



Senator Harris moved acceptance of the minutes with the above clarification and Senator Watson seconded the motion. The minutes were approved.

NOTE: The Faculty Senate secretary made the recommended changes to the December 6, 2018 minutes. The minutes are now published to the UNA Faculty Senate website (see <https://www.una.edu/faculty-senate/meeting-minutes.html>).

#### **IV. Remarks from Administrators and Invited Guests:**

##### **A. Mr. Bishop Alexander (President, UNA Staff Senate) and Ms. Amy Thompson (Vice President, UNA Staff Senate):**

Mr. Alexander and Ms. Thompson informed the Faculty Senate of Wellness Day at UNA on February 14, 2019. The event involves vendors promoting health initiatives, a series of morning (o)0 n, am-12 3 (h)1 ( in)1 (it)

apportionments to UNA. Individuals populate important Senate and House Committees with ties to this geographic a







The motion to accept the proposal was unanimously approved with no votes in opposition and no abstentions.

## **VIII. New Business**

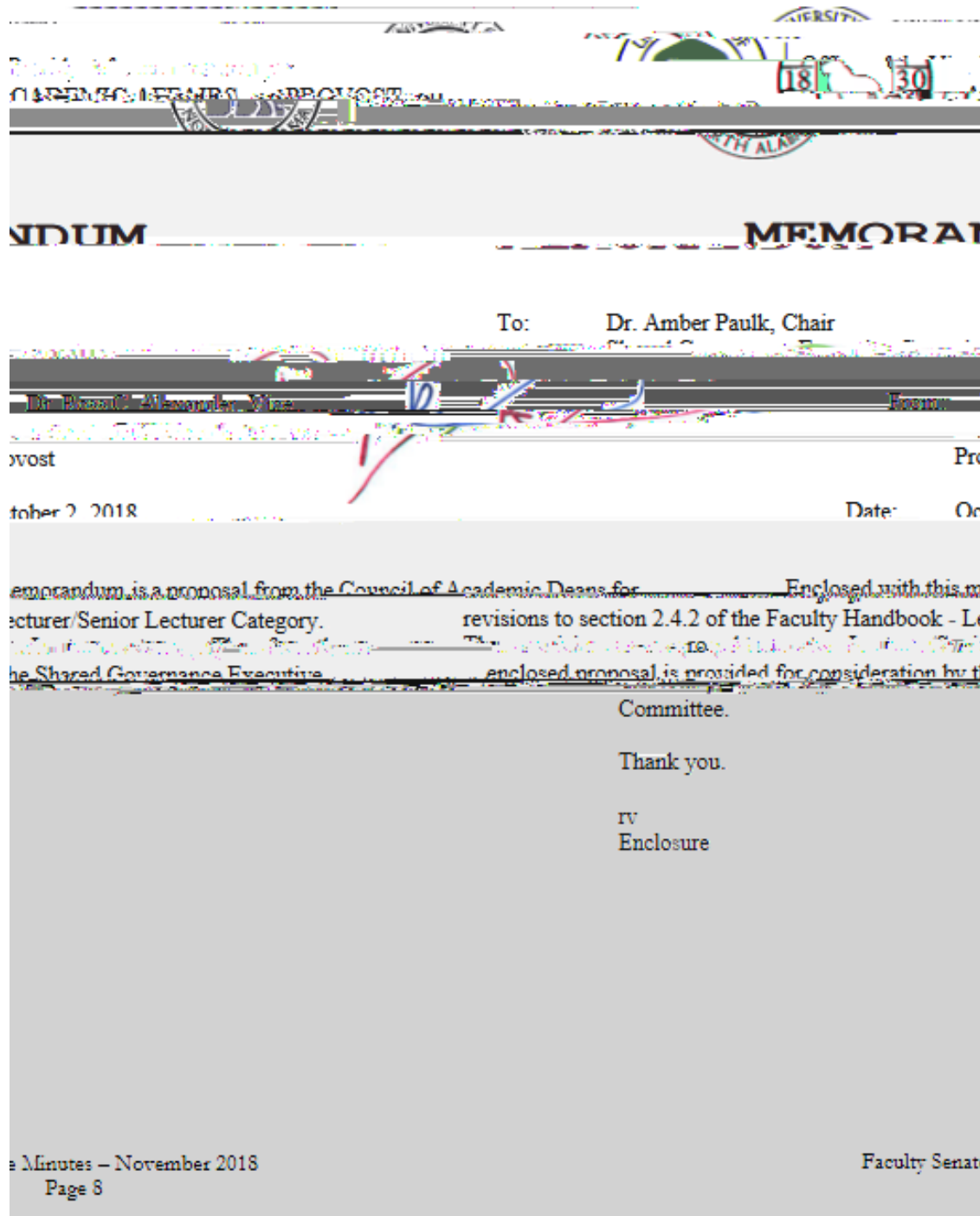
### **A. Proposed Revisions to Section 2.5.3 of the Faculty Handbook – Submission of Promotion/Tenure Evaluations**

