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FACULTY HANDBOOK

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UNIVERSITY OF NORTH ALABAMA

AUGUST 2024 EDITION

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**1. ORGANIZATION AND
ADMINISTRATION**

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- 1.1 BOARD OF TRUSTEES**
- 1.2 UNIVERSITY ORGANIZATION**
- 1.3 FACULTY ORGANIZATION**
- 1.4 SHARED GOVERNANCE STANDING COMMITTEES**
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- 1.6 GRADUATE COUNCIL**

instructor/lecturer or higher in positions that are at least two-thirds non-administrative, one representative for departments having 1-13 members, two representatives for departments having 14-22 members, or three representatives for departments having 23 or greater number of

2.1 EQUAL OPPORTUNITY

Employment Opportunity and Harassment can be <https://www.una.edu/employee-policy-manual/PDFs/Policies/Equal%20Employment%20Opportunity%20and%20Harassment%20Policy.pdf>.

2.2 NON-DISCRIMINATION

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. UNA policies specifically prohibit the discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including C.F.R. 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator or the Assistant Secretary of Education in the Office for Civil Rights.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the university community who has reason to believe he/she has been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with university programs as the result of their misconduct. All vendors serving the university through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator, <https://una.edu/titleix/staff.html>, UNA Box 5023, 202 Guillot University Center, Florence, AL 35632, 256-765-4223, titleix@una.edu.

Reports of other forms of discrimination may be reported to the following areas:
Human Resources

2.4.1 Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty

A search process is initiated when the Provost and Executive Vice President for Academic Affairs indicates that an existing position vacancy may be filled or, after consultation with the President, that a new position may be created from university resources.

1. **Identification of Search Committee.** Once a position has been authorized, the department chair will include, as a part of the Request to Fill/Advertise electronic form, a listing of proposed search committee members (in the appropriate field in the Online Employment System OES). Search committees will be formed from a pool of all full-time department members, including the department chair, and should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments lacking diversity and those with fewer than five eligible members may select additional committee members from the campus and/or community at large. In order for an individual to serve on a search committee, he/she must have evidence of participation in diversity training and search committee training, when available. The department members, including the department chair, shall select the members of the search committee, with the department chair having final approval. The department chair may elect to serve on the search committee. The search committee shall select its chair. Once the Request to Fill/Advertise is completed, it should be forwarded to the Vice President for Diversity, Equity, and Inclusion for approval via the OES. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the Vice President for Diversity, Equity, and Inclusion and Assistant Vice President for Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified applicants.
2. **Development of Job Advertisement.** The committee, in consultation with all department members, including the department chair (where applicable), shall write a draft job advertisement that represents the 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 rationales are returned to the committee for consideration. Included in the advertisement is the requirement for all applicants to supply a cover letter, curriculum vita, including references, and unofficial transcripts at the time of application. The search committee shall also recommend journals and other venues in which the advertisement should appear. The search committee and the department chair (where applicable) shall be given an opportunity to offer suggestions and changes to the advertisement before the advertisement is published. The Vice President for Diversity, Equity, and Inclusion will advise as to his/her approval via the OES. If not approved, the Request to Fill/Advertise will be returned by the Vice President for Diversity, Equity, and Inclusion to the originator of the request for needed information. The Provost and Executive Vice President for Academic Affairs shall approve the advertisement and make the final decision as to where the advertisement shall appear.
3. **Receipt of Applications.** All applications and supporting materials will be received and initially processed by the Office of Human Resources. Applications and supporting

materials are immediately available to the Vice President for Diversity, Equity, and Inclusion via the OES. Applications and supporting materials are then presented to the appropriate committee chair via the OES. Applications can be accessed by the search committee and the Vice President for Diversity, Equity, and Inclusion via the online employment system.

