

FACULTY SENATE MINUTES

February 14, 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 February 14, 2019. The meeting convened at 3:30pm. with President-Elect Lee Renfroe presiding. President Infanger had a prior engagement.

I. Proxies:

President-Elect Renfroe recognized the following proxies:

Lamont Maddox for Felicia Harris (Department of Secondary Education), Jonathan Sullivan for Ravi Gollapalli (Department of Engineering Technology), Lauren Reynolds for Scott Infanger (Department of Foreign Languages), Rebecca Hopkins for Trudy Abel (Department of Elementary Education), Mark Greer for Jill Stupiansky (Department of Mathematics), Lorie Johnson for Lisa Clayton (Department of Elementary Education), Chanho Kang for Eric O'Neal (Department of Health, Physical Education, and Recreation), and Shane Banks for Jason Watson (Department of Computer Science and Information Systems).

Members in attendance:

Rae Atencio, Aron Benson, Tabitha Blasingame, Cory Cagle, Amanda Coffman, Wes Davenport, Sarah Franklin, Leah Graham, Daniel Hallock, John Hodges, Ian Loeppky, Thomas Lukowicz, Glenn Marvin, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Katie Owens-Murphy, Gary Padgett, Jason Pangilinan, Cheryl Price, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Leigh Stanfield, Jessica Stovall, Alexander Takeuchi, Mark Terwilliger, Brian Thompson, Karen Townsend, Laura Williams, Pete Williams, Tammy Winner, Rachel Winston and Ryan Zayac. President Kitts and VPAA/Provost Ross Alexander also attended.

Members not in attendance (without proxy): Chandler Bridges (Department of Music), David Brommer (Department of Geography), and Tim Butler (Department of Management and Marketing).

II. Approval of agenda:

President-Elect Renfroe asked the Senate to review the proposed agenda for the February meeting and accept it. Senator Janet McMullen moved to approve the agenda. Senator Atencio seconded the motion. The agenda was approved.

III. Approval of minutes:

Senator Richardson moved acceptance of the minutes from the January 17, 2019 meeting and Senator Monteiro seconded the motion. The minutes were approved.

IV. Remarks from President Kitts:

President Kitts updated the Faculty Senate on recent internal actions taken to address UNA's censure by the College Media Association (CMA). He discussed his commitment to reengaging with the CMA to find common ground leading to UNA's removal from censure. To date, he and Dr. Butler Cain (Chair, UNA Department of Communications) have acquired the services of a third-party consultant with no prior ties to this issue. The consultant will help UNA reengage with CMA. President Kitts also suggested that a steering committee, with faculty representation, might further facilitate this overall process.

Comments below are tied to Appendix A

President Kitts turned his attention to current efforts to define UNA as a priority for Alabama legislators for the upcoming 2019-2020 budget for higher education. As part of the ongoing Project 208, he presented and discussed a series of tables defining UNA's history of state appropriations relative to other state schools, the recent progress made, and the historical financial deficits that force UNA and the state to face our current operational reality.

UNA's 2018-2019 state appropriation represented a substantial increase (6.12% increase) from 28 million to 30 million but, despite being almost at the top of school increases for that year, UNA's increase does not adequately address historically low per-student funding. President Kitts mentioned that if UNA was funded at average levels defined relative to other Alabama public colleges/universities, its appropriations should be almost twice what was recently received.

President Kitts highlighted the administration's efforts to inform Alabama legislators of UNA's needs by discussing a series of luncheons that invited legislators to campus to directly see our collective needs.

The President presented data describing spending on administrative salaries per enrolled student. UNA spends less than any other Alabama public university on administration (i.e., \$634.00) per student. He argued this was a compelling statistic illustrating how UNA responsibly directs state appropriations to its students rather than administrative bureaucracy. He also mentioned that UNA is the only school in Alabama without an internal auditor and risk manager.

President Kitts concluded his comments by describing the constituents of two powerful Alabama legislative committees (the Senate Finance and Taxation Education Committee and the House Ways and Means Education Committee) that greatly inform the consciousness of the voting legislators.

These legislators have meaningful ties to UNA and should recognize better than others our immediate needs and historical neglect.

See Appendix A.

V. Remarks from VPAA/Provost Alexander:

Dr. Alexander began his remarks by addressing the “One Book” initiative that seeks to address an issue central to UNA and the surrounding community. The “One Book” Selection Committee identified three books that will be voted on by the campus community. The books are *Boy Erased* by Garrard Conley, *The Hate U Give* by Angie Thomas, and *Just Mercy: A Story of Justice* by Bryan Stevenson.

