

FACULTY SENATE

**MEETING #549 AGENDA
THURSDAY, AUGUST 28, 2014
12:45 PM to 2:15 PM
BUSINESS ADMINISTRATION BUILDING, ROOM 114**

Call to Order

- 1. Approval of Minutes of Meetings #547 (April 24, 2014) and #548 (April 25, 2014)**
- 2. Recognition of Peggy Bower**
- 3. Sense of the Senate Resolution**
- 4. Administration Reports**
- 5. Guests:**
 - Dean Bill Wilkerson, Honors College
 - Priority Registration
- 6. Reports**
 - Senate Officer Reports
 - Senate Committee Reports
- 7. Discussion of Policy on Policies**
- 8. Bill for Second Reading:**
 - Bill 378: Accelerated Review Process for Tenure at First Appointment
- 9. Additional Announcements and/or Business**
- 10. Request for Other Items**

Adjourn

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO KALA BURSON: facsen@uah.edu

Sense of the Senate Resolution

Submitted to

President-Elect Wai Mok and incoming President-Elect Kader Frendi
For consideration at Faculty Senate meeting #548, August 28, 2014

WHEREAS Peggy J. Bower, Executive Assistant to the Provost at the University of Alabama in Huntsville has for thirty-four years worked tirelessly to support our collective efforts to build and strengthen UAH,

and **WHEREAS** for twenty of those years Peggy Bower served as the Provost's staff representative to the Faculty Senate,

and **WHEREAS** in that role Peggy Bower became the person most familiar with the Senate, its history, its purpose, and its members,

and **WHEREAS** Peggy Bower has been unwavering in her kindness and support to the Faculty Senates, its Executive Committees, and its Presidents,

and **WHEREAS** in 2013 the role of Faculty Senate Staff assistant became a separate paid position,

and **WHEREAS** since then Peggy Bower has steadfastly continued to support and assist the Faculty Senate whenever so requested, and with both efficiency and grace,

THEREFORE BE IT RESOLVED that in recognition of all of her service, the 2013-14 and 2014-15 Faculty Senates of the University of Alabama in Huntsville express our profound gratitude and appreciation to Peggy J. Bower



and

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this body, that a copy be sent to Peggy J. Bower, and that a separate copy included in perpetuity on the website of the UAH Faculty Senate.



MEMORANDUM

TO: Wai Mok, President, Faculty Senate
Mitch Berbrier, Past-President, Faculty Senate
Sally Badoud, President, Staff Senate
Nandish Dayal, President, SGA

FROM: Robert A. Altenkirch, President 
Christine W. Curtis, Provost and Executive Vice President for
Academic Affairs 

RE: Revised Draft Policy on Policies

DATE: August 22, 2014

Attached is a Revised Draft Policies on Policies that addresses some issues raised at the Faculty Senate Executive Committee meeting on August 4. The revisions specifically address to whom a draft policy is initially sent for review (B.6.), the comment period (B.7.), clarify that review of a draft policy follows the process of review for the original draft policy (B.8.), and contain an editorial change in Section C.

Please have your respective organizations review the attached draft and provide any comments or suggestions they and/or you might have. Because revisions are suggested in the attached over the draft that you have been reviewing, feel free to extend the comment period on the attached to the end of September.

This revised draft will be posted, within a few days, on myUAH for easy access for others.

Please let us know if you have any questions.

c: Vice Presidents
Ray Garner

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

POLICY ON POLICIES

Number 01.01

Division Office of the President

Date XXX XX, XXXX

Purpose To standardize UAH policies and establish policies and procedures for the creation, formatting, review and approval process, implementation, publication and renewal cycle of policies.

Policy All University of Alabama in Huntsville university-wide policies are expected to comply with the guidance, formatting, approval process and review procedures that are set forth in this document. A UAH policy is a written statement that has been approved by the President and describes the university's stance on a particular subject and/or its response to a specific situation.

A. Format. The format of all UAH policies will include a heading with the title of the policy and will have the following sections:

1. *Policy Number:* assigned by the Senior Vice President for Finance and Administration
2. *Division:* the Division at UAH responsible for creation and review of the policy
3. *Date:* date that the policy was created or revised
4. *Purpose:* a succinct statement providing a rationale for the policy
5. *Policy:* a description of the policy
6. *Procedures:* when appropriate, a description of the procedures to be followed to carry out the policy
7. *Review:* the UAH office responsible for periodically reviewing the policy
8. *Approval:* provide signature lines for those individuals responsible for the policy recommendation, review, and approval. The policy should be signed by the responsible Vice President who is recommending the policy, other Vice Presidents affected by the policy, Chief University Counsel, and the President.

