

Agenda of the Faculty Senate  
February 9, 2023 - Zoom Meeting  
3:30-5:00pm

- I. Recognize Proxies
- II. Approval of Agenda
- III. Approval of Minutes from January 19, 2023
- IV. Remarks from Dr. Ken Kitts, President
- V. Remarks from Dr. Ross Alexander, Provost/EVPAA
- VI. Remarks from Dr. Jessica Stovall, Faculty Senate President
- VII. Reports
  - a. Standing Committees
    - i. Faculty Affairs
    - ii. Academic Affairs
      - 1. Reviewing Online Proctoring Services (FS)
    - iii. Faculty Attitude Survey
    - iv. Faculty Handbook Oversight
  - b. Other Committees
    - i. Faculty Senate Constitution Review
    - ii. Parental Leave Policy Review
- VIII. Unfinished Business
- IX. New Business
  - a. Proposal for Updated Weapons and Firearms Policy (SGEC: FS)
  - b. Proposed Resolution on Pine Street Safety (SGEC: FS)
  - c. Proposed Revisions to Promotion Policy (SGEC: FS)
  - d. Proposal for Faculty Handbook Revisions: Student Evaluations (FS)
- X. Information Items
  - a. MS Teams Training/Practice Session: March 9 at 3:00 – 3:30pm
- XI. Adjourn

## **Faculty Senate Minutes**

### **19 January 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 Stovall presiding.

#### **I. Recognized Proxies**

Peggy Bergeron for Senator Helen Coronel  
Michael Floren for Senator Pete Williams  
Faith Kelley for Senator Jessica Mitchell

#### **Members in attendance**

Alejandra Alvarado-Brizuela, Lisa Ann Blankinship, Tabitha Blassingame, Miranda Bowie, Dan Burton, Corey Cagle, Gabriela Carrasco, Justin Carter, Chiong-Yiao Chen, Chris Cottingham, Frank Diaz, Terri Garrison, Anissa Graham, Einar Gudmundsson, Felecia Harris, Betsy Heckert, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Leshan Kimbrough, Kelly Latchaw, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, George Makowski, Janna Malone, John McGee, Bryan McHenry, Jordan Miller, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Angel Tomlinson, Jason Watson, Gretchen Windt

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

Greg Buckley

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

Motion to approve the agenda was made by Sen. Makowski, 2<sup>nd</sup> by Sen. Gudmundsson. No discussion. Agenda approved by raised hand with all approving.

#### **III. Approval of Minutes from the 1 December 2022 Meeting**

Sen. Bowie requested amendments to meeting minutes to clarify a senator's absence due to proxy absence and two spelling errors. A motion to approve the minutes as amended was made by Sen. Cottingham, 2<sup>nd</sup> by Sen. Makowski. Minutes were approved by raised hand with one abstention.

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

President Kitts provided an update on the status of funding from Montgomery and changes in the State and Federal House/ Senate as they impact UNA. State funding of private colleges/ universities has been requested which may impact state support of UNA. An update was provided on annual required trainings – no more than two required trainings per year will be required of faculty though new hires will have more training as part of the onboarding process.

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

Dr. Alexander provided updated enrollment numbers for Winter Session and Spring 2023. ACONHP launched their DNP program. Dr. Tera Kirkman now serves as Dean for ACONHP.

SACSCOC will have a site visit on March 13-16, 2023.

A senator asked about the long-term sustainability of scholarship. Dr. Alexander and President Kitts provided a brief response with a follow up email from Dr. Alexander shared with the Senate on Friday, 1.20.23 by President Stovall.

#### **VI. Remarks from Andre Barnes, Interim Director of Public Safety**

Director Barnes introduced himself as a consultant working with Chief Jackson to update UNA's police department. He welcomes faculty interaction.

#### **VII. Remarks from Dr. Jessica Stovall, Faculty Senate President**

President Stovall provided the following updates:

- Video surveillance of UNA public spaces was approved in Oct 2015 by the Faculty Senate, passed as policy in November 2015 Shared Governance, and approved by the Board in March 2016. In 2020, an editorial change to the policy was made. Legal counsel states that the UNA policy is in line with peer institutions and federal guidelines.
- Remarks on pedestrian safety around campus (e.g. Pine Street) have been brought from the Senates (Faculty, Staff, and Student). A combined statement is currently being crafted that once approved by each Senate will be submitted to Florence city.
- P&T updates are currently with COAD. Any updates should be returned to Faculty Senate for the February 2023 meeting.
- Weapons guidelines policy is currently with Shared Governance and is expected to return to Faculty Senate for the February 2023 meeting.
- A proposal to make faculty evaluations available to all classes every term regardless of class size will be presented at the February 2023 Senate meeting.

