

FACULTY SENATE MINUTES

March 12, 2020

Call to order:

A meeting of the University of North Alabama's Faculty Senate convened in Room 330 within the Gunn University Commons building at 3:30pm. with President Renfroe presiding.

I. Proxies:

Melissa Driskell for Brian Thompson (Department of Physics and Earth Science), Argie Campbell for Lori Alford (Kilby School), Justin Carter for Wes Davenport (Department of Management and Marketing), James Jerkins for Mark Terwilliger (Department of Computer Science and Information Systems), Keith Jones for Corey Cagle (Department of Accounting and Business Law), and Jesse Prince-Lubaway for Jill Stupiansky (Department of Mathematics)

Members in attendance:

Rae Atencio, Stephanie Barger, Aaron Benson, Lisa Ann Blankenship, Tabitha Blasingame, Frank Diaz, Sarah Franklin, Ravi Gollapalli, Leah Graham, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Sunhui Sim, Leigh Stanfield, Kevin Stoltz, Jessica Stovall, Alex Takeuchi, Jason Watson, Laura Williams, and Pete Williams.

Members not in attendance (without proxy):

Trudy Abel (Department of Elementary Education), Tim Butler (Department of Management and Marketing), Lisa Clayton (Department of Elementary Education), and John Hodges (Department of Social Work).

II. Approval of agenda:

President Renfroe requested to amend the March 12th meeting agenda remove item IX-C (Establishment of a Policy Environment Task Force) from New Business and move it to X-Information Items.

Senator Blankinship moved to accept the amended agenda. Dr. Prince-Lubaway seconded the motion. The amended agenda was approved.

III. Approval of the Minutes

Senator Richardson motioned to approve the minutes from the February 12th, 2020 meeting of the Faculty Senate with a second from Senator Blankinship.

The minutes were approved.

IV. Remarks from President Kitts

President Kitts began his remarks by addressing the need to create the Policy Environment Task Force. He noted the original policy was passed by the SGEC by a 10-1 vote but the Faculty Senate Executive Committee had asked for consideration of the following changes: increased faculty membership on the task force, clearer language reflecting the task force's purpose to review the policy environment for statements that needed revision and to recommend and refer such statements to the appropriate bodies for approval, and establishment of a sunset date for the task force. Those suggestions were incorporated into the document presented at the March, 2020 Faculty Senate meeting (see Appendix B).

President Kitts then turned his attention to UNA's response to the COVID-19 pandemic. He noted that UNA is following advisory statements from the Centers for Disease Control and the Alabama Department of Public Health. Currently there are no reported cases in Alabama and cases do not seem to prevail on campuses this size. However, the University recognizes the benefits of social distancing and will weigh options related to modifying daily operations with the aim of protecting employees and students.

He then briefly addressed UNA's Spring semester enrollments. Less than one week from the Spring census data, President Kitts noted UNA's enrollment stood at 7,267 (approximately 200 more students than Spring 2019). This is a record for UNA.

President Kitts concluded his remarks by discussing the state budget and appropriations for the 2020-2021 fiscal year. He sees good news on the budget front with many important legislators expressing their commitment to Governor Ivey's recommendations that included a 15% increase for UNA.

V. Remarks from Dr. Ross Alexander (VPAA/Provost)

Dr. Alexander began his remarks by discussing UNA's response to the COVID-19 pandemic. He said that administrators and instructors/faculty should all be considering alternative instruction plans for the remaining weeks in the semester. His office is working with John McGee to increase availability of on-line instructional training for those that need it. UNA and other public regionals are likely in a better position to go online given growth in those offerings/programs over the last several years.

Dr. Alexander then turned his attention to the ongoing discussion in the state regarding outcomes-based funding. Among state-level committee members tasked with exploring this program, there is general agreement of "performance" metrics (e.g., number of undergraduate and graduate degrees

awarded, cumulative credit hour benchmarks, research expenditures, benchmarks and degrees earned by underrepresented students, and benchmarks and degrees earned by adult students) but debate is ongoing regarding how these are to be weighted. No implementation date has been set for initiation of outcomes-based funding and UNA is still expressing concerns that its historic lack of equitable funding places it at a disadvantage in meeting the metrics.

UNA's SACSCOC ten-year study is beginning. Dr. Alexander thanked the committee members, subcommittee members and section writers for their work on this important project.

Dr. Alexander also discussed UNA scaling up its OER integration in online course development. UNA's goal will be to achieve 50% usage of OER sources (part of the strategic plan). This initiative should produce financial savings for our students. Dr. Alexander thanked Ms. Jennifer Pate and Mr. John McGee for their work on this project.

Dr. Alexander concluded by discussing the new Associate Vice President/Dean of Student Affairs position. This new position is funded through existing allocations to the Student Affairs Division. This is not an academic position and the position will not become part of the COAD. UNA has a history with this type of position ("Dean of Students").

VI. Remarks from Faculty Senate President Lee Renfroe

President Renfroe thanked the Senate, Faculty, and Staff for attending the recent Faculty/Staff Forum.

VII. Reports

A. Standing Committees

1. Faculty Affairs Committee

Senator Klein made note that the committee's work on the workload assignment policy is complete. The committee's report is presented to the Faculty Senate as an information item at the March 12th meeting.

2. Academic Affairs

No report was offered.

3. Faculty Attitude Survey

The committee is finalizing the Faculty Attitude Survey for delivery after UNA's Spring Break.

4. Faculty Handbook Oversight Committee

No report was offered.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. EEO and Harassment Policy for University Employees

See Appendix A.

Senator Franklin motioned to discuss the EEO and Harassment Policy for University Employees. Senator Williams seconded the motion.

Vice-President Greenway noted that this is a separate policy from the Sex and Gender policy.

Senator Richardson moved to postpone discussion and a vote on this policy until the April, 2020 meeting. Senator Blankinship seconded the motion.

The motion was approved.

