

FACULTY SENATE MINUTES

October 5, 2017

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 October 5, 2017. The meeting convened at 3:30pm. with President Dan Hallock presiding.

Proxies: President Hallock recognized the following proxies: Sandra Loew for Karen Townsend (Department of Counselor Education) and Santanu Borah for Wes Davenport (Department of Management and Marketing)

Members in attendance: Lisa Clayton, Amanda Coffman, Katherine Crisler, Wes Davenport, Nikita Duke, Sarah Franklin, Leah Graham, Mark Greer, Dan Hallock, Felecia Harris, Scott Infanger, Keith Jones, Ian Loeppky, Ansley Quiros, Glenn Marvin, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Michelle Nelson, Katie Owens-Murphy, Jeffrey Ray, Alaina Reid, Lee Renfroe, Craig Robertson, Patricia Roden, David Ruebhausen, Leigh Stanfield, Richard Statom, Daniel Stevens, Jessica Stovall, Alexander Takeuchi, Jason Watson, Pete Williams, Tammy Winner, and Ryan Zayac. Vice President Alexander was also in attendance.

Members not in attendance (without proxy): Rae Atencio, David Brommer, Suzanne Duvall-Zurinsky, and Rachel Winston

Approval of agenda: Senator Statom moved approval of the agenda. Senator Stevens seconded the motion. The motion passed.

Approval of minutes: Errors were found on the minutes from the September 7, 2017 meeting. Senator Renfroe moved for provisional approval of the September 7 minutes with attention being paid to notes pertaining to action involved Appendix 2F of the Faculty Handbook-Application for Promotion and/or Tenure. Senator Statom seconded the motion. The motion passed.

(NOTE: The errors identified by Senator Renfroe were resolved. The September 7 minutes are now correct.)

Remarks from President Kitts: President Kitts was unable to attend this meeting.

Remarks from Vice-President Alexander: Dr. Alexander began his remarks by addressing the recently completed Academic and Administrative Program Reviews. He commended the committee for their work in developing and administering the review and the faculty for completing the process. He promised the review would be a lengthy one and that he would interact with UNA's Board of Trustees to preserve rather than "sunset" academic programs but stressed that help would be given to programs and administrative units where immediate issues and needs could be addressed (i.e., relative to academic programs...greater online availability or development of new programmatic initiatives).

Dr. Alexander spoke of his commitment to move course/instructor evaluations to an online delivery format as soon as possible and encouraged a pilot project to be in place for the Spring 2018 semester. He is working with an outside vendor (IA Systems) to administer those evaluations while

preserving student confidentiality/anonymity and ease of use to maximize response rates as well as immediacy of feedback to academic faculty.

Dr. Alexander briefly touched on the ongoing Qualtrics survey of the Academic Deans and stressed that he had worked closely with OIRPA to ensure greater confidentiality/anonymity for survey participants and hoped such steps would increase the survey response rate.

In response to a question, Dr. Alexander addressed the increase in distance learning/online fees from \$75.00 a course to \$50.00 per credit hour which still is lower than other comparative schools. He emphasized that any revenues beyond those meeting operating costs, would be returned to the colleges with the college Deans taking the lead in determining how those funds might be allocated.

Dr. Alexander addressed the issue of department chair stipends and teaching load and remarked that the proposal on the current Faculty Senate agenda had his support and involved only funds from his budget. He had observed that the existing quartile system was of questionable validity and that colleges and departments would have the discretion to address overloads as well as any additional release time for department chairs subsequent to the policy's possible approval. .

Dr. Alexander closed his comments by extending his congratulations to the newly tenured UNA faculty.

Presentation by Elizabeth Tyson to discuss the Faculty/Staff Giving Campaign

Ms. Tyson presented data from the prior year's annual giving campaign stressing in her remarks that all faculty/staff giving furthers the overall mission of UNA. Ms. Tyson presented data showing an increase in giving among staff and faculty over the 2016-2017 (19 to 42% by staff, 49 to 58% by faculty) and overall giving by college (COAS-41%, COB-69%, EDHS-43%, NU-80% and LIB/EDTECH-47%) over the last year.