The UNA community received notification to vote on their book choice for this initiative. Voters are directed to: https://una.co1.qualtrics.com/jfe/form/SV_8HAWHjolALWPZhb

Dr. Alexander extended his thanks to the committee for their work on this initiative.

Dr. Alexander then addressed UNA’s next Quality Enhancement Program (QEP) initiative. An email containing a link to a website (<https://www.una.edu/sacs/quality-enhancement-plan.html>) was sent to the campus community. Proposals for the next QEP initiative are due July 27, 2019.

The Provost reported that President Kitts has tasked him with diversifying the UNA faculty. Dr. Alexander mentioned that significant progress has been made this year related to candidates and finalists. He thanked Mr. Ron Patterson and Ms. Catherine White as well as faculty and search committees for their work toward this end.

Dr. Alexander concluded his remarks by recognizing Dr. Kimberly Greenway, Interim Vice President for Student Affairs who would speak on the Free Speech and Assembly Policy.

VI. Remarks from Dr. Kimberly Greenway, Interim Vice President for Student Affairs

Dr. Greenway spoke first about the proposed Free Speech Policy stating that she wants our policies to be current. The proposed policy is also named for what it is about unlike the current Campus Speaker Policy. She mentioned that the current Campus Speaker Policy is vague and relies on discretionary interpretations. UNA should have a policy that is clear and tells people what they can do and where.

Dr. Greenway thought it important that such policies centralize where information comes from for those who want to speak as this would help them and also function to improve UNA’s position of risk management relative to speech issues.

Dr. Greenway then invited questions from the Faculty Senate.

A comment was made that the Foundation for Individual Rights in Education (FIRE) currently gives UNA a “green” light so why change the current policy? (images below were taken from <https://www.thefire.org/schools/university-of-north-alabama/> on 2/22/19).

Dr. Greenway stated that UNA policy should be written based on best practice, enforceability, and clear language to its audience. Greenway stated that she is confident that the proposed policy will also be rated as “green.”

Student Handbook: Campus Speakers Policy

Speech Code Category: Advertised Commitments to Free Expression

Last updated: March 13, 2018

- The University of North Alabama is committed to fostering a learning environment in which free inquiry and expression are encouraged. *Read More*

Student Handbook: Campus Speakers Policy

Speech Code Category: Protest and Demonstration Policies

Last updated: March 13, 2018

- Lawful and peaceful demonstration as an expression is permitted and protected. On the other hand, the University will not tolerate substantial disruption to its educational mission. Substantial disruption is defined to include any activity which, contrary to law: ... Constitutes “hate violence,” meaning any act ... *Read More*

The comment was made that FIRE currently gives UNA a “yellow” light on broad issues related to equity and Title IX and that FIRE may not be as favorably disposed to these yellow issues (images below were taken from <https://www.thefire.org/schools/university-of-north-alabama/> on 2/22/19).

Dr. Greenway stated that the recently passed Title IX policy will likely be rated “green” as well, but again, good UNA policy should be written to enhance the University community rather than to appease an organization’s rating.

Student Handbook: Harassment and Nondiscrimination Policy

Speech Code Category: Harassment Policies

Last updated: March 13, 2018

- Harassment is defined as behavior that involves an expressed or implied threat through gestures, mannerisms, and/or body language, to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reaso... [Read More](#)

Code of Student Conduct: Unwelcome Harassment

Speech Code Category: Harassment Policies

Last updated: March 13, 2018

- [Unwelcome] Harassment. Any unwelcome conduct based on actual or perceived status including: [sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status]. Any unwelcome conduct should be repo... [Read More](#)

Code of Student Conduct: Bullying and Cyberbullying

Speech Code Category: Internet Usage Policies

Last updated: March 13, 2018

- Bullying and cyberbullying are repeated and/or severe aggressive behaviors that
 - intimidate or intentionally harm or control another person physically or emotionally,
 - and are not protected by freedom of expression. [Read More](#)
-

Title IX Definitions

Speech Code Category: Harassment Policies

Last updated: March 13, 2018

- Hostile environment is unwelcome conduct by an individual or individuals against
- another individual based upon her/ his protected class that is sufficiently severe or
- pervasive that it alters the conditions of education or employment and creates an
- environment that a reasonable person would find intimidating, hostil... [Read More](#)

Dr. Greenway then addressed the proposed Medical Withdrawal Policy.

