

Agenda of the Faculty Senate  
March 10, 2022  
Zoom Meeting  
3:30-5:00pm

- I. Recognize proxies
- II. Approval of agenda
- III. Approval of minutes from February 10, 2022
- IV. Remarks from Dr. Ken Kitts, President
- V. Remarks from Dr. Ross Alexander, Provost/EVPAA
- VI. Remarks from Dr. Jason Watson, Faculty Senate President
- VII. Athletics report to the Faculty Senate – Dr. Jeff Ray (Faculty Athletics Representative)  
and Dr. Josh Looney (UNA Director of Athletics)
- VIII. Reports
  - a. Standing Committees
    - i. Faculty Affairs
      - 1. UNA Conflict of Interest and Financial Disclosure Policy (SGEC: FS)
      - 2. Proposal for handbook change in Tenure and Promotion (Faculty Exec)
      - 3. Faculty Workload Adjustment (SGEC: FS)
    - ii. Academic Affairs
    - iii. Faculty Attitude Survey
    - iv. Faculty Handbook Oversight
- IX. Unfinished Business
  - a. Tobacco-Free Policy Proposal for UNA (SGEC: FS, Staff, Student)
- X. New Business
  - a. Proposal for Faculty Handbook Policy Revision – Adjunct Faculty Ratio (SGEC: FS)
  - b. Statement of Endorsement of Simple Syllabus Public-Facing Syllabus Repository Website (ETS: FS)
- XI. Information items

XII. Adjourn

## **Faculty Senate Minutes**

10 February 2022

### **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 Watson presiding.

### **I. Recognized Proxies and New Senators**

George Makowski for Ansley Quiros

Ashley Johnson for Jillian Stupiansky

### **Members in attendance**

Lori Alford, Alejandra Alvarado-Brizuela, Rae Atencio, Lisa Ann Blankinship, Tabitha Blasingame, Greg Buckley, Cory Cagle, Justin Carter, Chris Cottingham, Frank Diaz, Felicia Harris, Betsy Heckert, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Lisa Kirch, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Prema Monteiro, Katie Owens-Murphy, Cheryl Price, Jason Price, Chris Purser, Craig, Robertson, Patrick Shremshock, Lindsey Sherrill, Sunhui Sim, Kevin Stoltz, Jessica Stovall, Jason Watson, Laura Williams, Gretchen Windt

### **Members not in attendance (without proxy)**

Dan Burton, Lisa Clayton, Litzy Galarza, Jessica Mitchell, Vince Salpietro, Pete Williams

### **II. Approval of the Agenda**

Minutes approved as distributed.

### **III. Approval of minutes from the 13 January 2022 Meeting**

Minutes approved as distributed.

### **IV Remarks from Dr. Ken Kitts, UNA President**

- Rezoning of 4<sup>th</sup> District post 2022 election cycle
- Decrease Omicron variant cases

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

- 12<sup>th</sup> consecutive term for record enrollment
- 11% ahead of Summer 2021 enrollment numbers

### **VI. Remarks from Dr. Jason Watson, Faculty Senate President**

- Thank you to faculty who work in Shared Governance

### **VII. Reports**

#### **Standing Committees**

- Faculty Affairs – Senator Owens-Murphy (Chair) provided updates

- UNA Conflict of Interest and Financial Disclosure Policy (SGEC:FS) – Policy is current with Dr. Buchanan
- Proposal for handbook change in Tenure and Promotion (FSEC) – It was found 1999 Promotion and Tenure (P&T) guidance permitted a suggested weighting of teaching/ scholarly activity/ service in the accompanying cover letter but that P&T committees are not required to follow the suggested weighting. Discussion followed.
  - Motion: Find out information on how and if departments weight P&T processes. Proposed: Senator Stovall, 2<sup>nd</sup>: Senator Alvarado-Brizuela
- Academic Affairs – No report.
- Faculty Attitude Survey – No report.
- Faculty Handbook Oversight – No report.

