

FACULTY SENATE MINUTES

March 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 March 14, 2019. The meeting convened at 3:30pm. with President Infanger presiding.

I. Proxies:

President Infanger recognized the following proxies:

Mitch Hamm for Wes Davenport (Department of Management and Marketing), Amy Butler for Leigh Stanfield (Library Services), Lisa Kirch for Prema Monteiro (Department of Visual Arts and Design), Quinn Pearson for Karen Townsend (Department of Counselor Education), Natasha Lindsey for John McGee (Educational Technology Services), Alaina Reid for Tammy Winner (Department of English), and Yaschica Williams for Alex Takeuchi (Department of Sociology and Family Studies).

Members in attendance:

Trudy Abel, Aaron Benson, Tabitha Blasingame, Chandler Bridges, Cory Cagle, Lisa Clayton, Amanda Coffman, Sarah Franklin, Leah Graham, Daniel Hallock, Felecia Harris, John Hodges, Scott Infanger, Ian Loeppky, Thomas Lukowicz, Glenn Marvin, Rachel McKelvey, Janet McMullen, Katie Owens-Murphy, Eric O'Neal, Gary Padgett, Cheryl Price, Ansley Quiros, Lee Renfro, Terry Richardson, Craig Robertson, Jessica Stovall, Jillian Stupiansky, Mark Terwilliger, Brian Thompson, Jason Watson, Laura Williams, Pete Williams, Rachel Winston and Ryan Zayac. President Kitts and VPAA/Provost Ross Alexander also attended.

Members not in attendance (without proxy): Rae Atencio (Department of Military Science), David Brommer (Department of Geography), Ravi Gollapalli (Department of Engineering Technology), Jason Pangilinan (Department of Communications),

II. Approval of agenda:

President Infanger asked the Senate to review and accept the proposed agenda for the March meeting.

Senator Harris moved to approve the agenda and Senator Richardson seconded the motion. The agenda was approved.

III. Approval of minutes:

Senator Richardson moved acceptance of the minutes from the February 14, 2019 meeting and Senator Robertson seconded the motion. The minutes were approved.

IV. Remarks from President Kitts:

President Kitts presented the latest enrollment data for UNA's Spring, 2019 semester (data for this semester are 'frozen' on March 19th). To date, enrollments are up 2.8% in student headcount and 3.4% in credit hour production compared to the Spring, 2018 semester. The enrollment of 7,027 students ties an all-time high record from 2008. President Kitts mentioned that such robust enrollment can help UNA in terms of borrowing money without compromising its bond ratings.

The President recognized Dr. Alexander for the increased number of learning agreements UNA has made with local and regional organizations such as Huntsville Hospital and Manufacture Alabama. President Kitts is anticipating another learning agreement to be signed with the North Mississippi Medical Center.

President Kitts announced that Mr. Kevin Haslam will become UNA's next Vice President for University Advancement and Executive Director of the UNA Foundation and should be on campus May, 2019. Mr. Haslam has 12 years of experience in Advancement at Arizona State University (2007-2014) and the University of Texas Medical Branch (2014-Present). Mr. Haslam, given his additional experience in athletic administration and fundraising should also be able to help UNA with fundraising relative to Division I athletics. The President extended his thanks to Dr. Debbie Shaw for her work as interim VP and spoke specifically about Dr. Shaw's work on the Build the Pride Campaign.

Project 208 was discussed and the President noted that ACHE's budget recommendation reflected an 8.5% increase for UNA (approximately \$2.5 million). This however is a first step in a long process that will extend into early June. Governor Ivey will make budget recommendations next week, which will then involve debate with the Alabama Senate and House budget recommendations. President Kitts mentioned that he recently met with Alabama's federal government representatives and senators to express our need for federal dollars. To further UNA's efforts in Washington D.C., UNA has contracted with a consultant to help express our needs.

