

FACULTY SENATE

MEETING #567 AGENDA

NUR 205A

THURSDAY, April 28, 2016

12:30 PM to 2:00 PM

Call to Order

1. Hoverboard Policy

2. Approve Faculty Senate Meeting #566 Minutes from March 31, 2016

3. Accept FSEC Report from April 21, 2016

4. Administration Reports

5. Officer and Committee Reports

- **Communicable Disease Policy**
- **Bill 389 (second reading)**
- **Bill 390 (second reading)**
- **Bill 391 (second reading)**
- **Bill 392 (second reading)**
- **Librarian and Lecturer Policy**
- **Bill 388 Response to SGA plus/minus grading (second reading)**
- **Bill 385 (second reading)**
- **Bill 387 (second reading)**

6. Miscellaneous/Additional business

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 LAUREN BAKER: facsen@uah.edu

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
USE OF HOVERBOARDS AND SIMILAR DEVICES POLICY
-INTERIM-**

Number 03.01.03

Division Student Affairs

March 15, 2016

Purpose The University of Alabama in Huntsville (UAH) is committed to the safety and welfare of our employees and students. Due to reported fire hazards and other problematic safety concerns associated with Hoverboards and similar, hands-free, self-balancing devices, UAH has imposed prohibitions and restrictions that will remain in effect until the risks are eliminated. The University realizes that an emerging issue that will be reconsidered when information and better safety standards for all models of these devices are in place. In the meantime, the prohibitions and restrictions specified in this policy will remain in effect until further notice.

Policy Hoverboards, and other similar self-balancing boards and scooters are prohibited from being used inside all University-owned buildings. This includes residence halls and apartments, academic buildings, university owned homes, leased facilities, and other campus properties controlled by the University. These devices are also restricted from being stored and/or having their batteries charged inside the aforementioned facilities.

Individuals who use Hoverboards and other similar self-balancing, hands-free, two-wheeled devices on the grounds, streets, and sidewalks of UAH, must familiarize themselves and comply with state and campus motor vehicle regulations.

This policy does not apply to any assisted device required by a person with documented limitation.

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

Approval

Chief University Counsel

Date

Vice President for Student Affairs

Date

Approved

President

Date

Faculty Senate Meeting 566
March 31, 2016
12:30 P.M. NUR 205A

Present: Wai Mok, Tim Landry, Joe Conway, Joseph Taylor, Irena Buksa, Carolyn Sanders, Jeremy Fischer, Anne Marie Choup, Mike Banish, Ramon Cerro, Richard Fork, James Swain, Babak Shotorban, Mark Lin, Casey Norris, Ann Bianchi, Azita Amiri, Marlana Primeau, Cheryl Emich, Lenora Smith, Deb Moriarity, Jeff Weimer, Peter Slater, Tim Newman, Ming Sun, Vladimir Florinski, David Stewart, Kader Frendi

Absent with Proxy: John Schnell, Eric Fong, Diana Bell, Christine Sears, Ken Zuo, Luciano Matzkin, John Shriver, Grant Zhang

Absent without Proxy: Xuejing Xing, Xiaotong Li, Eric Seemann, Kyle Knight, Ying-Cheng Lin, Earl Wells, Larry Carey, Udaysankar Nair, Monica Dillihunt

Guests: Robert Altenkirch
Brent Wren

- Faculty Senate Meeting 566 was called to Order by Dr. Frendi at 12:35.
- Approval of Minutes of Meeting 564 —motion by Deb Moriarity, seconded by Casey Norris. Ayes carry. Motion to approve Faculty Senate Meeting Minutes 564 passes.
- Acceptance of Executive Committee Minutes. Ramon Cerro moved, seconded by Michael Banish. Ayes carry. Motion to accept Senate Executive Committee Report March 17, 2016, passes.
- **Administrative Reports**
 - President Altenkirch
 - SACSCOC schedule of activities. Off site—17 standards noncompliant. Good. Got rid of 16 noncompliant issues—make sure instructors meet requirements of SACSCOC About 10 teaching who did not meet. Write a policy to make sure we meet the requirement.
 - QEP—gave recommendations for improving. Opinion it was a very good visit. SACSCOC will meet in December. Thank you.
 - Tuition—block tuition. Showed graph—Fall 16 full implementation of that structure. In-state goes up 4% then levels out and out of state 2% then starts to drop. Three to 4% for in state and 2% for out of state.

More hours—we want students to increase them so students graduate sooner. Creeping up slowly—hopes next fall will be better. Average 12.5 overall and those more than 12 are 14.2.

Deb Moriarity-- Some sign up for more hours and then struggle—will there be a support structure for helping. President Altenkirch—that is what the SSC and QEP are for. Networks help. Advising as well.

- Kristi Motter has been working on having enrollment projection model. Developed model and based on historical progression. Showed graph. Projection for 2016 is 1300. Projecting 8000+ for total enrollment. Ramon Cerro--Is there a margin of error? President Altenkirch—yes. We have to spread out recruiting going from the Gulf to the Great Lakes and East to Atlantic. She is very conservative. Honors College is helping quite a bit. ACT score keeps going up. Scholarship matrix and block tuition have helped.
- We will build an incubator building using foundation, economic development and state funds—none of our money. Architect hired.
- Michael Banish—The budget from Ray said we got \$69M—is that what we should have gotten or projected. President Altenkirch--Audit statement—tuition and fees what we would receive if every student paid. Under that scholarship allowance have to subtract that. That is not all the scholarships. Some of those are private money so it is a discount. Projection models gross tuition and subtract what we have to put in. Some scholarships in lines below. Buried and cannot find. Projections look at net revenue. Growth next year about \$4M per projections.
- Ramon Cerro—Carnegie problem. Could increase PHD per year by 10. If GTA or GRA paid by university would help. In build out start with small and build out. Why can we not spend some money instead of getting new buildings. Carnegie is a moving target and we were always on edge way calculate now. We would have to increase quite a bit to pump up numbers for Carnegie. Enrollment growth will bring in extra money and can invest in those kinds of things. Look at numbers from Carnegie and imbalance in research spending and graduate students. A lot of what we spend in research is internal and does not produce PHDs. Maybe part of money can be used for that. President Altenkirch agrees have to put more into graduate research to produce PHDs. If take all we spend on research and divide by faculty and staff we are 28th in nation. Young faculty struggle because research funding tight. Our young faculty need money for GRAs.
- Kader Frendi—absence of large classrooms on campus. Do not have classrooms to accommodate. President Altenkirch--Need to use large classrooms we have as many hours as possible. Some classrooms internal walls not load bearing and can

enlarge. Peter Slater—hire more GTAS rather than one lecturer. President Altenkirch—have to decide how to best distribute funding.

- Joseph Taylor—rise in enrollment and get retention. Decline in spending on faculty. Curious on what timeframe where we will feel comfortable again with expenditures on faculty. President Altenkirch—expenditures on colleges increased 25% and increase on other things about the same. Enrollment has not been changing and have not generated enough revenue to do what you are talking about. Number of our budget that went to the house increased by 2.7% however when the governor sent it to the house he put in \$3M for the incubator and the total got cut and we are not sure did O&M get increased by \$750K so that we will have to put it back into the incubator. We have to increase over time.
- President Altenkirch: Problem with DOD and dropped in Overhead. Each year looks like we will generate \$4 to 5M in additional revenue. Hit Steady state in 2021.
- Michael Banish---Audit statement—tuition and fee revenue increased by 130% State appropriation has gone down. Tuition increase is there whether we have increase in enrollment. President Altenkirch--If you look at audit statement cannot do what you are doing. You have to look at discount numbers. Michael Banish--can you share discount numbers? President Altenkirch--Have numbers for 13/14, 14/15, and 15/16. Projection going forward for 16/17.
- Tim Newman—any advance on Residence Hall. President Altenkirch--Open to fraternities and sororities an opportunity to build more houses. Two things could happen—1) a fraternity or sorority that does not have a house might want to buy one and; 2) some who have one may want a larger one. We front the money and then recoup the money in 15 years at 5 and quarter percent. Have sights prepared and out of state enrollment is going up. This is an inexpensive thing to start with. Residence hall has been on the drawing board for some time. Cost cutting on that. Thinking of moving that forward in June. Earliest could open would be fall 18. Every bed will be full this fall.
- Associate Provost Brent Wren
 - Important dates—hope you can come to as many as possible. Receptions. Honors. Faculty Staff Appreciation in Charger Park. Commencement—issue this time is that it occurs at the same time as Panoply. The area right in front of the Arena is open to South Hall—Pollard Street is also open. Will send more information this week.
 - Bhavani Sitaraman--Are you concerned about the petition and students regarding the speaker. Brent Wren --everyone is entitled to their opinion. We have had many different speakers with different opinions. Not worried but acknowledge concern. Ramon Cerro—We realize this was not happening at the time of the choice. The way things are going and conflicts, etc. do you still think it is a good