#### **IX. Unfinished Business**

- None

#### **X. New Business**

- Replacement for CASE Undergraduate Curriculum Committee for 2020-2022 term – Elected: Dr. Freda V. Coleman-Reed (by majority)
- Non-traditional and Interdisciplinary Curriculum Committee – Elected: Dr. Andrea Nate (by majority)
- Faculty Workload Adjustment (SGEC: FS) – Faculty Affairs requests that a proposal be drafted to address compensation for collaborative taught courses. The memo will be sent to Shared Governance. Motion: Accepted after discussion.
- Tobacco Free Policy – This item will carry over to old business. Senators are asked for thoughts of their constituents.

#### **XI. Information Items**

- None

#### **XII. Adjourn**

- Motion to adjourn proposed by Senator Carter and seconded by Senator Stovall. Meeting adjourned at 4.31pm.

***DRAFT 02.22.2022 University of North Alabama  
Conflict of Interest and Financial Disclosure Policy***

Prepared for  
**The University of North Alabama**

By  
**The Office of Grants and Sponsored Programs**  
<http://www.una.edu/sponsored-programs>

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**Dates of Approval**

General Counsel: 02/12/2021  
University Grants Council (review and comment): 02/03/2021  
Council of Academic Deans: 05/10/2021  
Shared Governance Executive Committee:  
Faculty Senate:  
Staff Senate:  
Student Government Association Senate:

**THE UNIVERSITY OF NORTH  
ALABAMA  
CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE POLICY IN  
RESEARCH AND OTHER SPONSORED PROGRAMS**

**I. BACKGROUND**

The University of North Alabama (UNA) realizes that actual or potential conflicts of interest may occur in the normal course of research and other sponsored activities. The University has developed this policy relating to conflicts of interest applicable to all UNA investigators. The policy applies to all Sponsored Programs, including federal, state and local government; industry; or not-for-profit sponsors. The policy also covers UNA intellectual property licensed to an entity in which a UNA investigator owns an interest or serves as an employee, officer, or member of the Board of Directors regardless of the source of funding. The policy is to be administered in conjunction with laws and policies setting forth standards of conduct including Title 42 Code of Federal Regulations (CFR) Part 50, Subpart F; Title 45 CFR Part 94; and the Ethics Act of the State of Alabama.

The Public Health Service (PHS) (which includes the National Institutes of Health) and the National Science Foundation (NSF) have regulations promoting objectivity in research by requiring that a university applying for grants or cooperative agreements for research insure that there is no reasonable expectation that the design, conduct, and reporting of the research to be funded pursuant to the application will be biased by any significant financial interest of the investigator or other personnel with decision making capacity working on the research and that the research environment is one that promotes faithful attention to high ethical standards. In further support of this expectation the federal government has issued an agency-wide requirement that policies and procedures regarding financial conflicts of interest be issued on research and other sponsored programs federally funded. The University has adopted this Policy on Conflict of Interest to prevent or resolve, through management and/or mitigation, real or apparent conflicts that may exist in relation to research, instruction, and service activities undertaken by University investigators.

**II. POLICY STATEMENT RELATING TO CONFLICTS OF INTEREST**

It is the purpose of this policy to ensure that no proposed, awarded or ongoing UNA research or sponsored programs (hereinafter referred to collectively as “research”) shall be biased by Significant Financial Interest, as defined below, or by a conflicting commitment of UNA investigators responsible for the design, conduct, or reporting of that research.

All UNA faculty or staff who serve as Principal Investigators, Co-Principal Investigators, Project Directors, Co-Project Directors or in a decision-making capacity on a grant, contract, cooperative agreement or other sponsored agreement, who have a five percent (5%) or more ownership in a

company or receive \$10,000 or more income from the company will disclose that ownership to allow a review of potential conflicts of interest, conflicts of commitment, conflicts regarding employment and/or use of graduate students in the company.