#### **VIII. Reports**

##### **a. Standing Committees**

1. Faculty Affairs – No report
2. Academic Affairs – Update provided by Sen. Cottingham stating that the Online proctoring service survey will soon be ready to send out to faculty.
3. Faculty Attitude Survey – No report (Sen. Purser)
4. Faculty Handbook Oversight – No report.

##### **b. Other Committees**

1. Faculty Senate Constitution Review – No report (Sen. Watson)
2. Parental Leave Policy Review – Sen. Cottingham provided an update that the committee is working to draft the proposal.

##### **IX. Unfinished Business – none**

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

1. Modality of Remaining Spring Faculty Senate Meetings – An anonymous Zoom poll was used to vote on the location of Spring 2023 Faculty Senate meetings. (The usual voting software was down.) Vote: 85% virtual: 15% in person meetings. Meetings will remain virtual.

February 2023 meeting will be held on Zoom then March 2023 will begin the transition to MS Teams. ETS has training workshops available for faculty and staff.

#### **XI. Information items**

None

#### **XII. Adjourn**

Motion to adjourn was made by Sen. Bowie and 2<sup>nd</sup> by Sen. Cottingham. Motion passes. Meeting adjourned at 4.06pm.



GENERAL COUNSEL  
Amber Fite-Morgan, J.D.

MEMORANDUM

TO: Shared Governance Executive Committee  
c/o Dr. Kristi Oden, 2022-2023 Chair

FROM: Amber Fite-Morgan, General Counsel *AFM*  
Les Jackson, UNA Chief of Police  
Catherine White, Associate Vice President for Human Resources  
Andre Barnes, Interim Director of Public Safety

RE: Dangerous Weapons and Firearms Policy

DATE: December 14, 2022

As you may know, the concealed carry law was amended in 2022 by the Alabama Legislature. The amended law includes a provision concerning firearms or other weapons on college campuses. The new law becomes effective January 1, 2023 and requires approval by the Board of Trustees. I have enclosed a copy of the new law as relates to higher education.

UNA has two (2) existing policies concerning weapons on campus: UPD Dangerous Weapons and Firearms Policy and Human Resources Weapons on Campus Policy, found in the Employee Policy Manual and Handbook. In addition to the two (2) policies, Student Affairs has a statement on its website. All provide consistent information and expectations and are enclosed. Pursuant to the University's policy review schedule, the aforementioned policies are scheduled to be reviewed this academic year.

To comply with the soon-to-be state law and in accordance with the policy review schedule, we submitted the attached policy to the President's Executive Council for interim approval to serve as UNA policy until appropriately vetted and approved by Shared Governance and the UNA Board of Trustees. The Executive Council approved on December 12, 2022.

The language of the proposed policy tracks with the new law and was adopted in large part from the University of Alabama's recently updated policy. The law does not conflict with the University's current policies and statement. The revisions were intended to consolidate the existing policies into one (1) concise policy.

We respectfully submit the attached Dangerous Weapons and Firearms Policy for Shared Governance review and approval.

Please do not hesitate to contact us if you have questions or would like to discuss.

## **Dangerous Weapons and Firearms Policy**

### **Purpose**

The University of North Alabama seeks to maintain a welcoming and safe environment for students, employees and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

### **Definitions**

*Campus* - All property owned, leased, or controlled by the University and any affiliated buildings and outdoor premises, such as parking lots and other outdoor property.

*Dangerous Weapon* - Includes the following:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- Any explosive device, including fireworks.
- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including, but not limited to, non-culinary knives with a blade greater than four (4) inches.
- A firearm, as defined herein, is not included in this definition of dangerous weapon.

*Firearm* - A pistol, handgun, rifle, or shotgun and any associated ammunition.

### **Policy**

Except as otherwise stated in this policy or as otherwise allowed by law, the University of North Alabama (UNA) prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors.

UNA students may not possess firearms at any time on campus (except as expressly authorized by the Chief of Police or their designee University Police Department). The University Police Department provides temporary storage (no more than 48 hours) for lawfully possessed firearms at its campus police department.

Dangerous weapons are not allowed on campus at any time by any one. Any dangerous weapons may be confiscated.

Consistent with Alabama law, all persons are strictly prohibited from possessing firearms at locations where guards and other security features are employed, such as athletic events.

Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.

This policy will be published in the Employment Manual and Handbook, University Police Department Policy and Procedures, and Student Handbook and supersedes any contrary provisions.

*Interim Policy, approved by EC December 12, 2022*

## **Enforcement**

Persons on campus and in violation of UNA policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

## **Exceptions**

This policy does not prohibit use or possession of dangerous weapons or firearms:

1. By certified law enforcement officers acting within the scope of their employment;
2. By private security, who with express prior permission of University Police, possess firearms or dangerous weapons while in the employ of UNA or for a permitted event;
3. By members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that University Police has pre-approved (i.e. ROTC members);
4. At the President's home;
5. By law enforcement officers who are attending classes as students. If, however, University Police officers are not in uniform during class, they must keep their weapons concealed.

