FACULTY SENATE

MEETING #581 AGENDA
SST 105
THURSDAY, September 21, 2017
12:50 PM to 2:20 PM

Call to Order

1. **Approve Faculty Senate Meeting #580 Minutes from August 31, 2017**
2. **Accept FSEC Report from September 13, 2017**
3. **Administrative Reports**
4. **Report by Dr. Jill Casey on University's Women's Club**
5. **Report by Dr. Karen Frith on Faculty 180**
6. **Officer and Committee Reports**
    - **Bill 414**
    - **Bill 411**
    - **Bill 412**
    - **Bill 413**
    - **Nepotism Policy**
    - **Bicycle Policy**
7. **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

FACULTY SENATE MEETING
August 31, 2017
12:50 P.M. in SSB 201

Present: ***Chris Allport, Sophia Marinova, Laird Burns, David Stewart, David Harwell, Ryan Weber, Joe Conway, David Johnson, Andrei Gandila, Carolyn Sanders, Jeremy Fischer, Anne Marie Choup, Dianhan Zheng, Kyle Knight, Mike Banish, Yu Lei, Tingting Wu, Fat Ho, James Swain, Gang Wang, Christina Carmen, Fran Wessling, Angela Hollingsworth, Ann Bianchi, Sharon Spencer, Qingyuan Han, Shanhu Lee, Roy Magnuson, Carmen Scholz, Jeff Weimer, Harry Delugach, Tim Newman, Shangbing Ai, Lingze Duan, Monica Dillihunt, Shannon Mathis***

Absent with Proxy: Milton Shen, Kevin Bao, Earl Wells, Vladimir Forinski, Roy Schwertfeger

Absent without Proxy: Kader Frendi, Tracy Thornton, Lindsay Bridges, Mary Bonilla, Amy Hunter

Ex-Officio: Provost Christine Curtis

Guest: President Bob Altenkirch

- Faculty Senate President Carmen Scholz called the meeting to order at 12:50 pm.
- Carmen – I want to thank you for dedicating time to serve on the senate. I would like to have a motion to suspend the rules for the senate meeting time. We are supposed to meet at 12:30. Laird motions to suspend. Mike seconds. With Tuesday and Thursday class schedule, the FSEC decided to change the time from 12:50 – 2:20. All in favor of new time change, ayes carry.
- Approve Faculty Senate meeting minutes from April and May, also FSEC minutes. Monica motions to approve all minutes. Mike seconds. Ayes carry. 1 abstains.
- **Meeting Review:**
  - Bill 410 passes second reading unanimously.

- **Administrative Reports**
  - President Bob Altenkirch
    - Welcome back. I am going to comment about parking. We have a lot of parking experts on campus. Last year people bought stick on decals which is good through August 31. We went ahead and placed zoning signs in place and have them start parking accordingly now, many people said no. We ended up with residential students who should stay put, driving to class. When you drive around, most designated faculty/staff spots are vacant. They are parking in commuter plus spots. This should be used only if the faculty/staff spots are full. When you do an analysis, we have too many residential spots. With them leaving and too many spots, the commuters are not finding spots in the commuter lots. Come September 5th, if you

park out of zone, it is a $50 ticket. We will start taking data to see where people are really parking. We will use that to make adjustments to the parking. We need to designate some lots to commuters only. The other thing is the expansion lot south of MSB should be done around September adding 200 spots. We own executive plaza now. Parking will open there. There will be spots for tenants and UAH decal. Please don't park in tenants spots. The executive plaza parking lot behind SWIRLL will be done when we construct an entrance. The sidewalk that goes across Sparkman is finished.

