

FACULTY SENATE MINUTES

December 6, 2018

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the Gunn University Commons on December 6, 2018. The meeting convened at 3:31pm. with President Scott Infanger presiding.

I. Proxies: There were no proxies.

Members in attendance: Tabitha Blasingame, Chandler Bridges, Tim Butler, Cory Cagle, Lisa Clayton, Amanda Coffman, Wes Davenport, Sarah Franklin, Ravi Gollapalli, Leah Graham, Felecia Harris, John Hodges, Scott Infanger, Ian Loepky, Thomas Lukowicz, Glenn Marvin, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Jason Pangilinan, Cheryl Price, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Leigh Stanfield, Jessica Stovall, Jillian Stupiansky, Alexander Takeuchi, Mark Terwilliger, Brian Thompson, Karen Townsend, Jason Watson, Laura Williams, Pete Williams, Tammy Winner, Rachel Winston and Ryan Zayac. President Kitts and VPAA/Provost Ross Alexander were also in attendance.

Members not in attendance (without proxy): Trudy Abel (Department of Elementary Education), Rae Atencio (Department of Military Science), David Brommer (Department of Geography), Suzanne Duvall (Department of Visual Arts and Design),

II. Approval of agenda: Faculty Senate President Infanger asked the Senate to review the proposed agenda for the December meeting and accept it. Senator Watson moved to approve the agenda. Senator Renfroe seconded the motion. The agenda was approved.

III. Approval of minutes: Senator Harris moved approval of the minutes from the November 1st meeting and Senator Owens-Murphy seconded the motion. The minutes were unanimously approved.

IV. Remarks from President Kitts: President Kitts spoke exclusively on the current controversy involving UNA, the *Flor-Ala*, and the College Media Association.

(The following comments are presented from notes received from President Kitts)

Dr. Ken Kitts

Remarks to Faculty Senate

December 6, 2018

Good afternoon, colleagues. I am going to take some license today and do two things that are different from my normal routine with you. First, I am going to focus the entirety of my remarks on one important issue: the controversy that has arisen over changes at the *Flor-Ala*. Second, I am going to stick closely to my prepared notes to make sure my own remarks are clear and accurate.

The Student Media Adviser at UNA was informed in September of 2018 of the University's plans to discontinue his staff position and re-create it as a faculty line within the Department of Communications. The Media Adviser has protested this decision and claims that it constitutes administrative retaliation for an article that appeared in the *Flor-Ala* in the weeks preceding the announcement. He filed a complaint with the College Media Association, which after a cursory investigation made the decision to censure the University of North Alabama. There is a lot in play here. Permit me to unpack these issues one at a time.

I will begin with what may well be the most important point in today's discussion: There was and is no retaliation involved in this case. The decision to move the position of media adviser from a staff line to a faculty line has been three years in the making, and that decision was driven by Dean Carmen Burkhalter. The fact that an article critical of the administration appeared in the *Flor-Ala* the same month was coincidental.

Any student newspaper publishes articles that are critical in tone. In my time as president, the *Flor-Ala* has taken me to task for our transition to Division I athletics, the decision to create a smoke-free campus, and other decisions. I accept that, and I defend the students' right to criticize me or to take issue with University decisions. But efforts to link Dean Burkhalter's notice of this personnel transition to one article represent an *ex post facto* creation of a narrative that is designed to lead to a misleading conclusion.

More generally, there has been an effort to conflate this academic decision, and a related and routine personnel notification, with an attack on the First Amendment at UNA. I find it objectionable that any group purports to own the First Amendment and interpret it for the rest of us. I have taught the Constitution, the Bill of Rights, and the First Amendment every year of my professional life since 1987 and extending through this current semester. I celebrate the First Amendment as a citizen, I teach it as a professor, and I protect it as president of the University of North Alabama.

Next let's turn our attention to actions taken by the College Media Association. It is important to understand what this organization is, and what it is not. CMA is not a licensing body, nor a regulatory body, nor an accrediting body. It is an advocacy group, and its formal name on business documentation is College Media Advisers, Inc.

We received notice in early October that the Student Media Adviser had filed a complaint regarding the discontinuation of his staff position. CMA then moved to assign a principal investigator to lead the inquiry of UNA. Much of the dispute centers on our decision to transition the media adviser position from a staff line in Student Affairs to a faculty line in the Department of Communications.

