

Agenda of the Faculty Senate  
November 10, 2022 - Zoom Meeting  
3:30-5:00pm

- I. Recognize proxies
- II. Approval of agenda
- III. Approval of minutes from October 13, 2022
- IV. Remarks from Dr. Ken Kitts, President

Standing Committees

i. Faculty Affairs

- 1. Review of Policies for Policy Environment Task Force (SGEC: FS)

- a. Proposal for Revisions to Workload Policy
- b. Policies Concerning Adjunct Faculty
- c. Promotion Policy

ii. Academic Affairs

- 1. Reviewing Online Proctoring Services (FS)

iii. Faculty Attitude Survey

iv. Faculty Handbook Oversight

b. Other Committees

i. Faculty Senate Constitution Review

ii. Parental Leave Policy Review

VIII. Unfinished Business

IX. New Business

13 October 2022

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3.30pm with President Stovall presiding.

Kelsey Paquin for Gretchen Windt

Beth Sewell for Felecia Harris

Rachel Winsor, BDCP Lisa Ann Blankinship, Greg Brunkley, Dan Burton, Corey Cagle, Gabriela Carrasco, Justin Carter, Helen Coronel, Chris Cottingham, Frank Diaz, Anissa Graham, Einar Gudmundsson, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Kelly Latchaw, Ian Leoppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Bryan McHenry, Jessica Mitchell, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Jason Watson, Pete Williams

Rashaun Warren

Ketsy Hecker, Angel Tomlinson

distributed by Sen. Robertson, 2

nd by Sen. Williams. Motion

passes.

[Updated item 2 under X. New Business to read as "Motion Faculty Affairs Committee to provided Task Force information and charge."]. Minutes approved as amended by Sen. Watson, 2nd by Sen. Williams. Motion passes.

- President Kitts provided update on funding from Montgomery.
- Dr. Alexander provided updates on new QEP program, academic programs that will soon launch, and addressed questions regarding the potential site of new engineering building and the Cypress Creek indoor practice range.

- Dr. Alexander was asked to comment on how faculty may be placed in newly created positions without apparent consideration of protocols that would support the university's commitment to DEI initiatives.
  
- FS President Stovall thanks Senators for their service and communication with their departments.

a. Standing Committees

- i. Faculty Affairs – Sen. Carter (Chair) provided update
  - 1. Review of Policies for Policy Environment Task Force (SGEC:FS)
    - a) Policies Concerning Adjunct Faculty
    - b) Promotion Policy – survey submitted to department chairs
    - c) Workload Policy – currently reviewing policy for updates

FS President Stovall will request an extension from SGEC.

- ii. Academic Affairs – Sen. Cottingham provided update.
  - a) Proposal for Revisions to Graduate Faculty Selection Policy - Motion proposed by Sen. Cottingham to approve; no second needed as motion comes from committee. There was no discussion. Motion passes: 33Y:0N:0Abs
  - b) Proposal for Revisions to Nepotism Policy – Motion proposed by Sen. Cottingham to approve proposal which updates language of the policy to reflect state code; no second needed as motion comes from committee. Discussion. Motion passes: 32Y:2N:0Abs
- iii. Faculty Attitude Survey – Sen. Purser provided update that the committee was currently soliciting feedback from FAS.
- iv. Faculty Handbook Oversight – Sen. Robertson provided update of no report.

b. Other Committees

- i. Faculty Senate Constitution Review – Sen. Watson provided update that the committee has reviewed the FS Constitution and prioritized areas that will be updated.

- a. Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS)- Motion to approve proposal made by Sen. Carter and seconded by Sen. Killen. No discussion. Motion passes: 34Y:1N:0Abs

- a. Proposal for Review and Report on Online Proctoring Services (FS) – FS Pres. Stovall proposed a review as an action from FAS 2022 results. Sen. Cottingham made a motion to send to Academic Affairs to collect information on faculty

needs for online proctoring. Motion seconded by Sen. Carrasco. No discussion.  
Motion approved: 33Y:1N:0Abs

b. Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy (FS)  
– FS Pres. Stovall proposed that a committee form as an action from FAS 2022  
results. Motion to form committee made by Sen. Watson and seconded by Sen.  
Cottingham. Discussion on how committee would be formed. Motion approved:  
35Y:0N:0Abs

- None
- Motion to adjourn proposed by Sen. Bowie and 2<sup>nd</sup> by Sen. Buckley. Meeting adjourned at 4.27pm.

