

FACULTY SENATE MINUTES

January 14, 2021

Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Williams presiding.

I. Recognized Proxies

Mel Blake for Brian Thompson.

Members in attendance

Lori Alford, Lisa Ann Blankinship, Tabitha Blasingame, Tim Butler, Cory Cagle, Justin Carter, Stephanie Clark, Lisa Clayton, Frank Diaz, Sarah Franklin, Litzy Galarza, Felicia Harris, Betsy Heckert, John Hodges, Scott Infanger, Lisa Kirch, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Jason Price, Chris Purser, Ansley Quiros, Craig Robertson, Sunhui Sim, Michael Stocz, Kevin Stoltz, Jessica Stovall, Jillian Stupiansky, Mark Terwilliger, Jason Watson, Laura Williams, and Gretchen Windt. Dr. Lee Renfroe, serving as past Faculty Senate President was also in attendance.

Members not in attendance (without proxy)

Rae Atencio (Department of Military Science), Ravi Gollapalli (resigned from Senate – 4th consecutive meeting without a replacement from Department of Engineering and Technology), Cheryl Price (Department of English), Terry Richardson (Department of Biology) and Pete Williams (Department of Finance, Economics and Data Analytics).

II. Approval of the Agenda

President Williams requested approval of the January 14th meeting agenda with the following changes: Add as information items discussion of the SGECE Town Hall for the Spring 2021 semester and a presentation from John McGee about a syllabus management platform.

Senator Robertson moved to accept the meeting's amended agenda and Senator Stovall seconded the motion. The amended agenda was approved.

III. Approval of minutes from the December 3rd 2020 Meeting

President Williams requested approval of the minutes from the December 3rd meeting.

Senator Robertson moved to approve the minutes from the December meeting and Senator Malone seconded the motion.

The minutes were approved.

IV. Remarks from Dr. Ken Kitts, UNA President

President Kitts began his discussion by addressing the pandemic response. He referenced Vice President Greenway's e-mail and memorandum regarding vaccine availability for UNA faculty/staff dated January 13, 2021. Related to COVID-19 spread and vaccination availability, President Kitts has been in touch with other university presidents who are in a similar "holding" pattern as UNA and other schools await information about when "education personnel" might receive vaccinations and whether "education personnel" actually prioritizes university staff and faculty.

The latest Alabama Department of Public Health (ADPH) data reflect a post-holiday surge in infections statewide. The ADPH online indicator map, was recently updated to show that all north Alabama counties are now coded as "moderate risk" counties. This is an improvement over the preceding weeks where many of those counties (including Lauderdale County) were consider "high" or "very high risk" (see <https://www.alabamapublichealth.gov/covid19/guidance.html>).

President Kitts then addressed both federal and state government issues that impact UNA. He noted that with the change in federal government administration, relationships with our federal representatives will remain very important. Currently, the UNA administration is waiting on information pertaining to the second coronavirus stimulus package. The first stimulus package required assistance to institutions to be split in half with 50% of the new aid being applied to students in need and 50% being applied directly to university COVID-19 relief efforts. The last package received amounted to \$5 million in assistance. President Kitts expects the second package to be at least this much or slightly higher.

Regarding the recently completed 2020 Census, President Kitts reported that final results are expected to be released in February. Preliminary data suggest that Alabama may keep its current complement of 7 congressional representatives. It is possible this may decrease to 6 and if this materializes a redrawing of congressional districts will occur which could impact UNA's district placement and representation in Congress. Additionally, President Kitts suggested that the incoming Biden administration may reduce barriers to international student recruitment which may help generate additional UNA student enrollment.

At the state level, a month out from start of the legislative session, UNA has submitted a budget to the state executive budget office with a request for a \$9.3 million increase in allocations for the 2021-2022 fiscal year. A top priority for new funds will be a cost of living adjustment (COLA) for faculty and staff. President Kitts stated that a COLA increase is overdue (the pandemic derailed plans for a COLA last year) and will be included in the FY 22 budget, if sufficient resources are available.

Pre-legislative meetings are planned for our area legislators but more substantive discussions will take place after release of Governor's Ivey's State of the State address on Feb. 2nd. President Kitts will continue to convey to legislators the consequences of UNA's \$9 million annual deficit that separates UNA from other comparable state institutions.

President Kitts concluded his comments by addressing initiatives to change the names of select UNA buildings. His administration will be tracking possible changes to the Alabama Memorial Preservation

Act and continually assess how other institutions approach this issue with the desire to change their respective building names. Relatedly, UNA has decided to use the street address of “601 Cramer Way” to identify what we currently have identified as “Bibb Graves Hall”. “Cramer Way”, associated with room numbers, will be used for student schedules/advising/registration for the upcoming summer and fall terms.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

Dr. Alexander provided an update on Spring, 2021 enrollments. As of Jan. 11th, UNA enrollments are up 6.64% and credit hour production is up 2.29% compared to the Spring, 2020 semester. Graduate student enrollment is largely contributing to these statistics with such programs as the M.B.A., the new Master of Accountancy, the M.S. in Applied Manufacturing Engineering, and the M.S.N-Family Nurse Practitioner Track are contributing to this increase.

Enrollment data for the Spring, 2021 semester are also positively impacted by the Winter session semester. This, recently concluded session evidenced a 33.6% increase in unduplicated enrollments over last year and a 32.1% increase in credit hour production. UNA is experiencing a positive impact from the “Finish in Four” initiative. Further, student retention and graduation rates continue to increase.

Dr. Alexander then briefly addressed the launch of the new Executive Doctor of Business Administration program which will host, on-campus, its first 14 students during the weekend of Jan. 16-17th. Recruitment efforts for the new Ph.D. program in Exercise Science and Health Promotion are ongoing. The program anticipates reaching its goal of 10 students for the Fall, 2021 program launch.

Regarding building renovations and future construction for the Spring, 2021 semester through Fall, 2021, Dr. Alexander noted the following:

Norton Auditorium (renovations 95% complete)

Human Performance Lab (renovations ongoing, completed by end of Spring 2021 semester)

Communication Building (architect working on preliminary designs of 2nd floor renovation)

Music Building (Band Room renovations complete; storage cabinet and carpet padding in process; preliminary design of exterior corridor and interior space renovation ongoing—completed by end of Spring 2021 semester)

Tuscumbia Multi-Purpose Space—furniture/equipment ordered and will be installed in next few weeks

Gunn Commons (final design layouts complete; renovations of 2nd and 3rd floor will begin soon; will accommodate **One-Stop Center** for students—Registrar, Bursar, Financial Aid; co-location of Graduate Admissions and Online Recruiters on 3rd floor)

Stevens Hall (space utilization and occupancy post-Nursing exit; primary use by COAS departments)

Computer Science and Mathematics Building (departments working on design; architect will be contracted soon) (2-year project)

541 W. College St. Building (COB) (final design slated for State approval this week; renovations will begin soon thereafter; goal of Spring 2021 completion)

Collier Library (finalizing renovations for Career Center move)

VI. Remarks from Dr. Jeff Ray, Faculty Athletics Representative

[See Appendix A.](#)

Dr. Jeff Ray initiated his comments by noting the need for an open line of communication between faculty and the athletic department. He began his work in this position last fall replacing Dr. Pat Roden. In this position he reports to President Kitts and serves at the discretion of the President. One of his central roles in this position is to inform the Faculty Senate of operations within UNA's athletic programs. Other primary duties involve maintaining academic integrity, compliance with NCAA and athletic conference regulations, and ensuring that student athletes have a positive experience while attending UNA.

Dr. Ray identified the following as important points/issues associated with his role:

- Encouraging instructional staff and faculty to report issues of concern to him.
- Work to maintain academic integrity, compliance with NCAA/Conference regulations, and a positive experience at UNA for student athletes.
- Report on university athletics to faculty governance and be a positive liaison to the faculty.

Dr. Ray then discussed the level of sports involvement for the Spring 21 (i.e., which sports are active). He concluded his remarks by mentioning the more stringent nature of academic expectations for Division I athletes compared to Division II athletes and the greater level of accountability Division I programs have to their student athletes and the NCAA. Over time, these expectations should produce even better student athletes.

VII. Remarks from Laura Williams, Faculty Senate President

President Williams began her comments by welcoming Dr. Litzy Galarza as the new faculty senator representing the Department of Communications. Dr. Galarza is replacing Dr. McMullen. President Williams noted the recent release of communiques related to COVID-19, infection rates, and vaccinations. She requested that if there are any questions regarding COVID-19 issues that faculty contact her. President Williams noted that she had been approached with several questions concerning the new "Dropout Detective" software. Given the rapid nature of this software's release on campus, information will be provided to faculty. Future questions should be directed to Dr. Amber Paulk or President Williams.

VIII. Reports

A. Standing Committees

1. Faculty Affairs – Senator Watson spoke to today’s discussion of the Old Business Agenda Item A. The issue today he wished to reinforce was use of the online database tenure and promotion software (i.e., Digital Measures). The handbook needed to be changed to address this digital database. The FAC worked to update the language of the tenure and promotion policy and the use of Digital Measures.

Senator Watson noted that there are going to be issues with the online database (e.g., things present that faculty do not like and faculty wishes to more directly manage the presentation of their data). The bulk of suggested changes relate to Section 2.5.3 (pp. 26-31 of the Jan. 14th minutes). The intent today is to submit the document and changes to be added to the Faculty Handbook.

2. Academic Affairs – none

3. Faculty Attitude Survey – none

4. Faculty Handbook Oversight – none

IX. Old Business

A. Proposal for revision to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy (SGEC:F)

[See Appendix B.](#)

The proposal was accompanied with a recommendation from FAC for approval. A motion to approve from the Faculty Senate floor was not necessary.

Senator Stoltz asked whether the language in Section 2.5.3, Responsibility of the Peer Promotion and/or Tenure Committee (on p. 2-14), “The final evaluation form for each candidate will be approved by the promotion committee prior to its submission to university system.....” was meant to say “approve” or “review”. The language does correctly emphasize the word “approve”.

Attention was then given to Section 2.5.3, Part A, number 3 (on p. 2-13) and the language “Current Resume or Vita (pulled into application via the online database that UNA has established for this purpose)”. The concern raised was that the CV in Digital Measures, does not capture everything that a faculty uploaded vitae might reflect. Faculty appear to be able to upload their personally created vita, but there appears no guarantee that reviewers would see it.