Accordingly, it bears mentioning that the investigator assigned by CMA comes from a university where he is a media adviser who is in a staff position that reports through Student Affairs.

The first official communication from the investigator to my office occurred on October 24. His initial communication contained a strong warning that UNA was on the “path to censure” and advised that no resolution of the issue could take place unless we yielded to the investigator’s demand to suspend the search for a new tenure track professor of communications.

We informed the investigator that our move to transition the media adviser’s position from staff to faculty status has been in process for years, and we shared clear, written evidence of that decision timeline with the College Media Association. Inexplicably, CMA did not acknowledge that evidence in any of its subsequent communications nor in the announcement of censure. Significantly, no CMA representatives ever visited our campus as part of this investigation, and no CMA representatives asked to meet with me regarding the Association’s concerns.

The CMA’s principal investigator admitted that his own investigation found “no smoking gun” – his words, not mine -- to substantiate the claim of retaliation. The investigator went on to affirm that UNA administrators have an “honest desire” to improve the Department of Communications and observed, “there is nothing to indicate these administrators do not have the best interests of the college, its students and faculty at heart.”

Yet, despite these reassuring findings and observations, and despite the submission of requested evidence from UNA showing the long history of the decision process on the media adviser position, CMA decided to proceed with censure, and they did so very quickly. Only seven business days elapsed between our submission of the documentation requested by CMA and the announcement of censure.

News of the censure and related developments have given rise to sensational headlines in the local press. University officials have been criticized, our views misrepresented, while the claims of others are taken at face value. What are we to make of this? What are we to make of the fact that the Student Media Adviser served as executive editor for a prominent local news organization before moving to UNA – an association that has never been acknowledged in the recent reporting on this topic.

Candidly, I am shocked and saddened by this rush to judgment, and by the manner in which it has been reported. I wonder about the motives of those who invoke the First Amendment while simultaneously ignoring the basic tenets of fair journalism and the requirements of an objective investigation.

Setting these feelings aside, I regret that the good name of our University has been called into question by this censure. Fortunately, what has been done can be undone, and I want you as my faculty colleagues to know that it is my intent to work with Provost Alexander, Dean Burkhalter, Dr. Cain, and the faculty and staff of the Department of Communications to reengage with the College Media Association with the goal of getting this censure removed. It is a priority for me.

I am confident we will make this happen because the First Amendment is alive and well at the University of North Alabama. On my watch there will be no censorship of student media and no manipulation of our student journalists. It would be wrong for me as president to attempt to use the *Flor-Ala* to advance a personal agenda. It is no less wrong for anyone else to do likewise.

You are my colleagues, and you have lived with me for almost four years now. I am proud of what we have accomplished working together on shared governance, academic freedom, and First Amendment issues. We will continue this journey together, and as personnel matters arise, you have my commitment that I will handle those with fairness and discretion. In return, I would ask you to give me the latitude and space I need to navigate difficult issues such as the one I have discussed today.

Thank you for your time and attention.

President Kitts then received questions from senators and students in attendance.

V. Remarks from VPAA/Provost Alexander: Dr. Alexander began his remarks by discussing UNA's first Winter session enrollments and the concept itself as part of a larger initiative to "finish in four". As of 12/6/18, there were 752 enrollments with 54 students taking more than one course. The enrollment data and student completion data will be examined to improve upon the program next year. Already, it may be the case that more upper-division courses are needed. Dr. Alexander concluded by commending Dr. Amber Paulk for her work on this initiative.

Relative to the banded tuition initiative, Dr. Alexander reported a nearly 20% increase in the number of students taking 15 credit-hours or more during the Fall 2018 semester compared to Fall 2017. This is another initiative designed to encourage students to "finish in four".

Dr. Alexander concluded his remarks by discussing the recently completed work of the UNA Strategic Plan Steering Committee that was charged with developing UNA's strategic plan for the 2019-2024 timeframe. The committee generated over 30 focus-group meetings involving constituency groups both on and off-campus, developed a survey that involved over 500 participants, and participated in over a dozen meetings to develop a streamlined, clear, actionable, and realistic plan for UNA's future. The proposed strategic plan will be presented to the UNA Board of Trustees at their December meeting.