No other individual may possess a firearm on campus, except for a lawfully possessed firearm properly maintained in the individual's privately-owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Any other use or possession of dangerous weapons or firearms on campus must be authorized by University Police.

## **Scope**

This policy applies to all faculty, staff, students, contractors, vendors, or visitors to the UNA campus.

\*Policy adopted from the University of Alabama with permission

Code of Alabama
Title 13a. Criminal Code. ( <a href="#">Refs &amp; Annos</a> )
Chapter 11. Offenses Against Order and Safety. ( <a href="#">Refs &amp; Annos</a> )
Article 3. Offenses Relating to Firearms and Weapons. ( <a href="#">Refs &amp; Annos</a> )
Division 3. Firearms in Places of Employment and Institutions of Higher Education. ( <a href="#">Refs &amp; Annos</a> )

Ala.Code 1975 § 13A-11-92

§ 13A-11-92. (Effective January 1, 2023) Adoption of policies governing the possession of firearms or other weapons on grounds owned or controlled by a two-year or four-year institution of higher education.

Effective: January 1, 2023

[Currentness](#)

(a) Notwithstanding any provision of state law to the contrary, the governing body of each two-year or four-year institution of **higher education may adopt policies governing** the possession of firearms or other weapons on grounds owned or controlled by the institution. The governing body may not adopt a policy in conflict with federal law.

(b) A policy adopted under subsection (a) shall allow for individuals not otherwise prohibited from possession of a firearm by state or federal law to possess a firearm and ammunition for that firearm in the individual's privately owned motor vehicle while parked or operated on the grounds of the institution; provided, that the individual satisfies all of the following conditions:

- (1) If the firearm is a pistol, the individual is not generally prohibited from possession of a pistol by state or federal law.
- (2) If the firearm is any firearm legal for use for hunting in Alabama other than a pistol:
  - a. The individual possesses a valid Alabama hunting license.
  - b. The firearm is unloaded at all times on the grounds.
  - c. It is during a season in which hunting is permitted by Alabama law or regulation.



d. The individual has never been convicted of any crime of violence as that term is defined in [Section 13A-11-70](#), nor of any crime set forth in Chapter 6 of Title 13A, nor is subject to a domestic violence protection order, as that term is defined in [Section 13A-6-141](#).

e. The individual has no documented prior incidents on the grounds of the institution involving the threat of physical injury or which resulted in physical injury to another.

(3) The motor vehicle is operated or parked in a location where it is otherwise permitted to be.

(4) The firearm is either of the following:

a. In a motor vehicle attended by the individual, kept from ordinary observation within the individual's motor vehicle.

b. In a motor vehicle unattended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.

(c) It is the intent of the Legislature that constitutionally created boards of trustees of institutions of higher education comply with this section.

## Credits

([Act 2022-133](#), § 8.)

Ala. Code 1975 § 13A-11-92, AL ST § 13A-11-92

Current through Act 2022-442 of the 2022 Regular and First Special Sessions. Some provisions may be more current; see credits for details.

**UNIVERSITY of NORTH ALABAMA**  
***Police Department Policy & Procedures***

0016	<i>Weapons and Firearms Policy</i>	EFFECTIVE DATE: 8/14/2013
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**I. Purpose**

This policy governs the possession and use of firearms, ammunition, and other dangerous weapons at the University of North Alabama. It is applicable to all staff, faculty, students, and visitors. Pursuant to the Code of Alabama 16-51-12, the University of North Alabama has been given the right to control buildings and grounds owned by the University. The President, with approval of the Board of Trustees, has authority to appoint police officers, and with that appointment, grants University Police Officers the authority to eject trespassers without warrant for violation of all applicable local, state, and federal laws and regulations relative to this policy and necessary for its enforcement.

It is the purpose of the University of North Alabama to create safe and appropriate procedures when addressing individuals in possession of a weapon or firearm. The University of North Alabama Police Department (UPD), working within the philosophy of the President and Board of Trustees “Weapons Free Campus”, will respond and handle all situations concerning firearms involving university buildings, facilities and premises.

**II. Weapons Policy Statement**

Possession of firearms, ammunition, or dangerous weapons is prohibited while on University-owned or -controlled property at all times. This includes all parking lots, grounds, and facilities of the University of North Alabama. This prohibition applies to all members of the University community, visitors, and guests regardless of whether such person has a permit to carry or possess the weapon. These prohibited weapons include, but are not limited to:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven (11) inches
- Shotgun, rifle, or other shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons
- Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns

This policy does not apply to:

- Law Enforcement Officers of the Federal Government, State, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
- Campus food service knives.
- The President's residence.

Visitors and guests may temporarily store weapons at the University Police Department for no more than 48 hours. UPD and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Chief of University Police or his/her designee.

No weapons will be allowed at any University athletic event or building. The same procedure of warning and trespass for carrying/possession on campus will apply to athletic events.