Senator Stovall stressed that use of the word “pulled” is problematic and that the language should stress both the uploaded Digital Measure’s vitae and the faculty member’s own uploaded vitae.

Senator Franklin then suggested that use of the word “pulled” be removed. She commented also on the role of the Department Chair. What does the committee chair do? Take notes, book rooms, convene the committee. The Chair name should be changed to the Secretary of the Committee.

Page 2-16 of the Faculty Handbook, notes that “After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio and vote on each

candidate by reported numerical secret ballot.” Senator Franklin suggested the language stress that the committee will meet in person and that votes should be by secret ballot.

Senator Franklin moved, for the section addressing the organization of the committee to change, language from “committee chair” to “committee secretary.” Senator Stoltz seconded the motion.

Senator Franklin then made a second motion to move voting to a secret ballot.

After further discussion, Senator Franklin withdrew her motions to reintroduce them at a later meeting.

Senator Stovall made a motion to eliminate the word “pulled” from the proposed policy (Section 2.5.3, Part A, number 3 (on page 2-13)). Senator Franklin seconded the motion.

A vote was taken. There 36 votes in favor of the proposed policy with amended language (i.e., to remove the word “pulled”), 0 votes opposed, and 0 abstentions.

B. Request for clarification and definitions of administrative titles (FS)

President Williams spoke with Dr. Alexander (Provost and Executive Vice President for Academic Affairs) and was directed to speak with Dr. Joy. Borah. Dr. Borah, working with Mr. John McGee, set a deadline of Jan. 15th to secure the expected information from the academic Deans. President Williams anticipates receiving this information in time to review it and bring a COAD representative to the Faculty Senate’s next meeting.

C. Proposal for Revision of Parking Regulations for Freshman Commuters (SGEC: F/S)

[See Appendix C.](#)

Kayla Walton spoke to this issue. She discussed the PowerPoint slides that were part of the agenda and last month’s minutes.

Ms. Walton noted that Freshman commuters cannot park on campus per UNA’s 2011 parking policy. She detailed the general student dissatisfaction with this policy and noted that 45.6% of freshmen are commuters. Ms. Walton also noted that few schools make this type of distinction when it comes to parking and that there are clearly parking lots on campus that are underutilized even during “prime time” traffic to campus.

Dr. Mel Blake (proxy for Senator Brian Thompson) noted that Lots marked O and M are largely empty during the day. He spoke about the student safety issue that may arise when students are parked on the fringes of the campus. He noted that campus security will escort students who request it.

Senator Robertson moved to accept the revised parking regulations proposal. Senator Franklin seconded the motion.

There were 33 votes in favor of the proposal, 1 vote in opposition, and 2 abstentions.

D. Consideration of Revisions to Charge of the Faculty Handbook Oversight Committee (FSEC)

[See Appendix D.](#)

President Williams presented the initial charge that in 2019 defined the responsibilities of the Faculty Handbook Oversight Committee. The Faculty Senate approved creation of the committee but, to be added to the Faculty Senate Constitution, President Kitts must approve. The amendment to the Faculty Senate Constitution involving creation of this committee was not sent to the President's office.

President Williams stated that she would address this omission.

X. New Business

A. Proposal from the Registrar's Office for a Revision to Graduation Application Dates (SGEC:F)

[See Appendix E.](#)

This item was presented by President Williams and moved to old business for discussion and a vote at the February 2021 meeting.

XI. Information Items

A. Dropout Detective

[See Appendix F.](#)

B. SGEC Townhall

This year's Townhall will be conducted via Zoom on Feb. 16th at 3:00pm. President Williams will provide additional information to faculty soon.

C. Software to Support Syllabi

Senator McGee noted that there have been complaints regarding uploading syllabi to Digital Measures. A new software product has been explored that can facilitate this and be integrated with Canvas. Parts of the syllabus could be made public and parts of the syllabus could be used for administrative reporting. University policies could be placed in syllabi automatically with this product and the product may be able to integrate with Banner for course scheduling. Master syllabi could be used from semester to semester. The software might have a start-up cost of \$17,000 and an annual fee of \$11,000.

XII. Adjourn

Senator Watson moved to adjourn the meeting. Senator Terwilliger seconded the motion. The meeting was adjourned at 5:00 pm.

[Appendix A](#)

The following are drawn from Dr. Ray's presentation to the Faculty Senate.

Faculty Athletics Representative (FAR) Report to Faculty Senate

- Jeff Ray, jmray1@una.edu, Biology Department
 - Appointment began Aug. 1st
- Dr. Pat Roden served 1996-2020 (retired as FAR Sep. 1st)
- Reports directly to & serves at discretion of the President
- "Reports as needed to the Faculty Senate regarding the operation of the athletics program"
 - *Please contact me with issues or questions*



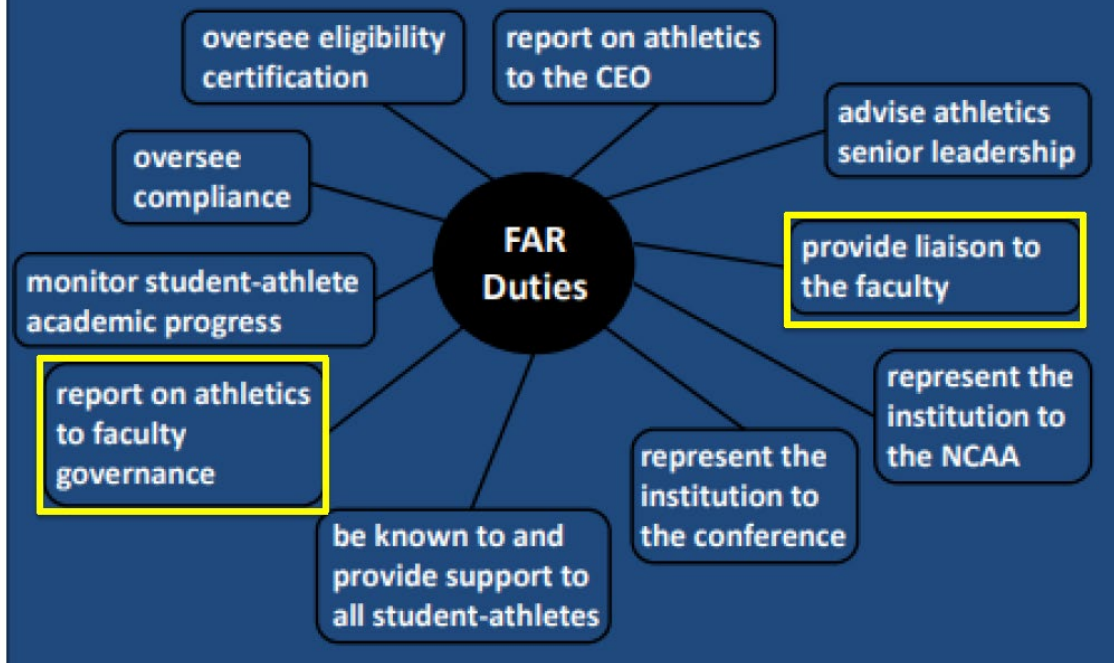
UNA Athletics Primary Logo

FAR Main Duties

- Academic Integrity (Institutional Control)
- Compliance
- Student Athlete Experience/Well-being



The Spectrum of Activities of a FAR



<http://farawebsite.org/wp-content/uploads/2019/12/Thursday1-Getting-off-the-Ground-as-an-FAR.pdf>

UNA: 14 intercollegiate sports: 8 Women's, 6 Men's

- ASUN & Big South (football) Conferences
- Spring 2021: **13 of 14** sports scheduled participation
 - COVID: State & Local, UNA, Conference, and NCAA guidelines (including testing)



www.asunsports.org



www.bigsouthsports.com



NCAA Transition to Division I: Year 3 of 4

- Benchmarks met years 1-2
- Year 3: **Self-study 2020-21** (\approx SACS)
 - Work groups
 - Governance & Commitment to rules compliance
 - Academic Integrity
 - Gender/diversity issues & Student-Athlete Well-Being
 - May deadline --- October visit --- December decision



DI: **standards** for student-athletes, teams & athletic departments

- Academic Progress Rate (APR): accountability for student-athlete progress (eligibility & retention); Team-based & Athletics: *penalties & rewards*
- Federal graduation rate: S-A 66% > 49% student body
- Athletics GPA Fall 2020: 3.21
- 65 Student-Athletes= 4.00 --- 208: ≥ 3.00 GPA
 - UNA athletics “Graduating Champions”

Please contact me with issues or questions

jmray1@una.edu, SET 351



Appendix B

2. PERSONNEL POLICIES, REGULATIONS, AND PROCEDURES

- 2.1 EQUAL OPPORTUNITY**
- 2.2 NEPOTISM**
- 2.3 FACULTY EMPLOYMENT PROCEDURES**
 - 2.3.1 SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NONTENURE-TRACK FACULTY**
 - 2.3.2 FACULTY EMPLOYMENT AGREEMENTS**
 - 2.3.3 BACKGROUND CHECKS**
- 2.4 TYPES OF APPOINTMENTS**
 - 2.4.1 TENURE-TRACK**
 - 2.4.2 NON-TENURE-TRACK**
 - 2.4.3 ADJUNCT**
- 2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE**
 - 2.5.1 GENERAL CRITERIA FOR PROMOTION AND/OR TENURE**
 - 2.5.2 SPECIAL CRITERIA BY RANKS FOR APPOINTMENT, PROMOTION, AND/OR TENURE**
 - 2.5.3 PROCEDURE FOR PROMOTION AND/OR TENURE**
 - 2.5.4 RENEWAL OR TERMINATION OF A PROBATIONARY APPOINTMENT**
- 2.6 TERMINATION OF FACULTY APPOINTMENTS**
 - 2.6.1 RETIREMENT**
 - 2.6.2 TERMINATION FOR CAUSE**
 - 2.6.3 CHECK-OUT PROCEDURES**
- 2.7 SANCTIONS LESS THAN TERMINATION**
- 2.8 DUE PROCESS PROCEDURES**
- 2.9 FACULTY RECORDS**
- 2.10 APPLICATION OF HANDBOOK**

2.1 EQUAL OPPORTUNITY

The University's policy on Equal Opportunity can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/equal-employmentopportunity-policy.html>.

