE FOR PROMOTION AND/OR TENURE AND
PROMOTION**

**2.5.5 RENEWAL OR TERMINATION OF A PROBATIONARY
APPOINTMENT**

2.6 TERMINATION OF FACULTY APPOINTMENTS

2.6.1 RETIREMENT

2.6.2 TERMINATION FOR CAUSE

2.6.3 CHECK-OUT PROCEDURES

2.7 SANCTIONS LESS THAN TERMINATION

2.8 GRIEVANCE AND DUE PROCESS

2.8.1 UNIVERSITY OMBUDSMAN

2.9 FACULTY RECORDS

2.10 APPLICATION OF HANDBOOK

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.

2.4.3 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 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 the following link: <http://www.una.edu/humanresources/forms-and-links.html> (see 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. (See Appendix 2.A, Policies Concerning Adjunct Faculty)

2.5 CRITERIA FOR APPOINTMENT, ~~PROMOTION, AND/OR TENURE, AND~~ ~~PROMOTION~~

2.5.1 General Criteria for ~~Promotion and/or Tenure and/or Promotion~~

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging 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 ~~tenurepromotion~~ and/or ~~promotiontenure~~ 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 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.

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, MFA in Creative Writing, MFA in Theatre, J.D. for Business Law, and MFA in Interior Design.

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

Faculty ranks of the University, including librarians, and educational technologists, 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, 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 Vice President for Academic Affairs and Provost 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 and/or tenure, ~~promotion,~~ 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 Vice President for Academic Affairs and Provost to monitor equity of expectations across the University.

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 see Appendix 2.FD, Timeline for Promotion and/or Tenure and Promotion)

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, promotion to this rank, and/or tenure, ~~and 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. 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 Instructor. 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 Vice President for Academic Affairs and Provost.
3. Associate Professor. Appointment, promotion to this rank, and/or tenure, ~~and 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. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

Faculty will be required to be evaluated for promotion and/or tenure ~~and promotion~~ no later than the sixth year of service as an Assistant Professor at UNA. ~~Tenure and promotion will normally be awarded no later than the seventh year at UNA.~~ Faculty employment contracts may, upon approval by the dean and VPAA, include credit for up to four 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. An Assistant Professor must serve a minimum of two years at UNA prior to the review of the promotion and/or tenure ~~and promotion~~ application in the third academic year of employment at UNA.

4. Professor. Appointment, promotion to this rank, and/or tenure, ~~and promotion to this rank~~ requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. 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. Faculty employment contracts may, upon approval by the dean and VPAA, include credit for up to four 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. Thus, 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 ~~be eligible to apply for tenure after completing at least two years or service at UNA, and must apply no later than the sixth year of service at UNA. The application year will be determined at the time of hiring and included in the employment letter.~~

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 by the dean for a waiver of the aforementioned credential and experience requirements for tenure and/or any rank may be granted by the Vice President for Academic Affairs and Provost.

2.5.3 Procedure for Promotion and/or Tenure ~~and/or Promotion~~

Faculty hired prior to the 2017-18 academic year are covered by the promotion and/or tenure ~~and promotion~~ policies found at Appendix 2.E, unless a request to opt in to the current promotion and/or tenure ~~and promotion~~ policies is made to the department chair, dean, and Vice President for Academic Affairs and Provost 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 ~~and promotion are~~ is not a rights but a privileges that must be earned by a faculty member on the basis of his or her performance and promotion during a probationary period. The granting of promotion and/or tenure ~~or promotion~~ is never automatic. Promotion and/or Tenure ~~and promotion~~ 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 Vice President for Academic Affairs and Provost, 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 ~~will~~may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and Vice President for Academic Affairs and Provost at the time leave is granted. ~~The tenure and promotion policy does not apply to non-tenure track, visiting, or adjunct faculty.~~

A. Faculty Members Who Are Not Department Chairs

The initiation of the promotion and/or tenure ~~and/or promotion review~~ process is the responsibility of the faculty member. ~~It begins 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 May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Vice President for Academic Affairs and Provost, whether the candidate is eligible for promotion and/or tenure ~~and/or promotion~~ 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 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 Vice President for Academic Affairs and Provost.

