

FACULTY SENATE MINUTES
February 21, 2008

The Faculty Senate of the University of North Alabama met February 21, 2008 in the Faculty/Staff Commons of the University center at 3:30 p.m.

President Turner called the meeting to order and recognized the following proxies:
Melissa Clark for Senator Lindsey from Marketing and
Will Verrone for Senator Peterson from English

President Turner announced that Melissa Clark will be filling Senator Lindsey's position for the remainder of the semester.

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

Senator Adams moved the approval of the January 17, 2008 minutes. Senator Loeppky seconded. The motion passed unanimously.

Senator Richardson requested information concerning the manner in which the Consensual Relationship Policy was circulated. President Cale reported that it was circulated by email and given to all the members of the Shared Governance Committee.

President Cale stated that the senators may be aware that the university has gone throughout this year without a mascot. UNA was found not to have discriminated against the past mascot by the office of Civil Rights. Mr. Linder, the current Athletic Director, is working on formalizing the tryout method for next year. Additional funding has been found for construction of labs on the east campus. President Cale will be in Washington seeking additional funding in the coming weeks. UNA will be getting approximately one million from the Department of Energy to reduce energy consumption on campus. This will include getting a new steam boiler and a priority list of things which can be done to conserve energy.

President Cale reported that the Willingham Hall renovation is on schedule so far. He will be taking a proposal to the Board of Trustees to use some of the bond money to build a soccer field in the location of the present practice field using artificial grass. The field will still be used for old using ar

attending with Dwight Yocum. Judy Collins will be here on April 15 for a joint fundraiser with UNA and Riverbend for scholarships. Ernestine Davis in Project Open had shared with President Cale that there would be outside evaluators coming to talk about diversity in higher education. There will possibly be a luncheon seminar conducted.

Vice-President Warren stated that as many of the senators know, NCATE is coming for a final visit in April. The preliminary visit is this next Wednesday. He has plans for meeting with 25 faculty to discuss the academic international program with changes coming. He reported that the ad Hoc committee is in place to discuss how to handle the advising hold for the new Banner software. Terry Richardson has been selected as chair.

SGA representative Leah Beth Downs encouraged students and faculty to attend the Higher Education Day in Montgomery. A bus will be provided. A goal of 150-200 students has been set. SGA President Bishop stated they are attempting to make this trip more educational by visiting museums. The names of the students who attend will be given to the faculty.

OLD BUSINESS:

- A. Committee Reports will be given later in the meeting.
- B. Shared Governance Committee reports: Senator Adams of the Infrastructure Committee stated that the improvements at the East Campus are being funded through existing bond money, facilities fees, or grants.
- C. Senator Gaunder recommended changing the wording for 3 (b) on the Faculty Endowed Scholarship to remove the phrase “Recipients of the scholarship must meet be the child or legal guardian of a current UNA faculty member or their spouse attending UNA and meet the following qualifications;” and remove the phrase “If one or more student does not meet the first or second priority, third priority will be given to students who have a GPA of 2.50 to 2.99. If one or more student does not meet the first, second, or third priority, fourth priority will be given to students who have a GPA of 2.00 to 2.49.” Senator Richardson moved the revised wording of the scholarship agreement. Senator Flowers seconded. The motion passed. Senator Adams moved that we enter into the agreement. Senator Adler seconded. The motion passed. President Turner will have the funds transferred and will announce that we are now accepting donations for the scholarship fund.

proposed office hours policy be changed by replacing ten hours with seven hours for the regular semester, replacing five office hours for the summer with three and a half hours and including that faculty with on-line courses may satisfy the requirement with on-line office hours. Senator Williams seconded. The motion passed. Senator Ferry moved that the policy be amended to add that faculty not be required to have office hours on days

ATTACHMENT A

Florence, Alabama 35632-0001

Department of Sociology
www2.una.edu/sociology
UNA Box 5010
(256) 765-4200
Fax (256) 765-4179