idea to have such a speaker? President Altenkirch—the recommendation came back in November. We asked in early January. Yes circumstances have changed—to disinvite him would be disrespectful to him and to the office. President Altenkirch—he is not going to give a political speech. He will give a 15 minute feel good speech. Deb Moriarity—I had a discussion with students—they did not understand how this works. They wanted to know is the President telling faculty they have to go. Deb Moriarity told the students this is your graduation and do not let the choice of speaker or anything else ruin your graduation.

- Michael Banish—Jeff Sessions has never really done anything for UAH. President Altenkirch—he goes about his position different from Shelby and others. He is a colleague of those we are talking about and it is not nice to disrespect colleagues. It is not unusual to invite political speakers. He is not running for office. David Stewart—in the past when the Honorary Degrees and Naming Committee met and made recommendations the Executive Committee has been informed and given the opportunity to comment. I believe this is smart. It would avoid this kind of discussion or issue.

➤ Officer and Committee Reports.

- President—Kader Frendi

- Board meeting next week in new Student Services Building—in the Conference Center—President Altenkirch—we only have a certificate of occupancy for the Conference Center. Kader Frendi--Meeting at the end of board meeting with UA and UAB Executive Committees. Will have numbers tomorrow—about 12. We are going to start a tradition of rotating meetings and exchanges of ideas—will meet with UA in November. The meeting of the Executive Committees will be in SST 301.
- Given the number of things outstanding, the Handbook and policies—we may call a special meeting of the Senate if we do not have all things voted on in the next meeting. Unless we have the Administration out and just do business at the next meeting we may have to call a special meeting.
- Website—Lauren and I have been working on the website. It is looking better now. We have the Handbook with the 3 chapters approved. We have a site for policies and dates they were approved. Our approved policies are separate from the President's policies. We have a meeting with Dee and Russ in April to help understand the i.t. policies. I want to clear the page with approvals before the semester ends. Past Resolutions--we have most of the records—we have some holes. Not sure whether this happened in moving websites and I may have to go to the Presidents from the past and see if they have resolutions.
- Ramon Cerro—we were told the policies had to be in place for SACSCOC and now SACSCOC has come and gone. We have a priority for the Handbook and we should forget about policies for a while. Kader Frendi agrees. If you look at the policies you can see that some were added to the Handbook because we did not want to duplicate. We want to try to get everything in the Handbook and not duplicate.
- I have to apologize to the Senate. I have apologized to the Senate Executive Committee. In December we passed chapters 1, 2, and 3. These were going to the Board for February and there was a small change needed when I was on vacation. A

description was not accurate. I was asked for a general statement. I wanted to meet the deadline and so I said go forward. I checked the bylaws and I have to carry out duties of this office. I did not bring it to you and I apologize for that. Bill 384 "Clarifying Handbook Revision Expectations" is proposed with changes from the Executive Committee. Removed description of Dean of Students. The Provost said the VP for Student Affairs and Dean of Students reports to VP Student Affairs so why is it here.

Carolyn Sanders—two years ago the organization changed to allow for a VP of Student Affairs—prior to that the Dean of Students reported to the Provost. The Dean of Students description will be removed from the Handbook. Asked for Dean of Students description. Deb Moriarity—we did have the VPSA before and then we moved to Dean of Students and then back to VPSA. No change to Handbook is possible without approval of full Faculty Senate. As soon as this bill is approved I will direct Lauren to put it on the website.

Motion to approve the bill—Motion by Tim Newman and Michael Banish seconded to approve Bill 384. The vote was unanimous in favor. This will protect future Senate Presidents. **The Bill 384 passes and will be sent to the Administration.**

- Handbook Committee –
 - Tim Newman—4 meetings and two more scheduled. We should wrap up at that point with the chapters we have.
 - I think shared governance is in a decrepit state at UAH. The Website—has become the only permanent storage for the Faculty Senate. 2011-12—website disappeared. Changed hosting and other things became a higher priority. I was assured everything would be moved over. Only part of the material made the transition. After that President it did not make the transition and I went again to the Provost and it still did not happen and I had interactions with other administrators and I was assured stuff would make the transition. There needs to be a commitment by the Administration that when we change the host for our website then everything makes the transition. Changes were made to the Handbook without Senate approval. Concern. An example is the Creation of a program approved by the Board and no Faculty Senate input. Bylaws state what should be. I am concerned and we have to be more serious in standing up for our rights and the Administration has to take seriously the shared governance and our rights. I salute Kader Frendi for working on the website.

Ramon Cerro—there are more symptoms—it is a different way Administration looks at shared governance. There were many policies and obviously there was some goal and we do not know what it is.

Kader Frendi—You are pointing to something we realized and that is why we have asked that the Senate be strong. We need to have a tradition of leadership development.

Bhavani Sitaraman—there have also been changes in the Senate and it might be good to have an orientation at the beginning of each year and let the new Senators know the procedures and duties of the Senate. This way we can have carry-over from generation to generation.

Handbook is on the web and we should have bound copies to the Senate at least. Ramon Cerro stated we should have it on the cloud. Jim Swain—are all files going to be PDF—Kader Frendi--yes.

Jim Swain--Kader Frendi apologized—has the Provost indicated any lesson from this? Kader Frendi stated she apologized to him. Jim Swain--She is the CEO—shared governance does not appear to be a priority or she does not appear to be knowledgeable.

➤ Governance and Operations

- Jim Swain—met in March to start on IT policies---joint meeting in April with Dee Childs.
- All senators elected for coming year except music and psychology—Carolyn Sanders stated she is the Senator for music.
- Have to have election of President and President Elect this month.

➤ Mike Banish

- Donations policy—looking at it.

● Undergraduate Scholastic Affairs

- Eric Seemann has bill on the agenda for writing—The SGA wants to have + - on grading. His committee is working on this.

● Undergraduate Curriculum

- Azita Amiri—Deb Moriarity—ad hoc Committee met and completed their work on the proficiency—course description about writing course and changed it for the better. More advanced course has been changed. It has gone to the Undergraduate Curriculum Committee and is being reviewed by the whole committee. Program more designed for what it was intended--Adult Degree. There are 3 concentrations degree names that fulfill all requirements and delineated for students and advisory board as we develop more of those. Much more mimics traditional degrees and all highly interdisciplinary. Kader Frendi--All that were called to serve on committee are amazing and they have come together to fix the problems. Came from top down and we stepped in to get it right.

● Finances and Resources

- Joey Taylor—we met on April 7 regarding the Library and Lecturer ladder and the RCEU and we are issuing the RCEU call.

● Personnel Committee

- Ramon Cerro—we met to look at the Titles and tenure and tenure track report. Today we will look at the new version. One main objection. Some things are contradicting what is in the Handbook with the Titles Policy. What is the reason for wanting a full ladder for lecturers? If they want to have that kind of ladder then make them tenure-track. We are creating a separate track for people who teach at this University.

The worst part is the incidence of changing the weight of tenured faculty. Today there is less than 50% tenured faculty. The courses are being populated by non-tenured faculty.

