



Unfinished Business:

Section 3.3.4 of the Faculty Handbook | Faculty with Administrative/Directorial  
Responsibilities: A

Section 3.15.1 and Appendix D of the Faculty Handbook | Course Evaluation:

New Business:

Reconciliation of Deadline Dates between Former and New Promotion Policies:

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## Appendix 3.D

### University of North Alabama End of Semester Student Evaluation of Instructor

#### Administration Instructions:

For online courses. The instructor will notify students of when the survey will be available and students will complete the form online during the designated window of time.

Traditional or hybrid courses. The instructor should allocate class time for students to complete the evaluation, though it will also be available and active outside of normal class hours during a specific period each semester. In order to complete the evaluation, students will need to bring a personal mobile device (laptop, tablet, phone, etc.) with internet capability to class or the instructor can reserve a computer lab. As necessary, students are advised to complete the evaluation using their unique login accounts. The evaluation should be completed during one of the final class meetings of the semester. Instructors are encouraged to promote maximum participation by indicating the date of the evaluation to their course schedule/syllabus. When administering the assessment in class, instructors should provide students with any administrative information not already provided (i.e. course#, department specific questions if applicable) and then leave the room until the evaluation is complete. Please send a follow-up email to the class to encourage anyone who was absent to complete the evaluation form while it is still available (as).

Sample of Online Survey: For use with traditional, hybrid, and online courses.

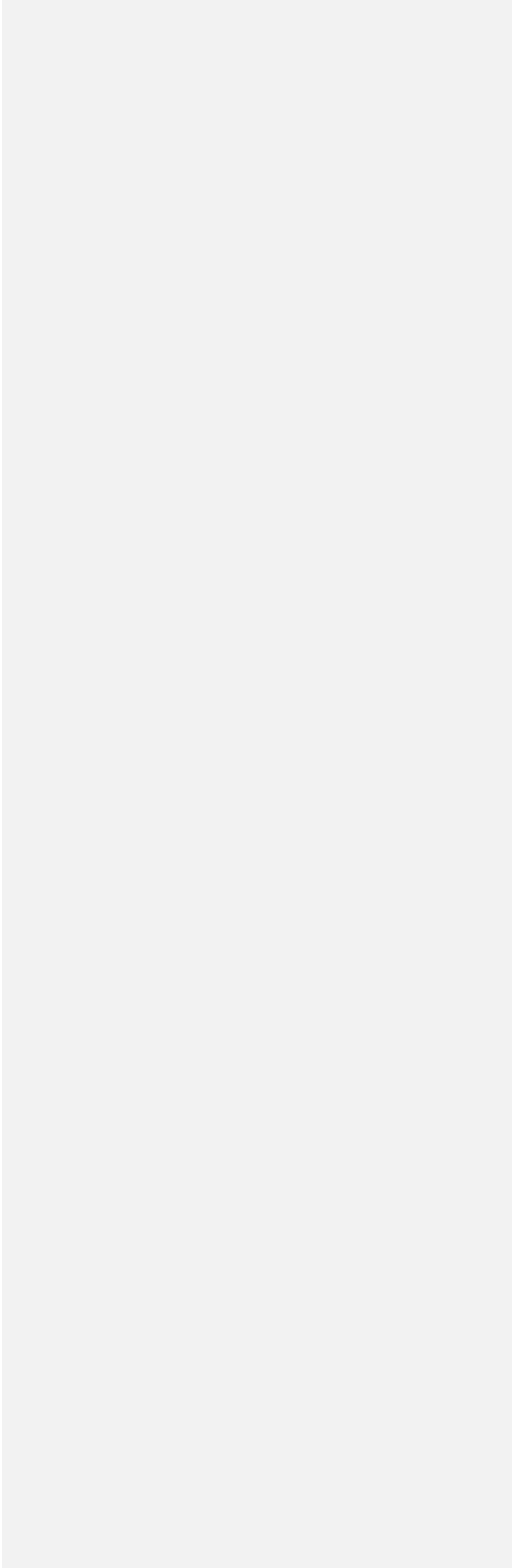
Instructor \_\_\_\_\_ Course Number \_\_\_\_\_ Semester \_\_\_\_\_

Please read the following instructions carefully:

The purpose of this evaluation is to help the instructor improve his/her teaching practice. Your instructor is cooperating in this evaluation and your participation is requested, but not required. Please be advised that your instructor will only have access to scores from this form in the aggregate and this information will not be reported until after final grades are submitted, so there is no possibility of your comments having an impact on your grade. It



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Committee	Incumbent Faculty Member w/Term Expiring Aug. 2017	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy for Service Term 2017-2020
Preparedness	Duvall-Zurinsky*		
Safety and Emergency Preparedness	Isaac Sleadd	Faculty at large	
Shared Governance Executive	Katie Kinney	Tenured faculty at large	
Shared Governance Executive	Kristy Oden	Tenured faculty at large	
Strategic Planning & Bdgt Study	Brian Thompson*	Faculty at large	
Student Financial Services	Felecia Harris	Faculty at large	
Technologies Advisory	Jonathan Simms	Library	
Technologies Advisory	Richard Hudiburg*	Arts and Sciences	
Undergraduate Readmissions	Jerome Gafford*	Business	

The following lists do not require Shared Governance Executive Committee review.  
 Please forward these last two pages directly to:

Regina Sherrill , Senior Ass t. to the President for Administration  
 UNA Box 5004 ( [rbsherrill@una.edu](mailto:rbsherrill@una.edu) )

Faculty Vacancies on Committees that Function Outside of  
 Shared Governance Structure 2017

Committee	Membership Service Term	Incumbent Faculty Member w/Term Expiring Aug. 2017	Representation per Committee Description	Person Selected (or Re-elected) for Vacancy
Undergraduate Curriculum	Three years: 2017-2020	Lee Raney	Arts and Sciences	
Undergraduate Curriculum	Three years: 2017-2020	Isaac Sleadd	Arts and Sciences	
Undergraduate Curriculum	Three years: 2017-2020	Caf 248.21 456.43		

Faculty Pool for Grievance Committees  
(if such a case arises during the coming year)

Submit the Names of 1 5 Faculty Members Willing to Serve

## Faculty Pool for University-Wide Promotion and Tenure Portfolio Review Committee

Note: Please be sure to include in your pool at least one faculty member from Education and from Library/Education Technology Services, as the terms of the current representatives from those areas (Lisa Clayton and Amy Butler) expire this fall.

From Section 2.5.3 of the Faculty Handbook:

Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has