**Senate Bill 383 : REVISION TO FACULTY HANDBOOK – CHAPTERS 1 TO 3**

**Whereas the Faculty wish to update the University of Alabama in Huntsville (UAH) Faculty Handbook in an orderly way, the Senate resolves that Chapters 1, 2, and 3 of the UAH Faculty Handbook become as set forth in the remainder of this document. An accompanying document includes change bars noting where there are updates to the Administration’s revisions of the original faculty committee language.**

**CHAPTER 1**

**1. MISSION, HISTORY, AND SYMBOLS**

**1.1. The Mission of the University of Alabama in Huntsville**

The University of Alabama in Huntsville is a research-intensive, internationally-recognized technological university serving Alabama and beyond. Our mission is to explore, discover, create, and communicate knowledge, while educating individuals in leadership, innovation, critical thinking, and civic responsibility and inspiring a passion for learning.

**1.2. History**

The first classes for an institution that has evolved into The University of Alabama in Huntsville began in January 1950 as the University of Alabama Huntsville Center. At approximately the same time, efforts were under way to place major portions of the U.S. Army's rocket research and development activities as well as NASA's Marshall Space Flight Center in the Huntsville area at Redstone Arsenal. Fast-paced growth of these activities took place between the 1950s through the 1960s and had a major impact on the future of what was then a small, but emerging, town known as Huntsville.

As the Redstone Arsenal grew, the leadership for the U.S. Army and NASA wanted to provide educational opportunities for their employees. Concurrently major aerospace corporations began to locate in the area that was becoming a hub of the U.S. space program. The need for advanced education in science, engineering and technology was acknowledged and supported by individual citizens and organizations alike.

To encourage the establishment of a research institute in Huntsville as part of the university, Dr. Wernher von Braun traveled to The University of Alabama located in Tuscaloosa along with NASA and Army officials.. The purpose of such an institute would be to accelerate the educational program in Huntsville and to provide theoretical and experimental research pertinent to aerospace science and missile fields.

Dr. von Braun made a persuasive presentation before the Alabama Legislature in June 1961 requesting a $3 million bond issue to support the institute. Dr. von Braun could foresee the economic benefit for the entire state of Alabama, and intended the money he requested to be used for land, buildings and equipment to bring this concept into reality. The next year, the University of Alabama Huntsville Foundation and the City of Huntsville established Cummings Research Park, which is today the second largest university-related research park in the United States with more than 350 companies and more than 25,000 employees.

The Legislature unanimously passed the bill, and the Research Institute was constructed on campus and opened in late 1962. In 1963, the University announced degree opportunities in Huntsville at the master’s level in mathematics, physics, and engineering, and in 1964 initiated degree programs at the baccalaureate level in English, history, mathematics, physics, and engineering. The first undergraduate degrees were awarded in 1968. By 1969, UAH was made an autonomous university, part of The University of Alabama System with campuses in Tuscaloosa, Birmingham and Huntsville. Each campus had its own president, and Dr. Benjamin Graves was named the first President of the Huntsville campus in 1970. The first doctoral programs were initiated in 1971.

The 1970’s were a time of rapid growth for Huntsville and UAH. And though its roots were planted firmly in the space program, UAH expanded programs as a part of its comprehensive growth. .

In 2011, UAH’s stature as a nationally prominent research university was confirmed by the Carnegie Foundation for the Advancement of Teaching when that group classified the university as a “very high” research activity institution.

Morton Hall, with its traditional columns, is the oldest building on campus and housed academic programs for the Huntsville Center's original 137 students

**1.3. Symbols of the University**

**1.3.1. University Name**

The university's official name, The University of Alabama in Huntsville, is protected by trademark and may be used according to official UAH policy only.

**Oral Guidelines**

The first reference to the university in oral presentation should refer to the university as The University of Alabama in Huntsville. After the establishing statement, the university may be referred to as UAH.

**Written Guidelines**

The University of Alabama in Huntsville (UAH) is to be spelled out upon first usage in written documents, with the "t" in "The" always capitalized.