See Appendix F





Appendix A

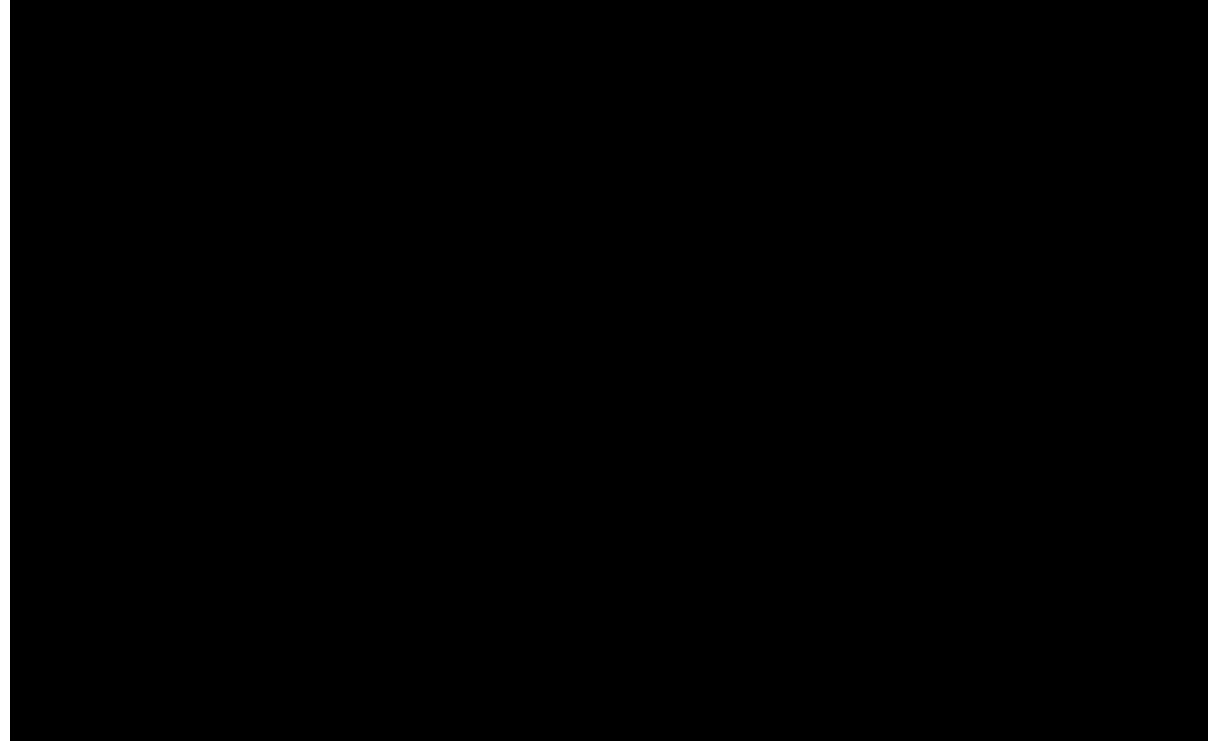


5.4.5 Non-Tenure Track

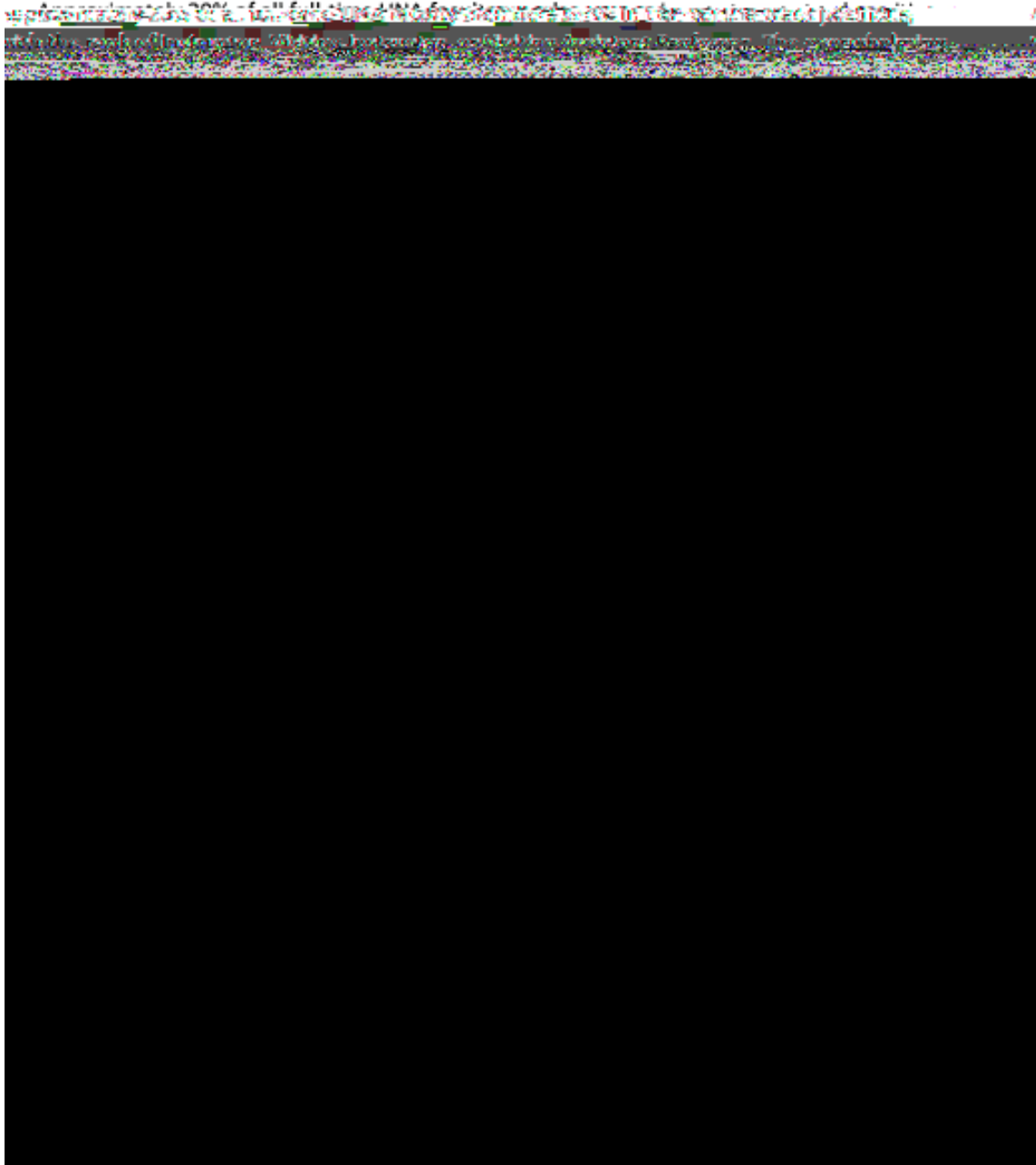
All new, full-time, non-tenure-track faculty members enter the institution with the rank of Lecturer, with a standard 9:5 teaching load and performance evaluation based on teaching and research only. Dependence on the institution is a factor in rank level and contract duration. For the first five (5) years of contracts

at the rank of Lecturer, non-tenure-track faculty members are eligible for promotion to Senior Lecturer, via submission of a dossier/portfolio to be evaluated by the JNA. The rank and promotion process is similar to that of a Senior Lecturer. Performance incentives based on research and/or service of a faculty member are available.

