Agenda of the Faculty Senate
December 1, 2022 - Zoom Meeting
3:30-5:00pm

I. Recognize proxies

II. Approval of agenda

III. Approval of minutes from November 10, 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. Election for Shared Governance Committee Vacancy

a. Parking and Traffic Committee (2020-2023 Faculty At-Large)

VIII. Reports

a. Standing Committees
    i. Faculty Affairs
        1. Review of Policies for Policy Environment Task Force (SGEC: FS)
            a. Proposal for Revisions to Policies Concerning Adjunct Faculty
            b. Proposal for Revisions to Promotion Policy
    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

IX. Unfinished Business

X. New Busine

a. Prop sions to Internal Control Policy (SG
b. Prop visions to Workplace Threats and Vio (SGEC: FS)
c. Prop sions to Consensual Relationship C: FS)
d. Prop sions to Conflict of Interest Policy
e. Prop ions to Video Monitoring and S Activity Policy (SGE

XI. Information

a. Statu ate Fa
b. Statu sm 0 612 63 .823 Tm 0 g 0 G [(0 612 627(

Faculty Senate Minutes
10 November 2022

Call to order:

IV Remarks from Dr. Ken Kitts, UNA President
President Kitts provided updates on:

- Funding
- Impact of election results (local, state, federal) held 8 November L P S D F W H G 8 1 $ ¶ V representation at state and federal levels
- Update on football coach search

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

- Fall 2022 enrollment (10,191 students) which marked the 14th straight term of increased enrollment
- Preview Day 2022 (Saturday, 11.12.22)
- Launch of two new centers during Spring 2023 (Public Service Training Center and the Joel R. Anderson Center for Innovation and Entrepreneurial Studies)
- SACSCOC offsite review committee provided UNA with a preliminary report. Minor information will need to be provided to committee prior to site visit in March 2023.

Dr. Alexander and Pres. Kitts addressed questions from Faculty Senators:

- Hiring of new/replacement faculty is based on program growth and funding source with hiring decisions being handled at the College level. 25 faculty lines are currently open with 13 searches already launched and an additional 8 searches to launch in early Spring 2023
- Decisions of where to host UNA sporting events (e.g. UNA football game in HSV) is an open conversation with Florence City but is based on economics and UNA visibility.
- Regarding the Special Voluntary Retirement Incentive (SVRI) program announced to the University on 9 November 2022, faculty and staff are offered an opportunity to retire. Questions were asked as to how SVRI was calculated, if peer institutions had similar programs, and what would be the projected replacement for retired faculty.

VI. Remarks from Dr. Jessica Stovall, Faculty Senate President
FS President Stovall thanked Senators for their service, communication with their departments,

POLICIES CONCERNING ADJUNCT FACULTY

k. The Provost and Executive Vice President for Academic Affairs will sign the letter of employment and forward it to the Office of Human Resources. Upon receipt of the letter of employment, the Office of Human Resources will call the appointee and ask that person to come in to sign the letter of employment and complete all necessary paperwork, e.g., I-9 form, tax forms, etc.

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 transcripts for bachelR U ¶ V P D V W H U ¶ V D Q G G R F W R U D O G H J U H H V D V Z H O 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.

2. All adjunct faculty will be employed using the UNA salary scale for adjunct faculty.

3. Any offer of adjunct appointment will be for one semester only, renewable according to the needs of the University.

4. Adjunct faculty who teach at least one course for the University of North Alabama and travel specified distances to the University exclusively for the purpose of teaching a course are eligible for a travel allowance each fall and spring semester. Those who travel less than 50 miles to the University will not receive a travel allowance. Adjunct faculty who travel 50 to 74 miles to the University will receive $1,000 per semester, those traveling 75 to 119 miles will receive $1,500, and those traveling 120 miles or more will receive $2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified $1,000, $1,500, or $2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or

b.

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.

A. 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 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.

B. Effectiveness in Research, Scholarship, and Other Creative Activities. The candidate is HYDOXDWHG XSRQ WKH 8QLYHUVLW\ RI 1RUWK $ODEDPD (including basic, applied, and pedagogical research, creative accomplishments, and other forms of VFKRODUVKLS WKURXJK UHFRJQLWLRQ WKDW DFWLYH SURPRWHV intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the LQGLYLGXDO LV HYDOXDWHG XSRQ HYLGHQFH WKDW RQ by others in the discipline. Examples of such recognition could include publication of RQH¶V ZRUN LQ SHHU

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 submi.94 Tm 0 238 Tm1,rsity

guidance provided by the department chair to the faculty member during the annual

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 academic year

A. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, faculty member should discuss degree of merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages).

B. Current Resume or Vita

C. Supporting information for the following items, as outlined in section 2.6.1

1. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Services Faculty
2. Effectiveness in Research, Scholarship, and/or Creative Activities
3. Effectiveness in Rendering Service
4. Any other relevant information pertaining to the college or department

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.

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 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

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 so doing.