She noted that more students are attending UNA with recognized medical issues and the proposed policy aims to help UNA provide needed assistance to such students (e.g., to educate them as to the consequences of dropping out, what will be needed when they return, and what UNA can do to help when they return).

Dr. Greenway then invited questions from the Faculty Senate.

The following comments were made:

UNA has not had such a policy but accommodations to assist students were made. Further, the proposed policy appears to place great pressure on already troubled students to withdraw and in seeking readmission.

Dr. Greenway discussed the University CARE Team and the availability of the full-time Case Manager, who assists students (and where appropriate, families) throughout the medical withdrawal and returning processes.

A question was raised as to whether students seeking a medical withdrawal could receive reimbursement of their tuition/fees for that semester. Dr. Greenway replied that this would be a UNA Business Office decision.

Other questions focused on how many times a student might claim the need for a medical withdrawal and continuity of care issues such that one physician might provide evidence for a medical withdrawal but not be the same physician that confirms the student's readiness to continue their studies.

A point was made that the Veterans Alliance on campus should be part of this ongoing discussion.

Comments were made pertaining to how the student's transcript would appear after a medical withdrawal. It was expressed that the grade of "W" or a designation of "Medical Withdrawal" should not appear on the student's transcript.

VII. Senate President's Report:

No report was presented as President Infanger was absent from the meeting.

VIII. Standing Committee Reports

A. Faculty Affairs Committee

1. Lecturer and Senior Lecturer Position

See Appendix B.

Senator Pete Williams spoke on this issue and presented modifications from the Faculty Affairs Committee to the proposal language to create a Lecturer and Senior Lecturer Position.

Comments from the floor reflected lingering concerns with the language of this policy with specific reference made to section 2.5.2 and 2.5.2.1.

Senator Franklin expressed that the suggested changes to the policy's language need to be incorporated and presented to the Faculty Senate so senators may share the revised policy with their departmental faculty in advance of any vote.

2. Report on changes to the Tuition Remission Policy

See Appendix C.

Senator Pete Williams discussed the Faculty Affairs Committee's work on revisions to UNA's Tuition Remission Policy.

The proposed revisions require additional study. Academic departments should review these policy changes before the Faculty Senate takes further action.

B. Faculty Attitude Survey Committee

Senator Robertson reported on the committee's status. Survey revision is ongoing with the removal of some questions and new questions added to reflect recent institutional policies. The survey will be ready for distribution early March.

IX. Unfinished Business

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

This item was inadvertently omitted from the February 14, 2019 meeting discussion.

X. New Business

A. Medical Withdrawal Policy Proposal (from COAD/Student Affairs)

See Appendix D.

Senator Owens-Murphy motioned to bring the Medical Withdrawal Policy Proposal to the Faculty Senate floor for discussion. Senator Richardson seconded the motion.

Please see p. 6 of these minutes for comments from Dr. Kimberly Greenway, Interim Vice President for Student Affairs regarding this proposed policy.

Comments received from the Faculty Senate suggested the proposed policy needed grammatical revisions. Concerns were raised related to how medical withdrawals should ideally be recorded on a student transcript with specific emphasis being placed on the use of the "W" designation and that no record of actual "medical withdrawal" be noted on a transcript.

Senator Graham motioned to approve the proposed policy with the amendment that the "W" designation not appear on the student's transcript. Senator Price seconded the motion.

The motion was put to a vote with 15 votes in favor of the amended proposal, 7 votes opposed to the amended proposal and 8 abstentions.

The motion was passed and will be forwarded to the Registrar's Office for confirmation that the motion's amendment can be implemented.

XI. Adjourn

Senator Richardson motioned to adjourn the meeting at 5:07pm. The motion was approved.

Appendix A

10-YEAR OVERVIEW OF UNA'S TOTAL STATE APPROPRIATION		
Fiscal Year	Change in Dollars	% Change
FY 09-10	- \$2,254,728	- 8.2%
FY 10-11	\$0	0.0%
FY 11-12	+ \$691,182	+ 2.8%
FY 12-13	- \$1,031,854	- 4.0%
FY 13-14	+ \$1,152,831	+ 4.7%
FY 14-15	+ \$433,956	+ 1.7%
FY 15-16	+ \$827,758	+ 3.1%
FY 16-17	+ \$1,007,209	+ 3.71%
FY 17-18	\$0	0.0%
FY 18-19	+ \$1,726,204	+ 6.12%

UNA Funding Total by FTE Percent Below Median		
	In-State	All- Students
FY19	-47.2%	-26.1%
FY18	-46.7%	-28.4%
FY17	-45.8%	-33.8%
FY16	-40.9%	-31.9%