Current full-time, non-tenure-track faculty members are eligible for promotion to Senior Lecturer in the next academic year.



**Proposal and Rationale**



The University of North Alabama  
Lecturer Promotion Policy Comparisons

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		Teaching Load of
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Appendix B

**Vandiver, Renee P**

From: Kelly M  
Date: Monday, October 23, 2017 12:27 PM  
To: Amber L  
Subject: form and policy for SGEC  
Attachments

Importance: High

Amber and Renee:

through the Shared Governance system.

Thank you!

Kelly

**Kelly M. Ford**  
Assistant to the Vice President  
Division of Student Affairs  
Theresa.Cole@una.edu  
University of North Alabama

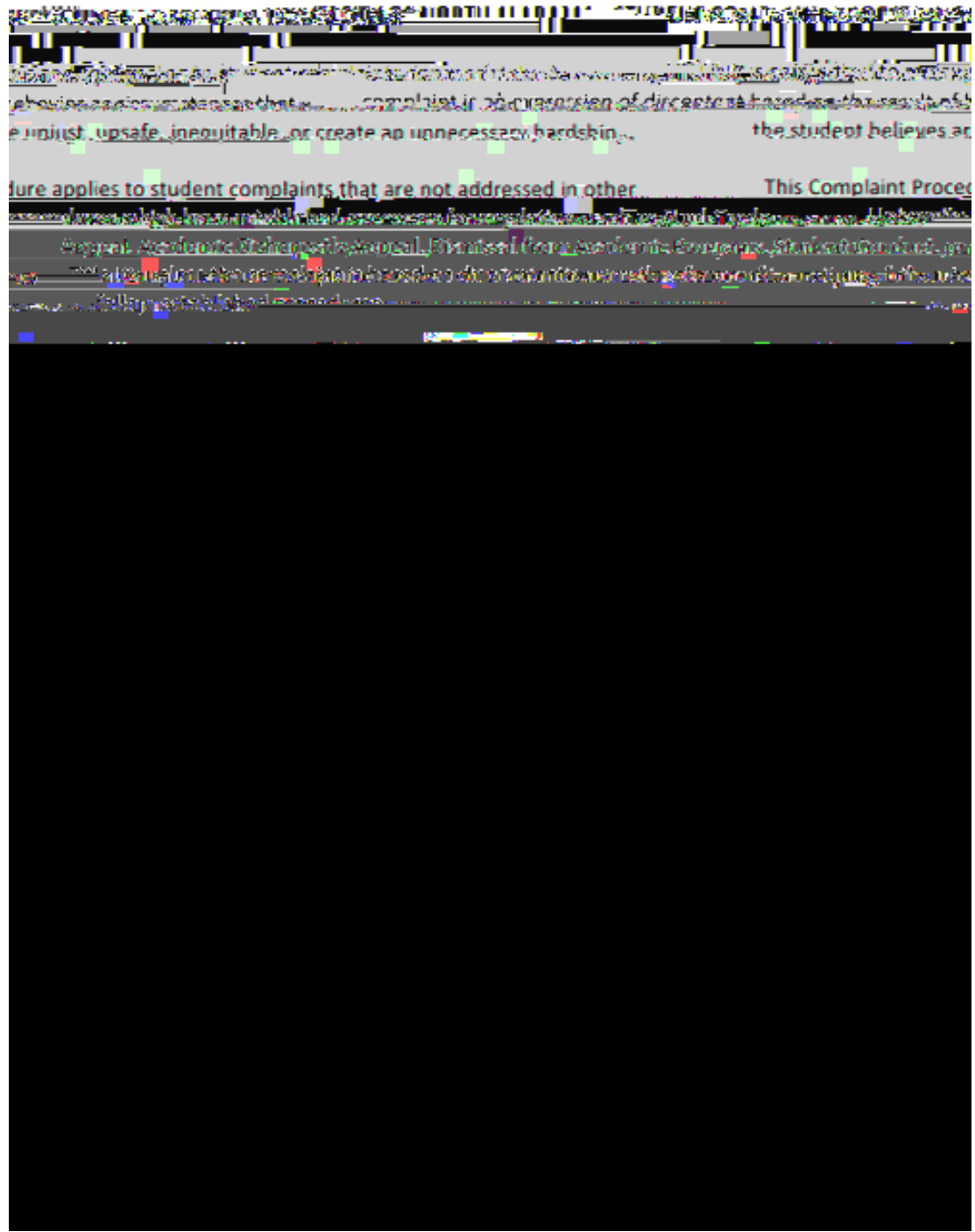
UNA Box 5072  
Florence, AL  
35632-0001  
255-765-4598 phone  
256-765-4235 fax  
www.una.edu/studentaffairs

**From: Kimberly Greenway <kagreenway@una.edu>**  
Date: Monday, October 23, 2017  
To: Kelly Ford <kmford@una.edu>  
Subject: form and policy for SGEC

ATTACHED

**Dr. Kimberly A. Greenway**  
Assistant Chief of Staff  
University of North Alabama  
256.765.4698





Upon receipt of a formal complaint, the Vice President to whom the complaint was submitted will 1) will respond to acknowledge receipt of the complaint and to inform

the complainant of the resolution of the complaint. If the complaint is resolved by the appropriate Vice President or by the Vice President for Student Affairs, the complainant will be notified of the resolution of the complaint.

If the complaint cannot be resolved with a direct response from the appropriate Vice President or by the Vice President for Student Affairs, the complainant will be notified of the resolution of the complaint.

The Vice President for Student Affairs will be notified of the resolution of the complaint. The Vice President for Student Affairs will be notified of the resolution of the complaint.

