

FACULTY SENATE MINUTES

January 17, 2019

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 January 17, 2019. The meeting convened at 3:31pm. with President Scott Infanger presiding.

I. Proxies:

President Infanger recognized the following proxies: Ping Zhao for Terry Richardson (Department of Biology), Leah Whitten for Gary Padgett (Department of Secondary Education), Aaron Benson for Suzanne Duvall (Department of Visual Arts and Design), Richard Hudiburg for Ryan Zayac (Department of Psychology) and Michael Johnson for Janet McMullen (Department of Communications)

Members in attendance:

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

Members not in attendance (without proxy): Ian Loeppky (Department of Music), Thomas Lukowicz (Department of Music)

II. Approval of agenda:

Faculty Senate President Infanger asked the Senate to review the proposed agenda for the January meeting and accept it. Senator Pete Williams moved to approve the agenda. Senator Renfroe seconded the motion. The agenda was approved.

III. Approval of minutes:

Senator Laura Williams requested clarification of the minutes from the December 6, 2018 Faculty Senate meeting to denote that Senator Pete Williams spoke on behalf of the work conducted by the Faculty Affairs Committee.

Senator Harris moved acceptance of the minutes with the above clarification and Senator Watson seconded the motion. The minutes were approved.

NOTE: The Faculty Senate secretary made the recommended changes to the December 6, 2018 minutes. The minutes are now published to the UNA Faculty Senate website (see <https://www.una.edu/faculty-senate/meeting-minutes.html>).

IV. Remarks from Administrators and Invited Guests:

A. Mr. Bishop Alexander (President, UNA Staff Senate) and Ms. Amy Thompson (Vice President, UNA Staff Senate):

Mr. Alexander and Ms. Thompson informed the Faculty Senate of Wellness Day at UNA on February 14, 2019. The event involves vendors promoting health initiatives, a series of morning talks and health-based exercises during the early afternoon hours. The event will run from 10:00am to 2:00pm. Mr. Alexander and Ms. Thompson encouraged broad dissemination of information related to the event and that all UNA faculty participate.

B. Remarks from President Kitts:

President Kitts began by discussing the recent December commencement and changes that have been made to the University's commencement exercises. He noted that a newly renovated Flowers Hall hosted the December 2018 ceremonies that were well attended by students, family members, and faculty. He noted that feedback from students, families and guests regarding "tickets" to attend commencement was not an ideal proposition. The University will be committed to reviewing the current strategy of having three commencement ceremonies without tickets for attendance.

Alabama House Speaker Mac McCutcheon was unable to attend the graduation ceremonies as guest speaker due to health reasons. President Kitts acknowledged and thanked Dr. Jimmy Shaw, a UNA alumnus, for agreeing to speak at the Fall commencement exercises. Speaker McCutcheon has agreed to address UNA graduates at the two Saturday ceremonies planned for Spring 2019.

President Kitts then addressed UNA's Spring 2019 enrollments. The census date for Spring 2019 enrollments will be mid-March. Currently, UNA is on track to meet and exceed budgeted fall-to-spring student carryover rates at 90%. Currently, data for Spring 2019 are up 2.5% in headcount and 3.5% in CHP relative to Spring, 2018. SOAR registrations are currently above this time last year. UNA appears to be doing better than comparable Alabama public universities with regard to current and future enrollments.

President Kitts also spoke about the ongoing Project 208 initiative. The Alabama legislative session will open March 5, 2019 and likely conclude June, 2019. UNA alumni representation in the legislature is increasing and it is important to consider how that increase will affect committees that affect state

apportionments to UNA. Individuals populate important Senate and House Committees with ties to this geographic area and this should advantage UNA.

President Kitts then addressed a recent article in the Chronicle of Higher Education describing UNA's overall expenditures devoted to administrative overhead as the lowest of any public university in Alabama. UNA currently spends \$634.00 per student on administration compared to the state average of \$1,800. He mentioned that these data would be used in Montgomery to advance the idea that UNA maximizes efficient use of state funding.