VI. Senate President's Report

A. Faculty Handbook

(The following comments reflect notes delivered to the Faculty Senate as received from Dr. Infanger)

As the Faculty Handbook is effectively the Faculty's contract with the University, and all edits or changes to the Faculty Handbook must be approved by the Faculty Senate, I feel it is increasingly important that we have a mechanism in place in the Faculty Senate to monitor and safeguard the Faculty Handbook. To date, Renee' Vandiver has been the go-to person on campus for the Faculty Handbook, and she has done a tremendous job keeping up with the edits and changes. However, Renee' is now semi-retired, and I think it is in the interest of the senate to establish a Faculty Handbook Revision Committee with the charge to oversee all edits of the Faculty Handbook, coordinate any edits with the Office of the Provost to ensure that they are all correct, and maintain a master list of edits made to the Faculty Handbook during the academic year.

Article VI, section G of the Faculty Senate Constitution outlines the committee structure of the Faculty Senate, and sub-section 2 states, "The Senate may elect or direct the President to appoint such additional committees as it deems appropriate." This proposal/request that I am presenting will fall under this bylaw, but if we are to make it a fifth standing committee of the Senate, it will require an amendment to that bylaw, which will necessitate a 2/3 vote of all the faculty voting at a faculty meeting.

I am sharing this with you today so you can think about this over the next few weeks. I intend to submit a formal proposal to the Senate for consideration in the next Faculty Senate meeting.

B. Student Media Claims, CMA censure and UNA response

The following was delivered by Faculty Senate President Infanger:

On Friday last week, Mr. Scott Morris, the Student Media Adviser, emailed all of the faculty senators and staff senators asking us to "join the University of North Alabama Student Publications Board, College Media Association and other groups that are taking a stand against recent actions by Provost Ross Alexander." You may or may not have seen or read the email, but enough of our faculty colleagues have reached out to me with concerns about this request, the College Media Association censure, and the FIRE letter that I wanted to address it in the Senate.

Mr. Morris included the CMA censure letter, the Student Publications Board Statement, and links to several sites with news articles or blog posts on this issue. At my invitation/request, President Kitts forwarded me the collection of communications that the University submitted to the CMA and the Student Publications Board in response to the CMA's preliminary investigation. This is the file I sent to you as part of today's agenda package.

I respect the University's right and responsibility to make personnel decisions regarding programs that they feel will best serve our students. I do not feel it is appropriate for the Faculty Senate to busy itself with personnel matters, and I am confident in the grievance policy, while includes the Office of the University Ombudsman that exists at UNA to handle such issues. However, when the University is censured for being "hostile to the spirit of the

First Amendment,” it does include our faculty, and I do feel it is necessary for the Faculty Senate to consider the issue. Therefore, I submit this issue to the Faculty Senate for consideration and discussion. Specifically, I ask you what the will of the Senate is regarding this matter. Do we wish to make a statement or address the issue in some way or other?

The following comments came from the floor:

Senator Graham regarded this issue as a university matter at this time.

Senator Zayac stated that the Faculty Senate does not address personnel matters.

Senator Owens-Murphy suggested that a new committee should address this matter.

Senator McMullen stated that censure felt like a “kick in the stomach” and that we should all be concerned with this while acknowledging that President Kitts will do what he can do to improve the situation. She stated that the Communications Faculty were not aware of the new faculty line. She later stated that she thought an investigation might not find absolute proof.

Senator Williams suggested that accusations of inappropriate actions are difficult to prove and that an examination of these issues might be beneficial for UNA.

Senator Watson asked whether a third party might help investigate this issue.

Senator Franklin questioned the method that an investigatory committee might follow.

Senator Owens-Murphy voiced the idea that the administration form a committee with students on the media board aimed at removing UNA from censure.

Senator Coffman affirmed that actions by students need to be encouraged by faculty and staff.

No action by the Faculty Senate was taken after this discussion.

VII. Standing Committee Reports

A. Faculty Affairs Committee

a. Sex and Gender Discrimination Policy

Senator Pete Williams (Co-Chair, Faculty Affairs Committee [FAC]) stated the committee reviewed the proposed Sex and Gender Discrimination policy changes and recommendations and shared the same concerns raised by the Faculty/Staff Welfare Committee (FSWC). The FAC recommended the following:

1. The addition of “of other serious sexual misconduct; discriminatory harassment” to the Termination for Cause in the Faculty Handbook 2.6.2 was approved by the FAC consistent with the recommendation from the FSWC

As this was a recommendation from the FAC, it was treated as a motion with no second needed.