President Kitts concluded his remarks by informing the Faculty Senate of his plan to work with a steering committee organized by the Department of Communications to reengage the College Media Association (CMA). He will provide additional details on that committee and its work at the April meeting.

V. Remarks from VPAA/Provost Alexander:

Dr. Alexander first discussed the increase in study/education abroad scholarships. This initiative is tied to the current Strategic Plan and 170 scholarships for students have been awarded with the current number of scholarships surpassing those awarded in prior years.

Speaking to the accomplishments of UNA undergraduate students, Dr. Alexander remarked that seven UNA students will be presenting their work at the National Conference on Undergraduate Research at Kennesaw State University. He recognized Dr. Andrea Hunt for her work in achieving the strategic goal of involving UNA students in research. \

Dr. Alexander also mentioned that two, or more, UNA students will be recognized with U.S. Fulbright Student Awards and he credited the work of Dr. Matthew Price and Dr. Joy Borah toward that accomplishment.

He also discussed the upcoming Open Educational Resource workshops and encouraged full faculty participation.

Dr. Alexander reiterated that UNA aims to seek approval to initiate two new Doctoral programs in the following areas of study: EDBA and a Ph.D. in Exercise Science and Health Promotion. UNA looks to have these two new programs approved for delivery in Fall 2020.

Dr. Alexander also discussed the proposed Mitchell-West Center for Social Inclusion, which is another initiative related to the current UNA Strategic Plan. This proposal will be presented to the Board of Trustees on March 22 for approval and involves the establishment of an academic “center” focused on the study, current research, and theme of diversity and inclusion. The proposed center is the first of its type in the State of Alabama and represents UNA’s commitment to diversity and inclusion.

The “One Book” Selection Committee has selected *Just Mercy: A Story of Justice* by Bryan Stevenson.

The topic of micro-credentials was also addressed. Dr. Alexander discussed, in general, an initiative to build stackable as well as stand-alone credentials into UNA’s offerings.

VI. Remarks from Faculty Senate President Scott Infanger

President Infanger began by discussing an e-mail he shared with the Senate regarding a resolution related to public statements from Shared Governance committees. The Senate Executive Board voted unanimously to present the resolution to the Senate during the April, 2019 meeting. The resolution is in response to a request from some of our faculty colleagues who feel that the roles of the faculty, staff and student senates and the roles of shared governance committees are being misunderstood and misinterpreted to the overall detriment of the shared governance system at UNA. President Infanger requested that senators and their academic departments review the resolution.

President Infanger then discussed the proposal to establish a Faculty Handbook Oversight Committee as a regular standing committee of the Faculty Senate. This proposal will also be addressed at the April, 2019 Senate meeting.

VII. Standing Committee Reports

A. Faculty Affairs Committee

1. Lecturer and Senior Lecturer Position

See Appendix A

Senator Pete Williams spoke on this issue noting that the Lecturer and Senior Lecturer Position policy and criteria for evaluation and promotion of lecturers to Senior Lecturer status are in the hands of the Faculty Senate with language unchanged since the February, 2019 Faculty Senate meeting.

As the proposal was coming to the Faculty Senate floor as a recommendation from the Faculty Affairs Committee no second was needed.

The policy language was approved (no votes against and no abstentions).

2. Tuition Remission Policy

See Appendix B.

Senator Pete Williams proceeded to speak regarding the proposed tuition remission policy.

As the proposal was coming to the Faculty Senate floor as a recommendation from the Faculty Affairs Committee no second was needed.

The policy language was approved (no votes against and no abstentions). This approved policy will go before the UNA Board of Trustees at their June 2019 meeting.

B. Faculty Attitude Survey Committee

Senator Robertson spoke on behalf of the survey committee. The survey will be live on April 1st with data collection taking place until April 12th.

VIII. Unfinished Business

A. Proposed Revisions to Section 2.5.3 of the Faculty Handbook—Submission of Promotion/Tenure Evaluations/Proposal to Revise Section 2.5.3 of the Faculty Handbook to include Digital Measures as the appropriate vehicle for portfolio creation/submission.

