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**FACULTY HANDBOOK**

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**UNIVERSITY OF NORTH ALABAMA**

**AUGUST 2024 EDITION**  
**Revised 11-21-24**

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**1. ORGANIZATION AND  
ADMINISTRATION**

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- 1.1 BOARD OF TRUSTEES**
- 1.2 UNIVERSITY ORGANIZATION**
- 1.3 FACULTY ORGANIZATION**
- 1.4 SHARED GOVERNANCE STANDING COMMITTEES**
- 1.5 CURRICULUM COMMITTEE**
- 1.6 GRADUATE COUNCIL**

## **1.1 BOARD OF TRUSTEES**





## **2.1 EQUAL OPPORTUNITY**

Employment Opportunity and Harassment can be  
this [link](#).

## **2.2 NON-DISCRIMINATION**

UNA adheres to all federal and state civ

at Reports may also be submitted through the Student Complaint Process available

## **2.4.1 Search Guidelines for Tenure-**









The tenure-track employment letter will specify the years, if any, of non-tenure-track probationary period. The relevant documentation of years of probationary service will be maintained by the Office of the Provost and Executive Vice President for Academic Affairs and may be used in lieu of offer letters written prior to the 2017-18 academic year that do not include this information.

### **2.5.3 Adjunct**

These appointments are part-time assignments specifying both the part-time workload and the period of time normally one term with the appointment terminating automatically at the end of the period specified. Adjunct appointment is typically limited to a teaching load of two courses or less per semester. Exceptions must be approved by the college dean based on a recommendation from the department chair. For additional IRS information on calculation of load limits for adjunct faculty relative to the Affordable Care Act, please refer to this

progress; effectiveness in oral and written communication; and ability to develop their own unique contribution to their area and the university.

2. Effectiveness in Research, Scholarship, and Other Creative Activities. The candidate is applied, and pedagogical research, creative accomplishments, and other forms of promotes intellectual growth and enhances and informs classroom, laboratory, clinical, and studio instruction. Scholarly inquiry and learning vary by discipline and the by others in the discipline. Examples of such recognition would include publication of

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rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the Provost and Executive Vice President for Academic Affairs.

3. Associate Professor. Appointment, promotion to this rank, and/or tenure requires possession of a doctoral degree or a terminal degree appropriate in the field of assignment as determined by university policy. In addition, the applicant shall have had successful experience in teaching; research, scholarship, or other creative activities; and service.

**Promotion to Associate Professor:** Faculty will be required to be evaluated for promotion and/or tenure no later than the sixth year of service as an Assistant Professor at UNA. Faculty employment contracts may, upon approval by the dean and the Provost and Executive Vice President for Academic Affairs, include credit for up to three years of service at the assistant professor level or higher at other institutions toward the six years of service. The credit given must be determined at the time of hiring and included in the employment letter. The relevant documentation of years of probationary service will be maintained by the Office of the Provost and Executive Vice President for Academic Affairs (Room 308) in lieu of offer letters written prior to the 2017-18 academic year that do not include this information. An Assistant Professor must serve a minimum of two years at UNA prior to the review of the promotion and/or tenure application in the third academic year of employment at UNA. Approval by the Provost and Executive Vice President for Academic Affairs.

4. Professor. Appointment, promotion to this rank, and/or tenure, requires possession of a doctoral degree or terminal degree appropriate in the field of assignment as determined by

experience at other institutions.

Exceptions: In rare and unique circumstances, a petition by the department chair (approved by a majority of the full-time tenured and tenure-track departmental faculty) and by the dean for a waiver of the aforementioned credential and experience requirements for tenure and/or any rank may be granted by the Provost and Executive Vice President for Academic Affairs.

### **2.6.3 Annual and Mid**



22 academic year. Opting in to the new policies does not allow for a combination of the two policies. The policy contained herein is effective for all new faculty hires beginning with the 2017-18 academic year.

An award of promotion and/or tenure is not a right but a privilege that must be earned by a faculty member on the basis of their performance and promotion during a probationary period. The granting of promotion and/or tenure is never automatic. Promotion and/or tenure is granted after a faculty member has been evaluated by a committee made up of tenured faculty members in a department, the department chair, the dean, the University-Wide Promotion and Tenure Portfolio Review Committee, the Provost and Executive Vice President for Academic Affairs, and the President. However, the President may, after appropriate consultation, grant tenure at any time if a sufficient reason exists for doing so.

Approved leaves may count toward years of service toward promotion and/or tenure if negotiated with the department chair, dean, and the Provost and Executive Vice President for Academic Affairs at the time leave is granted.

#### A. Faculty Members Who Are Not Department Chairs

The initiation of the promotion and/or tenure review process is the responsibility of the faculty member. It begins when the faculty member submits by e-mail to the department chair, dean, and the Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1 prior to the fall semester the application will be evaluated. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and/or tenure and notify the candidate by May 15. This notice to the candidate shall be made in writing and sent through official university communication methods, including email. Failure to notify the candidate by this deadline does not automatically constitute a grant of promotion, tenure or extension of the employment contract. In such situations, appropriate adjustment of deadlines for notification and portfolio submission will be recommended by the dean to the Provost and Executive Vice President for Academic Affairs.

For faculty seeking promotion and/or tenure, an electronic portfolio will be submitted by October 1 of the final academic year of probationary status via the online database that UNA has established for this purpose. For faculty seeking promotion only, an electronic portfolio that provides evidence of accomplishments will be submitted by October 1 via the online database that UNA has established for this purpose. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impac

administration and committee members involved in the promotion and/or tenure review process.