- Ombudsperson
 - Carolyn Sanders—no report
- President-Elect
 - Michael Banish—Dee Childs will meet with us on April 14th. This is a special meeting of the Executive Committee to go through i.t. policies and see why are there 12 and maybe we can get to a reasonable number and find out which ones actually affect the faculty and the university They will go last if the Handbook comes up.
 - Taking Bhavani Sitaraman’s suggestion—I suggest we go to my lake house that is an hour and half away from here and one day before school starts we get together and talk about priorities for the year. You will get an email from me later. It is an easy drive and it is away from all the noise and other distractions. Everyone is invited on the 14th. It is a working meeting of the Executive Committee.
- Hover board Policy
 - There have been instances of fire—this is an interim policy for our review. There was an amendment in the Executive Committee noted in the yellow part. Marlena Premeau suggested they might want to change the word “assisted” to “assistive”.
 - Dr. Newman stated there should be a motion to approve the bill then a friendly amendment.
 - Michael Banish moved to approve the bill and Marlena Primeau seconded and made a friendly amendment to change the word “assisted” to “assistive”.
 - Jeffrey Weimer asked is there any need for this to address liability issues. Michael Banish—stated not in this policy. This policy is to establish that they cannot bring the hover boards into buildings because of hazards. Other things are addressed elsewhere. The hover boards cannot come into the building.
 - Tim Newman stated that this policy states they can bring them into building but they cannot store them in the building. Michael Banish stated this is defunct now because they cannot bring them into this country but because of the hazard they cannot be stored or charged in buildings.
 - Jeff Weimer thinks the second paragraph does not need to be there. Otherwise we need to address the liability.
- Tim Newman stated Kader Frendi needed a motion to extend the time.
- Kader Frendi asked for a motion to extend the time. Several individuals left.
- Tim Newman then stated he does not believe we still have a quorum.
- Faculty Senate Meeting 566 lost quorum and Adjourned at 2:02 p.m.

SENATE EXECUTIVE COMMITTEE MEETING

**April 21, 2016
12:30 P.M. in SKH 369**

Present: Kader Frendi, Mike Banish, Wai Mok, Tim Newman, Carolyn Sanders, Ramon Cerro, Eric Seeman, Eric Fong, Joseph Taylor, James Swain, Andrea Word-Allbritton

Guests: Provost Christine Curtis, President Altenkirch

- Faculty Senate President- Kader Frendi called the meeting to order at 12:34 pm.
- **Administration Reports**
- ❖ President Altenkirch
 - Every bed on campus is going to be full in the fall. In June, we are going to go to the board for a new residence hall. It has been designed and will be a mirror of Charger Union. At that time, we are going to talk with two private developers who have worked with other universities. This would be to discuss if it would be to our financial advantage to do it ourselves or contract out to these sources.
 - We have developed a financial plan to build fraternity/sorority houses. We would lend the funds to build the house. The fraternity/sorority would pay us back over years with interest. We made a presentation to all the Greek organizations. We gave sixty days to sign the deal. We have had three agree. We have four building sites in the horse shoe.
 - Kader – Can they borrow from somewhere else besides us? Maybe a bank?
 - President – The amount is too small. The ten bed house is \$1.2. It's too small to go out for a loan. We will actually make money.
 - Kader – I am thinking about saving the money for a classroom building.
 - President – We wouldn't build that with cash.
 - Cerro – Will this be like a bond? Would the money come from the board?
 - President - It would be a bond. We will actually make a little money from this. Residence halls are self sufficient; they don't cost us anything. The money will not be coming from the board.
 - Joseph – How many beds?
 - President – 300.
 - Wai – Would they start and complete?
 - President – It would open fall 2018. So we will have to come up with a solution until that date.
 - Tim – Could you put up an apartment building?
 - President – Why do you say that?
 - Tim – Not much to an apartment, more to dorms.

- President – You are seeing stick and board construction. We do concrete and steel.
- Tim – I see that going up in six months too.
- President – It will take six months to go through the board process. You can't break ground until next spring. Then eighteen months to build. We aren't losing time. The private developer would be to see what deal we will be getting.
- Fong – At the current rate of growth, what are the plans after this building?
- President – We haven't planned beyond building four Greek houses and one residence hall. Right now, we require freshman and sophomores to live on campus. We could do away with sophomore requirement over time. There is a good chance of housing being built across from the Beville Center. About a year ago, the owner of executive plaza came with a developer to tear it down and build a residential complex. The owner decided against it and defaulted. The bank has the property. Another developer came to talk only once. Investors from New York and a local shopping center developer came to talk. So it will be developed soon.
- Cerro – Are their zoning restrictions around the university?
- President – Only in Research Park. It would be in this complex. The zoning would have to change.
- Andrea – Would our growth of students be outside the 30 mile range?
- President – Yes. 26% this fall is out of state.
- Eric Fong – Is it financially feasible to build across from the Beville Center?
- President – No.

❖ Provost Christine Curtis

- Everyone is up to date on SACSCOC. We have created a task force to create a policy for 3.7.1. This has to be done over the summer. Two names were given to me by the senate. I included all the deans that had names on the list. They need to offer resolutions. It's clear what we have to do. We have to follow the rules and be careful within the graduate courses that they have terminal degrees.
- Graduation is May 1st. The speaker is Jeff Sessions. Parking will be difficult due to Panoply. We do have some parking passes, but getting there could still be an issue. Jeff Sessions will be here on campus rather than the President's home.

➤ Officer Reports

❖ President, Kader Frendi

- This is my meeting before last, and then Mike will take over.
- We had a really good meeting the BOT. We had a two hour discussion. Hopefully this will continue. I did contact both presidents about the Ombuds issue in the handbook. UA has three Ombuds for faculty. UAB is recruiting one for 50% first year, and 100% second year. I passed this on to the Provost. I think that collaborating is helping us make decisions.

❖ Past President, Wai Mok

- No Report.
- ❖ Personnel Committee Chair, Ramon Cerro
 - No Report.
- ❖ Finance and Resources Committee Co-Chair, Joseph Taylor
 - My committee met last week to discuss the bills/policies on today's agenda.
- ❖ Undergraduate Curriculum Committee Co-Chair, Eric Fong
 - My committee voted and passed Professional Studies so that has now left our table. It was passed with six courses and three concentrations.
- ❖ Governance and Operations Committee Co-Chair, James Swain
 - I am still working to get senators elected.
- ❖ Undergraduate Scholastic Affairs Committee Chair, Eric Seeman
 - Class Size Bill 382 – The main concern with proposing this bill is it takes the concern away the type of class it is. It may not need to be filled to max capacity due to the class content. The department chair and dean should determine the size not the professor. The driving force is to keep good instruction at the forefront. ENG 101 has regulations by a governing body on the class size. If you double the size, you are out of regulation and limit the effectiveness of the course. An authority outside of the instructor may tell the professor what the class will be. Each class needs to be evaluated separately.
- ❖ Parliamentarian, Tim Newman
 - Our committee had eleven meetings this year and did a lot of work on the handbook. We have included Chapters 4, 5, 6 and Appendices A & B. We learned a lot on how to not revise a handbook.
 - Kader – I would like to call a special meeting to discuss the handbook items separately before Thursday's Full Senate meeting. Would Monday, 1:30 pm work?
 - It was decided to hold the special meeting at 1:30 pm on Monday, April 25, 2016.
- ❖ Ombudsperson, Carolyn Sanders
 - No Report.
- ❖ Faculty and Student Development Committee Chair, Lenora Smith
 - No Report.
- ❖ President – Elect, Michael Banish
 - Hoverboard Policy – If liability came out, we can move forward?
 - It was agreed to move forward with that friendly amendment.
 - Communicable Disease – This policy has been moved to go before the full senate.
 - SGA Grading (Bill 388) –
 - Plus/minus grading - SGA is concerned that inconsistency with the plus/minus grading may hurt students applying to professional schools. They have asked us to endorse a policy that allows plus/minus grading on campus. We took this to the committee. The context of this bill is answering their concern of a consistent policy. The committee is uncomfortable telling the professors how to grade. The professor should decide and state on their syllabus which grading system they will use.