4. **Access to Application Material.** Unlimited access to all applications and supporting materials shall be afforded all members of the search committee as well as the rest of the department, including the department chair (where applicable), the appropriate dean, the Provost and Executive Vice President for Academic Affairs, and Vice President for Diversity, Equity, and Inclusion via the OES.
5. **Confidentiality of Material.** Confidentiality of material applies to all who have access to materials submitted by applicants. To the extent allowed by law, such materials shall remain otherwise confidential unless consent to release such materials is obtained from the applicant. Members of search committees are asked to sign a Confidentiality Agreement pertaining to all committee and candidate deliberations.
6. **Review of Applications.** The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position. The committee members may find it useful to complete Form 1 (refer to [Appendix 2.B](#)) or create a modified version of this form to assist them in the selection process. The committee will review applications and supporting materials and develop an initial list of candidates with a realistic chance of receiving an offer. With the concurrence of the Vice President for Diversity, Equity, and Inclusion (via the OES), videoconference/telephone interviews may be conducted with a wide range of qualified
7. **On-Campus Interviews.** Following videoconference/telephone interviews, the search committee chair will designate its top candidates (typically 2 or 3) recommended for an on-campus interview. Additional candidates may be invited with approval from the Vice President for Diversity, Equity, and Inclusion, AVP administrator. Fewer top candidates may be invited for this purpose if the Vice President for Diversity, Equity, and Inclusion and chair concur that none of the other candidates have a realistic chance of receiving an offer. In cases where some or all of the finalists must travel a substantial distance to campus, the Provost and Executive Vice President for Academic Affairs shall be consulted regarding the availability of financial resources for the particular search. This may limit the number of candidates ultimately invited for a campus interview. The chair of the search committee, department chair, and dean approve the list which is then submitted to the Provost and Executive Vice President for Academic Affairs for approval. If the chair of the search committee, department chair, or dean disagrees concerning the list of chosen candidates, the Provost and Executive Vice President for Academic Affairs shall meet with both parties in order to reach a final agreement. In cases where disputes are not rectified, the Provost and Executive Vice President for Academic Affairs shall decide which candidates shall be invited for campus interviews.

8. Arrangements for On-

2.5.1 Tenure-Track

These appointments are for full-time positions and are subject to university policy on tenure and any provisions in individual contracts of employment. Tenure-track faculty have full entitlement to the rights, privileges, and benefits accorded faculty by the University.

2.5.2 Non-Tenure-Track

make a recommendation to the Provost and Executive Vice President for Academic Affairs. The tenure-track employment letter will specify the years, if any, of non-tenure-track -track probationary period. 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.

2.5.3 Adjunct

These appointments are part-time assignments specifying both the part-time workload and the period of time normally one term with the appointment terminating automatically at the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to this [link](#) (refer to Shared Responsibility for Employers Regarding Health Coverage; Final Rule specifically section VI.C.) Adjunct faculty are not eligible for promotion or tenure but do participate in the retirement plan if already holding active membership in the Teachers' Retirement System of Alabama. All adjunct faculty share the general rights and privileges accorded regular faculty except when regular and/or full-time status are stipulated. (Refer to [Appendix 2.A, Policies Concerning Adjunct Faculty](#))

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 applied, and pedagogical research, creative accomplishments, and other forms of promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the by others in the discipline. Examples of such recognition would include publication of -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 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.

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.

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 mid-tenure 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 mid-tenure 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* to discuss each portfolio. By March 1, it is the responsibility of the mid-tenure 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. By March 8, the department chair will provide the candidate with the

week on March 14) additional information for the department chair to consider prior to completing their own review.

- b. By March 22, the department chair should prepare a written review covering the findings of the faculty committee, characterizing the faculty recommendations, and provide an evaluation
ress toward tenure and promotion. The evaluations from the faculty

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 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 impac

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 superll 1y.5(v)20(e)-1e(f)33(a9(l)38ia)-15(m)38

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

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* to discuss each portfolio and vote on each candidate by 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

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.

2.6.5 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.

2.7 TERMINATION OF FACULTY APPOINTMENTS

2.7.1 Retirement

A faculty member electing to retire under options available through the Teachers' Retirement System of Alabama must submit written notice to the President not later than February 1 immediately preceding the expiration of the contract period. The effective date of retirement will coincide with the end of the contract period unless a different date is approved.

2.7.2 Termination for Cause

Termination of an appointment with tenure or of a probationary, non-tenure-track, or adjunct appointment before the end of the term specified in the letter of appointment may be affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty

appoint

appointments, professional incompetence, commission of felony, gross neglect of duty; gross insubordination; excessive absenteeism; sexual harassment or other serious sexual misconduct; discriminatory harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the fitness of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuation of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, [Grievance Policy](#), as they exist at the time the proposal for termination originates.

2.7.3 Check-Out Procedures

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Library Services, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other offices from which they may have borrowed equipment and/or owe charges. All university equipment must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencSetoriginates.

2.9 DUE PROCESS PROCEDURES

and to adherence to hearing procedures. Persons appointed to a Due Process Committee who deem themselves disqualified by reasons of bias or interest may be excused. The faculty member shall have the right of challenge of Committee appointments for cause and, if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall appoint replacements for members excused until a proper committee is established. The President shall designate one member of the Committee to act as chair or may appoint an additional ex officio nonvoting member to act as chair. The Committee may adopt supplemental rules and regulations for their governance and operation which are not in conflict with this resolution.

