

# Shared Governance Document

University  
of  
North Alabama

August 1, 2024

Revised 826-24  
Revised 99-24  
Revised 114-24



The University of North Alabama  
Shared Governance Document  
Revised December 1, 2013

A. Overview<sup>1</sup>

This document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff, and administration at the University of North Alabama. We are committed to a common vision of the mission of the institution. Further, we recognize that the success of the institution and the morale of the faculty, staff, students, and administration are dependent upon the legitimate







### 3. The Role of the President in University Policy Change

The President of the University may seek an expedited review should he/she deem that essential. Under normal circumstances, policy issues are not to be considered except during the nine-month academic year. The President may make exceptions and request an expedited review for those times when the health and wellbeing of the University, its faculty, staff, or students would be significantly and negatively impacted by lack of action.

## D. Shared Governance Structure

### I. The Shared Governance Structure at UNA shall consist of three levels of committees:

#### A. The Shared Governance Executive Committee

#### B. Strategic Committees

1. Strategic Planning and Budget Study Committee
2. Academic and Student Affairs Committee
3. Institutional Effectiveness Committee
4. Faculty/Staff Welfare Committee
5. Facilities and Infrastructure Committee

#### C. Task Committees

- 1.





the Shared Governance Executive Committee and request a replacement be elected from the appropriate constituency to complete the unexpired term.

Where this document calls for members recommended to the SGEC by the Faculty Senate, Staff Senate, or Student Government Association Senate, the Faculty Senate and Staff Senate and Student Government Association Senate should solicit interested candidates for committee membership from the entire faculty or entire staff or entire student body, and submit a slate of candidates at least as large as the number of open positions. The SGEC will review the nominations and submit its recommendations for membership appointments to the President. The SGEC will submit its recommendations to the President. The constituent slates, however, are for service at large and as needed.

Nominations for membership on the SGEC require special consideration. Faculty nominated to the SGEC must be full-time tenured faculty with shared governance experience. Staff nominated to the SGEC must be full-time permanent staff with shared governance experience. Students nominated by the SGA Senate should have experience in high school or collegiate student government.

- V. Membership on some committees (e.g., Strategic Planning and Budget Study Committee) may require a commitment on the part of the appointee to first attend educational sessions designed to prepare the appointee for service on the committee. For example, appointment to the Strategic Planning and Budget Study Committee may require the appointee to attend educational sessions to provide the appointee with the necessary background on budgeting and budget documents to participate in discussions of this committee. Similarly, service on the Faculty/ Staff Welfare Committee may require background sessions in insurance and compensation issues.
- VI. The Shared Governance Structure at the University of North Alabama is envisioned as a separate but complementary structure on the Organizational Chart of the University as represented by the organizational structure model in Appendix B at the end of this document.
- VII. At the beginning of each year, the SGEC and all strategic committees will select a chair and a vice-chair from among the eligible members. The vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. One of the responsibilities of the by-position members of the committees having a vice-chair position is to ensure the smooth operation of the committee and the implementation of approved committee recommendations.
- VIII. The rules contained in the current edition of the Shared Governance document and any special rules of order the Shared Governance Executive Committee may adopt as per RONR § 56, pp. 561-562. However, use of e-business on committees is permitted. All shared governance committees shall refrain from making statements unrelated to their respective charge, and the presidents of the



and the President. The Chair should be a tenured senior faculty member respected by all campus constituencies.