B. Replacements for Dr. Jeffrey Bibbee and Dr. Matt Green on Shared Governance Committees

To replace Dr. Bibbee as the Faculty at Large position on the Strategic Planning and Budget Study Committee, the following were nominated: Scott Infanger, Lori Johnson, and Amy Butler. Scott Infanger received the most votes.

To replace Dr. Matt Green as the Education faculty member on the International Programs/Offerings Committee, the following were nominated: Lori Johnson. Lori Johnson was elected by acclamation.

C. Discussion Point: Establishment of a Policy Environment Task Force.

This item was moved to X-Information Items

D. Travel Guidelines for Study Abroad-Study Away Proposal

See Appendix C.

Senator Owens-Murphy motioned to discuss the Study Abroad-Study Away Proposal. Senator Cheryl Price seconded the motion.

Several concerns were raised regarding the proposal and whether it would be applied to student travel for conferences. The proposed policy discusses issues far broader than its title reflects. Other concerns related to the proposed policy being overbearing, onerous, and likely to derail out-of-classroom environment learning.

Senator Cheryl Price moves to send this proposed policy back to academic departments for discussion and a vote by the Faculty Senate at its April, 2020 meeting. Senator Robertson seconded the motion.

The motion was approved.

X. Information Items

A. Introduction of Ms. Kayleigh Baker – New Title IX Administrator

Vice President Greenway explained the development of this position and then introduced Ms. Kayleigh Baker. Ms. Baker discussed her role as the Title IX Admin. and shared her phone (4223) and e-mail (kbaker5@una.edu) with the Senate.

B. Strategic Diversity and Inclusion Plan: 2020-2025

Mr. Ron Patterson briefly discussed the recently completed and approved Strategic Diversity and Inclusion Plan for the 2020-2025 timeframe. The plan revolves around five themes: Awareness, Education, and Training; Recruitment, Hiring, and Retention; Support and Resources; Access and Equity; and Community Engagement. The plan is online at <https://www.una.edu/vpem/diversity/>

C. Course Evaluations – Open and Close Dates

Ms. Bliss Adkison sought confirmation of the opening and closing dates for Spring, 2020 course/instructor evaluations. April 17th (the day after the last day to withdraw) is the opening date and April 29th (the last day of classes) is the closing date.

D. Workload Policy information

See Appendix D.

The faculty workload policy (work submitted to the Faculty Senate by the Faculty Affairs Committee) is to be taken back to the academic departments for discussion and the Faculty Senate will vote on this matter at its April, 2020 meeting.

E. Ms. Jacquelyn Allen – Healthy UNA Wellness Program Update

Ms. Jacquelyn Allen, Director, Wellness and Health Promotion spoke briefly to remind the Senate of the UNA Wellness Program and the upcoming (April 8th) celebration of National Walk@Lunch Day.

XI. Adjourn

Senator Richardson motioned to adjourn the meeting.

Senator Monteiro seconded the motion.

The Faculty Senate's meeting adjourned at 4:36pm.

Appendix A

Equal Employment Opportunity and Harassment Policy (University Employees)

The University of North Alabama is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. UNA policies prohibit, and will not tolerate, discrimination in any personnel actions, programs, and facilities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability unrelated to job performance, age, veteran status, or genetic or family medical history in compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008. Requests for information, inquiries or complaints should be directed to these offices: Assistant to the President for Diversity or Assistant Vice President for Human Resources or their designees.

This statement on nondiscrimination must appear in all University publications that relate to employment.

Individuals with Disabilities

UNA is committed to equal opportunity and access for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, ~~Vanderbilt~~ UNA does not exclude qualified persons with disabilities from participating in employment opportunities and University programs and activities.

The ADA Compliance Statement (hyperlink when complete) provides information about accommodations for faculty and staff.

Harassment

It is important that University faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of our community. Harassment of any individual based on race, sex, sexual orientation, gender identity, color, religion, national origin, age, disability unrelated to job performance, veteran status, or genetic information is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal or state law.

Sexual Harassment

Sexual harassment is a form of sex discrimination. Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (a) and/or (b), below, are present.

Gender-based Harassment includes harassment based on gender, sexual orientation, or gender identity, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (a) and/or (b), below, are present.

a) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" harassment); or

b) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the reporting party's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the reporting party's work performance; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Discriminatory Harassment of a Non-Sexual Nature

The same principles related to sexual harassment also apply to harassment on the basis of any characteristic that is protected by law. Thus, UNA's policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, genetic information, or other status protected by applicable law and that has the effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or has the effect of unreasonably interfering with an individual's work performance. UNA also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation and gender identity.

Prohibited behavior includes non-academic remarks or actions of a non-sexual nature that are severe or persistent or pervasive and objectively offensive sufficient to limit or deny an individual of their rights to employment.

Complaint Procedure

Complaints of alleged harassment or discrimination may be reported in several ways. Such behavior should be reported to ~~the department chair, dean, director, or their~~ direct supervisors or the appropriate Executive Council member; however, if not appropriate, then to the Assistant Vice President of Human Resources (or his/her designee) or to the Ombudsman. The complaints will be promptly and

thoroughly investigated, and the results will be communicated to the reporting party, as appropriate. Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of harassment or discrimination gained through direct, indirect, or informal means should report such to the next appropriate supervisor or administrative level.

Applicability of Policy

In determining whether the conduct at issue is sufficient to constitute harassment or discrimination in violation of this policy, the conduct will be analyzed from the objective standpoint of a “reasonable person” under similar circumstances. No violation of the policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a “reasonable person.”)

All harassing conduct prohibited by this policy, whether committed by faculty, staff, or administrators is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment. This policy shall apply to any University-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UNA community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment.

Prohibition Against Retaliation

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Assistant Vice President for Human Resources or his/her designee.

[This policy is not applicable to student employees. A policy for student employees is provided in the Student Handbook \(link to\).](#)


Appendix B.