TO: Mr. John Turner
Faculty Senate President

FR: Faculty Affairs Committee
Joy Brown
Ruth Dumas
Francis Koti
Doris McDaniel
Craig Robertson (Chair)
Jeremy Stafford
Patricia Wilson

RE: Office Hours Policy Revisions

DATE: Jan. 29, 2008

The Faculty Affairs Committee was charged on Nov. 8, 2007 to rewrite the Faculty Handbook policy pertaining to office hours (4.3.3). This report describes data collected from relevant faculty attitude survey measures, faculty e-mails received Nov. 2007, discussions with academic deans and department chairs and various evolving policy statements related to Section 4.3.3 developed since 2005. The report and the data contained therein should be coupled with the data and commentary prepared in the 14-page report (title: "Assessment of UNA Office Hour Policy") submitted Feb. 2005 to the Faculty Senate. Our report today concludes with the Committee's newest suggested policy statement.

The information you see below (p.1-2) was drawn from the 2007 administration of the Faculty Attitude Survey. The tables reflect data gathered since 2005.

OPEN-ENDED COMMENTS

FACULTY OFFICE HOURS

1. Two respondents recommended that faculty with on-line or distance learning courses have less than the current required number of office hours and that the current policy be revisited and revised to consider online hours.
2. A recommendation was made to either enforce or revise the current office hour policy.
3. A respondent "strongly agreed" that faculty should post their office hours but "strongly disagreed" that faculty be available for office hours every day of the week.

4. The position was expressed that the four course teaching requirement and the current office hour policy created constant interruptions and undermined faculty research efforts and scholarship. Further, reducing the number of weekly hours and trusting faculty to be in their offices would increase morale and "wouldn't cost [the administration] a cent!"
5. A respondent noted that with the twelve hour load "office hours are hard to find everyday" and that it "would be good to have more freedom in deciding those as faculty members".

FROM MISCELLANEOUS COMMENTS

13. Revise the current office hours policy and consider changes in light of on-line courses.

71. Faculty should post their office hours so students have an opportunity to meet with their professor each day during the work week

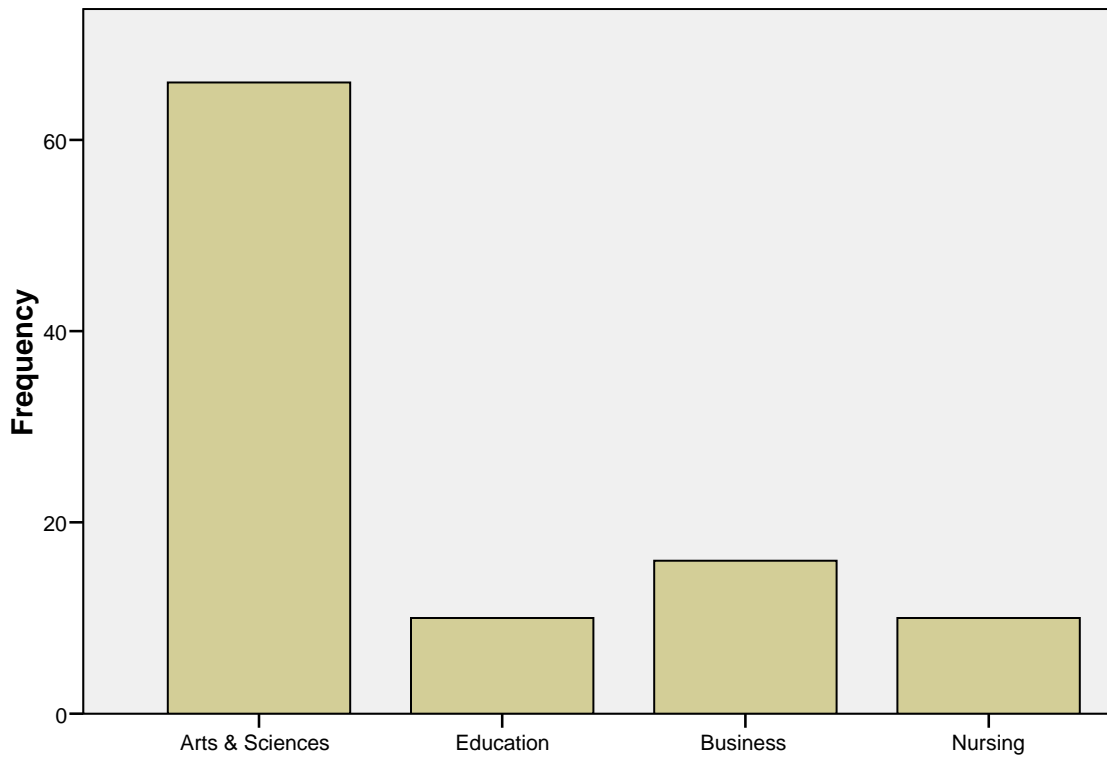
		2005 Frequency (Valid Percent)	2006 Frequency (Valid Percent)	2007 Frequency (Valid Percent)
Valid	Strongly Disagree	25 (16.8)	18 (11.5)	17 (11.2)
	Disagree	30 (20.1)	28 (17.9)	27 (17.8)
	Neutral	19 (12.8)	13 (8.3)	12 (7.9)
	Agree	43 (28.9)	48 (30.8)	53 (34.9)
	Strongly Agree	32 (21.5)	49 (31.4)	43 (28.3)
	Total	149 (100.0)	156 (100.0)	152 (100.0)