Senator Loeppky motioned to approve the proposal and Senator Stovall seconded the motion.

The policy language was approved (no votes against and no abstentions).

B. Medical Withdrawal Policy

See Appendix C.

The Faculty Senate voted to approve the revised Medical Withdrawal Policy during its February meeting with the caveat that the Registrar's Office not use a "W" grade to denote student's medical withdrawal.

The UNA Registrar, Ms. Leanna Wilson, attended the March Faculty Senate meeting to comment that the Registrar's Office had to use the "W" designation largely for financial aid reasons (i.e., if a student is awarded financial aid and withdraws from a course, the withdrawal must be recorded as such). Financial aid rules do not distinguish between medical or other withdrawals.

A motion was made to reconsider The Medical Withdrawal Policy as approved during the February, 2019 meeting by Senator Richardson. Senator Owens-Murphy seconded the motion.

A vote was taken and all Senators supported the motion to reconsider.

After brief discussion, Senator McMullen motioned to accept the proposal and Senator Renfroe seconded the motion.

The policy was approved (no votes against and no abstentions).

IX. New Business

There was no new business.

X. Information Items

The items below will be addressed and voted on during the April, 2019 meeting of the UNA Faculty Senate.

A. Proposal to alter the existing Freshman Commuter Parking Policy

See Appendix D.

B. Departmental elections for Senators whose terms Expire April 30th.

See Appendix E.

C. April Faculty Senate Meeting will be held on April 11th. 2019

XI. Adjourn

Senator Richardson motioned to adjourn the meeting at 4:38pm. The Faculty Senate was adjourned.

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.

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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 policy proposal: Changes from the existing policy highlighted in YELLOW

TUITION REMISSION

As a part of its fringe benefit package, the University of North Alabama provides remission of tuition and fees to eligible employees 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 90 days; 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 of the University (all references to employees in this policy apply equally to retirees of the University of North Alabama, even if not expressly written); or
- Must be the eligible spouse or dependent of an employee who died or retired 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 the required 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 and fees benefit is in the form of a remission and is not paid in cash; it 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 are exempt from this policy and may still be assigned to the eligible recipient. In no case will a combined scholarship and remission benefit exceed the maximum amount of scholarship awarded to a UNA student who is ineligible for the tuition remission benefit.

- Employees, spouses, or eligible dependents who are eligible for UNA Foundation-related and/or other scholarships representing real money (not tuition discounts) may still receive these awards in combination with the tuition remission benefit.
- Eligible spouses and dependents who are full-time, degree-seeking students at UNA who are otherwise qualified for the university study abroad scholarship, may receive this scholarship for participation in an approved study abroad program while receiving the tuition remission benefit.
- If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued as of the date of termination. If a child and/or spouse of an employee is enrolled in a course at the time of termination, s/he or they will be permitted to complete the course under the tuition benefit. If an employee is enrolled in a course and is terminated or voluntarily separates from the University, s/he must reimburse the University for a prorated share of the fees covered by the remission of tuition benefit in order to continue in the course.
- In the event an employee, his or her spouse, and dependent children become ineligible for the tuition remission benefit, any university-related scholarship previously awarded, but waived as per the tuition remission policy, may be reinstated for any remaining eligibility period if all other eligibility requirements are still met.
- An employee's benefits under this policy cannot be applied to the Early College Program.
- Employees, their spouse, and dependent children seeking to use this benefit with summer and interim courses must employ late registration and will only be permitted to enroll in courses that have already reached sufficient enrollment numbers to be offered as per university policy.
- 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 may not combine his/her benefits as both an employee and a retiree.

Employees

There is a full remission of tuition and fees for both graduate and undergraduate level courses taken at the University of North Alabama by any 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 as inactive.
- 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-register for the course during late registration on a space-available basis.