Office of the
PRESIDENT

MEMORANDUM

TO: Shared Governance Executive Committee
c/o Dr. Felecia Harris, 2019-2020 Chair

FROM: Kenneth D. Kitts 
President

RE: Creation of Policy Environment Task Force

DATE: February 18, 2020

Per Section D-XI of the shared governance document, I offer to the Shared Governance Executive Committee for review and comment a proposal to establish a **Policy Environment Task Force**. Its charge will be to:

- Implement a numerical system for existing and future policies;
- Include expiry/retirement dates on all existing policies that are no longer applicable or needed;
- Perform a comprehensive review of all University policies to determine which policies should be "rescinded, retained, retained but revised, or consolidated and/or recast as a Standard, Guideline and/or Procedure." (Note Purdue University example at https://www.purdue.edu/policies/comp_review.html);
- Implement a policy review schedule that identifies the policy number, title, date of last review, how often each policy should be reviewed, who is responsible for the review, etc. (example <https://policies.ucsf.edu/policy-review-schedule>);
- Establish general policy templates and/or guidelines for assessing (a) the difference in policies, procedures and protocols, (b) whether a policy is needed, (c) how to write policies, etc. (example <https://www.ucop.edu/ethics-compliance-audit-services/policy/policy-development/policy-toolkit.html>);
- Establish a process wherein employees acknowledge receipt of new policies; and
- Identify and advertise one office that is the official repository for all institutional policies.

The proposed task force is not charged with establishing new policies or revising existing policies, and it would not supplant shared governance processes or the work of other shared governance committees. Rather, the group will focus on establishing a system whereby policies can be identified, reviewed systematically, and acknowledged appropriately by the University community. Additionally, the task force will identify useful policy-related resources for the University community via development of a webpage, as indicated in the above-stated charge.

UNA Box 5004, Florence, AL 35632-0001 | P: 256.765.4211 | F: 256.765.4644 | una.edu

Equal Opportunity Equal Access Institution

The proposed composition of the 16-member task force is provided below. If there is no objection from the SGEC in proceeding with creation of a Policy Environment Task Force, Dr. Greenway and I will begin making the necessary contacts toward finalization of its membership. Please advise if you have any questions concerning this proposal.

KDK/rbs

pc: Dr. Kimberly Greenway, Task Force Chair

PROPOSED MEMBERSHIP OF POLICY ENVIRONMENT TASK FORCE	
Member Name	Title/Position
Dr. Kimberly Greenway, <i>Chair</i>	Vice President for Student Affairs
Ms. Bliss Adkison	Associate Director for Academic Affairs; SACSCOC Liaison
Mr. Bishop Alexander	Director, Alumni Relations
Ms. Jocelyn Barnes	Student Orientation Assistant
Dr. Joy Borah (or designee)	Senior Vice Provost for Academic Affairs, Director of Graduate Studies, and Professor
Ms. Cindy Conlon (or designee)	Associate Vice President for Business and Financial Affairs
Mr. Ethan Humphres	Executive Director of Information Technology Services
Dr. Tammy Jacques	Assistant Vice President for Student Affairs
Ms. Shauna James	Director of Student Financial Aid
Ms. Sherry Kennemer	Director of University Success Center and NCAA Compliance Coordinator for Athletics
Ms. Catherine White	Assistant Vice President for Human Resources
<i>TBD</i>	Faculty Senate representative selected by Faculty Senate president
<i>TBD</i>	Faculty Senate representative selected by Faculty Senate president
<i>TBD</i>	Staff Senate representative selected by Staff Senate president
Ms. Amber Fite-Morgan, <i>non-voting Advisory Role</i>	General Counsel
Mr. Drake Vaccaro, <i>non-voting, Documentation/Research Assistant</i>	Assistant to the General Counsel

Appendix C.

MEMORANDUM

To: Dr. Felecia Harris, Chair
Shared Governance Executive Committee

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

Date: February 11, 2020

Enclosed with this memorandum is a proposal for Travel Guidelines for Study Abroad-Study Away that was approved by the Council of Academic Deans as a potential university policy. This proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure



STUDENT TRAVEL POLICY

Last Updated: November 2019

Contents

Purpose of Policy	4
Scope of Policy	4
Definition of Student Travel	4
Defintion of Programs.....	4
Program Conduct	5
Program Advisor Policy	5
<i>When do I need a program advisor?</i>	5
<i>Who can serve as a program advisor?</i>	6
<i>Miscellaneous Advisor Notes</i>	6
Funding for Student Travel.....	6
Approval Process for Student Travel	7
<i>International Travel</i>	7
<i>Domestic Travel</i>	8
<i>Class Field Trips</i>	8
<i>Internships</i>	8
Faculty-led Education Abroad and Study Away	8
For Approved Programs	8
<i>Booking Travel</i>	8
<i>Education Abroad and Study Away Forms</i>	9
<i>Transfer of Travel</i>	9
<i>Education Abroad and Study Away Pre-departure orientation</i>	9
SOURCES CONSULTED:.....	9

Purpose of Policy

The purpose of this policy is to outline the approval process and procedures governing college sponsored co-curricular domestic and international travel. This policy is in place to minimize potential risk and ensure the safety for all students traveling on behalf of the University of North Alabama.

Scope of Policy

This policy applies to all student travel, which is:

- Fully or partially funded by the university, a university department or college; and/or
- Required for a course or class (academic credit issued); and/or
- Sanctioned by a department or Registered Student Organization under the supervision of a college or department.

Definition of Student Travel

For the purposes of this policy, a student is defined as a matriculated, graduate, or undergraduate in good disciplinary and academic standing at the University of North Alabama. In addition, students must be registered as an undergraduate or graduate student during the semester in which travel takes place.

Domestic Travel is defined as travel within the United States and its Territories (Guam, Puerto Rico and the US Virgin Islands). Foreign or international travel is defined as travel outside the United States and its Territories (Guam, Puerto Rico, and the US Virgin Islands).