This policy also applies to any faculty, staff, student, fellow, trainee, or other individual who, under the aegis of UNA or pursuant to the review and approval of UNA's Institutional Review Board for the Protection of Human Subjects (IRB), conducts research involving human subjects.

Prior to seeking UNA approvals for submission of any research or sponsored project proposal or application, each investigator, as defined under definitions below, must have submitted to UNA's Office of Sponsored Programs a financial disclosure statement certifying they have no conflict of interest or if they believe they have a conflict of interest listing all Significant Financial Interests of the investigator and the investigator's immediate family, as defined under definitions below. Each such financial disclosure statement must be updated during the course of the award either on an annual basis, or as new reportable Significant Financial Interests are obtained.

The Office of Grants and Sponsored Programs will maintain confidential records, identifiable by investigator, award and/or company, of all financial disclosures and all actions taken with respect to each Significant Financial Interest for at least three years beyond the termination or completion of the award, or until resolution of any action by a granting agency involving the records, whichever is longer. In the case of faculty or staff ownership of a company, all financial disclosures and all actions taken with respect to each Significant Financial Interest will be held for the life of the company.

This policy establishes guidelines for the appropriate structuring of relationships with industry and other outside ventures to prevent conflict with previously established responsibilities to UNA. Investigators are expected to make reasonable inquiry as to whether their relationships and activities fall within the provisions of this policy. [Investigators are also encouraged to reference UNA's Employee Policy Manual and Handbook, as well as the Faculty and Staff Handbooks for more guidance on outside ventures.](#) It is not the intent of this policy to eliminate or prohibit all situations involving potential conflicts of interest. Rather, the policy is intended to enable investigators to recognize situations that may pose a conflict of interest, to provide processes for reporting these situations to UNA's Office of Grants and Sponsored Programs and for working with the Office of Grants and Sponsored Programs to manage these situations. This policy is intended to maintain the professional autonomy of researchers inherent in the self-regulation of research and scholarship.

In the event that an investigator participates in research subject to this policy and the research is being simultaneously supported by an organization that has a commercial interest in the outcome of the research project, the research support by such organization must be provided through UNA. Any direct compensation or payment to the Investigator under that support must be disclosed, regardless of the amount. This policy will provide assurance to the investigators, UNA, and, most importantly, the public, that relationships with industry and for-profit entities

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have been examined and will be conducted in a manner consistent with UNA and public values.

### III. DEFINITIONS

A. **Deciding Official.** The University official who makes final determinations on managing conflicts of interest. At UNA, the Executive Vice President for Academic Affairs and Provost will be the Deciding Official.

B. **Financial Conflict of Interest.** A Significant Financial Interest that could directly and significantly affect the design, conduct, or reporting of Sponsored Research.

C. **Immediate Family.** Immediate family includes the investigator, his/her spouse, and dependent children.

D. **Investigator.** Investigator means UNA faculty or staff members who are principal investigators or project directors, co-principal investigators, or other persons at the university responsible for the design, conduct, or reporting of research, educational, or service activities funded, or proposed for funding, by an external sponsor.

E. **Research Compliance Officer (RCO) aka Director, Office of Sponsored Programs.** The RCO will be the first point of contact for investigators on issues relating to conflict of interest and will perform the initial review of the Statement of Potential Conflict of Interest. The RCO will also coordinate the review of this statement with the University's Institutional Review Board for the Protection of Human Subjects. The RCO will process all paperwork related to conflict of interest disclosures and, if appropriate, conflict of interest management plans.

The RCO is responsible for keeping the appropriate external funding agency informed if UNA finds it is unable to satisfactorily manage an actual or potential conflict of interest for any activity in which that agency requires that it be notified in such an instance.

F. **Sponsored Research.** Sponsored Research means research, training and instructional projects involving funds, materials, or other compensation from external sources.

