

FACULTY SENATE MINUTES
September 13, 2007

The Faculty Senate of the University of North Alabama met September 13, 2007 in Banquet Hall A of the University Center at 3:30 p.m.

President Turner called the meeting to order and recognized the following proxies:
Dan Burton for Senator Rieff from History and Political Science,
Jana Beavers for Senator Lindsey from Marketing,
Gabriela Carrasco for Senator Bates from Psychology, and
Dennis Balch for Senator Stafford from Management.

President Turner welcomed new senators Tim Carter from Criminal Justice and Ian Loepky from Music and Beth Garfrerick from Communications and Theatre.

Senator Gaunder moved the adoption of the agenda with the amendment to move the Nondiscrimination Policies wording to New Business C. Senator Richardson seconded. The motion passed unanimously.

Senator Flowers moved the approval of the May 3, 2007 minutes. Senator Statom seconded. The motion passed unanimously.

President Cale welcomed the faculty back for the new school year. A withdrawal policy from President Cale and the VPAA was recently circulated and it was requested that the faculty inform the students of this policy since it is different from what is printed in the bulletin (See Attachment A). President Cale shared what he would be presenting to the Board of Trustees tomorrow. There has been a quiet but profound change as we have grown and added at least fifty new fulltime faculty. This current year thirty-one new faculty with two holding endowed chairs in accounting have been added. The university also has a new Vice-President for Advancement, Alan Medders, a new Athletic Director, Mark Linder, a new Director of University Relations, Joshua Wood, and a new Director of Research, Assessment and Planning, Andrew Luna. A number of people have also assumed new roles. Support staff has also been added. President Cale stated that the enrollment for the fall is over 7300 students. He is pleased with the retention of students and thanked the faculty for their efforts.

VPAA Newson reported that an effort to recognize the recipients of the outstanding faculty awards at the football games was proposed by Alan Medders, Priscilla Holland and Andrew Luna to place an emphasis on academics.

- B. President Turner reported that Southern Living has an article about UNA in this month's issue.

OLD BUSINESS:

- A. Committee Reports:
 - 1. Academic Affairs – none
 - 2. Faculty Affairs – none
- B. Shared Governance – none
- C. Senator Adler moved the acceptance of the report from the Faculty Affairs Committee concerning the Promotion Timeline Process (See Attachment B). Senator Maynard seconded. The motion passed unanimously. A discussion concerning the recommended changes for moving up the date for this year resulted in several objections because the date of October 1 was too near and did not give enough forewarning to those applying. Senator Loew moved to keep the dates for this year as October 10 for the first deadline, October 20 for the second deadline and all other the same as in the proposal and to send back to the committee with the following points:
 - 1. Address the original problem concerning the issue of allowing the President and VPAA more time.
 - 2. The Peer Committee can use less time.
 - 3. There is no need for ten days to form a committee.Senator Summy seconded. The motion passed unanimously.
- D. Senator Richardson moved the acceptance of the recommendation from the Faculty Affairs Committee to remove the language in the Faculty Handbook restricting faculty members applying for research funds in excess of \$2000.00 (See Attachment C). Senator Statom seconded. The motion passed unanimously. There was also a discussion of a revision to the Faculty Handbook concerning Faculty Development Grants. Senator Richardson moved to table the issue. Senator Gaunder seconded. The motion passed unanimously. It was requested that the members of the Faculty Affairs Committee be encouraged to attend the senate meeting when proposals are presented.
- E. Additional Committee Opening Nominations:
 - Shared Governance – Chris Maynard
 - Animal Care and Use – Gabriela Carrasco
 - Distance Learning Advisory – Tim Collins
 - Safety and Emergency Preparedness – José R. Atencio
 - Faculty Senate Academic Affairs – Tim Carter
 - Faculty Attitude Survey – Lesley Peterson

NEW BUSINESS:

- A. Senator Flowers move to change the date of the December meeting to Tuesday, December 4. Senator Adler seconded. The motion passed unanimously.
- B. President Turner reported that the Senate Legal fund has \$4600 and requested guidance as to its use. It was recommended that the contributors be consulted concerning their wishes for its use and reported at the next meeting.
- C. The Nondiscrimination Policy will be discussed next month.

ADDITIONAL ISSUES:

- A. The Faculty Handbook requires that the Faculty Senate prepare a list of names of those willing to serve on grievance and due process committees as needed. Volunteers were encouraged to give their names to President Turner.
- B. It was reported that the international students must spend their first year in the dorm but a decision has been made to have the dorms closed during the holidays.

Senator Flowers moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 4:41 p.m.

ATTACHMENT A

Revised Policy: Effective Spring Semester, 2008

Withdrawal from the University. Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must *first notify the Office of the Registrar and follow official procedures*. The grade of **W** will be recorded for each registered course.

Withdrawal from the University after the Friday that falls one week after the designated midterm date requires consultation with the Office of the Dean of Enrollment Services. In cases where withdrawal from the University is unavoidable, such as a medical emergency, the grade of **W**

the course while the case is pending.