The recommendation was voted on and approved.

b. Lecturer and Senior Lecturer Position

The FAC reviewed the proposed language for Section 2.4.2 Non-Tenure-Track from the Faculty Handbook.

Speaking to the issue of the five-year contract and whether it should be a four-year contract, Senator Pete Williams stated the FAC questioned whether a reduction of time would benefit a Lecturer and whether a Lecturer could be compelled to finish an employment term. The FAC made no recommendation regarding contract length.

Senator Pete Williams stated the FAC also examined the 5/5 teaching load that was central to the proposed policy. There were two important factors related to the proposed teaching load: 1) compared to the 4/4 load tenure track faculty have with their service and research requirements, the extra class burden on Lecturers does not seem to be an inordinate burden and that those desiring lesser obligations still have the option to pursue part-time status; 2) further, Deans have discretion to reduce the workload for circumstances specific to the department, class size, and other factors.

There was also discussion that the process for evaluating promotions was incomplete.

The FAC proposed the following:

The Faculty Senate should quickly form a committee to specify the evaluation process and provide a proposal with specific language for the Senate to consider at the January 2019 meeting. The committee should gather input from those departments whose faculty are most affected (e.g., Mathematics, English, History and at least one of the natural sciences).

As this was a recommendation from the FAC, it was treated as a motion with no second needed.

The recommendation was approved and an ad-hoc committee will be formed by President Infanger and Senator Pete Williams (Dr. Alexander suggested that Nursing and Education be represented on the committee).

Speaking for the FAC, Senator Pete Williams discussed the concern that the timeline for implementation created a 'lost year' for faculty with extensive service histories. Addressing this, the FAC proposed the following:

The proposal language in paragraph 3, sentence 1 should be changed to read: "Current, full-time, non-tenure track faculty members with over five years of uninterrupted service UNA as of June 30, 2018, or in any academic year following that date, can apply for promotion to Senior Lecturer in the Spring of the year in which they will become eligible. Promotions awarded will take effect in the Fall of the year in which they are awarded."

The administration supported the language change.

The FAC will bring a final report to the January Faculty Senate Meeting for a vote.

c. Faculty/Staff Dependent Tuition Waiver Proposal

Senator Pete Williams, speaking on behalf of the FAC requested a 45 day extension regarding the Faculty/Staff Dependent Tuition Waiver Proposal so the FAC can examine this issue and produce a recommendation for the February 2019 Faculty Senate Meeting.

Senator Richardson moved to approve the request and Senator Coffman seconded.
The request was approved.

Senator Richardson then requested an extension for review from Shared Governance related to this proposal until after the March 2019 Faculty Senate Meeting as this would give departmental faculty an opportunity to review the work from the FAC. Senator Robertson seconded the motion.

The motion was approved.

B. Academic Affairs Committee

a. COAD plus/minus grading scale proposal

This proposal was officially withdrawn by the COAD (Provost Alexander).

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

As Faculty Senators had not yet had time to review the A-D proposals identified below, Senator Renfroe motioned that the proposals go back to the academic departments and come back to the Senate as unfinished business at the January 2019 meeting. Senator Townsend seconded the motion.
The motion was approved.

A. Student Complaint Policy proposal

See Appendix A

B. Free Speech and Assembly Policy proposal

See Appendix B

C. Faculty Handbook Appendix 2.G revision proposal

See Appendix C

D. Adjunct/Overload Pay increase proposal

See Appendix D

X. Information Items

A. Proposed revisions to Section 2.5.3 of the Faculty Handbook—Submission of Promotion/Tenure Evaluations

See Appendix E

B. Proposed Revisions to Section 3.3.2 of the Faculty Handbook—Faculty Attendance at Commencement

See Appendix F

C. Proposed Revisions to Section 3.3.3 of the Faculty Handbook—Curriculum Development

See Appendix G

The above A-C items will appear on the January 2019 Faculty Senate Meeting agenda.