G. **Research.** Research means a systematic investigation designed to develop or contribute to knowledge.

H. **Research Integrity Officer (RIO).** The University Official responsible for determining if a significant financial interest or other condition creates a conflict of interest for an investigator and responsible for managing conflicts of interest. The Research Integrity Officer will be the Senior Vice Provost for Academic Affairs.

I. **Significant Financial Interest.** Significant Financial Interest means anything of monetary value or potential monetary value including, but not limited to, salary or other

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payments for services (e.g. consulting fees or honoraria), travel expenses (whether paid directly on behalf of the investigator or reimbursed to the investigator), equity interests (e.g. stocks, stock options, or other ownership interests), and intellectual property rights (e.g. patents, copyrights, licensing agreements, and royalties from such rights) of an investigator or investigator's immediate family that meets any of the following, when related to the investigator's institutional responsibilities:

- 1) An equity interest or compensation that, when aggregated for an investigator and the investigator's immediate family, exceeds \$5,000 from any publicly traded or privately held entity in the 12 months immediately preceding disclosure;
- 2) Intellectual property rights and interests (e.g. patents, copyrights), upon receipt of income related to such rights and interests.
- 3) Any amount when the proposed project requires the use of human subjects and approval of the Institutional Review Board.

Except for the following:

- 1) Interest(s) held directly through funds such as mutual funds, pension funds, or other institutional investment funds in which the investigator or the investigator's family does not control the selection of investments.
- 2) Salary or other remuneration received from UNA, including salary received from external sources through sponsored research agreements administered by UNA;
- 3) Standard royalties received for published scholarly work or other professional writings;
- 4) Income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agencies; an institution of higher education, an academic teaching hospital, medical center, or research institute;
- 5) Income from services on advisory committees or review panels for a federal, state, or local government agencies; an institution of higher education, an academic teaching hospital, medical center, or research institute.

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## CONFLICTS OF INTEREST

A potential or actual conflict of interest exists when an investigator or an investigator's immediate family has a significant financial interest, as defined above, in an outside funding source which interest could directly and significantly affect decision making in the design, conduct, or reporting of externally funded instruction, research, or service activities performed on behalf of the University.

## V. PROCEDURES

**A.** All Investigators must certify to the University's Research Compliance Officer (RCO) knowledge of and compliance with UNA's policy for promoting objectivity in research by managing, reducing, or eliminating conflicts of interest as outlined herein (the Statement of Potential Conflict of Interest). This certification and disclosure form also requires similar information about members of the investigator's immediate family. Statements must include detailed supplemental information if an investigator marks any "yes" box.

**B.** Investigators must disclose to the RCO on an ad hoc basis new situations in which Significant Financial Interests are obtained and which may raise questions of conflicts of interest as soon as such situations develop.

**C.** The Research Compliance Officer (RCO) will review the certification and disclosure statement to determine whether a potential for a conflict of interest exists. A potential conflict of interest exists when the RCO reasonably determines that a Significant Financial Interest could affect the design, conduct, or reporting of the research or educational activities in question. If it is determined that no conflict exists, the RCO will sign the statement and maintain a record of the certification in accordance with this policy. If the RCO determines that there may be a potential for conflict of interest covered by this policy, the RCO will forward this determination along with the submitted materials to the Research Integrity Officer (RIO).

**D.** Should the RIO agree that the situation represents potential for a conflict of interest, and recommend development of a conflict of interest management plan; the RCO shall work with the Investigator to develop the plan to manage, reduce, or eliminate the actual or potential conflict of interest. The plan will then be submitted to the RIO who then may recommend approval of the plan as developed or may recommend modification of the plan.

**E.** Examples of conditions or restrictions that might be part of the plan to manage, reduce, or eliminate actual or potential conflicts of interest include:

1. Public disclosure of Significant Financial Interests;
2. Monitoring of the research by independent reviewers;
3. Modification of the research plan;

4. Disqualification from participation in all or a portion of the research project in question;
5. Divestiture of Significant Financial Interests; and,
6. Severance of relationships that create actual or potential conflicts.