Due Process Hearing Procedures

1. Once a timely request for a hearing has been received by the President and a Due Process Committee has been established, the Committee shall, with due diligence, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
 - a. If proper request for a hearing is made, the hearing shall be afforded not sooner than fourteen (14) or later than 21 days* from the date of receipt of the request, unless, by mutual agreement, other time limits are established by written agreement.

secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the University, regardless of position, should be excluded or excused from appearing before the Committee, if available.

- a. Not later than four (4) days* before the hearing, the Provost and Executive Vice President for Academic Affairs and the faculty member shall present to the Due Process Committee Chair a list of the names, addresses, and telephone numbers of all witnesses expected to be called to testify and the nature of the testimony and evidence to be offered by each witness.
- b. At least four (4) days* prior to the hearing, both parties shall be permitted to inspect any affidavits or exhibits he/she intends to submit at the hearing.

3.

Definitions

The term "University" when used herein without further designation shall refer to the University of North Alabama.

The term "President" when used herein without further designation shall refer to the President of the University of North Alabama.

*Excludes weekends, University recognized holidays, and periods during which the University is closed.

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, 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.

Faculty members are expected to assist in keeping their records current by reporting changes affecting directory information, tax and benefit records, additional training and degrees, research, special honors and recognitions, offices and memberships, publications, and other pertinent information.

New appointees should contact the Office of Human Resources immediately to complete all appropriate forms, including tax withholding forms, applications for insurance, retirement system membership, and other university benefits. This must be done at least two weeks prior to the end of the month in which first payment is to be made.

2.11 APPLICATION OF HANDBOOK

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 be an offer of a contract of employment for a definite duration or to constitute an employment contract or to create a property interest under Alabama or Federal law. Initial employment contracts, and notices of promotion and tenure, are in the form of separate documents as specified in [Section 2.4.2](#) above and must be in writing and signed by the President of UNA. This section shall not be construed, however, to affect adversely the rights of tenured faculty members in any way.

their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

American Association of University Professors, 1966, revised 1987

Modified by the University of North Alabama, 1993

3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

3.2.1 Assignments

The Registrar's Office (fall, spring, and summer, and interim sessions). During fall and spring school semesters, full-time faculty members are considered to be on duty beginning two business days before regular classes start through the close of term as published in the University Calendar.

Teaching assignments are determined by the chair of the department, the dean of the college, and the Provost and Executive Vice President for Academic Affairs. The chair of the department is encouraged to consult with the faculty in determining assignments.

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester for a tenure-track faculty member and 15 credit hours for a(n) instructor/lecturer. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special

11. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week

normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs

raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

Department chairs will receive an \$8,000 supplement each year, a six-hour teaching load reduction in the fall and spring semesters, and a three-hour teaching load reduction during the summer semester.

3.2.5 Off-Campus Instruction

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

3.2.6 Interim Periods

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Der and

other curriculum proposals originating outside of traditional departments are submitted to the Council of Academic Deans to be reviewed by the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC). After review by the NTICC, such proposals and/or change recommendations are submitted to the Office of the Provost and Executive Vice President for Academic Affairs and are subject to the same approval procedures outlined above. Consideration of curricular change normally involves informal discussion, not only within academic departments, but also within and between the several levels of academic administration. Proposals are presented in writing and include the reasons and justification for the change; the impact of the change on other courses and program; and an analysis of the staff, equipment, library, and other instructional resources to be required. A timeline for submission of proposals is developed each year to ensure inclusion in the undergraduate and graduate catalogs.

Members of the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC) will be nominated by the Council of Academic Deans and the Faculty Senate at the last meeting in the spring semester and be appointed by the Provost and Executive Vice President for Academic Affairs. The NTICC will consist of eight faculty members with staggered two-year terms. The first appointment effort would identify four faculty members for two-year terms and four faculty members for a one-year term so that at least half of the membership will return in year two. After that, four faculty members will be replaced annually. The membership of the NTICC will be constituted as follows: there must be at least one full-time faculty member selected from each of the four colleges, and one full-time faculty member selected from among Library Services, Educational Technology Services, or University College. The remaining three NTICC members will be at-large and will be selected by the Faculty Senate. They can come from any discipline. During even-numbered years in the spring semester, the Deans of the Colleges of Business and Technology and Education and Human Sciences, the Dean of Collier Library and Information Services, and the Director of Educational Technology Services will appoint faculty members from their respective colleges/areas to the NTICC from among eligible faculty, and the Faculty Senate will nominate one faculty member to serve on the committee. The Dean of Collier Library and Information Services and the Director of Educational Technology Services will nominate a faculty representative from among Library Services, Educational Technology Services, or University College faculty members. During odd-numbered