After the first reference to the university, UAH may be used without parenthesis throughout written material.

Using the university name, "UAH," or other trademarked references such as "Hockey Capital of the South" or the institutional seal on any materials implying official endorsement by the university for commercial purposes or for any non-university business, must receive prior written permission from the Office of Marketing and Communications. Use of university stationery for non-university correspondence or consulting work is prohibited, except when such use is permitted by law and is a normal part of the individual's professional activities as a university faculty member.

**1.3.2. Institutional Seal**

The three campuses of The University of Alabama System share an institutional seal that shows the Roman Goddess of Wisdom, Minerva, standing within a rope-like band. To her left is an open scroll. The goddess holds an olive branch in her left hand. Her right hand rests on the globe. The sun is depicted in the background to her right. For the university, the words within the band are "The University of Alabama" and "Huntsville".

**1.3.3. Institutional Colors**

Blue and white are the colors of The University of Alabama in Huntsville. For printing purposes the blue is PMS 3005c.

**1.3.4 Institutional Emblems**

The institutional seal should be used for formal representations, including diplomas, notary seals, and certificates. The graphically distinctive "UAH" logo, found in the University Style Guide on the internal MyUAH web page, must be used as the only signature mark representing The University of Alabama in Huntsville and in the manner represented in the Style Guide

CHAPTER 2

**2. EXTERNAL GOVERNANCE AND OVERSIGHT**

**2.1. The University of Alabama System**

**2.1.1. Board of Trustees**

The Board of Trustees of The University of Alabama is the legal entity that governs and manages The University of Alabama System. The Governor of the State of Alabama is the ex officio President of the Board of Trustees, and the State Superintendent of Education is an ex officio member of the Board. The remaining members are elected by the Board itself, subject to confirmation by the Alabama Senate. By law, two members of the Board are to be elected from each congressional district, except that the district that is the legal home of The University of Alabama System is to have one additional member.

The Board of Trustees operates three constituent institutions located in Tuscaloosa, Birmingham, and Huntsville. Each institution has a President appointed by the Board to serve as its chief executive officer. The Board has ultimate approval authority for the policies and goals of the university; academic plans, including new programs and new units; admissions policies; legislative requests for appropriations; annual budgets and other financial matters; compensation policy for faculty and staff; campus master plans and facilities development programs; auditing policies; and architects, engineers, and award of construction contracts. It administers campus programs and affairs through the Chancellor and the campus Presidents.

**2.1.2. Chancellor**

The Chancellor is the chief executive officer of The University of Alabama System and is the principal link between the Board's responsibility for policy and each president's responsibility for operations. A full description of the Chancellor’s responsibilities can be found in the Board Manual, Bylaws of The Board of Trustees, Article V The University of Alabama System, Section 2, Authority and Duties of the Chancellor.

**2.2. Alabama Commission on Higher Education**

The Alabama Commission on Higher Education (ACHE) endeavors to facilitate coordination among four-year institutions of public higher education in Alabama. The Alabama Commission on Higher Education approves new programs and units of instruction, regulates off-campus course offerings and conducts studies having to do with the classification of institutions of higher education and the development of standards for such classifications. ACHE also develops a unified budget report annually containing recommendations for state appropriations for each public institution of higher education. This report is presented to the Governor and Legislature. The ACHE policy manual, available in the Office of the Provost, contains all Commission policies and procedures.

**2.3. Accreditation**

**2.3.1. Institutional Accreditation**

The University of Alabama in Huntsville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor’s, master’s, and doctoral degrees.