D. Executive Council (Administration) Open Forum to be held Thursday, February 21, from 3:00-4:30pm in the GUC Performance Center

E. January Faculty Senate Meeting will be held January 17

XI. Adjourn

Senator Watson made the motion to adjourn with a second from Senator Richardson. The meeting adjourned at 5:11pm.

Appendix A

Vandiver, Renee P

From: Ford, Kelly M
Sent: Monday, October 29, 2018 12:27 PM
To: Vandiver, Renee P; Paulk, Amber L
Subject: FW: form and policy for SGEC
Attachments: Student Complaint Form.docx; UNA Student Complaint Procedures EC Draft 10-15-18.docx; student complaint memo 10-29-18.docx

Importance: High

Amber and Renee':

Please find attached a draft Student Complaint Policy, Complaint Form, and memo requesting that the draft be vetted through the Shared Governance system.

Thank you!

Kelly

Kelly M. Ford
Assistant to the Vice President
Division of Student Affairs
Parent & Family Programs
University of North Alabama
UNA Box 5023
Florence, AL 35632-0001
256-765-4698 phone
256-765-4235 fax
www.una.edu/studentaffairs

"Tell me, I'll forget. Show me, I may remember. But involve me, and I'll understand." ~Chinese Proverb

From: Kimberly Greenway <kagreenway@una.edu>
Date: Monday, October 29, 2018 at 12:20 PM
To: Kelly Ford <kmford@una.edu>
Subject: form and policy for SGEC

Attached

Dr. Kimberly A. Greenway
Acting Chief Student Affairs Officer
University of North Alabama
256.765.4698

October 29, 2018

Memorandum

To: Shared Governance Executive Committee

From: Dr. Kimberly A. Greenway ^{signed original on file}
Acting Chief Student Affairs Officer

Re: Student Complaint Policy

Please find attached a drafted Student Complaint Policy to be considered as a new University of North Alabama (UNA) policy. The purpose of the policy is to more clearly align University student complaint procedures with revised SACSCOC standards that became effective January 1, 2018.

This policy establishes a process for complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonesty Appeal, Dismissal from Academic Programs, Student Conduct, or Title IX; unless the complaint is based on discrimination or other forms of inequity, or failure to follow established procedures. The policy clearly directs students to already established complaint procedures, outlines how to file a complaint outside of other procedures, and identifies the timeline in which a response to the complaint should be expected.

The policy implementation will also assist the University in identifying patterns of conduct that raise a legitimate concern with respect to the University's academic or co-curricular programs, and/or systemic problems affecting the quality of student life. Additionally, the attached Complaint Form standardizes complaint information to assist with required SACSOS complaint tracking information.

The draft policy has been reviewed by the Assistant to the Vice President for Academic Affairs for SACSCOC Reaffirmation of Accreditation, Dr. Leah Graham, University Attorney, Amber Fite-Morgan, and the University Executive Council. As such, please consider this as a formal request for appropriate action by the Shared Governance Executive Committee to move the draft policy forward.

Thank you for your consideration. Please let me know if you need additional information.

KAG

UNIVERSITY OF NORTH ALABAMA - STUDENT COMPLAINT PROCEDURES

UNA is committed to reviewing and responding to student complaints appropriately. A complaint is an expression of discontent based on the result of behavior or circumstances that the student believes are unjust, unsafe, inequitable, or create an unnecessary hardship.

This Complaint Procedure applies to student complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonesty Appeal, Dismissal from Academic Programs, Student Conduct, or Title IX; unless the complaint is based on discrimination or other forms of inequity, or failure to follow established procedures.

Established processes for complaints or appeals: ([hyperlink to excel](#))

If a complaint does not fall within established procedures, a student may submit a complaint via following procedures.

A. Informal Complaint Resolution Process:

Prior to initiating the formal complaint process, a student complainant should first request to meet with the individual(s) with whom he/she has a concern. The informal complaint procedure is intended to encourage communication between the parties involved in order to facilitate a mutual understanding of different perspectives regarding the complaint.

There are times when it is not possible to initially address the individual(s) of concern directly. At that point, the student should consider meeting with the Department Chair, Supervisor, or Dean as the first step. If a satisfactory resolution cannot be reached with the individual(s) involved, the student complainant may then request a meeting with the Department Chair, Supervisor, or Dean who shall assist in finding a resolution.