Ms. Tyson addressed a question related to UNA car tags and noted that such purchases do not count toward a percentage of contributions by faculty/staff toward the annual campaign. She stressed however that UNA car tag purchases still contribute toward overall donations.

Ms. Tyson, beyond encouraging Senators to convey Campaign goals and processes to faculty, concluded her presentation by noting that each college has representatives on the giving campaign and to contact these representatives with questions specific to more localized departmental or college level giving.

Reports:

Academic Affairs Committee: no report was given.

Faculty Affairs Committee: no report was given.

Faculty Attitude Survey Committee: no report was given.

Unfinished Business:

Update on Section 3.15.1 and Appendix 3D of Faculty-Course Evaluation:

There was substantial discussion pertaining to the possibilities and problems associated with online delivery of faculty-course evaluations and the question was raised as to whether the Faculty Senate had actually voted on and approved an online delivery method. This latter point related to separate memoranda both dated 9/26/17. (See Attachment A.)

Memorandum 1.

From Dr. Lee Renfroe to Dr. Lamont Maddox (2nd paragraph) “However, it has been noted than an online process for course evaluation was approved by the Faculty Senate in its most recent meeting.”

Memorandum 2.

From President Kitts to the Course Evaluation Committee (2nd paragraph) “It is my understanding that even though this proposal was not approved, an online process for course evaluation was approved by the Faculty Senate in its most recent meeting, which will be implemented using the current evaluation instrument...”

Currently, neither Section 3.15.1 nor Appendix 3D of the Faculty Handbook reference online faculty-course evaluations. There appears to be no record of the Faculty Senate voting on and approving an online faculty-course evaluation process.

Senator Franklin made a motion that the Faculty Senate work with the Academic Affairs Committee and the Provost to articulate a process of conducting online faculty-course evaluations and propose changes to the Faculty Handbook to be reported to the Faculty Senate at its November 2017 meeting. Senator Statom seconded the motion. The motion passed.

Update on yearly Faculty Attitude Survey

Senator Robertson discussed the survey committee’s progress and highlighted the point that, given concerns addressing survey data confidentiality/anonymity and the desire to increase the survey’s response rate, fewer questions will be used in the future that may identify a particular survey participant. Participants will be asked to identify their college. The 2018 survey will add questions affording faculty the opportunity to respond to questions pertaining to Deans, Associate Deans, and Department Chairs.

Revisions to Appendix 2G of the Faculty Handbook – streamlining of forms used for the Promotion and/or Tenure process

Senator Franklin moved to approve the newly developed Appendix 2G form for evaluation of faculty applications for promotion and tenure. Senator Statom seconded the motion. The motion passed. (See Attachment B)

New Business:**Section 3.2.5 of Faculty Handbook-Department Chair Stipend/Course Release:**

Senator Infanger moved to approve the new Department Chair Stipend/Course Release Time recommendation. Senator Statom seconded the motion. The motion passed with two votes against. (See Attachment C)

Information Items:

Senator Coffman mentioned the University of North Alabama Team's participation in the EcoChallenge and encouraged everyone to visit 2017.ecochallenge.org and sign up.

Senator McGee wanted to encourage Senators and their departmental faculty to encourage students to seek needed help to reset their UNAPortal passwords.

Adjourn:

Senator Franklin made a motion to adjourn. Senator Graham seconded the motion. The meeting adjourned at 4:47pm.



MEMORANDUM

To: Dr. Lamont Maddox, Chair
Course Evaluation Committee

From: Dr. Lee G. Renfroe, Chair *for*
Shared Governance Executive Committee

Date: September 26, 2017

The Course Evaluation Proposal submitted by the Course Evaluation Committee was presented to the Shared Governance Executive Committee and determined to be an item to be reviewed by the Academic and Student Affairs (ASA) Committee, the Faculty Senate, and the SGA. In its review, the ASA Committee approved the proposal with suggested revisions, the SGA approved the proposal as revised by the ASA Committee, and the Faculty Senate rejected the proposal. At its meeting yesterday, the SGEC determined that the differences were irreconcilable and, therefore, this proposal is returned to you as Originator.

