

Agenda of the Faculty Senate
October 13, 2022
Zoom Meeting
3:30-5:00pm

- I. Recognize proxies
- II. Approval of agenda
- III. Approval of minutes from September 8, 2022
- 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
 - 1. Review of Policies for Policy Environment Task Force (SGEC: FS)
 - a. Policies Concerning Adjunct Faculty
 - b. Promotion Policy
 - c. Workload Policy
 - ii. Academic Affairs
 - 1. Review of Policies for Policy Environment Task Force (SGEC: FS)
 - a. Proposal for Revisions to Graduate Faculty Selection Policy
 - b. Proposal for Revisions to Nepotism Policy
 - iii. Faculty Attitude Survey
 - iv. Faculty Handbook Oversight
 - b. Other Committees
 - i. Faculty Senate Constitution Review
- VIII. Unfinished Business
 - a. Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS)

IX. New Business

- a. Proposal for Review and Report on Online Proctoring Services (FS)
- b. Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy (FS)

X. Information items

XI. Adjourn

Faculty Senate Minutes
8 September 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 and New Senators

Ravi Gollapalli for Leshan Kimbrough

Tosha -Paige Whitten for Betsy Heckert

Members in attendance

Alejandra Alvarado-Brizuela, Lisa Ann Blankinship, Tabitha Blasingame, Miranda Bowie, Greg Buckley, Dan Burton, Gabriela Carrasco, Justin Carter, Helen Coronel, Chris Cottingham, Anissa Graham, Einar Gudmundsson, Felicia Harris, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Kelly Latchaw, Ian Leoppky, Thomas Lukowicz, Jennifer Maddox, George Makowski, Janna Malone, John McGee, Bryan McHenry, Jessica Mitchell, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Angel Tomlinson, Jason Watson, Pete Williams, Gretchen Windt

Members not in attendance (without proxy)

Corey Cagle, Frank Diaz, Lisa Kirch, Rashaun Warren

II. Approval of the Agenda

Motion to approve agenda as distributed by Sen. Carter, 2nd by Sen. Williams. Motion passes.

III. Approval of minutes from the 5 May 2022 Meeting

Minutes approved as distributed by Sen. Robertson, 2nd by Sen. Williams. Motion passes.

IV Remarks from Dr. Ken Kitts, UNA President

- President Kitts absent from the meeting due to a schedule conflict. Dr. Laura Williams present to represent the administration. Dr. Kitts's comments are attached in full (Report to Faculty Senate Dr. Kitts – September 8, 2022).

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

- Dr. Alexander absent from the meeting due to a schedule conflict. Dr. Laura Williams present to represent the administration. Dr. Alexander's comments are attached in full (Report to Faculty Senate).

VI. Remarks from Dr. Jessica Stovall, Faculty Senate President

- Sen. Makowski will serve as parliamentarian.
- Senators are asked to use the "hand raise" function in Zoom and to change their "names" to "Senator ____" as this help to efficiently run meetings and ensure that everyone is recognized.

VII. Elections for Committee Vacancies

- Athletic Committee (2021-2024 Faculty At-Large): Dr. Scott Infanger elected.
- Institutional Review Board (2022-2025 Kinesiology Faculty): Dr. Chanh Kang elected by acclamation.
- Safety and Emergency Preparedness Committee (2022-2025 Engineering and Industrial Professions Faculty): Dr. Sayeed Shohag elected by acclamation.
- Undergraduate Curriculum Committee (2020-2023 CASE Faculty): Dr. Claudia Vance elected.

VII. Reports

Standing Committees

- Faculty Affairs – Sen. Carter (Chair) – No report; Sen. Carter provided update of first meeting.
- Academic Affairs – Jill Simpson (Chair) – No report; Sen. Cottingham provided update of first meeting.
- Faculty Attitude Survey (FAS)– Stephanie Clark (Chair) – Sen. Purser provided an update on the 2022 FAS. Responses rates were low (24% decrease from 2021 FAS) due to late release of the FAS.
 - Presentation of the FAS Survey Results to Senate – Motion to accept and release the survey to the public and add to the website made by Sen. Carrasco and 2nd by Sen. Robertson. Motion passed (36Y: 0N: 0Abs)
- Faculty Handbook Oversight – Scott Infanger (Chair) – No report; Sen. Robertson provided update. Current version of the Faculty Handbook: August 2022

Other Committees

- Faculty Senate Constitution Review – Sen. Watson provided update. The committee will review the FS Constitution and will recommend changes such as updating when the election meeting is to occur and the collection of electronic votes. Any changes to FS Constitution will require approval by 2/3rd faculty. The FS Constitution is available on the Faculty Senate website.