UNA Funding Total by FTE Amount Below Median		
	In-State	All- Students
FY19	26.7 M	10.5 M
FY18	24.7 M	11.2 M
FY17	23.8 M	14.4 M
FY16	18.8 M	12.8 M

PROJECT 208 LEGISLATIVE LUNCHEONS 2018-2019

Luncheon #1

Rep. Mac McCutcheon, Speaker of the House*
Rep. Bill Poole, Chair of House Ways and Means Education Committee
Rep. Lynn Greer
Rep. Phillip Pettus

Luncheon #2

Sen. Del Marsh, President Pro Tem of the Senate
Sen. Arthur Orr, Chair of Senate Finance and Taxation Education Committee
Sen. Tim Melson, Vice Chair of Senate Finance and Taxation Education Committee
Sen. Larry Stutts

Luncheon #3

Rep. Jamie Kiel, Member of House Ways and Means Education Committee
Sen. Tom Butler
Rep. Tracy Estes

Luncheon #4

Sen. Garlan Gudger, Member of Senate Finance and Taxation Education Committee
Rep. Danny Crawford
Rep. Andrew Sorrell
Rep. Proncey Robertson

*Speaker McCutcheon will return to UNA in May 2019 to address graduates in our spring commencement ceremonies.

SPENDING ON ADMINISTRATIVE SALARIES AT ALABAMA PUBLIC UNIVERSITIES		
Rank	University	Amount Per Student
1	Auburn University	\$1887
2	University of Alabama - Birmingham	\$1611
3	University of Montevallo	\$1476
4	University of Alabama - Tuscaloosa	\$1442
5	University of Alabama - Huntsville	\$1429
6	Auburn University - Montgomery	\$1309
7	Alabama A&M University	\$ 985
8	Alabama State University	\$ 976
9	University of South Alabama	\$ 900
10	Jacksonville State University	\$ 836
11	Troy University	\$ 802
12	University of West Alabama	\$ 658
13	Athens State University	\$ 652
14	University of North Alabama	\$ 634
<p>Data from The Chronicle of Higher Education, 2018. https://www.chronicle.com/article/Which-Colleges-Have-the-Most/244519</p>		

SENATE FINANCE AND TAXATION EDUCATION COMMITTEE, 2019	
Senator	District # and County/Counties Represented
Orr, Arthur, Chair (R)	District 3: Limestone, Madison, Morgan
Melson, Tim, Vice Chair (R)	District 1: Lauderdale, Limestone, Madison
Albritton, Greg (R)	District 22: Baldwin, Clarke, Escambia, Monroe, Washington
Allen, Gerald (R)	District 21: Lamar, Pickens, Tuscaloosa
Chesteen, Donnie (R)	District 29: Dale, Geneva, Houston
Dunn, Priscilla (D)	District 19: Jefferson
Figures, Vivian Davis (D)	District 33: Mobile
Gudger, Garlan (R)	District 4: Cullman, Lawrence, Marion, Winston
McClendon, Jim (R)	District 11: Shelby, St. Clair, Talladega
Scofield, Clay (R)	District 9: Blount, DeKalb, Madison, Marshall
Sessions, David (R)	District 35: Mobile
Singleton, Bobby (D)	District 24: Choctaw, Greene, Hale, Marengo, Pickens, Sumter, Tuscaloosa
Smitherman, Rodger (D)	District 18: Jefferson
Waggoner, J. T. "Jabo" (R)	District 16: Jefferson, Shelby
Wattley, Tom (R)	District 27: Lee, Russell, Tallapoosa Counties

HOUSE WAYS AND MEANS EDUCATION COMMITTEE, 2019	
Representative	District # and County/Counties Represented
Poole, Bill, Chair (R)	District 63: Tuscaloosa
Garrett, Danny, Vice Chair (R)	District 44: Jefferson
Scott, Rod (D)	District 55: Jefferson
Baker, Alan (R)	District 66: Baldwin, Escambia
Chestnut, Prince (D)	District 67: Dallas, Perry
Collins, Terri (R)	District 8: Morgan
Drummond, Barbara (D)	District 103: Mobile
Ellis, Corley (R)	District 41: Shelby
Faulkner, David (R)	District 46: Jefferson
Grimsley, Dexter (D)	District 85: Henry, Houston
Kiel, Jamie (R)	District 18: Lauderdale, Colbert, Franklin
Ledbetter, Nathaniel (R)	District 24: DeKalb
Lovvorn, Joe (R)	District 79: Lee
McMillan, Steve (R)	District 95: Baldwin
Wood, Debbie (R)	District 38: Chambers, Lee

From faculty Handbook

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 (Section 2.5). 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 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 become eligible. 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. Promotions awarded will take effect in the fall of the year in which they are awarded.

