FACULTY SENATE MINUTES
March 1, 2018

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on March 1, 2018. The meeting convened at 3:32pm. with President Dan Hallock presiding.

Proxies: President Hallock recognized the following proxies: Tabitha Blasingame for Nikita Duke (Nursing, Traditional Option), Nicholas D'Acquisto for Suzanne Duvall-Zurinsky (Department of Art), Jill Dahlman for Tammy Winner (Department of English), Charlton James for David Ruebhausen (Department of Entertainment Industry), and Sandra Loew for Karen Townsend (Department of Counselor Education).

Members in attendance: Rae Antencio, David Brommer, Lisa Clayton, Amanda Coffman, Katherine Crisler, Wes Davenport, Sarah Franklin, Leah Graham, Mark Greer, Dan Hallock, Felecia Harris, Scott Infanger, Keith Jones, Glen Marvin, John McGee, Janet McMullen, Prema Monteiro, Michelle Nelson, Katie Owens-Murphy, Jeffrey Ray, Alaina Reid, Lee Renfroe, Craig Robertson, Patricia Roden, Leigh Stanfield, Richard Statom, Daniel Stevens, Jessica Stovall, Alexander Takeuchi, Jason Watson, Pete Williams, Rachel Winston and Ryan Zayac. President Kitts and Vice President Alexander were also in attendance.

Members not in attendance (without proxy): Ian Loeppky (Department of Music), Ansley Quiros (Department of History), and Rachel McKelvey (Kilby Laboratory School)

Approval of agenda: Faculty Senate President Hallock requested a motion to approve the agenda for the March 1, 2018 meeting. Senator Roden moved approval of the agenda. Senator Statom seconded the motion.

The agenda was unanimously approved.

Approval of minutes: Senator Harris moved approval of the minutes of the February 1, 2018 meeting. Senator Roden seconded the motion.

The motion was unanimously approve.

Remarks from President Kitts: President Kitts began by discussing UNA's Strategic Plan which expires soon. A new plan should be formulated and presented to the UNA Board of Trustees by Spring 2019. President Kitts and Dr. Alexander met recently with the Shared Governance Executive Committee to develop a steering committee that will reflect an increased faculty presence on this committee.

President Kitts discussed his recent visits to Montgomery as part of Project 208. The effort has helped UNA in the State House debates but the budgetary process for next year is only halfway

through the process. The Senate Finance and Taxation Committee will be reviewing budgets and the State Senate will need to approve its version which will likely require a conference committee to iron out differences.

The President reported that Governor Ivey supported and formally approved UNA's initiative to remove the State Superintendent of Education from the UNA Board of Trustees and subsequently fill that position with an at-large trustee. UNA will play a more central role in aiming to ensure that the new trustee reflects the diversity and priorities of this region.

Remarks from Vice-President Alexander: Dr. Alexander began his remarks by noting that 17 grants were recently awarded by the research committee given a 40% increase in funding to this initiative over last year's funds. He hoped an additional increase would be forthcoming next year.

Dr. Alexander discussed a new initiative to attract qualified minority faculty to UNA. The Presidential Minority Faculty Fellowship Program would be UNA's effort to work with doctoral granting schools in the region to recruit ABD scholars, place them in this program for two years while they finish the dissertations, and encourage them to transition into full-time employment. This program could potentially begin in the Fall.

Reports:

Academic Affairs Committee: no report was given.

Faculty Affairs Committee: Dr. Lisa Clayton reported on behalf of the committee. The committee's most recent meeting involved listening to Ms. Catherine White and Ms. Amber Fite-Morgan discuss the current issues related to consensual relationships and visitors in the workplace and to make suggestions to the committee.

Senator Owens-Murphy also mentioned that the committee is working with SGA and Human Resources to examine a potential child day-care program on campus.

Faculty Attitude Survey Committee: Dr. Christopher Purser reported that the Faculty Attitude Survey went live on February 26th. This year's survey was altered to make questions more relevant and to ensure greater survey security for respondents and the actual data.

Ad-Hoc Committee – Student Evaluation of Faculty Teaching: no report was given.

Unfinished Business:

There was no unfinished business.

New Business:

A proposal from Dr. Ross Alexander was presented for discussion and a possible vote. This proposal was aimed to resolve problems with the existing Faculty Salary Schedule. Per the January

29, 2018 memorandum from Dr. Alexander to Dr. Lee Renfroe and an additional memorandum to President Kitts from Dr. Alexander (see Appendix), the Faculty Senate discussed the proposal.

Ms. Renee Vandiver, Ms. Catherine White, and Mr. Evan Thornton were present at the meeting to address any questions from the Senators. Several questions were raised:

1. Addressing a long-standing faculty salary equity issue grounded in one-time raises from 2006-07, Dr. Alexander committed to work on this problem defining such as the "right thing to do".

