

Shared Governance Document

University
of
North Alabama

August 1, 2024

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

Table of Contents

Overview	1
Constituent Roles	1
University Policy Change.....	3
Shared Governance Structure	5
Shared Governance Executive Committee.....	8
Strategic Committees:	
Strategic Planning and Budget Study Committee	10
Academic and Student Affairs Committee	11
Institutional Effectiveness Committee.....	12
Faculty/Staff Welfare Committee	13
Facilities and Infrastructure Committee	13
Task Committees:	
Animal Care and Use Committee.....	14
Artificial Intelligence (AI) Committee	15
Athletic Committee	15
Food Services Committee	16
Graphics Standards and Web Communications Committee.....	17
Institutional Review Board	18
International Programs/Offerings Committee.....	19
Multicultural Advisory Committee	20
Parking and Traffic Committee.....	20
Undergraduate Readmissions Committee.....	21
Research Committee.....	22
Safety and Emergency Preparedness Committee.....	23
Student Financial Services Committee.....	23
Technologies Advisory Committee	24
Campus Committees Outside the Shared Governance Structure:	
Teacher Education Council.....	25
Commencement Committee.....	25
Homecoming Committee	25

The University of North Alabama

2. The Staff²

a proposal may provide the SGEC and the President with an update of or seek input on its work in progress. In the event the appropriate constituent group fails to act within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, the SGEC sends the written proposal within 15 calendar days of the expiration of the review period to the President with its recommendation regarding implementation or returns the proposal to the Ou

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. Animal Care and Use Committee
2. Artificial Intelligence (AI) Committee
3. Athletic Committee
4. Food Services Committee
5. Graphics Standards and Web Communications Committee
6. Institutional Review Board
7. International Programs/Offerings Committee
8. Multicultural Advisory Committee
9. Parking and Traffic Committee
10. Undergraduate Readmissions Committee
11. Research Committee
12. Safety and Emergency Preparedness Committee
13. Student Financial Services Committee
14. Technologies Advisory Committee

II. Reporting Structure:

A. The SGEC reports directly to the President.

B. The five Strategic Committees all report to the President through individual Vice Presidents as follows:

1. The Strategic Planning and Budget Study Committee reports through the Provost and Executive Vice President for Academic Affairs.
2. The Academic and Student Affairs Committee reports through the Provost and Executive Vice President for Academic Affairs.

3. The Institutional Effectiveness Committee reports through the Provost and Executive Vice President for Academic Affairs.
 4. The Faculty/Staff Welfare Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
 5. The Facilities and Infrastructure Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
- C. The Task Committees report to the President through the senior administrator as

indicated in the following chart:

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

Where

Faculty Senate, Staff Senate, and SGA Senate shall not sign any statement from a shared governance committee without the express consenting vote of their respective senates.

- IX. The SGEC recognizes that some committees may wish to establish subcommittees from time to time. Proposed subcommittees and the proposed charge and structure of their membership should be submitted to the SGEC as information. Membership of such subcommittees must be limited to members of the originating committee.
- X. The SGEC recognizes that some committees may wish to establish special work groups from time to time. Proposed work groups and the proposed charge and structure of their membership should be submitted to the SGEC for review and approval prior to their establishment by the committee. Membership of such work groups is not limited to members of the originating committee. The charge to such work groups must include an ending date for the work group's charge.
- XI. Individual units of the University (department level or equivalent) may establish committees intended to work on issues that do not significantly impact other units of the campus directly. The creation of such committees does not require SGEC approval but should be submitted to SGEC as an information item, if the work of the committee has the potential to impact other units on campus. New standing or ad hoc university committees must have prior review and approval by the SGEC. This review should result in a written recommendation to the President regarding the impact of the proposed new committee on the shared governance structure of the University. Requests for new committees that do impact other units of the campus must be presented to SGEC for approval and should contain the proposed structure, charge, membership, and reporting chain. The President retains the authority to establish taskforces, working groups, or committees following consultation with the SGEC.
- XII. All committee chairs, except where otherwise noted, will submit a year-end report to the senior administrator as

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 Student Government Association Senate President with the concurrence of the University President
6. The presidents of the Faculty Senate and the Staff Senate in their particular year(s) of service in these leadership positions

