

FACULTY SENATE MINUTES  
December 1, 2016

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on December 1, 2016. The meeting convened at 3:30 p.m. with President David Brommer presiding.

Proxies: President Brommer recognized the following proxies: Pam Kingsbury for Daryl Brown from English; Lorie Johnson for Lisa Clayton from Elementary Education; and Jeff Cornelius for Felecia Harris from Secondary Education.

Members in attendance: Rae Atencio,

## Reports:

Academic Affairs Committee: No report.

Faculty Affairs Committee: The committee's report is addressed under old business.

Faculty Attitude Survey Committee: No report.

## Unfinished Business:

Vacancy Ì Online Learning Advisory Committee (Nursing Ì through 2018): Jenny Dawson was selected via acclamation.

Vacancy Ì Shared Governance Executive Committee (At Large Ì through Spring 2017): Kristy Oden was selected via acclamation.

Revisions to Section 2.5 of the Faculty Handbook Ì Policies on Promotion and Tenure: Richard Statom moved to postpone this to January and request additional information from the President and Provost about how the financial impacts of the bottleneck will affect the process. George Makowski seconded the motion. The motion passed.

## New Business

=====

2. PERSONNEL POLICIES,  
REGULATIONS, AND  
PROCEDURES

=====

2.1 EQUAL OPPORTUNITY

2.2 NEPOTISM

2.3 FACULTY EMPLOYMENT PROCEDURES

2.3.1 SEARCH GUIDELINES FOR TENURE-TRACK AND/OR NON-TENURE-  
TRACK FACULTY

2.3.2 EMPLOYMENT AGREEMENTS 2.

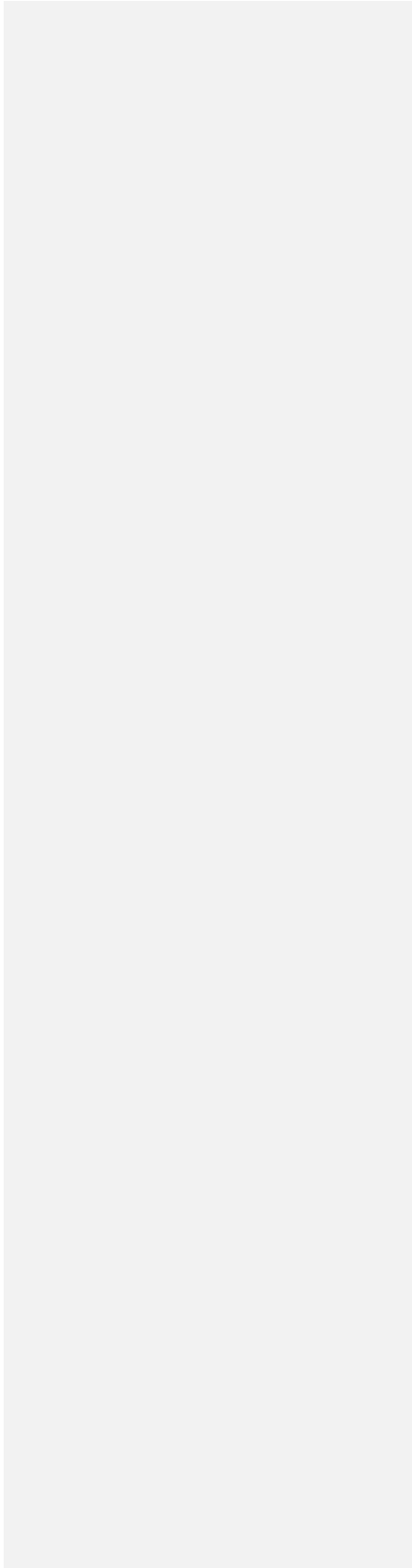
## 2.1 EQUAL OPPORTUNITY

7KH 8QLYHUVLW\¶V SROLF\ ROLFH Q OWKSHS R QWYHQLWLWFDQ ZHE VLWH DW  
<http://www.una.edu/employee-policy-manual/policies/equal-employment-opportunity-policy.html>