- Mike – The Provost will set the numbers for this policy.
- Eric – The highlights of my committee’s discussion is it addresses SGA’s concern to not take away from the professor. When the policy goes into effect, any plus/minus grades that already exist are grandfathered in. So their grades are not retro’d.
- Tim – I think the faculty’s understanding and reception to this is going to be influenced by what the GPA is for plus/minus. I think it would be better if we had a bill to establish that. If an A plus is more than a 4.0, that could affect faculty.
- Eric – Anything we do will positively or negatively impact faculty.
- Tim – The concern I have is the C minus. Personally, I am opposed because of the C minus. Certain students have to maintain certain grade point average. A C minus is a big impact to some students. I don’t know that they have considered the other end. We have more students affected by the C minus end. I think we really need to carefully think about a C minus being less than a 2.0.
- Ramon – Are there any examples of universities that go higher than 4.0?
- Eric – Yes.
- Mike – I think there is a positive influence in this. It may push students to work harder. There is equal plus/minus.
- Eric Fong – Can we do something more on the plus side?
- Joseph – You may have a student sitting at a 69 that doesn’t deserve a C you leave them at a D. The pluses can balance the minuses.
- Tim – Some places convert a D between 1.0 to 2.0. They don’t divide into a 4.3.
- Joseph – For faculty choosing to stay in the current grading, how will that work?
- Eric – Whatever we do has to be uniform. A plus is usually scaled to a 4.0.
- Ramon – This is something that is initiated by those concerned with medical school? What about the others?
- Mike – We did encourage this to get done because faculty from physics and economics came to me and said that they would like to see this passed
- Ramon – Wouldn’t it be funny if it passes and there is an uprising?
- Mike – You don’t have to invoke it.
- Eric – It is supposed to leave academic freedom.
- Carolyn – This opens up a new series of issues. This could be viewed by some students as unfair. I would rather see us not do rather than it be optional. Did the committee explore that?
- Eric – We can set our grading scales anyway. So the biased already exists. It really doesn’t change a whole lot.
- Carolyn – I think medaling with A’s and B’s is an issue.
- Eric – Some students are aware that it exists. I think it would be restricting if they could give A plus based on the university policy.
- Tim – Eric cited can we just give pluses? There isn’t an A plus but other grades are a plus. Personally, I favor that more. I think it would be great to reflect that. I am leery to the minus. If I have someone who scrapes by their teeth, I give a C

minus. If this goes into effect, I will never assign a C minus and make them drop below 2.0 that could cause them to lose their scholarship. We need to be careful.

- Carolyn – Tim may apply his well thought idea in regards to finances, but we have to realize many won't have thought about the financial side.
- Kader - That could hurt prerequisite classes that require a C.
- Eric – This came from the SGA. They want the Provost to institute this and make it mandatory. I am not going to take the freedom away from the professor. If we don't like it, we shoot it down. Then we respond to SGA that it will cause a disadvantage.
- Ramon – Do we have any indication that SGA made a survey?
- Eric – The only information we have is contained in their bill.
- Eric Fong - I am confused by the logic of this bill. Professors don't have to use it? Our GPA is meaningless to other universities.
- Eric – They want us to be mandated to give B pluses.
- Eric Fong – My point is to only come up with a new numbering system for grading. The students are going to hand their grades to another university and they will recalculate to fit their scale.
- Andrea – No, they want it to be consistent across faculty.
- Joseph – Right, because banner allows a plus and minus to be entered. I would rather banner just be straight.
- Andrea – I find it disturbing that faculty could count so far out. To the students point, they are assuming coming from a K-12 system the grading system is what it is.
- Mike – I think the issue comes down to students may get a plus. It is confusing with banner that it just started allowing plus and minus that doesn't mean anything. I use it as a record for myself. They are asking for consistency. I think we should give them that. We could vote to get rid of it.
- Kader – This is still open.
- Mike – Take it to faculty senate? All in favor? 2 opposed. Ayes carry.
- Provost – Has anyone done a study on plus/minus across the nation?
- Andrea – No.
- Provost – I agree with Tim. We need to see what we are imposing on the students.
- Andrea – Could we just put in front of the full senate three major models for discussion?
- Eric – I don't think we need to waste the senate's time.
- Kader - I move to table the bill for next year.
- Mike– Do you want to make a friendly amendment to make it at a 1/3?
- Eric – If you want to make a friendly amendment to remove the minus.
- Wai – Tim, if we let the senate discuss, then it passed first reading?
- Tim – Yes. It either passes first reading or send it to a committee.

- Eric – No friendly amendment? Motion to reconsider? Banish seconds.
- Eric Fong – We are ok with the statement that we require professors to use this?
- Eric – That is what they said, but it isn't in the "be it resolved section".
- Tim – It's debatable. The motion is to strike the next to last paragraph and replace with "is 0.33".
- Kader – All in favor to reconsider? Aye carry. Motion to the amendment? One opposed. Aye carries. All in favor of the bill as amended. One opposed. Aye Carry. Bill passes first reading.
- Bill 385 Developmental Giving
 - Joe's committee was nice enough to rework this. I am going to ask if there isn't any extensive discussion to table it at this time. I would like to discuss the lecturer bill. Motion to accept? Newman seconds. All in favor of bill? Ayes carry.
- Librarian and Lecturer Policy
 - Joseph – We looked at it and there is a lot of discussion. We discussed the role of clinical faculty and lecturer. The committee was in favor of the good outweighing the bad. We would want to make sure that the discussion on reappointment matched the handbook. It should just reference to the handbook. Also, the titling, the librarian associate makes sense. The senior lecturer and distinguished lecturer is confusing since we have senior professor here. Change to senior and master – distinguished change.
 - First paragraph is reflecting the handbook 7.8.2.1.
 - Provost – The problem is librarians aren't in the handbook.
 - Joseph – Are the librarians considered term?
 - Provost – Lecturers are. Librarians are lecturers.
 - Joseph – Lecturer's are considered term.
 - Mike – Let's introduce an amendment.
 - Joseph – Motion to introduce the policy with the language amended to senior lecturer and master lecturer? All in favor? Mike seconds.
 - Ramon – My concern is more than the name. I think it is a two – tier system for the university. The danger is that we have more than 50% working here in a teaching position that is non-tenured. I know some departments need the help. Why is the university going this way? This is damaging to the basic fiber of the university. Why don't we just have more tenured people?
 - Frendi – Last time I said this policy is not encouraging hiring lecturers. This policy recognizes what we have on campus now. We have lecturers and continue to hire them. They have no visibility, pack up, and leave. We use them and they help the tenure-track. In a sense, I agree with you on balance. I am all for hiring tenure-track. I made that point with the BOT. This gives a balance for what we have.
 - Ramon – How many times did you go to your dean for a position and they say hire lecturer?

