

FACULTY SENATE MINUTES
November 17, 2005

reasonable protocol as established by the Kaleidoscope Document which outlines steps toward the construction of a science building.

- B. The Tenure and Promotion Policy changes which were recommended last February have gone to the academic deans, then to the Faculty/Staff Welfare Committee for review, next to the Vice-President for Academic Affairs and finally to President Cale.

OLD BUSINESS:

A. Committee Reports:

- 1. Senator Blose, chair of the Academic Affairs Committee, presented the following attendance policy resolution:

Faculty Senate Resolution – Attendance Policy

WHEREAS the Academic Affairs Committee of the Faculty Senate has polled the faculty regarding the attendance policy and found that the majority of the faculty prefers the policy as it is stated in the UNA Bulletin,

NOW THEREFORE BE IT RESOLVED BY THE FACULTY SENATE OF THE UNIVERSITY OF NORTH ALABAMA THAT

THE ATTENDANCE POLICY AS STATED IN THE UNA BULLETIN BE RETAINED.

Senator Blose also presented the following withdrawal policy resolution:

Faculty Senate Resolution – Withdrawal Policy

year to full year. Issues like when the leave could be taken and what obligations were required afterwards were considered. Senators are to take this draft back to their departments, discuss and have any amendments to the proposal circulated so that the senate can take action at the next meeting.

3. President Adams reported from the Senate Executive Committee concerning the investigation of the questions raised at the last meeting with regard to Tenure and Promotion Policies. (See Attachment B) Although some of the questions have been answered, others will take considerably more investigation. Senator Robinson moved that the committee continue the investigation. Senator Adler seconded. The motion passed unanimously.

B. Shared Governance Committees

1. The Strategic Budget and Planning Committee is looking at budget requests, faculty positions, the strategic plan, and the mission/vision statement. The committee thanked the faculty for their input in the mission/vision statement.

2. The Shared Governance Committee meets each Monday. Next semester there will b

NEW BUSINESS:

The senate was encouraged to consider the absence and withdrawal policies as presented earlier by the Academic Affairs Committee. It was recommended that the actual wording of the statements as they would appear in the Bulletin be written. The addition of

ATTACHMENT A

DRAFT PROPOSAL for FACULTY DEVELOPMENT LEAVE

PURPOSE

A faculty member has three academic functions, teaching, service (to the university and community) and research (scholarly or creative pursuits). The faculty development leave program is undertaken to provide time for such scholarly and creative research, academic program development and to allow members of the faculty to keep abreast of developments in their fields of service to the University.

A faculty development leave is not a leave which a faculty member automatically “earns” by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the leave will significantly enhance the faculty member’s capacity to contribute to the objectives of the University. For this reason, faculty development leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

ELIGIBILITY

At the University of North Alabama, eligibility is limited to full-time, non-administrative, tenured faculty members (including department chairs) with:

- (1) at least six years of service at this University, and
- (2) with at least six years of service since his or her last Development Leave, and
- (3) who have submitted the report(s) from previous leave(s) in a satisfactory and timely manner.

Applicants may request developmental leave to engage in study, research, writing, academic program development, scholarly or creative pursuits and similar projects for the purpose of adding to the knowledge available to oneself, one’s students, one’s institution, and society generally. Development leaves are not available to support completion of an advanced degree.

APPLICATION & SELECTION PROCESS

Faculty Development Leave Application forms are located in the Appendix.

Applications for Faculty Development Leave must include (1) a Faculty Development Application Form, (2) a detailed, current Curriculum Vita, (3) a proposal not to exceed ten pages describing the activity and specifying how the leave is expected to lead to the faculty member's development, and how the leave will benefit the University of North Alabama and its students.

Upon receipt of applications by the department head, further routing will be as follows: Dean, Chair of Faculty Development Leave Committee for ranking and recommendation for funding, Vice President for Academic Affairs and Provost. Proposals from Department Chairs are submitted directly to the appropriate Dean. Each administrative unit will forward proposals with their written recommendation.

FACULTY DEVELOPMENT LEAVE PORTFOLIO

The following guidelines will be followed by eligible faculty making application for a faculty development leave.