Defintion of Programs

Student travel, as defined by the scope of policy, may involve one student or a group of students. Any student travel that falls within the parameters of the scope of policy as defined above requires approval (i.e. class field trips, conferences with and without faculty supervision). This policy also applies to Education Abroad and Study Away programs. Education Abroad is defined as any international travel (as defined by this policy) led by a UNA faculty member and for academic credit. Study Away is defined as any domestic travel (as defined by this policy) led by a UNA faculty member and for academic credit. Education Abroad and Study Away programs must complete the appropriate forms for travel approval. All other forms of travel must complete the Student Travel Authorization form.

Program Conduct

For the duration of travel associated with the University of North Alabama, students are expected to serve as positive representatives for the University. Should any issues arise during travel, students can be held responsible for any Student Code of Conduct violations (on or off campus). Student Conduct information can be found at <https://www.una.edu/student-conduct/policies/code-of-student-conduct.html>.

University rules regarding student conduct are applicable even if the travel location laws and regulations are different, including the consumption of alcohol and use of drugs. The university alcohol and drug policy can be found at <https://www.una.edu/student-conduct/policies/alcohol-and-other-drugs.html>.

Any serious incident of misconduct during the program may result in the participant being asked to leave the program and return home at the participant's expense. Misconduct may be reported to the Office of Student Conduct.

All UNA policies are applicable during travel, including policies and procedures related to Title IX. The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

Program Advisor Policy

The role of the program advisor is not to serve as a chaperone or to serve in a parental capacity. Rather, a program advisor is assigned to act as an agent of the university should any issues arise and to enhance the travel experience.

When do I need a program advisor?

All student travel that falls under the scope of this policy requires an advisor. Students must consult with an advisor to:

- Obtain the itinerary details and required information of each student traveling
- Arrange a pre-travel orientation

- Provide a copy of the itinerary and contact information to the sponsoring department and to the appropriate college

Who can serve as a program advisor?

Advisors can be any full or part-time time faculty or staff members at the University of North Alabama. All decisions regarding advisors must be approved by the relevant department chair and dean.

When does an advisor need to travel with students?

Several factors determine the need for an advisor to travel with students. The duration, complexity, location, and size of the group will determine if an advisor is needed. This decision will be made by the chair of the sponsoring department in consultation with the appropriate dean.

Miscellaneous Advisor Notes

- Advisors will not room with students
- The student group traveling must secure an advisor if one is not already assigned
- In most cases, the student group will be responsible for advisor expenses such as travel, hotel, etc.

Funding for Student Travel

To ensure appropriate approvals and management of student travel, all travel expenses must be pre-approved and for official University of North Alabama business only. The University of North Alabama recommends that travelers prepay travel expenses through the Controller's Office. Student reimbursement for travel should be avoided except in extenuating circumstances. Students who pay out-of-pocket for travel expenses prior to approval must understand that there are no guarantees that they will be approved for reimbursement. Any approved reimbursements will require original receipts and may not exceed the amounts allocated for approved travel. All reimbursements must adhere to university and state regulations.

All external funds (cash or checks) raised to supplement university related travel must be deposited into a university or UNA Foundation account. Checks must be made payable to the University of North Alabama. All fundraisers for student travel must adhere to university regulations and be pre-approved by the appropriate chair or program director or the Vice President for Advancement.

When at all possible, all funds to cover travel related expenses must be secured and deposited in the appropriate account prior to any travel arrangements being made. All travel related payments must not exceed available funding and must be made in a manner that allows enough time to appropriately book university related travel. An appropriate budget for all

travel must be approved by the department chair (and the dean for international travel) before any bookings are made.

Approval Process for Student Travel

To allow for the appropriate support and resources, student travel should be arranged as far in advance as possible.

- For international travel, students must finalize arrangements a minimum of 2 months in advance of departure.
- For domestic, out-of-state travel that requires flights, train, or bus transportation, students must finalize arrangements a minimum of 1 month in advance of departure.
- For domestic, in-state or local travel, students must finalize arrangements a minimum of 2 weeks in advance of departure.
- Class field trips should be approved a minimum of one week prior to departure.

These timelines are in place to ensure all students have the opportunity to express interest in a given program (when applicable), allow for proper safety precautions, and adherence to university travel and purchasing guidelines (see chart on next page for appropriate timelines).

Travel Month	International Travel Approval Deadline	Out-of-State Domestic Travel Approval Deadline
September	July	August
October	August	September
November	September	October
December	October	November
January	November	December
February	December	November
March	January	December
April	February	March
May	March	April

***Note that program approval is required either one or two months from the date of travel. For example, if you were to travel to China on September 7, your approvals must be in place by July 7. If you plan to travel domestically in January, then all approvals must be in place prior to the last day of exams in December.**

International Travel

In addition to the department chair and the appropriate dean, international travel requires approval from the Office of International Affairs. For approval, travel must relate to the mission of the institution, as well as the mission and goals of the sponsoring unit, and may require an advisor to be present on the program. Students must work with an appropriate staff/faculty advisor to determine feasibility, available funding, and safety of program before any verbal commitment or travel arrangements are made. International travel may not be allowed to any

countries with travel warnings or advisories or which pose a high risk as listed on the U.S. State Department website (www.travel.state.gov).

Domestic Travel

Domestic travel requires department chair approval and approval from the dean of their college. For approval, travel must relate to the mission of the institution, as well as the mission and goals of the sponsoring unit, and may require an advisor to be present on the program. For domestic travel (other than study away), a Student Travel Authorization form and a waiver form must be completed.

Class Field Trips

All class field trips require submission of the Student Travel Authorization to the sponsoring department. This form can be completed for all students and for all trips that are part of one class (i.e. faculty may submit one Travel Student Authorization form for all excursions in one semester to museums or businesses, etc. and students may complete one waiver form). Students will be required to complete the travel waiver form. Faculty are encouraged to provide students with a pre-departure orientation that provides guidance on safety, responsible behavior, and Title IX.

Internships

Students participating in internships are exempt from this policy. All interns should be instructed on their responsibilities as representatives of the institution and the need to be safe and secure while traveling to and from their internship activities.