F. Once a plan approved by the RIO is developed, the RCO will work with the investigator on the implementation and management of the plan.

G. If the management recommendation involves divestiture of financial interests or severance of relationships that create actual or potential conflicts, the RIO will confer with the Deciding Official. The Deciding Official has the authority to require the divestiture of significant financial interests and/or the severance of relationships that create actual or potential conflicts.

## VI. Appeals

**Appeals of Recommendations made by RIO.** Should an Investigator wish to appeal a decision made by the RIO, he/she may present the appeal to the Deciding Official. The RIO will confer with the Deciding Official. In such cases, the Deciding Official shall review all of the materials relating to the action in question, shall discuss the findings/decisions with the investigator, RCO, RIO, and a representative selected by Faculty Senate. After review, the Deciding Official shall make a final decision as to the action. All decisions of the Deciding Official of an appeal under this policy are final.

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## VII. INVESTIGATOR RESPONSIBILITIES

A. **Responsibilities of Investigators.** UNA Investigators involved in research shall be responsible for:

1. Reading, understanding and following this policy;
2. Disclosing financial interests to the Research Compliance Officer by completing, signing, and submitting the Statement of Potential Conflict of Interest on or before a specified date or before submission of the grant/contract application;
3. Updating the statement with the Research Compliance Officer as changes occur, so that the statement on file is current and accurate at all times when an award is pending or in force;
4. To the extent possible, ensuring that funded research carried out through subgrantees, contractors, or collaborators complies with UNA's Policy on Conflict of Interest or that these entities provide assurance of compliance with all federal regulations and state law;

## VIII. REPORTING

A. For externally funded or sponsored activities, the University must report any financial conflict of interest to the funding source prior to expending any funds, and any financial conflict of interest identified subsequent to the initial report must be reported within 60 days of that identification. Further, the University agrees to make conflict of interest information available, upon request, to any external funding source potentially or actually affected by this information. If it is determined that an investigator has biased externally funded or sponsored activities, the University will promptly notify the funding source of the corrective action taken or to be taken. In the case where a project to evaluate a drug, medical device or treatment, and or equipment was conducted by an investigator with a conflict that was not disclosed or managed, the University will require the investigator to disclose the conflict in each public presentation of the results of the research. The RCO shall be responsible for reporting as required in this section.

B. The institution may be required to conduct a retrospective review of cases of noncompliance and to notify and report cases where bias is found. In cases of noncompliance, the Research Integrity Officer will review and report in accordance with the policies of the external funder.

## IX. PUBLIC ACCESSIBILITY

A. Upon receipt of a written request for access to financial conflict of interest information by the Research Integrity Officer, the RIO will evaluate the request and any requirements for public disclosure, including timeliness and content of disclosures, and disclose financial conflict of interests in accordance with the policies of the external sponsor.

## X. SUBRECIPIENT INSTITUTIONS

A. UNA will incorporate as part of a written agreement terms that establish whether the UNA Policy on Conflict of Interest or that of the subrecipient will apply to subrecipient investigators and include time periods to meet disclosure and/or financial conflict of interest reporting requirements. Subrecipient institutions which rely on their financial conflict of interest policies must report identified financial conflict of interests to UNA within 30 days of identification of the conflict of interest to provide sufficient time for UNA to report the financial conflict of interest to the funding agency to meet reporting obligations.

## XI. TRAINING REQUIREMENTS

A. Each investigator must complete Conflict of Interest training (provided as an online module in CITI training) prior to engaging in sponsored activity related to any funded grant or contract at least every four years and immediately under the designated circumstances:

- Institutional FCOI policies change in a manner that affects investigator requirements;
- An investigator is new to an institution;

**Commented [BKL2]:** Recommended clarification based on our discussion.

- An institution finds an investigator non-compliant with the institution’s FCOI policy or management plan.