Application for Promotion and/or Tenure (Refer to [Appendix 2.F](#))

1. A narrative in which the faculty member indicates alignment with departmental guidelines and expectations. Additionally, the faculty member should discuss the degree of merit or level of prestige or quality of work specific to their area in order to demonstrate quality of teaching/effectiveness in role as library or educational technology services faculty, research, scholarship, and other creative activities, and service as consistent with departmental guidelines for university-wide committee members who may be unfamiliar with the field (maximum of 15 pages)
2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose
3. Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose
  - a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
  - b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
  - c. Other teaching or library/educational technology services experience (describe and include dates)
  - d. Other related experience (describe and include dates)
4. Supporting information for the following items, as outlined in [section 2.6.15\(h\)20\(,\)-9\( \)](#)] TJETQq0.0000

No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a committee chairperson. After all members have reviewed each portfolio, the committee will meet *en masse* to discuss each portfolio and vote on each candidate by secret ballot. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose

committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within

effectiveness in teaching; research, scholarship, and other creative activities; and service. The final evaluation form for each candidate will be approved by the peer promotion and/or tenure committee prior to its submission via the online database that UNA has established for this purpose through the online

database that UNA has established for this purpose. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

#### Responsibility of the Department Chair

The department chair will evaluate the portfolios of the candidates in their department and complete the evaluation form ([Appendix 2.G](#)) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank and recommend for or against the granting of promotion and/or tenure. No later than December 1, the department chair will submit their evaluation form for each candidate via the online database that UNA has established for this purpose. The Dean of Collier Library and Information Services serves the function of chair and dean in Collier Library and Information Services. The Executive Director serves the function of chair and dean in Educational Technology Services.

#### Responsibility of the College Dean

The dean will review the candidate portfolios in their college and the materials presented by the peer promotion and/or tenure committee and the department chair, complete the evaluation form ([Appendix 2.G](#)) on each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure, recommend for or against the granting of promotion and/or tenure and, by February 1, submit the evaluation form via the online database that UNA has established for this purpose.

## Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the peer promotion and/or tenure committee, the department chair, and dean, and the committee chair will complete the evaluation form (

of the committee will review each portfolio submitted, regardless of recommendation and concurrence at previous stages in the process. After all members have reviewed each portfolio, the committee will meet *en masse* to discuss each portfolio and vote on each candidate by secret ballot.

The committee will perform a year-end process/procedures review and prepare a report to be presented to the Provost and Executive Vice President for Academic Affairs by May 15. This report should include what worked well, what did not work, and remediation recommendations.

Members of the University-Wide Promotion and Tenure Portfolio Review Committee participate with the understanding that all matters related to their deliberations remain confidential.

#### Responsibility of the Provost and Executive Vice President for Academic Affairs

By April 15, the Provost and Executive Vice President for Academic Affairs will review each candidate, and the recommendations from the peer promotion and/or tenure committee, the department chair, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and

recommendations from the peer promotion and/or tenure committee, the dean, and the University-Wide Promotion and Tenure Portfolio Review Committee, and will recommend for or against the granting of promotion and/or tenure to the President.

## Evaluation Results

At each stage of the process, the evaluation form will be submitted via the online database that UNA has established for this purpose and made available to the candidate. The candidate may offer a rebuttal, if desired, via the online database that UNA has established for this purpose. The rebuttal(s), if any, will become a part of the application materials.

### **2.6.5 Renewal or Termination of a Probationary Appointment**

Written notice of renewal or termination of a probationary appointment will be March 1. Written notice delivered via official university communication methods, including e-mail, before the specified dates shall be deemed sufficient notice. Otherwise, offers of reemployment will be made by an offer of appointment as specified in [Section 2.4.2](#) above. Acceptance of an offer of reemployment must be made in writing and received by the Provost and Executive Vice President for Academic Affairs not later than thirty (30) calendar days following the offer.

The recommendation to renew or not to renew a probationary appointment normally will originate with the department chair or other immediate supervisor. Tenured members of the department also will be consulted. After review of the recommendation by the appropriate college dean, the Provost and Executive Vice President for Academic Affairs makes the final decision to renew or not to renew the appointment. The person affected will be advised of that decision in writing by the Provost and Executive Vice President for Academic Affairs. Probationary faculty who receive non-renewal notices as a result of tenure and promotion review will be retained for one academic year of employment prior to separation from the institution.

## **2.7 TERMINATION OF FACULTY APPOINTMENTS**

### **2.7.1 Retirement**

A faculty member electing to retire under options available through the Teachers' Retirement System of Alabama must submit written notice to the President not later than February 1 immediately preceding the expiration of the contract period. The effective date of retirement will coincide with the end of the contract period unless a different date is approved.

### **2.7.2 Termination for Cause**

Termination of an appointment with tenure or of a probationary, non-tenure-track, or adjunct appointment before the end of the term specified in the letter of appointment may be affected by the University only for adequate cause. The following causes, proved by substantial evidence, shall justify the termination of the above categories of faculty

appointments: professional incompetence; commission of a felony; gross neglect of duty; gross insubordination; excessive absenteeism; sexual harassment or other serious sexual misconduct; discriminatory harassment; intentional violation of other university rules or regulations; any other adequate cause related directly and substantially to the fitness of a faculty member to serve in his or her capacity as a teacher, researcher, or provider of public service; bona fide financial exigency; and the discontinuance of a department or program. In the event of terminations by reason of financial exigency or discontinuation of a department or program for lack of enrollment or otherwise, the University shall make reasonable efforts to place the personnel affected in other open positions for which they may be qualified, and in no case shall a tenured faculty position so terminated be filled within two years unless the person affected has been offered reappointment and a reasonable time in which to accept it.

Any termination for cause shall be pursuant to the due process procedures set forth in the official policy statement, [Grievance Policy](#), as they exist at the time the proposal for termination originates.