## 3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

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-week, first 8-

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week, interim sessions).

### 3.2.1 Assignments

During ~~regular~~ Fall and Spring school terms, full-time faculty members are considered to be on duty beginning ~~the first day of registration~~ two business days before regular classes start through the ~~last day of the~~ close of term as published in the University Calendar.

wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

B. Full-time faculty are restricted to no more than one class overload in any semester (normally



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 summer ~~term~~semester.

### **3.2.5 Off-Campus Instruction**

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

### **3.2.6 Interim Periods**

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through study abroad is arranged with individual faculty members through the department chair and college dean.

### **3.2.7 Overloads for Department Chairs**

During the academic year, chairs of departments may participate ~~in~~on university administrated grants and contracts where the grant provides funding support for course buyouts or course releases. Specifically, the funding agency authorizes the use of grant funds to offset that portion of the department time and effort dedicated to executing the grant, with no resulting increase in responsibilities. ~~In regular school terms, and where~~When the grant does not provide funding support for course buyouts or course releases, chairs of departments may not assume course overloads or extra-duty responsibilities associated with university-administered grants or contracts except as required by unforeseen emergencies and as based on determination of the chair of the department and approval of the dean of the college.



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## Substantive Change Policy for Institutional Accreditation University of North Alabama

### Purpose

The University of North Alabama (UNA) is obligated to comply with the substantive change requirements of the U.S. Department of Education (34 C.F.R. § 602.22). Substantive change refers to any significant modification of the nature and scope of an accredited institution. The Southern Association of Colleges and Schools  
This policy applies to all colleges, departments and units in the University, including both academic and nonacademic. Within academic areas, potential substantive changes may originate with faculty, departments or deans, associate deans and/or the Provost. In areas outside of Academic Affairs, potential substantive changes may originate with individual units, management teams and/or vice presidents. Each individual hereby designated is required to understand and to fully comply with this policy.

### Compliance

The purpose of this policy is to ensure compliance with SACSCOC, the University's regional accrediting body recognized by the U.S. Department of Education as an agency whose accreditation entitles its member institutions to seek eligibility to participate in Title IV programs. Failure to follow SACSCOC substantive change policy and procedures may result in adverse accreditation actions for the institution, such as sanctions, loss of Title IV funding, or being required by the U.S. Department of Education to reimburse funds received by the institution for programs related to the unreported substantive change.

### Definition of Terms

Substantive Change: A significant modification or expansion of the nature and scope

of an accredited institution. Under federal regulations, substantive change includes revisions to the mission, legal status, or control of the institution; the addition of courses or programs that are significant departures from current offerings; establishment of off-campus instructional sites; program closures; collaborative academic or contractual arrangements with other institutions or entities; and related actions. SACSCOC specifies additional types of substantive changes that must also be reported and/or approved before implementation.

Significant Departure: A program that is not closely related to previously approved

This policy, current SACSCOC policy, instructions, and contact information for the SACSCOC Liaison are provided on the UNA website at <https://www.una.edu/sacs/index.html>. To ensure that SACSCOC reporting deadlines are met, questions and requests for review should be directed to the SACSCOC Liaison as early as possible in the planning process.

The current SACSCOC policy on Substantive Change and listing of changes that must be reported or approved is available at <https://sacscoc.org/accrediting/standards/substantivechanges/>

#### Policy Roles and Responsibilities

Responsible Office: SACSCOC Liaison/Academic Affairs

Responsible Executive: University President

Responsible Officer: Provost and Executive Vice President for Academic Affairs

The Office of the Provost and Executive Vice President for Academic Affairs informs

## Document History

- = Initial approval by the UNA Council of Academic Deans: February 13, 2012
- = Initial approval by the UNA President: August 30, 2012
- = Reviewed, revised and approved: 2013, 2016, 2021 and 2022
- = Most recent revision: October 2022

This policy is subject to change without notice in response to U.S. Department of Education and/or SACSCOC policy revisions.

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# Parental Leave Policy Committee

Shane Banks

Stephanie Clark (chair)

Chris Cottingham

Michael Floren

Terri Garrison

Andrea Hunt

Ansley Quiros