However, it has been noted that an online process for course evaluation was approved by the Faculty Senate in its most recent meeting. Therefore, that online process will be implemented using the current evaluation instrument. In the meantime, Provost Alexander and Faculty Senate President Dan Hallock will determine next steps for course evaluation review and instrument revision.

You and the committee are to be commended for your exhaustive efforts in this regard, and we thank you for submitting this proposal for consideration.

rv

pc: Dr. Ross C. Alexander
Dr. Daniel E. Hallock
Dr. Joy S. Borah
Dr. Molly J. Vaughn
College Deans

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MEMORANDUM



To: **Course Evaluation Committee**
Dr. Doug Barrett
Dr. Carmen Burkhalter
Dr. Andrea Hunt
Dr. Lamont Maddox, Chair
Ms. Michelle Nelson
Dr. Leah Whitten

From: Dr. Kenneth D. Kitts
President

WOK

Re: Committee Dissolution

Date: September 26, 2017

The Course Evaluation Committee was created to carry on the work of the Faculty Senate Work Group to establish a valid, data-supported course and instructor evaluation process to be implemented at the University of North Alabama.

While I regret that the Course Evaluation Proposal submitted by your committee met an impasse, I sincerely thank you for your tireless efforts in drafting this proposal. It is my understanding that even though this proposal was not approved, an online process for course evaluation was approved by the Faculty Senate in its most recent meeting, which will be implemented using the current evaluation instrument, and that Provost Alexander and Faculty Senate President Dan Hallock will determine next steps for course evaluation review and instrument revision.

With that said, this memorandum is provided to document formally the conclusion of the work of the Course Evaluation Committee and to disband the committee at this time.

We sincerely thank each of you for your service to the University in this regard.

rv

Enclosure

pc: Dr. Daniel E. Hallock, 2017-18 Faculty Senate President
Dr. Lee G. Renfroe, 2017-18 Shared Governance Executive Committee Chair
Ms. Regina B. Sherrill

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MEMORANDUM

To: Dr. Lee G. Renfroe, Incoming Chair
Shared Governance Executive Committee

From: Dr. Joy S. Borah, Acting Vice President *J. Borah*
for Academic Affairs and Provost

Date: June 13, 2017

Enclosed with this memorandum are two forms currently being used for the evaluation of faculty promotion and tenure based on the utilization of two separate policies. However, the Council of Academic Deans proposes that only one evaluation form be utilized and that Appendix 2G be the version that is selected. The basis for this request is that most departmental promotion and tenure guidelines are set based on the new policy criteria and it should eliminate any confusion over which form is to be used. This proposal is provided for consideration by the Shared Governance Executive Committee in an early fall meeting.

Thank you.

rv
Enclosure

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PROMOTION AND/OR TENURE EVALUATION FORM

Date:

Candidate Name:

Recommending Body: Peer Promotion and/or Tenure Committee

Level of Recommendation: Tenure and Promotion

Overall Ranking For Tenure/Promotion

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

Met Criteria

Effectiveness in Research, Scholarship, and Other Creative Activities
Comments:

Did Not Meet Criteria

Effectiveness in Rendering Service
Comments:

Met Criteria

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/Effectiveness in Role as Library or Educational Technology Faculty. (see section 2.5.1 of Faculty Handbook)
2. Effectiveness in Research, Scholarship, and Other Creative Activities. (see section 2.5.1 of Faculty Handbook)
3. Effectiveness in Rendering Service. (see section 2.5.1 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, 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, promotion to this rank and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. In addition, the applicant shall have had successful experience in teaching; research; scholarship; or other creative activities; and service.

