



## **REPORTS:**

- A. President Townsend distributed the president's report. (See Attachment A)
- B. Senator Carnes, Chair of the Faculty Affairs Committee, presented a document from the committee for feedback and discussion. (See Attachment B). It was noted that there was a change to point 2 related to limits of the portfolio document. The document also contained changes to 2.5.3 related to the selection of the chair and vice-chair of the University-Wide Promotion and Tenure Portfolio Review Committee. Another addition was the statement concerning the department and/or college tenure guidelines should be included with the application.

Senator Carnes also presented a recommendation from the Faculty Affairs Committee

- A. Senator Barrett moved to postpone indefinitely the consideration of the Faculty Teaching Abroad Policy. (See Attachment F) Senator Lee seconded. The motion passed.
- B. The Commencement Committee approved the policy of allowing honor cords at graduation. Senators were asked to discuss the issue with their colleagues and return to discuss at the March meeting.

President Townsend recognized the following proxies:

Carolyn Lovett for Senator Davidson from Secondary Education,  
Anita Garner for Senator Verrone from English and  
Scott Infanger for Senator Lindley from Foreign Languages.

Senator Statom moved the meeting be adjourned. Senator Roden seconded. The motion passed. The meeting adjourned at 5:01 p.m.

## **ATTACHMENT A**

February 2, 2012

Francis Menapace replaces Terry Richardson as senator from the Biology department.

**ATTACHMENT B**  
**2.5 CRITERIA FOR APPOINTMENT, PROMOTION, AND TENURE**

**2.5.3 Procedure for Promotion**

A. Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits an application and portfolio by October 10 to the department chair. It is the responsibility of the candidate to submit documentation to confirm that he/she meets the minimum criteria for promotion to the next rank.

The portfolio will contain:

1. Application for Promotion (See Appendix 2.B)
2. Current Resume or Vita (maximum length five pages)
  - a.

\*\*The candidate is provided the flexibility to use his or her own discretion as to how best to demonstrate effectiveness in the categories listed in item 3. ~~However, applicants for~~



the Vice President for Academic Affairs and Provost. After discussing the portfolios with the committee, the Vice President for Academic Affairs and Provost will forward the committee's concurrence, or lack thereof, to the President.

The committee will perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.



## 2.5.4 Tenure

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 University-Wide Promotion and Tenure Portfolio Review Committee, 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:

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-

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.

5. It is likewise the responsibility of the department chair to recommend 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.
  
6. The college dean will review the materials presented by the department tenure committee and the department chair and will recommend for or against the granting of tenure and to forward to the Vice President for Academic Affairs all of the information relating to the tenure recommendation by August 1.
  
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 will make recommendations to the Vice President for Academic Affairs and forward all of the information relating to the tenure recommendation by September 15.
  
8. The Vice President for Academic Affairs will review all recommendations and will make recommendations to the President in advance of the October 1 notification deadline.
  
9. The decision for or against the granting of tenure will be made by the President, and letters will be mailed to all candidates, with copies to the respective dean and department chair, no later than October 1 of the faculty member's final academic year of the probationary period.

The granting of tenure requires written notice regardless of the number of years in service. This tenure policy does not apply to non-tenure-track or adjunct faculty.

**(This document is included for reference only.)**

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**Final Report and Recommendations to the Faculty Senate from the University  
Wide Promotion and Tenure Portfolio Review Committee for the  
promotion/tenure cycle 2009/2010.**

We have now completed a full cycle for promotion and tenure review. After careful review and discussion of the process, the committee recommends the following:

1. That only full professors review and evaluate applications/portfolios for full professor with respect to tenure and promotion criteria.

*We recommend that all members of the committee review all portfolios. In the event a consensus agreement cannot be reached by the committee, then only full professors will vote in making*

*become the Chair in the second year of the term. This person is to be selected by the committee.*

5. That all members of the committee participate in an orientation regarding procedures and guidelines with respect to tenure and promotion criteria at the beginning of each submission and evaluation cycle.