At any point during the informal process, a student may seek resolution with the [University Ombudsman](#).

B. Formal Complaint Resolution Process:

If a satisfactory resolution cannot be reached informally, a student complainant may initiate the formal complaint procedures by submitting the [Student Complaint Form](#) (online, via email, mail, or hand-delivered) to the appropriate Vice President's Office – the Vice President for Student Affairs, the Vice President for Academic Affairs and Provost, or the Vice President for Business and Finance, depending on the area of concern. All formal complaints must be in writing and must be signed by the student. Electronic or digital signatures clearly attributable to the student (i.e., the student's name in an email message received from his or her UNA email account) are acceptable.

Upon receipt of a formal complaint, the Vice President to whom the complaint was submitted will 1) will respond to acknowledge receipt of the complaint and to inform the complainant on the next steps, 2) forward the matter to the proper university office for a response, or 3) initiate an investigation as outlined in the following paragraph.

If the complaint can be resolved with a direct response from the appropriate Vice President or by another administrative office, the complaining party will receive a written response within 10 business days of the receipt of the written complaint. If the Vice President feels an investigation is warranted, the complaining party will be informed of the initiation of an investigation, the name of the investigating party, and of the date he/she should receive a report of its outcome. The investigation should be carried out by the senior administrator of the office/department from which the complaint arose, unless that individual is named in the complaint, and should conclude within 30 business days of the formal complaint, unless extenuating circumstances occur. Once the investigation has been completed, it is the responsibility of the office/department investigating the complaint to recommend resolution to the appropriate Vice President's Office, who will determine the resolution.

Following the investigation process and resolution determination outlined above, the Vice President that supervises the area or individual(s) involved in the complaint will provide a written response to the student complainant that will address the appropriate action(s) taken by the University. Once this response has been sent to the student, the matter will be considered closed, and the Vice President's decision is final.

Complaint Tracking

The Vice President for Student Affairs and the Vice President for Academic Affairs and Provost Offices will track each formal student complaint, and will maintain a record that includes, at a minimum, the following information:

- The names of the Student(s) initiating the complaint and the Individual(s) named in the complaint
- The date that the Student Complaint was received
- The Student(s) identified with the Complaint;
- The nature of the complaint, including a copy of the Student Complaint, to be retained for not less than two (2) years after its final disposition;
- The University official(s) assigned to investigate the complaint and the steps taken to resolve it;
- The date and final resolution or disposition of the complaint;
- Any external actions taken by the complainant, if any, of which Vice President becomes aware.

Tracking of student complaints helps the University identify any serious or systemic problems affecting the quality of the student life and assist in identifying patterns of conduct that raise a

Revised 10-15-18

legitimate concern with respect to the University's academic or co-curricular programs, and to comply with obligations imposed by federal regulations for receiving, responding to and tracking student complaints.

The information tracked will be made available to regulatory agencies and accrediting bodies, including the Southern Association of Colleges and Schools Commission on Colleges, as required in accordance with applicable laws, regulations and policies.

Reviewed By:

Amber Fite-Morgan (10-12-18), University Attorney; Dr. Kimberly Greenway, Acting Chief Student Affairs Officer; Assistant Vice President for Student Affairs, Tammy Jacques (10-16-18); University Executive Council (10-22-18)

Approved By:

STUDENT COMPLAINT FORM

This form is to be used to submit a formal complaint by students who have been unable to satisfactorily resolve with the faculty, staff, students or others involved.

Please complete all fields so your complaint may be directed to the proper university officials.

Complaints may be submitted anonymously; however, unless you include your contact information, UNA will be unable to investigate your complaint or respond back to you regarding the subject matter.

Section 1: Personal Information

Your Full Legal Name (as enrolled):

First Middle Last

Preferred Name: _____

Major: _____ **Expected Year of Graduation:** _____

Address: _____
Street

City, State, Zip Code

Email: _____ **Phone:** _____

Preferred Method of Contact:

☐ Email

☐ Phone

☐ U. S. Mail

Lion Number: _____

Section 2: Information About Your Complaint

First date on which the events or issues occurred: _____

Names(s) of the person(s) involved:

Please describe your complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles.

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution would you consider fair? What resolution do you seek?

Any other information you want to provide?

For instance, is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond.) NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY.