Interdisciplinary Curriculum Committee. The NTICC Chair will be responsible for convening the NTICC as needed and will report to the COAD. After review by the NTICC and the COAD, curriculum proposals will then be forwarded to the appropriate university-wide curriculum committee (UCC) or Graduate Council for review. Proposals will then follow the same procedure as those originating within traditional academic departments.

The process for ongoing evaluation of curriculum is embedded in the institutional effectiveness assessment plan for the University. All academic departments complete annual planning and assessment reports. The reports are two-fold. The first report occurs at the beginning of the academic year and identifies programmatic goals related to curriculum. The second report occurs at the end of the academic year and identifies accomplishments related to those goals and proposed curriculum and programmatic changes needed to address academic improvement. These reports are prepared by the academic department chair in collaboration with departmental faculty and are submitted for review and analysis by the appropriate college dean who in turn submits them to the Office of Institutional Research (OIR). Academic departments also conduct a five-year evaluation based on a rotating schedule. The five-year report affords an in-depth evaluation of departmental programs and curricula. These reports are reviewed by the college dean. The University also maintains a five-year Strategic Plan. With each five-year cycle, academic departments are asked to assess curriculum and propose changes as part of the strategic

class or office hour during that day. Four hours of sick leave should be reported if the faculty member is absent only one-half day and thereby misses a class or office hour. When a faculty member is absent less than one-half day and misses assigned duties, sick leave should be reported in one-hour increments.

Requests for approval for absence in connection with appropriate meetings and other off-campus activities are made in advance to the chair of the department and the dean of the college. Time away from assigned duties on approved university activities is not chargeable to sick leave. Approval for absence does not remove the obligation for proper arrangements for classes.

3.11 FACULTY RESEARCH/DEVELOPMENT

The performance of the University is the cumulative result of the performance of each person employed by the University. The purpose of faculty development is to increase the teaching or research effectiveness of individuals to enable them to contribute to the University's overall mission. Thus, the goals of development are of mutual benefit to the faculty and the University. This is accomplished by enhancing employees' knowledge, skills, and attitudes that have a positive impact upon teaching performance and on helping them reach their fullest potential as members of the university team.

Each university-funded grant for development should be based on this philosophy. The University makes available a limited amount of resources for faculty development grants which, within specific regulations found on the Application for Faculty Development, allow faculty to:

Director of Educational Technology Services. Interested faculty will submit proposals to the committee.

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/Dean of Collier Library and Information Services/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 w
 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.

as possible in order that the Faculty Development Leave Committee may commence its work in September of each year.

Should a vacancy occur on the Faculty Development Leave Committee, the Faculty Senate shall designate a replacement to fill the unexpired term.

CRITERIA FOR SELECTION

The Faculty Development Leave Application should be considered in view of the value it University of North Alabama. Some likely proposals include:

- A. Advanced education. Advanced education **not** to be applied to a degree. A leave application should emphasize how the leave will update or improve knowledge in a field that will be dean.
- B. Scholarly research/creative pursuits. A leave application should explain how the research contribution it will make to UNA.

APPLICATION PROCESS AND DEADLINES

The annual deadline for online application submission is October 1 of the academic year prior to the academic year of the proposed leave (e.g., an application for a leave during the spring semester must be submitted by October 1 of the previous year). If that date falls on a weekend, the due date is the Monday following October 1.

ROLE OF THE CHAIR

The applicant will submit electronically a completed application to his/her department evaluation of the application and during the development leave, and forwards electronically the application to the dean on or before October 10. If that date falls on a weekend, the due date is the Monday following October 10.

ROLE OF THE DEAN

to replace the faculty member during the development leave and forwards electronically the application to the Office of the Provost and Executive Vice President for Academic Affairs on or before November 1. If that date falls on a weekend, the due date is the Monday following November 1. The electronic applications will be uploaded to a secure UNA server accessible

ROLE OF THE FACULTY DEVELOPMENT LEAVE COMMITTEE

1. The Faculty Development Leave Committee evaluates and recommends faculty leave applications to the Provost and Executive Vice President for Academic Affairs.
2. The Faculty Development Leave Committee provides applicants with written feedback concerning strengths and weaknesses of an application upon request.
3. The Faculty Development Leave Committee then will submit its rankings with explanations to the Provost and Executive Vice President for Academic Affairs on or before December 1. If that date falls on a weekend, the due date is the Monday following December 1.