*We recommend that such an orientation become the first piece of business at the formation of each cycle's committee. It will be the responsibility of the incoming Chair (elect) to conduct such an orientation.*

6. That departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria be made available to each member of the committee.

*We have discussed this recommendation and have found that, in the one instance in which the material was provided, having this information available is invaluable to the determination process. Therefore, we recommend that the departmental criteria/guidelines for promotion/tenure be included with each candidate's portfolio.*

7. That the committee perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.

*We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process. We are now in the process of developing procedures/guidelines and doing a full process review.*

8. That all portfolios submitted, regardless of recommendation(s), should move through the entire process.

*We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process.*

9. *The committee recommends that only*

*supplementary materials be maintained separately from those portfolios. The location of the supplementary materials will be determined by the VPAA.*

- 10. The committee recommends that all portfolios that are incomplete or not in compliance with the stated Faculty Handbook guidelines(Section 3.5.3) be considered as non-responsive.*
- 11. The committee recommends that all language on all forms be regularized so as to avoid confusion in (e)valuation of a given candidate's credentials. This language is actually specified in the dean's paragraph in the Faculty Handbook 3.5.3, and the committee recommends this specific language be used at all levels and on all evaluation documents.*
- 12. For the purposes of this committee in this process, we recommend the cycle calendar begin with the promotion portfolios. Consequently, the committee will need to be (re)populated by the President as soon as is possible after the completion of the tenure portion of the cycle (in October), instead of along with all other University committees at the beginning of the Fall semester (in August), as this will allow time for orientation and preparation for the upcoming cycle.*

## **ATTACHMENT C**

### **Procedure for selecting professors for the UNA Portfolio Review Committee**

1. By February 1 of each year, the chair of the Faculty Affairs Committee will request an updated list from the VPAA's office of faculty that received tenure or were promoted to Associate or full Professor during the last twelve months. The names of these professors will be added to the appropriate college on the Portfolio Review Committee Eligibility Spreadsheet.
2. By February 1 of each year the chair of the Faculty Affairs Committee will request a list from the VPAA's office of any associate or full professors that left the university during the previous twelve months and will update the Portfolio Review Committee Eligibility Spreadsheet.
3. By February 1 of each year the chair of the Faculty Affairs Committee will request a list from the VPAA's office of any associate or full professors that were hired with tenure by the university during the previous twelve months and will update the Portfolio Review Committee Eligibility Spreadsheet.
4. By February 1 of each year the chair of the Faculty Affairs Committee will update the Portfolio Review Committee Eligibility Spreadsheet for the members of the committee that are currently serving on the Portfolio Review Committee.
5. Those professors that have served on the PRC, with the dates of their service, will be highlighted in yellow so they can be exempt until all eligible faculty members in that college have served on the committee.
6. By March 1 the Faculty Affairs Committee will present a list of 15 eligible professors for service on the Portfolio Review Committee to the Faculty Senate Executive Committee.

The Faculty Affairs Committee is encouraged to consider demographic characteristics of those rolling off the Portfolio Review Committee so that the Committee will be balanced.

Business and Arts and Sciences should have at least three eligible faculty members listed, and other colleges/constituencies should have at least two eligible faculty members listed.

At least one associate professor and full professor must be listed from each college/constituency. In the event that there are no eligible faculty members from one of these ranks, two eligible faculty members from the other rank may be recommended.

In the event that only one faculty member from a college/constituency is eligible then only that individual will be listed for that college/constituency.

7. The Faculty Senate Executive Committee will present the final list of 15 eligible professors to the University President by April 1.
8. Once the President finalizes the newly appointed committee, the Portfolio Review Committee Eligibility Spreadsheet will be updated with names of appointed faculty members and the dates for their term by the chair of the Faculty Affairs Committee. The Chair will also send an electronic copy of the spreadsheet to the Faculty Senate President and the assistant to the VPAA.

## **ATTACHMENT D**

Possible Division I questions for spring 2012 Faculty Attitude Survey

I support UNA's move towards Division I athletics. (from Strongly Agree to Strongly Disagree)