90. Have you taught or take a distance learning class

		2005 Frequency (Valid Percent)	2006 Frequency (Valid Percent)	2007 Frequency (Valid Percent)
Valid	No	101 (67.8)	102 (65.8)	87 (60.0)
	Total	151	159	152

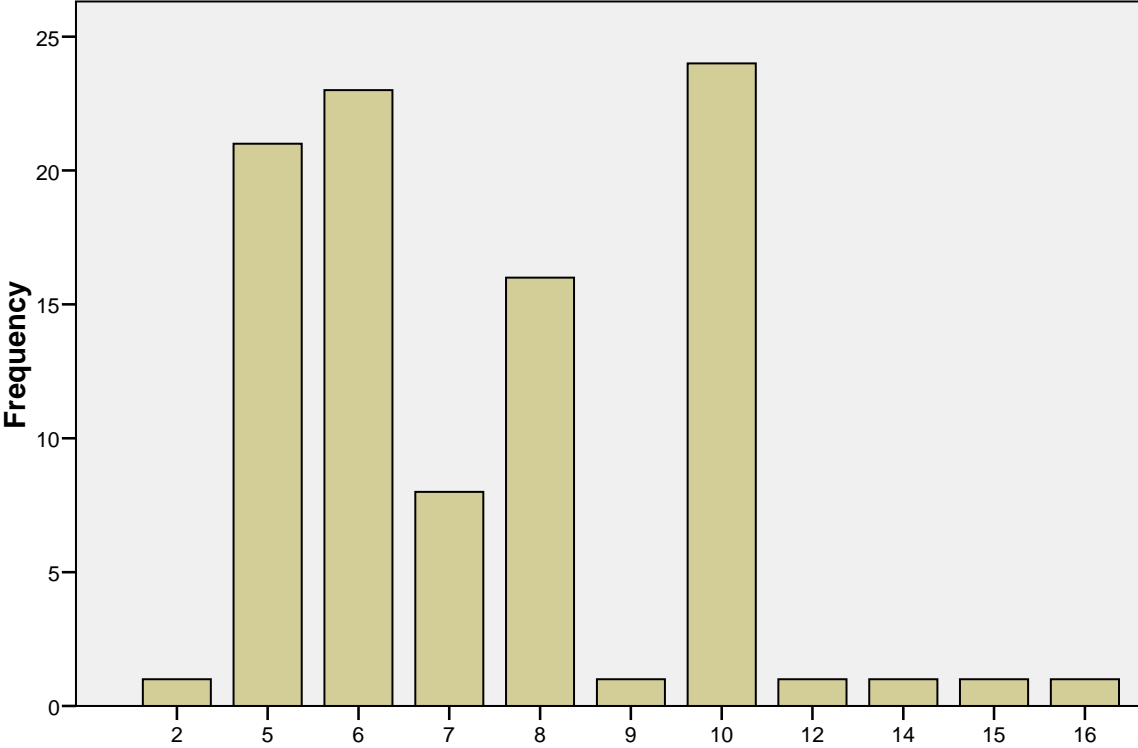
The data presented below come from simple analyses of responses received from an e-mail (sent Nov. 17, 2007) to faculty asking them to provide a "simple number" describing how many office hours the faculty should have each week. First, 102 faculty responded to the e-mail. 64.7% of the respondents were Arts and Sciences faculty, 9.8% were Education faculty, 15.7% were Business faculty and 9.8% were Nursing faculty.