5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
6. Students who are called to active military service during an academic term may choose one of the following options:
 - a) The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
 - b) If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, but the final grading decision is left to the faculty member.
 - c) A student may be assigned a grade of I and will be subject to university policies regarding the disposition of the incomplete.
7. Students with a grade of **WF** will be ineligible for recognition on the Deans List for the semester in which the **WF** was assigned.

ATTACHMENT B

*UNA Box 5010
(256)765-4200
Fax (256) 765-4179*

TO: UNA Faculty Senate

FR: Faculty Affairs Committee (members: J

By December 1: The College Promotion and Tenure Advisory Committee submits its written recommendations and supporting rationale to the dean.

By January 15: The dean forwards all comprehensive files and recommendations to the provost.

By February 15: The University Review Board forwards all comprehensive files and recommendations to the provost.

By March 15: The provost informs all candidates of the outcome of their individual cases.

From Doris McDaniel

Jacksonville State did not have a definite timeline on their website.

In September, the VPAA calls for nominations and applications.

From Francis Koti
University of Alabama-Tuscaloosa
October 1

Alabama A&M

April 1st - Provost notifies candidates required to apply for tenure or promotion

Sept. 1st - Candidates submit applications materials to departmental promotion and tenure committees

Oct. 1st - Department promotion and tenure committee and chairs' recommendation submitted to school promotion and tenure committee

Nov. 15th - School promotion and tenure committee and deans' recommendation submitted to Office of Academic Affairs along with candidates' application materials and school/department criteria.

Nov. 30th - Office of Academic Affairs notifies candidates of receipt of application materials and forwards materials to the University Promotion and Tenure Committee

Feb. 15th - University Promotion and Tenure Committee forwards recommendations to the Provost and Vice President for Academic Affairs

Mar. 15th -

UNA's EXISTING PROMOTION PROCESS/TIMELINE

(S)

CURRENT AND REVISED UNA PROMOTION PROCESS DATES		
TASK	CURRENT DATES*	REVISED DATES*
1. Candidate presents portfolio to Department Chair	by October 10	BY OCTOBER 1
2. Department Chair forms Peer Promotion Committee and informs College Dean of candidates	by October 20	BY OCTOBER 10
3. Peer Promotion Committee meets, completes evaluation of all candidates, and provides evaluation letter to department chair	by November 15	

ATTACHMENT C

Florence, Alabama 35632-0001

*College of Arts and Sciences
Department of Geography*

UNA Box 5064
Phone (256) 765-4246
Fax (256) 765-4141

TO: UNA Faculty Senate

FR: Faculty Affairs Committee (members: Joy Brown, Richard Hudiburg, Francis Koti, Doris McDaniel, Craig Robertson [Chair], Jeremy Stafford, Patti Wilson)

RE: Faculty Research and Development Grants Policy

DATE: Submitted to Faculty Senate President on July 18, 2007

The Faculty Affairs Committee received the following charge from Faculty Senate President Loew on April 20, 2007:

Attached is the current UNA Research/Development Policy. Concerns have been raised that the limit of, "\$2000 per faculty member per year, unless otherwise approved by the Vice President for Academic Affairs and Provost" is not realistic.

Specifically:

- A. When faculty members travel overseas, that limit is exceeded.
- B. The College Dean must frequently go to the VPAA for approval.

Discussion: Several issues were raised during the committee discussion:

1. That the faculty research grants should not be seen as a funding source for projects requiring larger amounts of money on an annual basis. Rather, this pool could be used to initiate such research projects while faculty seek external funding for subsequent years.
2. That perhaps these funds are more suitable for young faculty. More established faculty should seek external funds for more expensive projects.
3. That the \$2000.00 limit should be removed as it impedes the committee in their evaluation of proposals and in efficiently awarding research funds.
4. That the existing limit may discourage applicants requiring more money for research.
5. That the grants program could become more competitive if the existing financial limit was removed as previously, most proposals received some measure of funding. Removal of the funding limit might contribute to a decision-making environment where the best proposals get funded.

Recommendations: From the discussions, the committee recommends the following, to:

1. Eliminate from the faculty handbook the language restricting faculty members applying for research funds in excess of \$2000.00.

Revision to Faculty Handbook: The committee recommends the following language be incorporated in the Faculty Handbook, Section 4.10 under the current section titled "Faculty Development Grants for the Completion of Terminal Degrees":

(NOTE: It seems logical however, that a separate heading be created since the grants process addressed by the Faculty Affairs Committee is conceptually distinct from development grants for degree completion.)

Deans will establish a Research and Development Committee which will review applications for research and development and will recommend approval to the Dean of the College who will grant final approval. Application forms are available in the deans' offices. Interested faculty will submit proposals to the committee.

1. Grants will be made for October 1 to September 30 time periods (or less) and projects lasting more than one year must be reapplied for each year.
2. Faculty development monies will be limited to non-adjunct library and teaching faculty.

A proposal not approved will be returned to the faculty member. Documented evidence that the objective was accomplished must be submitted to the department chair upon completion of the project. The department chair will furnish copies of the report to the dean of the college and the Vice President for Academic Affairs and Provost.

Submitted to Faculty Senate on July 18, 2007