2. Two (2) Vice Presidents selected by the President
3. One (1) College Dean recommended by the Council of Academic Deans with the concurrence of the President
4. Two (2) staff members, at least one of whom must be below the rank of department chair/division director, recommended by the Staff Senate with the concurrence of the President
5. One (1) representative of the Student Government Association Senate, recommended by the



Reviewing results reported by the Institutional Effectiveness Committee to support assessment, evaluation, and improvement  
 Reviewing prioritized recommendations from the Facilities and Infrastructure Committee to monitor conformity with the University Strategic Plan  
 Conducting systematic reviews of actual and planned expenditures

3. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community

C. This committee reports to the President through the Provost and Executive Vice President for Academic Affairs.

## 2. Academic and Student Affairs Committee

### A. Membership

1. Six (6) faculty members, one from each college and two at large, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members, to include one or more from Student Affairs, recommended to the SGEC by the Staff Senate
3. Two (2) student members, recommended to the SGEC by the Student Government Association Senate President
4. One member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans

### Non-Voting Members

1. Provost and Executive Vice President for Academic Affairs or designee
2. Vice President for Student Affairs or designee
3. Chief Enrollment Officer
4. Chief International Affairs Officer
5. All other Council of Academic Deans members

### B. Charge

1. To originate, review, recommend and report in the following areas:
  - a. Academic and/or Student Affairs policies and issues as received from the SGEC
  - b. Student recruitment, retention, and admissions
2. To communicate its deliberations and findings through the Provost and Executive Vice President for Academic Affairs to the President, and after discussion with the President, to the university community
3. To handle any proposals the committee may make affecting university
4. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the President through the Provost and Executive Vice President for Academic Affairs.



4. Faculty/Staff Welfare Committee

A. Membership

1. Four (4) faculty members, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members, recommended to SGEC by the Staff Senate
3. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans

Non-Voting Members

1. Assistant Vice President for Human Resources
2. Vice President for Business and Financial Affairs
3. Campus Safety Officer

B. Charge

1. To review and make recommendations on matters relating to faculty and staff welfare, including compensation, benefits, health and safety, and quality and equity of work issues
2. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
3. To handle any proposals the committee may make affecting university
4. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the President through the Vice President for Business and Financial Affairs.

5. Facilities and Infrastructure Committee

A. Membership

1. Associate Vice President for Facilities Administration and Planning or designee
2. One (1) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
3. Three (3) faculty, recommended to the SGEC by the Faculty Senate
4. Two (2) staff, recommended to the SGEC by the Staff Senate
5. One (1) student, recommended to the SGEC by the Student Government Association Senate President
6. Campus Safety Officer
7. Chief Information Officer

Non-Voting Members

1. Director of Disability Support Services
2. Provost and Executive Vice President for Academic Affairs or designee
3. Vice President for Student Affairs or designee
4. Vice President for University Advancement or designee

- 5. Vice President for Business and Financial Affairs or designee
- 6. Director of Athletics

B. Charge

- 1. To review and recommend updates to the campus master plan on a periodic basis
- 2. To make recommendations to the UNA Executive Council regarding campus space allocation to meet changing institutional needs
- 3. To evaluate recommendations concerning campus facilities that may need renovation or repairs as well as the need for new facilities or modified use of existing facilities
- 4. To make recommendations on the prioritization of needs for renovation and repairs to campus facilities and infrastructure, including major technology components
- 5. To review all of these needs in light of the long-range goals of the University
- 6. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
- 7. To handle any proposals the committee may make affecting university
- 8. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the President through the Vice President for Business and Financial Affairs.

XV. Task Committees: Composition and Charge

1. Animal Care and Use Committee

A. Membership

- 1. Four (4) faculty, recommended to the SGEC by the Faculty Senate, at least one of whom must be a practicing scientist experienced in research involving animals, and at least one whose primary concerns are in a non-scientific area
- 2. Two (2) staff members recommended to the SGEC by the Staff Senate

Non-Voting Members

- 1. One local DVM

B. Charge

- 1. To review and recommend updates to the campus master plan on a periodic basis



5. To handle any proposals the committee may make affecting university  
Procedure for

67 To submit a final written report electronically by the first day of the fall  
semester



6. Assistant Director for Scheduling and Events

Non-Voting Members

1. Vice President for Student Affairs or designee
2. District Manager of Food Services
3. Director of Dining Services

Additional members may be added to this committee with approval of the SGEC.