2.2 NEPOTISM

The University's policy on Nepotism can be located on the university's website at <http://www.una.edu/employee-policy-manual/policies/nepotism.html>. This statute is applicable to all university positions, including non-tenure-track, adjunct, and student positions. Furthermore, any committee membership (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

2.3 FACULTY EMPLOYMENT PROCEDURES

The objectives of faculty employment procedures are to hire the most qualified faculty candidates, to create transparency in the search process, and to ensure that diversity and equity are achieved in all faculty searches. For the latter objective, the Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance as outlined below.

The University defines diversity broadly as differences related to age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical disability, physical attributes, race, religion, sexual orientation, and/or socioeconomic status. Search committee chairs and members of the search committees are expected to maintain communication with the DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the respective Executive Council member. Under the University's enabling act, appointments to the faculty are made by the Board of Trustees upon written nomination by the President. As a matter of practice, and by express delegation of authority, the University Administration has approved the following procedures for faculty selection and appointment. (Also see Appendix 2.A, Policies Concerning Adjunct Faculty)

2.3.1 Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty

A search process is initiated when the Provost and Executive Vice President for Academic Affairs indicates that an existing position vacancy may be filled or, after consultation with the President, that a new position may be created from university resources.

1. Identification of Search Committee. Once a position has been authorized, the department chair will include, as a part of the Request to Fill/Advertise electronic form, a listing of proposed search committee members (in the appropriate field in the Online Employment System – OES). Search committees will be formed from a pool of all full-time department members, including the department chair, and should typically be made up of

no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity and those with fewer than five eligible members may select additional committee members from the campus and/or community at large. In order for an individual to serve on a search committee, he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the DDIE for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Assistant Vice President for Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified applicants.

2. Development of Job Advertisement. The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a cover letter, curriculum vita, including references, and unofficial transcripts at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The DDIE will advise as to his/her approval via the OES. If not approved, the Request to Fill/Advertise will be returned by the DDIE to the originator of the request for needed information. The Provost and Executive Vice President for Academic Affairs shall approve the advertisement and make the final decision as to where the advertisement shall appear.
3. Receipt of Applications. All applications and supporting materials will be received and initially processed by the Office of Human Resources. Applications and supporting materials are immediately available to the DDIE via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the DDIE via the online employment system.
4. Access to Application Material. Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate dean, Provost and Executive Vice President for Academic Affairs, and DDIE via the OES.

5. Confidentiality of Material. Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from the applicant. Members of search committees are asked to sign a Confidentiality Agreement pertaining to all committee and candidate deliberations.
6. Review of Applications. The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position. The committee members may find it useful to complete Form 1 (see Appendix 2.B) or create a modified version of this form to assist them in the selection process. The committee will review applications and supporting materials and develop an initial list of candidates with a realistic chance of receiving an offer. With the concurrence of the DDIE (via the OES), videoconference/telephone interviews may be conducted with a wide range of qualified applicants to gain initial information with respect to the candidates' qualifications.
7. On-Campus Interviews. Following videoconference/telephone interviews, the search committee chair will designate its top candidates (typically 2 or 3) recommended for an on-campus interview. Additional candidates may be invited with approval from the DDIE, AVPHR, and the hiring unit's senior administrator. Fewer top candidates may be invited for this purpose if the DDIE and chair concur that none of the other candidates have a realistic chance of receiving an offer. In cases where some or all of the finalists must travel a substantial distance to campus, the Provost and Executive Vice President for Academic Affairs shall be consulted regarding the availability of financial resources for the particular search. This may limit the number of candidates ultimately invited for a campus interview. The chair of the search committee, department chair, and dean approve the list which is then submitted to the Provost and Executive Vice President for Academic Affairs for approval. If the chair of the search committee, department chair, or dean disagrees concerning the list of chosen candidates, the Provost and Executive Vice President for Academic Affairs shall meet with both parties in order to reach a final agreement. In cases where disputes are not rectified, the Provost and Executive Vice President for Academic Affairs shall decide which candidates shall be invited for campus interviews.
8. Arrangements for On-Campus Interviews. After approval is given to invite candidates for campus interviews, the chair of the search committee shall arrange interviews, including meetings of the finalists with the search committee, the department, the department chair, and dean. The Provost and Executive Vice President for Academic Affairs will participate in interviews at the department chair level or higher and the Provost and Executive Vice President for Academic Affairs and President will participate in interviews at the dean level or higher. Resume materials for candidates with on campus visits will be available via the online employment system.

9. Interview Format. A set of interview questions to be asked of each candidate shall be prepared by the search committee before campus interviews are conducted. Other questions aside from the prepared questions may be asked as well during the campus interview. As part of the interview process, the finalists may be afforded an opportunity to make a presentation to the members of the department and the university community and to answer questions in open meetings. All departmental faculty, the department chair,

the dean, the DDIE, Provost and Executive Vice President for Academic Affairs, and President shall be provided, upon request, with evaluation/comment sheets regarding the applicants.

10. Final Evaluation of Candidates and Recommendation for Hiring. The search committee shall consider each written evaluation before making its recommendation. Further discussions between the search committee and those who completed written evaluations of the candidates interviewed are permitted as needed. Upon conclusion of all deliberations, the search committee shall recommend candidate(s) to the department for the position. If multiple candidates are recommended, these may be ranked or unranked. The members of the department shall vote on the committee's recommendation. The chair of the search committee shall prepare a written report for the department chair and dean detailing the results of the search committee's decision and results of the departmental vote. This report will include a brief evaluation of the interviews for each candidate afforded a campus interview. The department chair and dean will review the report and recommendations, make a decision, and notify the departmental faculty. The department chair will also consult with the DDIE to confirm that all diversity candidates have been given full consideration prior to a final recommendation to and selection by the President. The department chair will assign the recommended candidate the status of Recommend for Hire and all candidates not selected the appropriate statuses in the OES. Upon these status changes, the OES will prompt the department chair to complete the Hiring Proposal form and forward to the appropriate dean via the OES. Once all approvals are obtained, the Hiring Proposal will be forwarded to the Office of Human Resources via the OES. The Office of Human Resources will perform the appropriate background checks, and the Office of the Provost and Executive Vice President for Academic Affairs will prepare an employment contract for the President's signature. After an employment contract is offered to the candidate and accepted, the department chair will complete the Search Summary Form. Once the form is received via the OES, the candidate will be offered the contract of employment.
11. Lack of Consensus for Recommendation or Candidate Declines Offer. If the dean of the college disagrees with the recommendation of the department, the reason(s) shall be provided to the chair of the search committee. The search committee shall either recommend another candidate from the list of those interviewed on campus, recommend that other candidates from the applicant pool be invited for a campus interview, or recommend that the search process be reopened. Final approval for each alternative rests with the Provost and Executive Vice President for Academic Affairs. The same alternatives shall apply if the candidate or candidates decline the offer of the position. If a

search is cancelled or suspended at any time throughout the process, all parties shall be informed of the reason(s).

12. Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the DDIE, Provost and Executive Vice President for Academic Affairs, and the AVPHRAA.
13. Where appropriate, the search committee should consult the following links for additional information on search protocols:
<http://www.una.edu/humanresources/files/employment/Protocol%20for%20External%20FacultyStaff%20Searches.pdf>, <http://www.una.edu/employee-policymanual/policies/employment-of-foreign-nationals-policy.html>.
14. Review of Procedures. These procedures should be reviewed periodically by the Office of the Provost and Executive Vice President for Academic Affairs with input from areas conducting searches the prior year and the Faculty Senate.

2.3.2 Faculty Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on receipt by the Provost and Executive Vice President for Academic Affairs of official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of an offer of appointment shall be in writing.

2.3.3 Background Checks

The University's statement on Background Checks can be located at <http://www.una.edu/humanresources/handbook-policies.html>.

2.4 TYPES OF APPOINTMENTS

The University uses three types of faculty appointments: tenure-track, non-tenure-track, and adjunct as follows:

2.4.1 Tenure-Track

These appointments are for full-time positions and are subject to university policy on tenure and any provisions in individual contracts of employment. Tenure-track faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.

2.4.2 Non-Tenure-Track

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

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

Current, full-time, non-tenure-track faculty members with over five years of uninterrupted service to UNA 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 should refer to Appendix 2.C, Recommended Practices for Reappointment of Full-Time Faculty at the Instructor/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 Provost and Executive Vice President for Academic Affairs. 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 Provost and Executive Vice President for Academic Affairs and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information.

2.4.3 Adjunct

These appointments are part-time assignments specifying both the part-time workload and the period of time normally one term with the appointment terminating automatically at the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to the following link: <http://www.una.edu/humanresources/forms-and-links.html> (see Shared Responsibility for Employers Regarding Health Coverage; Final Rule specifically section VI.C.) Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers' Retirement System of Alabama. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or fulltime status are stipulated. (See Appendix 2.A, Policies Concerning Adjunct Faculty)

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 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.
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, 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. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, dean, and Provost and Executive Vice President for Academic Affairs 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 Provost and Executive Vice President for Academic Affairs 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.D.1, 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. 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 Lecturer. 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 Provost and Executive Vice President for Academic Affairs.

3. 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 Provost and Executive Vice President for Academic Affairs 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.

4. 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 Provost and Executive Vice President for Academic Affairs, 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 Provost and Executive Vice President for Academic Affairs 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 Provost and Executive Vice President for Academic Affairs.

2.5.3 Procedure for Promotion and/or Tenure

Faculty whose employment began prior to the 2017-18 academic year are covered by the promotion and/or tenure policies found at Appendix 2.E, unless a request to opt in to the current promotion and/or tenure policies is made to the department chair, dean, and Provost and Executive Vice President for Academic Affairs no later than the end of the 2021-22 academic year. Opting in to the new policies does not allow for a combination of the two policies. The policy contained herein is effective for all new faculty hires beginning with the 2017-18 academic year.

An award of promotion and/or tenure is not a right but a privilege that must be earned by a faculty member on the basis of his or her performance and promotion during a probationary period. The granting of promotion and/or tenure is never automatic. Promotion and/or tenure is granted after a faculty member has been evaluated by a committee made up of tenured faculty members in a department, the department chair, the dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if a sufficient reason exists for doing so.

Approved leaves may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and Provost and Executive Vice President for Academic Affairs at the time leave is granted.