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### Complaint Tracking

The Vice President for Student Affairs and the Vice President for Academic Affairs and Provost Offices will track each formal student complaint and will maintain a record that includes, at a minimum, the following information:

- The names of the Student(s) initiating the complaint
- The date and time the formal complaint was received
- The Student(s) identified with the Complaint;
- The nature of the complaint, including a copy of the complaint, to be retained for not less than two (2) years after its final disposition;
- The final disposition of the complaint, including a copy of the final disposition, to be retained for not less than two (2) years after its final disposition;
- The date and final resolution of the complaint;

Tracking of student complaints helps the University identify any serious or systemic problems.



d to legitimate concern with respect to the University's academic or co-curricular programs, and  
ding to and comply with obligations imposed by federal regulations for receiving respon  
tracking student complaints.

crediting bodies, The information tracked will be made available to regulatory agencies and ac



Reviewed By:

2-18), University Attorney; Dr. Kimberly Greenway, Acting Chief

Amber Fite-Morgan (10-11-18)

stantiated or substantiated from a complaint or report, or a finding of a violation of the Code of  
ncil (10-22-18)

Faculty Affairs Officer, Fac  
University Executive Cou

Approved By:







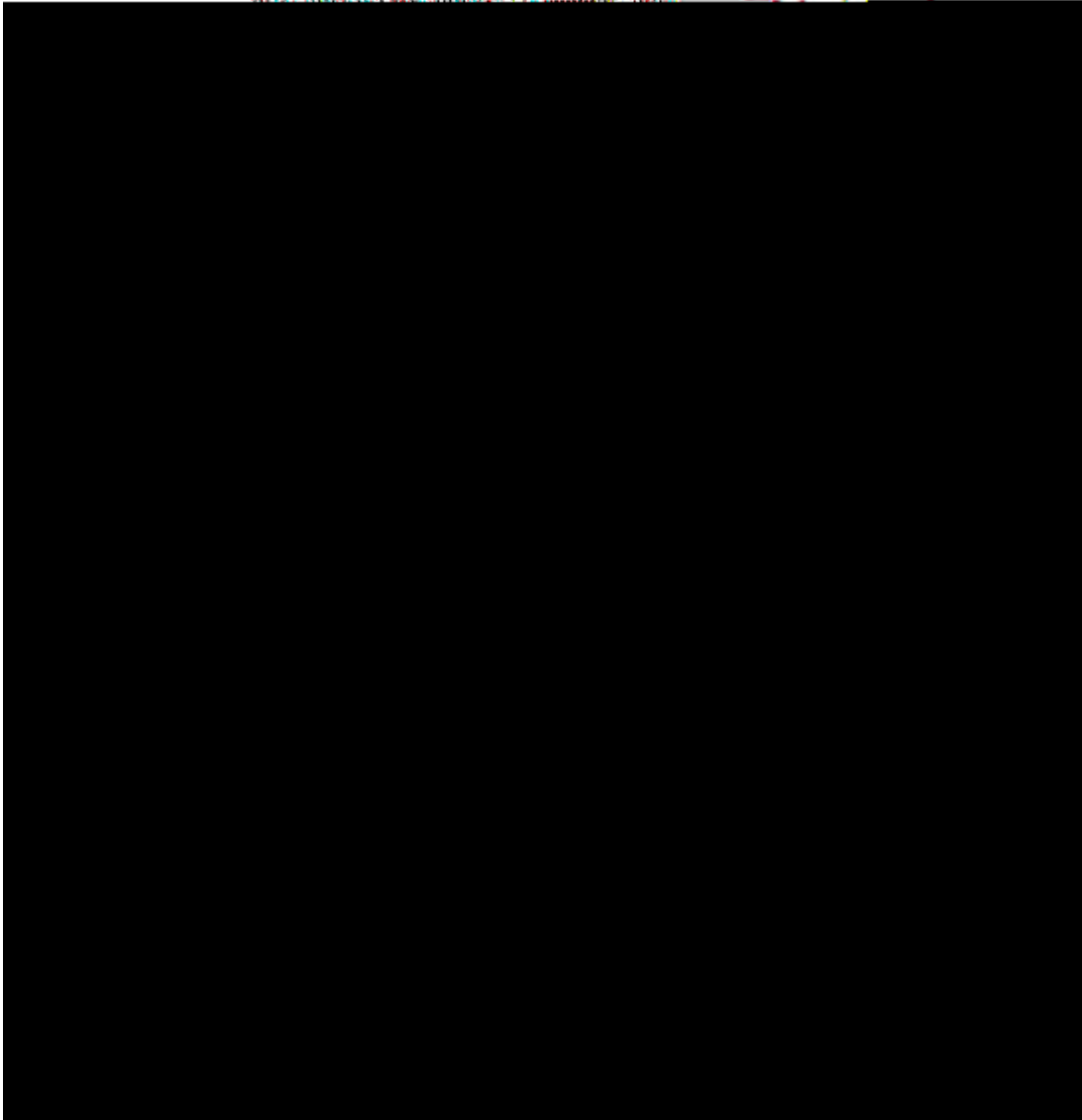
Appendix D



Office of the Vice President for  
ACADEMIC AFFAIRS and PROVOST

# MEMORANDUM

To: Dr. Amber Paulk, Chair  
Shared Governance Executive Committee

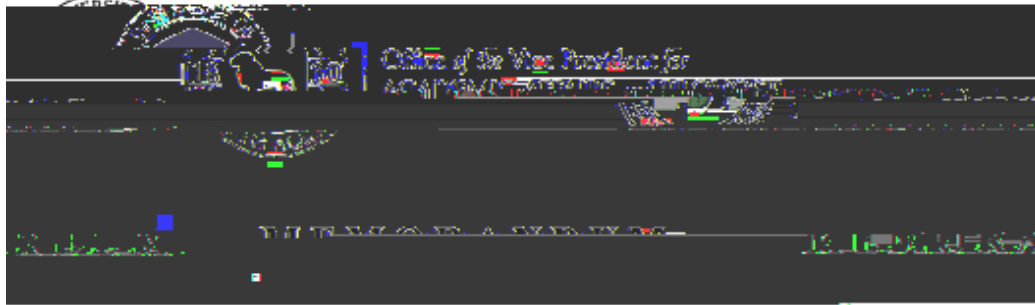




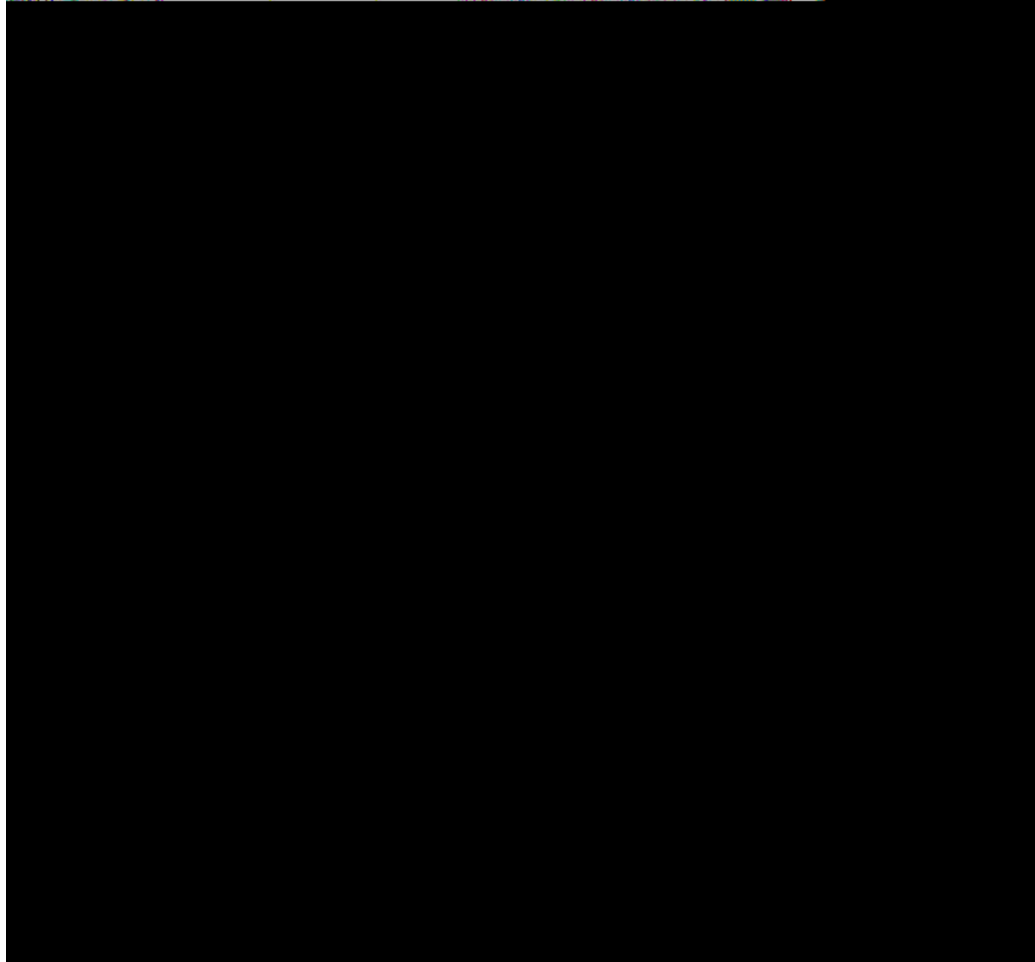
**Other Comments**

Comments: Click or tap here to enter text.