Promotion to Associate Professor. Faculty will be required to be evaluated for promotion and/or tenure no later than the sixth year of service as an Assistant Professor at UNA. Faculty employment contracts may, upon approval by the dean and VPAA, include credit for up to three years of service at the assistant professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. An Assistant Professor must serve a

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PROMOTION RECOMMENDATION FORM

Promotion Candidate Name:

Recommending Body: Choose an item.

Level of Recommendation: Choose an item.

Overall Promotion Ranking

Comments: Click here to enter text.

Exceptionally Qualified

Teaching/Professional Effectiveness

Comments: Click here to enter text.

Less Qualified

Research, Scholarship, and Other Creative Activities

Comments: Click here to enter text.

Moderately Qualified

University, Community, and Professional Service

Comments: Click here to enter text.

Highly Qualified

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.

4. Effectiveness in Teaching. (see page 2-7 of Faculty Handbook)
5. Effectiveness in Research, Scholarship, and Other Creative Activities. (see page 2-7 of Faculty Handbook)
6. 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, tenure, and year to year success (Departmental and College Performance Guidelines should be consulted as a part of the review process).

5. 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.
6. 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.
7. Department Chairs Applying for Promotion. The administrative effectiveness of the department chair will be evaluated within the category of university and community service.

2E-12

4.



MEMORANDUM

TO: Dr. Lee G. Renfroe, Chair
Shared Governance Executive Committee

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

SUBJECT: Department Chair Stipend/Course Release Time Recommendation

DATE: August 29, 2017

Enclosed with this memorandum is a proposal for revisions to the stipend and course release offered to department chairs that was approved by the Executive Council on August 28. Since this proposal would result in changes to the Faculty Handbook if approved, it is presented for consideration through the shared governance process.

Thank you.

rv
Enclosure

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MEMORANDUM



TO: Executive Council

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

SUBJECT: Department Chair Stipend/Course Release Time Recommendation

DATE: August 23, 2017

As background, the Office of Institutional Research, Planning, and Assessment handles the updates to the current department chair quartile formula, and former director Andrew Luna sought permission from former VPAA and Provost John Thornell and the Council of Academic Deans (COAD) to seek the advice of a select group of chairs to determine a more appropriate model. Dr. Luna formed a committee that consisted of Drs. Doug Barrett, Brent Olive, Tom Coates, Leah Whitten, Brenda Webb, Jana Beaver, and Tera Kirkman. His role in the committee was to act as a facilitator only and did not have a vote. The chairs on this committee were appreciative of being asked to serve and they worked diligently to come to a workable recommendation. The committee met throughout a semester to address the two component parts of the chair stipend: the actual stipend amount and course release time.

After much deliberation, peer review at other institutions, reviewing various iterations of the current model, and discussion with chair colleagues at UNA who were not on the committee, the committee recommend the following, which was approved by the COAD in its meeting yesterday for movement to the Executive Council and through the shared governance process:

Course Release

The committee reviewed current UNA policy concerning course release times for other faculty and/or administrators. It was found that deans are given four course releases while associate deans are given three. Instructional faculty who are performing significant research or who are engaged in a significant project may be given one course release. Therefore, the committee believes it would be appropriate to grant two course releases for all chairs, no matter the size of department in which they reside (changed by COAD to a 2:2 teaching load). Due to the increased demands of all chairs in the area of assessment, advancement, marketing and promotion, the committee believes this move would be both logical and helpful.

This recommendation would have moderate impact. Currently about half of the chairs receive a two course release, so the added cost would affect about 14 chairs for a total of \$25,200.

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Stipend

Strong majority of the committee recommends a flat rate stipend of approximately \$6,073 regardless of department size. The members on the committee expressed that the work of a chair is about the same no matter how large the department. Furthermore, while some larger departments have more staff, faculty, and resources to manage than the smaller departments, the lesser resources of the smaller departments mean that, oftentimes, the chairs of these departments have to work harder. Dr. Luna asked the committee to informally present this recommendation to chair colleagues at UNA. The vast majority of all chairs were in favor of the flat stipend. This recommendation would have moderate impact. About eight chairs would not see their stipend increase, six would see an increase of \$600, seven would see an increase of \$1,200, and seven would receive an \$1,800 increase. The estimated total amount for stipend increases would come to \$24,600.