B. Development of UAH Policy. A policy can be proposed by anyone at UAH by routing the suggested policy or revision to an existing policy (in the proper format) through the appropriate Division's administrative

channels for review and approval. Administrative channels refer to the appropriate chain of supervisors and the administrative Vice President overseeing the activities of the proposing individual or organization.

The flow for the creation of a new university-wide policy is illustrated below:

1. The individual developing the proposal submits the proposal to his/her supervisor.
2. The supervisor reviews the policy, comments on it and forwards the proposal to the next higher level within the Division's administrative organization. This process is continued until the proposal reaches the responsible Vice President.
3. The responsible Vice President reviews the proposal and requests that a draft policy be developed by the appropriate person(s) or decides against making the proposal into a draft policy.
4. Upon completion of the draft policy, the responsible Vice President discusses the draft policy with the President's Executive Council and, after taking into account the Council's comments, submits the draft policy to the Office of Counsel for legal review.
5. When the finalized draft policy has been approved by the Chief University Counsel, the responsible Vice President requests that the draft policy be placed on the President's Executive Council's agenda for discussion.
6. Simultaneously, the draft policy will be sent to the Faculty Senate, Staff Senate, Student Government Association, and the Research Directors, and any other entities impacted by the policy for review. In addition to being transmitted to the several organizations, the draft policy will be posted on myUAH.
7. All reviewers have one month, two weeks to consider the policy with their respective constituencies and to submit comments and suggested changes in writing to the responsible Vice President. Extension of review time may be requested by any of the organizations to which the draft policy was transmitted. Substantive changes must be accompanied by a justification or rationale for the change. No response from a reviewer within two weeks will be considered an acceptance of the draft.
8. The responsible Vice President will determine which changes, if any, to include in the draft policy. If the revised draft policy has been changed substantively, then a second review of the revised draft policy will be conducted following with the aforementioned process/entities. After a two week review is

conducted and comments are received, the draft policy is finalized by the responsible Vice President. The final draft policy along with an explanation of any changes received from the reviewers and not accepted will be submitted to the President for review and approval.

9. The policy will be numbered appropriately, announced to the UAH community and posted to the UAH web site by the Senior Vice President for Finance and Administration.

Area-specific policies, i.e., applicable to a single administrative or organizational unit, need not follow the creation process of a university-wide policy but may be put in place by the responsible administrative or organizational unit officer following consultation with those in his or her administrative chain up through the responsible Vice President to the President. Interim policies, i.e., those that must be in place but time does not permit the normal approval process of a university-wide policy to be carried out, may be approved by the responsible Vice President and the President and remain in effect for up to six months. Interim policies must be labelled as such.

C. Review and Revision of a UAH Policy. To maintain an up-to-date and relevant set of policies, a regular schedule of review and revision must be scheduled. The responsible Vice President shall be responsible for insuring all policies within their purview are reviewed within 90 days of the policy's five year anniversary. The President may approve revised policies or may rescind policies at any time.

Recommended revisions to policies should be forwarded as written suggestions through appropriate channels to the responsible Vice President for consideration. If a revision is deemed necessary, the responsible Vice President will follow the policy [development process](#) outlined in B. above. When a policy is revised, it will be reissued with a notation "Revised (date)" placed in the lower right corner of each page of the policy. Technical revisions, i.e., non-substantive or editorial revisions, may be made by the responsible Vice President following consultation with the President.

When a policy is reviewed and requires no substantive revision, the responsible Vice President will, within ninety days of the specified review date, forward a signed copy of the reviewed policy with a notation "Reviewed (date)" placed in the lower right corner of each page to the Office of Counsel for legal review. Once the policy has been reviewed and signed by the Chief University Counsel it will be forwarded to the President for review and approval. Upon approval by the President, the policy will be posted to the UAH web site by the Senior Vice President for Finance and Administration.

The Internal Auditor shall be responsible for auditing compliance with this policy and that timely review processes are taking place.