A. Faculty Members Who Are Not Department Chairs

The initiation of the promotion and/or tenure review process is the responsibility of the faculty member. It begins when the faculty member submits by e-mail to the department chair, dean, and Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and/or tenure and notify the candidate by May 15. This notice to the candidate shall be made in writing and sent through official university communication methods, including email. Failure to notify the candidate by this deadline does not automatically constitute a grant of promotion, tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be recommended by the dean to the Provost and Executive Vice President for Academic Affairs.

For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted ~~by October 1 of the final academic year of probationary status~~ via the online database that UNA has established for this purpose ~~by October 1 of the final academic year of probationary status~~. For ~~these faculty~~ seeking promotion only, an electronic portfolio that provides

~~evidence of accomplishments will be submitted the faculty member will present by October 1~~ via the online database that UNA has established for this purpose ~~by October 1 an electronic portfolio that provides evidence of accomplishments~~. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status (See Section 2.5.5). The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D/2.D.1.

The electronic portfolio will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on the online database that UNA has established for this purpose and will be accessible only by the administration and committee members involved in the promotion and/or tenure review process.

1. Application for Promotion and/or Tenure (See Appendix 2.F)
2. A cover letter in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.
3. Current Resume or Vita (~~pulled into application via the online database that UNA has established for this purpose~~)
 - a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
 - b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
 - c. Other teaching or library/educational technology services experience (describe and include dates)
 - d. Other related experience (describe and include dates)
4. Supporting information for the following items, as outlined in section 2.5.1, submitted via the online database that UNA has established for this purpose
 - a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty
 - b. Effectiveness in Research, Scholarship, and Other Creative Activities
 - c. Effectiveness in Rendering Service
 - d. Any other relevant information pertaining to the college or department

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a [committee](#) chairperson. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. ~~In addition, By November 15, the peer promotion and/or tenure committee chair will then submit the evaluation form via the online database that UNA has established for this purpose all of the information relating to the promotion and/or tenure recommendation by November 15.~~ The evaluation form, composed by the candidate's peer promotion and/or tenure committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include discipline specific accomplishments relative to effectiveness in teaching; ~~research~~, scholarship, and other creative activities; and service. ~~The final evaluation form for each candidate will be approved by the promotion committee prior to its submission to university system. Each candidate will have access to the committee's final form through the Evaluation feedback system.~~ Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

Commented [WBH1]: Committee approval of final evaluation by the committee

Responsibility of the Department Chair

The department chair will evaluate the portfolios of the candidates in his or her department and complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank and recommend for or against the granting of promotion and/or tenure. ~~No later than December 1, The department chair will submit his or her own recommendation evaluation form for each candidate via the online database that UNA has established for this purpose no later than December 1.~~ In Library and Educational Technology Services, the dean serves the functions of chair and dean.

Responsibility of the College Dean

The dean will review the candidate portfolios in his/her college and the materials presented by the peer promotion and/or tenure committee and the department chair, complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and

weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure, recommend for or against the granting of promotion and/or tenure, and, by February 1, submit the evaluation form via the online database that UNA has established for this purpose ~~all of the information relating to the promotion and/or tenure recommendation by February 1.~~

Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the peer promotion and/or tenure committee, the department chair, and dean, and the committee chair will complete the evaluation form (Appendix 2.G) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure as reported on the numerical secret ballot vote to recommend for or against the granting of promotion and/or tenure and, by March 15, submit the evaluation form via the online database that UNA has established for this purpose ~~all of the information relating to the promotion and/or tenure recommendation by March 15.~~ This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member from each constituency plus at-large faculty to total nine. The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year.

Annually, the Faculty Senate will identify a pool of at least fifteen (15) eligible members to serve in this pool. Appointment to the pool and service on the committee is limited to faculty who are tenured and hold rank as Associate Professor or Full Professor. From this pool of candidates, the President of the University will annually, in June, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion and/or tenure.

Duties of the committee may include, but are not limited to, reviewing promotion and/or tenure portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to promotion and/or tenure criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to promotion and/or tenure criteria; and concurring with, or not, the recommendations of candidates for promotion and/or tenure. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the portfolio (including all forms as described in section 2.5.3). All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as nonresponsive and rejected.

As soon as the annual committee membership is announced, the chair will call a meeting during the fall semester for the express purpose of orienting the committee, especially

incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to promotion and/or tenure criteria, unique college criteria and policies with respect to promotion and/or tenure criteria, and university policies with respect to promotion and/or tenure criteria, will be made available to each member of the committee. After orientation, the committee will begin its work with review of tenure portfolios, followed by review of promotion portfolios. As soon as the portfolios become available, the chair will notify the committee of the availability of the portfolios via the online database that UNA has established for this purpose, and the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio and vote on each candidate by reported numerical secret ballot.

The committee will perform a year-end process/procedures review and prepare a report to be presented to the Provost and Executive Vice President for Academic Affairs by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Members of the University-Wide Promotion and Tenure Portfolio Review Committee participate with the understanding that all matters related to their deliberations remain confidential.

Responsibility of the Provost and Executive Vice President for Academic Affairs

By April 15, ~~the~~ Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the department chair, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President ~~by April 15.~~

Responsibility of the President

By April 22, ~~the~~ final decision for or against the granting of promotion and/or tenure will be made by the President ~~by April 22.~~ No later than May 1, ~~the~~ letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair, ~~no later than May 1.~~ For faculty being considered for promotion and/or tenure to associate professor, the notification will occur during the final year of the probationary period. Faculty not approved for tenure will be issued a terminal contract. Promotion and/or tenure, and promotional raises, will become effective on the first day of the following fall semester.

B. Department Chairs Applying for Promotion and/or Tenure

Department chairs who are candidates for promotion and/or tenure will be evaluated using the same process as that described for other faculty members, except that the department

chair review will be conducted by the associate dean of that college. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the dean will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion and/or tenure committee, and the evaluation by the associate dean, will be submitted via the online database that UNA has established for this purpose ~~no later than November 15~~. The dean will evaluate the candidate's portfolio and, by February 1, will submit his or her evaluation form via the online database that UNA has established for this purpose ~~by February 1~~. By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President.

Evaluation Results

At each stage of the process, the evaluation form will be submitted via the online database that UNA has established for this purpose and made available to the candidate. The candidate may offer a rebuttal, if desired, via the online database that UNA has established for this purpose. The rebuttal(s), if any, will become a part of the application materials.

2.5.4 Renewal or Termination of a Probationary Appointment

Written notice of renewal or termination of a probationary appointment will be March 1. Written notice delivered via official university communication methods, including e-mail, before the specified dates shall be deemed sufficient notice. Otherwise, offers of reemployment will be made by an offer of appointment as specified in Section 2.3.2 above. Acceptance of an offer of reemployment must be made in writing and received by the Provost and Executive Vice President for Academic Affairs not later than thirty (30) calendar days following the offer.

The recommendation to renew or not to renew a probationary appointment normally will originate with the department chair or other immediate supervisor. Tenured members of the department also will be consulted. After review of the recommendation by the appropriate college dean, the Provost and Executive Vice President for Academic Affairs makes the final decision to renew or not to renew the appointment. The person affected will be advised of that decision in writing by the Provost and Executive Vice President for Academic Affairs. Probationary faculty who receive non-renewal notices as a result of tenure and promotion review will be retained for one academic year of employment prior to separation from the institution.

2.6 TERMINATION OF FACULTY APPOINTMENTS

2.6.1 Retirement

A faculty member electing to retire under options available through the Teachers' Retirement System of Alabama must submit written notice to the President not later than February 1 immediately preceding the expiration of the contract period. The effective date of retirement will coincide with the end of the contract period unless a different date is approved.

2.6.2 Termination for Cause

Termination of an appointment with tenure or of a probationary, non-tenure-track, or adjunct appointment before the end of the term specified in the letter of appointment may be affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty appointments: professional incompetence; commission of a felony; gross neglect of duty; gross insubordination; excessive absenteeism; sexual harassment or other serious sexual misconduct; discriminatory harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the fitness of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuation of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, Grievance and Due Process Procedures, as they exist at the time the proposal for termination originates.

2.6.3 Check-Out Procedures

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Collier Library, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other offices from which they may have borrowed equipment and/or owe charges. All university equipment must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencies, prior to his or her departure from the University.

Faculty members who are granted a leave of absence will meet with their department chair who will determine, with subsequent written notification to the Assistant Vice President for Human Resources and the Vice President for Business and Financial Affairs, which of the following check-out procedures will apply: employee returns keys to the Facilities

Administration and Planning Office; employee returns all departmental equipment that may be needed during the employee's absence; employee returns all library materials, books, etc. that may be on loan to the employee; and employee returns all Information Technology Services equipment and materials that may be on loan to the employee. All faculty on leave of absence must obtain clearance from the Business Office and meet with the Office of Human Resources for health benefit information.

2.7 SANCTIONS LESS THAN TERMINATION

If the President believes that the conduct of a faculty member justifies disciplinary action or sanctions less than termination for cause, such action or sanction shall not be imposed unless the employee is availed of the due process procedures as set forth in the official policy statement, Grievance and Due Process Procedures.

2.8 DUE PROCESS PROCEDURES

This policy is applicable to faculty members with property interests in their jobs either in the form of tenure or set amounts of time remaining on contracts when either is subject to disciplinary suspension and/or dismissal from employment for cause. To assure the protection of individual rights and due process in actions involving the disciplinary suspension, dismissal, or other termination for cause ([*see Faculty Handbook 2.6.2, Termination for Cause*](#)), faculty members are entitled to procedural due process as outlined below:

Dismissal of a Tenured Faculty Member for Cause

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the University would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the Provost and Executive Vice President for Academic Affairs (VPAA). Within fourteen (14) days*, the VPAA should have a conference with the faculty member. At the conclusion of the conference the VPAA will make a written recommendation to the University President with a copy to the faculty member.

The VPAA's recommendation to the faculty member of the action proposed shall be in writing by certified or registered mail or by such other appropriate means as may provide delivery and proof of receipt. The recommendation shall also contain a statement of the charges or conditions supporting the action proposed as well as notice of the faculty member's right to a full and fair hearing before a Due Process Committee according to the guidelines established in this policy.