Therefore, if this recommendation were to be accepted, the combined cost to the University for both the two-course release and stipend would be \$49,800 per year, or roughly about \$1,700, on average, for each chair. The chairs on the committee believe that this is a reasonable recommendation given the increased duties of the department chairs as well as the changing nature of the department chair at UNA.

rv

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3.2.4. 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 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.

Department chairpersons have responsibilities according to their job descriptions which may, in turn, vary somewhat according to the size and type of department. However, department chairpersons have some general responsibilities that apply to all. These general responsibilities include: teaching classes in the department, developing departmental curriculum, requesting and administering an adequate departmental budget, and recruiting outstanding faculty for the department. The department chairperson has major responsibilities for leadership in the university's institutional effectiveness program. The department chairpersons also have the responsibility of representing the Administration to the faculty as well as the faculty to the Administration. Due to the special nature of the department chairpersons' position that involves both faculty and administration and due to the duties they have that go beyond the normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs retain any increases that were realized throughout the term appointment. "Across the board" raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

~~Since departments at the University vary greatly in both size and responsibilities which, in turn, contribute to the time that must be spent in the administration of a department, there is not a common reduction or supplement paid that applies to all departments. There is a formula which is used to determine department groupings for class reductions and administrative supplements. The university formula is used to evaluate each department and gives points as follows:~~

- ~~1. Each equivalent full-time faculty member counts as one.~~
- ~~2. A score of one is given for each \$15,000 in the supplies and equipment budgets of the department (including lab fees generated).~~

3. A score of one is given for each 20 graduates of department programs. In the calculation of this value, the graduates in each program for the last five years are averaged to determine the departmental score.
4. A score of one is given for each 3,750 instructional hours (credit and non-credit) produced by a department totaled from the fall, spring, and summer terms. Both graduate and undergraduate hours are included in this calculation.

Formula Implementation:

Final rankings should be divided into quartiles. Academic departments should be assigned such that the departments with the most points should be assigned to Quartile 1, the next to Quartile 2, the next to Quartile 3, and the final grouping to Quartile 4 as determined by statistical methods.

Department chairs in Quartiles 1 and 2 will receive a \$6,073 supplement each year, a six-hour teaching load reduction in the fall and spring semesters. Department chairs in Quartiles 3 and 4 will receive a three-hour teaching load reduction in the fall and spring semesters. All department chairs will receive and a three-hour teaching load reduction during the summer term.

Department chair supplements should be based on Quartile Rankings as follows: all Quartile 1 departments will receive a \$6,073 supplement each year; Quartile 2 departments will receive a \$5,473 supplement each year; Quartile 3 departments will receive a \$4,873 supplement each year; and Quartile 4 departments will receive a \$4,273 supplement each year. As noted above, department chair supplements will increase with "across the board raises" granted to faculty.

The Office of Institutional Research, Planning, and Assessment will generate rankings each year by June 1. A department chairperson's supplement for the duration of the term will be based on the data at the time of the appointment. Changes in the department chair rankings will not affect the individual's released time or supplement during the appointed term. Should the chair be reappointed or a new chair assigned to an area, the rankings generated that year will be used in determining the appropriate supplement and released time, which will remain for the duration of the new appointment period.

Recognizing that departments, even within the same quartile, may differ substantially in the nature and volume of administrative needs and that special needs may arise temporarily, the University supports flexibility in meeting the administrative needs of departments. Released time beyond the amount specified above may be paid for from the dean's budget at the established rate for adjunct and overload pay. The amount and duration of additional salary supplements or released time is determined by the dean within his or her applicable budget, after discussion with the affected department chair and/or faculty member, and requires the approval of the Vice-President for Academic Affairs and Provost. "Across the board" salary increases are not applied to these supplements.