### **2.7.3 Check-Out Procedures**

Faculty members who are leaving employment with the University must be cleared by University Police, the Business Office, Library Services, Educational Technology Services, Information Technology Services, the department chair, the Registrar's Office, the Office of Human Resources, and any other offices from which they may have borrowed equipment and/or owe charges. All university equipment must be returned, and all outstanding balances must be settled. The Office of Human Resources will notify the faculty member of this requirement, and any delinquencies, prior to his or her departure from the University.

Faculty members who are granted a leave of absence will meet with their department chair who will determine, with subsequent written notification to the Assistant Vice President for Human Resources and the Vice President for Business and Financial Affairs, which of the following check-out procedures will apply: employee returns keys to the Facilities Administration and Planning Office; employee returns all departmental equipment that may that may be on loan to the employee; and employee returns all Information Technology Services equipment and materials that may be on loan to the employee. All faculty on leave of absence must obtain clearance from the Business Office and meet with the Office of Human Resources for health benefit information.

## **2.8 SANCTIONS LESS THAN TERMINATION**

If the President believes that the conduct of a faculty member justifies disciplinary action or sanctions less than termination for cause, such action or sanction shall not be imposed unless the employee is availed of the due process procedures as set forth in the official policy statement referenced below.

## **2.9 DUE PROCESS PROCEDURES**

This policy is applicable to faculty members with property interests in their jobs either in

and to adherence to hearing procedures. Persons appointed to a Due Process Committee who deem themselves disqualified by reasons of bias or interest may be excused. The faculty member shall have the right of challenge of Committee appointments for cause and, if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall appoint replacements for members excused until a proper committee is established. The President shall designate one member of the Committee to act as chair or may appoint an additional ex officio nonvoting member to act as chair. The Committee may adopt supplemental rules and regulations for their governance and operation which are not in conflict with this resolution.

### **Due Process Hearing Procedures**

1. Once a timely request for a hearing has been received by the President and a Due Process Committee has been established, the Committee shall, with due diligence, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
  - a. If proper request for a hearing is made, the hearing shall be afforded not sooner than fourteen (14) or later than 21 days\* from the date of receipt of the request, unless, by mutual agreement, other time limits are established by written agreement.
  - b. The Due Process Committee Chair, in collaboration with both the Provost and Executive Vice President for Academic Affairs and the faculty member shall set the date, time, and place for the hearing and shall notify both parties of such in writing at least seven (7) days\* before the hearing.
    - i. The Committee or the Committee Chair may confer with the parties prior to the hearing in order to review procedures, provide for scheduling of witnesses and for any necessary exchange of documents or other information, and to achieve such other objectives as may make the hearing fair, effective, and expeditious. The Committee may consider, in advance of the hearing, the statement of grounds for the proposed action already formulated and such written response as the faculty member may elect to submit.
    - ii. The Committee shall be responsible for establishing the order of procedure, for conducting the question of witnesses, for securing if necessary--the presentation of evidence important to the case, and for developing such supplemental rules and procedures for its governance and operation as are not in conflict with other provisions of this resolution.
  - c. At the discretion of the President, the faculty member may be suspended pending the outcome of the proceeding if such is determined to be in the best interest of the University, the faculty member, or both. Unless forbidden by law, the salary or wages of the faculty member so suspended will be continued during the time of suspension.
2. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to

secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the University, regardless of position, should be excluded or excused from appearing before the Committee, if available.

- a. Not later than four (4) days\* before the hearing, the Provost and Executive Vice President for Academic Affairs and the faculty member shall present to the Due Process Committee Chair a list of the names, addresses, and telephone numbers of all witnesses expected to be called to testify and the nature of the testimony and evidence to be offered by each witness.
  - b. At least four (4) days\* prior to the hearing, both parties shall be permitted to inspect any affidavits or exhibits he/she intends to submit at the hearing.
3. During the hearing:
- a. Both parties shall be permitted to have an advisor or attorney present who will not serve in a legal capacity but rather as a consultant. An advisor/attorney is not allowed to speak on the asked or discussions raised during the hearing, cross-examine or question witnesses in the hearing, or interrupt the hearing proceeding.
  - b. A court reporter will be retained by the University to record the proceedings. A copy of the hearing transcript shall be prepared by the court reporter and distributed to both parties at no charge.
  - c. The Committee, in consultation with the parties concerned, will determine whether the hearing should be public or private.
  - d. Both parties shall be afforded the right to present their versions as to the charges or circumstances and to present their respective cases by way of such statements, affidavits, witnesses, and exhibits as he desires.
  - e. Both parties shall have the right to confront and cross-examine all witnesses. The Committee may grant adjournments to either party to permit the investigation of evidence to which a claim of surprise is made.
  - f. The Committee shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Reasonable effort should be made to obtain the most reliable evidence available.
4. The hearing will begin with the Provost and Executive Vice President for Academic Affairs (or the most appropriate academic administrator in the absence of the Provost and Executive Vice President for Academic Affairs) presenting the case for dismissal and continue with the faculty member presenting the case against dismissal. Each side may introduce evidence and/or call witnesses as desired. The faculty member and the University will have the right to cross examine all witnesses present. Affidavits are admissible whenever a witness cannot appear.

6. The Committee, in executive session, may conclude: a) that adequate cause for the action has been established by the evidence; b) that adequate cause for the action has not been established by the evidence; or c) that adequate cause for the action has been established, but a penalty less than the action, including removal of tenure, would be more appropriate. The Committee may make any other recommendations it determines are appropriate. The Committee's written findings and recommendations shall be made to the President.