D. Conflicts with Higher Authority. Should there be or should there occur at any time a conflict between a UAH policy and a document of a higher authority (e.g., applicable federal or Alabama law or regulations, or policies, by-laws or Board Rules of the Board of Trustees of the University of Alabama) the document of higher authority will prevail. Should there occur at any time a conflict between two UAH policies, the most recently approved policy will prevail. Should there occur at any time a conflict between a UAH policy and any other written or oral statement developed by an operating unit at the university, the UAH policy will prevail.

E. Policy Numbering Plan. UAH policies will be classified and numbered according to the following plan for the first two numbers followed by a period (.) and consecutive numbering within that category. For example, this UAH Policy on Policies is numbered 01.01 as the first policy within the category of policies issued by the President.

<u>Policy Number</u>	<u>Issuing Office</u>
01.xx	President
01.01.xx	Athletics
02.xx	Provost and Executive Vice President for Academic Affairs
03.xx	Vice President for Student Affairs
04.xx	Vice President for University Advancement
05.xx	Vice President for Diversity
06.xx	Senior Vice President for Administration and Finance
06.01.xx	Human Resources Management
06.02.xx	Budget and Planning
07.xx	Vice President for Research
07.01.xx	Office of Sponsored Programs
07.02.xx	Office of Technology and Commercialization
07.03.xx	Office of Research Security
07.04.xx	Regulatory Compliance

F. Policy Retention and Access. The Senior Vice President for Administration and Finance will be responsible for maintaining a file of all original policies signed by the President. UAH policies will be made available to all students, faculty and staff through the UAH Policy web page.

Review The Office of the President is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

Chief University Counsel

Date

Provost and Executive Vice President for Academic Affairs Date

Senior Vice President for Administration and Finance Date

Vice President for Advancement Date

Vice President for Diversity Date

Vice President for Research Date

APPROVED:

President Date

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Chief University Counsel

Date

Provost and Executive Vice President for Academic Affairs Date

Senior Vice President for Administration and Finance Date

Vice President for Advancement Date

Vice President for Diversity Date

Vice President for Research Date

APPROVED:

President Date



Senate Bill 378: Defining the Accelerated Review Process for Tenure at the Time of First Appointment

Bill History:

- 3/10/14 Submitted to President-Elect Wai Mok by Personnel Committee Chair Dr. Carolyn Sanders on behalf of Personnel Committee
- 3/13/14 Remanded by FSEC to Personnel Committee for revision
- 4/5/14 Resubmitted to President-Elect Wai Mok by Personnel Committee Chair Dr. Carolyn Sanders on behalf of Personnel Committee

WHEREAS administrators and faculty with appropriate credentials and experience are eligible to be considered for tenured status at the time of their first appointment, and

WHEREAS in order to ensure tenure review procedures that are fair and equitable to the entire faculty body, both the review process and minimum qualifications for tenure at first appointment must be substantially similar to that of both the tenured and tenure-track faculty throughout the institution, and

WHEREAS in these cases, an accelerated process of tenure review may be necessary in order to attract and hire the most qualified candidates, and

WHEREAS these cases might be brought forward at any time during the calendar year,

NOW THEREFORE BE IT RESOLVED determinations for awarding tenure at first appointment must include review by the appropriate Departmental Committee, Department Chair or equivalent, College Promotion and Tenure Advisory Committee (PTAC), Dean, as well as the University Review Board (URB) and the Provost, the only exception being for those considered for tenure into the College of Nursing (CON), where such reviews shall include the Faculty Committee, the Associate Dean, the Dean, the University Review Board, and the Provost.

AND BE IT FURTHER RESOLVED THAT in these cases, upon the written request of the Provost to each appropriate individual and committee, this process shall be accelerated according to the following variation from the regular process:

1. Instead of a sequential process from Departmental Committee (or CON Faculty Committee) on up the chain described above to the Provost, the application file and

curriculum vita shall be distributed simultaneously to all committees and individuals in the chain

AND

2. That in addition to sending recommendations to the next committee or individual in the chain described above, recommendations shall also be submitted directly to the Provost

AND

3. That all recommendations shall be submitted within five business days after distribution of the file and *vita*.

AND BE IT FURTHER RESOLVED THAT in order to offer the widest possible opportunity for inclusion of all faculty and administrators in the chain, whether these cases are brought forward during the academic year or during the summer, whether these cases are brought forward while classes are in session or between sessions, deliberations can include electronic (including but not restricted to telephone conferences calls, emails, and remote video communications systems), even as face-to-face meetings are preferred where possible.