Faculty Member's College



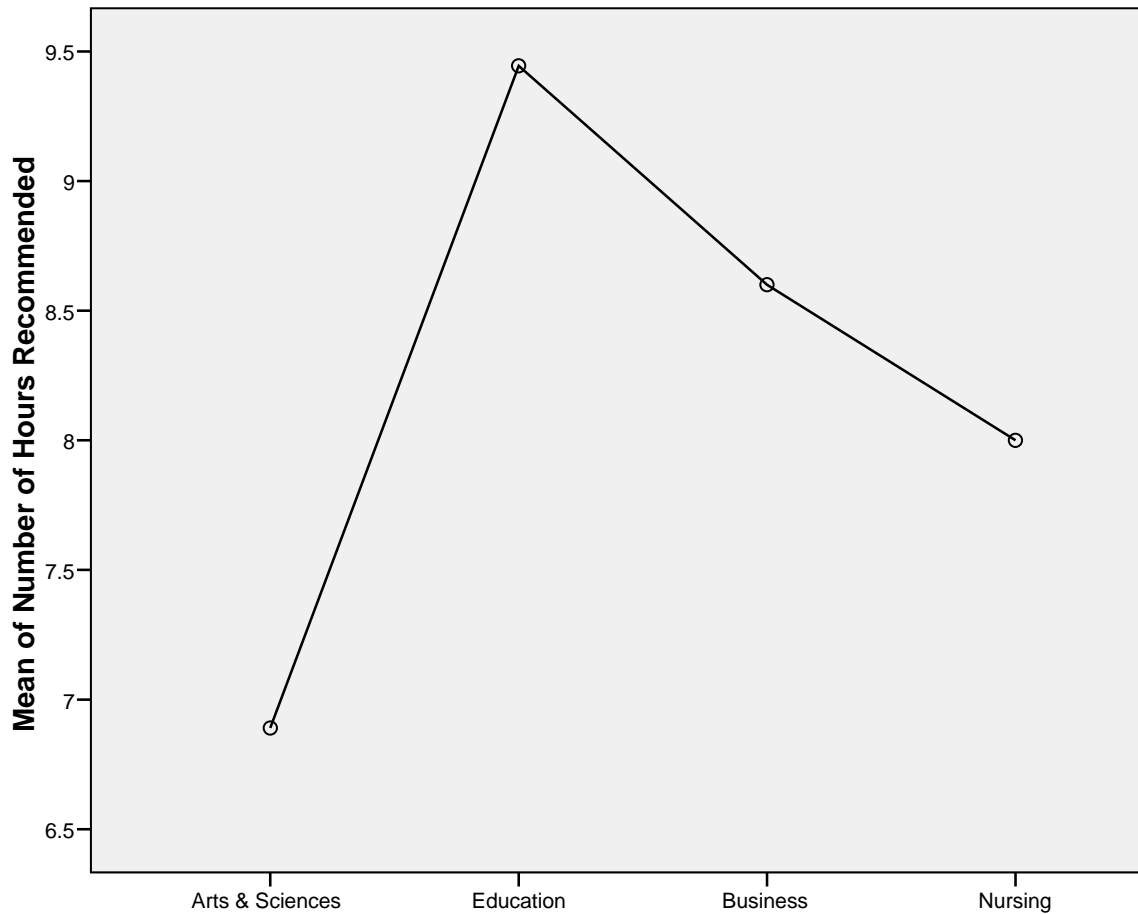
In terms of the number of hours recommended per week, the chart below provides a visual look. The mean for this distribution was 7.50 hours, the median was 7.00 hours and the mode was 10 hours.