## XI. ENFORCEMENT

A. UNA anticipates that its investigators will comply fully and in a timely manner with this policy. Instances of deliberate breach, including: (i) failure to submit required statements or updates thereof; (ii) failure to provide additional information requested by the Research Compliance Officer (RCO), or the RIO; (iii) knowingly filing an incomplete, erroneous, or misleading statement; (iv) knowingly violating applicable laws, UNA policies or procedures; (v) or failure to comply with prescribed conditions or restrictions that have been imposed pursuant to this policy, may subject the investigator to disciplinary action under UNA policies or procedures. Such action could result in a formal reprimand, non-renewal of appointment, termination of appointment for good cause, or any other enforcement action mandated by a granting agency.

## XII. Use of Human Subjects

A. **Use of Human Subjects.** Any faculty, or staff, student, fellow, trainee, administrator, volunteer, or other individual who, under the aegis of UNA or pursuant to the review and approval of UNA’s Institutional Review Board for the Protection of Human Subjects (IRB), conducts research involving human subjects must complete and submit the Conflict of Interest form. The form must be updated as circumstances of the Investigator or his/her spouse or dependent children change. To determine whether your project constitutes research involving human subjects, please refer to UNA’s Institutional Review Board webpage, “Do I need HSC approval?” section.

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## FW: Faculty Workload

Vandiver, Renee P <rpvandiver@una.edu>

Tue 2/1/2022 8:58 AM

To: Watson, Jason S <jwatson5@una.edu>

Cc: Hunt, Andrea <ahunt3@una.edu>

On behalf of SGEC Chair Andrea Hunt, I wish to inform you that at its meeting yesterday, the Shared Governance Executive Committee considered the proposal below from the College of Arts, Sciences, and Engineering relative to the workload credit for faculty who team- or co-teach courses. The SGEC determined this to be a faculty-only issue for review by the Faculty Senate. Therefore, please inform Chair Hunt of the outcome of this review with a copy to me. Thank you.

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**From:** Hunt, Andrea

**Sent:** Wednesday, January 26, 2022 6:42 AM

**To:** Vandiver, Renee P <rpvandiver@una.edu>

**Subject:** Fw: Faculty Workload

Hi,

Is this something that can go on the SGEC agenda? Dr. Klein and other faculty from the Department of Psychology and Sociology wanted it to go before SGEC before Faculty Senate. There was also some discussion about the difference between credit and compensation for a team-teaching model.

Thoughts?

*Dr. Andrea N. Hunt* | [256.765.5158](tel:256.765.5158)

*Associate Professor, Sociology*

*Founding Director, Mitchell-West Center for Social Inclusion*

*Special Assistant to the Vice President of Diversity, Equity, & Inclusion*

Psychology & Sociology

UNA Box 5010 or Box 5016 | 115 Rice Hall • Florence, AL 35632-0001

<https://www.una.edu/psychology/>

*Pronouns: she/her/hers*



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**From:** Bibbee, Jeffrey R <jrbibbee@una.edu>

**Sent:** Monday, January 24, 2022 4:27 PM

**To:** Hunt, Andrea <ahunt3@una.edu>; Williams-Jackson, Yaschica D <ywilliams@una.edu>; Makowski,

George J <[gjmakowski@una.edu](mailto:gjmakowski@una.edu)>

**Cc:** Zayac, Ryan M <[rzayac@una.edu](mailto:rzayac@una.edu)>; Baird, Sara Lynn <[sbaird@una.edu](mailto:sbaird@una.edu)>

**Subject:** Faculty Workload

Dear Andrea, Yaschica, and George –

We have had a few questions about how we handle any team-teaching or co-teaching courses in the college. The Faculty Handbook stipulates that this should be credited to one faculty member one term and the other faculty member the next term. This presents the following problems:

1. Faculty workloads are not accurate and a potential concern with SACS
2. This assumes a course will be taught by the same faculty each time
3. This assumes that a course will be taught again in the future
4. This makes no provision for adjunct faculty

We would invite the Faculty Senate to consider reviewing this policy and allowing some provision for team teaching. This could fit into our CASE Faculty Workload Assignment Process that was submitted to the Faculty Senate three years ago.