2. Questions were raised regarding how this proposed plan would address current instructors. It was advanced by Dr. Alexander that a lecturer class of faculty would be created soon with guaranteed contracts (i.e., 5 year) but concerns were raised as to whether the current policy to grant salary increases associated with time in service would be retained and reward instructional faculty equal to the current salary schedule.

3. Discussion was directed toward research stipends that affected base salary and how many faculty actually had such stipends and how stipends, relative to base salary, might be affected by COLA. The concern here appeared directed toward how the proposed initiative would affect faculty salary at a general level.

The language of Dr. Alexander's proposal was, by majority vote, amended and approved as follows:

4.1 SALARY SCHEDULE

4.1.1 Full-Time Faculty

Faculty members on twelve-month appointments receive 20 percent of the nine-month salary for full-time instruction (six semester hours) during the summer term.

The University establishes competitive salaries for prospective faculty members. Prior to advertising for a faculty line, a hiring range is established based upon College and University Professional Association (CUPA) data, identified peers and other academic professional organizations. That identified range of approximately $5,000 allows chairs and deans latitude in negotiations while considering institutional budgetary realities.

Faculty who successfully receive a promotion receive the following fixed salary increase:

Instructor to Assistant Professor: $3,000
Assistant to Associate Professor: $7,000
Associate to Professor: $10,000

A compensation incentive strategy is provided for full Professors, intended to reward and recognize their commitment to the institution and its students, continued scholarly and research productivity, innovative and effective teaching, and continuous improvement.

Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates' fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio would be reviewed by the department chair, dean, Vice President for Academic Affairs and Provost, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review would occur in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

Evaluators of the portfolio would use a rating scale of 1-5 (highest) for the areas of teaching, research/creative performance, and service. Candidates would choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

50% teaching, 25% research/creative performance, 25% service
50% research/creative performance, 25% teaching, 25% service
50% service, 25% teaching, 25% research/creative performance

Successful candidates for the professor incentive compensation would receive a flat $5,000 salary increase. Unsuccessful candidates would receive feedback from the appropriate dean and be eligible to apply in subsequent years. Final determination for successful candidates would be made by the President, in consultation with the Vice President for Academic Affairs and Provost. Successful faculty members must wait five years before submitting another portfolio for review.

Faculty employed prior to August 15, 2018, will not experience a reduction in current salary (including research stipends) based on the transition from the faculty salary schedule.

4.1.2 Adjunct Faculty

Faculty employed on an adjunct basis are paid on an established adjunct rate per credit hour or contact hour.

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 Administrative Supplement

Chairs of departments and other faculty on special additional assignment may receive a supplement to their annual academic salary and/or a reduced teaching load according to the scope and responsibility of the department or special assignment.

4.2.2 Summer Employment

Faculty on nine-month appointments are given preference when additional staffing is needed for the summer term. Compensation is based on an established percentage of the nine-month salary. Any non-tenure-track faculty member who served in a nine-month faculty contract the year prior who is recommended for employment during the following summer term will be paid the established percentage of the nine-month salary rather than the established adjunct rate.

4.2.3 Interim Session Employment

If not a part of the basic employment agreement, supplemental payment for instructional or related assignments for courses or workshops conducted in interim sessions will be based on proportionate salary, adjunct rates, or other fixed amount, according to the nature of the assignment and agreement. Interim session courses should be approved a semester in advance by the department chair and college dean.

4.2.4 Instructional Overload

When exigencies require temporary assignment to instruction on campus beyond the established normal load, supplemental payment will be made on the adjunct faculty rate. Overloads are taught by faculty on a voluntary basis and must be approved by the department chair and college dean.

4.2.5 Off-Campus Instruction

Faculty members assigned to teach on an overload basis in off-campus locations beyond the immediate vicinity receive supplemental payment for the term in a fixed amount. If the assignment is part of the regular load, supplemental payment will be in the form of travel reimbursement only. These assignments must be approved by the department chair and college dean.

4.2.6 Distance Learning Compensation

Faculty, including adjunct faculty, will be compensated with the equivalent of a three-credit-hour overload payment for each initial development of a distance learning undergraduate or graduate course. The College of Nursing online program is exempt from this compensation proposal. Multiple faculty may participate in development of a distance learning course, but the compensation cannot exceed the equivalent of a three-credit-hour overload payment.

4.3 PAYMENT PROCEDURE

4.3.1 Tenure-Track Faculty

Faculty contracts, according to the faculty salary scale, are given on the academic year with summer employment being on an as-needed basis except for librarians and some earlier twelve-month faculty contracts. Faculty members are paid on a monthly basis in arrears as of the first of each month. Because of the nature of other benefits, faculty on nine-month appointments receive their compensation in equal monthly installments spread over the twelve-month period, unless other arrangements are approved by the Vice President for Business and Financial Affairs.