Faculty-led Education Abroad and Study Away

Program travel that involves credit-bearing courses should take into consideration the appropriate scheduling of those courses. Travel that is in conjunction with a course should be approved before a specific academic course is developed in the course schedule.

For Approved Programs

Booking Travel

Once funds have been deposited into your account, work with your advisor to book travel. Conference registrations and hotels may be paid for by university credit card or purchase order.

Education Abroad and Study Away Forms

Prior to travel, students are required to submit the following forms or documents to their advisor. These include:

1. Travel Authorization Form (Education Abroad or Study Away Travel Form if applicable)
2. Travel waiver for each student traveling with emergency contact information
3. Waiver if student is under 19 years of age
3. Proof of health insurance (with appropriate international coverage if applicable)
4. Health information form
5. Passports, visas, or other appropriate travel identification (where applicable)
6. On-site emergency contact information including hotel, advisor phone number, etc.
7. General media release form (EU General Data Protection Act form if applicable)
8. FERPA release form
9. Disability Support Services Accommodation Request form (if applicable)

Transfer of Travel

Once a student has made a commitment for air or train travel, travel cannot be transferred to another student. Since most tickets are non-refundable, students would bear any cost associated with changing times or dates of tickets. Reimbursement of payments made will be at the discretion of the program advisor, department chair, and/or dean.

Education Abroad and Study Away Pre-departure orientation

All students who travel must meet with their advisor to confirm plans prior to travel. All programs will require a pre-departure orientation. The orientation should cover at a minimum:

- University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations
- Relevant cultural, economic, and political background of the region or regions being visited;
- Relevant laws and customs of the region(s); and
- Health and personal safety information.
- Title IX awareness training

SOURCES CONSULTED:

Boston College Student Travel Policy
Bowling Green State University Student Travel Policy
University of Massachusetts at Boston Student Travel Policy
University of Cincinnati Student Travel Policy
Syracuse University Student Travel Policy

University of North Alabama
STUDENT TRAVEL AUTHORIZATION FORM

Faculty/Staff Advisor Name: _____ Department and College: _____

Phone Number: _____ E-mail: _____

Student Participants: (May attach to form in separate document.)

Destination(s): (May attach to form in separate document.)

Date of Departure: _____ Date of Return: _____

University or Organization Affiliation (if applicable) _____

Travel Agency (if applicable): Name: _____ Phone: _____

Email: _____

Proposal Form must be on file with the chair of the appropriate department and dean's office in compliance with the UNA Travel Policy.

Proposal Procedures:

Please attach to this proposal form the following information:

1. Proposed itinerary (including fieldtrip information if applicable).
2. Itemized program budget.
3. After Department Chair approval, send proposal to college dean's office

Upon approval from the Dean to offer this proposed program, I agree to the following terms (if applicable):

1. I will actively promote and recruit for the approved program and will conduct the program according to UNA Student Travel Policy
2. I agree to consult with the chair and Dean's Office in developing and managing the program budget.
3. I agree to consult with the Dean's Office in advance before canceling the program once approved.
4. I will organize and conduct program-specific orientations for the program participants as determined by the UNA Travel Policy.

Faculty/Staff Advisor Signature: _____ Date: _____

Review Procedures:

Step 1. Department Chair's Recommendation: Yes___ No___
Chair Signature _____ Date _____

Step 2. Dean's Approval: Yes___ No___
Dean Signature _____ Date _____

Comment: _____

University of North Alabama
FACULTY-LED EDUCATION ABROAD PROGRAM PROPOSAL FORM

Faculty Director Name: _____ Department and College: _____

Phone Number: _____ E-mail: _____

Collaborating Faculty (if applicable): _____

UNA Academic Term of Proposed Program: _____ Program Country: _____

Date of Departure: _____ Date of Return: _____

University Affiliation in Country (if applicable): _____

Travel Agency (if applicable): Name: N/A Phone: _____

Email: _____

Proposed Course Number(s) and Title(s) [e.g. COM 205 Communication in a Global Age]:

Projected Enrollment(s): _____

Proposal Form must be on file with the University Education Abroad Coordinator at least 6 months prior to program departure.

Proposal Procedures:

Please attach to this proposal form the following information:

4. CV and adapted course syllabus for teaching abroad.
5. Proposed itinerary (including fieldtrip information if applicable).
6. Itemized program budget (including compensation plan for faculty director and co-directors).
7. A description of your knowledge of and/or experience in the program country or region.
8. After Department Chair approval, send proposal to appropriate dean's office and college study abroad liaison.

Upon approval from the Dean to offer this proposed study abroad program, I agree to the following terms:

1. I will actively promote and recruit for the approved program and will operate the program according to University Guidelines for Faculty Teaching Abroad.
2. I agree to consult with the University Education Abroad Coordinator in developing and managing the program budget.
3. I agree to consult with the Education Abroad Coordinator and the Dean in advance before canceling the program once _____ approved.
4. I will organize and conduct program-specific orientation sessions for the program participants.
5. I will participate with the program participants in a general pre-departure meeting led by the University Education Abroad Coordinator.

Faculty Director Signature: _____ Date: _____

Review Procedures:

Step 1. Department Chair's Recommendation: Yes ___ No ___
Chair Signature _____ Date _____

Step 2. University Education Abroad Coordinator Review: _____
Education Abroad Coordinator Signature _____ Date _____
Coordinator will submit the completed Proposal to the college Dean for final approval.

Step 3. Dean's Approval: Yes ___ No ___
Dean Signature _____ Date _____

Comment: _____

University of North Alabama
FACULTY-LED STUDY AWAY (DOMESTIC) PROGRAM PROPOSAL FORM

Faculty Advisor Name: _____ Department and College: _____

Phone Number: _____ E-mail: _____

Collaborating Faculty (if applicable) _____

UNA Academic Term of Proposed Program: _____ Program Location(s): _____

Date of Departure: _____ Date of Return: _____

University or Organization Affiliation (if applicable) _____

Travel Agency (if applicable): Name: _____ Phone: _____

Email: _____

Proposed Course Number(s) and Title(s) [e.g. HI 490 History in the Making]: _____

Projected Enrollment(s): _____

Proposal Form must be on file with the College Study Abroad Liason and approved by the Dean of the college at least 6 months prior to program departure.