Please attach documentation that you want to be considered.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to UNA officials for purposes of investigation and response.

Signature

Date

Appendix B



October 1, 2018

MEMORANDUM

To: Shared Governance Executive Committee

From: Dr. Kimberly A. Greenway *KAG*
Acting Chief Student Affairs Officer

Re: Free Speech and Assembly Policy

Please find attached a drafted Free Speech and Assembly Policy to be considered as replacement of the current UNA Campus Speakers Policy. It was brought to my attention upon my return to UNA that the current policy is outdated and is ranked by the Foundation for Individual Rights in Education (FIRE) as "Yellow" (using traffic light colors to indicate ranking).

The Foundation for Individual Rights in Education (FIRE) is widely recognized for its mission "to defend and sustain the individual rights of students and faculty members at America's colleges and universities. These rights include freedom of speech, freedom of association, due process, legal equality, religious liberty, and sanctity of conscience—the essential qualities of liberty. FIRE educates students, faculty, alumni, trustees, and the public about the threats to these rights on our campuses, and provides the means to preserve them."

After review of several university policies that received a "Green" rating from FIRE, Mississippi State's policy was determined to be easily understood, concise, and complete. It was then revised for UNA, with pending permission for use, and reviewed by University Attorney, Amber Fite-Morgan, members of the Student Affairs staff, and the University Executive Council.

As such, please consider this as a formal request for appropriate action by the Shared Governance Executive Committee to move the draft policy forward as replacement of the existing Campus Speakers Policy.

Thank you for your consideration. Please let me know if you need additional information.

KAG/kf

VICE PRESIDENT *for* STUDENT AFFAIRS

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Equal Opportunity / Equal Access Institution

FREE SPEECH AND ASSEMBLY POLICY

The University of North Alabama recognizes that in the community of scholars there are certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The university encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers as well as the lay community. To dissent, to disagree with generally accepted truth and knowledge is acceptable. The university also stands for the right of all the university community to pursue their legitimate activities without interference, intimidation, coercion, or disruption. The university will protect the rights of freedom of speech, expression, petition, and peaceful assembly and affirms all rights and freedoms guaranteed under the Constitution of the United States.

PROCEDURE

Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. It is strongly suggested that all activities be registered with the appropriate office based on the building you are intending to reserve in advance in order to make adequate arrangements for safety and security and to insure the space desired is available. Information can be found at Office of University Center Operations and Event Management located in GUC 107.

The University of North Alabama provides forums for the expression of ideas and opinions, such as the following:

1. Traditional public forums include the university's public streets, sidewalks, parks, and similar common areas such as the grass and sidewalk around the Amphitheatre. These areas are generally available for non-amplified expressive activity, planned or spontaneous, for the individual or small group at any time without the need for reservation or prior approval, unless the space is already scheduled.
2. Designated public forums include other parts of the campus that may become temporarily available for non-amplified expressive activity as designated by the university. Examples of designated forums include parking lots and athletic fields.
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are typically not available for public expressive activity. Examples include, but are not limited to, classrooms, residence halls, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus.
4. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Disruptive activities will not be allowed. The university has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of university business, or the authorized scheduled events and activities of any and all segments of the university. Furthermore, any activity that incites imminent lawless action or that triggers an automatic violent response will be considered disruptive. In addition to any potential criminal penalties, students engaging in disruptive activities will be referred to the Office of Student Conduct, and employees will be referred to Human Resources.

GUIDELINES

1. Registered university organizations and university departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Office of University Center Operations and Event Management located in GUC 107.
2. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.
3. No amplification equipment may be used.
4. Use of campus land is on a temporary basis.
5. Flyers may be placed on open bulletin boards inside or outside university buildings.
6. No activity will be permitted that blocks access to university buildings, streets, sidewalks, or facilities, defaces property, injures individuals, unreasonably interferes with regular or authorized university activities or functions, or disrupts the free flow of pedestrian or vehicular traffic.

REVIEW

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

Reviewed By:

Carrie Bowen, Director of Student Conduct; Amber Fite-Morgan, University Attorney; Dr. Kimberly Greenway, Acting Chief Student Affairs Officer (9-19-18); University Executive Council (9-24-18)

APPROVED BY:



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

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

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

Date: October 16, 2018

A handwritten signature in blue ink, appearing to be 'R. Alexander', is written over the 'From' field of the memorandum.