- Joseph – I don't disagree with a system that ensures we hire tenure and tenure-earning. We need lecturers to balance the load. I think more about my lecturers that have been here for 10 years. They need something. I am fighting to get them opportunities now.
- Tim – We use to have a tradition that if a faculty member stayed somewhere between 7 - 10 years, they were tenured. I think it's not in our student's best interest to have instructors that aren't protected with tenure. They don't have the assurance of knowing that are protected. This is taking the university in the wrong direction. If we are going to keep them, they need the benefits. We have a lot of people who have been here but we aren't paying them what they are worth.
- Ramon – I will use the words of an existing lecturer. They said it is degrading to me to wait to know if I have a job.
- Mike – I am going to ask for a rearrangement. A lecturer was 1 year, senior 2 year, master 3 year. One of the problems we have here is we have not been able to build up our liberal arts program. Sixty-five sections of ENG 101, 102, & 105 they are going to be teaching. There is a huge disproportion of what happens at the freshman 101 levels. Fixing that fixes Ramon's issue. Having a tenure-tracked teaching position, I will entertain. We have an immediate problem that we do need to reward those that have served us for so long, this will do that. I'm not afraid to go to the battle later.
- Andrea – I was a lecturer for fourteen years. When I started, it was a three year renewable. We then went to a one year renewable. The notion is that the lecturer comes in with a one year. I went backwards as a lecturer. We suddenly became one year renewable rather than three. Then at least you get the dignity of a 3, 5, 7 period. It isn't tenure. That gives some balance.
- Frendi – Can I have the motion to extend this meeting by ten minutes? Newman seconds. Ayes carry.
- Ramon – If anyone has been a lecturer more than six years they can be denied a contract without a due process. Right now, a dean or chair can decide if they receive a contract. It does damage the university.
- Andrea – The lecturers have expressed this concern. They are worried about what they can say or not say.
- Kader – I received a request from the library. The librarians would like to see this passed because they are in this policy. Some hires are waiting on this.
- Ramon – Why not separate the policy?
- Joseph – I have some lecturers that need to see this passed.
- Carolyn – Ramon connected to this. I could debate on both sides. Making part-time lecturers would be a bump up. We have seen this change over many years here at UAH. Not having a lecturer-ladder hasn't stopped us, but it would allow them to be treated better.
- Ramon – They can wait.

- Joseph – There are people waiting on this.
 - Ramon – What makes them happy about this?
 - Wai – They can get a pay raise.
 - Kader – There is a motion to pass with the amendment and move policy to full senate. All in favor to move? 7 agreed. 2 opposed. 1 abstained. Policy was passed to move to full senate.
- **Approve the Agenda for Faculty Senate Meeting #567 April 28, 2016**
- Tim Newman motions to approve agenda with the following changes:
 - Make the Hoverboard Policy the first time. Approve meeting #566 minutes next. Accept FSEC minutes. Then add: Lecturer Policy, Bill 385, and Bill 384.
 - Mike – I motion to approve Bill 384 to send to full senate. Eric Seeman seconds. Ayes carry.
- **The meeting then adjourned at 2:10 pm after a motion from Tim Newman, second by Eric Seeman, committee affirmed.**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

COMMUNICABLE DISEASE POLICY

Number

Division Academic Affairs

Date OCT 29, 2014-revised March 17th, 2016

Purpose

Purpose. The purpose of this policy is to establish guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community at The University of Alabama in Huntsville (“UAH” or the “University”) with the goal of providing a safe learning, working, and living environment for all UAH students, employees and visitors.

The policy provides a framework for assessing risks related to communicable diseases and makes recommendation regarding a response to such risk(s), educating the community about such risk(s), and for facilitating other preventive measures.

Scope. This policy applies to all University students (including those enrolled in Continuing Education classes), faculty and staff employees (whether part-time or full-time), and all on-site contract workers (i.e., food service workers, hotel staff, etc.) and visitors (as defined under the Definitions section of this policy).

Definitions.

A 1 Communicable Disease: Any disease that can be spread (transmitted) directly from one person to another. A disease that can spread very quickly and easily from person to person by means of contact or close proximity is a contagious disease. An infectious disease is an illness caused by germs or organisms, such as bacteria, viruses, etc. While not every disease is contagious or communicable (e.g. food poisoning), some are (e.g. influenza). This policy is concerned with those infectious diseases that are highly communicable or contagious, posing a significant risk of transmission in a university setting and that pose a significant threat to the life or health of others. All references to “communicable diseases” herein are to be understood as having that more restricted meaning.

A 2 Certain communicable diseases can be prevented if adequately vaccinated; such as rubella (German measles), measles, mumps, pertussis (whooping cough), influenza. Other communicable diseases such as tuberculosis (TB), and Ebola currently do not have vaccines.

B. Employee: Any full- or part-time employee of the University, including, but not limited

to: exempt and non-exempt staff, faculty, adjunct faculty, GAs, GRAs, GTAs, student workers, and leased and contract employees.

C. Student: Any individual enrolled at the University in any of the recognized admission categories (undergraduate, graduate, continuing education, etc.) and currently taking courses on a full- or part-time basis.

D. Visitor: Any non-employee or non-student present on the University campus or at any University-controlled location for any purpose, business or personal. This includes both invited and uninvited guests.

E. Medically-confirmed diagnosis: A medical diagnosis performed by a licensed health care provider based on information from sources including but not limited to a physical examination, interview with the individual or family or both, medical history of the individual and family, and/or clinical findings as reported by laboratory tests and radiologic studies.

General Policies

A. Basis for University Actions. In dealing with the presence of a communicable disease on campus, the University will seek to protect the rights, safety, and well-being of the University community at large as well as individuals within that community. In its actions, the University will be guided by medical advice that is current and well-informed and by the circumstances presented by each case; including the campus population that is already protected via vaccination. The University is also committed to complying with federal and state laws, such as the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Family and Medical Leave Act, etc., regarding rights of individuals with a communicable disease, including the right not to be subjected to unlawful discrimination.

B. Other University Policies. This policy will be interpreted and implemented in a manner that is consistent with applicable University student and employment policies regarding illness and disability.

C. Outreach. When a communicable disease threat has been identified, the University will develop and maintain educational programs and outreach to provide students and employees information about communicable diseases to which they may be at risk. These programs and outreach efforts will endeavor to utilize the most current medical and scientific information available, and they will address both contagion information and prevention measures, such as vaccinations.

D. Testing and Medical Care Resources. The University will identify and provide information to students and employees about sources of competent and confidential testing for communicable diseases, as well as for counseling. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources.

E. Individualized Approach. Decisions involving students, employees, or visitors with communicable diseases will be made on a case-by-case basis, taking into account the medical facts presented as well as the need to maintain confidentiality and to serve the best interests of all parties involved.

F. Implementation Responsibility. The UAH Communicable Diseases Management Team (CDMT), in consultation with the Office of Dean of Students (for student concerns), Office of Academic Affairs (for faculty concerns) and/or Human Resources (for staff concerns), and with guidance from the Office of Counsel, shall officially interpret and implement this Policy and shall revise or modify it as necessary to meet the changing needs of the University. (See Section H for CDMT Composition).

G. CDMT Membership. The CDMT will be composed of regular members who will participate on an ongoing basis with respect to general committee activities and functions, and ad hoc members who will be added to the committee as needed to assist with committee functions and activities in addressing a specific communicable disease case.

1. Regular members (11 members):

- A medical professional from the Faculty/Staff Clinic, appointed by the Dean of the College of Nursing (Chair)
- Dean of Students/Associate Vice President for Student Affairs (Co-Chair)
- A medical professional from the Student Health Center, appointed by the Dean of Students
- Provost or designee from within Academic Affairs (if any student or faculty member is involved)
- Representative from Faculty Senate
- Director of the Counseling Center
- An attorney from the UAH Office of Counsel, appointed by the Chief University Counsel
- President's Chief of Staff
- Chief of Police
- Director, Environmental Health and Safety
- Emergency Management Coordinator

2. Ad hoc members:

- Vice President for Student Affairs (if a student is involved)
- Assistant Vice President for Human Resources (if any staff member is involved)
- Director of University Housing and Residence Life (if a student is involved and he/she lives on campus, and/or if employee is involved and he/she works in Housing)
- Director of Athletics (if student athlete is involved)
- Director of Office of International Engagement (if international students, faculty, staff, or visitors are involved)

Specific Policies

A. Personal Protective Equipment. In the event of possible exposure to blood and other body fluids, students and employees must use appropriate personal protective equipment, provided by the University, to prevent contact with blood and other body fluids in accordance with guidelines and universal precautions established by the U.S. Public Health Service, in accordance with requirements established by the Occupational Safety and Health Administration (OSHA) as published in 29 CFR 1910.1030, and in accordance with the University's Bloodborne Pathogen Exposure Plan.

B. Immunization. The University requires students, certain employees, and visitors to have completed immunizations in accordance with the University's Immunization Policy. The University's Immunization Policy delineates all required vaccinations. The University will further publicize and, where feasible, assist with the administration of optional immunizations and vaccines for members of the campus community.