Proposal Procedures:

Please attach to this proposal form the following information:

9. CV and adapted course syllabus.
10. Proposed itinerary (including fieldtrip information if applicable).
11. Itemized program budget (including compensation plan for faculty director(s)).
12. A description of your knowledge of and/or experience in the proposed destination.

Upon approval from the Dean to offer this proposed study away program, I agree to the following terms (if applicable):

1. I will actively promote and recruit for the approved program and will conduct the program according to UNA Student Travel Policy.
2. I agree to consult with the chair and Dean's Office in developing and managing the program budget.
3. I agree to consult with the chair and Dean's Office in advance before canceling the program once approved.
4. I will organize and conduct program-specific orientation sessions for the program participants as determined by the UNA Travel Policy.

Faculty Advisor Signature: _____ Date: _____

Review Procedures:

Step 1. Department Chair's Recommendation: Yes ___ No ___
Chair Signature _____ Date _____

Step 2. Dean's Approval: Yes ___ No ___
Dean Signature _____ Date _____

Comment: _____

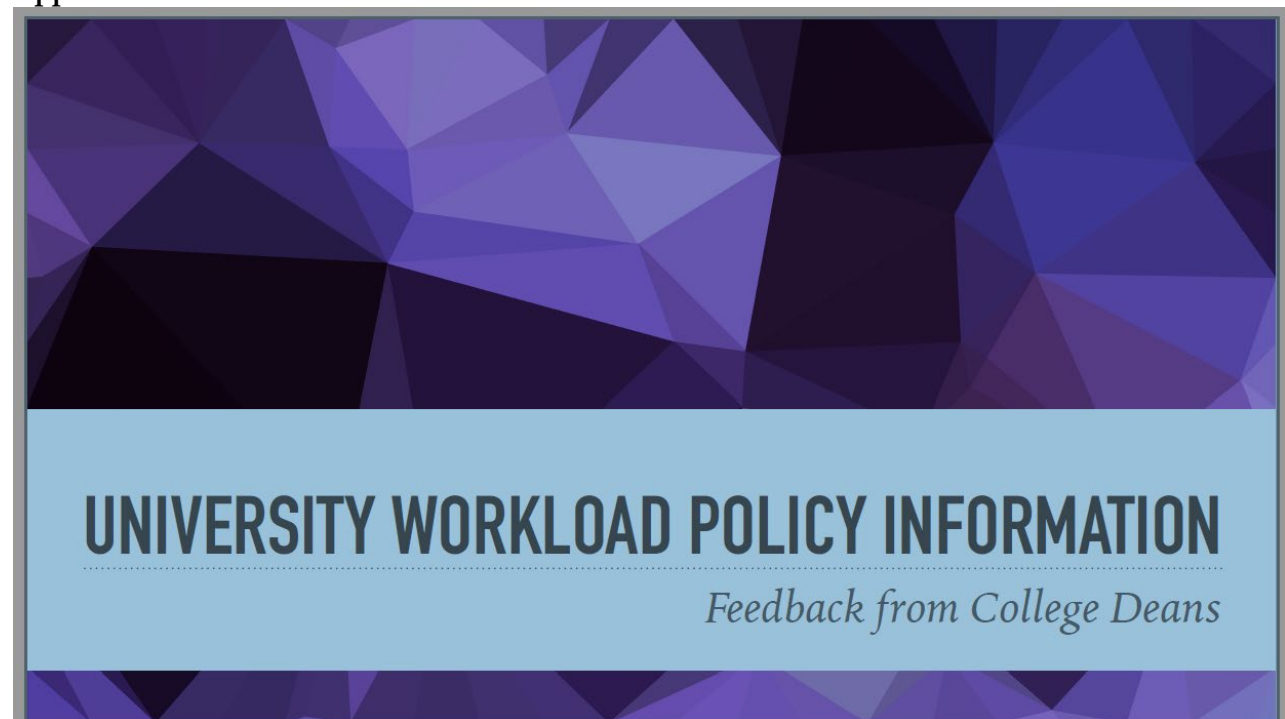
UNA Travel Emergency Guidelines

With each program, student, faculty, and staff safety and security is a paramount concern. Each program advisor should always consider safety during planning and execution of each program.

In the event of an emergency, program advisors should consider the following:

1. Always have contact details for local law enforcement, emergency services, and the US consulate or embassy (when appropriate) for all locations. Please make sure that the relevant dean and/or department chair has access to this information prior to departure.
2. Always have contact details for all accommodations, travel agencies, airlines, academic partners and other affiliated programs. Please make sure that the relevant dean and/or department chair has access to this information prior to departure.
3. Always have the contact details for UNA's Title IX office, the relevant dean, and relevant department chair (or their designated emergency contact person) for all hours of the program's duration. Please make sure that the chair and/or dean has access to student contact information (parents and guardians) including emergency medical information and copies of travel documents.
4. In the event of an emergency, contact local emergency assistance first. Always contact the relevant dean and department chair of any emergencies that occur while traveling.
5. Always consider alternative travel and accommodation arrangements, locations of emergency services, and translation services (if appropriate) for each travel location.
6. Always contact the UNA Business Office prior to travel for information regarding P-Card usage and guidelines.

Appendix D.