IX. Unfinished Business

- None

X. New Business

- Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS) – The policy has already been updated, the vote is only to change the wording in the FS Handbook. Discussion occurred about the order of policy revisions. Motion to move to Old Business and vote at October 2022 meeting.
- Review of Policies for Policy Environment Task Force (SGEC: FS) – Pres. Stovall provided Task Force information and charge. Motion for Faculty Affairs Committee to review the policies made by Sen. Watson, 2nd by Sen. Makowski was amended after discussion to Motion to send the Review of Policies for Policy Environmental Task Force to the Faculty Affairs Committee (Policies Concerning Adjunct Faculty, Promotion

Policy, and Workload Policy) and the Academic Affairs Committee (Graduate Faculty Selection Policy and Nepotism Policy) for review. Sen. Watson accepted the amendment and the amended policy was voted on (33Y: 0N: 1Abs).

XI. Information Items

- None

XII. Adjourn

- Motion to adjourn proposed by Sen. Carrasco and 2nd by Sen. Shremshock. Meeting adjourned at 4.31pm.

June 14, 2022



MEMORANDUM

To: Council of Academic Deans

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

Ms. Catherine D. White,
Associate Vice President for Human Resources

RE: Faculty Applicant Transcript Requirement Update

A Rapid Improvement Event (RIE) was held a few weeks ago related to the hiring of Early College adjunct faculty. One of the goals of RIEs is to identify how to 'lean' processes in order to ensure we are operating as efficiently as possible.

One action item identified at the event was related to UNA's transcript protocol within the faculty hiring process. In order to be qualified to serve as a faculty member or adjunct, the applicant must have a minimum of 18 graduate credit hours in the relevant teaching discipline. Previously, UNA required applicants to submit **official** transcripts for all schools attended/credit received.

It was previously thought that SACSCOC requirements related to faculty credentialing required the submission of official transcripts from all schools attended. Through research in conjunction with our current SACSCOC officials, we have determined that this is not the case. The documentation guidelines of SACSCOC require that we obtain an employee's official transcript of the highest degree attained.

Therefore, effective immediately for faculty positions posted after today's date, and for currently posted adjunct/clinical assistant/clinical supervisor/early college positions, we will only require the **official** transcript of the **highest** degree attained. If any of an applicant's 18 graduate credit hours in the relevant teaching discipline are taken from a degree(s) that is not the highest degree attained, an **official** transcript of that degree(s) must *also* be submitted.

As a reminder, official transcripts must come directly to UNA from the issuing school to be considered official. Transcripts with a designation of "Issued to Student" or addressed to the student cannot be considered official.

We hope these new procedures will help us all to move through the hiring processes in a more efficient manner. Please feel free to email [Jessica Pattison](#) or [Kari-Kay Cassady](#) if you have any questions.

2.4.2 Faculty Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on receipt by the Provost and Executive Vice President for Academic Affairs of the official transcript ~~bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials~~ of the highest degree attained. If any of an applicant's 18 graduate semester hours in the relevant teaching discipline are taken from a degree(s) that is not the highest degree attained, an official transcript of that degree(s) must also be submitted. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of an offer of appointment shall be in writing.

2.10 FACULTY RECORDS

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

APPENDIX 2.A POLICIES CONCERNING ADJUNCT FACULTY

B. Employment of Adjunct Faculty

1. For first-time employment of adjunct faculty, the department chair should submit to the college dean a Personnel/New Hire Action Form and complete the New Hire Checklist. The college dean should endorse the request and send it to the Provost and Executive Vice President for Academic Affairs. Subsequent employment will be made by an Electronic Personnel Action Form. For adjunct faculty, no interview is required at the Provost and Executive Vice President for Academic Affairs level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcript(s) ~~for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials~~ is required and should be uploaded to the Online Employment System. The Office of the Provost and Executive Vice President for Academic Affairs will keep vitae and transcripts on file.