## 2.2 NEPOTISM

7KH 8QLYHUVLW\¶V SROLF\ RQ 1HSRWLVP FDQ EH ORFDWHG RQ WKH XQLYHUVLW\¶V ZH  
<http://www.una.edu/employee-policy-manual/policies/nepotism.html> This statute is applicable to all university

position and include as part of the Request to Fill/Advertise electronic form. The draft advertisement shall then be forwarded to the dean for approval. If the dean objects to any wording, suggested changes and



arches.pdf , <http://www.una.edu/employee-policy-manual/policies/employment-of-foreign-nationals-policy.html>.

14. Review of Procedures. These procedures should be reviewed periodically by the Office of the Vice President for Academic Affairs and Provost with input from areas conducting searches the prior year President and the Faculty Senate.

### 2.3.2 Faculty Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are contingent on

receipt by the Vice President for Academic Affairs and Provost of official transcripts for

EDFKHORUUV PDVWHUUV DQG GRFWRUDO GHJUHHV DV ZHOO DV DQ\ FRXUVHZRUN LQ VXSS  
appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and t2(r)10.002(an)-5.0euans..992(, )-n9995(g)-3t4.99\*s 34(er)8(0 -3w 030047>-189.998(s5)-5v6.998( )-12.995





YDOXHG E\ RWKHUV LQ WKH GLVFLSOLQH ([DPSOHV RI VXFK UHFRJQLWLRQ ZRXOG LQ 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. 3. Effectiveness in Rendering Service. ~~The candidate~~ individual is evaluated upon evidence such as recognition in the professional field; consultant services of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; contributions to ~~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 ~~L GHDOO\ EH UHODWHG WR WKH IDFXOW\ PHPEHU\ V SURIHVVLRQ RU VKRXOG~~ 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 ~~int~~ Studio A (all fields), MFA in Creative Writing, MFA in Theatre, J.D. for Business Law, and MFA in Interior Design.

#### 2.5.2 Special Criteria by Ranks for Appointment, Promotion, and/or Tenure, ~~and Appointment~~

\_\_\_\_ Faculty ranks of the University, including librarians ~~and~~ educational technologists ~~and~~ supervising teachers at Kilby Sch are instructor, visiting ~~open rank~~ professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are considered tenure-track. All

Minimum Qualifications by Rank ([Also see Appendix D/2.D1, Timeline for Promotion and/or Tenure](#))

1. ~~Instructor/Visiting Professor~~ Open Rank Professor. Appointment to this rank typically requires possession of a master's or higher 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~~ and/or promotion to this rank ~~and/or tenure requires~~ 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 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 deg

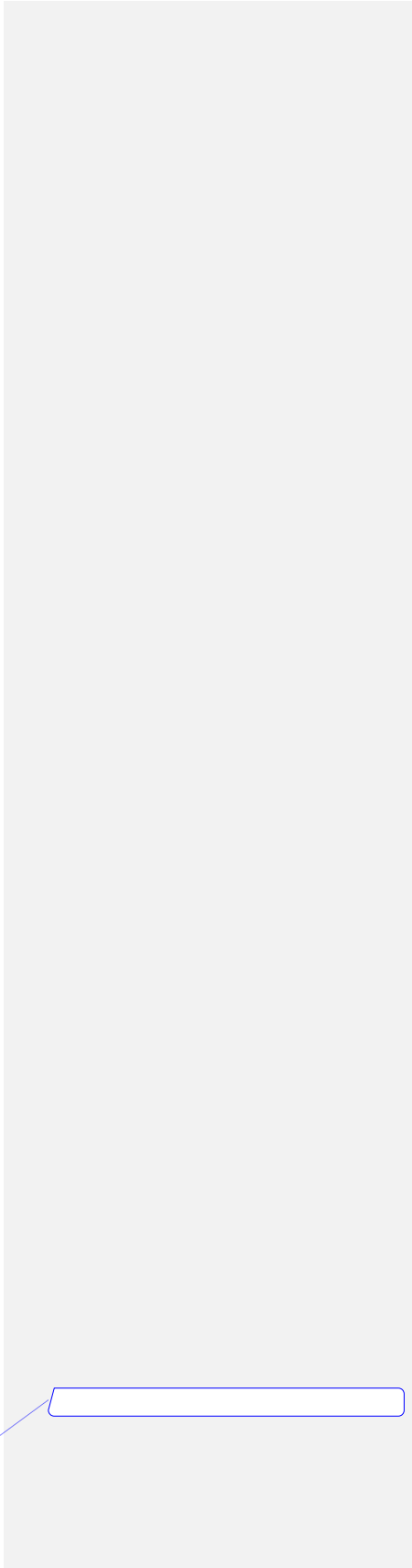
4. the applicant shall have established a sustained and consistent record of excellence in teaching; research, scholarship, or other creative activities; and service.