For faculty seeking promotion and/or tenure ~~and/or promotion~~, an electronic portfolio will be submitted to the department chair and to promotions@una.edu by October 1 of the academic year prior to the final academic year of probationary status. For those seeking promotion only, the faculty member will present to the department chair and to promotions@una.edu by October 1 an electronic portfolio that provides evidence of accomplishments. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for ~~either promotion and/or tenure or promotion~~. 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 mandatory application year. The timeline for reviewing promotion and/or tenure ~~and promotion~~ materials can be found in Appendix 2. ED.

The electronic portfolio (items 1, 2, 3 below) will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on a secure server and will be accessible only by the administration and committee members involved in the promotion and/or tenure ~~and/or promotion~~ review process.

1. Application for Promotion and/or Tenure ~~and/or Promotion~~ (See Appendix 2.CF)
2. A cover letter 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 indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.
3. Current Resume or Vita (limited to 10 pages)
 - 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 2.5.1 (optional – electronic submission of supporting information is preferred; if submitted in hard-copy form, references to these materials must be made within the electronic portfolio)
 - a. Effectiveness in Teaching ~~Library/Educational Technology Services~~
 - 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 ~~and Promotion~~ Committee

When a faculty member applies for promotion and/or tenure ~~and/or promotion~~, it is the responsibility of the department chair to form a peer promotion and/or tenure ~~and promotion~~ committee by October 15. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure ~~and promotion~~ 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 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. The department chair or designee will supervise the election of a chairperson. It is the responsibility of the peer promotion and/or tenure ~~and promotion~~ 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 promotion~~ and to recommend for or against the granting of promotion and/or tenure ~~and/or promotion~~. In addition, the peer promotion and/or tenure ~~and promotion~~ committee will then submit through the department chair to the dean all of the information relating to the promotion and/or tenure ~~and/or promotion~~ recommendation by November 15. The evaluation form, composed by the candidate's peer promotion and/or tenure ~~and promotion~~ 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.

Members of the peer promotion and/or tenure ~~and promotion~~ 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 his or her 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 ~~and/or promotion~~. The department chair will forward the peer promotion and/or tenure ~~and promotion~~ committee's recommendation, and his or her own recommendation for each candidate, to the dean no later than December 1. In Library and Educational Technology Services, the dean serves the functions of chair and dean.

Responsibility of the Dean

The dean will review the candidate portfolios in his/her college and the materials presented by the peer promotion and/or tenure ~~and promotion~~ committee and the department chair, ~~and 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 ~~and/or promotion~~, ~~and~~ recommend for or against the granting of promotion and/or tenure ~~and/or promotion~~, and forward to the Vice President for Academic Affairs and Provost and to promotions@una.edu all of the information relating to the promotion and/or tenure ~~and/or promotion~~ recommendation by February 1.

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 ~~and promotion~~ committee, the department chair, and dean, and ~~the committee chair will prepare a written evaluation~~ 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 ~~and/or promotion~~ and ~~by~~ as reported on the numerical secret ballot vote to recommend for or against the granting of promotion and/or tenure ~~and/or~~

~~promotion~~ and forward to the Vice President for Academic Affairs and Provost all of the information relating to the ~~promotion and/or tenure and/or promotion~~ recommendation by March 15. 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 October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing ~~promotion and/or tenure and promotion~~ portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to ~~promotion and/or 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 ~~promotion and/or tenure and promotion~~ criteria; and concurring with, or not, the recommendations of candidates for ~~promotion and/or 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). 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.

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 and promotion~~ criteria, unique college criteria and policies with respect to ~~promotion and/or tenure and promotion~~ criteria, and university policies with respect to ~~promotion and/or tenure and promotion~~ 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 location of the portfolios on the UNA server 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* (convened in person) to discuss each portfolio and vote on each candidate by reported numerical secret ballot.