Graduate Faculty Selection Policy

The Graduate Faculty is composed of the President of the University, the Provost and Executive Vice President for Academic Affairs, the Dean of Graduate and Online Education, the University Librarian, the deans and associate deans of colleges offering courses for graduate credit, the chairs of departments offering graduate 500-~~800~~ level and above courses, and other graduate teaching faculty appointed by the Provost and Executive Vice President for Academic Affairs on the recommendation of the Graduate Council.

Policies for selection to the graduate faculty are as follows:

1. The prospective graduate faculty member should possess the terminal degree in the field of teaching.
2. Persons not holding the terminal degree but having special expertise may be considered for graduate faculty status with proper justification for a five-year period. Graduate faculty standing in this category will be reviewed at the end of the spring semester of the fifth year.
3. Faculty selected for graduate faculty status should, in addition to holding the terminal degree in field, possess credentials showing research, publications, or scholarly presentations; membership and activity in professional societies; or a performance record in relation to the performing arts. Obviously, faculty may not show extensive credentials in all of these areas as criteria for selection but should show sufficient evidence in one or more of the areas to qualify them for the graduate faculty designation. College of Education and Human Sciences intern/practicum supervisors are exempt from this regulation provided they have an terminal Ed.S. degree and meet all requirements set forth by the appropriate accreditation agency and/or the Alabama State Department of Education. Examples of credentialed intern/practicum supervisors with an Ed.S. degree include faculty who currently teach in the field and/or hold National Board Certification.
4. Faculty who are designated as graduate faculty should be involved in the regular teaching of graduate classes.
5. Graduate faculty standing should be endorsed by the department chair and college dean before being submitted to the Graduate Council. The Graduate Council will recommend which names should be submitted to the Provost and Executive Vice President for Academic Affairs for designation as graduate faculty. During periods when the Graduate Council does not meet (e.g., summer semester; intersessions) applications will be reviewed by a committee composed of one associate dean from each of the four academic colleges.

Separate syllabi for undergraduate and graduate courses must be established to better show the differences between undergraduate and graduate requirements for these courses. In addition, it is the responsibility of the respective dean to monitor this requirement for separate syllabi. In order to serve as a member of the Graduate Faculty, faculty must conform to this requirement of separate course requirements between undergraduate and graduate students.

MEMORANDUM

TO: Faculty Senate
FROM: Dr. Jessica Stovall, Faculty Senate President
RE: Proposal for Review and Report on Online Proctoring Services
DATE: October 1, 2022

The information we learn from the Faculty Attitude Survey is used to identify issues for the Faculty Senate to consider for the upcoming academic year. One such issue that was identified is the need to review and report on the Online Proctoring Services used at UNA. The Faculty Attitude Survey results pertaining to these issues had high levels of “neutral” and “no basis for judgement” response rates, despite the issue being raised as a concern on multiple occasions. As many faculty members do not utilize online proctoring services, the results are difficult to interpret. Based on this, along with additional feedback received, I am requesting a review that focuses on feedback from faculty who utilize these services. Some items to be reviewed include who covers costs, what services are needed, and what suggestions can be made. Feedback from ETS may also be valuable on this matter.

NEPOTISM (EMPLOYMENT OF RELATIVES)

The Alabama Nepotism statute provides that:

~~*No officer or employee of the state or of any state . . . institution . . . shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or with any of its agencies . . .*~~
~~*Alabama Code, Section 41-1-5 (1975).*~~

(c) Any person within the fourth degree of affinity or consanguinity of a public employee shall not be the immediate supervisor for or in the chain of command of, or participate in the hiring, evaluation, reassignment, promotion, or discipline of, the public employee within any state department...institution...or other agency of the state. Alabama Code, Section 41-1-5 (c) (1975).

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This statute is applicable to all university positions, including temporary, part-time, and student positions. Furthermore, any committee member (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Approved by the Board of Trustees, 03/05/1993 Revised, 01/20/1998

Suggested revisions 10/3/2022

MEMORANDUM

TO: Faculty Senate
FROM: Dr. Jessica Stovall, Faculty Senate President
RE: Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy
DATE: October 1, 2022

The information we learn from the Faculty Attitude Survey is used to identify issues for the Faculty Senate to consider for the upcoming academic year. One such issue that was identified is the need to revise and update the University's Parental Leave Policy. Based on the feedback received, I am requesting to form an Ad-Hoc committee that will be charged with reviewing and updating the current Parental Leave Policy, which is attached to this memo.