7. findings and recommendations, the President shall render a decision and so notify the faculty member in writing. Should the President's decision be inconsistent with the findings and recommendations of the Committee, the President shall state his/her reasons to the faculty member and to the Committee. Although the President's action shall be final, the faculty member may appeal adverse findings to a subcommittee of the Board of Trustees.

## Definitions

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**3. RIGHTS AND  
RESPONSIBILITIES**

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- 3.1 ACADEMIC FREEDOM AND RESPONSIBILITY**
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  - 3.15.1 FACULTY ON INTERNATIONAL FELLOWSHIP LEAVE**
  - 3.15.2 FACULTY IN THE UNA EXCHANGE PROGRAM**
- 3.16 FACULTY EVALUATION**
  - 3.16.1 COMPONENTS OF THE PROGRAM**
  - 3.16.2 USE OF THE RESULTS OF THE PROGRAM**

### **3.1 ACADEMIC FREEDOM AND RESPONSIBILITY**

The University is firmly committed to the principle of freedom of thought, inquiry, and expression. Learning flourishes only in an atmosphere where this principle of liberty prevails, where issues are openly debated, ideas exchanged, convictions freely expressed, and truth vigorously pursued. Academic freedom is a valuable right of both faculty and students, dependent, in turn, on corresponding responsibilities for its proper exercise. No member of the university community may, in the exercise of academic freedom, deny the corresponding right of any other member of the university community, nor interfere with the legal and proper function of the University.

#### **3.1.1 Statement on Professional Ethics**

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to ensure that their evaluations of students reflect each student's





11. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

### **3.2.3 Office Hours**

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week

normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs

raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

Department chairs will receive an \$8,000 supplement each year, a six-hour teaching load reduction in the fall and spring semesters, and a three-hour teaching load reduction during the







the NTICC as needed and will report to the COAD. After review by the NTICC and the COAD, curriculum proposals will then be forwarded to the appropriate university-wide curriculum committee (UCC) or Graduate Council for review. Proposals will then follow the same procedure as those originating within traditional academic departments.

Some organizations direct requests for service to faculty and staff members individually. In other cases (e.g., the Student Government Association, the University Program Council, the Panhellenic Council, the Interfraternity Council, etc.) advisers are administratively appointed. Since these organizations contribute substantially to the purposes of the University, faculty members are encouraged to accept such service when requested, provided the service does not interfere with regular assignments.

### **3.4 UNIVERSITY AND COMMUNITY INVOLVEMENT**





2. Faculty development monies will be limited to full-time faculty.

A proposal not approved will be returned to the faculty member. For funded projects, documented evidence that the objectives were accomplished must be submitted to the department chair and dean upon completion of the project.

### **3.12 LEAVE OF ABSENCE**

At the convenience of the University and subject to the approval of the Provost and Executive Vice President for Academic Affairs, a faculty member may be granted leave of absence without pay for up to one year for purposes of advanced training, health or disability, parenting responsibilities, or other justifiable cause. A second year may be granted by the Provost and Executive Vice President for Academic Affairs after review of university needs and, in the case of health or disability, a medically documented reasonable expectation that the faculty member will be able to return to full academic activities. If a faculty member has been granted a one-semester leave of absence and wishes to be granted a second semester of leave, he/she must request such in writing to the Provost and Executive Vice President for Academic Affairs by

### Procedure for Requesting Leave

As soon as possible, the faculty member should notify her/his department chair of the due date or adoption date

targeted toward one of these three functions. Development leaves are not available to support completion of an advanced degree.

## ELIGIBILITY

Faculty development leave eligibility is limited to full-time, non-administrative, tenured faculty members (including department chairs) with:

1. at least six years of full-time service at UNA prior to submission of a faculty leave application;
2. 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.

- B. **INTRODUCTION:** a detailed statement of the request, its objectives, its benefits to the applicant and the University in definitive and measurable terms, the results expected, and the period of time covered by the proposed faculty leave.
- C. leave, including activities to be employed to achieve the desired results, a detailed plan for determining the degree to which objectives will be met and can be assessed and evaluated.
- D. **FUTURE PLANS:** describe a plan, if applicable, for the continuation of activities beyond and the University; the plan should relate to the objectives and expected outcomes of the development leave.
- E. **BUDGET:** costs, other than salary (e.g., travel) leave, and funding sources (grants, stipends, additional salary or compensation, etc.), for each of those costs.
- F. **APPENDIX:** the appendix will contain supporting documents, including, but not limited to, (1) a current curriculum vita, (2) a summary of previous activities which qualify the applicant

## CRITERIA FOR SELECTION

The Faculty Development Leave Application should be considered in view of the value it would have for the app

University of North Alabama. Some likely proposals include:

- A. Advanced education. Advanced education **not** to be applied to a degree. A leave application should emphasize how the leave will update or improve knowledge in a field that will be dean.
- B. Scholarly research/creative pursuits. A leave application should explain how the research and/or contribution it will make to UNA.

2. The Faculty Development Leave Committee provides applicants with written feedback concerning strengths and weaknesses of an application upon request.
3. The Faculty Development Leave Committee then will submit its rankings with explanations

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  
Provost and Executive Vice President for Academic Affairs will constitute reason for exemption.