B. Charge

1. To serve as the “Committee on Committees” and annually make recommendations to the President regarding membership on all university committees covered by the governance structure
2. To provide advice and counsel to shared governance committees in order to help these committees perform optimally
3. To conduct ongoing review of the structure and composition of all university committees and to make recommendations to the President regarding changes in structure or committee composition
4. To review all recommendations for the creation of new university committees, both standing and ad hoc, and to make recommendations to the President regarding their role and effect within the shared governance system
5. To conduct ongoing review and evaluation of the effectiveness of the shared governance system and to propose to the President any adjustments or modifications suggested by this review
6. To conduct an ongoing review of the effectiveness of communication of information within the shared governance system at all levels of the University and to make recommendations to the President regarding methods to improve communication where necessary
7. To serve as the advisor to the President (and others) on assignment of issues to appropriate deliberative constituent groups, including assignment of issues to the SGEC itself
8. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community

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's 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

3. Institutional Effectiveness Committee

A. Membership

1. One (1) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
2. Two (2) staff members with institutional effectiveness (IE) reporting requirements, to be recommended to the SGEC by the Staff Senate
3. Two (2) faculty members with IE reporting requirements, to be recommended to the SGEC by the Faculty Senate
4. One (1) faculty member from Educational Technology Services, to be recommended to the SGEC by the Faculty Senate
5. One (1) staff member from the Office of Institutional Research, to be recommended to the SGEC by the Council of Academic Deans
6. One (1) member of the Strategic Planning and Budget Study Committee (SPBSC), to be selected annually by the SPBSC who will serve as liaison between the SPBSC and the IE Committee
7. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) liaison is an ex officio member of this committee

Non-Voting Members

1. The Academic Affairs official with IE and Assessment oversight

B. Charge

1. To recommend and develop procedures for planning and evaluating institutional effectiveness based on university goals, priorities, and the Strategic Plan
2. To review and evaluate the use of assessment by institutional units and recommend improvement in the assessment process where necessary
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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.
Alfa.4 (A) 5yO na

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

- B. Charge
- 1.

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

D26.6 (c) Additional non-voting members may be added to the committee with approval of the Board of Trustees. (b) The committee shall report to the Board of Trustees on a regular basis.

1. To serve as an advisory committee on the establishment and implementation of the university's uniform graphics standards policies
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 policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
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–

4. To handle any proposals the committee may make affecting university

8. Multicultural Advisory Committee

A. Membership

1. Eight (8) faculty members, 2 from each of the colleges chosen to reflect the diverse groups and cultures at the University of North Alabama and recommended to the SGEC by the Faculty Senate
2. Two (2) students, recommended to the SGEC by the Student Government Association Senate President

B. Charge

1. To serve as an advisory committee in areas including parking planning, allocation, and enforcement
2. To provide a system of appeals for those receiving traffic citations
3. To serve as a hearing tribunal by hearing appeals and rendering decisions as to the appropriateness of citations
- 4.

3. To gather information on undergraduate readmissions and allied issues and assess university performance in these areas in light of the information obtained
4. To propose changes in university policy and procedures on undergraduate readmissions and allied issues

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 . 2A T1.8 (c)-12.8er

1. Five (5) faculty members, recommended to the SGEC by the Faculty Senate
2. One (1) staff member, recommended to the SGEC by the Staff Senate
3. Controller for Auditing and Finance
4. Director of Athletics
5. Vice President for University Advancement

Non-Voting Members

1. Director of Student Financial Aid

B. Charge

1. To serve as an advisory committee in the area of student financial services
2. To serve as a board of appeal on financial aid awards
3. To gather information on student financial services and allied fields, and assess these services in light of the information obtained
4. To propose changes in student financial aid policies and procedures consistent with federal, state, and NCAA regulations and donor agreements
5. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- 6.

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 policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
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.