Due Process Procedures

A faculty member who receives notice of recommendation of disciplinary suspension or dismissal by the VPAA may request, and shall be afforded, a hearing before a Due Process Committee. Failure to make a request in writing to the President within fourteen (14) days* after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before a Due Process Committee, and the President shall then make a final determination. On proper request for a hearing, as hereinafter provided, the President shall establish an ad hoc committee of five persons from the appropriate list of fifteen (15) nominees, from among tenured members of the University faculty, established for such purposes by the Faculty Senate at the beginning of each academic year. If the need arises during the summer terms, the President, in consultation with the Faculty Senate President, may make temporary appointments to fill vacancies on the committee.

Toward assuring a full and impartial hearing strictly on the merits of the case, due regard shall be given to the appointment to committees of persons with appropriate expertise and without bias or direct interest in the outcome, to provision for peer representation where relevant, and to adherence to hearing procedures. Persons appointed to a Due Process Committee who deem themselves disqualified by reasons of bias or interest may be excused. The faculty member shall have the right of challenge of Committee appointments for cause and, if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall appoint replacements for members excused until a proper committee is established. The President shall designate one member of the Committee to act as chair or may appoint an additional ex officio nonvoting member to act as chair. The Committee may adopt supplemental rules and regulations for their governance and operation which are not in conflict with this resolution.

Due Process Hearing Procedures

1. Once a timely request for a hearing has been received by the President and a Due Process Committee has been established, the Committee shall, with due diligence, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
 - a. If proper request for a hearing is made, the hearing shall be afforded not sooner than fourteen (14) or later than 21 days* from the date of receipt of the request, unless, by mutual agreement, other time limits are established by written agreement.
 - b. The Due Process Committee Chair, in collaboration with both the VPAA and the faculty member shall set the date, time, and place for the hearing and shall notify both parties of such in writing at least seven (7) days* before the hearing.
 - i. The Committee or the Committee Chair may confer with the parties prior to the hearing in order to review procedures, provide for scheduling of witnesses and for any necessary exchange of documents or other information, and to achieve such other objectives as may make the hearing fair, effective, and expeditious. The Committee may consider, in

- advance of the hearing, the statement of grounds for the proposed action already formulated and such written response as the faculty member may elect to submit.
- ii. The Committee shall be responsible for establishing the order of procedure, for conducting the question of witnesses, for securing if necessary--the presentation of evidence important to the case, and for developing such supplemental rules and procedures for its governance and operation as are not in conflict with other provisions of this resolution.
 - c. At the discretion of the President, the faculty member may be suspended pending the outcome of the proceeding if such is determined to be in the best interest of the University, the faculty member, or both. Unless forbidden by law, the salary or wages of the faculty member so suspended will be continued during the time of suspension.
2. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the University, regardless of position, should be excluded or excused from appearing before the Committee, if available.
- a. Not later than four (4) days* before the hearing, the VPAA and the faculty member shall present to the Due Process Committee Chair a list of the names, addresses, and telephone numbers of all witnesses expected to be called to testify and the nature of the testimony and evidence to be offered by each witness.
 - b. At least four (4) days* prior to the hearing, both parties shall be permitted to inspect any affidavits or exhibits he/she intends to submit at the hearing.
3. During the hearing:
- a. Both parties shall be permitted to have an advisor or attorney present who will not serve in a legal capacity but rather as a consultant. An advisor/attorney is not allowed to speak on the party's behalf, object in any manner to any questions asked or discussions raised during the hearing, cross-examine or question witnesses in the hearing, or interrupt the hearing proceeding.
 - b. A court reporter will be retained by the University to record the proceedings. A copy of the hearing transcript shall be prepared by the court reporter and distributed to both parties at no charge.
 - c. The Committee, in consultation with the parties concerned, will determine whether the hearing should be public or private.
 - d. Both parties shall be afforded the right to present their versions as to the charges or circumstances and to present their respective cases by way of such statements, affidavits, witnesses, and exhibits as he desires.

- e. Both parties shall have the right to confront and cross-examine all witnesses. The Committee may grant adjournments to either party to permit the investigation of evidence to which a claim of surprise is made.
 - f. The Committee shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Reasonable effort should be made to obtain the most reliable evidence available.
- 4. The hearing will begin with the VPAA (or the most appropriate academic administrator in the absence of the VPAA) presenting the case for dismissal and continue with the faculty member presenting the case against dismissal. Each side may introduce evidence and/or call witnesses as desired. The faculty member and the University will have the right to cross examine all witnesses present. Affidavits are admissible whenever a witness cannot appear.
- 5. The burden of proof that adequate cause exists rests with the University and will be satisfied only by a preponderance (majority) of the evidence. The findings of fact in the decision shall be based solely on the hearing record.
- 6. The Committee, in executive session, may conclude: a) that adequate cause for the action has been established by the evidence; b) that adequate cause for the action has not been established by the evidence; or c) that adequate cause for the action has been established, but a penalty less than the action, including removal of tenure, would be more appropriate. The Committee may make any other recommendations it determines are appropriate. The Committee's written findings and recommendations shall be made to the President.
- 7. Within 14 days* of the receipt of the Committee's written findings and recommendations, the President shall render a decision and so notify the faculty member in writing. Should the President's decision be inconsistent with the findings and recommendations of the Committee, the President shall state his/her reasons to the faculty member and to the Committee. Although the President's action shall be final, the faculty member may appeal adverse findings to a subcommittee of the Board of Trustees.
- 8. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the President. The request must be in writing and filed within fourteen (14) days* after final notification by the President. If the affected faculty member does not timely request the Board's review of the President's findings and recommendations, the President's determinations become final and binding.
- 9. If the appeal is filed timely, the Board has the discretion to determine whether the review will be a de novo hearing or a review of the record.
- 10. Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Board, have been concluded.

Exceptions to Due Process Procedures

Title IX infractions: Pursuant to federal law, the appeals procedures for these infractions are separate and are detailed in the University's [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures](#).

Reorganizations, reductions in force, and nonrenewal of non-tenured faculty contracts: This procedure shall not be construed to limit the administrative discretion of the President to elect not to renew contracts of non-tenured personnel of the University or to terminate or abolish certain positions in the University for economic or other legitimate, nondiscriminatory, and constitutionally permissible reasons.

At will employees: At will employees are not entitled to due process procedures upon their termination from employment unless the President expressly grants them that right in a letter imposing the adverse action.

Definitions

The term "University" when used herein without further designation shall refer to the University of North Alabama.

The term "President" when used herein without further designation shall refer to the President of the University of North Alabama.

*Excludes weekends, University recognized holidays, and periods during which the University is closed.

2.9 FACULTY RECORDS

Permanent record files for faculty members are maintained in the Office of the Provost and Executive Vice President for Academic Affairs. Included in these files are employment agreements, personal data records, official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials, correspondence, and other relevant materials. Faculty records related to payroll are maintained in the Business Office; those records relating to benefits are maintained in the Office of Human Resources. All faculty records are maintained with proper regard for security and confidentiality. Access is limited to those persons whose positions carry authorization for record use and review. Faculty members may inspect their records by appointment.

Faculty members are expected to assist in keeping their records current by reporting changes affecting directory information, tax and benefit records, additional training and degrees, research, special honors and recognitions, offices and memberships, publications, and other pertinent information.

New appointees should contact the Office of Human Resources immediately to complete all appropriate forms, including tax withholding forms, applications for insurance, retirement system membership, and other university benefits. This must be done at least two weeks prior to the end of the month in which first payment is to be made.

2.10 APPLICATION OF HANDBOOK

The provisions of this Handbook are general guidelines the University intends to apply in every applicable case. None of these provisions is intended, however, to induce continued employment or otherwise to be an offer of a contract of employment for a definite duration or to constitute an employment contract or to create a property interest under Alabama or Federal law. Initial employment contracts, and notices of promotion and tenure, are in the form of separate documents as specified in Section 2.3.2 above and must be in writing and signed by the President of UNA. This section shall not be construed, however, to affect adversely the rights of tenured faculty members in any way.

APPENDIX 2.E

(This promotion and tenure policy covers faculty hired prior to 2017-2018 who did not opt in to the current promotion and tenure policy)

2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and 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. The individual 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 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.
2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including 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 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.

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3. Effectiveness in Rendering Service. The individual 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 university development and growth; 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, 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 Promotion, Tenure, and Appointment

Faculty ranks of the University, including librarians, educational technologists and supervising teachers at Kilby School, are instructor, 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. 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. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and Provost/VPAA 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, 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 college deans and Provost/VPAA to monitor equity of expectations across the University.

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The following criteria and procedures below do not apply to the Department of Military Science because of the special nature of that department. Faculty from the Department of Military Science will not serve on promotion committees.

Minimum Qualifications by Rank

1. Instructor/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. Assistant Professor. Appointment and/or promotion to this rank 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.
3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years' appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.
4. Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by university policy. A minimum of 12 years' appropriate cumulative experience specific to the discipline is also required, at least three 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.

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

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2.5.3 Procedure for Promotion

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits by e-mail to the department chair, dean, and Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and notify the candidate by May 15. ~~By October 1,~~ the candidate submits an electronic portfolio via the online database that UNA has established for this purpose ~~by October 1.~~

The electronic portfolio will contain the following, be housed on the online database that UNA has established for this purpose, and be accessible only by the administration and committee members involved in the promotion review process:

1. Application for Promotion (See Appendix 2.F)
2. Current Resume or Vita pulled into application via the online database that UNA has established for this purpose
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
3. Supporting information for the following items** - submitted via the online database that UNA has established for this purpose
 - a. Teaching/Library Effectiveness
 - b. Scholarly or creative performance
 - c. University and community service
 - d. Any other relevant information

**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. The candidate should address the essential portfolio components via the online database that UNA has established for this purpose.

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4. A cover letter (optional) in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area, in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicating which of the areas in item 3 should be weighed more heavily or less heavily than others.

Responsibility of the Peer Promotion Committee

In the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing, this committee will consist of all tenured members in a candidate's department who are not applying for promotion. The department chair will not serve on the committee; however, the department chair will convene the first meeting and supervise the election by secret ballot of a chairperson, from among the members of the committee. In Collier Library and Educational Technology Services, the committee will consist of all tenured members of the candidate's area who are not applying for promotion.

The dean will then perform the functions of the department chair as outlined above. The peer promotion committee members will review the candidate's portfolio and will prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, ~~and~~ be recorded on the Promotion ~~and/or Tenure Evaluation Recommendation~~ Form. ~~By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form, and submitted~~ via the online database that UNA has established for this purpose ~~no later than November 15~~. This ~~written~~ evaluation, composed by the candidate's peer committee, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a committee of three, adding to that department's tenured faculty (not applying for promotion), other tenured faculty from the college.