The University complies with, and shall enforce, all applicable local, state, and federal laws and regulations relative to this policy and necessary for its enforcement.

### **III. Responsibilities for Enforcement**

As with any UNA policy, the directors or administrative leaders of UNA departments and divisions are responsible for enforcing this policy as it relates to employees, faculty, and staff. The Vice President for Student Affairs (Office of Student Conduct) is responsible for enforcing the policy as it relates to students. UPD is responsible for enforcing the policy as it relates to contractors and visitors to the campus.

It is recognized that under certain circumstances enforcement of this policy may result in a volatile or dangerous situation or encounter. Therefore, the procedures listed below are included as a guide for handling enforcement of this policy. Questions concerning enforcement of the policy in volatile or dangerous situations or encounters should be directed to UPD.

Any questions concerning the administrative procedures for enforcing this policy should be directed to the Office of Human Resources or to one's supervisor. The Office of Human Resources will ensure consistent application of this policy to all employees across all areas of the campus.

#### **IV. Procedures for Enforcement**

1. This policy will be published in staff, faculty, and student handbooks of the University. Until such time those handbooks sufficiently incorporate the provisions of this policy, any stipulations in those handbooks which are contrary to the provisions of this policy are superseded by the wording of this policy.
2. Appropriate signs indicating that firearms are not allowed in UNA buildings will be placed in campus locations as deemed appropriate.
3. Persons who enter UNA buildings, or other facilities in possession of firearms, ammunition, or dangerous weapons should be made aware of this policy and must leave the premises immediately. They may return without the firearm, ammunition, or weapon.
4. Visitors to the campus who violate this policy and who refuse to leave the premises with their firearms, ammunition, or weapons are to be escorted from the premises by UPD. Staff members, faculty members, or students who violate this policy are to be disciplined and are required to turn over the firearms, ammunition, or weapons to UPD. If they refuse to do so, they are to be escorted from the premises by the UNA Police.

#### **V. Corrective Action for Employees and Students**

As indicated above, enforcement of this policy may result in a volatile or dangerous situation or encounter in which case UPD should be summoned. Once the immediate situation has been handled, violations of this policy should be handled accordingly, as outlined in this policy.

A violation of this policy by employees, faculty, or staff will result in corrective action up to and including termination.

A violation of this policy by students should be reported to the Office of Student Conduct for further adjudication of the students' nonacademic misconduct. It should be reported in the same manner in which other instances of nonacademic misconduct are reported and handled.

#### **VI. Implementation**

UPD is responsible for overseeing the implementation of procedures to enforce this policy as it relates to contractors and visitors. The Office of Human Resources is responsible for procedures to implement this policy as it relates to staff and faculty.

The Office of the Vice President for Student Affairs (Office of Student Conduct) is responsible for implementation of procedures which relate to enforcement of the policy with students and student organizations.

## **VII. Law Enforcement Procedures for Firearms on Campus**

The University of North Alabama is a weapons-free campus. The following information will guide you, as police officers, on dealing with weapon situations that may arise. Keeping in mind that every situation cannot be addressed, this is an outline/guide for the areas that can be used to cover as many situations as possible. Regardless of the situation, Section 10 of the new gun law allows you, as police officers, to act accordingly for the protection of the public. Your safety should always be at the forefront of your approach and actions.

**1) Non-Students on University property, not their own:** The individual in question will be advised by the officer that the University of North Alabama is a weapons free campus. The officer will ask the individual to leave the premises immediately. If the individual refuses to comply with the request to leave the premises, they can be placed under arrest for trespassing.

**2) Students:** Prior to the law, possession of weapons by students has always been prohibited by the Code of Student Conduct. This provision remains in effect. No student is allowed to have a weapon, concealed or otherwise, *anywhere* on campus or properties operated by the University. Students are not allowed to have a firearm in their vehicles on campus.

If you come in contact with a student who has a weapon in their possession, advise the student that the University of North Alabama is a weapons-free campus.

- a) Give the student an opportunity to leave the premises and only to return when not in possession of the weapon.
- b) If they cannot leave to secure the weapon off campus, the student will be given an opportunity to sign a release that UPD shall hold the weapon for safe keeping until the student has an opportunity to leave campus with the weapon.
- c) If they will not cooperate with your directions, you shall arrest that student for criminal trespassing.

**3) Employees of the University:** The weapons-free campus includes all employees/contractors alike. The concern of employees having weapons in their vehicles is not a criminal offense but a civil issue between employee and employer. This decision will be addressed by University Administration. If you are advised by an administrator of this university that employees are not allowed to have a weapon in the vehicle, follow the guidelines that have been set forth in the above sections.