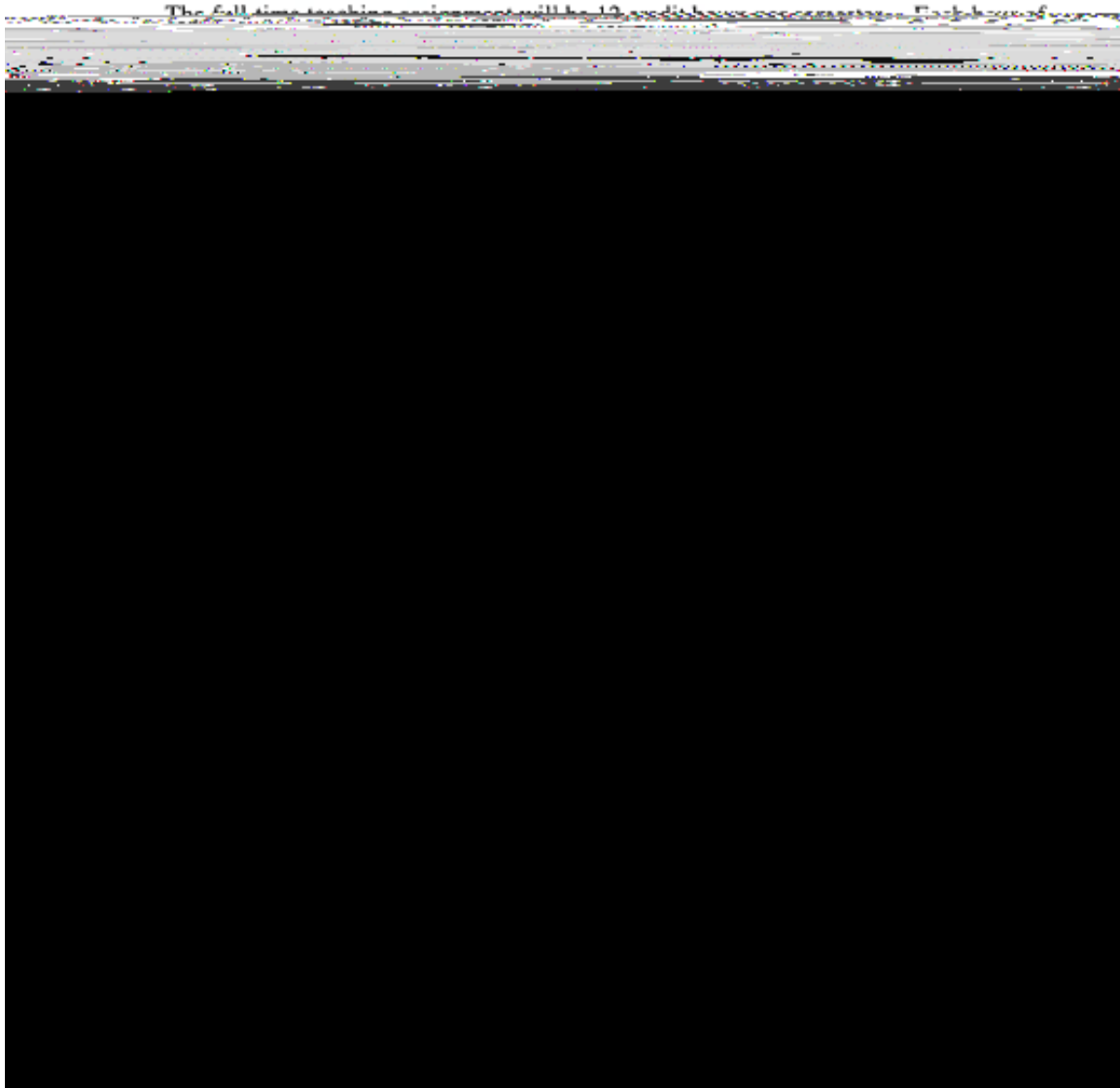
Appendix E



aulk, Chair To: Dr. Amber P  
For Academic Affairs and Research



### 3.2.2 Faculty Workloads and Teaching Loads

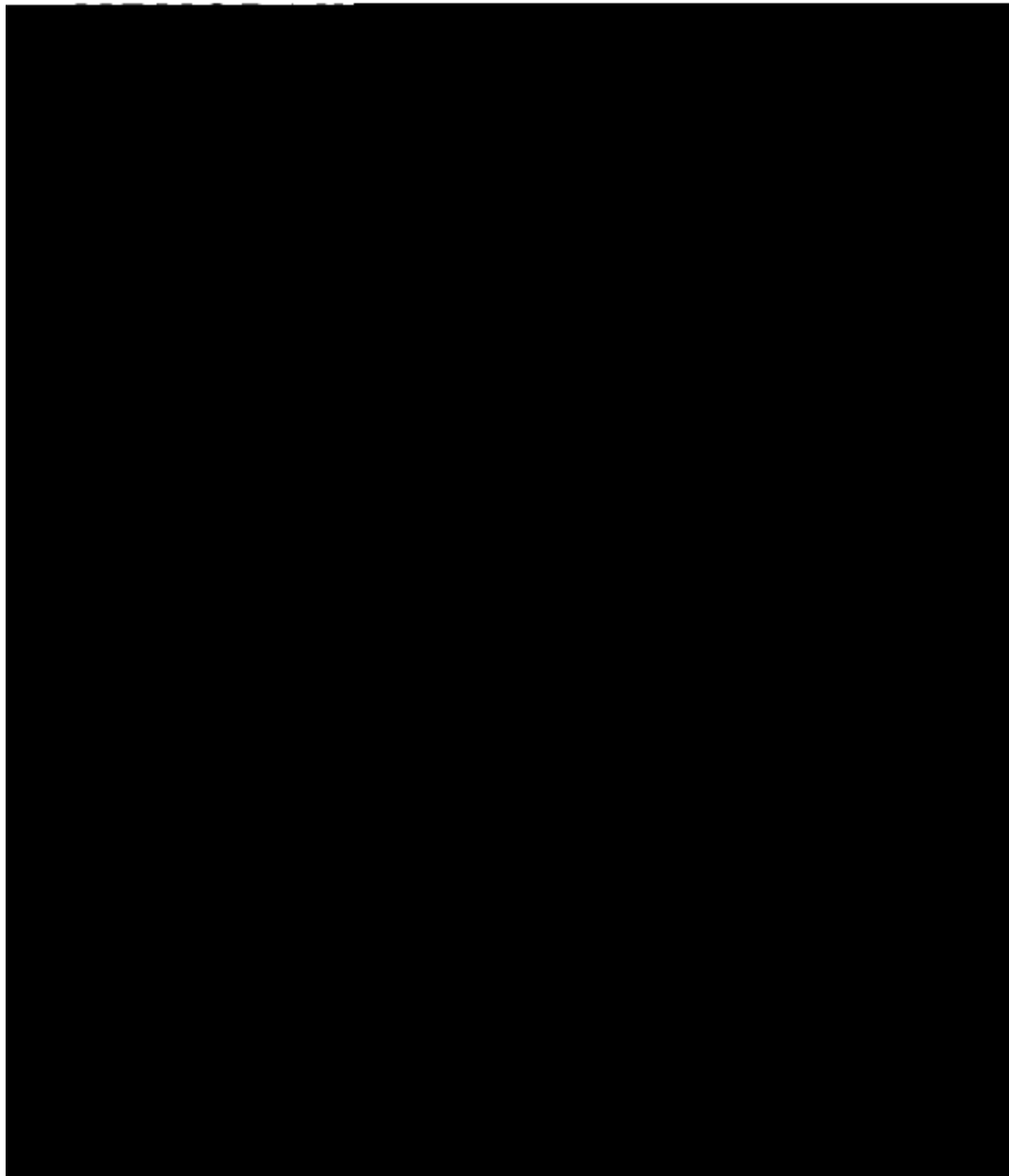
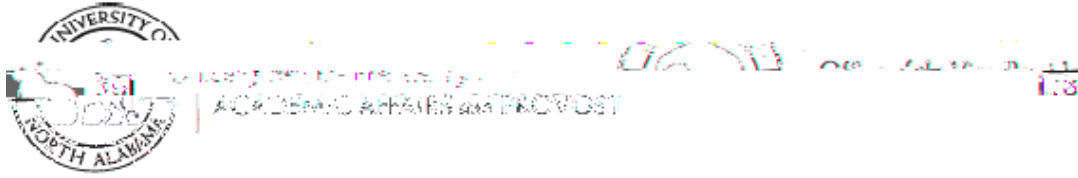