ROLE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Executive Vice President for Academic Affairs evaluates all applications and recommendations from the Faculty Development Leave Committee and plans for replacing the faculty member during the developmental leave. The decision as to the actual awarding of development leave will come from the Provost and Executive Vice President for Academic Affairs by December 5. If that date falls on a weekend, the due date is the Monday following December 5.

After the Provost and Executive Vice President for Academic Affairs makes a decision, he/she will inform the Chair of the Faculty Development Leave Committee, the individual department chair, and the faculty member. Upon request, the Provost and Executive Vice President for Academic Affairs will provide individual applicants with written feedback concerning strengths and weaknesses of his/her application.

In special cases, the recipient can request that the leave be rescheduled. Rescheduling must be approved by the department chair, academic dean, and Provost and Executive Vice President for Academic Affairs and be sufficiently justified in writing.

COMPENSATION AND BENEFITS

regular salary, leaves for one-regular salary. No paid leaves are authorized for summer sessions. After a faculty development leave has been granted, any change in the terms of the leave requires prior written approval from the department chair, dean, and Provost and Executive Vice President for Academic Affairs. A faculty member on Development Leave retains all benefits.

CONDITIONS

Faculty members may have a Faculty Development Leave for one academic year at one-half their regular salary or for one-half academic year at their full salary. (An academic year is

status. Any supplement awarded by the University will be reflected as a fraction of a year in the TRS (calculated on the basis of the employee's service credit). Annuity payments may be suspended, and interest will continue to accrue.

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The University will continue to pay the basic insurance coverage; factor across-the-board pay increases, if any, in effect on the employee's return to campus during the fellowship year; provide support through the Office of Human Resources in matters pertaining to insurance claims or other employment-related issues while abroad; maintain the seniority status of the faculty member within his/her department; and upon recommendation of the dean to the Provost and Executive Vice 2BT/F1 120 G[(1 013(o)-19(v)20(o)-19(s)9(t)-1

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.

3.16.2 Use of the Results of the Program

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4. SALARY

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4.1 SALARY SCHEDULE

4.1.1 FULL-TIME FACULTY

4.1.2 ADJUNCT FACULTY

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 ADMINISTRATIVE SUPPLEMENT

4.2.2 SUMMER EMPLOYMENT

4.2.3 INTERIM SESSION EMPLOYMENT

4.2.4 INSTRUCTIONAL OVERLOAD

4.2.5 OFF-CAMPUS INSTRUCTION

4.2.6 DISTANCE LEARNING COMPENSATION

4.3 PAYMENT PROCEDURE

4.3.1 TENURE-TRACK FACULTY

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**5. INSTRUCTIONAL
PROCEDURES**

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- 5.1 CREDIT HOUR POLICY**
- 5.2 CLASS SCHEDULES AND ROOM ASSIGNMENTS**
- 5.3 CLASS ROSTERS AND ROLL BOOKS**
- 5.4 STUDENT WITHDRAWALS**
- 5.5 STUDENT ABSENCES**
- 5.6 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE
CLASS ACTIVITIES**
- 5.7 EVALUATIONS AND ASSIGNMENTS**
- 5.8 FINAL GRADE APPEALS PROCESS**
- 5.9 EXAMINATION SCHEDULE**
- 5.10 STUDY DAY**
- 5.11 TERM GRADE REPORTS**
- 5.12 PROPER CLASSROOM DECORUM**

5.1 CREDIT HOUR POLICY

Academic credit provides the basis for measuring the amount of work a typical student is expected to complete during a specified amount of academically engaged time whether the instructional interaction is in a traditional classroom setting, a laboratory, studio, internship or other experiential learning, or through technology-based (online) or other distance education

level of instruction, academic rigor, and minimum time requirements for courses taken at the University of North Alabama (UNA).