Responsibility of the Department Chair

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When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, ~~and~~ be recorded on the Promotion ~~and/or Tenure Recommendation~~ Evaluation Form. ~~No later than December 1, the department chair will~~ ~~and submitted the evaluation form~~ via the online database that UNA has established for this purpose ~~no later than December 1~~. This ~~written~~ evaluation, composed by the candidate's department chair, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). The department chair will also provide written feedback to each candidate regarding the strengths and weaknesses of the candidate's portfolio when the final promotion decisions are announced in April. It will be the responsibility of the department chair to confirm the candidate meets the university's eligibility requirements (e.g., years of service) for promotion to the rank being sought.

Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and department chairs. The dean will prepare ~~an~~ ~~written~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, ~~and~~ be recorded on the Promotion ~~and/or Tenure Recommendation~~ Evaluation Form. ~~By February 1, the dean will~~ ~~and submitted the evaluation form~~ via the online database that UNA has established for this purpose ~~by February 1~~.

Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member (tenured Associate and Full Professors) from each constituency plus at-large faculty to total nine. The committee will select a vice

chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in June, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

Duties of the committee may include, but are not limited to, reviewing tenure and promotion portfolios for content; reviewing procedures/processes for adherence to stated policies with respect to tenure and promotion criteria; ensuring the missions, learning objectives, and goals of the University, various colleges, and specific departments are being met in concordance with one another with respect to tenure and promotion criteria; and concurring with, or not, the recommendations of candidates for tenure and promotion. The University-Wide Promotion and Tenure Portfolio Review Committee will focus on the portfolio (including all forms as described in section 2.5.3). Supplementary materials will be maintained on the online database that UNA has established for this purpose. The language specified in section 2.5.3 with regard to evaluation of candidates' credentials [indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended] should be used at all levels and on all evaluation documents, and be recorded on the Promotion and/or Tenure Recommendation Evaluation Form, ~~and~~ By March 15, the committee chair will submit the evaluation form via the online database that UNA has established for this purpose ~~by March 15~~. All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.5.3) will be considered as non-responsive and rejected. All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found at the end of Appendix 2.E.

As soon as the new committee membership is determined and constituted, the chair will call a meeting for the express purpose of orienting the committee, especially incoming new members, to the established procedures and guidelines for the committee. All members of the committee must participate in this orientation. Departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available on the online database that UNA has established for this purpose, the committee will begin the review process. Every member of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of

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the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Provost and Executive Vice President for Academic Affairs. After discussing the portfolios with the committee, the Provost and Executive Vice President for Academic Affairs will forward the committee's concurrence, or lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Responsibility of the Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs will review the candidate's portfolio and the recommendations from each peer promotion committee, department chair, and dean. By April 15, the Provost and Executive Vice President for Academic Affairs will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and will recommend for or against the granting of promotion and/or tenure to the President.

~~Following the decisions made by the President as outlined below, the Provost and Executive Vice President for Academic Affairs will inform the college or area dean of the success or failure of the candidates as soon as possible, but not later than April 22. Candidates will be notified by the deans by May 1. Promotions will become effective on the first day of the following fall semester.~~

Responsibility of the President

~~The President will review the individual portfolios and all recommendations. Based upon these, and in consultation with the Provost and Executive Vice President for Academic Affairs, the President will establish a tentative promotion list, which will be shared with the Provost and Executive Vice President for Academic Affairs and the academic deans for their final input. Informed by this process, By April 22, the President will make the final decision on promotion for each candidate by April 22. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall try to ensure that the number of promotions (including department chairs) each academic college and Collier Library/Educational Technology Services receives is fair and equitable. No later than May 1, letters of notification from the President's Office will be mailed to all candidates, with copies to the respective dean and department chair. Promotions will become effective on the first day of the following fall semester.~~

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B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion committee will be ~~sent directly to the dean of the college no later than November 15~~ submitted via the online database that UNA has established for this purpose. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the department chair's portfolio and, by February 1, will ~~submit forward~~ submit his or her evaluation form and the peer promotion committee's evaluation to the Provost and Executive Vice President for Academic Affairs ~~by February 1~~ via the online database that UNA has established for this purpose. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By April 15, the Provost and Executive Vice President for Academic Affairs will review the department chair's portfolio, recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

2.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never automatic. Normally, tenure is granted after a faculty member has been evaluated by the tenured faculty members in a department, the department chair, the college dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if good and sufficient reasons exist for doing so.

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of assistant professor will serve a probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the

Commented [VRP1]: This will be proposed for deletion once everyone on the former policy receives tenure.

academic rank of associate professor will serve a probationary period of four successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year. A faculty member holding the academic rank of instructor, assistant professor, associate professor, or professor may, at the discretion of the university administration, be granted leave without breaking the successive years of employment for tenure purposes, but years of leave will not count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

1. The Office of the Provost and Executive Vice President for Academic Affairs shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or terminal academic year contract. This notice shall be made in writing and placed in the faculty member's campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.
2. By October 1 of the final academic year of probationary status, the faculty member will present ~~to the department chair electronically~~ an updated tenure review portfolio which provides evidence of accomplishments specific to the criteria as outlined in section 2.5.1 ~~via the online database that UNA has established for this purpose.~~

~~Applicants for tenure will limit their portfolios to a maximum of 15 pages, including a current vita not to exceed five pages and supporting narrative not to exceed 10 pages. Supplemental materials may be provided but should be separate from the portfolio via the online database that UNA has established for this purpose.~~
3. If a member of the teaching faculty ~~has not wishes to present~~ a student evaluation composite or overview as part of teaching effectiveness, ~~it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean must be submitted via the online database that UNA has established for this purpose.~~
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department and supervise the election, by secret ballot, of the chairperson from among the members of the committee. It is the responsibility of the department tenure committee to prepare an ~~evaluation~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and by majority vote to recommend for or against the

granting of tenure and, by November 15, to submit the evaluation form via the online database that UNA has established for this purpose through the department chair to the college dean all of the information relating to the tenure recommendation by November 15.

5. It is likewise the responsibility of the department chair to prepare an ~~written~~ evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and to recommend for or against the granting of tenure and, by December 1, to submit the evaluation form via the online database that UNA has established for this purpose forward to the college dean all of the information relating to the tenure recommendation by December 1.
6. The college dean will review the materials presented by the department tenure committee and the department chair and will prepare an ~~written~~ evaluation on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for tenure and recommend for or against the granting of tenure and, by February 1, to submit the evaluation form via the online database that UNA has established for this purpose forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by February 1.
7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean, and, by March 15, will submit the evaluation form via the online database that UNA has established for this purpose make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by March 15.
8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President by April 15.
9. The final decision for or against the granting of tenure will be made by the President by April 22, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than May 1 of the faculty member's final academic year of the probationary period. Probationary faculty who receive non-renewal notices as a result of tenure review will be retained for one academic year of employment prior to separation from the institution.

The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

UNA PROMOTION PROCESS	
TASK	TARGET DATE

Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion.	May 1
Department Chair verifies, with the Office of the VPAA/Provost, whether the candidate is eligible for promotion and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	November 15
Department Chair reviews portfolio, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and submits Promotion Recommendation Form via the online database that UNA has established for this purpose.	March 15
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs VPAA/Provost.	April 22

2E-12

VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	May 1 (promotions become effective on the first day of the following fall semester)
Written feedback from department chair and/or dean is provided to candidates.	May 1

2E-13

*If target date falls on a university non-workday, the next workday applies.

2E-14

Summary of Comments on UNA Faculty Handbook -- full version - Link Updates KKC 09.24.2020.pdf

Page: 11

📌 Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:23:31 AM

This link is incorrect. The correct link is: <https://www.una.edu/employee-policy-manual/PDFs/Policies/Equal%20Employment%20Opportunity%20and%20Harassment%20Policy.pdf>. Also, the policy title changed to: Equal Employment Opportunity and Harassment Policy.

📌 Author: kkharp Subject: Sticky Note Date: 9/24/2020 11:24:15 AM

This title and link is incorrect as well. Title online is: Nepotism (Employment of Relatives) and the link is: <https://www.una.edu/employee-policymanual/PDFs/Policies/Nepotism.pdf>.

Appendix C

October 12, 2020

MEMORANDUM

To: Shared Governance Executive Committee

From: Student Government Association

Re: **Requested Revision of UNA Parking Regulations for Freshman Commuters**

Please see the excerpt from the UNA Student Handbook listed below. The current policy states that all freshman commuters be required to park in off-campus lots during University regular business hours. The attached presentation includes historical information and data related to available on-campus parking lots and space use, along with identification of specific lots that could be used for freshmen commuter students based on usage data. The presentation also includes data from other institutions which shows that most peer institutions allow for on-campus freshman commuter parking.

SGA believes that the availability of freshman students to park on campus will improve the experience for first-time students and will offer convenience for students who have off-campus responsibilities (employment, family matters, etc.). Additionally SGA believes parking on campus may contribute to freshman commuter students' safety.

Based on the data, provided, and the availability of parking at UNA, SGA requests that freshman commuters be allowed to park in lots M, O, W, and Connie B. McKinny Center Parking.

Excerpt from UNA 2020-2021 Student Handbook

"7:00 a.m. to 4:00 p.m. – Freshman Commuters park in off campus lots and utilize the UNA shuttle service. Freshman commuters are not allowed to park on campus during regular business hours. Available off campus lots and shuttle routes are available at una.edu/transportation/bus-schedule.html."

Requested Revision

"7:00 a.m. to 4:00 p.m. – Freshman Commuters park in lots M, O, W, Connie B. McKinny Center parking lots in WHITE LINES."

Thank you for your consideration. Please reach out for any additional information.