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~~ **Lecturers or Senior Lecturers** should refer to Appendix 2.C, Recommended Practices for Reappointment of Full-Time Faculty at the ~~Instructor~~ **Lecturer/Senior Lecturer** 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.

**RECOMMENDED PRACTICES FOR REAPPOINTMENT OF
FULL-TIME FACULTY AT THE ~~INSTRUCTOR~~
LECTURER/SENIOR LECTURER RANK**

A non-tenure-track ~~Instructor~~ **Lecturer or Senior Lecturer** must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following:

1. Class Performance or Professional Effectiveness. For teaching faculty, the department chair or a designated tenured faculty member may observe one or more traditional class sessions per year taught by the applicant and/or observe and evaluate an online course and complete an evaluation report. This report is initially utilized for constructive feedback regarding the ~~Instructor's~~ **Lecturer's or Senior Lecturer's** teaching methodology with any recommendations from the chair or tenured faculty member. Upon application for reappointment, the report is to be included with any necessary follow-up or initiated changes if applicable. For non-teaching faculty the most recent faculty performance report should be submitted with the reappointment application.
2. Course Evaluation. Teaching faculty should also submit course evaluations with reappointment application.
3. Evidence of Service. This may include improving the quality of instructional programs in his/her academic area, mentoring/advising, completing and/or presenting continuing educational activities/programs, professional development, creative effort, leadership, and grants. This also includes any documentation of activities appropriate to the applicant's area and expertise and activities which has brought credit or advancement to the university (UNA) and/or community.
4. Goals. Submitted goals for the ~~Instructor~~ **Lecturer or Senior Lecturer** may reflect any of the above activities and relate to the following year(s). Goals must be clear, concise, and reflect positively on the ~~Instructor~~ **Lecturer or Senior Lecturer**, his/her respective department, and coordinate with the overall institutional goals at UNA.

The ~~Instructor~~ **Lecturer or Senior Lecturer** has the option to submit additional evidence of pedagogical effectiveness, e.g. relevant teaching and/or professional certifications, professional development credits relating to the field of instruction, etc. Evidence of relevant academic research is not required but may also be included.

This evidence must be submitted annually (in March) to the department chair during the first ~~three~~ **five** years of employment as a non-tenure track ~~Instructor~~ **Lecturer**. After ~~three~~ **five** consecutive years of reappointment, the department chair may elect to continue this process annually, bi-annually, or tri-annually. However, an updated curriculum vita must be submitted annually. Submission of all required documentation does not guarantee **the Lecturer**

reappointment, nor does the decision of the department chair to conduct a full review either bi-annually or tri-annually imply continued employment.

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 and timeline (Section 2.5, Criteria for Appointment, Promotion, and/or Tenure; Appendix 2.D/2.D1, Timeline for Promotion and/or Tenure). Those promoted to or holding the rank of Senior Lecturer will be on a five-year (renewable) employment contract. However, an updated curriculum vita must be submitted annually. Submission of all required documentation does not guarantee reappointment to a subsequent five-year appointment.

2C-1

2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE

2.5.1 General Criteria for Promotion and/or Tenure

As a regional, state supported institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community. Faculty members seeking promotion and/or tenure are expected to demonstrate significant contributions in support of this mission as reflected in accomplishments specific to the criteria below.

1. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty. The candidate is evaluated upon evidence such as the following: knowledge of subject matter, including current developments in the discipline; active concern for the student's academic progress; evidence of success in supporting mentoring and student research and creative activity; ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication; ability to motivate student interest and participation; ability to relate coursework to other fields with a view to broadening the student's general knowledge; evidence of conscientious preparation; and use of effective methodology and teaching techniques. The non-teaching faculty candidate (e.g., Librarians, Instructional Designers, etc.) is evaluated upon evidence of professional effectiveness such as the following: knowledge of the field, including current developments in the field; demonstrated active concern in providing resources that support student, faculty, and staff development and enhance academic progress; effectiveness in oral and written communication; and ability to develop their own unique contribution to their area and the university.
2. Effectiveness in Research, Scholarship, and Other Creative Activities. The candidate is evaluated upon the University of North Alabama's mission in research (including basic, applied, and pedagogical research, creative accomplishments, and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations at exhibits or recognition at juried shows; professional acclaim for performances or contributions to performances; honors 2- 9 or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments. **Those candidates seeking promotion from Lecturer to Senior Lecturer are not expected to demonstrate significant contributions in the area of research, scholarship, and other creative activities.**

3. Effectiveness in Rendering Service. The candidate is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; contributions to academic and university development and growth, including grants submissions and sponsored research; effective performance on committees and administrative assignments; and contributions to the improvement of student life. Evidence of service outside the university should ideally be related to the faculty member's profession or should contribute to promoting the University. Other contributions to the community are encouraged; however, such efforts should not constitute a majority of the evidence for effective service.