UNA employs sound, commonly accepted practices for determining the amount and level

Instructional Schedule*

The Universit

Biology, Earth Science, Engineering Technology, and Physics: Four-credit lecture & lab course = 260-320 minutes of instruction time (100-150 minutes of lecture & 110-220 minutes of lab) per week

Chemistry and Occupational Health Science: One credit of lab = 165 minutes of lab instruction time per week

Kinesiology: One credit of lab = 120 minutes of lab instruction time per week

Music: One credit of group music instruction = Two 50 minute meetings per week

Music: One credit hour of music ensemble = 1.5 to 8 hours of rehearsal per week

Nursing: Six-credit lecture/lab class = 510 minutes of instruction time per week (150 min. lecture plus 360 min. clinical/lab experiences instruction time)

Online/Technology-Based Instruction/Distance Education

The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, campus-based courses in terms of course descriptions, expectations, assessments, and learning outcomes.

Courses delivered with technology emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses. The University employs the following terms and definitions relative to its course offerings:

Traditional Courses

5.2

5.7 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member. Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

The faculty member shall make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act, the university policy on Academic communication vehicle is UNA Portal with an emphasis on e-mail (accessed through the homepage at <http://www.una.edu>). Good practice also requires that evaluations are properly reviewed, graded, and the grade promptly made available to the student. Any student evaluation material that is not returned to the student should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of, examinations.

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty are found in the [Undergraduate Catalog](#).

5.8 FINAL GRADE APPEALS PROCESS

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to the student. Faculty retention of coursework records is recommended in [section 5.2](#) of the Faculty Handbook. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (refer to [Undergraduate Catalog](#))

The faculty member is the sole determiner of the grade awarded in a course and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further grade review, the following process should be followed.

1. The student should submit the Final Grade Appeal form indicating the nature of the complaint to the department chair in the department where the course is housed and request a

review of the assigned grade, indicating that an initial review has been performed by the faculty member issuing the grade. The [Final Grade Appeal form](#) is available on the Academic Affairs website.

2. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should indicate this on the [Final Grade Appeal form](#) and contact the dean of the college where the course is housed and request a review of the assigned grade. The Final Grade Appeal form should be forwarded to the dean by the department chair.
3. At either the department chair and/or dean level the faculty member may be asked to complete the form

this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

5.11 TERM GRADE REPORTS

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

5.12 PROPER CLASSROOM DECORUM

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the statements above within the class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance,

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**6. INSTRUCTIONAL
RESOURCES**

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- 6.1 TEXTBOOKS AND MANUALS**
- 6.2 GENERAL EQUIPMENT AND MATERIALS**
- 6.3 COMPUTER EQUIPMENT AND RESOURCES**
- 6.4 LIBRARY RESOURCES AND SERVICES**
- 6.5 EDUCATIONAL TECHNOLOGY SERVICES**

The Director of Information Technology Services acts as the clearinghouse for requests dealing with office and computer laboratory upgrades/replacements. The requests are reviewed by the Technologies Advisory Committee which meets at the beginning of the fall semester to prioritize requests for laboratory upgrades. Lab equipment is usually replaced on a rotational basis. Among the criteria influencing replacement decisions are the age of the lab equipment, student usage, and any special needs of the lab. Also during the fall semester, the committee

RETIRED FACULTY: BENEFITS AND PRIVILEGES

1. Members of the faculty, upon retirement from the University after a minimum of 25 years of educational service at any level (elementary, secondary, or post-secondary) with the last 10 years of service being at the University of North Alabama, will be awarded emeriti status and will receive a Certificate of Meritorious Service at the commencement exercises following retirement.
2. Members of the faculty retiring from the University after 10 or more years of service will have their name placed on the University of North Alabama Roll of Honor which hangs in Cramer Way.
3. Subject to the discretion of the University, retired faculty may be eligible for the following benefits and privileges:
 - a. Admission to Events: Admission of retired faculty and eligible members of their families to university events is based on the same policies and procedures applicable to regular faculty. Season passes to athletic events at the reduced rates for faculty may be obtained

POLICIES CONCERNING ADJUNCT FACULTY

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

A. Recruitment and Selection of Adjunct Faculty

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.
2. Academic departments that have a need for adjunct faculty will establish an "adjunct faculty applicant pool" for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the "adjunct faculty applicant pool."
3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:
 - a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.
 - b. Requests

- 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 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. These items 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 July summer sessions would be half of the regular semester allowance.
5. After review and a

- b. the salary for that semester,
 - c. an indication of when salary payments will be made,
 - d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,
 - e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and
 - f. a deadline for the Provost and Executive Vice President for Academic Affairs to receive a written response to the employment letter.
 - g. Subsequent employment will be made by an Electronic Personnel Action Form.
- C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation
1. The department chair will arrange an orientation session for new adjunct faculty.
 2. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
 3. Each adjunct faculty member will have access to on-campus mail through the departmental post office box.
 4. Adjunct faculty members, when hired, are provided with written instructions for obtaining a parking permit from University Police.
 5. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours based on departmental guidelines.
 6. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be published in the LMS and accessible to students by the first or second class period . If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.
 7. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
 8. The department chair must emphasize that grades must be turned in according to the university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.