PUBLICITY



Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to April 15** in order to discuss professional goals for the coming year (refer to [Appendix 3.D](#)). During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form ([Appendix 3.D](#)) a

department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically





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**5. INSTRUCTIONAL  
PROCEDURES**

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- 5.1 CREDIT HOUR POLICY**
- 5.2 CLASS SCHEDULES AND ROOM ASSIGNMENTS**
- 5.3 CLASS ROSTERS AND ROLL BOOKS**
- 5.4 STUDENT WITHDRAWALS**
- 5.5 STUDENT ABSENCES**
- 5.6 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE  
CLASS ACTIVITIES**
- 5.7 EVALUATIONS AND ASSIGNMENTS**
- 5.8 FINAL GRADE APPEALS PROCESS**
- 5.9 EXAMINATION SCHEDULE**
- 5.10 STUDY DAY**
- 5.11 TERM GRADE REPORTS**
- 5.12 PROPER CLASSROOM DECORUM**

## **5.1 CREDIT HOUR POLICY**

Academic credit provides the basis for measuring the amount of work a typical student is expected to complete during a specified amount of academically engaged time whether the instructional interaction is in a traditional classroom setting, a laboratory, studio, internship or other experiential learning, or through technology-based (online) or other distance education

Instructional Schedule\*

engineering technology, occupational health science, and some upper level biology courses; and four hours per week in a small number of upper level biology courses. One credit-hour labs associated with the Department of Kinesiology involve approximately 120 minutes of lab instruction per week. One-credit-hour labs associated with chemistry or occupational health science courses involve approximately 165 minutes of lab instruction per week.

Applied music courses follow the standards of the Na One

**Biology, Earth Science, Engineering Technology, and Physics:** Four-credit lecture & lab course = 260-320 minutes of instruction time (100-150 minutes of lecture & 110-220 minutes of lab) per week

**Chemistry and Occupational Health Science:** One credit of lab = 165 minutes of lab instruction time per week

**Kinesiology:** One credit of lab = 120 minutes of lab instruction time per week

**Music:** One credit of group music instruction = Two 50 minute meetings per week

**Music:** One credit hour of music ensemble = 1.5 to 8 hours of rehearsal per week

**Nursing:** Six-credit lecture/lab class = 510 minutes of instruction time per week (150 min. lecture plus 360 min. clinical/lab experiences instruction time)

### Zero Credit Hour Policy

Academic departments may offer zero (0) credit courses as part of degree programs to offer students unique experiences outside the traditional classroom environment, provided the work required of students in the course is less than what would be expected in a one (1) credit course. Requests for zero credit courses must be submitted through the established curriculum approval process.

### Online/Technology-Based Instruction/Distance Education

The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, campus-based courses in terms of course descriptions, expe.00000912 oa instc2s2 T





## 5.7 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member. Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

The faculty member shall make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act, the university policy on Academic

communication vehicle is UNA Portal with an emphasis on e-mail (accessed through the homepage at <http://www.una.edu>). Good practice also requires that evaluations are properly reviewed, graded, and the grade promptly made available to the student. Any student evaluation material that is not returned to the student should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of, examinations.

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty are found in the [Undergraduate Catalog](#)

faculty member issuing the grade. The [Final Grade Appeal form](#) is available on the Academic Affairs website.

2. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should indicate this on the [Final Grade Appeal form](#) and contact the dean of the college where the course is housed and request a review of the assigned grade. The Final Grade Appeal form should be forwarded to the dean by the department chair.
3. At either the department chair and/or dean level the faculty member may be asked to reevaluate the assigned grade.
4. If the student wishes to appeal further, i.e., to the Provost and Executive Vice President for Academic Affairs, in these rare and unusual circumstances the student shall indicate his/her decision on the Final Grade Appeal form. The Final Grade Appeal form will be forwarded to the Provost and Executive Vice President for Academic Affairs by the dean. The Provost and Executive Vice President for Academic Affairs will determine if the evidence is strong enough to warrant further review, i.e., the burden of proof is on the student to make a strong case that merits committee review. In this case the appeal shall be forwarded to the university Grievance Committee (appointed by the President annually). Any members of the department where the grade appeal resides would be excused from this review. The Grievance committee will make a recommendation to the Provost and Executive Vice President for Academic Affairs.
5. Following the decision, the student and the faculty member shall be notified and provided a rationale for the decision.
6. All grade appeals shall be initiated no later than six weeks after the term in which the grade was issued.

## **5.9 EXAMINATION SCHEDULE**

The schedule for term final examinations is issued by the Office of the Registrar. Examinations are scheduled for periods of one hour and forty-five minutes each and normally cover four days in a semester and one day in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

## **5.10 STUDY DAY**

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that

day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

### **5.11 TERM GRADE REPORTS**

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. Numeric grades for Early College students are then forwarded to the appropriate high school

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**6. INSTRUCTIONAL  
RESOURCES**

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- 6.1 TEXTBOOKS AND MANUALS**
- 6.2 GENERAL EQUIPMENT AND MATERIALS**
- 6.3 COMPUTER EQUIPMENT AND RESOURCES**
- 6.4 LIBRARY RESOURCES AND SERVICES**
- 6.5 EDUCATIONAL TECHNOLOGY SERVICES**

## **6.1 TEXTBOOKS AND MANUALS**

Selection of textbooks and class manuals is made by the faculty member and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be resolved by the dean of the college. Orders should be made according to the following schedule: October 15 for spring and March 15 for summer and fall. Textbook materials are recorded so that students may secure them by course number. When determining the quantities to be ordered, along with the adoption of different texts, faculty members must consider current inventories, potential losses from unreturnable or unsalable texts, and storage capabilities. Chairs of departments are expected to work closely with the bookstores and college deans in these matters.

Faculty may produce their own materials relating to classroom activities and distribute them to students without a charge. The cost of photocopying or producing materials will be absorbed through the departmental supplies budget. Faculty may not sell any materials directly to students.

If a faculty member wishes to produce specialized materials that students in his or her class must have and the cost of producing these materials is such that it will be a burden on the departmental supplies budget, the faculty member can arrange to have the materials produced and sold through the University Bookstore and the private sector bookstore without being paid royalties.

If a faculty member wishes to produce materials for student use and also receive a royalty from their sale, the materials must be published by a non-vanity commercial publisher where the materials are made available for adoption at other schools. Royalties paid to the faculty member under these arrangements come directly from the publisher.