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 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 in 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)

B. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, faculty member should discuss the degree of

merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages)

~~B. 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)~~

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

D. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose

1.

members have reviewed each portfolio, the committee will meet en masse (convened in person) to discuss each portfolio and vote on each candidate by a 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 e in

The University

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

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 database that UNA has established for this purpose and made available to the candidate. The

From: Vandiver, Renee P
To: Stovall, Jessica F; Bolton, Melissa Buckner; Sandvig, Amber Fay
Cc: Oden, Kristy Oneal
Sub.8972 711.75 cect /TT1Oden, Kristy Oneal

UNIVERSITY OF NORTH ALABAMA
INTERNAL CONTROL POLICY

Background

The Bylaws of the Board of Trustees for the University of North Alabama direct the President to establish financial, budgetary, audit, and business procedures for the efficient and effective management of the University. The Board of Trustees recognizes the need for, and the value of, a strong system of internal controls.

Purpose

This policy describes the general guidelines for establishing and maintaining internal control procedures for departments and other University activities.

Policy

Internal controls include organizational plans and procedures that are designed to:

- Safeguard assets;
- Verify the accuracy and reliability of accounting data and other management information;
- ~~Promotion~~Promote operational efficiency; and
- Ensure adherence to prescribed policies and compliance with federal and state regulations.

Administrators are responsible for conducting their business activities in a manner consistent with good internal control procedures. Individuals responsible for administering University funds are expected to:

- Ensure that internal control procedures are available to and understood by those carrying out financial transactions;

- Comply with University, Federal, State, Sponsor, and Donor terms, conditions, and restrictions on the use of funds;

- Grant or delegate financial authority carefully, with consideration for proper segregation of duties;

- Ensure that appropriate reviews and monitoring take place, including a monthly review of transactions for reasonableness and necessity, and conduct a periodic review of operating reports and performance indicators;

- Explain to individuals that they will be accountable for their

Originally approved by Board of Trustees ±March 2003;
Revised by Board of Trustees ±June 2010

Review and Evaluation of Internal Controls

The Vice President for Business and Financial Affairs (VPBFA) is responsible for the promulgation of policies and procedures directed toward the establishment of good internal controls (as approved by the President of the University).

The Audit,

Originally approved by Board of Trustees ±March 2003;
Revised by Board of Trustees ±June 2010

UNIVERSITY OF NORTH ALABAMA
INTERNAL CONTROL PROCEDURES
BUSINESS AND FINANCIAL AFFAIRS

A. Cash Management

1. General

Members of the university community who receive University monies are responsible for the collection and safekeeping of all cash entrusted to them and for the safety of employees who handle cash. The purposes of cash management are defined to include cash, checks, credit card payments, money orders, and other negotiable instruments whether received in person, electronically, by mail, or by the telephone.

Monies received will be deposited no later than the following business day ~~on a daily basis~~ at the University Cashiers Office located in Commons Building, second floor ~~Bibb Graves Hall~~. The Cashiers Office is the centralized area responsible for the cashiering, depository, and collection functions of the University. Only offices approved by the Controller may keep cash overnight. These funds must be secured under lock and key ~~in a locked safe that has been previously approved by the Controller~~. No checks shall be cashed, no purchases shall be made, and no substitution of cash, checks, or other documents shall be made from the actual monies received.

1.1 Petty Cash

Withholding monies to establish departmental petty cash funds is not permitted. Departments that need a petty cash account for making change must submit a formal request, through the appropriate Dean or Vice President, to the University Controller. A written justification must accompany the request, with approvals by the appropriate Dean or Vice President.

Petty cash accounts must be intact at all times. Overages and shortages must be recorded upon discovery and immediately reported to the Controller.

1.2 Bank Accounts

All funds intended for the University must be deposited into an approved University bank account. Only the Vice President for Business and Financial Affairs (with approval of the President of the University) has the authority to establish a University bank account. All University bank accounts require two signatures (VPBFA, Controller, or the President) for the withdrawal or transfer of any funds. All bank accounts will be reconciled on a monthly basis by individuals not preparing deposits.

The Bank Signature Cards and the Board Minutes that authorize the check signers shall be kept up-to-date and in agreement.

Originally

3.2.2 Person Paying is Not Present

Where the recording of cash cannot be observed by the person making the payment, ~~two~~ different individuals will open and post the payments. ~~(2) individuals must be present when opening mail or emptying collection boxes.~~

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3.2.3 Checks

Checks must be payable to *The University of North Alabama*, *UNA*, or department (e.g. *UNA University Police*, *UNA Student Engagement*, etc.). All checks ***must*** be restrictively H Q G R U V H G S R L W R Q O \ ´ L P P H G upon receipt.

4. Cash Disbursements

With the exception of petty cash reimbursements, all cash disbursements will be made by check or electronic payment. All cash disbursements require prior approval by the Controller or the VPBFA.