President Kitts concluded his remarks by addressing the newly approved increase in Florence City sales taxes. This increase will likely generate 9.5 million dollars in new revenue for the city. Approximately 1.5 million of that amount will be applied to address planned salary increases for select city personnel. What to do with the remainder should involve a discussion with the city and UNA to further advance the area's economic and social development.

C. Remarks from VPAA/Provost Alexander:

Dr. Alexander began by discussing the newly adopted Strategic Plan and noted that work would begin to link the plan's themes to cost center planning.

The recently concluded winter session was very successful. Enrollment was equally distributed among freshman, sophomores, juniors, and seniors and was twice what was initially expected. Offerings for the next winter session will be expanded and strategies applied to attract students will be applied to summer sessions.

Dr. Alexander proceeded by addressing the idea of a potential faculty club or faculty/alumni club that he would like see opened by summer 2019. Possible locations have been identified and input from Chartwells for food/beverage services has been solicited. Arrangements will be made for faculty to tour possible facilities before plans are finalized.

UNA is currently providing discounted tuition to local city employees and selected corporate and educational entities as part of plan to assist adult learners, online learners, and students seeking internships and job placement. These learning agreements will be expanding in the near future as the student market may well be in 15,000-20,000 range.

Dr. Alexander mentioned that UNA has rolled out two new academic programs: The Bachelor of Science in Applied Health Sciences and the Family Nurse Practitioner track which is part of the Master of Science in Nursing program.

Kilby Laboratory School recently received a 99 on its state report card, which Dr. Alexander attributed to the high quality of instruction and the strong partnership between the school and the College of Education and Human Sciences.

Dr. Alexander also cited recent data identifying the MBA program in the College of Business for once again being the largest such program in Alabama. The program received two distinct recognitions as the #2 program in Alabama and the #19 program in the region.

Dr. Alexander concluded his remarks by recognizing Dr. Ansley Quiros (Department of History) for her recent book titled *God with Us: Lived Theology and the Freedom Struggle in Americus, Georgia, 1942-1976* (The University of North Carolina Press). He commented that a faculty publications display could be constructed either in the Collier Library or on the 2nd floor of Bibb Graves Hall.

V. Senate President's Report:

Faculty Senate President Infanger began by discussing the possibility of establishing a Faculty Handbook Review Committee. He will continue to work on that idea and aims to present a proposal to the Faculty Senate soon.

Faculty Senate elections are approaching. Each senator whose term is expiring will be notified by the Faculty Senate Secretary and the Senate Elections Committee will contact the respective Department Chairs to hold an election for their position/s. This should be done by April so new Senators can participate in the May meeting. This meeting will also involve nominations for Shared Governance Committees. President Infanger suggested that senators begin identifying interested parties for these positions as well as other open committee positions.

VI. Standing Committee Reports

A. Faculty Affairs Committee

a. Lecturer and Senior Lecturer Position

See Appendix A (Appendix A materials are drawn from the Faculty Senate Agenda package from November, 2018).

Senator Pete Williams spoke on behalf of the Faculty Affairs Committee and their analysis of the Lecturer and Senior Lecturer proposal. Senator Williams noted new language is needed to better express policy regarding the criteria and processes to be followed for those applying for promotion.

The Faculty Affairs Committee presented to the Faculty Senate the following recommendation (which did not require a second): The Faculty Affairs Committee recommended that the Faculty Senate adopt the proposal as stated but that the Faculty Affairs Committee will work to produce clearer language regarding how applicants will be evaluated.

In the following discussion, Senator Stovall expressed concern that the Mathematics Department was concerned with the five-course semester load requirement, when that requirement would begin, and if/how a gap year for currently employed instructors would affect those instructors.

Senator Stupiansky asked when new language central to the proposal and current concerns could be expected. Senator Pete Williams said the Faculty Affairs Committee would present new information in February.

The recommendation, now a motion, from the Faculty Affairs Committee was voted on. The motion passed with a majority vote, zero “no” votes, and two abstentions.

VII. Unfinished Business

A. Student Complaint Policy Proposal

See Appendix B

The purpose of the policy “is to more clearly align University student complaint procedures with revised SACSCOC standard that became effective January 1, 2018” (Memorandum from Dr. K. A. Greenway to the Shared Governance Executive Committee, 10/29/18).