**2.3.2. Accreditation of Programs**

Many university programs are also accredited by their respective accrediting agencies, including, as of 2015:

• *American Chemical Society (ACS)*

• *Accreditation Board for Engineering and Technology (ABET)*

• *Association to Advance Collegiate Schools of Business (AACSB)*

• *Commission on Collegiate Nursing Education (CCNE)*

• *Computer Sciences Accrediting Board (CSAB)*

• *Accreditation Council for Cooperative Education (ACCE)*

• *National Council for Accreditation of Teacher Education (NCATE)*

• *National Association of Schools of Art and Design (NASAD)*

• *National Association of Schools of Music (NASM)*

**2.4. External Relationships**

**2.4.1. The University of Alabama Huntsville Foundation**

The University of Alabama Huntsville Foundation exists to benefit the university’s educational, scientific, research, and charitable activities. The Foundation is a non-profit corporation recognized as a 501(c)(3) and 509(a)(1) organization under the Internal Revenue Code, and its stated objective is to increase significantly gift revenue for the university by participating in soliciting and receiving charitable gifts. These gifts support student aid and faculty development as well as other current operations and capital needs of the university.

The Foundation is unusual in that it pre-dates the university’s founding and evolved from a corporation that was instrumental in early land acquisition, including portions of what has become the Cummings Research Park. The Foundation’s Board is comprised of business and community leaders, members of the University’s Board of Trustees residing in the Congressional District in which UAH is located, the Chancellor of The University of Alabama System, the President of UAH, the Finance Officer of UAH, and the UAH Vice President for University Advancement, who serves as the Foundation’s Executive Director.

CHAPTER 3

**ADMINISTRATIVE ORGANIZATION**

The university is administered by a President, a Provost and Executive Vice President for Academic Affairs and several other vice presidents in the administrative units: Research and Economic Development, Diversity, Student Affairs, Finance and Administration, and University Advancement. Details concerning administration under the Provost and Executive Vice President for Academic Affairs are given in Chapter 4 and that for Vice President for Research and Economic Development in Chapter 5. Other administrative officers include the Chief Information Officer and the Dean of Students.

**3.1.President**

The President is the chief executive officer of the university. He or she has full authority to administer campus affairs and to formulate and issue regulations and orders in accordance with the rules, policies, and procedures of The Board of Trustees of The University of Alabama and the Chancellor and with the Bylaws of the Board of Trustees. The President has primary responsibility for strategic planning and overall campus health, including factors that contribute to the quality of the academic, research, economic development, public service, and support programs of the campus. He or she also has responsibility for government, community, and alumni relations and the general supervision of all relationships among students, faculty, and staff, and the various levels of campus administration; financial management of the campus, including creation of a balanced annual budget; human resource management, including employment and termination; determination of compensation and conditions of employment on the campus; and other matters involving the physical plant, fundraising, intercollegiate athletics, and other university operations. The President, in collaboration with all constituent groups, leads a continuous process of evaluating the vision and direction of the institution in light of challenges and opportunities. In carrying out these duties, the President relies upon various administrative officers, the Faculty Senate, and other faculty, staff, and student bodies to recommend policies and procedures. The President normally holds a tenured position in an academic department.

**3.2. Vice Presidents**

**3.2.1. Provost and Executive Vice President for Academic Affairs**

The Provost and Executive Vice President for Academic Affairs is the chief academic officer and second-ranking officer of the university. The Provost has the responsibility for the overall supervision of academic affairs of the university and for ensuring the integrity of the academic mission of the institution. Through delegation from the President, the Provost leads and coordinates development and support of the academic and instructional efforts of the university and is responsible for curriculum development and academic standards. The Provost provides leadership to the deans, department chairs, faculty, directors, and staff in the development, operation, and improvement of academic and research programs. The Provost coordinates all instructional and degree-granting activities in undergraduate, graduate, and professional disciplines within the university with the System Vice Chancellor for Academic Affairs and with the Alabama Commission on Higher Education (ACHE).

The Provost provides budgetary oversight for academic colleges and support areas including operating expenses, equipment, staff, and physical plant needs and manages the academic and strategic planning processes for those units. The Provost oversees the tenure and promotion process and approves tenure awards and promotions with the concurrence of the President. The Provost oversees faculty recruitment, appointments, and retention, and terms of employment of faculty and staff within all academic units as well as faculty sabbaticals, leaves, exchanges, and consulting contracts or other outside employment of faculty, with procedures for these areas following the details in Chapter 7 (and other chapters and appendices) of this Handbook

The Provost is responsible for faculty awards, the eminent scholars and endowed chair programs, academic leadership development, academic affairs policy and procedures, and university accreditation. The Provost has overall responsibility for developing academic programs, with program development to follow the processes detailed in Chapter 8 of this Handbook. The Associate Provost and staff officers assist the Provost in planning, budgeting, personnel matters, program administration, new program development, program evaluation, and supervision of support functions. The Provost holds a tenured professorship in an academic appointment.