**Concealment in privately-owned vehicles:** At this time, the University of North Alabama does not restrict or prohibit the transportation or storage of a lawfully possessed firearm or ammunition in an employee's privately-owned motor vehicle while parked or operated in a public or private parking area of the University if the employee satisfies all of the following:

- 1) The employee either:
  - a) Has a valid concealed weapon permit; or
  - b) If the weapon is any firearm legal for use for hunting in Alabama other than a pistol:
    - i) The employee possesses a valid Alabama hunting license;
    - ii) The weapon is unloaded at all times on the property;
    - iii) It is during a season in which hunting is permitted by Alabama law or regulation;
- 2) The motor vehicle is operated or parked in a location where it is otherwise permitted to be
- 3) The firearm is either of the following:
  - a) In a motor vehicle attended by the employee, kept from ordinary observation within the person's motor vehicle.
  - b) In a motor vehicle unattended by the employee, kept from ordinary observation and locked within a compartment, container, or in the interior of the person's privately-owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
  - c) If the University believes that an employee presents a risk of harm to themselves or to others, the University may inquire as to whether the employee possesses a firearm in their private motor vehicle. If the employee does possess a firearm in their private motor vehicle on the property of the University, the University may make any inquiry necessary to establish that the employee is in compliance with subsection (b) of this section.

***All incidents require written reports that will be filed at the University Police Department. All incidents involving students will be referred to the office of Student Conduct for disciplinary action and all employee incidents will be sent to the Office of Human Resources for further action.***



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### WEAPONS ON CAMPUS POLICY

Possession of firearms or other dangerous weapons is prohibited while on university-owned or controlled property. This includes all parking lots, grounds, and facilities. These weapons include but are not limited to:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches
- Shotgun, rifle, or other shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons
- Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns

This prohibition applies to all members of the University community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon. This policy does not apply to:

- Law Enforcement Officers of the Federal Government, State, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
- Campus food service knives.
- The President's residence.

Visitors and guests may temporarily store weapons at the University Police Department for no more than 48 hours. The University Police Department and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Chief of University Police or his designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.



# UNA Weapons Statement

Possession of firearms or other dangerous weapons is prohibited while on University-owned or controlled property. This includes all parking lots, grounds, and facilities. This prohibition applies to all members of the University community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon.

This policy does not apply to:

- Law Enforcement Officers of the Federal Government, state, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
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Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Chief of University Police or their designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

For applicable enforcement procedures by UNA Police Department, refer to [Weapons and Firearms Policy \(/police/docs/policy/University Weapons Policy.pdf\)](/police/docs/policy/University%20Weapons%20Policy.pdf).





Office of the  
PRESIDENT

## MEMORANDUM

TO: Dr. Kristy Oden  
2022-2023 Chair, Shared Governance Executive Committee

FROM: Kenneth D. Kitts, President *KDK*

RE: Pine Street Safety

DATE: January 12, 2023

As noted in my "President's Communique" to all faculty and staff on December 1, 2022 (page 1 of which is attached with section highlighted), the issue of pedestrian safety along the section of Pine Street that traverses our campus is a top concern. Other UNA senior officials and I have been in contact with City leadership on this topic and will continue to discuss ways to work together to bring safety enhancements to fruition in that area.

In the meantime, as an additional means of demonstrating to local and state officials UNA's commitment to student safety and strong level of concern, I submit to you on behalf of our Executive Council a draft resolution that I ask be vetted through the shared governance structure. An endorsement of this resolution by campus constituency groups and by those shared governance committees that are most closely responsible for making recommendations on parking and safety issues would speak volumes in our continued discussions with governmental leadership.

I hope that the Shared Governance Executive Committee will support the Executive Council in our efforts to keep this topic at the forefront of talks with City officials by sending this draft resolution forward for review and endorsement. Please let me know if the SGEC has any questions or needs additional information concerning this important matter.

KDK/rbs  
*Attachments*

pc/att: UNA Executive Council



## President's Communiqué

Dr. Ken Kitts

December 1, 2022

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**Colleagues:** I hope this note finds you well. Please see below for important campus updates and information.

**Enrollment:** With the record-breaking news from fall census still fresh on our minds, I am pleased to report that the enrollment indicators for Spring 2023 are very promising. Currently, we are up by double digit percentages in both headcount and credit hour production for the spring term. Indicators for next fall are even more preliminary; however, the early signs for enrollment in the next academic year are encouraging as well. Our weekly tracking comparisons and year-over-year data show us up in both new student applications and acceptances for Fall 2023. Provost Ross Alexander, his COAD team, and the many other faculty and staff who oversee our enrollment efforts on a daily basis continue to do an amazing job. At the same time, maintaining robust enrollment remains everyone's responsibility. From Facilities to Financial Aid, and from Academic Affairs to Student Engagement, we are succeeding when others are not because of the great teamwork going on at UNA. Thank you!