In addition to the three areas of general criteria, faculty members in areas with regional and specialized accreditation standards shall satisfy applicable credential and performance requirements.

The Board of Trustees for the University of North Alabama has determined that the degree of Master in Library Science is to be considered a terminal degree for promotional and tenure purposes. The following degrees are to be considered terminal degrees for promotional, pay, and tenure purposes: MFA in Studio Art (all fields), MFA in Creative Writing, MFA in Theatre, J.D. for Business Law, and MFA in Interior Design.

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

Faculty ranks of the University, including librarians, and educational technologists, are ~~instructor~~ **lecturer, senior lecturer, visiting (open rank) professor, assistant professor, associate professor, and professor.** Only positions at the assistant professor level or higher are considered tenure-track. All others are based on renewable appointment, not including visiting (open rank) professor appointments. Appointment, continued employment and consideration for tenure of supervising teachers at Kilby Laboratory School are subject to all relevant Alabama laws and Alabama State Board of Education policies governing P-12 public school teachers. Determination of rank is established at the time of initial appointment. The years of appropriate experience are calculated at the end of the academic year prior to appointment. The academic year in which a promotion portfolio is submitted will count toward appropriate cumulative experience for that rank. **Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA as of June 30, 2018, or in any academic year following that date may apply for promotion to Senior Lecturer in the spring of the year in which they become eligible. All new, full-time, non-tenure-track faculty members entering the institution with the rank of Lecturer seeking promotion to Senior Lecturer will submit a promotion portfolio according to the Timeline for Promotion and/or Tenure (Appendix 2.D/2.D1, Timeline for Promotion and/or Tenure).** Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, dean, and Vice President for Academic Affairs and Provost based on duties, needs of the University, and available funds.

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of departments, in cooperation with their

respective deans, to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what his/her departmental expectations are for promotion and/or tenure, and year-to-year success, and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the deans and Vice President for Academic Affairs and Provost to monitor equity of expectations across the University.

For non-teaching faculty, effectiveness in role as library or educational technology faculty is evaluated instead of teaching effectiveness. The following criteria and procedures below do not apply to Kilby School and the Department of Military Science because of the special nature of those departments. Faculty from the Department of Military Science will not serve on promotion committees.

Minimum Qualifications by Rank (Also see Appendix 2.D/2.D1, Timeline for Promotion and/or Tenure)

1. ~~Instructor~~**Lecturer**/Visiting (Open Rank) Professor. Appointment to this rank typically requires possession of a master's or higher degree in the field of assignment. For appointments without the master's or higher degree in the field of assignment, there must be evidence of related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.
2. **Senior Lecturer**. Appointment or promotion to this rank typically requires possession of a master's or higher degree in the field of assignment. For appointments without the master's or higher degree in the field of assignment, there must be evidence of related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Promotion to this rank requires that a minimum of five years uninterrupted, meritorious service as Lecturer be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching and service.
3. **Assistant Professor**. Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. There shall also be evidence of potential for effective teaching; research, scholarship, or creative activities; and service; as well as for a successful career. As per the terms of the letter of employment, faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Instructor. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the faculty member is automatically eligible for promotion to the rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the Vice President for Academic Affairs and Provost.
4. **Associate Professor**. Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment

as determined by university policy. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

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

5. Professor. Appointment, promotion to this rank, and/or tenure, requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. In addition, a minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least six of which must be in rank as associate professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the twelve years of cumulative experience shall be earned at UNA. In addition, the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

Promotion to Professor: Faculty will be eligible to be evaluated for promotion no earlier than the sixth year of service as an Associate Professor at UNA. Faculty employment contracts may, upon approval by the dean and Vice President of Academic Affairs and Provost, include credit for up to three years of service at the associate professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. 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. An Associate Professor must serve a minimum of two years at UNA prior to the review of the promotion application in the third academic year of employment at UNA.