## **6.2 GENERAL EQUIPMENT AND MATERIALS**

The acquisition and servicing of equipment and instructional materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes. Faculty members are expected to confer in advance with the chair of the department on anticipated needs for the next year and to assist in the preparation of specifications and orders. The Business Services Office coordinates with cost centers in taking advantage of special discounts, services, and shipping arrangements and of the economies of large-scale purchases. Faculty members are expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area.

## **6.3 COMPUTER EQUIPMENT AND RESOURCES**

A technology fee is paid by all students for the purpose of technology renewal and replacement. A major portion of this money is expended each year for the upgrading and/or replacement of personal computer, networking, infrastructure, and computer laboratory equipment. The remaining money is held in reserve for major equipment (servers, telecommunication switches, etc.) replacement.

The Director of Information Technology Services acts as the clearinghouse for requests dealing with office and computer laboratory upgrades/replacements. The requests are reviewed by the Technologies Advisory Committee which meets at the beginning of the fall semester to prioritize requests for laboratory upgrades. Lab equipment is usually replaced on a rotational basis. Among the criteria influencing replacement decisions are the age of the lab equipment, student usage, and any special needs of the lab. Also during the fall semester, the committee solicits faculty and staff requests concerning the replacement of office computers and peripherals. This solicitation, usually conducted by e-mail, outlines procedures for making the requests. Upon recommendation by the committee, the Director of Information Technology Services initiates equipment orders based on the amount of money available.

As the primary purpose of the technology fee is for equipment upgrades, discipline-specific software usually is not considered for order. The amount of the technology fee is insufficient to finance these software requests, which departmental and college budgets should ordinarily cover.

For the repair and troubleshooting of campus hardware and software, PCPC (extension 7272) should be called. If this office cannot make the repair, the equipment may be sent off campus for repair.

#### **6.4 LIBRARY RESOURCES AND SERVICES**

The campus libraries seek to provide materials, personnel, and services to support the teaching, research, and public service goals of the University. This support is provided through strong in-house collections, accessibility to remote resources, research assistance, personalized instruction, and other services that support the University's instructional programs, promote scholarship and independent learning, and meet the broad informational needs of the university community.

Collier Library houses the principal library resources, including books, periodicals, newspapers, government documents, microforms, and audiovisual materials. Other library materials are housed in the Learning Resources Center and in the Kilby School Library. The Music Library contains audiotapes, phono- and compact discs, DVDs, scores, and collected

instruction. The library solicits requests from all faculty members and encourages each department to use its allocation. Funds not used by March 1 each year are expended by the library in support of the general acquisitions program.

The library staff will provide faculty members with every assistance in support of course and professional needs. Library services provided to faculty members include course reserves, interlibrary loan, and borrowing privileges. Materials to be placed on reserve must comply with current copyright restrictions. Faculty ID cards must be presented to check out library materials. Materials borrowed from the library are subject to recall after two (2) weeks. Faculty members are charged a replacement fee for damaged or lost library materials. Faculty members are urged

**RETIRED FACULTY: BENEFITS AND PRIVILEGES**

1. Members of the faculty, upon retirement from the University after a minimum of 25 years of educational service at any level (elementary, secondary, or post-secondary) with the last 10 years of service being at the University of North Alabama, will be awarded emeriti status and will receive a Certificate of Meritorious Service at the commencement exercises following retirement.
2. Members of the faculty retiring from the University after 10 or more years of service will have their name placed on the University of North Alabama Roll of Honor which hangs in Cramer Way.
3. Subject to the discretion of the University, retired faculty may be eligible for the following benefits and privileges:
  - a. Admission to Events: Admission of retired faculty and eligible members of their families to university events is based on the same policies and procedures applicable to regular faculty. Season passes to athletic events at the reduced rates for faculty may be obtained from Athletic Ticket Sales in advance of each season.
  - b. Insurance: Under certain conditions and limitations, the University's master group policies on cancer and intensive care insurance and on life insurance for employees may permit retired faculty to continue participation. Retiring faculty should ascertain from the Office of Human Resources the insurance options that may be open to them upon retirement. Health, vision, and dental insurance policies may continue through Public Education Employees Health Insurance Program, subject to provisions of the Alabama
  - c. Library: Retired faculty are accorded full use and check-out privileges at Collier Library.
  - d. Parking: Upon request, retired faculty may continue to obtain current decals from the Office of University Police which will permit campus parking in spaces reserved for faculty and staff. Without current decals, only the spaces reserved for visitors may be used.
  - e. Post Office: Upon written request, and as space availability permits, retired faculty may retain their post office boxes for up to one year from the date of retirement.
  - f. Publications: Retired faculty can arrange to have copies of The Flor-Ala mailed to them through annual paid subscription; the UNA Magazine is mailed to those who contribute to the Annual Fund; the Diorama may be obtained by direct purchase at the Diorama Office; undergraduate and graduate catalogs may be located at <https://www.una.edu/academics/Student%20Resources/index.html>.

- g. Remission of Tuition and Fees: For qualifying children of retired faculty, the University will provide 100% remission of both tuition and fees for a maximum of 10 fall and spring semesters and 75% remission of both tuition and fees during summer terms for enrollment in undergraduate programs at the University. A retiree may receive 100% remission of both tuition and fees for up to six hours per semester. The spouse of a retiree may receive 100% remission of both tuition and fees for one course per fall and spring semester. The Remission of Course Hour Fees Policy may be located at this [link](#).
- h. Wellness Center. Retired faculty are accorded full use of the Wellness Center.