**Pine Street:** Pedestrian safety on Pine Street is a priority concern for this administration. As the University continues to grow, the need for action on this busy thoroughfare will only become more important. The challenge for UNA leaders is that, although Pine Street bisects our campus, the road itself belongs to the City of Florence and is thus under the jurisdiction of municipal officials. We have met with City officials on several occasions to discuss this topic. The jointly appointed Florence-UNA Town-Gown Committee has also identified Pine Street safety as a priority concern. Steps currently under consideration include traffic calming measures for the portion of Pine Street between Irvine Avenue (adjacent to Norton Auditorium) and West Lelia Street (over the hill to the north of Olive Hall), the installation of sidewalk safety rails and/or fencing on the bridge over Circular Drive, and the creation of a better pedestrian underpass in the area between LaGrange Hall and Flowers Hall. City leaders have told us they understand the urgency of this matter for our campus, and we hope to see movement on these safety enhancements in the near future.

**State Budget:** The Educational Trust Fund (ETF) budget remains very healthy as we begin to look toward the 2023 legislative session. We believe the available funds give state officials the opportunity to bring UNA to equity without taking money away from other institutions. We have already had three meetings, including one yesterday in Montgomery, to make our case before key state officials and are scheduled to have several more in the next two months. A good outcome in the upcoming budgetary deliberations will be important in allowing us to fund capital needs, finalize plans for a COLA for Fall 2023, and fill open positions on a strategic basis. Please remember that the legislative session begins and ends later in the spring, as this is the first year of the new quadrennium following the 2022 elections.

**COLA:** I have asked Vice President Evan Thornton to prioritize an across-the-board raise for employees in the budgetary plan he will submit to the Board of Trustees for the next fiscal year. It is important to me and my colleagues on the Executive Council that we continue with these periodic increases to help offset increases in the cost of living and to show our appreciation for the great work going on across our campus.



**RESOLUTION IN SUPPORT OF ENHANCED PEDESTRIAN SAFETY  
ON CITY STREETS THAT TRAVERSE  
THE UNIVERSITY OF NORTH ALABAMA CAMPUS**

**WHEREAS**, the campus of the University of North Alabama (UNA) sits within the city limits of Florence and is bisected by Pine Street on the west and Wood Avenue on the east; and

**WHEREAS**, there is growing concern about pedestrian safety on campus as relates to vehicular traffic along city thoroughfares, especially in light of accidents involving students that occurred in 2021 and 2022; and

**WHEREAS**, prior to these recent accidents, it is recognized that the University, the City of Florence, and the Northwest Alabama Council of Local Governments (NACOLG) partnered to sponsor a "North Pine Street Corridor Study" that was conducted in 2020 by external consultant Croy Engineering, LLC, and that said Study affirmed a number of concerns and offered an array of recommendations to enhance safety along this particular stretch of roadway; and

**WHEREAS**, the various campus constituency groups are involved in discussions about pedestrian safety through participation on shared governance committees that deal with traffic, safety, and faculty/staff/student welfare; and

**WHEREAS**, in his "President's Communique" periodic campus update to all UNA employees on December 1, 2022, Dr. Ken Kitts highlighted the issue of pedestrian safety on campus roadways, noted it as an administrative priority, and outlined engagement with the City of Florence to enhance safety measures; and

**WHEREAS**, both Pine Street and Wood Avenue are municipal roadways evaluated and maintained by the City of Florence; and

**NOW, THEREFORE, BE IT RESOLVED** that each of the campus groups identified by representation signature on the following page wishes to endorse pedestrian safety as a priority issue that affects the welfare of all members of the UNA community; and

**BE IT FURTHER RESOLVED** that each of these campus groups supports the University Administration's engagement with the City of Florence on this issue, thanks City officials for steps already underway to enhance safety on roadways through campus, and encourages both parties to continue to work together to take additional measures to address this important issue.

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*DRAFT as of January 12, 2023.*

*Once adopted by all groups on signature page, a nicely printed version will be prepared, and the President's Office will collect final signatures.*

*Resolution in Support of Enhanced Pedestrian Safety on City Streets  
that Traverse the University of North Alabama Campus  
Page 2 – Signature Endorsements*

**UNA PARKING AND TRAFFIC COMMITTEE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Neysa Brown, 2022-2023 Committee Chair

**UNA SAFETY AND EMERGENCY PREPAREDNESS COMMITTEE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Cindy Conlon, 2022-2023 Committee Chair

**UNA SHARED GOVERNANCE EXECUTIVE COMMITTEE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Kristy Oden, 2022-2023 Committee Chair

**UNA FACULTY SENATE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Jessica Stovall, 2022-2023 Senate President

**UNA STAFF SENATE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Melissa Bolton, 2022-2023 Senate President

**UNA STUDENT GOVERNMENT ASSOCIATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Amber Sandvig, 2022-2023 SGA President

---

*DRAFT as of January 12, 2023.*

*Once adopted by all groups on signature page, a nicely printed version will be prepared, and the President's Office will collect final signatures.*