Promotion to Professor: Faculty will be eligible to be evaluated for promotion no earlier than the sixth year of service as an Associate Professor. Faculty employment contracts may, upon approval by the dean and the President for Academic Affairs and Provost/PAA, include credit for up to four 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. Thus, an Associate Professor must serve a minimum of two years at UNA prior to the award

|

2-10

Formatted: Font: 12 pt



2-11

|

The dean will then perform the functions of the department chair to complete as outlined above. The peer promotion committee member V Z L O O U H Y L H Z W K H F D Q G L G D W H evaluation WIROLR DQG ZLOO SUHSDUH D form (Appendix 2.G) of each candidate with a copy to each committee member, the department chair (or dean) that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. In addition, the peer promotion and/or tenure committee will then submit through the department chair to the dean all of the information relating to the promotion and/or tenure recommendation by November 15th. Advancement in rank The evaluation form, based on 5

recommendations of the peer promotion

Formatted: Font: 12 pt

~~candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found in Appendix 2.C.~~

As soon as the ~~annual~~ review



Responsibility of the Vice President for Academic Affairs and Provost

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

Following the decisions made by the President as outlined below, the Vice President for Academic Affairs and Provost will recommend for or against the granting of promotion and/or tenure to the President by April 15. The Vice President for Academic Affairs and Provost will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion and/or tenure is recommended or not recommended.

Policy on tenure, or continuing contract status, as adopted by the Board of Trustees of the University of North Alabama, provides that a person appointed to the faculty rank of assistant professor will serve a

recommend for or against the granting of tenure and to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.

1(Fo)1s)04(d)-5.297(Ch.93(m)ar.04(W)id.99(f)10.02(b)F.99(F)0f00(Rel.00C)Ar.07(48)5(0)924(i-190265(1412906)12T998(f)2998(a)-1031)C957.9973)94(023.

of reemployment will be made by an offer of appointment as specified in Section 2.3.2 above. Acceptance of an offer of reemployment must be made in writing and received by the Vice President for Academic Affairs and Provost not later than thirty (30) calendar days following the offer.

Probationary faculty who receive non-renewal notices will be retained for one academic year of employment prior to separation from the institution.

The recommenda0.48i92004(c)-12.005(o)-y/(nsteC 9)11.004(c)-1ffyearciloyu g offysccTe speAerl96(at)-9..e1-(a)3.992(98(e)4.iET 58.3.00m(.))TJ C

must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the

Formatted: Font: 12 pt

The provisions of this Handbook are general guidelines the University intends to apply in every applicable case. None of these provisions is intended, however, to induce continued employment or otherwise to

UNIVERSITY of NORTH ALABAMA  
**Resolution of Appreciation**

to

UNIVERSITY OF NORTH ALABAMA  
BOARD OF TRUSTEES

for the Cost-of-Living Salary Adjustment  
Provided to Faculty effective December 1, 2016

WHEREAS the faculty recognize that as required operational costs increase, the  
outstanding educational opportunities for its students; and

WHEREAS