The Controller, or designee, must examine the invoices supporting each check.
Blank checks may not be presigned.
Checks are restricted from being made payable to ³&DVK´
Check signers are restricted from approving their own reimbursement requests.
A file copy is maintained for each check disbursed; the copy is to be attached ~~stapled~~ to the paid invoice.
~~The Bank Signature Cards and the Board Minutes that authorize the check signers are kept up-to-date and in agreement.~~

B. Accounts Receivables

1. Reconciliation of Accounts Receivable

All accounts receivable activity for the University should be channeled through the &RQWURROOHU¶V &RQWLQXLQJ (GXFDWLRQ RIILFH ZLOO HQVXUH WKDW

Accounts receivable subsidiaries are balanced to the general ledger on a monthly basis.
Daily payments are posted and detailed by payment listings.
Detailed documentation is maintained for adjustments made to receivable accounts, and adjustments are restricted to staff not processing payments.
Accountability and aging of accounts receivable are accurate to aid in preparation of the annual financial report.
Accounts are invoiced on a timely basis, whether the receivables are due from private entities, the federal government, state agencies, or students.

1.1 Delinquent Accounts Receivable

When internal collection efforts have failed, delinquent accounts receivable will be referred to a contracted collection agency as approved by the VPBFA. The Controller or VPBFA must approve the write-off of any outstanding accounts receivable. Documentation of past collection efforts must be provided before write-offs will be approved. The Alabama Attorney * H Q H UDO¶V Office must approve the write-offs of all receivables.

C. Exceptions

Any exceptions to these procedures must be approved in writing by the Vice President for Business and Financial Affairs.

Faculty & Staff Welfare Committee

TO: Dr. Kristy Oden, SGEC Chair

Mrs. Renee Vandiver, Academic Affairs Policy Consultant

FROM: Dr. Alejandra Alvarado-Brizuela, Committee chair (Faculty, 2023)

Dr. Sara Lynn Baird (Council of Academic Deans, 2023)

Ms. Melissa Bolton (Staff, 2025)

Ms.

Consensual Relationships Policy (2017)	o Add language under ³ 6 W X G H Q W S R O L F L H V to include students with educational responsibilities; i.e. undergraduate teaching assistants, graduate teaching assistants, and graduate assistants. o Add the following definition: - Educational responsibility: The power or authority to evaluate, influence, provide, or FRQWURO DVSHFWV UHO

CURRENT TEXT: Even though contracts of purchase or sale of personal or real property or services exceeding $15,000 in value are generally awarded on the basis of public bids, Boar members and senior administrators and t organizations in which they or members c their immediate families (which, for purposes of this Section B, shall mean spouse, parents, and children) either will benefit materially from the transaction or will hold substantial interest (5% or more) or in which they serve as directors or sen executive officers, shall, except as provid below, avoid submitting bids or proposals to the University or any of its divisions and agencies when the quality of future performance is a substantial part of the contract or proposal.	Statements/State%20Ethics%20Law.pdf to the university policies page for all employees. o This policy is relevant and current; we have a small revision (effective 10/1/2022). PROPOSED REVISIONS: Even though contracts of purchase or sale of personal or real property or services exceeding the minimum amount set by the State of Alabama Bid Law in value are generally awarded on the basis of public bids, Board members and senior administrators and the organizations in which they or members of their immediate families (which, for purposes of this Section B, shall mean spou parents, and children) either will benefit materially from the transaction or will hold substantial interest (5% or more), or in which they serve as directors or senior executive officers shall, except as provided below, avoid submitting bids or proposals to the University or any of its divisions and agencies when the quality of future performance is a substantial part of the contrac proposal.

Video Monitoring and Surveillance Activity Policy (2020)

CURRENT TEXT:
Mobile or hidden video equipment may be used in criminal investigations by the University Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police.

An example of a non-criminal investigation would be an internal investigation conducted for HR where the goal is not to prosecute, but to determine continued employment. Another example would be video obtained to enforce a University policy and procedure such as students propping open doors in a residence hall (not illegal, but a definite violation of policy).

- Page 5 (top), Use of Cameras for Criminal Investigations

PROPOSED REVISIONS:
Mobile or hidden video equipment may be used in criminal investigations by the University Police Department.

NEW HEADING Use of Cameras for Non-Criminal Investigations

Covert video equipment may be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police. An example of a non-criminal investigation would be an internal investigation conducted for HR where the goal is not to prosecute, but to determine continued employment after inappropriate use of university equipment or resources has been discovered. Another example would be video obtained to enforce a University policy and procedure such as students propping open doors in a residence hall (not illegal, but a definite violation of policy).

- Page 5 (bottom), Storage and Retention of Recordings

CURRENT TEXT (page 5, bottom):
No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil). Individual departments shall not store video surveillance recordings.

PROPOSED REVISIONS (page 5, bottom):
No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance recordings shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained part of a criminal investigation, a civil or

CURRENT TEXT(page 6, fourth bullet): Recordings shall be retained for 30 days and then will be erased or recorded over unles retained as part of a criminal investigation, a civil or criminal court proceeding, pursuan to a Preservation Notice issued by the Universit\ ¶ V / H J D O & R X Q V H C shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.

PROPOSED REVISIONS(page 6,