1. Prepare a Proposal Portfolio. The portfolio is to consist of two parts: (1) a formal written proposal (not to exceed 10 pages) and (2) an appendage of support documents. In general, the formal proposal should contain the following:

A. **SUMMARY:** a clear and concise summary of the request (one page maximum)

B. **INTRODUCTION:** a detailed statement of the request, its objectives, its benefits to the applicant and the University of North Alabama in definitive and measurable terms, the results expected, and the period of time covered by the proposed sabbatical

C. **METHODS AND EVALUATION:** a detailed description of the applicant's "Faculty Development Leave Program," including activities to be employed to achieve the desired results: a detailed plan for determining the degree to which the applicant's objectives will be met and can be assessed and evaluated.

D. **FUTURE PLANS:** if applicable, describe a plan for continuation of activities beyond the development leave period which will benefit the applicant's professional development and the University of North Alabama; the plan should relate to the objectives and

2. Complete and sign the Memorandum of Agreement stating the applicant's understanding and agreement to the terms of the Faculty Development Leave Program.

Faculty Development Leave Committee

The Faculty Development Leave Committee, which shall consist of three tenured faculty members from the College of Arts and Sciences, two from the College of Business, two from the College of Education, one from the College of Nursing and one from the Library, who shall be elected by a vote of full-time faculty from each College and Library. Elections will be held in a timely manner in order that the committee may commence its work in September of each year.

The initial election to be held immediately upon approval of the policy shall be for all members, who shall after election, determine by lot, which members shall have one- and two-year terms respectively.

All subsequent elections shall be for two-year terms.

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 proposed activity should be considered in view of the value it would have for the individual's professional growth and the contribution it will make toward improving his/her value to the University of North Alabama. Some likely proposals would be for:

A. Advanced education **not** to be applied to a degree. A leave proposal should emphasize how the leave will update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.

B. Scholarly research. A leave proposal should explain why the research necessitates leave from the applicant's other assigned duties (teaching, service, etc.). The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

C. Scholarly writing. A leave proposal should emphasize the probability of subsequent publication. The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

D. Potential of candidate. In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Committee's confidence in the candidate's potential for success.

Application Process & Deadlines

The annual deadline for application submission is November 1 of the academic year prior to the academic year of the proposed leave. (For example, if you would like to take a leave during the Spring 2008 semester, then you must submit your proposal by November 1, 2006) If that date falls on a weekend, the due date is the Monday following November 1.

The potential recipients must make a firm decision by April 4, on their willingness to accept or reject the faculty development leave if awarded. This decision must be confirmed in writing to the Vice President for Academic Affairs with copies to the faculty member's department chair, dean and chair of the Faculty Development Committee. An applicant not receiving a leave may submit an updated application for reconsideration during succeeding application periods.

COMPENSATION & BENEFITS

Faculty Development Leaves for one academic year are granted for half of the recipient's regular salary, leaves for one-half academic year (4.5 months) are granted at the recipient's full 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 faculty member's department Chair, Dean and Vice President of Academic Affairs and Provost.

A faculty member on Development Leave will retain the right to and eligibility for benefits to medical insurance, income protection, life insurance, and other such programs in force for full-time faculty members, as well as all other rights of a full-time faculty member. The University administration shall cause to be deducted from salary, the member's cost of such programs as are legal and/or elected by the faculty member on leave.

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 defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)

Faculty members having signed a legal agreement to serve one full academic year after completion of the leave shall be required to reimburse the university in the amount they receive as salary and fringe benefits from the University

resulting from the leave. Eligibility starting date for succeeding faculty development leave begins with the delivery of the report of accomplishments to the department chair.

Recipients of Faculty Development Leaves must submit a written report of their activity while on leave by May 1 for a Fall semester leave and by November 1 for a Spring semester leave. Those on a full year leave must submit a progress report before February 1, and the final report before September 1 after the leave period. The report will state specifically whether any possible patentable or copyrightable intellectual property was created during the leave and when such information will be submitted to the Patent and Copyright Committee. The report(s) should be submitted to the Provost with a copy to the Patent Committee and administrative individuals responsible for Copyright issues if intellectual property creation occurred during the leave.

ATTACHMENT B

TO: Faculty Senate

FROM:

incorporating student performance and withdrawal from classes are being used to assess teacher effectiveness, then such standards would definitely encourage teachers to lower academic standards, leading to grade inflation.

RECOMMENDATIONS

The committee recommends further investigation into the exact nature of standards being used to determine teacher effectiveness. For all questions the committee was unable to answer definitely yes or no, we propose looking at peer institutions, SACS reviews and University responses, and any peer-reviewed information available in order to determine definite answers.