The committee will perform a year-end process/procedures review and prepare a report to be presented to the Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review each candidate, and the recommendations from the peer promotion and/or tenure ~~and promotion~~ 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 ~~and/or promotion~~ to the President by April 15.

Responsibility of the President

The final decision for or against the granting of promotion and/or tenure ~~and promotion~~ will be made by the President by April 22. Letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair, no later than May 1. For faculty being considered for promotion and/or tenure ~~and promotion~~ 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 t ~~Tenure and promotion~~, and promotional raises, will become effective on the first day of the following fall semester.

B. Department Chairs Applying for Promotion and/or Tenure ~~and/or Promotion~~

Department chairs who are candidates for promotion will be evaluated using the same process as that described for other faculty members, except that the department chair review is omitted. In the case of department chairs, however, the evaluation completed by the peer promotion and/or tenure ~~and promotion~~ committee will be sent directly to the dean no later than November 15. The dean will evaluate the candidate's portfolio and will forward his or her evaluation and the peer promotion and/or tenure ~~and promotion~~ committee's evaluation to the Vice President for Academic Affairs and Provost by February 1. By April 15, the Vice President for Academic Affairs and Provost will review each candidate, and the recommendations from the peer promotion and/or tenure ~~and promotion~~ 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 ~~and/or promotion~~ to the President.

Evaluation Results

At each stage of the process, the evaluation form will be e-mailed to the next level, to promotions@una.edu, and be copied to the candidate. The candidate will receive a copy of each evaluation and ~~may offer a rebuttal, if desired, within seven business days by e-mailing it to promotions@una.edu. The rebuttal(s), if any, will be added to the application materials.~~

2.5.5. Renewal or Termination of a Probationary Appointment

UNA PROMOTION AND/OR TENURE PROCESS

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion <u>and/or tenure</u> .	September 15 <u>May 1</u>
Department Chair <u>Dean</u> verifies, with the Office of the VPAA/Provost, whether the candidate is eligible for promotion and <u>/or tenure and</u> notifies the candidate.	September 25 <u>May 15</u>
Candidate presents application and portfolio to Department Chair <u>and promotions@una.edu</u> .	November 1 <u>October 1</u>
Department Chair forms Peer Promotion <u>and/or Tenure</u> Committee and informs College Dean of candidates .	November 5 <u>October 15</u>
Peer Promotion <u>and/or Tenure</u> Committee reviews portfolios, completes evaluation for candidates, and provides Promotion <u>and/or Tenure Recommendation</u> <u>Evaluation</u> Form to department chair.	November 24 <u>15</u>
Department Chair reviews portfolios, completes evaluation for candidates, and provides Promotion <u>and/or Tenure Recommendation</u> <u>Evaluation</u> Form to dean.	December 12
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides <u>Promotion Recommendation Form</u> <u>all information relating to the promotion and/or tenure recommendation</u> to VPAA/Provost <u>and promotions@una.edu</u> .	February 15
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides Promotion <u>and/or Tenure Recommendation</u> <u>Evaluation</u> Form to VPAA/Provost.	April 4 <u>March 15</u>
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 10 <u>5</u>
President or his/her designee makes final decision and informs VPAA /Provost.	

	April 12 <u>April 22</u>
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	April 15 <u>May 1</u> (promotions become effective on the first day of the following fall semester)
Written feedback from department chair and/or dean is provided to candidates. Portfolios are picked up from dean.	April 30 <u>May 15</u>

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

2C-1

Timeline for Promotion and/or Tenure and Promotion*			
Initial UNA Appointment Rank	*Effective date of promotion and/or tenure and/or promotion is the beginning of the academic year after the year in which application is made.		
	Required Application Year For		
	Tenure	Promotion to Associate Professor	Promotion to Full Professor
Instructor/Visiting	Not eligible		
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. No later than sixth year in rank at UNA. Exact year determined at time of hiring and included in employment letter.		