B. Charge

1. To meet monthly each academic year to gain feedback and discuss issues, concerns, and new creative ideas for food services on campus
2. To make recommendations to the Vice President for Student Affairs and the Vice President for Business and Financial Affairs for the purpose of improving food services
3. To handle any proposals the committee may make affecting u

1. To serve as an advisory committee on the establishment and implementation of the university's policy on the use of university graphics on and off campus, and assess university graphics standards in light of the information obtained
2. To gather and review information on the use of university graphics on and off campus, and assess university graphics standards in light of the information obtained
3. To review the UNA Web Page regularly and to recommend changes to the page to ensure that it contains accurate, up-to-date information consistent with the graphic standards of the University
4. To propose changes for the improvement of university graphic and web materials and their uniform use
5. To handle any proposals the committee may make affecting university graphics
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

B. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## 6. Institutional Review Board (IRB)

### A. Membership

1. Twelve (12) faculty members recommended to the SGEC by the Faculty Senate:
  - Three (3) from Education and Human Sciences, to include at least one from Kinesiology,
  - Two (2) from Anderson Nursing and Health Professions,
  - One (1) from Sanders Business and Technology,
  - One (1) from Behavioral Sciences,
  - One (1) from Social Science,
  - Two (2) from Biology, Chemistry, Occupational Health Science, or Physics
  - An individual with primary concerns in non-scientific areas, and
  - An individual with primary concerns in scientific areas that traditionally do not use human research participants
2. One individual not affiliated with the University
3. One representative from the Alabama prison system

The Vice Chair has the authority to act in the role of Co-Chair when required by federal grant regulations.

### B. Charge

1. To review compliance with and administer the University of North Alabama policy on the Use of Human Research Participants
2. To examine the University of North Alabama policy on the Use of Human Research Participants annually and assess university practices in light of the information obtained
3. To propose changes in university practices relating to the use of human research participants

4. To handle any proposals the committee may make affecting university
5. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## 7. International Programs/Offerings Committee

### A. Membership

1. Six (6) faculty members, with at least one representative from each college, recommended to the SGEC by the Faculty Senate
2. Associate Vice Provost for International Affairs
3. The International Affairs representative who directs the global learning/study abroad program
4. One (1) staff member selected from the Offices of Admissions, Registrar, or Student Financial Aid, recommended to the SGEC by the Staff Senate
5. One (1) international student representative, recommended to the SGEC by the Student Government Association Senate President
6. Vice President for University Advancement
7. One (1) faculty member who has successfully led a UNA credit-bearing study abroad program within the previous three years
8. One (1) student member who has successfully completed a UNA sanctioned study abroad program within the previous three years

### B. Charge

1. To serve as an advisory committee to international programs/offerings on campus
2. To assist the Office of International Affairs with information related to international programs/offerings on campus
3. To provide a mechanism for coordinating all programs/offerings within various colleges as well as other areas on campus
4. To serve as a mechanism for international offerings/program development
5. To appraise and approve the education abroad scholarship applications
6. To handle any proposals the committee may make affecting university
7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. The committee reports to the Provost and Executive Vice President for Academic Affairs.

8.

B.





12. Safety and Emergency Preparedness Committee

A. Membership

1. Chief of University Police
2. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
3. Chief Information Officer
4. Associate Vice President for Facilities Administration and Planning
5. Executive Director, Health and Well Being
6. Director of Housing and Residence Life
7. Assistant ITS Director for Network and Infrastructure
8. Campus Safety Officer
9. Five (5) faculty members, including one from Visual Arts and Design, one from Biology, one from Chemistry and Physics, one from Engineering and Industrial Professions, and one faculty member at large, recommended to the SGEC by the Faculty Senate
10. One (1) student, recommended to the SGEC by the SGA Senate, who serves as an ex officio member of this committee

Non-Voting Members

1. Vice President for Student Affairs
2. A member of the Lauderdale County Emergency Management Agency

B. Charge

1. To serve as an advisory committee on the university's emergency/disaster preparedness and other safety and health matters
2. To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
3. To develop and edit the University Safety and Health Manual
4. To gather information about the university's emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained
5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters
6. To handle any proposals the committee may make affecting university
7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the Vice President for Business and Financial Affairs.