Tenure for Full Professors: Faculty appointed as full professors will apply for tenure after completing at least two years of service at UNA.

Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenured and tenure-track departmental faculty) and by the dean for a waiver of the aforementioned credential and experience requirements for tenure and/or any rank may be granted by the Vice President for Academic Affairs and Provost.



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

TUITION REMISSION

As a part of its fringe benefits package, the University of North Alabama provides remission of tuition to eligible employees and to their spouses and qualified dependent children.

Dependent Children

The University pays three-quarters of the basic tuition or part-time regular course tuition (excluding all fees and related charges, i.e., books, supplies, room, and board) for enrollment in the undergraduate program at the University of North Alabama for eligible children of full-time regular employees, and retirees having had such employment status prior to retirement.

Qualifying children are eligible for the remission of tuition if a parent is employed on a continuous full-time, regular basis at UNA at the beginning of the semester in which the dependent child will be enrolled.

In order for the remission of tuition benefit to continue, the employee must be employed on a continuous full-time, regular basis by the University at the beginning of each enrollment period. A leave of absence, other than that for illness, disability, or active military service is not counted as uninterrupted service. Failure to teach in any summer term does not break the continuity of employment.

Eligible children are those who meet all the following conditions:

Be the natural children, stepchildren, or legally adopted children of the employee or retiree who:

- have not reached their 25th birthday prior to the term for which they will next enroll,
- are unmarried, and;
- are dependents of the employee as determined by eligibility for federal income tax purposes or by a qualified child support order;
- have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
- are eligible for admission and matriculation under existing university policies.

Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit;

Not more than six calendar years may expire between the first and last enrollment under this program.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full term of entitlement. Summer and interim terms are counted as one-half of a semester for this purpose.

Dependent children may take up to nine semester hours of credit during the summer sessions and be charged with half a semester of eligibility for the remission of tuition. Ten semester hours or more during the summer will be charged as one semester of eligibility.

Full-time, regular faculty, staff, and qualified retirees who wish to take advantage of this benefit must apply for each person/child to be enrolled each semester by submitting the designated electronic form prior to the appropriate deadline. HR establishes an application deadline each semester and notifies all employees of the same.

(proposed revisions to the tuition remission policy)

TUITION REMISSION

As a part of its fringe benefit package, the University of North Alabama provides remission of tuition and fees to eligible employees, **retirees**, and to their spouses and qualified dependent children.

Eligibility guidelines for this benefit include, but are not limited to, the following:

- Must be a full-time, regular employee in active status who has been in such status with the University for at least ~~one full year~~ **90 days (or applicable probationary period for employee's position)**; or
- Must be an adjunct; limited to employee-only remission (no spouse or dependent child benefit); or
- Must be a part-time, regular employee for which remission is proportional to his/her specific appointment with the University; and
- Must be employed at the University at the beginning of the semester in which the individual is enrolled; or
- Must be a retiree **(or spouse or dependent of a retiree)** of the University; or
- Must be the eligible spouse or dependent of an employee who died while in eligibility status for this benefit.

Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Office of Student Accounts establishes an application deadline each semester, and the Office of Human Resources notifies all employees of the same.

General Remission of Fees Information

- The employee's failure to submit an electronic form for remission of tuition for dependent children, spouse, or self, prior to the deadline, may result in the employee's forfeiting his or her eligibility to receive the remission of tuition benefit for the covered academic semester.
- The remission of tuition benefit is in the form of a remission and is not paid in cash and is also not refunded in the event of withdrawal.
- Employees, spouses, or eligible dependents who are eligible for a university-related scholarship must waive the remission benefit if the scholarship is accepted. **Certain university-related scholarships such as service based scholarships and Kilby Alumni scholarships would be exempt from this policy and may still be assigned to the eligible recipient.**
- **If the employee voluntarily resigns from the university, making the employee, spouse, or eligible dependent ineligible for tuition remission, the university-related scholarship may be reinstated for any remaining eligibility period if all other eligibility requirements are still met.**
- If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued at the end of the term.
- An employee's benefits under this policy cannot be combined with the Early College Program.
- An employee or retiree cannot combine his or her benefit under this policy with that of a spouse as listed above.
- A retiree employed by the University in an adjunct or temporary capacity cannot combine his/her benefits as an employee and a retiree.

- Remission of tuition and fees is not provided for courses taken during the summer terms for spouses, dependent children, or retirees.

Employees

There is a full remission of tuition and fees (up to the current IRS limit) for both graduate and undergraduate level courses taken at the University of North Alabama by eligible employees of the University.