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:

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 with the following information and present the portfolio to department chair by ~~November~~October 1:

- I. Application for Promotion and/or Tenure
- II. Current Resume or Vita* (limited to 10 pages)
 - A. Education (Institution, major, minor, degrees awarded, and ~~when~~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)
- III. Supporting Information for the Following Items, as outlined in section 2.5.1 (optional – electronic submission of supporting information is preferred; if submitted in hard-copy form, references to these materials must be made within the electronic portfolio)*
 - A. ~~Teaching/Library Effectiveness in Teaching~~
 - B. ~~Effectiveness in Research, Scholarship, and Other~~ or eCreative Activities ~~performance~~
 - C. ~~Effectiveness in Rendering University and community s~~ Service
 - D. Any other relevant information pertaining to the college or department

* Five Pages

** Applicants for promotion will limit their portfolios to a 10-page maximum ~~on Section III~~. In addition to addressing the essential portfolio components in the 10-page limit, the candidate may place material or objects referenced in the portfolio in a designated review area as established by the college dean. The additional referenced

work must be referenced in the electronic portfolio and may be reviewed by the administration and committee members involved in the promotion process.

Applicant's Signature _____ Date _____

PROMOTION AND/OR TENURE RECOMMENDATION EVALUATION FORM

Date:

~~Promotion~~ Candidate Name:

Recommending Body: Peer Promotion Committee

Level of Recommendation: Assistant Professor

Overall ~~Promotion~~ RankingFor Tenure/Promotion ~~Less Qualified~~

Comments: _____

Effectiveness in Teaching ~~Professional Effectiveness~~Met Criteria

Comments: _____

Effectiveness in Research, Scholarship, and Other Creative ActivitiesMet Criteria

Comments: _____

Effectiveness in Rendering University, Community, and Professional ServiceMet Criteria

Comments: _____

2.5.1 General Criteria for Promotion and Tenure

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. (see page 2-7 of Faculty Handbook)
2. Effectiveness in Research, Scholarship, and Other Creative Activities. (see page 2-7 of Faculty Handbook)
3. Effectiveness in Rendering Service. (see page 2-8 of Faculty Handbook)

2.5.2 Special Criteria by Ranks for Promotion, Tenure, and Appointment

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 and/or tenure, and year to year success ~~(Departmental and College Performance Guidelines should be consulted as a part of the review process)~~, 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 Vice President for Academic Affairs and Provost to monitor equity of expectations across the University.

- ~~1. 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.~~
- ~~2. 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.

1. 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. 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 VPAA, include credit for up to four 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. 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.
2. 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, 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. Faculty employment contracts may, upon approval by the dean and VPAA, include credit for up to four 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. Thus, 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.

3. Department Chairs Applying for Promotion. The administrative effectiveness of the department chair will be evaluated within the category of university and community service.

(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 pursues its mission of engaging 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, and MFA in Interior Design.

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 Provost/VPAA 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/VPAA 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 Vice President for Academic Affairs/Provost.

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 ~~September 15~~May 1. The department chair will verify, with the Office of the Vice President for Academic Affairs and Provost, whether the candidate is eligible for promotion and notify the candidate by ~~September 25~~May 15. The candidate submits electronically an application and portfolio by ~~November~~October 1 to the department chair.

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.C)
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.

Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, 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 Collier Library 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 for the department chair (or dean) 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 Recommendation Form no later than November ~~24~~15. This written 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 and Sciences, Business, 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 by ~~November 5~~October 15. 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 Recommendation Form. The department chair will forward the peer promotion committee's recommendation, and his or her own recommendation for each candidate, to the college or area dean no later than December 12. This written 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 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 Recommendation Form. The dean's recommendations as well as all previous recommendations and actions on the promotion shall be forwarded to the Vice President for Academic Affairs and Provost by February 15.