Senator Graham motioned to approve the Student Complaint Policy Proposal and Senator Winner seconded the motion.

The discussion focused on the need for more careful proofing of the proposal. There are grammatical errors in the proposed policy as currently written.

The motion to approve the Student Complaint Policy Proposal passed with no votes against and one abstention.

B. Free Speech and Assembly Policy Proposal

See Appendix C

This proposal was aimed at replacing the current UNA Campus Speakers Policy as such was considered outdated and ranked by the Foundation for Individual Right in Education (FIRE) as “Yellow” (using traffic light colors to indicate ranking) (Memorandum from Dr. K. A. Greenway to the Shared Governance Executive Committee, 10/1/18).

Senator Owens-Murphy motioned to reject the Free Speech and Assembly Policy Proposal and Senator Hudiburg seconded the motion.

Discussion surrounding this proposal focused primarily on its vague language and whether the current policy ever needed revision given UNA currently has a “green” light from FIRE. Additional discussion centered on FIRE as an organization and whether it objectively assesses how college campuses protect free speech.

The motion to reject the Free Speech and Assembly Policy Proposal passed with 27 votes. 3 votes were cast in opposition to the motion to reject the proposal and there were 11 abstentions. This proposal will go back to Shared Governance.

C. Faculty Handbook Appendix 2.G Revision Proposal

See Appendix D

This proposal aimed to more “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” was considered “adequate” (Memorandum from Dr. Alexander, VPAA/Provost to Dr. Amber Paulk, Chair, Shared Governance Executive Committee, 10/16/18).

Senator Franklin motioned to accept the proposal to revise Appendix 2.G of the Faculty Handbook and Senator Renfroe seconded the motion.

The discussion related to this proposal focused on whether the changes were necessary and whether an area for recommendations should be added. The point was made that the revisions reinforce the idea that tenure and promotion applicants demonstrate their contributions in teaching, research/scholarship, and service.

The motion to accept the proposal was approved with one vote in opposition and no abstentions.

D. Adjunct/Overload Pay Increase Proposal

See Appendix E

This proposal targeted an increase in compensation for adjunct/overload pay to \$800.00 per credit hour and \$700.00 per contact hour “but are such that a Faculty Handbook revision is not prescribed each time the rate of pay is increased” (Memorandum from Dr. Alexander, VPAA/Provost to Dr. Amber Paulk, Chair, Shared Governance Executive Committee, 11/13/18).

Dr. Hudiburg (functioning as a proxy for Senator Zayac) motioned to accept the proposal to increase adjunct/overload compensation and Senator Thompson seconded the motion.

The discussion related to this proposal focused on the need to regularly examine adjunct and overload pay relative cost of living increases and that first paragraph of Section 3.2.2 of the Faculty Handbook should be evaluated given confusing language regarding, for example, “Each student teacher assigned shall be equivalent to three-fourths academic credit hour”. This language was viewed as confusing and worthy of review.

The motion to accept the proposal was unanimously approved with no votes in opposition and no abstentions.

VIII. New Business

A. Proposed Revisions to Section 2.5.3 of the Faculty Handbook – Submission of Promotion/Tenure Evaluations

See Appendix F

This proposal from the Council of Academic Deans sought revision of Section 2.5.3 of the Faculty Handbook pertaining to submission of Promotion/Tenure Evaluations. The proposal aims “to correct conflicting information relative to submission of evaluations” (Memorandum from Dr. Alexander, VPAA/Provost to Dr. Amber Paulk, Chair, Shared Governance Executive Committee, 11/27/18).

Senator Franklin motioned to accept the proposal and Senator Graham seconded the motion.

The discussion related to this proposal focused again on the vagueness of the language and emphasized that clarification to language was needed.

A secondary motion to postpone action on this proposal was made by Senator Pete Williams and was seconded by Senator Winner. The secondary motion was aimed to direct the Faculty Affairs Committee to clarify the proposal’s language.

The secondary motion was unanimously approved.

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

See Appendix G (Appendix G materials are drawn from the Faculty Senate Agenda package from December, 2018).