- A leave of absence, other than that for illness, disability, faculty development leave, or active military service classifies an employee inactive status.
- Failure to teach in any summer term does not affect this benefit provided that the employee has a contract for employment for the subsequent fall term.
- Individuals wishing to apply for remission of tuition and fees must be admitted to the University prior to the initial registration and must be eligible to register for each term in which a course is to be taken.
- Courses for employees under this benefit are available only on a space available basis. Courses must be registered for during late registration. The late registration fee is waived. If employees register prior to late registration, their registration will be voided, and they will have an opportunity to re-enroll during late registration on a space-available basis.
- Eligible employees may take no more than six credit hours per semester under this benefit.
- The maximum amount the University will pay on behalf of a qualifying employee for remission of tuition and fees per semester shall not exceed the cost for six credit hours of undergraduate or graduate classes. The employee will be responsible for all costs incurred in excess of this allocation.
- Course hours taken shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs or study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- A class may be audited if approved by the supervisor and department head.
- Upon the recommendation of the supervisor and department head, an employee may be given special permission to take two continuing education courses each semester in lieu of two regular graduate or undergraduate courses, if the course is compatible with the employee's duties. The total number of courses cannot exceed two per term.
- With the approval of his or her supervisor, a staff employee may be permitted to take a course under this benefit during the normal workday or during the one-hour lunch break. When a course is taken during the normal workday, the time spent for class, laboratory, or other required attendance is charged against the employee's accrued absence leave and/or annual leave as directed by the employee. Employees in this classification may not take a course that requires them to be away from their regular work station during the normal workday for more than one hour and thirty minutes on any day (other than for a final examination) or when it is the judgment of their immediate supervisor that their work cannot be left unattended.
- Faculty may not take a course that conflicts with their teaching schedule.
- The approval authority for employee remission of tuition and fees is the employee's immediate supervisor.

- When the employee's tuition remission application is approved, the employee receives an email notifying him/her of the approval.
- Temporary employees are not eligible for this benefit.

Dependent Children

The University provides remission for 100% of the basic tuition and fees (excluding related charges, i.e., books, supplies, room, and board) for enrollment in undergraduate courses at the University of North Alabama for eligible children of eligible full-time regular employees **and retirees**. Qualifying children are eligible for the tuition remission benefit if a parent meets the eligibility guidelines above.

Eligible children are those who meet all the following conditions:

Be the biological children, stepchildren, or legally adopted children of the eligible employee **or retiree** who:

- are dependents of the employee **or retiree** as determined by eligibility for federal income tax purposes, by a qualified child support order, or by other appropriate definitions (birth certificate, certificate of adoption, marriage certificate (for stepchildren), etc.) ;
- have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
- are eligible for admission and matriculation under existing university policies.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full semester of entitlement.

Spouses

The spouse of an eligible employee **or retiree** is eligible for remission of tuition and fees for one course per fall and spring semester under the same provisions as stipulated for employees above, except for continuing education courses.

Approved by the Board of Trustees, May 11, 1979

Last Revision, March 16, 2007

Proposed Changes, As Proposed by the Faculty/Staff Welfare Committee March 8, 2018

Appendix D

Withdrawal from the University. Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must first notify the Office of the Registrar and follow official procedures. The grade of **W** will be recorded for each registered course.

Withdrawal from the University after the Friday that falls one week after the designated midterm date requires consultation with the Office of the Registrar and possible referral to University Case Manager. In cases where withdrawal from the University is unavoidable, such as a medical emergency (see UNA Medical Withdrawal Policy), the grade of **W** will be uniformly recorded. In cases where withdrawal from the University is optional, the student will receive grades of **WP** (withdraw passing) or **WF** (withdraw failing) assigned by the instructor(s).

Medical Withdrawal. Request for a medical withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade. A medical withdrawal is appropriate when, by recommendation of a licensed health care provider (physician, nurse practitioner or licensed mental health professional), a student cannot continue enrollment in his/her courses because of a serious physical and/or psychological condition. Because serious health conditions usually impact all courses, requests for a medical withdrawal result in a withdrawal from all classes and the university. Students are encouraged to contact their advisors, their academic deans and financial services before withdrawing from the university. Withdrawal can impact financial aid, veteran's benefits, international student standing, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or time permitting by mail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed (256-765-4235) or with time permitting mailed (University Case Manager, 1 Harrison Plaza UNA Box 5023, Florence, AL 35632), by the provider. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager, failure to do so will result in denial of request.