Retired faculty are always welcome on campus for faculty meetings, Homecoming activities, graduation exercises, and similar events and functions; however, arrangements for attendance must be at the initiative of the individual faculty member. In applying for benefits and privileges, retired faculty should be prepared to present appropriate identification. All rights, benefits, and privileges accorded retired faculty cease upon the member's death unless certain insurance provisions allow for continuation by the spouse.

**POLICIES CONCERNING ADJUNCT FACULTY**

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The University also recognizes that it cannot develop or maintain quality programs using only adjunct faculty. Therefore, the University seeks to limit its employment of adjunct faculty to no more than 25% of the total number of courses taught by each department, with exceptions in compelling circumstances.

**A. Recruitment and Selection of Adjunct Faculty**

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.
2. Academic departments that have a need for adjunct faculty will establish an "adjunct faculty applicant pool" for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the "adjunct faculty applicant pool."
3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:
  - a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.
  - b. Requests to fill anticipated adjunct faculty needs, including suggested advertising copy and recommended publications for advertising, should be forwarded through the appropriate dean to the Provost and Executive Vice

recommended changes should be discussed with the appropriate dean and department chair prior to proceeding. The VPAA is the final authority in these matters when disagreements occur.

- d. Once agreement is reached on publications for advertising and the content of the ad copy, the Office of Human Resources takes the following actions:
  - 1. advertises the positions,
  - 2. accepts applications through the online employment system, and
  - 3. maintains a file on adjunct positions by department.
- e. Applications are made available through the online employment system.
- f. The department chair does an initial screening of applications for minimum qualifications and will endeavor to interview all qualified applicants. It is recommended that the chairs consult with appropriate faculty members teaching in the proposed adjunct area. The faculty may be consulted at both the initial screening stage as well as at the point when selections from the pool are made.
  - 1. All adjunct faculty are required to meet Southern Association of Colleges and Schools standards which require at least the master's degree and 18 graduate semester hours in the teaching field.
- g. The department chair, after consultation with the departmental faculty, where possible, will submit recommended applicants to the appropriate dean through the online employment system.
- h. Through the Online Employment System, the dean forwards recommended additions to the pool of adjunct faculty to the Provost and Executive Vice President for Academic Affairs.
- i. Through the Online Employment System, the Office of Human Resources receives notification when persons are approved for the adjunct faculty pool by the department chair, dean, and Provost and Executive Vice President for Academic Affairs. The Online Employment System generates e- mail notifications to those persons approved for the adjunct pool.
- j. When a need arises to employ adjunct faculty, the department chair, after consultation with the departmental faculty, where possible, will recommend employment of an approved candidate from the pool to the VPAA through the dean.



- b. the salary for that semester,
  - c. an indication of when salary payments will be made,
  - d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,
  - e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and
  - f. a deadline for the Provost and Executive Vice President for Academic Affairs to receive a written response to the employment letter.
  - g. Subsequent employment will be made by an Electronic Personnel Action Form.
- C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation
1. The department chair will arrange an orientation session for new adjunct faculty.
  2. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
  3. Each adjunct faculty member will have access to on-campus mail through the departmental post office box.
  4. Adjunct faculty members, when hired, are provided with written instructions for obtaining a parking permit from University Police.
  5. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours based on departmental guidelines.
  6. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be published in the LMS and accessible to students by the first or second class period . If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.
  7. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
  8. The department chair must emphasize that grades must be turned in according to the university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.

9. Adjunct faculty are to be evaluated by students using the standard student evaluation form for faculty for that department. In addition, adjunct faculty will be evaluated by the department chair according to guidelines set by each college. Results of these evaluations will be shared with the adjunct faculty member in a timely fashion, retained the University (three years for student evaluations), and considered in future employment agreements with the faculty member.
10. Adjunct faculty are invited but not required to attend general university faculty meetings. It is the department chair's responsibility to determine if the adjunct faculty members should attend departmental faculty meetings.
11. Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.
12. It is the adjunct faculty member's responsibility to notify the department chair of an interest to continue to be considered for adjunct appointment since each semester requires a new letter of employment.
13. The Provost and Executive Vice President for Academic Affairs, in consultation with the



**RECOMMENDED PRACTICES FOR REAPPOINTMENT OF  
FULL-TIME FACULTY AT THE INSTRUCTOR/LECTURER RANK**

A non-tenure-track Instructor/Lecturer must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following:

1. Class Performance or Professional Effectiveness. For teaching faculty, the department chair or a designated tenured faculty member may observe one or more traditional class sessions per year taught by the applicant and/or observe and evaluate an online course and complete an evaluation report. This report is initially utilized for constructive feedback regarding the teaching methodology with any recommendations from the chair or tenured faculty member. Upon application for reappointment, the report is to be included with any necessary follow-up or initiated changes if applicable. For non-teaching faculty the most recent faculty performance report should be submitted with the reappointment application.
2. Course Evaluation. Teaching faculty should also submit course evaluations with reappointment application.
3. Evidence of Service. This may include improving the quality of instructional programs in

## TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and Provost/EVPAA notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the Provost/EVPAA, whether the candidate is eligible for promotion and/or tenure and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee.	September 1
Candidate submits application and portfolio via the online database that UNA has established for this purpose.	October 1
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	November 15
Department Chair reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and submits all information relating to the promotion and/or tenure recommendation via the online database that UNA has established for this purpose.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and submits Promotion and/or Tenure Evaluation Form via the online database that UNA has established for this purpose.	March 15
Provost/EVPAA reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15



(This promotion and tenure policy covers faculty hired prior to 2017-2018 who did not opt in to the current promotion and tenure policy)

## **2.5 CRITERIA FOR PROMOTION, TENURE, AND APPOINTMENT**

### **2.5.1 General Criteria for Promotion and Tenure**

As a regional, state supported institution of higher education, the University of North Alabama engages 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

the improvement of student life. Evidence of service outside the university should ideally 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, MFA in Interior Design, and Master of Architecture (M.Arch).