C. International Travel Requirements. Any student or employee who travels on a University related business trip to an area designated by the CDC as a country of high risk for communicable disease infection may be required to submit to appropriate screening for that disease(s) within CDC recommended screening guidelines. Any student or employee traveling on non-university related trips to an area identified by the CDC as high risk is expected and encouraged to self-report to the appropriate campus health clinic and submit to screening prior to returning to campus. The decision for testing will be made following CDC guidelines within the Student Health Clinic (for students) and the Faculty and Staff Clinic (for employees). The CDMT will assist in helping faculty and staff understand the guidelines.

D. Confidentiality. All medical information and records about an individual will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Health Insurance and Portability Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), with applicable University policies, and with professional ethical standards.

1. The University will implement and maintain procedural safeguards to protect the privacy interests of persons in the campus community who have a communicable disease.
2. The University will not disclose the identity of any employee or student who has a communicable disease, except as authorized or required by law; except as may be necessary, on a "need to know" basis, for the administration of this policy; and except as is consistent with University policy.
3. The University's Office of Counsel shall be the custodian of CDMT records, both electronic and hardcopy. Records shall be maintained in accordance with applicable State and Federal records retention requirements and with existing University records retention policies.

Procedures

A. Reporting Requirements. The University will comply with legal requirements regarding the reporting of communicable diseases. See § 22-11A-1 et seq., Alabama Code (1975, as amended) (reporting of notifiable diseases and health conditions) and Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

B. Notification.

1. Any person who has a reasonable basis to believe that a member of the campus community (a student or a faculty or staff employee, or a visitor) has a communicable disease that could potentially pose a significant threat to the health of others will report that information to the CDMT. This duty to report applies to the infected individual as well.

2. Upon receiving such a report, the CDMT will meet as soon as is practicable.

C. Infected Individual - Responsible Action. A University individual who knows, or has reason to believe, he or she has a communicable disease is expected to obtain expert advice from a licensed health care provider about the known or suspected health condition and, if indicated, to obtain follow-up treatment. Such individual is obligated, ethically and legally, to conduct himself/herself responsibly in light of such knowledge, so as to protect other members of the University community.

D. Restrictions – Authorities to Impose and Rescind. This Policy authorizes the Vice President for Finance and Administration (for staff-related incidents and incidents involving visitors) and the Provost/Executive Vice President for Academic Affairs (for faculty- and student-related incidents) to impose health-related restrictions and to remove such restrictions when an infected individual meets the requirements set forth in the section below. Such restrictions may be based upon recommendations from the CDMT.

E. Infected Individuals - Restrictions.

1. A University employee who, based on a medically confirmed diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be excluded from the workplace and will be granted emergency leave in accordance with UAH employee leave policies and CDC guidelines until the requirements stated in Paragraph F below are satisfied.

2. A University student who, based on a medically confirmed diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until the requirements stated in Paragraph F below are satisfied. Such limitations may include restricting the student from attending classes, from obtaining meals in UAH dining facilities, and may be assigned to different campus residence facilities.

3. A visitor to the UAH campus, who, based on a medically confirmed diagnosis, is known to have, or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until the requirements stated in Paragraph F below are satisfied. Such limitations may include restricting an individual from attending University-sanctioned functions, restricting entry to campus residential and food service areas, etc.

4. Such limitations must be based on a medically confirmed diagnosis of a communicable disease and a medical judgment that the limitations are necessary or appropriate for the health or welfare of the infected individual (e.g., a student requires care that cannot reasonably be provided in the University housing setting) and/or the health or welfare of other members of the University community (e.g., an employee is contagious or is demonstrating behaviors that place others at risk). Such limitations should also be included in the recommendations developed by the CDMT after its review of the circumstances involved in a specific communicable disease case.

F. Return to Work or School. Before limitations imposed on an individual student, employee, or visitor who has been diagnosed as having a communicable disease can be removed, the individual must present a written statement from the attending physician or the Huntsville-Madison County Health Department indicating that the individual is no longer contagious and, as of a specified date, is able to return to work and carry out the essential functions of the job (in the case of an employee) or is able to return to classes and carry out normal academic and campus activities (in the case of a student).

G. Reporting Line. The CDMT will have an administrative reporting line to the President of the University during normal University operations. The CDMT will report to the designated University Incident Commander in the event the University's Emergency Management Operations Group has been activated as a result of a community-wide communicable disease threat.

H. The CDMT will direct its recommendations regarding restrictions to the following University administrators: Vice President for Finance and Administration for recommendations affecting staff employees and Provost and Executive Vice President for Academic Affairs for recommendations affecting faculty and/or students. These officials are vested in the section below of this Policy with the authority to impose restrictions.

I. Chair. The President will appoint the Chair or Co-Chair of the CDMT. The Chairs or their designee will, together and in coordination with the President's Chief of Staff, serve as the University spokes-persons to the public for all matters relating to the management of a campus situation involving a communicable disease.

J. Authority. The CDMT is vested with the authority to act on behalf of the University and in the interests of campus public health and safety to investigate communicable disease reports

and recommend courses of action relating to the prevention and/or containment of reported communicable disease threats. Based on this responsibility, it has a recognized interest in and right to know about employee and/or student health information pertaining to a communicable disease.

The CDMT does not prescribe medical treatment nor shall it have authority to act outside of established University chains of command.

K. Duties. The objective of the CDMT is to help prevent or contain a communicable disease outbreak and reduce the risk of future, adverse health-related occurrences resulting from a communicable disease. To carry out that objective, the CDMT will use a case-management based approach to respond to reports of communicable diseases affecting the University. That approach shall guide the process from the initial information gathering stage to the making of assessments and to the planning and recommending of actions, strategies, policies, and practices. These duties will be carried out without delay.

The CDMT will have the following specific functions and responsibilities:

1. Receive information about individuals within the UAH community who have, or who are suspected of having, a communicable disease, or about a situation in which there is a significant risk of infection of members of the campus community.
2. The CDMT will evaluate immunization status of faculty, staff, and students.
2. If appropriate under the circumstances, investigate the potential source of the disease, so as to identify campus members who may have been or may be exposed.
3. Be informed about developments concerning the particular communicable disease and the medical, biological, legal, financial, and public relations facts and issues that are pertinent to the disease and the situation presented to the University.
4. Obtain the most current recommendations about the management and prevention of the spread of the disease and, if appropriate, request vaccines and/or medications. Request additional professional and clerical assistance if deemed necessary.
5. Advise and make recommendations to the University, as appropriate and as outlined in this Policy, concerning educational programs and prevention measures relating to the communicable disease that may be undertaken by the University for the benefit of the campus community. If deemed appropriate under the circumstances, provide education to the campus community about how to identify and report any signs and symptoms of the disease.
6. Advise and make recommendations to the University, as necessary and appropriate and where legally permitted, to protect the health of other members of the University community who may be at risk from the infected individual and to protect the

legal rights of the known or suspected infected individual. This may include the identification of recommended restrictions to be imposed on the known or suspected infected individual and the removal of such restrictions.

7. Provide information and education about the disease, to the extent deemed necessary and consistent with confidentiality considerations, to co-workers, roommates, classmates, etc. of the infected individual.

8. Assure that a person known or suspected to have a communicable disease is encouraged to seek appropriate medical treatment and counseling.

9. Notify the Alabama Public Health Department about the disease, if it is listed in Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

10. Advise and make recommendations to the University regarding the communication of information to the public and the media.

11. Coordinate with appropriate city, county, and state officials regarding screening for and the reporting and management of communicable diseases. With respect to a specific case, the committee may seek the latest recommendation about ways to manage and prevent the spread of the communicable disease, may request appropriate vaccines and/or medications, and may request additional professional and clerical assistance, if deemed necessary.

12. Provide to the University President, through the Office of Counsel, an annual summary report of CDMT activities and incidences of communicable diseases affecting the University. This report will be made available to the UAH community upon request.