COLLEGE OF ARTS & SCIENCES



- **Workload Compensation Uniformity:** Compensation is uniform for overloads/reassignments (\$800 per credit hour). There may be occasional special circumstances when an overload or reassignment may be compensated at a different mutually agreed upon amount depending on the task (these are very rare). See the COAS Workload Reassignment Policy for more information regarding workload equivalency.
- **Release Time:** Release time is determined by department chairs and approved in the Dean's Office.
- **Number of Overloads:** COAS allows one overload, except in exceptional circumstances when the course must be taught and there is no other possible resolution.
- **Graduate Course Release Time:** Currently, graduate courses count as two courses in at least one department, but also see the COAS Workload Reassignment Policy for more information regarding workload equivalency (*a graduate course adds 3 hours of workload equivalency to the load*).
- **Overloads & Large Format Classes:** This is determined by the department and approved in the Dean's Office. Typically large format classes are defined as 50 students and count as 1.5 courses in some departments.
- **Teaching a Course Online & Face-to-Face Counting as One Course:** Enrollment numbers are considered. If the courses are under-enrolled, they may be stacked to count as one course, but if both sections meet enrollment minima, they each count as a course.
- **See Also:** [*COAS Workload Reassignment Policy*](#)

COLLEGE OF BUSINESS



- **Workload Compensation Uniformity:** Full time teaching assignment is 12 credit hours, with provided release time outlined by the COB Workload Policy.
- **Release Time:** Release time is regularly available for faculty with research assignments and/or scholarly activity expectations, due in part to accreditation standards. Release time is also provided for certain Directors, such as Director of Graduate Studies, Director of the Small Business Development Center, Director of the Institute for Innovation and Economic Development, and Director of the Steele Center for Professional Selling. Other releases are granted on a case-by-case basis, and are approved by the Chair, Dean, and VPAA/Provost.
- **Number of Overloads:** *not provided*
- **Graduate Course Release Time:** This would be dependent upon status as Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), or Instructional Practitioners (IP) and departmental appointment.
- **Overloads & Large Format Classes:** We do not pay a stipend for larger class sizes. The University did do so in the past, but that practice was stopped in the College of Business about five years ago.
- **Teaching a Course Online & Face-to-Face Counting as One Course:** We offer some classes that use Zoom to teach the class via webinar. There are face-to-face (F2F) students in the classroom and also online students participating through the internet at the same time. We create two different sections for registration because the tuition varies across F2F and online. However, we treat this as 1 section for teaching load. Sometimes a faculty member will have a F2F section and an online section of the same course in the same semester. In this circumstance the online delivery is very different from the F2F because the faculty member lectures in the F2F class each week, and the assignments and assessments may also differ across these mediums. So, these would be treated as two distinct sections.
- **See Also:** [*COB Workload Policy*](#)

COLLEGE OF EDUCATION & HUMAN SCIENCES



- **Workload Compensation Uniformity:** Compensation is pretty uniform for overloads/reassignments. Overloads are typically paid at base level (\$800 per credit hour). Other assignments may pay more (*Example: individual with major responsibility of accreditation gets a stipend equivalent to the Chair's stipend*).
- **Release Time:** Release time is rare, especially in the education departments. However, the new practice in the College is to give new faculty a load reduction (3-3) for the first year.
- **Number of Overloads:** It is pretty common for faculty to teach one or more overloads. The College is still working on how they handle load for practicum course supervision.
- **Graduate Course Release Time:** It is common for faculty within the College to teach one or two graduate courses without release time nor increase in payment. Common load, particularly in Education, is 2 undergraduate courses (one is often an internship course) and 2 graduate courses. Faculty who teach in the Master's program (often their regular load) only teach 3 graduate courses, but they are all grad courses. Faculty in the PhD program will likely be on a reduced load (3-2, for example).
- **Overloads & Large Format Classes:** Splitting a course is somewhat dependent upon level of course. While an undergraduate course may be split after 80 students, a graduate course is often split after 40 students. Under-enrolled courses are typically handled through independent study.
- **Teaching a Course Online & Face-to-Face Counting as One Course:** Faculty do not teach an online and in-person course without payment for both.

ANDERSON COLLEGE OF NURSING & HEALTH PROFESSIONS



- **Workload Compensation Uniformity:** Workload compensation for faculty in the ACONHP is \$800 per credit and/or \$700 per contact hour.
- **Release Time:** Department chairs received 6 hours of release time for chair duties. Some faculty with grant responsibilities may also have release time. For calculation purposes, release time counts as undergraduate course load. *Example: 6 hours of release time and teaching a 3-hour graduate course is not a full workload. However, 6 hours of release time when teaching 6 hours of undergraduate courses is considered a full workload.*
- **Number of Overloads:** Most every semester, many nursing faculty have 3 hours of overload. However, due to increased enrollment, there are times when faculty are asked to accept more than 3 hours of overload. Faculty are not required to accept, nor are they guaranteed more than 3 hours of overload in a given semester.
- **Graduate Course Release Time:** Graduate workload is defined as 9 credit hours of graduate courses, which is equivalent to one 3-hour course release.
- **Overloads & Large Format Classes:** Faculty who have clinical course coordinators responsibilities, in addition to teaching, may receive 1 to 1.5 additional hours of work load depending on the number of students who must be placed in a clinical setting. It is important to note that clinical course coordinators have additional responsibilities which include: assigning students to clinical settings, assisting with identifying clinical agency partners, recruitment and supervision of preceptors, mentors, and clinical supervisors. Not all nursing faculty have this additional responsibility.
- **Teaching a Course Online & Face-to-Face Counting as One Course:** Nursing faculty do not teach multiple sections of the same course for free, regardless of the method of course delivery.



College of BUSINESS

To: Dr. Jason Watson

From: Dr. Gregory A. Carnes
Dean, College of Business
Raburn Eminent Scholar of Accounting
University of North Alabama

Re: COB Workload Policy

Date: January 14, 2020

In your capacity as a member of the Faculty Affairs Committee for Faculty Senate you have requested a summary of the College of Business (COB) Workload Policy. I summarize our policy related to teaching and research below. It should also be recognized that faculty responsibilities in the College of Business extend beyond teaching, research, and university service. The COB must demonstrate **impact** and **engagement** on both the business community and our economic region to meet AACSB accreditation standards. Therefore, our faculty members spend significant time on projects and activities that are not directly related to teaching or research, and that are essential to be recognized as a high-quality business school.