The University of North Alabama
Student Government Association

Resolution

Submitted by Senator Walton

Resolution 20-03

September 3, 2020

Whereas; there are roughly six hundred (600) University of North Alabama freshman commuter students that are not permitted to park on campus; and,

Whereas; the only University of North Alabama students that are not permitted to park on campus are freshman commuter students; and,

Whereas; freshman commuter students who are involved on campus, work outside jobs, or have other obligations need to park on campus so that they can arrive to and leave their classes and activities safely and efficiently; and,

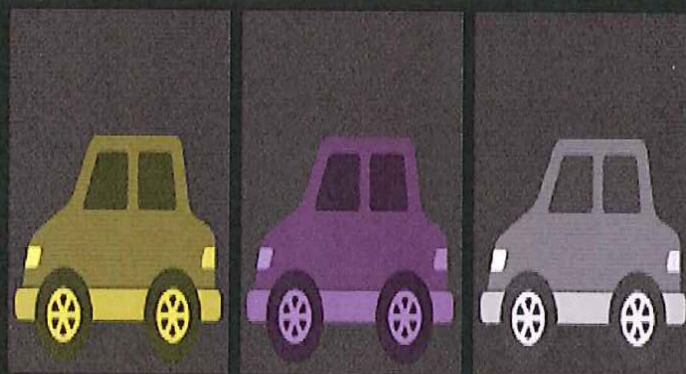
Whereas; freshman commuter students pay tuition and fees like fellow full-time and Early College students who have parking privileges;

Therefore; let it be resolved that the Student Government Association requests that freshman commuter students be allowed to park in the following University of North Alabama parking lots: Lot M, Lot O, Lot W, and the Connie B. McKinny Center lot; and,

Therefore; let it further be resolved that copies of this resolution be sent to President Kenneth Kitts, Vice President Ross Alexander, Vice President Kevin Haslam, Vice President Evan Thornton, Vice President Kimberly Greenway, Mr. Mark Linder, Vice President Ron Patterson, and Ms. Hollon McCullar.

Passed and approved by the Student Government Association this ____ day of ____, ____

Proposal to Allow Freshman Commuters to Park on Campus



Current Policy

"UNA TRANSIT (Freshman Commuter) - 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" (UNA).

<https://www.una.edu/transportation/where-do-i-park.html>

History

- In 2011, UNA implemented a policy that prevented freshman commuters from parking on campus.
- For 9 years, locals that attend UNA have been dissatisfied with this policy. Many will agree this policy was put in place to encourage freshman commuters to live on campus.
- While the university saw this policy as a way to relieve parking issues and encourage involvement on campus, this policy is one that can be interpreted in a negative light.

Freshman Commuter Statistics

According to Dr. Molly Mathis, Director of Institutional Research at UNA, the preliminary number of freshmen for Fall 2020 is 1330, with 606 off-campus.

**45.6% of freshman are
commuters.**

All of these commuters cannot park on campus with the exception handicapped students and veterans.

Parking Permit Statistics

- 281 Freshman Commuter Permits (623 Eligible)
- 2735 Commuter Permits (5778 Eligible)
- 901 Resident of Mattielou, Olive, Rice/Rivers, Covington, Hawthorne or Twin Oaks Permits.
- 97 Resident of Appleby Permits.
- 50 Resident of Lafayette Permits.

Data according to Ms. McCullar, Transportation Services and University Police Department Coordinator.

- 281 Freshman Commuter – Off-Campus

279 (close off-campus) + College View Church (shared with everyone)

Total: estimated 320

- 2735 Commuter – White Space Only

1885 (shared with residents, staff)

Total: 1885

- 901 Resident of Mattielou, Olive, Rice/Rivers, Covington, Hawthorne or Twin Oaks Permits – Red Zones, Parking Deck or Lot O

110 (res) + 660 + 149 (shared with commuters, staff)

Total: 919

- 97 Resident of Appleby – Lot Z Red or White Lines

210 (shared with commuters, staff) + 38 (res)

Total: 248

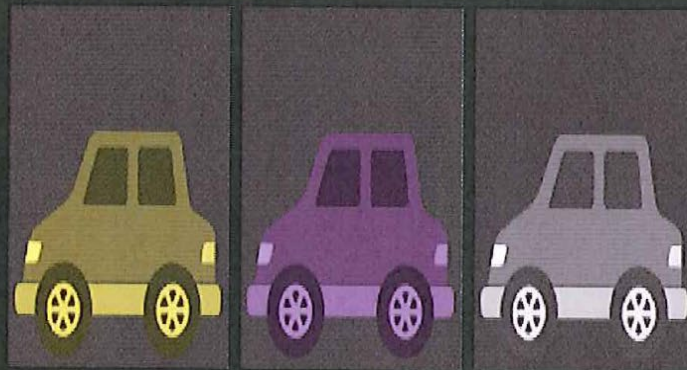
- Resident of Lafayette – Lot K or H

177 + 32 (shared with commuters, staff)

Total: 209

Other Colleges

(data as of 2019)



Peer Institutions

Allows:

1. Columbia State University
2. McNeese State University
3. Jacksonville State University
4. University of North Carolina
5. West Texas A&M University
6. Winthrop University
7. Southern University and A&M College
8. Austin Peay State University

Does Not:

1. Morehead State University

There is no distinction between commuter and freshman commuter at the universities that allow freshman commuters to park on campus.

Atlantic Sun Conference

Allows:

- Florida Gulf Coast University
- Jacksonville University
- Kennesaw State University: different price points for different lots.
- Lipscomb University: very few park-pass only.
- New Jersey Institute for Technology
- University of North Florida: offers multiple permits.
- Stetson University: no distinction between freshman commuter and commuter.

Does Not:

- Liberty University: students park near campus and ride bus. Liberty has over 100,000 students.

Local Competition

Allows:

- University of Alabama Huntsville
- University of Alabama Birmingham
- University of Mississippi (Ole Miss)
- Auburn University

There is no distinction between commuter and freshman commuter at the universities that allow freshman commuters to park on campus.

Data Sources

Columbus State University:

<https://parking.columbusstate.edu/docs/1819ParkingCode.pdf>

McNeese State University:

<https://www.mcneese.edu/police/parking>

Jacksonville State University:

<http://www.jsu.edu/police/traffic.html>

University of North Carolina -
Pembroke:

<https://www.uncp.edu/campus-life/police-and-public-safety/parking-and-traffic/parking-registration>

West Texas A&M University:

<http://www.wtamu.edu/webres/File/University%20Police/Parking%20Rules%20%26%20Regulations%202018%20%26%20>

[202019%20\(1\).pdf](#)

Winthrop University:

<https://www.winthrop.edu/police/default.aspx?id=20378>

Southern University and A&M College:

<http://www.subr.edu/page/44>

Morehead State University:

https://www.moreheadstate.edu/Administration/Police/Parking-Info#parking_regulations

Austin Peay State University:

<https://www.apsu.edu/student-affairs/student-handbook/code-of-student-conduct/traffic-parking-regulations.php>

Data Sources

Florida Gulf Coast University:

<https://www2.fgcu.edu/parking/>

Jacksonville University:

<https://www.ju.edu/campuslife/living/commuter-student.php#g-park>

Kennesaw State University:

https://parking.kennesaw.edu/parking/permit_options_and_pricing.php

Lipscomb University:

<https://www.lipscomb.edu/student-life/student-services/security>

New Jersey Institute of Technology:

<https://www.njit.edu/parking/rules.php#rules>

Liberty University:

<https://www.liberty.edu/administration/lupd/index.cfm?PID=19238> ;

<https://www.liberty.edu/map/> ;

<https://www.liberty.edu/aboutliberty/index.cfm?PID=6925>

University of North Florida:

https://www.unf.edu/parking/Permits_and_Rates.aspx

Stetson University:

<https://www.stetson.edu/administration/public-safety/parking/designated-parking-areas.php>

UNA Has Available Parking



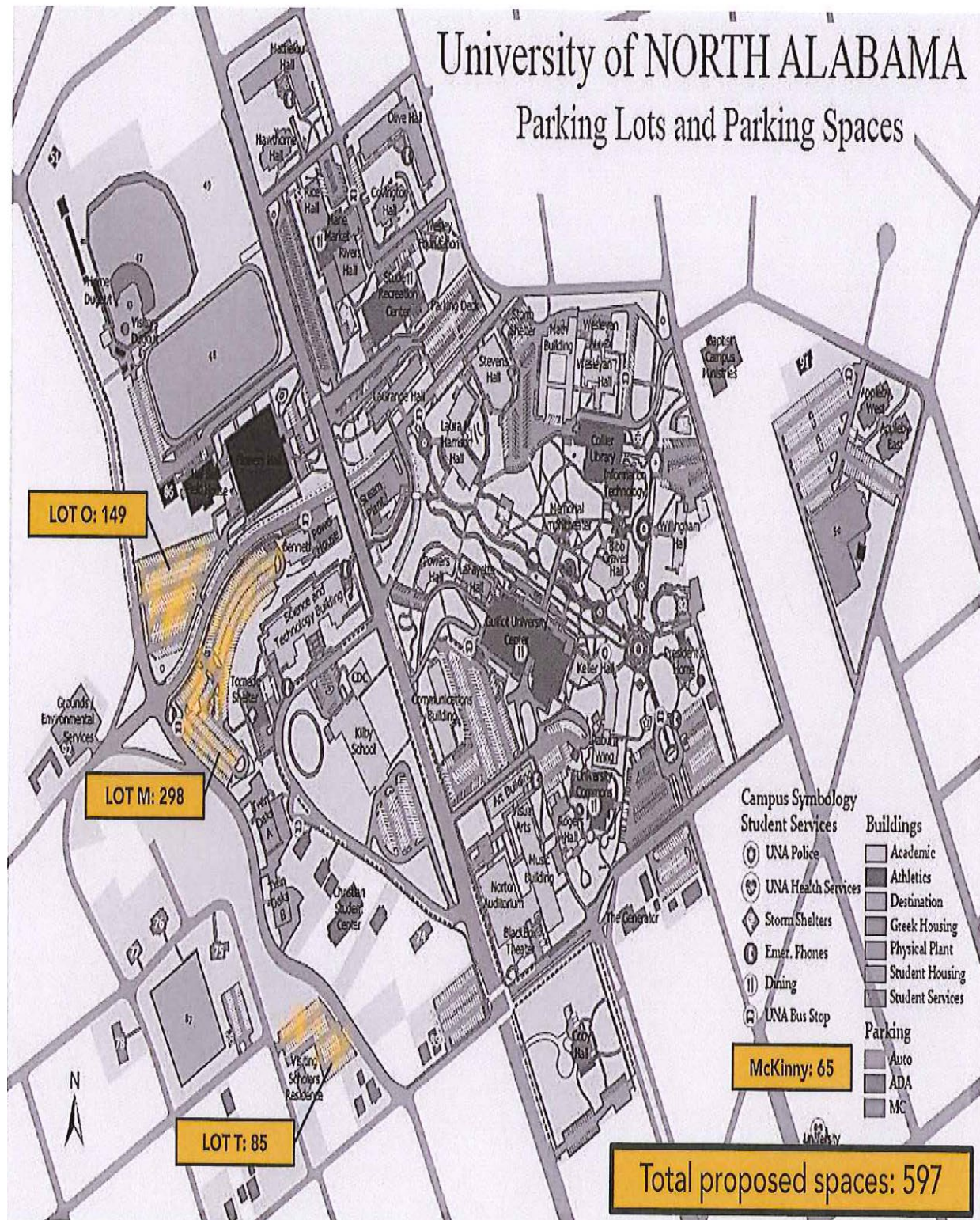
Science Building Parking
02/28/2019
Thursday 9:27am



Science Building Parking
02/27/2019
Wednesday 12:51pm

Parking Lots and Parking Spaces

Parking Lots and Parking Spaces



Appendix D

Faculty Handbook Oversight Charge

Based on the bylaws set forth in the Faculty Senate Constitution, Article VI. Section D. which states:

The Senate shall: [...] (2) establish such Senate committees as it deems desirable [...]