Number of Hours Recommended



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The mean number of office hours per week by college were: 6.89 hours among Arts and Sciences faculty (n=64), 9.44 hours among Education faculty (n=9), 8.60 hours among Business faculty (n=15) and 8.00 hours among Nursing faculty (n=10).



Our data collection effort also involved asking academic deans and department chairs what their views were regarding the policy.

Comments received from the academic deans were summarized as follows:

The academic deans that responded to our inquiry

Several department chairs noted that the weekly standard of 10 office hours is consistent with UNA's mission statement and expressed concern that a reduction in the number of weekly hours would reflect badly on the institution.

Whatever policy change is made it must accommodate students with specific MWF or TR schedules.

The number of weekly office hours is too high since many faculty and students are communicating concerns, questions and issues through the phone and/or e-mail.

Faculty research activity is negatively affected by the current number of weekly office hours. Faculty office hours should emphasize the availability and use of time for interaction between faculty and students. The physical place is of secondary importance.

Professors should be in their office or virtual office at least 2 hours a week for each class taught. Six hours is appropriate and ten isn't too many. Productive faculty will not be affected by a change. We should be assessed in terms of productivity rather than how many office hours we have.

Comments received from College of Business department chairs were summarized as follows:

The existing policy is fine as ten hour is not excessive and is consistent with our teaching orientation.

The policy should allow instructors to cut back on face-to-face office hours (perhaps a minimum of 5-6 face-to-face hours) if they are teaching on-line courses.

Department chairs should ensure that some faculty are in their offices throughout the day, especially since more courses are being offered during the early and late afternoon.

An average of 6 weekly hours should be sufficient.

Comments received from College of Nursing department chairs were summarized as follows:

Ten hours appear sufficient

A reduction in weekly hours complicates opportunities for faculty/student interaction as well interaction among faculty. The latter could impinge upon committee work and faculty communication.

Greater service and research obligations will likely occur if the number of office hours is reduced.

The data presented from this point come from analysis of the 2007 Faculty Attitude Survey.

q42. Please identify your current academic rank as a UNA faculty member.



q92. The policy describing faculty office hours should be stated so that faculty have office hours only on the days they teach.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Strongly Disagree	11	7.0	7.4	7.4
	2 Disagree	32	20.3	21.6	29.1
	3 Neutral	29	18.4	19.6	48.6
	4 Agree	38	24.1	25.7	74.3
	5 Strongly Agree				

q42. Please identify your current academic rank as a UNA faculty member. * q71 71. Faculty should post their office hours so students have an opportunity to meet with their professor each day during the work week.

Count

		q71 71. Faculty should post their office hours so students have an opportunity to meet with their professor each day during the work week.					Total
		1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	
q42 42. Please identify your current academic rank as a UNA faculty member.	1 Emeriti	0	0	0	0	2	2
	2 Full Professor	5	11	4	17	11	48
	3 Associate Professor	7	6	5	12	5	35
	4 Assistant Professor	4	5	3	13	12	37
	5 Instructor	0	5	0	10	13	28
Total		16	27	12	52	43	150

q42. Please identify your current academic rank as a UNA faculty member. * q92 92. The policy describing faculty office hours should be stated so that faculty have office hours only on the days they teach.