The full-time teaching assignment for COB faculty members is 12 credit hours per semester. Release time is provided as follows.

Research Release

The Faculty Handbook provides that release time is allowable for faculty with research assignments and/or scholarly activity expectations. The COB is accredited by AACSB. As such, we must demonstrate that we meet two AACSB standards regarding research.

Standard 2: The school produces high-quality intellectual contributions that are consistent with its mission, expected outcomes, and strategies and that impact the theory, practice, and teaching of business and management.

Standard 15: The school maintains and strategically deploys participating and supporting faculty who collectively and individually demonstrate significant academic and professional engagement that sustains the intellectual capital necessary to support high-quality outcomes consistent with the school's mission and strategies.

Standard 2 applies to the intellectual contributions of the COB faculty collectively, while Standard 15 provides additional criteria that must be met individually by each faculty member and collectively. Attached is our UNIVERSITY OF NORTH ALABAMA COLLEGE OF BUSINESS AACSB FACULTY QUALIFICATIONS document that details the intellectual contribution requirements each faculty member must meet. Page 1 provides the following:

UNA Box 5013, Florence, AL 35632-0001 | P: 256.765.4261 | F: 256.765.4170 | una.edu/business

Equal Opportunity / Equal Access Institution

Expectations

- In general, it is UNA's expectation that all full-time and part-time faculty members with a terminal degree will be Scholarly Academics (SA) or Practice Academics (PA); faculty members without a terminal degree will be Scholarly Practitioners (SP) or Instructional Practitioners (IP). Any faculty member not classified in one of these four categories will be classified as Other (O).
- SA faculty members will deliver at least 40% of the College's annual teaching overall and in the BBA degree program, each academic discipline, and each program location measured by contribution to mission. SA faculty members will deliver at least 50% of the College's annual teaching in the MBA degree program, and each MBA program location measured by contribution to mission. SA faculty members will deliver at least 70% of the College's annual teaching in the EDBA degree program.

Scholarly Academic (SA) faculty members have achieved a significant publication record over the most recent five years, and this is required for UNA to maintain AACSB accreditation. Therefore, SA faculty members are provided a 3-credit hour teaching load release per semester to continue their research work. The remainder of the 15-page UNIVERSITY OF NORTH ALABAMA COLLEGE OF BUSINESS AACSB FACULTY QUALIFICATIONS document provides the guidelines used to classify faculty as Scholarly Academic. The COB Faculty Qualifications Committee reviews each faculty member's intellectual contribution each year to determine the individual's classification for the upcoming year.

Releases for Directors

Releases are also provided for certain Directors in the COB such as Director of Graduate Business Programs, Director of the Small Business Development Center, Director of the Institute for Innovation and Economic Development, and Director of the Steele Center for Professional Selling.

Other Releases

While the releases described above cover approximately 90% of more of the releases in the COB, releases are also granted on a case-by-case basis for certain other assignments/situations. These releases are approved by the Department Chair, Dean, and the VPAA/Provost. Please let me know if you have any additional information.

MEMORANDUM

To: Dr. Sara Lynn Baird, Interim Dean, COAS

From: Dr. Jeffrey Bibbee, Interim Associate Dean, COAS

RE: Faculty Workload Assignment Process

The current policy as outlined in the faculty handbook is a 4-4 teaching load with few exceptions for course releases (see attached). These exceptions are limited to pre-approved work assignments (chair, graduate coordinator, etc.), graduate courses, and approved research projects. The approval of such releases has been vested in the VPAA but has been devolved to the college deans. The current policy of providing \$2400 in research funds instead of compensation or a course release may be interpreted as a violation of the faculty handbook which does not provide for research funding as a substitute for overload compensation when the 12 hour teaching load is exceeded.

All faculty will be assigned 12 hours of work/teaching as outlined in 3.2.2 of the Faculty Handbook. Lecturers and Senior Lecturers will be assigned 15 hours of work/teaching. (*Needs to be addressed in the faculty handbook*) All work assignments and other teaching responsibilities will be credited using the following chart:

Workload Equivalency*

Graduate Course	+3 hours
Graduate Coordinator	+3 hours
Large Format Courses **	+3 hours
Program/Center Director**	+3 or +6 hours
Department Chair	+6 hours
Associate Dean	+9 hours

*With each of the following administrative or teaching assignments, the listed number of hours will be added to the faculty teaching workload. Independent studies and lab hours will be calculated according to the faculty handbook.

**With permission from the VPAA and COAS Dean

All faculty who exceed 12 hours of work assignments will be compensated at the adjunct/overload rate (currently \$2400 for three credit hours). Faculty will only be eligible for one faculty overload payment per term. Faculty will no longer be provided research funding in the place of compensation. All faculty will have an opportunity to seek research funding, outside of their departmental resources, from the COAS Faculty Research and Development Grant Program. The transfer of research funds allocation to the COAS Research and Development Committee provides a peer-reviewed process for research funding and travel. Additionally, this transfer makes the distribution of funds more efficient and insures accountability through a reporting process. The Department Chair may recommend to the

dean and VPAA release time to support faculty research projects. The provision of release time will remain at the discretion of the department chair, COAS Dean and the VPAA.

With implementation, the current faculty workload reassignment form will no longer be used. All overloads will be paid via EPAF. The justifications for such payments will be provided to the COAS Dean's Office by the EPAF spreadsheet.

UNA Faculty Handbook:

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special courses for credit on an overload basis at the rate of \$40 per credit hour generated in such courses.
2. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of \$800 per class credit hour or \$700 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.
3. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.
4. In the calculation of faculty workloads, cross-listed courses will count as one course.
5. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.
6. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.
7. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.
8. Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research.

Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Vice President for Academic Affairs and Provost.

9. The following teaching loads apply when faculty teach graduate courses.
 1. nine credit hours if only graduate courses are taught;
 2. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and, upon recommendation of the department chair, approval by the college dean and academic vice president; and
 - c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.