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to Appendix 2.G of the Faculty Handbook – Promotion and/or Tenure Evaluation Form. These revisions are proposed to better appropriately name the categories of evaluation. In addition, it was felt that in the evaluation of effectiveness in teaching, research/scholarship, and service, the comments section alone is adequate. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

PROMOTION AND/OR TENURE EVALUATION FORM

Candidate Name: Click or tap here to enter text.

Recommending Body: Choose an item.

Level of ~~Recommendation~~Application: Choose an item.

Overall ~~Ranking~~Evaluation: Choose an item.

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

Comments: Click or tap here to enter text.

Choose an item.

Commented [VRP1]: Propose removal of this field.

Effectiveness in Research, Scholarship, and Other Creative Activities

Comments: Click or tap here to enter text.

Choose an item.

Commented [VRP2]: Propose removal of this field.

Effectiveness in Rendering Service

Comments: Click or tap here to enter text.

Choose an item.

Commented [VRP3]: Propose removal of this field.

Other Comments

Comments: Click or tap here to enter text.



Office of the Vice President for
ACADEMIC AFFAIRS *and* PROVOST

MEMORANDUM

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

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

Date: November 13, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 3.2.2 of the Faculty Handbook – Adjunct/Overload Compensation. These revisions are proposed so that the adjunct and overload rate of pay can be increased to \$800 per credit hour and \$700 per contact hour but are such that a Faculty Handbook revision is not prescribed each time the rate of pay is increased. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment 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.

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 ~~\$68~~00 per class credit hour or ~~\$57~~00 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.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

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

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

Date: November 27, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 2.5.3. of the Faculty Handbook – Submission of Promotion/Tenure Evaluations. These revisions are proposed to correct conflicting information relative to submission of evaluations. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

2.5.3 Procedure for Promotion and/or Tenure

Responsibility of the Peer Promotion and/or Tenure Committee

.....the peer promotion and/or tenure committee will then submit through the department chair **to the dean** all of the information relating to the promotion and/or tenure recommendation by November 15.

Responsibility of the Department Chair

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

Responsibility of the College Dean

The dean will.....recommend for or against the granting of promotion and/or tenure, 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 recommendation by February 1.

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 may offer a rebuttal, if desired, by e-mailing it to promotions@una.edu. The rebuttal(s), if any, will be added to the application materials. The dean will 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 recommendation.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

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

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

Date: November 27, 2018

A handwritten signature in blue ink, appearing to be 'R. Alexander', is written over the 'From' field of the memorandum.

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 3.3.2 of the Faculty Handbook – Faculty Attendance at Commencement. These revisions are proposed to change faculty participation at commencement from mandatory to voluntary. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

3.3.2 Commencement

~~In an effort to celebrate student academic achievement, M~~members of the faculty are ~~expected~~invited to participate in commencement exercises. ~~Faculty who volunteer to attend must wear in~~proper academic regalia. ~~Provision is made through the chair of the department and the dean of the college for assignment of approximately half of the faculty to the mid-year commencement and the remaining half to the annual commencement. Faculty are expected to provide their own academic regalia, which.~~ Regalia may be purchased through the University Bookstore.

Members of the faculty are allowed to present diplomas to children, spouses, and parents at commencement. Anyone wishing to present a diploma must request the opportunity to do so in advance and must wear full academic regalia.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

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

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

Date: November 27, 2018

A handwritten signature in blue ink, appearing to be 'R. Alexander', is written over the 'From' field of the memorandum.

Enclosed with this memorandum is a proposal for revisions to section 3.3.3. of the Faculty Handbook – Curriculum Development. These revisions are proposed to add the Council of Academic Deans as an approval layer with new majors and/or degree programs. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

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 and endorsed by the college dean, it is forwarded to the Office of the Vice President for Academic Affairs and Provost for initial review. If approved, 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 before a Curriculum Committee/Graduate Council agenda is issued, 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 back to the Vice President for Academic Affairs and Provost for final approval and addition to the university catalogs. If ~~they~~ proposals involve new curriculum programs (majors) or course fees, they must also be approved by the Council of Academic Deans, 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 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 Anderson College of Nursing and Health Professions 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 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.

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 (OIR). 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.