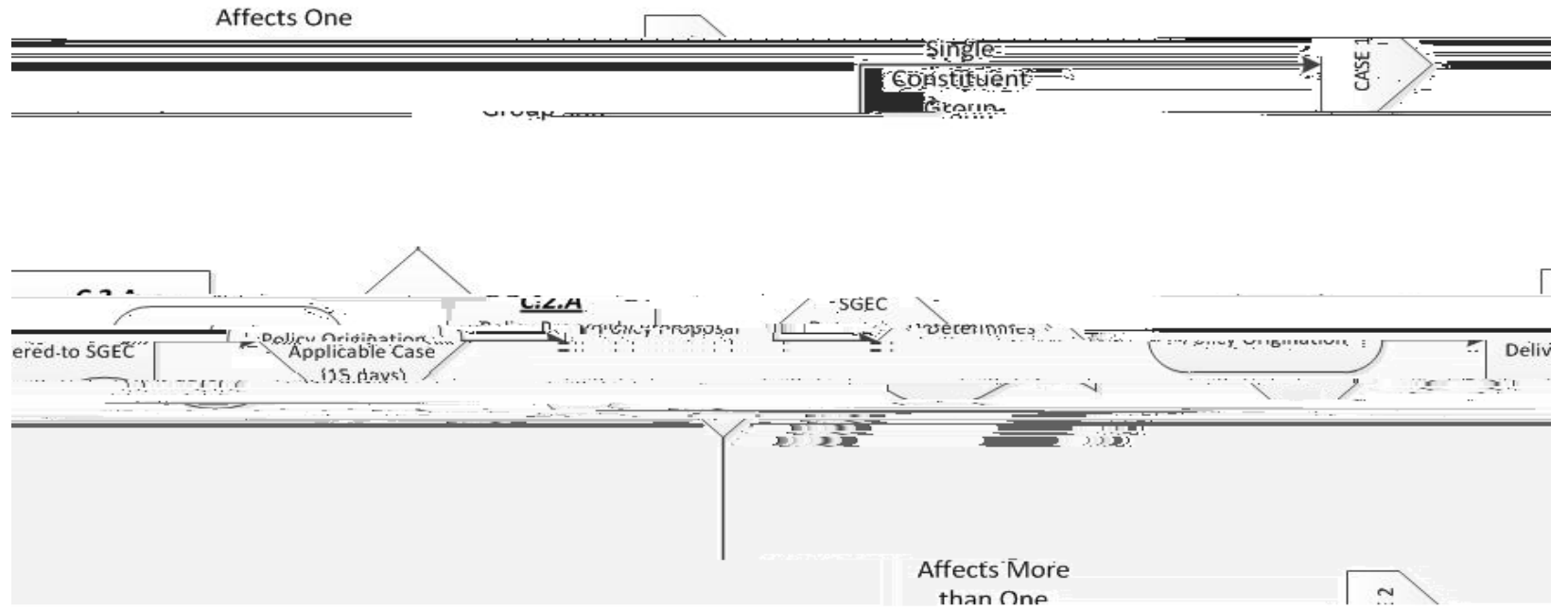
XVI. Campus Committees Outside the Shared Governance Structure