This proposal from the Council of Academic Deans sought revision of Section 3.3.2 of the Faculty Handbook pertaining to faculty attendance at commencement. The proposal aimed to “change faculty participation at commencement from mandatory to voluntary” (Memorandum from Dr. Alexander, VPAA/Provost to Dr. Amber Paulk, Chair, Shared Governance Executive Committee, 11/27/18).

Senator Graham motioned to accept the proposal and Dr. Hudiburg (functioning as a proxy for Senator Zayac) seconded the motion.

The discussion related to this proposal was limited but focused on the definition of regalia. Did regalia mean military uniforms? The VPAA/Provost emphasized that faculty attendance at commencement should not be compulsory.

The motion to accept the proposal was unanimously approved with no votes in opposition and no abstentions.

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

See Appendix H (Appendix H materials are drawn from the Faculty Senate Minutes from December, 2018).

This proposal aims to “add the Council of Academic Deans as an approval layer with new majors and/or degree program” (Memorandum from Dr. Alexander, VPAA/Provost to Dr. Amber Paulk, Chair, Shared Governance Executive Committee, 11/27/18).

Senator Davenport motioned to accept the proposal and Senator Watson seconded the motion.

There was no discussion pertaining to this proposal.

The motion to accept the proposal was unanimously approved with no votes in opposition and no abstentions.

IX. Information Items

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

There was no discussion pertaining to this item.

B. February Faculty Senate meeting will be held February 14th.

There was no discussion pertaining to this item.

X. Adjourn

Senator Watson motioned to adjourn the meeting at 4:47pm. The motion was approved.

Appendix A



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

A handwritten signature in blue ink, appearing to be "R. Alexander", is written over the "From:" line.

Date: October 2, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to section 2.4.2 of the Faculty Handbook - Lecturer/Senior Lecturer Category. These revisions are proposed to create a Lecturer/Senior Lecturer category. Therefore, the enclosed proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

2.4.2 Non-Tenure-Track

All new, full-time, non-tenure-track faculty members enter the institution with the rank of Lecturer, with a standard 5-5 teaching load and performance evaluation based upon teaching and service only. Deans have the discretion to reduce the teaching load as needed in their respective colleges due to unique circumstances, workload distribution, accreditation concerns, or college needs. For the first five (5) years of employment, Lecturers serve on one-year, renewable contracts.

After five (5) years of uninterrupted, meritorious service, Lecturers may immediately apply for promotion to Senior Lecturer, via submission of a dossier/portfolio to be evaluated through the UNA tenure and promotion processes. Upon promotion to Senior Lecturer, incumbents would receive a \$5,000 salary increase and a five-year (renewable) employment contract. After five additional years of service, Senior Lecturers are eligible to apply for a \$3,000 performance incentive, based upon excellence in teaching and/or service; and can do so every five years thereafter.

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA can apply for promotion to Senior Lecturer in the next academic year. Those with fewer than five years' service can count their service years towards the five-year minimum for promotion to Senior Lecturer. All current full-time, non-tenure-track faculty members will have a standard 5-5 teaching load the academic year following implementation of this policy.

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year—with the appointment terminating automatically at the end of the period specified, except as noted above. For reappointment guidelines, non-tenure-track instructors should refer to Appendix 2.C, Recommended Practices for Reappointment of Full-Time Faculty at the Instructor Rank. Non-tenure-track faculty are not eligible for promotion or tenure, other than noted above, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.4.1 may request that their years of non-tenure-track service at UNA be counted toward their years of probationary service. Prior to the time that an offer of tenure-track employment is made, the department chair will meet with the employee regarding the proposed number of years to be counted, including the impact on tenure, and will consult with the dean who will make a recommendation to the Vice President for Academic Affairs and Provost. The tenure-track employment letter will specify the years, if any, of non-tenure-track employment credited toward the employee's tenure-track probationary period. The relevant documentation of years of probationary service will be maintained by the Office of the Vice President for Academic Affairs and Provost and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information.

