

FACULTY SENATE MINUTES
April 12, 2012

The Faculty Senate of the University of North Al--c9(a)b9(a)ma miveAorn o()JTJETBT1 0 0 1 72.02543.5554 T

placing a period after the word access and remove “in addition to a non-administrative account for day-to-day activities”, and to also remove section 3 number 3. Senator Barrett seconded. The motion passed unanimously. Senator Peterson moved to remove the word “questionable” on the last line of number 10. Senator Loeppky seconded. The motion passed unanimously. The amended policy passed. Senator Williams also presented the Network and Computer monitoring Policy. (See Attachment B) Senator Lee moved the policy statement be amended to reflect the

- B. President Townsend also stated that officer elections will occur at the next meeting. The offices of president-elect, secretary, and two board members will be filled.
- C. President Townsend urged the senators to send nominees to the Shared Governance committees and the Curriculum Committee vacancies to her.
- D. The senators were reminded that the May meeting will be on Tuesday, May 1.

Senator Roden moved the meeting be adjourned. Senator Statom seconded. The motion passed unanimously. The meeting adjourned at 4:33 p.m.

ATTACHMENT A

Faculty and Staff Computer Administrative Rights

University of North Alabama
November 22, 2011

1 Introduction

All faculty and staff have a legitimate need for administrative privileges on computers. Administrative privileges may be required to install software and updates, perform computer management tasks, conduct classroom activities, or run certain software packages. All faculty and staff who utilize computers in their university-related work must have administrative access in addition to a non-administrative account for day-to-day activities.

2 Scope

This policy applies to all university computers issued to faculty and staff that are connected to either the university network or any other publicly accessible network. Systems not connected to the university network, such as labs without internet access, are exempt from this policy and may be operated without any restrictions.

3 Guidelines for Faculty and Staff Computer Users

University computers are university property and are intended for university business. The following guidelines for computer users shall apply to all university owned computer equipment:

1. Only software related to university business should be installed on university computers.
2. Administrative rights are personal and apply only to the machine for which the rights are granted. Faculty and staff are prohibited from sharing administrative account information with anyone else.
3. Fa

ensuring compliance with applicable policies, procedures and regulations. Faculty and staff must adhere to all applicable regulatory requirements such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

6. Maintaining user installed software (updates, security patches) is normally the responsibility of the faculty or staff member with administrative rights. ~~Licensed software purchased by the user may be installed and maintained by the University at the user's request whether or not the faculty or staff member has administrative rights. However, this does not preclude the user's occasional use of CTS support services.~~
7. Faculty and staff may not modify or remove antivirus, auto-updates, malware detection software, or otherwise make any modification that is intended to circumvent the protection of the machine.
8. To comply with copyright restrictions and licensing requirements for all software installed on their computers that is not provided by the university, faculty and staff must have a legal license for every piece of software they install and must present those licenses if required. Installing unlicensed software is strictly prohibited.
9. Faculty and staff are primarily responsible for every actions made with ~~the~~ their

ATTACHMENT B
Network and Computer Monitoring

University of North Alabama

November 22, 2011

1 Introduction

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~~4. Upon receipt of a legally served directive of appropriate law enforcement agencies.~~

The University user will be notified, in writing prior to initial monitoring. This notice will indicate the specific instance(s) that initiated the justification for monitoring.

The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the President of the University. ~~Upon approval, the individual to be monitored must be informed of the intent and reason for monitoring before such monitoring begins.~~ Any records generated as a result of individual or network monitoring are to be maintained for no longer period than necessary but in no instance longer than required by the State Records Act.

Any violation of these procedures and/or unauthorized monitoring, by the University, will be considered “misuse” and personnel involved will be subject to the “Sanctions of Misuse” as defined in the University’s “Computer ~~Administrative~~ Administrative Rights” policy.

4 Retention

Monitoring individuals' network usage burdens the collection entity with data protection responsibilities. Monitoring of individuals' network usage habits generates records subject to a system of protections under the Federal Educational Rights and Privacy Act (FERPA). In addition to the protections provided by FERPA, a 1997 report by CAUSE (Association for Managing and Using Information Resources in Higher Education) recommends a full system of Fair Information Practices (FIPs) for the treatment of these student records. This framework includes notification of policies; minimization of collection of data; limits on secondary use; nondisclosure and consent; a need to know before granting third parties access to data; data accuracy, inspection, and review; information security, integrity, and accountability; and education.

Last Updated: 3/12/2012

ATTACHMENT D
Faculty Handbook

5.2 CLASS ROSTERS AND ROLL BOOKS

The official roster of students for each class is provided for the faculty member on-line. It is the prime responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not merely add a student to a class without supporting documentation. Class lists with grading documentation should be retained by the faculty member for at least one year beyond the term for which used.

~~Standard roll books for daily use in recording attendance and grades are provided for faculty members by the chair of the department. The names entered in the roll books should correspond to those on the online roster. Roll books should be retained for reference purposes for at least one term beyond the term for which used.~~

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. As requested by the Registrar's Office, f

The student is directly responsible to the individual faculty member for absences and for making up work missed. Makeup procedures should be ~~provided~~~~announced~~ by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided by e-mail from the Vice President for Academic Affairs and Provost for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Vice President for Academic Affairs and Provost of requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.

ATTACHMENT E

FACULTY HANDBOOK

2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT

2.5.1 General Criteria for Promotion and Tenure

As a regional, state-assisted institution of higher education, the University of North Alabama pursues its mission of engaging 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. The individual 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 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.
2. Effectiveness in Research, Scholarship, and Other Creative Activities. The University of North Alabama fulfills its mission in research (including creative accomplishments and other forms of scholarship) through recognition that active participation in one's academic discipline promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the individual is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-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 individual 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 university development and growth;

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 member's profession or 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 degree of Master in Library Science is to be considered a terminal degree for promotional and tenure purposes. The following degrees are to be considered terminal degrees for promotional, pay, and tenure purposes: MFA in Studio Art, MFA in Creative Writing, MFA in Theatre, J.D. for Business Law, and MFA in Interior Design.

2.5.2 Special Criteria by Ranks for Promotion, Tenure, and Appointment

Faculty ranks of the University, including librarians, educational technologists and supervising teachers at Kilby School, are instructor, visiting (open rank) professor, assistant professor, associate professor, and professor. Only positions at the assistant professor level or higher are ~~typically~~ considered tenure-track. All others are based on renewable appointment. 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 or submission of a promotion portfolio. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and provost/VPAA based on duties, needs of the University, and available funds.

The University understands that ~~each faculty member's~~ the interests and areas of emphasis ~~for faculty members~~ change as their career develops. It is the responsibility of ~~each~~ departments, in cooperation with their respective deans, to develop guidelines for faculty professional growth that (1) adequately define for each faculty member what his/her departmental expectations are for promotion, tenure, and year to year success, and (2) are implemented through guidance provided by the department chair to the faculty member during the annual evaluation and at other appropriate times. It is the responsibility of the college deans and Provost/VPAA to monitor equity of expectations across the University.

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