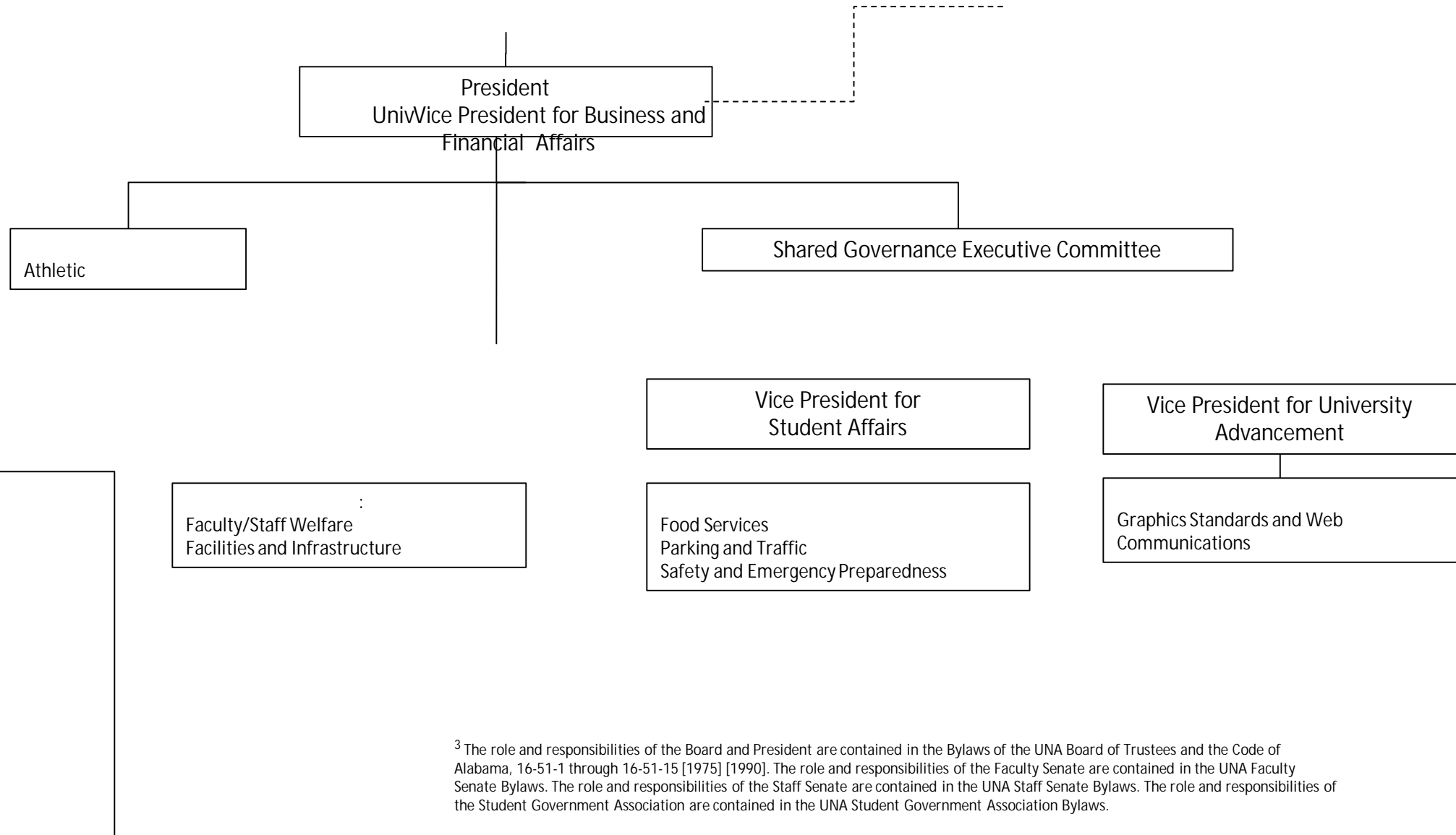
1. **Teacher Education Council**
This committee reports to the Dean of the College of Education and Human Sciences.
2. **Commencement Committee**
 - A. This committee reports to the Provost and Executive Vice President for Academic Affairs.
 - B. All recommendations which concern substantive changes and procedures will be referred through the Provost and Executive Vice President for Academic Affairs to the appropriate Shared Governance committee.
3. **Homecoming Committee**
 - A. This committee reports to the Vice President for University Advancement.
 - B. All recommendations which concern substantive changes and procedures will be referred through the Vice President for University Advancement to the appropriate Shared Governance committee.
4. **Undergraduate Curriculum Committee**
This committee reports to the Provost and Executive Vice President for Academic Affairs.
5. **Graduate Council**
This Council reports to the President through the Provost and Executive Vice President for Academic Affairs.
6. **Non-Traditional and Interdisciplinary Curriculum Committee (NTICC)**
This committee reports to the Provost and Executive Vice President for Academic Affairs.

Appendix A

Changes to governance procedure for faculty senate recommendations
by Senate Ad hoc Committee, 2/15/2011

Changes proposed by Faculty





³ 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.

APPENDIX C

Archives for Official Shared Governance Documents

The Shared Governance 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. As such, the complete, accurate, and timely placement of changes in the Shared Governance Document is paramount to the cooperative management of the University. Archiving an official copy of the Shared Governance Document is necessary to ensure the accuracy and timeliness of the guidelines to be followed by the constituent groups in the shared governance process of the University.

The Official Shared Governance Document will be kept in the Office of the President, the Office of the Provost and Executive Vice President for Academic Affairs, and the Office of the SGEC. Each office will maintain a hard copy and an electronic copy of the official Shared Governance Document. At the beginning of his/her term, the Chair of the SGEC will obtain both a hard copy and electronic copy of the