New members of the faculty, whose appointments begin with the fall term, will be paid on a monthly basis in arrears as of the first of each month; however, the first and last months of the pay period will be prorated for days worked.

4.3.2 Non-Tenure-Track and Adjunct Faculty

Faculty on full-time, non-tenure-track appointments are paid through the term in equal monthly installments. Faculty on adjunct appointments are paid in three equal installments beginning on October 1 for the fall semester and on March 1 for the spring semester.

Non-tenure-track or adjunct faculty are employed for a specific period of time and all salary, wages, and/or other benefits will cease at the end of the specified contract term. Non-tenure-track faculty who are initially employed for a full academic year (9-10 months), and who are not reemployed by an official written offer and acceptance prior to April 1 of that academic year, will be treated for personnel and payroll purposes as if they will not be reemployed. The contract amount will be paid in full on the June 1 payroll. All university contributions to benefits will cease May 31 of that year.

Non-tenure-track faculty who are reemployed after April 1 of any year will be treated as new employees beginning with their new contract.

Information Items:

The next Faculty Senate meeting is April 5, 2018 at 3:30pm in Room 330, The Commons

Adjourn:

Senator Roden made a motion to adjourn. Senator Renfroe seconded the motion. The meeting adjourned at 4:54pm.

Attachment A

4. SALARY

4.1 SALARY SCHEDULE

4.1.1 FULL-TIME FACULTY
4.1.2 ADJUNCT FACULTY

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 ADMINISTRATIVE SUPPLEMENT
4.2.2 SUMMER EMPLOYMENT
4.2.3 INTERIM SESSION EMPLOYMENT
4.2.4 INSTRUCTIONAL OVERLOAD
4.2.5 OFF-CAMPUS INSTRUCTION
4.2.6 DISTANCE LEARNING COMPENSATION

4.3 PAYMENT PROCEDURE

4.3.1 TENURE-TRACK FACULTY
4.3.2 NON-TENURE-TRACK AND ADJUNCT FACULTY

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4.1 SALARY SCHEDULE

4.1.1 Full-Time Faculty

~~Rates of compensation for full-time faculty members are based on a salary schedule for the academic year of two semesters (nine months). The salary schedule recognizes academic rank, highest degree level, appropriate experience, and merit or market value in a system in which numerical weights are assigned to each category. The salary for the academic year is determined by application of the sum of the weights to a common base figure. (See Appendix 4.A)~~

~~Faculty members on twelve-month appointments receive 20 percent of the nine-month salary for full-time instruction (six semester hours) during the summer term.~~

The University establishes competitive salaries for prospective faculty members. Prior to advertising for a faculty line, a hiring range is established based upon CUPA data, identified peers and other academic professional organizations. That identified range of approximately $5,000 allows chairs and deans latitude in negotiations while considering institutional budgetary realities.

Faculty who successfully receive a promotion receive the following fixed salary increase:

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A compensation incentive strategy is provided for full Professors, intended to reward and recognize their commitment to the institution and its students, continued scholarly and research productivity, innovative and effective teaching, and continuous improvement.

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Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates' fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio would be reviewed by the department chair, dean, Vice President for Academic Affairs and Provost, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review would occur in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

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Evaluators of the portfolio would use a rating scale of 1-5 (highest) for the areas of teaching, research/creative performance, and service. Candidates would choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

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While the University transitions to this new salary schedule, no existing faculty member would experience a reduction in current salary (including research stipends).

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Non-tenure-track faculty who are initially employed for a full academic year (9-10 months), and who are not reemployed by an official written offer and acceptance prior to April 1 of that academic year, will be treated for personnel and payroll purposes as if they will not be reemployed. The contract amount will be paid in full on the June 1 payroll. All university contributions to benefits will cease May 31 of that year.

Non-tenure-track faculty who are reemployed after April 1 of any year will be treated as new employees beginning with their new contract.

~~APPENDIX 4.A~~

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~~FACULTY SALARY SCHEDULE~~

~~A. Salary Category Weights~~

~~1. Degree Level:~~

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

~~The degree level master's plus one is based on 50% completion of coursework toward the doctoral degree; master's plus two is based on completion of all requirements for the doctorate except the dissertation – ABD.~~

~~2. Rank:~~

~~Instructor~~	~~0.50~~
~~Assistant Professor~~	~~0.80~~
~~Associate Professor~~	~~1.55~~
~~Professor~~	~~2.60~~

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

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

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

~~B. Salary Factor~~

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

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

~~C. Department Chairs and Other Administration~~

~~Supplement according to responsibilities.~~

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

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

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

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