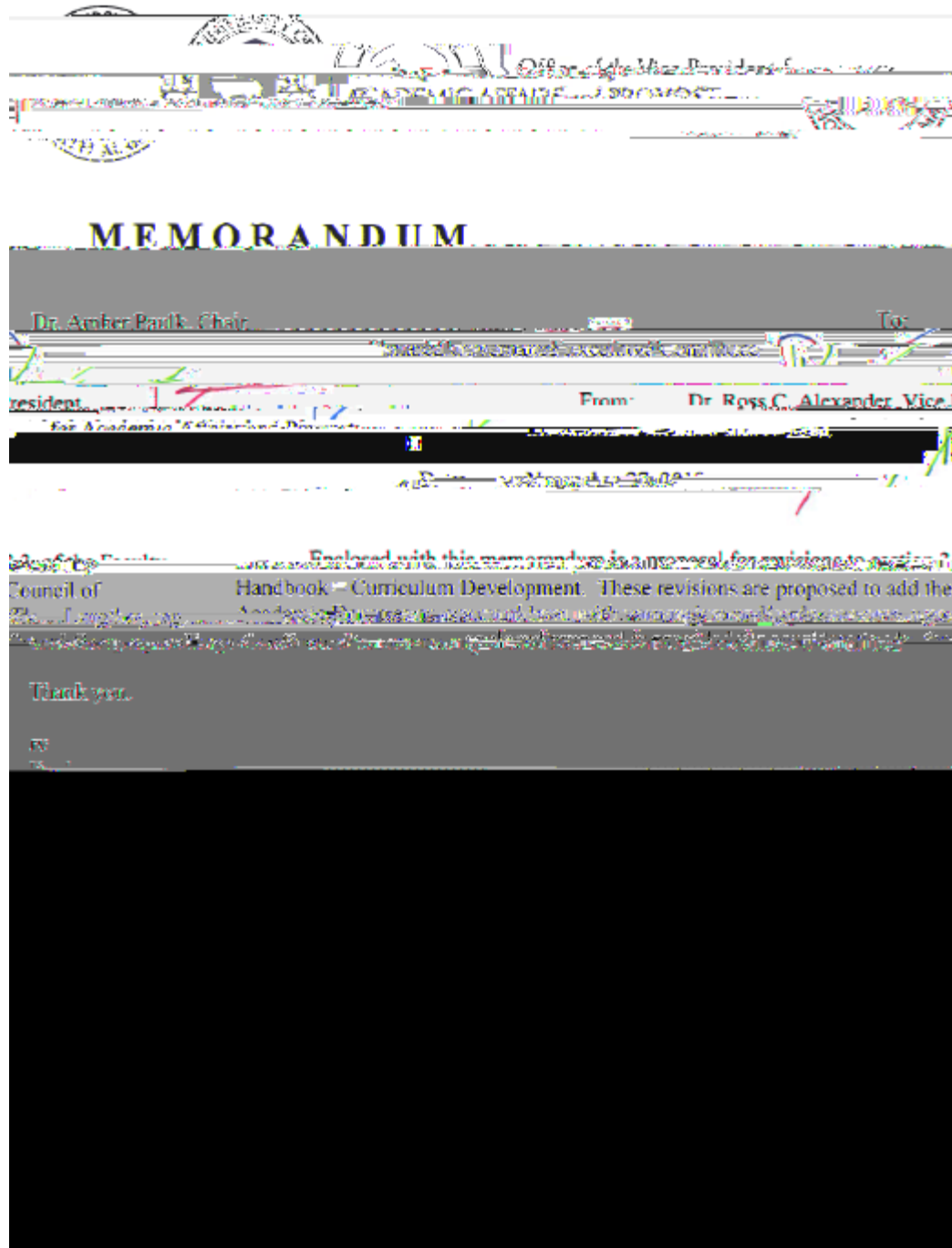
Faculty Senate Minutes – January 2019



Appendix G

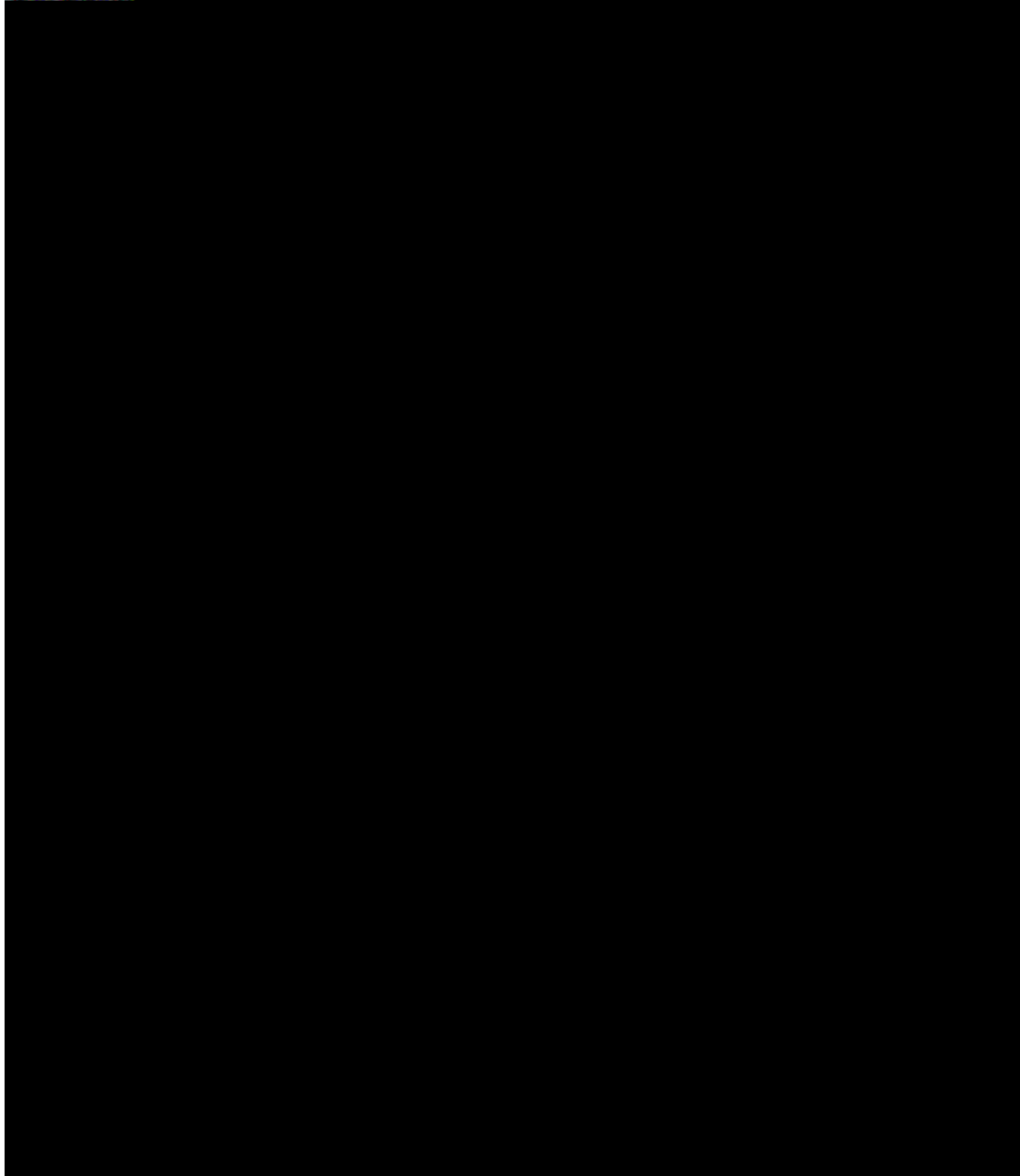




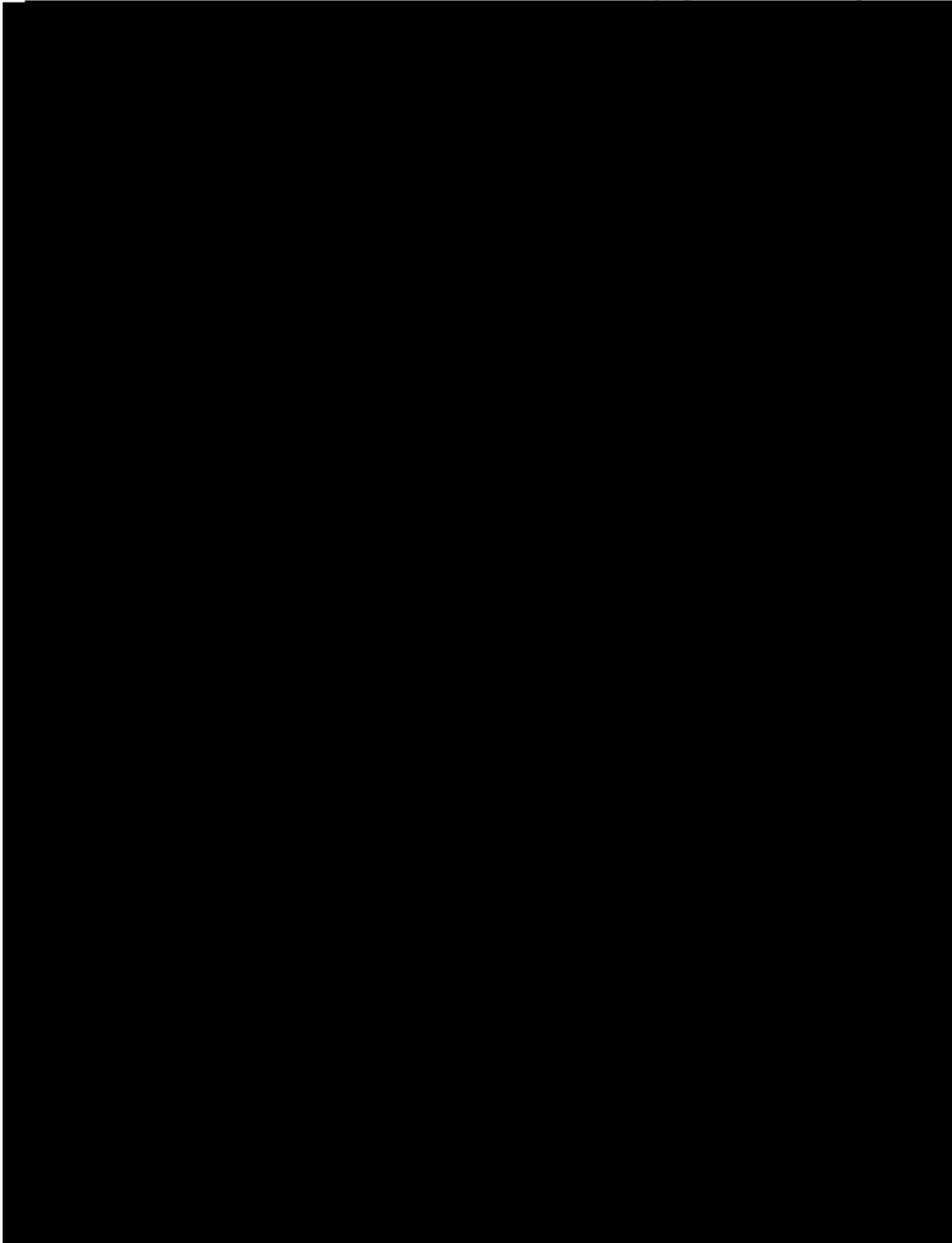


### 3.3.3 Curriculum Development

The following table provides a summary of the curriculum development process. The table is divided into two columns: "Current Curriculum" and "Proposed Curriculum". The "Current Curriculum" column lists the courses currently offered in the program, and the "Proposed Curriculum" column lists the courses proposed for the program. The table also includes a column for "Comments" and a column for "Action Items".



Council of Academic Deans to be reviewed by the Non-Traditional and Interdisciplinary Curriculum Committee (NTICC). After review by the NTICC, such proposals and/or change



curriculum committee (UCC) or Graduate Council for review. Proposals will then follow the same procedure as those submitted within traditional academic programs.

The process of assessing the effectiveness of instruction will be completed by all academic departments complete annual effectiveness assessment plan for the University. All academic departments will be required to complete an annual assessment report.