13. Student Financial Services Committee

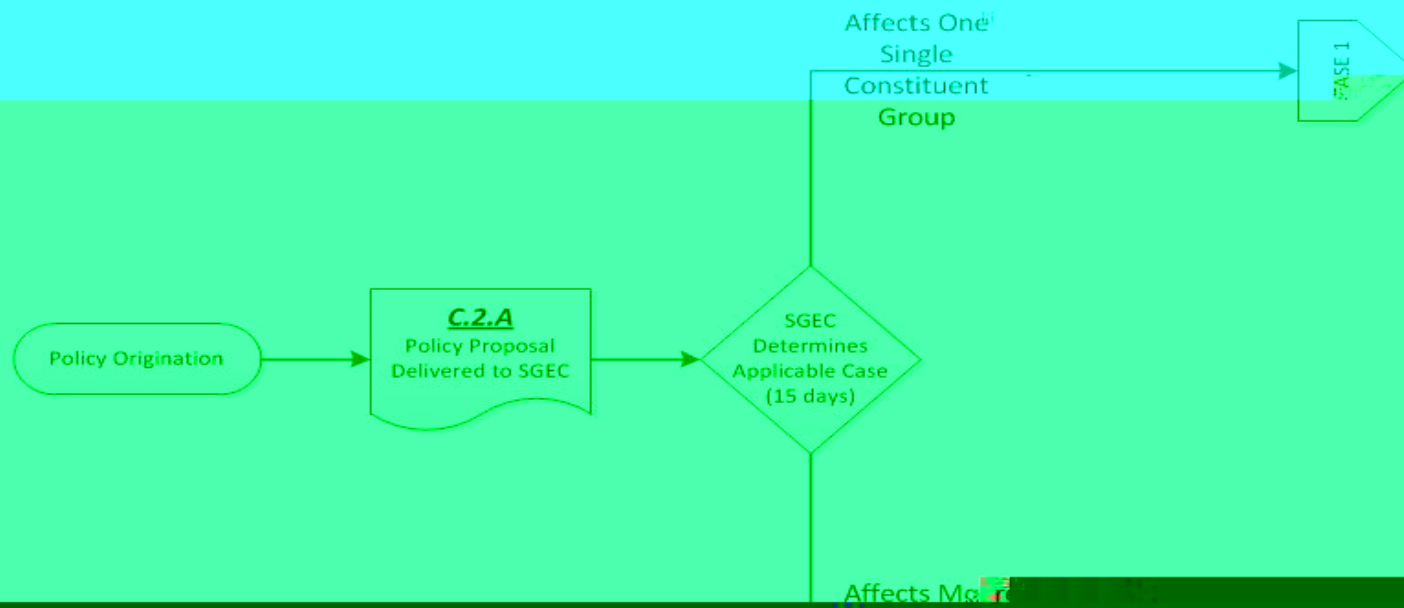
A. Membership

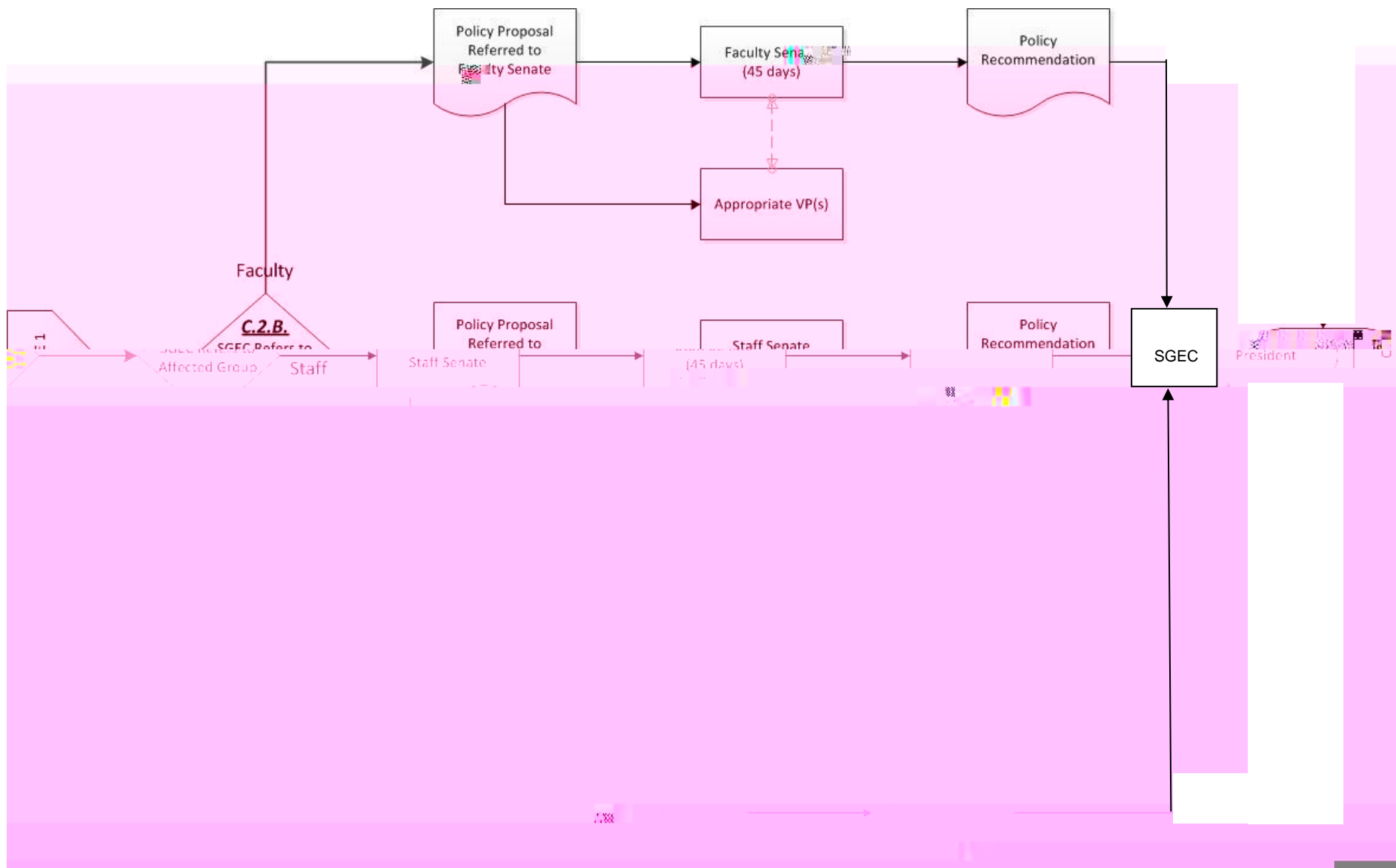


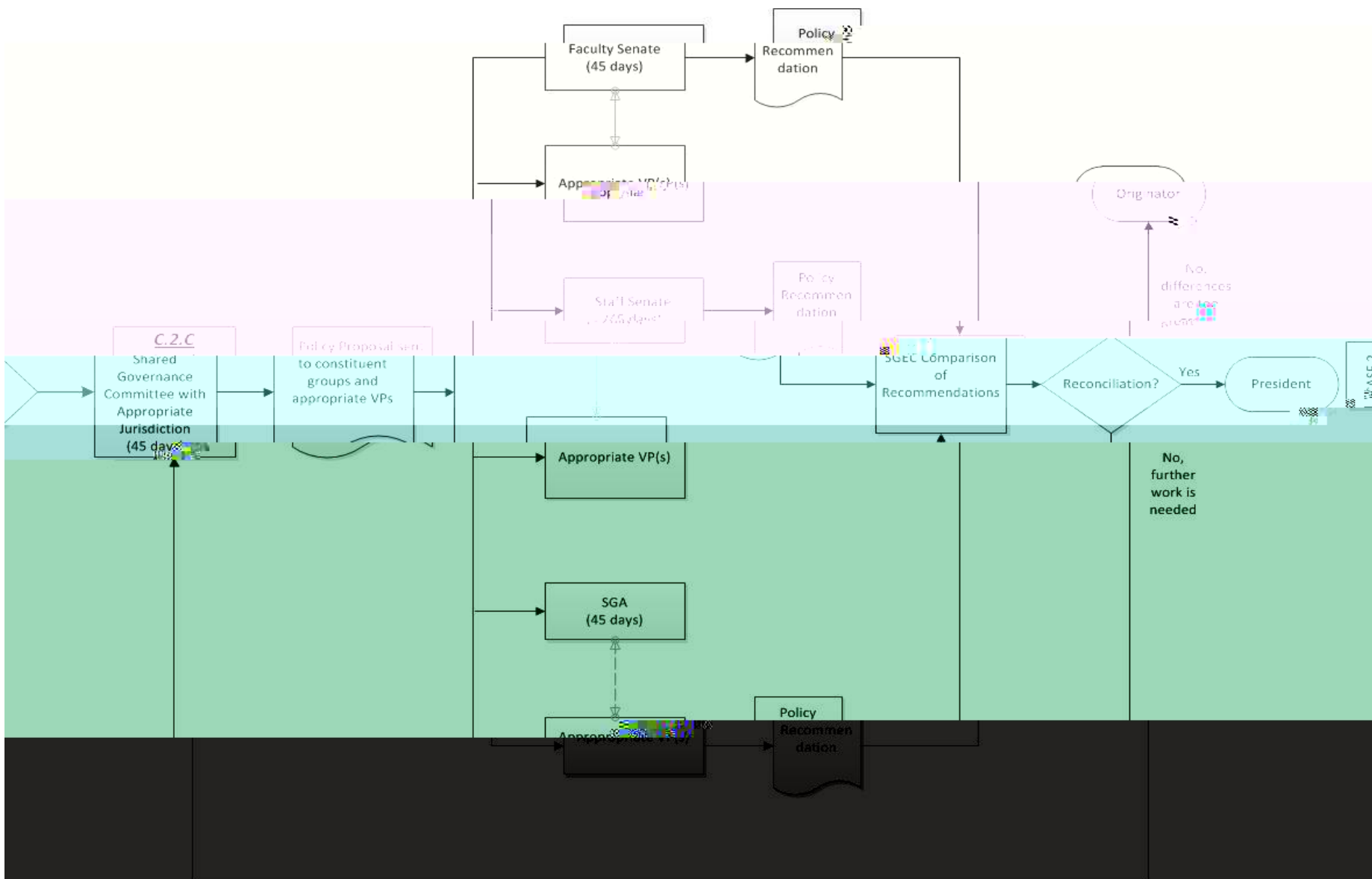
1. To serve as an advisory committee in the areas related to technology development, acquisition, and management including networks, cable television, telephone system, computer laboratories and systems
2. To gather information on areas related to technology development, acquisition, and management, and to assess university needs and performance in light of the information obtained
3. To propose changes in areas related to technology development, acquisition, and management including policies, procedures, and products used
4. To handle any proposals the committee may make affecting university