Proposal and Rationale

Approximately 20% of all full-time UNA faculty members serve in non-tenure-track positions, with the rank of Instructor, Visiting Instructor, or Visiting Assistant Professor. The overwhelming majority of these faculty members have one-year, renewable contracts, while a small minority have three-year renewable contracts. While many do choose to engage in research and scholarly activities, their positions and employment are evaluated upon teaching and service only and they have no research requirements. Unlike many peer and aspirational peer institutions (see Appendix), UNA does not offer a path to promotion or long-term employment prospects for this valuable group of faculty members.

The University proposes to create a new faculty category that 1) provides employment security to full-time, non-tenure-track faculty members and 2) offers a path to promotion and career development; similar to what exists at most other peer and aspirational peer institutions.

The Process

All new, full-time, non-tenure-track faculty members will enter the institution with the rank of "Lecturer," with a standard 5-5 teaching load and performance evaluation based upon teaching and service only, similar to peer and aspirational peer institutions. Deans will have the discretion to reduce the teaching load as needed in their respective colleges due to unique circumstances, workload distribution, accreditation concerns, or college needs. For the first five (5) years of employment, Lecturers would serve on one-year, renewable contracts.

After five (5) years of uninterrupted, meritorious service, Lecturers can immediately apply for promotion to "Senior Lecturer," via submission of a dossier/portfolio to be evaluated through the normal UNA tenure and promotion processes. Upon promotion to Senior Lecturer, incumbents would receive a \$5,000 raise and also a five-year (renewable) employment contract. After five additional years of service, Senior Lecturers are eligible to apply for a \$3,000 performance incentive, based upon excellence in teaching and/or service; and can do so every five years thereafter (similar to the performance incentive for Full Professors adopted in 2018).

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA can apply for promotion to Senior Lecturer upon implementation of this policy, in the next academic year (Fall 2019). Those with fewer than five years' service can count their service years towards the five-year minimum for promotion to Senior Lecturer. All current full-time, non-tenure-track faculty members will have a standard 5-5 teaching load the academic year following implementation of this policy.

**The University of North Alabama
Lecturer Promotion Policy Comparisons**

Insitution Name	Time allowed before promotion	Teaching Load of Lecturer/Instructor
Armstrong Atlantic State University (now Georgia Southern University)	Lecturer must serve minimum of 5 years prior to applying for promotion to Senior Lecturer	15 credit hours
McNeese State University	Instructor/Lecturer can apply for position of Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours
Jacksonville State University	Lecturer must serve minimum of 12 years at Instructor prior to applying for promotion to Distinguished Lecturer	15 credit hours
University of North Carolina at Pembroke	Lecturer must serve minimum of 5 years prior to applying for promotion to Senior Lecturer	4/4 (same as tenured)
West Texas A & M University	Fixed Term Associate/Lecturer must serve a minimum of 5 years prior to being promoted	15 credit hours
Winthrop University	Lecturer must serve a minimum of 6 years prior to promotion	12 to 15 hours
Morehead State University	Instructor/Lecturer can apply for position for Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours
Arkansas Tech University	Instructor/Lecturer must serve a minimum of 6 years prior to applying for promotion	12 to 15 credit hours
Austin Peay State University	No minimum of time before Instructor can apply for promotion to Senior Instructor	15 credit hours
The University of Tennessee-Martin	Instructor/Lecturer can apply for position for Assistant Professor at any time, if available. No Senior Instructor/Lecturer position	15 credit hours
University of Central Arkansas	Instructor/Lecturer must serve a minimum of 6 years prior to applying for promotion	12 to 15 credit hours

Appendix B

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:


Appendix C



October 1, 2018

MEMORANDUM

To: Shared Governance Executive Committee

From: Dr. Kimberly A. Greenway 
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

UNA Box 5023, Florence, AL 35632-0001

P: 256.765.4223 | F: 256.765.4235 | www.una.edu

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:

Appendix D



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:" line 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

APPENDIX 2 G

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.

Appendix E



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

A handwritten signature in blue ink, appearing to be "R. Alexander", is written over the "From:" line.

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 ~~\$6800~~ per class credit hour or ~~\$5700~~ 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.

Appendix F



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 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.

Appendix G



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:" line 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, all~~ 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

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.

