

FACULTY SENATE

MEETING #551 AGENDA

THURSDAY, SEPTEMBER 25, 2014

12:45 PM to 2:15 PM

BUSINESS ADMINISTRATION BUILDING, ROOM 114

Call to Order

- 1. Acceptance of the Faculty Senate Executive Committee Reports July 10, 2014, August 4, 2014, and August 21, 2014**
- 2. Administration Reports**
- 3. Committee Reports**
- 4. Discussion of Policy on Policies**
- 5. Bill 378: Procedure for Awarding Tenure Upon Hire (second reading)**
- 6. Ballots—Committee voting and appointing**
- 7. Any 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 KALA BURSON: facsen@uah.edu

B. Development of UAH Policy. A policy can be proposed by anyone at UAH by routing the suggested policy or revision to an existing policy (in the proper format) through the appropriate Division's administrative channels for review and approval. Administrative channels refer to the appropriate chain of supervisors and the administrative Vice President overseeing the activities of the proposing individual or organization **or for academic policies, the Provost/Vice President for Academic Affairs and the Responsible Officer in the Faculty Senate Executive Committee as specified in the by-laws of the Faculty Senate Handbook.***

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

1. The individual **or unit** developing the proposal submits the proposal to ~~his/her supervisor~~ **appropriate authority such as a unit supervisor or President-Elect of the Faculty Senate.**
2. The supervisor reviews the policy, comments on it and forwards the proposal to the next higher level within the Division's administrative organization. This process is continued until the proposal reaches the responsible Vice President. **Or, in the case of Faculty Senate, the President Elect of Faculty Senate will follow the procedure specified in Senate by-laws for the submission of business to the Senate. The Senate will then submit its comments to the Provost/Vice President for Academic Affairs.**
3. The responsible Vice President reviews the proposal and requests that a draft policy be developed by the appropriate person(s) or decides against making the proposal into a draft policy.
4. Upon completion of the draft policy, the responsible Vice President discusses the draft policy with the President's Executive Council **and the Faculty Senate President.** After, taking into account the Council **and Faculty Senate President's** comments, **the responsible Vice President** submits the draft policy to the Office of Counsel for legal review.
5. When the finalized draft policy has been approved by the Chief University Counsel, the responsible Vice President requests that the draft policy be placed on the President's Executive Council's agenda for discussion. **This discussion should include the Faculty Senate President when the policy concerns university governance affecting the faculty.**
6. Simultaneously, the draft policy will be sent to Staff Senate, Student Government Association, and the Research Directors, and any other entities impacted by the policy for review. In addition to being transmitted to the several organizations, the draft policy will be posted on myUAH.
7. All reviewers have one month to consider the policy with their respective constituencies and to submit comments and suggested changes in writing to the responsible Vice President, **or in the case of academic policies, to the Provost/Vice President for Academic Affairs and to the Faculty Senate President.** Extension of review time may be requested by any of the organizations to which the draft policy was transmitted. Substantive changes must be accompanied by a justification or rationale for the change. No response from a reviewer within ~~two weeks~~ **one month** will be considered an acceptance of the draft.
8. The responsible Vice President will determine which changes, if any, to include in the draft policy. If the revised draft policy has been changed substantively, then a second review of the revised draft policy will be conducted following the aforementioned process. After the ~~a two-week~~ **one month** review is conducted and comments are received, the draft policy is finalized by the responsible Vice President. The final draft policy along with an explanation of any changes received from the reviewers and not accepted will be submitted to the President for review and approval.

* In the case of matters affecting faculty, "the Faculty Senate is the permanent body representing the faculty for the formulation of university policy and procedures in matters pertaining to institutional purpose, general academic considerations, curricular matters, university resources, and faculty personnel (appointments, promotion, and tenure). Normally, issues of university governance affecting the faculty at large should go before the full Faculty Senate before implementation" (Faculty Handbook 6.2).



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

Bill History:

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

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

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

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

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

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

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

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

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

AND

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

AND

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

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