**RECOMMENDED PRACTICES FOR REAPPOINTMENT OF
FULL-TIME FACULTY AT THE INSTRUCTOR/LECTURER RANK**

A non-tenure-track Instructor/Lecturer must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following:

1. Class Performance or Professional Effectiveness. For teaching faculty, the department chair or a designated tenured faculty member may observe one or more traditional class sessions

TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and Provost/EVPAA notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the Provost/EVPAA, whether the candidate is eligible for promotion and/or tenure and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1

Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, (b) (5) - (D) - 7(s) 6(e) - 1 (a) - 7 (pp) 5 (ly) 3 (0) - 1 (fo) - 5

(This promotion and tenure policy covers faculty hired prior to 2017-2018 who did not opt in to the current promotion and tenure policy)

2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and 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

the improvement of student life. Evidence of service outside the university should ideally 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 4ityned that the

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 and/or promotion to this rank 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.
3. Associate Professor. Appointment and/or promotion to this rank requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. A minimum of eight years appropriate cumulative experience specific to the discipline is also required, at least three of which must be in rank as assistant professor. Effective for new hires beginning fall 2012, promotion to this rank requires that three of the eight years of cumulative experience shall be earned at UNA. In

1. Application for Promotion (See Appendix 2.F)
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 the application via the online database that UNA has established for this purpose
 - a. Education (Institution, major, minor, degrees awarded, and when)
 - b. College/university teaching or library experience as appropriate to field (include position and dates)
 - c. Other teaching or library experience (describe and include dates)
 - d. Other related experience (describe and include dates)
4. Supporting information for the following items** -- submitted via the online database that UNA has established for this purpose
 - a. Teaching/Library Effectiveness
 - b. Scholarly or creative performance
 - c. University and community service
 - d. Any other relevant information

**The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. The candidate should address the essential portfolio components via the online database that UNA has established for this purpose.
5. A cover letter (optional) in which the faculty member indicates 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, as well as indicating which of the areas in item 3 should be weighed more heavily or less heavily than others

Responsibility of the Peer Promotion Committee

In the Colleges of Arts, Sciences, and Engineering, Business and Technology, Education and Human Sciences, and Nursing, this committee will consist of all tenured

chair will not serve on the committee; however, the department chair will convene the first meeting and supervise the election by secret ballot of a chairperson, from among the members of the committee. In Library Services and Educational Technology Services, the committee will consist of all t promotion.

The dean will then perform the functions of the department chair as outlined above.

prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. 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.

information directly addressing the degree of merit or level of prestige or quality of scholarly

Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the department chairs. The dean will prepare an evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. By February 1, the dean will 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

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty)

All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found at the end of Appendix 2.E.

As soon as the new committee membership is determined and constituted, the chair will call a meeting 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 tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria, will be made available to each member of the committee. After orientation, the new committee will begin its work with review of promotion portfolios, followed by review of tenure portfolios. As soon as the portfolios become available on the online database that UNA has established for this purpose, 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 the portfolios, the committee will meet *en masse* to discuss each portfolio. While all members of the committee will review all portfolios, in the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making the final decision on a candidate for full professor. Upon reaching a decision for each portfolio, the chair will schedule a meeting of the committee with the Provost and Executive Vice President for Academic Affairs. After discussing the portfolios with the committee, the Provost and Executive Vice President for Academic Affairs will forward the com lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Responsibility of the Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs will review the each peer promotion committee, department chair, and dean. By April 15, the Provost and Executive Vice President for Academic Affairs will evaluate each candidate, indicating the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and will recommend for or against the granting of promotion to the President.

Responsibility of the President

By April 22, the President will make the final decision on promotion for each candidate. The President will give due consideration in these decisions to any extraordinary circumstances, budgetary constraints, and fiduciary obligations to the University. In addition, the President shall

than May 1, letters of notification from th
with copies to the respective dean and department chair. Promotions will become effective on
the first day of the following fall semester.