L. Related Policies and Resources. This policy will be interpreted and implemented in a manner that is consistent with applicable University student and employee policies and applicable government directives regarding illness and disability. Related documents include:

- UAH Campus Safety Guide – <http://safety.uah.edu>
- UAH Faculty Handbook – <http://www.uah.edu/faculty-senate/resources/164-facsen/2212-faculty-handbook>
- UAH Staff Handbook – <http://www.uah.edu/images/administrative/human-resources/StaffHandbook.pdf>
- UAH Student Handbook – <http://www.uah.edu/student-support/student-conduct/handbook>
- UAH Emergency Procedures Handbook – <http://www.uah.edu/facilities-and-operations/oep/plans>

- UAH Emergency Management Plan – <http://www.uah.edu/facilities-and-operations/oepp/plans>
- UAH Student Health Center Immunization Information – <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Immunization Policy – <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Bloodborne Pathogen Exposure Control Plan: <http://www.uah.edu/oehs?id=7692>
- Centers for Disease Control and Prevention www.cdc.gov
- Alabama Department of Public Health www.adph.org

M. Contacts.

- Human Resources: 256-824-6545
- Academic Affairs Office: 256-824-6335
- Office of Dean of Students: 256-824-6700
- Faculty & Staff Clinic: 256-824-2100
- Student Health Center: 256-824-6775

Review

This policy will be reviewed annually by the CDMT, or more frequently if organization or situational changes warrant.

Approval

Chief University Counsel		Date
Provost and Executive Vice President for Academic Affairs		Date
Senior Vice President for Finance and Administration		Date
Vice President for University Advancement		Date

Vice President for Diversity

Date

Vice President for Research

Date

APPROVED:

President

Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
FACULTY SENATE**

Senate Bill 389: Revision to Handbook Chapter 4

Bill History: Submitted to FSEC for first reading on 4/25/16 from Ad Hoc Committee on the Faculty Handbook, in response to the Administration’s return of the Senate’s work-up on the material (which itself was in response to approved Senate action from 2012).

1 **WHEREAS,** Faculty Handbook revisions to Chapter 4 were approved by the Faculty
2 Senate during the 2012-13 academic year and have received an
3 Administration response proposing extensive revisions to the material
4 passed by the Senate, AND

5 **WHEREAS,** the Faculty Senate’s Ad Hoc Committee on the Faculty Handbook (“the
6 Committee”) has carefully considered the Administration proposals and the
7 material originally sent forward by the Faculty Senate

8
9 **NOW THEREFORE BE IT RESOLVED**

10 That the following text for Chapters 4 be adopted as the new Chapter 4 of
11 the UAH Faculty Handbook.

12

13 [INSERT “accept changes” version of the documents here]

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
FACULTY SENATE**

Senate Bill 391: Revision to Handbook Chapter 6

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10 That the following text for Chapter 6 be adopted as the new Chapter 6 of the
11 UAH Faculty Handbook.

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13 [INSERT “accept changes” version of the documents here]

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FACULTY SENATE**

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The University of Alabama in Huntsville
Policy on Lecturer and Librarian Titles and Positions

Draft

Number:

Division: Academic Affairs

Date: March 2016

Purpose: This policy defines lecturer and librarian faculty titles and positions at The University of Alabama in Huntsville.

Policy: The lecturer and librarian academic titles and credentials defined below are required for the appointment and promotion of lecturers and librarians who are classified as non-tenure-track faculty. Recruitment and hiring of lecturers and librarians shall conform to the University's Affirmative Action Plan and comply with the Faculty Recruiting and Hiring Policy 02.01.06. Additionally, like all other faculty employed at the University, lecturers and librarians involved in instruction must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements for teaching at the appropriate level.

Procedures:

Non-Tenure-Track Faculty Appointments/Promotions: Lecturers and Librarians

The lecturer and librarian appointments are non-tenure track faculty appointments. Non-tenure-track faculty are given either (1) a one year appointment, or (2) an appointment that may continue for a stated period of time up to three years, renewable annually for one year within that period, contingent upon the faculty member's satisfactory performance, the availability of funds, and the instructional needs of the department. If the appointment continues for the appointment period stated in the appointment letter, the appointment comes to an end at the end of the stated appointment period. If the individual is not reappointed, no further action is needed by the university.

The review of a non-tenure-track faculty member follows the review process outlined in Chapter 7 of the UAH Faculty Handbook. Recommendations for reappointment of a lecturer or librarian are the responsibility of a unit's reappointment committee consisting of at least three faculty members appointed by the unit chair or head. The committee writes an evaluation of the individual's performance and a statement of the need for his or her continued services. Recommendations for reappointment or non-reappointment are submitted by the unit chair or head to the dean or director early in the semester prior

to the end of the lecturer's or librarian's current appointment. The dean or director, with the approval of the provost, issues a letter of reappointment or non-reappointment.

The annual renewal of an appointment that is potentially multi-year is based on the committee's and unit chair's or head's recommendation to the dean or director. The dean or director reviews the recommendation and with the approval of the provost may either renew or not renew the lecturer or librarian.

If the lecturer or librarian is seeking promotion, the reappointment committee will review the promotion request and provide a written review of the candidate's promotion file to the unit chair or head, stating whether the candidate meets the criteria for promotion. The unit chair or head then reviews the promotion file and writes a letter of recommendation to the dean or director. For those colleges organized into departments, the promotion file is then reviewed by the College Promotion and Tenure Advisory Committee (PTAC), which then votes on the candidate's promotion file and submits the promotion file to the dean. For the library and non-departmentalized colleges, the promotion file is reviewed by the director or dean without a PTAC review. After reviewing the promotion file, the dean or director provides a recommendation and submits the promotion file to the provost, who makes the promotion file available to the University Review Board (URB) for its review and vote. The provost receives the URB's recommendation and conducts an independent review prior to making a final decision. In conducting the review, the provost evaluates all information submitted and may utilize professional assessments from appropriate faculty and academic administrators, as well as the promotion file and all previous recommendations. The provost, with the concurrence of the president, makes the final decision on the promotion of a lecturer or librarian.

Service in a non-tenure-track appointment is not considered part of a probationary period for tenure consideration, and tenure cannot be earned in the position.

Librarian Series

Library Lecturer. Appointment to this rank requires a master's degree from a library school accredited by the American Library Association or a master's degree relevant to the individual's subject specialty. A library lecturer demonstrates potential to carry out instructional, scholarly, and creative duties required to perform the informational needs of the position and shows evidence of professional growth in the field.

Assistant Librarian. Appointment or promotion to the rank of assistant librarian includes all of the requirements of library lecturer. In addition, appointment/promotion to this rank requires a minimum of four years of relevant professional library experience. The following additional criteria apply to the position of assistant librarian. An assistant librarian demonstrates ability to handle information needs as assigned by specific job duties in accordance with ACRL defined guidelines¹ (instructional, scholarly, creative, assessment, technical, and service duties) and shows evidence of scholarly activity,

¹ <http://www.ala.org/acrl/standards/promotiontenure#promorank>

which may include but is not limited to publications in library or discipline-specific journals, presentations and exhibits at the local and regional level, development of programs and operating procedures for pertinent departments, participation in continuing education efforts, etc. An assistant librarian also demonstrates service to the library or university by serving on committees and by membership in professional library or library-related associations.

Associate Librarian: Appointment or promotion to the rank of associate librarian normally requires at least eight years of relevant professional library experience. Appointment/promotion to this rank also normally requires a minimum of four years full-time appointment at the assistant librarian rank in addition to meeting the following criteria. A candidate for the position of associate librarian demonstrates outstanding performance of primary job responsibilities in accordance with ACRL defined guidelines² and demonstrates leadership and planning skills for library and/or university projects. An associate librarian shows evidence of scholarly activity that may include but is not limited to publications in library journals or discipline-specific journals; presentations at the local or state level, development of exhibits, and participation in or leading continuing education efforts; working collaboratively with university faculty to develop subject-specific library-related curricular content; etc. In addition, an associate librarian demonstrates service to the library and the university by serving in a leadership capacity on library or university committees and by participating in professional library or library-related associations.