# Appendix A

## Shared Governance Procedure for Policy Recommendations Changes proposed by Faculty Senate Ad hoc Committee 2/15/2011

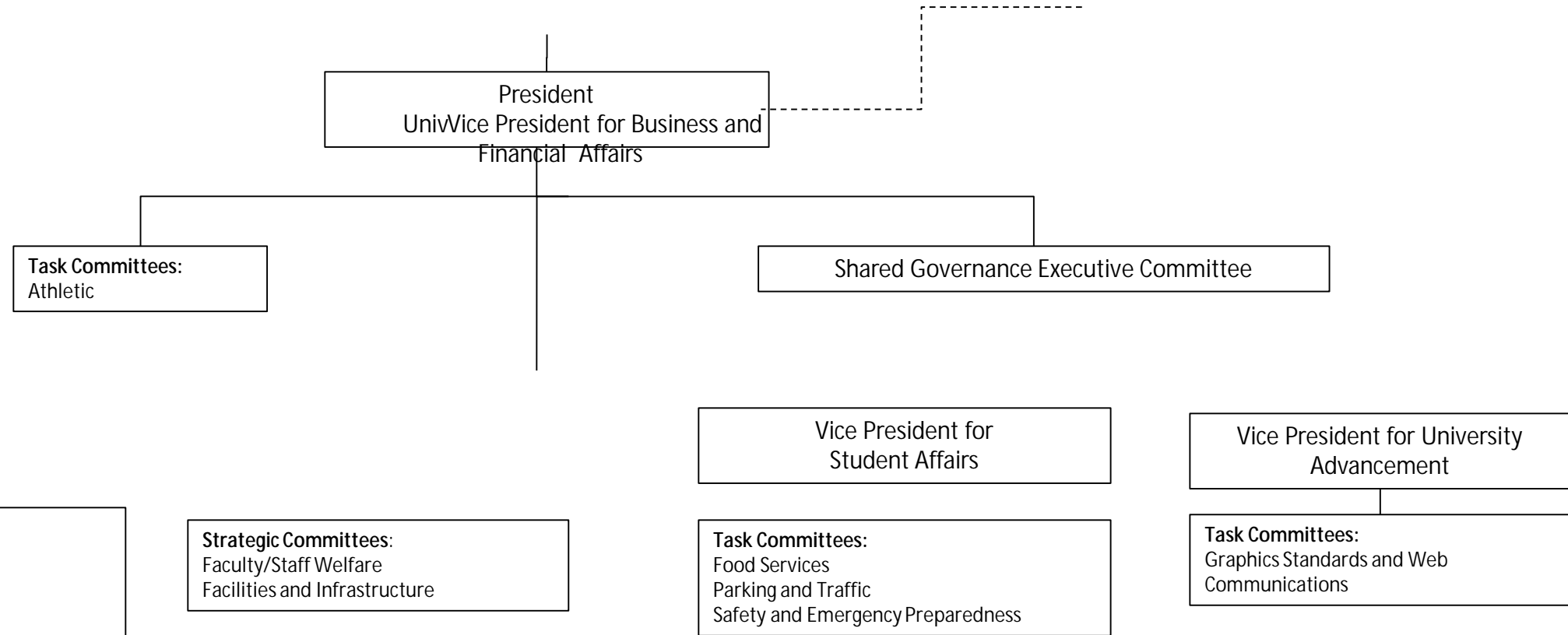






# APPENDIX B

## University of North Alabama Shared Governance Organizational Structure<sup>3</sup>



<sup>3</sup> The role and responsibilities of the Board and President are contained in the Bylaws of the UNA Board of Trustees and the Code of Alabama, 16-51-1 through 16-51-15 [1975] [1990]. The role and responsibilities of the Faculty Senate are contained in the UNA Faculty Senate Bylaws. The role and responsibilities of the Staff Senate are contained in the UNA Staff Senate Bylaws. The role and responsibilities of the Student Government Association are contained in the UNA Student Government Association Bylaws.