Count

		q92 92. The policy describing faculty office hours should be stated so that faculty have office hours only on the days they teach.		Total
		1 Strongly		

q90. Have you taught or taken a distance learning class * q71 71. Faculty should post their office hours so students have an opportunity to meet with their professor each day during the work week.

Count

		q71 71. Faculty should post their office hours so students have an opportunity to meet with their professor each day during the work week.					Total
		1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	
q90 90. Have you taught or taken a distance learning class	0 No	7	14	6	30	27	84
	1 Yes	8	13	6			

schedule will still need department chair approval and department chairs will need to continue assessing proposed office hours schedules consistent with student needs and quality faculty-student interaction. The FAC hopes this policy will receive widespread support.

Office Hours (PROPOSED AND ACCEPTED)

25, which provides all our students the individual attention they deserve from professors. Also, you will find many opportunities to participate in campus activities to develop social and leadership skills.

Features of the Early Scholar Program include:

No tuition charge for up to five credit hours per semester.

College credit may be applied to a degree program at UNA or another college or university of your choice.

Wide variety of classes from which to choose.

Convenient scheduling of classes in fall, spring, or summer.

You may choose classes from subject areas including art, science, business, history, foreign language, social science, and others. Mathematics courses may be taken if we have your ACT or SAT scores on file at the time you apply.

Requirements for admission to the Early Scholar Program are:

Completion of the sophomore year of high school.

Ranking in the top 50% of your high school class.

Written permission from your principal or guidance counselor.

In order to be admitted to the Early Scholar Program at UNA, you will need to complete an application for admission. Additionally, you will need to complete a form that requires a signature from your principal or guidance counselor for you to enroll as an Early Scholar. There is also a \$25 application fee which should be paid at the time application is made. You may request these forms from the Office of Admissions.

Response to the Faculty Senate President's Questions

1. Are there printed guidelines for the program? Printed guidelines for the Early Scholar Program are given above.
2. Who administers it? The Dean of Enrollment Services has responsibility for administering this program.
3. What grade levels can participate? The guidelines are unclear. On page 18 of the current University Catalog, an Early Scholar is an "outstanding high school student." On page 22 of the Catalog, an early scholar is a high school sophomore, junior or senior "who ranks above average in academic performance," or a student in grades 7-9 who has been "certified in writing as gifted by the principal and local superintendent." According to the Early Scholar Program Brochure, an early scholar is a junior or senior who ranks "in the top 50%" of his/her high school class.
4. What if a student is home schooled? The printed guidelines make no provision for students who are home schooled.
5. Should our University provide remedial courses to students who are still in high school? Remedial courses taught at UNA include EN 099, MA 099, MA 100, and MA 105 (Please note

that MA 100 is similar to high school Algebra I, and MA 105 is comparable to the old 9th grade general mathematics course which is no longer in the public school curriculum). Since early scholars, transient students, and other special students are assigned an SPU classification, data on SPU enrollment provides an upper limit for early scholar enrollment. SPU enrollment in remedial courses for the period from spring of 07 through the spring of 08 is given below.

Course	Spring 07	Summer 07	Fall 07	Spring 08
EN 099				

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 instructor will serve a probationary period of six successive academic years and will be granted tenure upon acceptance of an offer of appointment from the President for the seventh consecutive academic year. A person appointed to the faculty in the academic 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 count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

1. The Office of the Vice President for Academic Affairs and Provost shall notify a probationary faculty member by October 1 of the academic year prior to the final academic year of probationary status that failure to apply for tenure by the appropriate deadline could result in an offer of a non-renewable or “terminal” academic year contract. This notice shall be made in writing and placed in the faculty member’s campus mailbox. Failure to notify by this deadline does not automatically constitute a grant of tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be made.
2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair an updated tenure review portfolio which describes the following about the faculty member:
 - a. Teaching or other professional effectiveness
 - b. Scholarly or creative performance
 - c. **University, community and student service**

Applicants for tenure will limit their portfolios to 10 pages.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.