Librarian: Appointment or promotion to the rank of librarian requires demonstration of nationally-recognized excellence in the library field, normally involving a minimum of twelve years relevant professional experience. Appointment/promotion to this rank also normally requires a minimum of four years full-time appointment at the associate librarian rank in addition to meeting the following criteria. A candidate for the position of librarian demonstrates overall superior performance in primary job responsibilities in accordance with Association of College and Research Libraries (ACRL) defined guidelines³ and demonstrates leadership in creative problem-solving and strategic planning skills in the management of library resources. In the position of librarian, the individual meets or exceeds a high level of understanding of the library's mission and the relationship of the library to the mission of the university. A librarian is recognized nationally as a proven scholar with a record of publications, presentations, exhibits and other scholarly activities and is an outstanding educator. The individual further demonstrates service to the library and to the university by serving in a leadership capacity on university committees and by participating in professional library or library-related associations, assuming leadership responsibilities in these associations.

² <http://www.ala.org/acrl/standards/promotiontenure#promorank>

³ <http://www.ala.org/acrl/standards/promotiontenure#promorank>

Lecturer Series

Lecturer: To be eligible for appointment at the rank of lecturer, an individual must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline in which the lecturer teaches. The primary responsibilities of an individual appointed as a lecturer are instruction, student learning, and retention, with an emphasis on student success, and curriculum development. Contributions such as highly effective and consistent dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction and student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; and professional development activities are expected and required for promotion. Other duties may be assigned.

The teaching load for lecturers is normally eight 3 or 4 credit hour courses equaling either 24 or 32 semester hours in the academic year. Those who teach 24 semester hours typically have additional expectations for service in student advising, participation in departmental programs concerned with student activities, additional responsibilities in instructional matters required by their courses, or other responsibilities as assigned by the chair of the department. Those who teach 32 semester hours normally do not have any additional responsibilities. Teaching requirements may be adjusted for involvement in important projects, special activities of value to the department and the college, or special needs/requirements of the courses taught. Lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure.

Senior Lecturer: Promotion to the rank of senior lecturer includes all of the requirements of a lecturer and is intended to recognize efforts and performance that combine instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include instructional and curriculum development; dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of senior lecturer will normally have held a regular, full-time appointment as a lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

Distinguished Lecturer: Promotion to the rank of distinguished lecturer is intended to recognize high quality efforts and performance that combine excellent instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include high level performance in instructional and curriculum development; dedication to student learning, retention and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional

service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of distinguished lecturer must have held a regular, full-time appointment as a senior lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

Review: Academic Affairs will review the policy every five years or soon as needed.

Approval

Chief University Counsel

Date

Vice President for Diversity

Senior Vice President for Business
and Finance

Vice President for Research and
Economic Development

Provost and Executive Vice President
for Academic Affairs

Date

APPROVED:

President

Faculty Senate Bill No. 388

Policy on Plus/Minus Grading

Whereas, The Student Government Association (SGA) of the University of Alabama in Huntsville (UAH) passed a resolution, SB 15.09-28, on 10/07/2015, requesting a change to UAH's plus/minus grading policy.

Whereas, SGA's SB 15.09-28 stipulates that UAH's current plus/minus grading policy is inconsistently applied across instructors, lecturers, and professors (hereafter, "instructors") teaching classes that yield grades from "A" to "F," and

Whereas, there is no difference in a standard grade and a plus/minus grade of the same letter in terms of GPA calculation at UAH, and

Whereas, professional schools and programs convert plus/minus grades to a standard GPA equivalent if not done so by the institution of origin, thus modifying the applicant's GPA for the purposes of the application.

Whereas, the SGA believes that this inconsistency may reduce the chances of gaining admission to a professional school due to this policy if a minus grade is reduced in value by their calculations, and

Whereas, SB 15-09-28 from the SGA formally requests that "The University of Alabama in Huntsville requires instructors to either augment the course grades of A, B, C, and D with symbols "+" and "-" signifying, respectively, high and low achievement within the assigned grade for each course in a standard way across all colleges and courses, or The University of Alabama in Huntsville requires instructors to only use the grades of A, B, C, and D, without the symbols "+" and "-" signifying, respectively, high and low achievement within the assigned grade for each course."

Whereas, SB 15.09-28 was considered and discussed by the Undergraduate Scholastic Affairs Subcommittee of the Faculty Senate at the direction of the Faculty Senate President, and

Whereas, the recommendations of this Subcommittee were discussed in the Faculty Senate Executive Committee meeting,

Be it therefore resolved that The Provost shall develop a policy on plus/minus grading that will apply to all instructors, in any status of employment, offering a course that yields the grades A, B, C, and D,

Be it further resolved that this policy will reflect the optional use of plus minus grading for instructors in their courses for which they are instructors of record, and that the decision to apply or not apply plus minus grading in each specific course rests with the individual instructor, and

Be it further resolved that a statement in the instructor's syllabus for each course offered will reflect the instructor's decision to use or not use plus/minus grading in that specific course, and

Be it further resolved that this policy will reflect a change in GPA calculation based on plus/minus grading so that a plus ("+") grade yields a higher proportion of quality points than a standard grade of the same letter, and a minus ("-") grade yields a lower proportion of quality points than a standard grade of the same letter, and

Be it further resolved that the difference in quality points between a plus/minus grade and standard grade of the same letter will be determined by the Provost based on commonly used academic convention and clearly stated in this policy.

Be it further resolved that this change will be effective the semester following the adoption of this policy, and plus/minus grades earned prior to the effective date of implementation for this policy will not be subject to a change in quality point calculation and are effectively "grandfathered in" as being in effect prior to the advent of the new policy, as is consistent with UAH practice regarding other changes in curriculum and academic policy. Plus/minus grades earned during or after the effective date of this policy will be subject to the change in quality point calculation.

Faculty Senate Bill No. 3874 (check if correct)

Faculty and Emeritus Faculty Authored Books in UAH Bookstore

Whereas UAH faculty have authored or produced many scholarly and popular works, including textbooks, academic monographs, edited volumes, and creative works, among other texts

Whereas scholarly and popular works by UAH faculty highlight teaching, research, and creative accomplishments, and

Whereas prospective students and alumni may be interested in teaching, research, and creative accomplishments of UAH faculty,

Be it resolved that the UAH Bookstore will offer copies for sale of recent or significant book-length works authored, edited, or compiled by current UAH faculty and UAH emeritus faculty.

[or bookstore will maintain a faculty books section and solicit recommendations to populate this section...]

Faculty Senate Bill No. 38~~53 (check if correct)~~

Development Giving Directly to Departments

Whereas financial support directed to UAH by the State is likely to continue to decrease, and

Whereas lack of State support and increasing financial needs at the University level negatively affect Department budgets, and

Whereas UAH Department have financial needs above and beyond institutional budget support, and

Whereas UAH alumni identify first and foremost with the academic Departments in which they completed their degree(s), and

Whereas UAH alumni would like to give financial gifts directly to Departments for the use of Departments, and

Whereas UAH alumni giving at the Department level fosters good relations between Department alumni and current Department students, and

Whereas contact with Departmental alumni are a prime source of employment contacts for current students,

Be it resolved that the UAH Development Giving Program will allow Departments to receive direct donations from UAH alumni and other interested giving-parties, and that these alumni and parties may be able to specify up to 4 areas to which their donations may be directed, including, but not limited to, Undergraduate Academic Student Travel, Alumni, Undergraduate Student Development and Cooperation, Academic Material Support, Laboratory Improvements, Undergraduate Research Experience, and other Department discipline-relevant areas.

Be it further resolved that the Department tenured and tenure-earning faculty have input on the use of these donations, along with Student Advisory and Department Industrial-Professional Boards.

Be it further resolved that the UAH Development Giving Website be formatted to clearly indicate that donors can give directly to Departments via individual Department accounts.