**From:** [Vandiver, Renee P](#)  
**To:** [Stovall, Jessica E](#)  
**Cc:** [Oden, Kristy Oneal](#)  
**Subject:** Promotion/Tenure Policy Revisions  
**Date:** Monday, January 30, 2023 9:57:08 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[Third-Year Review COAD Edits.docx](#)  
[Third-Year Review COAD Edits.pdf](#)

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On behalf of SGEC Chair Kristy Oden, I wish to inform you that via e-business this date, the Shared Governance Executive Committee considered the enclosed proposal from the Council of Academic Deans for amendments to the Faculty Senate proposed revisions to the promotion and tenure policies. The SGEC voted unanimously to return this proposal to the Faculty Senate for review. Therefore, please inform Dr. Oden of the outcome of this review with a copy to me. Thank you.

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**From:** Baird, Sara Lynn <[sbaird@una.edu](mailto:sbaird@una.edu)>  
**Sent:** Wednesday, January 18, 2023 12:36 PM  
**To:** Vandiver, Renee P <[rpvandiver@una.edu](mailto:rpvandiver@una.edu)>  
**Subject:** Re: Next COAD Meeting: P/T Policy Revisions

Hi Renée,

Attached is the word doc and pdf reflecting the document that came to us and the COAD changes. Note that the original document text is in red and dean's edits are in blue. Word and pdf attached.

Sara Lynn

**Dr. Sara Lynn Baird** | [256.765.4288](tel:256.765.4288)

*Dean*

*Professor, Music*

College of Arts, Sciences, & Engineering (CASE)

Music

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

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



## **2.6 CRITERIA FOR APPOINTMENT, PROMOTION, AND/OR TENURE**

### **2.6.1 General Criteria for Promotion and/or Tenure**

As a regional, state supported institution of higher education, the University of North Alabama engages 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 Services 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.

### **2.6.2 Special Criteria by Ranks for Appointment, Promotion, and/or Tenure**

Faculty ranks of the University, including librarians, and educational technologists, are ~~instructor/~~lecturer, ~~senior lecturer~~, visiting (open rank) professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are considered tenure-track. All others are based on renewable appointment, not including visiting (open rank) professor appointments. Appointment, continued employment and consideration for tenure of supervising teachers at Kilby Laboratory School are subject to all relevant Alabama laws and Alabama State Board of Education policies governing P-12 public school teachers. Determination of rank is established at the time of initial appointment. The years of appropriate experience are calculated at the end of the academic year prior to appointment. The academic year in which a promotion portfolio is submitted will count toward appropriate cumulative experience for that rank. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, dean, and the 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~~ their 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 the 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 services 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 refer to [Appendix 2.D/2.D.1](#), Timeline for Promotion and/or Tenure)

1. ~~Instructor~~/Lecturer/~~Senior 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 the Provost and Executive Vice President for Academic Affairs, 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 the 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.

#### **2.6.3 ~~Procedure for Promotion and/or Tenure~~ Annual & Third-Year Review**

The department chair is responsible for meeting annually with each faculty member seeking promotion and tenure to discuss their annual evaluation (Appendix 3.D).

Additionally, all departments should conduct an internal third-year review, convening a committee of all tenured faculty, using the department's tenure and promotion guidelines. The Third-Year Review will not be tied to reappointment or non-reappointment, as the normal annual review serves that purpose.

The candidate is responsible for submitting a digital portfolio via the online database that UNA has established for this purpose to the department chair consisting of the following:

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages).
2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose
3. Faculty Qualifications Report 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)
- 2.4. Supporting information for the following items, as outlined in section 2.6.1, submitted via the online database that UNA has established for this purpose
  - a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services 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

The Third-Year Review process will consist of reviews by the department's tenured faculty, the department chair, and the Dean's Office. The department chair shall convene a third-year review committee, consisting of all tenured faculty. The department chair or designee will supervise the election of a committee chairperson.

After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio. It is the responsibility of the third-year review committee chair to compile formative comments regarding strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and report to the department chair. The department chair is responsible for meeting with the candidate to discuss the results of the committee evaluation. The department chair will provide the candidate with the peer committee's summary and offer the opportunity for the candidate to submit (within one week) additional information for the department chair to consider prior to completing their own review.

The department chair should prepare a written review covering the findings of the faculty

committee, characterizing the faculty recommendations, and provide an evaluation of the candidate's progress toward Promotion and Tenure. The evaluations from the faculty committee and department chair with the candidate's materials will be submitted to the Dean's Office by the department chair.

The Dean's Office will prepare an evaluation of the candidate's progress toward tenure and promotion after review of the materials submitted by the candidate, faculty committee, and Chair. After all feedback is provided, the department chair and/or dean will meet with the candidate to discuss their progress towards earning tenure and promotion.