**3.2.2. Vice President for Research and Economic Development**

The Vice President for Research and Economic Development is the chief research officer of the university. Under supervision of the President, he or she provides overall executive leadership and coordination in the support of research within the academic departments and research units of the university and is the overall point of contact for UAH regarding support for state and regional economic development activity. The Vice President for Research and Economic Development is responsible for oversight of all sponsored programs in the university and for the management of resources and services required for the research operations. The Vice President for Research and Economic Development coordinates research programs with the Provost and the deans, department chairs and faculty.

The Vice President for Research and Economic Development oversees university-wide research centers, the Office of Research Security, the Office of Technology Commercialization, the Office of Proposal Development, and the Office of Sponsored Programs. A strong relationship with the colleges is maintained by this office in order to support research activity in the colleges. The Vice President for Research and Economic Development normally holds a tenured professorship in an academic department and has a strong record of sponsored research.

**3.2.3. Vice President for Student Affairs**

The Division of Student Affairs seeks to foster the personal development of students and provides various services to achieve this goal. The Vice President for Student Affairs is responsible for planning, management, and evaluation of student affairs. The Vice President for Student Affairs reports to the President and participates in institution-wide management processes. The Division of Student Affairs includes Enrollment Management, Student Life, Career Services, and Housing and Residential Life. The Vice President for Student Affairs works collaboratively with the Provost, vice presidents, the academic deans, and other campus constituents to promote enrollment management and student life as a comprehensive, integrated approach focused on enhancing and improving recruitment, retention, and graduation.

**3.2.4 Vice President for Diversity**

The Vice President for Diversity, in conjunction with the Office of Multicultural Affairs and the Diversity Advisory Committee, works administratively to identify, develop and implement policies, programs and activities that are designed to create greater diversity and cultural awareness for administrators, faculty, staff, students and the surrounding community the university serves. Diversity initiatives include Equity, Affirmative Action, Title IX and Equal Employment Opportunity (EEO) related to race, culture, ethnicity and inclusive environments for all constituents.

The Office of the Vice President for Diversity is committed to improving the cultural and social awareness of the university, by providing enriching programs that offer cross-cultural perspectives and create mutual opportunities for collaboration and exchange. A continuum of nationally renowned speakers, interactive workshops, entertainment, forums, seminars, meetings and symposia support the overall mission of the office.

**3.2.5. Vice President for Finance and Administration**

The Vice President for Finance and Administration is the chief financial officer and is a member of the Board of Trustees Investment Committee. The Vice President for Finance and Administration has responsibility for the following areas: Budgets & Financial Planning, Finance & Business Services, Human Resources, Facilities & Operations, Telecommunications, and the Bevill Conference Center and Hotel.

**3.2.6. Vice President for University Advancement**

The Vice President for University Advancement provides leadership for planning, administration, and implementation of all aspects of fund raising, alumni relations, marketing & communications, and strategic university events. The UAH Advancement Office plays a major role in supporting the university’s strategic plan. Advancement office activities are intended to support recruitment and retention of outstanding students, faculty, and staff for excellence in teaching, research, public service, and economic development.

**3.3. Other Administrative Officers**

**3.3.1. Chief Information Officer**

The Chief Information Officer provides institutional leadership, planning and vision for campus-wide information technology and participates in managing computing and network resources to meet the needs of students, faculty, administration, and external/ commercial customers.

**3.3.2. Dean of Students**

The Dean of Students is responsible for campus recreation, Counseling Services, student conduct administration, Student Health Center, student life, fraternity and sorority life, mentoring for under-represented students, leadership programs, special events, student transition programs and ROTC.