B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process similar to that described for other faculty members. In the case of department chairs, however, no later than November 15, the evaluation form completed by the peer promotion and/or tenure committee will be submitted via the online database that UNA has established for this purpose. The administrative effectiveness of the department chair will be evaluated within the category of university and community service. The college dean will evaluate the , by February 1, will submit his or her evaluation form via the online database that UNA has established for this purpose. The college dean and the peer promotion committee will provide written feedback to the department chair regarding strengths and weaknesses of the portfolio. By April 15, the Provost and Executive Vice President for Academic Affairs recommendations from the peer committee and college dean. These recommendations will be forwarded to the President and reviewed as outlined in part A.

2.5.4 Tenure

An award of tenure is not a right but a privilege which must be earned by a faculty member on the basis of his or her performance during a probationary period. The granting of tenure is never automatic. Normally, tenure is granted after a faculty member has been evaluated by the tenured faculty members in a department, the department chair, the college 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 good and sufficient reasons exist for doing so.

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 probationary period of five successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the sixth consecutive academic year. A person appointed to the faculty in the academic rank of associate professor will serve a probationary period of four successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fifth consecutive academic year. A person appointed to the faculty in the academic rank of (full) professor will serve a probationary period of three successive academic years at this University and will be granted tenure upon acceptance of an offer of appointment from the President for the fourth consecutive academic year. A faculty member holding the academic rank of instructor, assistant professor, associate professor, or professor may, at the discretion of the university administration, be granted leave without breaking the successive years of employment for tenure purposes, but years of leave will not

7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean and,

PROMOTION AND/OR TENURE EVALUATION FORM

Candidate Name: Click or tap here to enter text.

Recommending Body: Choose an item.

Level of Application: Choose an item.

Overall Evaluation: Choose an item.

Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty

Comments: Click or tap here to enter text.

Effectiveness in Research, Scholarship, and Other Creative Activities

Comments: Click or tap here to enter text.

Effectiveness in Rendering Service

Comments: Click or tap here to enter text.

Other Comments

Comments: Click or tap here to enter text.

**Request for Approval to Render Services
for Another Educational Institution**

1. _____ 2. _____
Name Department

3. _____ 4. _____
Rank/Title Date(s) of Service

5. Describe the nature of these services; if they consist of teaching, give the name of the course(s), the course number(s), and a course description:

6. Check applicable condition for compensation:

- _____ a. Employee is to be paid directly by other institution.
- _____ b. Contract is between the University and the institution, and employee is paid through the University.

Approval of this request by the appropriate dean will signify that the services described above will not diminish the time available for the employee to perform his or her duties at the University of North Alabama and that no conflict of interest is involved.

Requested by _____
Faculty Member Date

Approved by _____
Department Chair Date

Approved by _____
Dean Date

Request is _____ approved.
_____ denied.

By _____
Provost and Executive Vice President for Academic Affairs Date

**FACULTY DEVELOPMENT LEAVE APPLICATION FORM
UNIVERSITY OF NORTH ALABAMA**

Application due date: October 1 of the academic year prior to the academic year of the proposed leave (If that date falls on a weekend, the due date is the following Monday).

Name: Department:

Date of Appointment at UNA:

Title/Rank: Years in Rank:

Years of Full-Time Service at UNA: Tenured: Yes No

Date of Last Faculty Development Leave:

**PROPOSED PERIOD OF LEAVE
(CHECK ONE)**

Full Academic Year Fall Semester Spring Semester

PURPOSE AND OBJECTIVES

1. Provide a brief summary of the proposed leave. Limit the summary to 50 words or less. Please use the space provided.
2. Provide a current curriculum vita.
3. Provide an application electronically not to exceed ten pages describing the activity and s

FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

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**University of North Alabama
FACULTY PERFORMANCE REPORT
Academic Period**

NAME: Rank #Years Full-Time
List Courses/Clinicals/Labs Currently Teaching
Additional Assignments (professorship, grant, release-time, etc.)

DEPARTMENT:

I. What were your professional goals this year as related to departmental and/or college performance guidelines?

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

II. What was accomplished relative to these goals?

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

After evaluating your goals/accomplishments for the current year, indicate your measurable goals/objectives for the upcoming year.

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

Evaluation by Department Chair related to departmental and/or college performance guidelines (to be completed annually by September 15 for non-tenured faculty and every two years for tenured faculty).

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

Faculty Member Signature

Date

Department Chair Signature

Date

Dean Signature

Date

Optional Comments by Dean:

***Attach updated vita per Faculty Handbook**

Professional Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

Faculty Member Signature

Date

Supervisor Signature

Date

Dean Signature

Date

Optional Comments by Dean:

***Attach updated vita per Faculty Handbook**