Let us know what you think about this and the prospect of the Senate's action.

Jeffrey

**Dr. Jeffrey R. Bibbee** | [256.765.4288](tel:256.765.4288)

*Professor of History*

*Director, Centre for British Studies*

*Associate Dean, College of Arts, Sciences, and Engineering (CASE)*

UNA Box 5021 | 601 Cramer Way, Room 217 • Florence, AL 35632

<https://www.una.edu/artsandsciences/>



# Memo

To: Shared Governance Executive Committee  
From: Graduate Students: Cameron Turner, AJ Ikard  
Faculty Member: Dr. Lee Renfroe  
Date: 11/23/21  
Re: Tobacco-Free Policy Proposal for UNA

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In 2017, the first smoke-free policy was approved by the University of North Alabama Board of Trustees and established as a policy. This policy was a positive first step in moving the University towards a tobacco-free policy in the future. The current university policy is a no smoking policy. This prohibits the use of tobacco and nicotine products that can be inhaled/smoked.

This proposal requests consideration for approval and implementation of a tobacco-free policy. The draft has been researched and developed according to other policies that are similar. In addition, peer and other state university policies have been reviewed. The following universities support and provide a tobacco-free campus environment: UAH, UAB, JSU, USA, UWA, ASU, AUM, and Troy.

We hope the suggested changes will be approved and implemented in the 2022-2023 school year. This second phase to the original smoke-free proposal extends the current policy to include all tobacco products and provides a comprehensive tobacco policy that promotes a healthy environment and a positive example for all who work, attend, and visit our beautiful campus.

To summarize, this proposal extends the current policy to smokeless tobacco/nicotine products. This would not only positively impact the health of students, faculty, staff and guests at UNA but would support the UNA culture, that we care about the health of all those that grace our campus. We have included the current policy and the changes we propose to achieve this goal. For additional information, please contact Dr. Lee Renfroe at [lrenfroe@una.edu](mailto:lrenfroe@una.edu).



2022-2023

### **CURRENT “UNA No Smoking Policy”**

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university owned and operated property both indoors and outdoors.

“Smoking,” as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. “Smoking products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). “University-owned and operated property” includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university-owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

### **PROPOSED “Tobacco-Free Policy” Wording**

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that **tobacco use and** smoking any substance presents a public health hazard **and is not conducive to promoting health**. As such, it shall be the policy of the University of North Alabama that **tobacco use and** smoking shall be prohibited on all university owned and operated property both indoors and outdoors.

“Smoking,” as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. “Smoking products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). **Smokeless Tobacco products are referred to as pulverized or shredded tobacco placed between the cheek and gum in the mouth. Smokeless tobacco products include chewing tobacco (loose leaf, plug, twist, or roll), Snuff (dry and moist), lozenges, orbs, sticks and or strip** University-owned and operated property” includes, but is

not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university-owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

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## **ADDITIONAL RESOURCES AND SUPPORT**

The University recognizes that quitting tobacco use and smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a variety of wellness initiatives including cessation aids and programs.



College of  
ARTS, SCIENCES, *and* ENGINEERING

**MEMORANDUM**

To: Shared Governance Executive Committee

From: Dr. Ryan Zayac, Chair, SACSCOC Reaffirmation Section 6 Subcommittee

Re: Proposal for Faculty Handbook Policy Revision

Date: February 25, 2022

In preparation for the University's SACSCOC reaffirmation, the Section 6 (Faculty) subcommittee has compiled data and reviewed current University policies, procedures, and guidelines focused on faculty issues (e.g., faculty qualifications, academic freedom, faculty appointment and evaluation, sufficient number of full-time faculty). The committee identified a discrepancy between the University's 2019-2024 Strategic Plan and the Faculty Handbook that we believe requires remediation.