Faculty should understand that the Third-Year Review process does not constitute a commitment to grant or deny tenure in the future. Third-Year Review discussions and decisions should be based on the departmental and college Promotion and Tenure Guidelines and the requirements and procedures set forth in the Faculty Handbook.

#### **2.6.4 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 the 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~~their 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 the 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 the 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. For faculty seeking promotion only, an electronic portfolio that provides evidence of accomplishments will be submitted by October 1 via the online database that UNA has established for this purpose. 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 2.6.4). 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 (Refer to [Appendix 2.F](#))

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to his/her/their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelinesscholarship for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages).;

~~1. —as well as indicates which of the areas in item 5 should be weighed more heavily or less heavily than others (maximum of 15 pages)~~

~~2.~~ Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose

~~3.~~ Faculty Qualifications Report 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 2.6.1, submitted via the online database that UNA has established for this purpose

- a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services 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](mailto:promotions@una.edu) by September 1. The University Librarian serves the function of chair and dean in Collier Library and Information Services. The Executive Director serves the function of chair and dean in Educational Technology Services. 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. 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. 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. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose. 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 peer promotion and/or tenure committee prior to its submission via the online database that UNA has established for this purpose. Each candidate will have access to the committee's final form through the online database that UNA has established for this purpose. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

#### Responsibility of the Department Chair

The department chair will evaluate the portfolios of the candidates in ~~his or her~~their 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~~their evaluation form for each candidate via the online database that UNA has established for this purpose. The University Librarian serves the function of chair and dean in Collier

Library and Information Services. The Executive Director serves the function of chair and dean in Educational Technology Services.

#### Responsibility of the College Dean

The dean will review the candidate portfolios in ~~his/her~~their 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.

## 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. 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 2.6.3). All portfolios that are incomplete or not in compliance with the stated guidelines (section 2.6.3) will be considered as non-responsive 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.

#### 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. 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. 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. The dean will



evaluate the candidate's portfolio and, by February 1, will submit ~~his or her~~their evaluation form via the online database that UNA has established for this purpose. 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.

## **2.6.45 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 2.4.2 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.

## **MEMORANDUM**

**TO:** Faculty Senate  
**FROM:** Faculty Senate Executive Committee  
**RE:** Proposal for Faculty Handbook Revisions: Student Ratings/Evaluations  
**DATE:** January 23, 2023

In order for all students to have the opportunity to provide feedback on all of their classes and to allow faculty members to receive this feedback to add to their tenure and promotion portfolios, we are recommending changes to the Faculty Handbook that will require administration of student evaluations for all classes, regardless of size or term. Additionally, the verbiage surrounding the administration of the evaluations is being updated to reflect the current process.

### 3.16 FACULTY EVALUATION

The purpose of the Faculty Evaluation Program is to provide for a valid and reliable assessment of faculty performance based on designated areas of engagement approved by the University. Toward that end, all faculty members are expected to demonstrate continuous involvement and effectiveness in the areas of: (1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related to the faculty member's discipline and/or professional responsibilities; and (3) service performed on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community. Evaluation information (e.g., vita, faculty performance report, student evaluation rating summaries, and performance evaluation) shall be stored/maintained/archived in the online database that UNA has established for this purpose. Person(s) responsible for data entry of faculty information will be determined by department. It is the faculty member's responsibility to ensure accuracy of data entered.

#### 3.16.1 Components of the Program

Updated Curriculum Vitae. The vitae shall contain detailed background and professional achievement data – educational background, degrees, teaching and other professional experience, scholarly and creative activities, service to the department, university, and community – and any information deemed relevant to the department or faculty member. The vitae shall be updated yearly **by April 15**.

Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to April 15** in order to discuss professional goals for the coming year (refer to [Appendix 3.D](#)). During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form ([Appendix 3.D](#)) a statement of accomplishments relating to the prior year's goals. The faculty member and the department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically to the appropriate academic dean for review.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and university libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form (refer to [Appendix 3.D](#)). Student evaluations will be administered online by the Office of ~~Academic Affairs~~ **Institutional Research** every ~~semester in each class section enrolling five or more students~~ **term**. Student comments should be collected and given to the faculty member in a format ~~to ensure that strives to provide~~ anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses taught in non-lecture format. The ~~OIR course evaluation software provider~~ will process the online evaluations in a timely fashion and the instructor and department chair will be alerted as to when their reports are ready to

~~view forward results to the department chair. The summary of the ratings shall be shared with the faculty member.~~

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will provide each faculty member a written performance evaluation on the following schedule: by **September 15** every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair, dean, and the faculty member. The faculty member has the option of submitting a written response to the department chair by **September 30**.

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above. Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

### **3.16.2 Use of the Results of the Program**

The Faculty Evaluation Program is an integral component of the University's institutional effectiveness program. Departments will use information collected through the Faculty Evaluation Program in their departmental and academic program reviews with special care to document use of the program to improve teaching, research, and service.