1. Grants will be made for October 1 to September 30 time periods (or less as designated in the proposal). Projects lasting more than one year may be extended by notifying the appropriate college dean/University Librarian/Executive Director of Educational Technology Services.
2. Faculty development monies will be limited to full-time faculty.

A proposal not approved will be returned to the faculty member. For funded projects, documented evidence that the objectives were accomplished must be submitted to the department chair and dean upon completion of the project.

3.12 LEAVE OF ABSENCE

At the convenience of the University and subject to the approval of the Provost and Executive Vice President for Academic Affairs, a faculty member may be granted leave of absence without pay for up to one year for purposes of advanced training, health or disability, parenting responsibilities, or other justifiable cause. A second year may be granted by the Provost and Executive Vice President for Academic Affairs after review of university needs and, in the case of health or disability, a medically documented reasonable expectation that the faculty member will be able to return to full academic activities. If a faculty member has been granted a one-semester leave of absence and wishes to be granted a second semester of leave, he/she must request such in writing to the Provost and Executive Vice President for Academic Affairs by November 1 for the following spring semester or by April 1 for the following fall semester. If a faculty member has been granted a one-year leave of absence and wishes to be granted a second year of leave, he/she must request such in writing to the Provost and Executive Vice President for Academic Affairs by April 1. The University will hold the faculty position open only during the granted leave of absence but will not hold the position beyond two academic years. A faculty member on leave cannot return to work prior to the end of the granted leave period. Time taken as leave of absence, unless otherwise stated in writing prior to the beginning of the leave of absence, does not add to experience levels for purposes of promotion, salary, tenure, accrual of absence leave, or retirement benefits. A faculty member approved for leave of absence may arrange for continuation of health, vision, dental, cancer, and intensive care insurance benefits as well as long-term disability at the member's expense. Other university-sponsored insurance is not in effect while the faculty member is on leave.

3.13 PARENTAL LEAVE

Full-time faculty may seek workload adjustment options for parental leave by working in conjunction with their department chair and dean in order to allow for eight weeks of leave provided the baby is born or adopted during the academic year or close to the beginning of the academic year. This policy only applies to full-time regular faculty members. It does not apply to adjunct faculty or graduate assistants.

Some examples of workload adjustments options that may accommodate the leave include:

- A faculty member teaching courses for the first 8 weeks of the semester and then holding a 100% research appointment for the last 8 weeks of the semester.

- A faculty member having a reduced teaching load and increased service responsibilities (e.g., assisting with responsibilities relating to program assessment plans or an upcoming accreditation visit).
- A faculty member having a continuity plan for their courses (i.e., teaching their courses in-person at the beginning of the semester and switching to online delivery the latter part of the semester).

Procedure for Requesting Leave

As soon as possible, the faculty member should notify her/his department chair of the due date or adoption date and request assistance in planning a workload adjustment plan that would accommodate the parental leave.

The department chair, in consultation with the faculty member, will propose a workload that accommodates the leave. The plan will make clear the expectations for the portion of the semester that the faculty member will not be on leave. Depending on when the baby is born or adopted, the faculty member may be able to teach courses typically taught during the semester. To ensure that a faculty member has eight weeks of parental leave, a faculty member may be asked to pick up different responsibilities during the portion of the semester that s/he is available to work full time. This plan will be sent to the dean for review and commentary and then forwarded to the Provost and Executive Vice President for Academic Affairs for final approval.

Faculty members and their supervisors must document leave time, and colleges will initiate a conversion to unpaid status if the faculty member does not return to work at the end of the approved paid leave period.

Tenure Clock Extension

A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year tenure clock extension. The extension is automatic in order to allow faculty members to make decisions in their best interests regarding work and family demands without fear of negative consequences for requesting an extension.

A faculty member who has qualified for FMLA leave while holding a tenure-accruing appointment will receive an automatic a one-year extension of the date on which the probationary period would end. Only two such extensions are allowed.

Under no circumstances would the length of a faculty member's probationary period exceed eight years of full-time service except where the faculty member has agreed in writing that a year in which the faculty member qualified for FMLA leave or took leave without pay will not count towards the probationary period.

Individual faculty may choose to opt out of the automatic extension and elect to come up for tenure in the original year established when the faculty member was hired.