4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department, supervise the election, by secret ballot, of the chairperson from among the members of the committee, and provide copies of the faculty member's tenure review portfolio. It is the responsibility of the department tenure committee by majority vote to

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 count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

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2. By May 1 of the academic year prior to the final academic year of probationary status, the faculty member will present to the department chair an updated tenure review portfolio which describes the following about the faculty member:
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3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.
4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department, supervise the election, by secret ballot, of the chairperson from among the members of the committee, and provide copies of the faculty member’s tenure review portfolio. It is the responsibility of the department tenure committee by majority vote to recommend (INSERT **and justify in writing**) for or against the granting of tenure and to submit through the department chair to the college dean all of the information relating to the tenure recommendation by June 1.

5. It is likewise the responsibility of the department chair to recommend (INSERT **and justify in writing**) for or against the granting of tenure and to forward to the college dean all of the information relating to the tenure recommendation by June 1. ~~**A department chair's recommendation must be justified in writing when his or her vote is contrary to that of the department tenure committee.**~~

6. The college dean will review the materials presented by the department tenure committee and the department chair and will be responsible

APPENDIX A

Florence, Alabama 35632-0001

Department of Sociology
www2.una.edu/sociology
UNA Box 5010
(256) 765-4200
Fax (256) 765-4179

TO: UNA Faculty Senate

FR: Faculty Affairs Committee
John Clark
Brent Elliott
Richard Hudiburg
Doris McDaniel
Quinn Pearson
Craig Robertson (Chair)

RE: Analysis of and revision to UNA's promotion and tenure policies

The Faculty Affairs Committee was tasked with the issue of reviewing UNA's promotion and tenure policies back in October, 2003. The product of our labor presented to you today may not seem commensurate with the time devoted to the project. I can assure all of you that our time was not wasted but rather was frustrated by what we see as a larger issue affecting the concept and procedures related largely to promotion. In brief that issue is the oversupply of promotion eligible candidates and the lack of promotions. We have phrased the issue exactly this way so as to draw attention to the missing variable since that variable money allocated for promotions can be viewed in at least a couple of ways.

Our research of peer institutions suggests that while salary increases for promotions were substantially higher at UNA than at peer institutions, cost of living increases, merit, and other increases at these institutions generally resulted in higher mean salaries at the associate professor and professor ranks. As a result our findings suggest that salary compression and lack of promotions continue to be a concern at UNA.

In sum, the monetary issue created a problem for this committee and its work related to the process of promotion. We regularly voiced comments that our work on process would have very little desired effect on the annual March 10th outcomes when those outcomes hinged so much on resolution of debate surrounding promotion money allocation and/or distribution. We repeatedly asked, "What good will revising procedure do, when the system's foundation lacks respect?" The committee is disheartened by UNA's recent history of promotions, COLA allocation, and salary compression since they have had a dramatic impact on faculty moral. The committee has not resolved this problem. It was not part of our charge and the Strategic Planning and Budget Study Committee is currently addressing this issue.

Vice President for Academic Affairs and Provost will rank, in order, the candidates (including

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 Vice President for Academic Affairs and Provost, 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 instructor will serve a probationary period of six successive academic years and will be granted tenure upon acceptance of an offer of appointment from the President for the seventh consecutive academic year. A person appointed to the faculty in the academic 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 count as years of service toward tenure unless specifically granted in writing at the time leave is granted.

Except as otherwise stated herein, the following process will be followed in determining whether a faculty member will be awarded tenure:

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Applicants for tenure will limit their portfolios to 10 pages.

3. If a member of the teaching faculty has not presented a student evaluation composite or overview as part of teaching effectiveness, it will be the responsibility of the department chair to forward such materials to the department tenure committee and to the college dean.

4. The department chair shall convene a department tenure committee, consisting of all tenured faculty in the department