- Eligible employees may receive this benefit for no more than six credit hours during any fall, spring, or summer term. There is no limit to the number of terms an eligible employee may receive this benefit.
- The maximum amount the University will pay on behalf of a qualifying employee or retiree 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.
- Remission of tuition and fees for special programs of study scheduled outside of the regular fall and spring terms will be limited to: (1) 1.5 course hours per four weeks; or (2) six graduate course hours per each four months (16 weeks); or, (3) two graduate or two undergraduate courses (three hours each) during each of the fall, spring, and summer terms. Course hours taken with the remission benefit shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs of study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- An eligible employee may audit a class without needing to apply for this benefit if approved by the supervisor or department head.
- Upon the recommendation of the supervisor and/or 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. Tuition and fee remission for any continuing education class will not exceed the standard amount for a regular graduate course. The total number of continuing education 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, in excess of the lunch hour, will be 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 or her of the approval.
- Temporary employees whose employment with the university is shorter than the length of a full semester are not eligible for this benefit.

Dependent Children

The University provides remission for 100% of the basic tuition and mandatory fees (exclusive of course-specific fees and other related charges, i.e. books, supplies, room and board) for enrollment in the undergraduate program at the University of North Alabama for eligible dependent children of eligible full-time regular employees or retirees.

Qualifying children are eligible for the tuition remission benefit if a parent meets the eligibility guidelines above.

Eligible children are those who meet the following conditions:

- Are the natural children, stepchildren, or legally adopted children of the eligible employee who:
 - Are dependents of the employee 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 the maximum of the necessary number of credits to obtain one baccalaureate degree (including reasonable double major and approved minor programs of study), but not to exceed ten 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.

Spouses

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

Remission of tuition for special programs of study for a qualifying spouse will be one-half that of an employee.

Spouses of eligible employees who are enrolled as full-time students in a degree-seeking program may enroll in classes in accordance to their classification (freshman, sophomore, junior, senior, graduate). The equivalent tuition remission benefit of one course (three credit hours) will be applied to the student's account. These students do not need to wait for late registration during the fall and spring semesters, provided they are enrolling in more than one class in that semester, but they must register for any summer course that they wish to apply the tuition and fees benefit for in late registration as stipulated above.

Appendix C

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.

See Appendix D.

Proposal to alter the existing Freshman Commuter Parking Policy



MEMORANDUM

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

Committee From: Dr. Whitney O'Neal, Chair, Parking and Traffic

Committee

Date: March 1, 2019

Enclosed with this memorandum is a proposal from the Parking and Traffic Committee for a revised Freshman Commuter Parking Policy. This proposal was approved by a unanimous vote of the committee and is provided for consideration by the Shared Governance Executive Committee.



MEMORANDUM

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

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Date: March 1, 2019

Enclosed with this memorandum is a proposal from the Parking and Traffic Committee for a revised Freshman Commuter Parking Policy. This proposal was approved by a unanimous vote of the committee and is provided for consideration by the Shared Governance Executive Committee.

The current UNA transit (Freshman Commuter) policy states that "The University requires all freshman commuters to park off campus and utilize the University bus system. We offer several park and ride lots to board the buses to campus. Your only other option is to park off campus on the city streets."

The Parking and Traffic Committee proposes that we allow Freshman Commuters to park on campus in the same parking lots as all other student commuters. Therefore, the Freshman Commuter policy would be eliminated and all student commuters would abide by the Commuter policy which states that they "park in designated WHITE zone spaces only."

Appendix E

Faculty Senators whose terms expire on April 30, 2019.

Ryan Zayac	Psychology
Rachel Winston	Nursing, Traditional
Jessica Stovall	Mathematics
Katie Owens-Murphy	English
Prema Monteiro	Visual Arts and Design
Rachel McKelvey	Kilby Laboratory School
Glenn Marvin	Biology
Ansley Quiros	History
Amanda Coffman	Chemistry/Industrial Hygiene
Lisa Clayton	Elementary Education
David Brommer	Geography
Rae Atencio	Military Science