

**FACULTY SENATE MINUTES**  
**November 16, 2006**

The Faculty Senate of the University of North Alabama met November 16, 2006 in the Faculty/Staff Commons of the Guillot University Center at 3:30 p.m.

President Loew called the meeting to order and recognized the following proxies:  
Major Smith for Senator Fennell from Military Science and  
Dr. Thompson for Senator Statom from Physics and Earth Science.

The following senators were present: Adams, Adler, Atkinson, Bates, Bradford, Brown, Bruce, Bunn, Crisler, Davidson, Dumas, Ferry, Gaston, Gossett, Green, Hallock, Hurren, Leonard, Lindsey, Loew, McDaniel, Myhan, Richardson, Robinson, Roden, Takeuchi, Turner, and Wallace.

The following senators were absent without proxy: Crandon, Flowers, Gaunder, Makowski, Mauriello, Summy, Underwood, Ward and Williams.

Dr. C. Maynard represented Senator Ward from History/Political Science.

Senator McDaniel moved the adoption of the agenda. Senator Richardson seconded. The motion passed unanimously.

Senator Gaston moved the approval of the October 12, 2006 minutes. Senator Ferry seconded. The motion passed unanimously.

President Loew reported that President Cale is on his way back from Montgomery where he had been dealing with budget issues.

Dr. Newson, Vice-President for Academic Affairs, reported that there were officials on campus designating UNA as a Literary Landmark. The Art Department had reviewers from their accrediting agency on campus and had no negative findings. The reviewers stated that it was good to see so many students active in the program. The proposed actions for settling the Knight vs Alabama will be on line within the next month. Part of the announcement for the settlement will be a plan for diversity hiring. Dr. Newson reported that they

Graves near the VPAA office. Her office will be converted back to a classroom. Efforts are also underway to locate a classroom in Coventry Hall. He reported that the Enrollment Management Task Force will be looking at where we are, where we are going, and what should be our enrollment. The Task Force has met twice and will meet again after Thanksgiving. The Strategic Plan is in the hands of the Executive Council and will be read for the faculty in March. The Withdrawal Policy has gone to the Shared Governance Committee.

**ANNOUNCEMENT:**

- A. Committee Reports:
  - 1. Faculty Affairs Committee : Dr. Craig Robertson, Chair, presented a Proposed Faculty Development Leave Policy (See Attachment A). This proposal will be discussed later. He also reported that the committee is looking at INS guidelines for employing international faculty and hope to have something for the senate in December. He also stated that the Faculty Attitude Survey Committee needs more members. He and Todd Stanfield are currently on the Committee. Issues which need to be addressed on the survey need to be gathered.
- B. Shared Governance Committee Reports: Senator Adams reported from the Infrastructure Committee. Approximately \$200,000 has been allocated for immediate repairs at Floyd Science. He stated that President Cale requested that we compile a list of capital improvements in each of our areas.
- C. President Loew reported that Dr. Newson had responded by email request for information.

**OLD BUSINESS: none**

**NEW BUSINESS:**

- A. Lisa Kirch, Wendy Darby, and Phil Robinson were elected as the Faculty Senate Representatives for the Staff Handbook Revision Committee.
- B. Senator Richardson read a resolution on the Promotion and Tenure Criteria used for the evaluation of teaching effectiveness. Senator Leonard moved to send the resolution to the Faculty Affairs Committee for action at the next meeting in December with a sense of urgency expressed. Senator





**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, for academic program development and for members of the faculty to keep abreast of developments in their fields of service to the University.



complete the development leave and, if applicable, (4) verification that support grants, stipends and consortia arrangements relating to the development leave have been authorized and approved.

The proposal appendix should include only relevant documents and summaries such as bibliographies, rather than copies of all publications, etc.

understanding and agreement to the terms of the faculty development leave program.

### **FACULTY DEVELOPMENT LEAVE COMMITTEE**

The Faculty Development Leave Committee 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 Information Technologies. They shall be elected by a vote of full-time faculty from each College and Information Technologies. Elections will be held in a timely manner in order that the committee may commence its work in September of each year. It is recommended that this election take place during the first two weeks of the fall semester

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  
with and the contribution it will make toward  
improving their 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

B. Scholarly research. A leave proposal should explain why the research necessitates leave from the appli

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

### **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 (e.g., a proposal for a leave during the Spring 2008 semester must be submitted by November 1, 2006). If that date falls on a weekend, the due date is the Monday following November 1.

### **Chair**

The applicant will submit a completed application to their Department Chair. The chair evaluation of the request, and forwards the application to the dean on or before November 10. If that date falls on a weekend, the due date is the Monday following November 10. Comments from the chair should address program and curriculum matters only.

### **Dean**

The dean adds an evaluation of the application to replace the faculty member during the developmental leave and forwards the application to the Faculty Development Leave Committee on or before November 20. If that date falls on a weekend, the due date is the Monday following November 20. Comments from the dean should address academic program and curriculum matters only.

### **Committee Evaluation & Review**

The Faculty Development Leave Committee will determine which proposals merit consideration and rank those proposals. The Faculty Development Leave Committee then submits its rankings with written explanations to the VPAA & Provost on or before February 20. If that date falls on a weekend, the due date is the Monday following February 20.

1. The Faculty Development Leave Committee shall meet to evaluate, rank, and recommend faculty leaves. Committee minutes should be kept and made available to the public.
2. The Faculty Development Leave Committee will make its recommendations in writing to the Vice President for Academic Affairs and Provost.
3. The Faculty Development Leave committee will provide applicants with written feedback concerning strengths and weaknesses of a proposal upon request.

**Vice President of Academic Affairs & Provost**

The VPAA & Provost evaluates all applications, 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 VPAA & Provost by March 15. If that date falls on a weekend, the due date is the Monday following March 15.

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 at The University of North Alabama after completion of the development leave, shall be required to reimburse the University in the amount they receive as salary and fringe benefits from the University while on leave if they should refuse to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor and exigent circumstances approved by the President will constitute reason for exemption.

### **ANNOUNCEMENT OF SELECTIONS**

University Relations and Publications will prepare a suitable news release to announce

## **ATTACHMENT B**

### **A RESOLUTION ON THE PROMOTION AND TENURE CRITERIA USED FOR THE EVALUATION OF TEACHING EFFECTIVENESS**

**PRESENTED TO:** The Faculty Senate of the University of North Alabama  
**PRESENTED BY:** Dr. Terry D. Richardson, Senator, Department of Biology

knowledge of subject matter, including current developments; active concern for the student's academic progress; and 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 awareness, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching

WHEREAS, the Faculty Handbook, in providing general criteria for effectiveness as a teacher, makes no

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promotes