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 October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the 10-page portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained separately from those portfolios. The location of the supplementary materials will be determined by the Vice President for Academic Affairs and Provost. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (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 Recommendation Form. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 2.C.

As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to

tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available, the chair will notify the committee of the location of the portfolios on the UNA server and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio but by March 15, the chair will schedule a meeting of the committee with the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost will forward the committee's concurrence, or lack thereof, to the President.

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

Responsibility of the Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By April 10⁵, the Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended.

Following the decisions made by the President as outlined below, the Vice President for Academic Affairs and Provost will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than April 12May 1. Candidates will be notified by the deans by April 15May 1. Promotions will become effective on the first day of the following fall semester. The Vice President for Academic Affairs and Provost will remove all portfolios from the UNA server and maintain all evaluations for safe keeping. Portfolios will be available for candidates to pick up no later than April 30May 31.

Responsibility of the President

The President will review the individual portfolios and all recommendations. Based upon these, and in consultation with the Vice President for Academic Affairs and Provost, the President will establish a tentative promotion list, which will be shared with the Vice President for Academic Affairs and Provost and the academic deans for their final input. Informed by this process, the President will make the final decision on promotion for each candidate by April 12May 1. 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 Collier Library/Educational Technology Services receives is fair and equitable.

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, the evaluation completed by the peer promotion committee will be sent directly to the dean of the college no later than November 24¹⁵. 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 will forward his or her evaluation and the peer promotion committee's evaluation to the Vice President for Academic Affairs and Provost by February 15. 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 10⁵, the Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost, and the President. However, the President may, after appropriate consultation, grant tenure at any time if good and sufficient reasons exist for doing so.

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

count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

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

1. The Office of the Vice President for Academic Affairs and Provost shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or "terminal" academic year contract. This notice shall be made in writing and placed in the faculty member's campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.

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

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.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department 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 a written 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 to submit through the department chair to the college dean all of the information relating to the tenure recommendation by June 1.
5. It is likewise the responsibility of the department chair to prepare a written 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 to forward to the college dean all of the information relating to the tenure recommendation by June 1.
6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare a written 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 to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.

7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and will make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by September 15.
8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President in advance of the October 1 notification deadline.
9. The final decision for or against the granting of tenure will be made by the President, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than October 1 of the faculty member's final academic year of the probationary period.

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

Appendix G

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), and such other persons as may be so designated on the recommendation of the President and the approval of the Board of Trustees.

CURRICULUM COMMITTEE

The Curriculum Committee initiates, reviews, and recommends curricular change in courses and programs at the university level; communicates its deliberations and findings to the ~~Vice President for Academic Affairs and Provost~~ President, and after discussion with the President, to the university community. ~~;~~ and This committee reports to the ~~President through the~~ Vice President for Academic Affairs and Provost.

GRADUATE COUNCIL

The Graduate Council has overall responsibility, subject to the action of the President and the Board of Trustees, for the organization, administration, and operation of graduate studies through the formulation of policies, procedures, regulations, programs, and courses. The Graduate Council also serves as a board of appeal on graduate matters. Policies on the selection of Graduate Faculty and Graduate Council can be located in the Graduate Catalog.

FACULTY EMPLOYMENT PROCEDURES

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 DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member ~~or the~~ President. 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 see Appendix 2.A, Policies Concerning Adjunct Faculty)

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

A search process is initiated when the Vice President for Academic Affairs and Provost ~~after consultation with the President~~ 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.

Lack of Consensus for Recommendation or Candidate Declines Offer. If the dean of the college, ~~VPAA and Provost, or President~~ 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 ~~President~~Vice President for Academic Affairs and Provost. 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).