In the April 11, 2019 Faculty Senate meeting, the Senate voted to amend the Faculty Senate Constitution as follows.

Under ARTICLE VI. Section G. Committees:

e. Faculty Handbook Edit Oversight Committee -- this committee shall consist of three members including a Chairperson; its duties shall consist of coordinating and reconciling all edits to the Faculty Handbook as approved by the Faculty Senate and through the shared governance process with the appropriate administrative assistant assigned this responsibility by the VPAA/Provost. This committee will reconcile all edits made to the Faculty Handbook during the academic year with the existing official Faculty Handbook and approve an updated, official Faculty Handbook as published by the Office of the VPAA/Provost by May 31 of each year.

If approved, in accordance with Article VIII, Section B. this new committee will be listed as Article VI. Section G. Subsection 1-e. The current VI; B, 1-e will become 1-f and the current 1-f will become 1-g.

In accordance with Article VIII. Section B. "Amendments adopted by the Senate shall become effective when approved also by the President of the University."

Therefore, I submit to you the formal request of the Faculty Senate that you approve this amendment.

Appendix E

Graduation Application Deadline Dates

Policy

Currently the deadlines for students to apply for graduation are as follows:

Fall – November 1st

Spring – April 1st

Summer - July 1st

It is requested to move the deadlines up one month to the following:

Fall – October 1st

Spring – March 1st

Summer - June 1st

Rationale

Moving the dates up one month provides the following benefits:

- It allows more time for departments to review degree check outs and submit necessary substitutions, waivers, etc.
- It allows more time to work on possible resolutions to graduation deficiencies. For example, in the Fall and Spring terms, the 2nd 8 weeks could provide an opportunity to register a student for a missing requirement.
- It allows more time for our office to verify commencement participation.

Summary

The previous decision to move the graduation application deadline to the current dates may have been made pre-maturely. The intent was to allow students more time to decide if they wanted to apply, but in actuality, most students who are consistent in their advising appointments will know of their intent to graduate well ahead of one month before the end of the semester.

By moving the dates up one month, we're providing a better service to our graduates by identifying deficiencies earlier with more time to identify possible options or allow the student to move their graduation application forward to the next semester so they can develop their class schedule accordingly.

Respectfully submitted,

Mitch Powell
Interim Registrar

Appendix F

Dropout Detective FAQ

I. What is Dropout Detective?

Dropout Detective is a student retention and success solution that integrates directly with Canvas to provide a “risk index” of how likely it is that each student will drop out of or fail their course(s). The program pulls together the different reasons a student is at risk and makes it easy to quickly go through and look at what might be happening with a student.

II. What information will faculty be able to access in Dropout Detective?

In each of their individual courses in Canvas, faculty will have the option of clicking on Dropout Detective, which will provide them with a risk index for all of the students in a particular course based on their grade in the class, number of missing assignments, etc. Faculty already have access to this information in Canvas via the gradebook, clicking on individual assignments, etc. All Dropout Detective will do is make this information more easily accessible so that faculty can quickly determine which students are at the most at-risk in a particular class.

III. Does Dropout Detective violate FERPA or student confidentiality?

The use of Dropout Detective, which includes the use of student information in Canvas, is in compliance with UNA’s [FERPA policy](#).

Students are allowed to complete a Non-disclosure of Directory Information Form to keep directory information confidential. However, FERPA states that **educational records** can be disclosed to University officials with legitimate educational interests. FERPA allows an instructor or other staff with legitimate educational interests (e.g., academic advisors) to view a student’s educational records and contact a student regarding their academic progress.

IV. Will I be able to view any student in my course(s) using Dropout Detective?

UNA’s current contract with Dropout Detective includes **undergraduate students only**. After Dropout Detective has been successfully implemented with our undergraduate student population if a need is identified to include graduate students in Dropout Detective, UNA will consider adding that student population to our contract.

V. Will faculty be required to use Dropout Detective?

No, faculty will not be required to use Dropout Detective. However, faculty may find Dropout Detective to be a more efficient way to identify students at-risk of dropping out of or failing their course(s).

VI. Are faculty required to reach out to students who are at-risk in their course(s)?

Faculty are not required to reach out to students who are at-risk of dropping out of or failing their course(s). However, providing regular, substantive feedback to students is an essential part of the learning process; therefore, offering frequent and productive feedback to all students in your courses is a highly recommended best practice.

VII. If faculty members choose to utilize Dropout Detective, how often should they review Dropout Detective in their course(s)?

Dropout Detective will automatically update on a nightly basis, and faculty may review Dropout Detective as often as they like. It is recommended that faculty review Dropout Detective for their course(s) on “quarterly” basis at a minimum. For a 16-week class, that would be every four weeks. For an 8-week class, that would be every two weeks.

VIII. What are best practices for intervening with students who are at-risk?

Most faculty already have a system for reaching out to students who are at-risk of dropping out of or failing their course(s). It may be through an email, a chat after class, or a scheduled face-to-face or online appointment. All of these methods are appropriate and serve the purpose of trying to connect students with the resources they need to achieve academic success.

IX. What are the resources available to students on-campus?

While the list below is by no means exhaustive, it does provide an overview of some of the most commonly utilized student success resources on-campus. All resources listed below are available face-to-face or online. For more information about resources that support student success, please reach out to the University Success Center at successcenter@una.edu or (256) 765-4722

[Disability Support Services](#) – Provides assistance with the provision of accommodations for students diagnosed with learning, physical, and/or psychological disabilities.

[Educational Technology Services](#) – Provides assistance with educational technology tools, including UNA’s learning management system, Canvas.

[Information Technology Services](#) – Provides assistance with technology solutions, including issues with email and student login.

[Mitchel-West Center for Social Inclusion](#) – Provides assistance with education, research, community, and advocacy by working with diverse groups on-campus, in the Shoals, and across the state and region.

[Office of Student Financial Aid](#) – Provides assistance with identifying sources of funding to support the cost of college attendance.

[Office of the Registrar](#) – Provides assistance in the determination of credits that will apply toward degree completion, including transfer credits.

[Student Counseling Services](#) – Provides assistance with assessment of student needs/problems, short-term counseling, group presentations, crisis intervention, and the facilitation of referrals.

[Student Engagement Services](#) – Provides assistance with connecting students with opportunities for campus and community engagement.

[University Career Center](#) – Provides assistance with career advising and professional development, including résumé development and mock interviews.

[University Case Management](#) – Provides assistance to students experiencing difficult situations (e.g., illness or injury) through advocacy, resources and referrals, and follow-up services.

[University Success Center](#) – Provides academic support services designed to empower students to achieve their highest academic potential.

[Academic Tutoring Services](#) – Provides assistance with peer tutoring for most 100 and 200 level general education courses.

[Center for Writing Excellence](#) – Provides assistance with writing assignments across the curriculum, undergraduate and graduate.

[Mathematics Learning Center](#) – Provides assistance with most 100 and 200 level general education mathematics courses.

[Testing Services](#) – Provides assistance with academic testing, including ACT, SAT, GRE, MAT, and PRAXIS.

[University Advising Services](#) – Provides assistance with advising for majors and other academic counseling services.

VIII. Will faculty have access to their advisees in Dropout Detective?

Faculty who also serve as advisors will not have access to their advisees in Dropout Detective at this time.

IX. How will Dropout Detective be utilized at UNA on a larger scale?

In January, UNA is holding a two-day Rapid Improvement Event (January 19 & 21) that will focus on our current processes for at-risk students. One of the goals of the event will be to determine how to most effectively utilize Dropout Detective at UNA to identify our at-risk students and provide early intervention. A diverse group of community stakeholders will participate in the event, including faculty members, professional advisors, and the Associate Deans from all four

academic colleges. Please reach out to your respective Associate Deans if you have any questions or concerns that you would like the group to discuss during the event.

X. There are two Dropout Detective Instructor Trainings in January. Do faculty need to attend both trainings?

Both trainings will cover the same information. They are just being held at two different times to try and accommodate as many faculty as possible. A recorded training will be posted in Canvas for those who are unable to attend either of the live trainings. Faculty can also self-

select into a Canvas course that provides an overview of Dropout Detective by visiting the following the link: <https://una.instructure.com/enroll/TT99ML>.

X. Are faculty required to attend a Dropout Detective training?

No, faculty will not be required to attend the training. However, faculty are strongly encouraged to attend the training or self-select into the Canvas course that provides an overview of Dropout Detective, because learning about the tool is the only way to determine whether or not a faculty member may find it useful.

XI. When are the Dropout Detective Instructor Trainings in January?

January 15 at 2:00pm (CST)

Click to Join Zoom Meeting on January 15

<https://us02web.zoom.us/j/88488830699?pwd=aE1EL2U5QS9pc2xmNjNja0FDNHgrdz09&from=addon>

Meeting ID: 884 8883 0699

Passcode: 978310 One tap mobile

January 27 at 3:00pm (CST)

Click to Join Zoom Meeting on January 27:

<https://us02web.zoom.us/j/85992799228?pwd=TzI3Z2VLTEN1aVQzRm41M3BZbkIPdz09&from=addon>

Meeting ID: 859 9279 9228

Passcode: 072010 One tap mobile