Theme Two: Academic Excellence and Innovation in the Strategic Plan includes an aspirational goal of full-time faculty members teaching 75% of all courses. The University is close to meeting this aspiration, with 72.8% of all courses taught in Fall 2021 by full-time faculty.

Appendix 2.A of the Faculty Handbook states that adjunct faculty will teach no more than 25% of the credit hours produced by a department. This policy was approved by the Faculty Senate in 1991-1992 when UNA enrolled approximately 5,500 students, offered 64 bachelor's degrees and concentrations, and 33 master's degrees. Over the last 30 years UNA has increased enrollment by over 60% ( $\approx 9,000$ ) and now offers 219 bachelor's degrees and concentrations, 45 master's degrees, 3 education specialist degrees, and 2 doctoral programs – including a growing array of online programs. With this growth, many departments have strategically utilized adjunct faculty to teach larger sections of general education and lower-level courses to permit full-time faculty to teach smaller sections of upper-level and graduate courses – leading to many departments no longer meeting the criteria established in Appendix 2.A. A review of peer and aspirational institutions did not reveal similar policies regarding adjunct usage.

Therefore, our subcommittee is recommending that Appendix 2.A be modified to be more in alignment with the University's 2019-2024 *Roaring with Excellence* Strategic Plan aspirations. The subcommittee submits to COAD, the Shared Governance Executive Committee, and the Faculty Senate the proposed revision to the Faculty Handbook as outlined below.

## Appendix 2.A – Policies Concerning Adjunct Faculty

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The university also recognizes that it cannot develop or maintain quality programs by using only adjunct faculty. Therefore, the University will limit its employment of adjunct faculty to no more than 25% of the credit hours produced by a department except in compelling circumstances.

[...]

### **PROPOSED CHANGE**

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The ~~u~~University also recognizes that it cannot develop or maintain quality programs by using only adjunct faculty. Therefore, the University **seeks to** limit employment of adjunct faculty to no more than 25% of the **total number of courses taught by each department, with exceptions in compelling circumstances.**

## **Memorandum**

TO: Dr. Jason Watson  
President, Faculty Senate

FR: Mr. John McGee  
Senator, Educational Technology Services

RE: Simple Syllabus Public-Facing Syllabus Repository Website

Date: 3/03/2022

The university will fully adopt Simple Syllabus as the university's syllabus repository this Summer. Currently, syllabi are only available to faculty and enrolled students via Canvas. One of the capabilities of Simple Syllabus that we plan to implement is a public-facing searchable website. Such a page would allow current and prospective students to view syllabi. This feature would enable students to determine course appropriateness, textbook needs, schedule information, planning, and sharing with employers. Faculty can control which components of their syllabi are publicly visible. The Faculty Senate's endorsement of this feature is requested, as it would encourage faculty adoption of this feature across campus.

To that end, I have drafted a resolution to present to Faculty Senate.

## **Resolution In Support Of Simple Syllabus Public-Facing Syllabus Repository**

WHEREAS, the University of North Alabama has adopted Simple Syllabus as its syllabus repository; and

WHEREAS, syllabi housed in Simple Syllabus are currently available to faculty and enrolled students only via the university's learning management system; and

WHEREAS, Simple Syllabus can make Syllabi available via a searchable, public syllabus repository website; and

WHEREAS, prospective and current students could use syllabi to determine course appropriateness, textbook needs, schedule information, planning, and sharing with employers; and

WHEREAS, individual faculty can control the public visibility of components of their syllabi within Simple Syllabus; now, therefore, be it

RESOLVED: That the Faculty Senate of the University of North Alabama endorses making syllabi publicly available via the Simple Syllabus Syllabus Repository website.