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

Renewal or Termination of a Probationary Appointment

Written notice of renewal or termination of a probationary appointment will be given as follows: for the second year, not later than March 1; for the third year, not later than December 1; and for the fourth and subsequent years and until tenure is granted, not later than October 1. Written notice placed in a faculty member's campus mailbox on or 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 2.3.2 above. Acceptance of an offer of reemployment must be made in writing and received by the ~~President~~Vice President for Academic Affairs and Provost not later than 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 Vice President for Academic Affairs and Provost, ~~and the President, the President~~ 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 ~~President~~Vice President for Academic Affairs and Provost.

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. ~~All~~Initial employment contracts ~~with UNA Faculty, and notices of promotion and tenure,~~ are in the form of separate documents as specified in Section 2.3.2 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.

POLICIES CONCERNING ADJUNCT FACULTY

~~For compelling reasons, the~~ The Vice President for Academic Affairs, in consultation with the dean, President is authorized to make limited exceptions to this policy.

Department Chairperson—Appointment, Workload, and Supplement

Department chairpersons are appointed to four-year term appointments 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 ~~President~~ Vice President for Academic Affairs and Provost, 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 Vice President for Academic Affairs and Provost ~~who recommends action to the President.~~

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, it is forwarded to the Office of the Vice President for Academic Affairs and Provost. 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, 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 to the President Vice President for Academic Affairs and Provost for final approval. If they involve new curriculum programs, they must also be approved by 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 Vice President for Academic Affairs and Provost 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 University President Vice President for Academic Affairs and Provost. 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 and 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, Education and Human Sciences, and the Dean of Library and 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 Dean of Library and Educational Technology Services will nominate a faculty representative from among Library and Educational Technology Services or University College faculty members. During odd-numbered years in the spring semester, the Dean of the College of Arts and Sciences and the Dean of the College of Nursing 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 VPAA and Provost by June 1, and the VPAA and Provost will ~~submit the list of nominations to the President for final~~ 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.

LEAVE OF ABSENCE

At the convenience of the University and subject to the approval of the ~~President Vice President for Academic Affairs and Provost~~, 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 ~~President Vice President for Academic Affairs and Provost~~ 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 ~~President Vice President for Academic Affairs and Provost~~ 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 ~~President Vice President for Academic Affairs and Provost~~ 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.

FACULTY DEVELOPMENT LEAVE

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

FACULTY AND STAFF RESEARCH AND CONSULTING ACTIVITIES

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 President 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.

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 President appropriate Executive Council member.

Attachment H

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment for tenure-track faculty will be 12 credit hours per semester. 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.

Department chairs, in consultation with deans, may assign a 15 credit hour teaching load per semester for non-tenure-track faculty with reduced performance expectations in the areas of service and research, scholarship, and other creative activities.

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 \$600 per class credit hour or \$500 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, cross-listed 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. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.
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 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses, ~~or~~ approved released time research, or professional service. 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 Vice President for Academic Affairs and Provost.
9. The following teaching loads apply when faculty teach graduate courses.
 - a. nine credit hours if only graduate courses are taught;
 - b. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity or professional service supports the reduction and, upon recommendation of the department chair, approval by the college dean and academic vice president; and
 - c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.
10. 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.

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 and/or course assignments for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and Provost/VPAA based on duties, needs of the University, and available funds.

Attachment I

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, it is forwarded to the Office of the Vice President for Academic Affairs and Provost. This office submits the proposal to the Council of Academic Deans for initial review. Once that review is completed, the proposal is submitted 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, 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 to the President for final approval. If they involve new curriculum programs, they must also be approved by the 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 Vice President for Academic Affairs and Provost 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 University President. 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 and 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, Education and Human Sciences, and the Dean of Library and 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 Dean of Library and Educational Technology Services will nominate a faculty representative from among Library and Educational Technology Services or University College faculty members. During odd-numbered years in the spring semester, the Dean of the College of Arts and Sciences and the Dean of the College of Nursing 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 VPAA and Provost by June 1, and the VPAA and Provost will submit the list of nominations to the President for final 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 Assistant to the VPAA and Provost. With concurrence from the COAD, the Assistant to the VPAA and Provost 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, Planning, and Assessment. 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.