### **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 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. The academic year in which a promotion portfolio is submitted will count toward appropriate cumulative experience for that rank. Compensation for visiting (open rank) professors is determined by joint agreement of the department chair, college dean, and the Provost and Executive Vice President for Academic Affairs based on duties, needs of the University, and available funds.

The University understands that the interests and areas of emphasis for faculty members change as their career develops. It is the responsibility of 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 and Executive Vice President for Academic Affairs to monitor equity of expectations across the University.

The following criteria and procedures below do not apply to the Department of Military Science because of the special nature of that department. Faculty from the Department of Military Science will not serve on promotion committees.

#### **Minimum Qualifications by Rank**

1. Instructor/Visiting (open rank) Professor. Appointment to this rank typically requires possession of a master's or higher degree in the field of assignment. For appointments



1. Application for Promotion (See Appendix 2.F)
2. Current Resume or Vita submitted by the faculty member via the online database that UNA has established for this purpose
3. Faculty Qualifications Report pulled into the application via the online database that UNA has established for this purpose
  - a. Education (Institution, major, minor, degrees awarded, and when)
  - b. College/university teaching or library experience as appropriate to field (include position and dates)
  - c.

The dean will then perform the functions of the department chair as outlined above.

prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified), to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose.

information directly addressing the degree of merit or level of prestige or quality of scholarly

quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts, Sciences, and Engineering, Business and Technology, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a

other tenured faculty from the college.

#### Responsibility of the Department Chair

When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via [promotions@una.edu](mailto:promotions@una.edu) by September 1. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. No later than December 1, the department chair will submit the evaluation form via the online database that UNA has established for this purpose.

should provide information directly addressing the degree of merit or level of prestige or

## Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the department chairs. The dean will prepare an evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended, and be recorded on the Promotion and/or Tenure Evaluation Form. By February 1, the dean will submit the evaluation form via the online database that UNA has established for this purpose.

## Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

A university-wide portfolio review committee will serve in an advisory/supervisory capacity. This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty)

All portfolios submitted by eligible candidates, regardless of recommendation(s), will move through the entire process. The timeline for reviewing promotion materials can be found at the end of Appendix 2.E.

As soon as the new committee membership is determined and constituted, the chair

than May 1, letters of notification from th  
with copies to the respective dean and department chair. Promotions will become effective on  
the first day of the following fall semester.

B. Department Chairs Applying for Promotion

Department chairs who are applying for promotion will be evaluated using a process  
similar to that described for other faculty members. In the case of department chairs,  
however,



7. The University-Wide Promotion and Tenure Portfolio Review Committee will review the materials presented by the department tenure committee, the department chair and college dean and,





## PROMOTION AND/OR TENURE EVALUATION FORM

Candidate Name: Click or tap here to enter text.

Recommending Body: Choose an item.

Level of Application: Choose an item.

**Overall Evaluation:** Choose an item.

### **Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty**

Comments: Click or tap here to enter text.

### **Effectiveness in Research, Scholarship, and Other Creative Activities**

Comments: Click or tap here to enter text.

### **Effectiveness in Rendering Service**

Comments: Click or tap here to enter text.

### **Other Comments**

Comments: Click or tap here to enter text.





**Request for Approval to Render Services  
for Another Educational Institution**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Name Department

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Rank/Title Date(s) of Service

5. Describe the nature of these services; if they consist of teaching, give the name of the course(s), the course number(s), and a course description:

\_\_\_\_\_  
\_\_\_\_\_

6. Check applicable condition for compensation:

- \_\_\_\_\_ a. Employee is to be paid directly by other institution.
- \_\_\_\_\_ b. Contract is between the University and the institution, and employee is paid through the University.

Approval of this request by the appropriate dean will signify that the services described above will not diminish the time available for the employee to perform his or her duties at the University of North Alabama and that no conflict of interest is involved.

Requested by \_\_\_\_\_  
Faculty Member Date

Approved by \_\_\_\_\_  
Department Chair Date

Approved by \_\_\_\_\_  
Dean Date

Request is \_\_\_\_\_ approved.  
\_\_\_\_\_ denied.

By \_\_\_\_\_  
Provost and Executive Vice President for Academic Affairs Date

**FACULTY DEVELOPMENT LEAVE APPLICATION FORM  
UNIVERSITY OF NORTH ALABAMA**

**Application due date:** October 1 of the academic year prior to the academic year of the proposed leave (If that date falls on a weekend, the due date is the following Monday).

Name:                      Department:

Date of Appointment at UNA:

Title/Rank:                Years in Rank:

Years of

**FACULTY ATTESTATION**

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

\_\_\_\_\_

\_\_\_20 g0 G[( )] TJETQq0.00000912 0 612 792

University of North Alabama  
FACULTY PERFORMANCE REPORT  
Academic Period

NAME: Rank #Years Full-Time  
List Courses/Clinicals/Labs Currently Teaching  
Additional Assignments (professorship, grant, release-time, etc.)

DEPARTMENT:

I. What were your professional goals this year as related to departmental and/or college performance guidelines?

Teaching Effectiveness:

Research, Scholarship, and Other Creative Activities:

University, Community, and Professional Service:

II. What was accomplished this year? (Please list accomplishments and their impact on the department, college, and university.)





**Professional Effectiveness:**

**Research, Scholarship, and Other Creative Activities:**

**University, Community, and Professional Service:**

\_\_\_\_\_  
**Faculty Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean Signature**

\_\_\_\_\_  
**Date**

Optional Comments by Dean:

**\*Attach updated vita per Faculty Handbook**