- VP for Finance and Administration – We have four finalists coming to campus. The position announcement and resumes will be on myUAH. September 11 -13, 27 - 29 are the days of visit.
- The board meeting is 14 – 15 September. There is a stage one request for a renovation to Morton Hall. The HVAC system is shot and needs to be replaced. The building is old and the construction causes it to be impossible to replace. The walls of this building have asbestos. We are not going to only work on the air conditioning system; we are going to renovate it. This is the first step of the approval process. We thought we would consolidate history there. We are going to renovate the CTC building to a classroom building and expand the cafeteria. I don't think it will be on the board agenda. You should have seen the message about the incubator. There is a fence up and they have started to work on this. Later in September, there will be another fence up and that will be for fixing the greenway. There was a map that was sent out to show the fencing areas.
    - Roy – When does the expansion lot by MSB open?
    - President – This semester some time.
    - Roy – Is that a commuter lot?
    - President – The lot by the athletic fields is now split into residence and commuter/faculty/staff. We really don't need those residential spots. We have to look at each lot to make adjustments.
    - David – Any idea as to what will happen to those in Morton during renovation?
    - President- You will have to be relocated. We are talking about possibilities, one is the CTC, and the other possibility is Executive Plaza. The building houses offices that would be possible.
    - Provost – If you have any other ideas, please offer them.
    - Member – Will Roberts stay the same until Morton is finished?
    - President- Yes.
    - Provost – Roberts is before Morton.
    - President – Yes, that is correct.

- Provost Christine Curtis
    - We are deep into the semester already. I hope that everyone has gotten off to a good start. I wanted to tell you about the faculty we have hired since the fall 2016. We were successful. There were several searches that we failed at. This wasn't because of the faculty failing on the search committee. We had a crisis and one tragedy; two individuals shown here are not working right now, but hopefully will be able to. We have fantastic assistant professors coming into all colleges. I have a list showing the distribution. The lecturers are due to growth in enrollment. We knew we didn't have enough faculty to cover. Some disciplines, there aren't any in the

community. We looked at accreditation issues. We had a strong faculty orientation. I thank Carmen for sharing well about the faculty senate.

- This is something I showed you last year. As soon as we can find it off the web, we will give it. Many institutions started later so they haven't come to their census date. We are at 1,345 new first time, full time freshman. Total freshman is higher due to students starting last year didn't make thirty hours. Our census total is 9,101. That is the highest ever at this institution. We are proud of everyone that stepped up and helped during preview days. It was a tremendous effort on everyone's part.
- I did a comparison, unofficially; we are at 27.9 on our ACT score. We are very proud of our students. Honors College went up in both numbers as well. Our retention stayed the same. We thought we were at 84%, but between August 1st and yesterday, we lost twenty students. We have been trying to figure out why. If we get them registered by May 15th, we will keep everyone. Nothing happens after this date. We did everything to contact those students who didn't register. We didn't get any response or any changes. The second thing we learned, there are going to be some that don't come back that last month, most of them have poor grade points. Some came in with good GPA's. Some wanted to change to majors that we didn't offer. Some engineering students didn't come back. A lot of these students are not located in the area. I think it is financial, performance related, and some cases moved elsewhere.
    - Roy – Do you know how many students lost scholarship money?
    - Provost – Some of those did lose scholarship money. We can get that data. Some of the twenty that left did lose scholarship money.
- Let's look at new numbers. We have 129 new freshmen this time. I am going to guess that the out of state rate will go up. We have 583 more undergraduates. We have 50 more graduate students. It has been hard to convince students to come here to the states. Our new transfer student's number went up. We have 219 new compared to last year. The total difference is 633. We can contribute this to what you have done in the classroom. I think that this is very important. I feel this very deeply. I feel students come here with dreams and goals, almost all of them having something they are trying to achieve. We are part of their achievement. Retention is important because it builds our people. It is our responsibility, we admitted them here. We want them to achieve their dreams and goals by graduating. There is more discussion at the state level for performance funding. There are a lot of legislatures discussing this. The parameters will include retention, graduation rate, along with other things. I pushed our IR office to give a predicted graduation rate; it is between 48-49%. We were at 49% rate last year. We need to keep pushing this retention up so we can increase the graduation rate. We are tuition driven. I am being told there will be no increase in higher education funds. We want to excel and we need revenue to do so. Retaining is very important in accomplishing this.
- I am pleased to say that NISP on the board's agenda for a joint PhD degree in Nursing with UA.
    - Harry – Whose name will be on the diploma?
    - Provost – Both, this is a joint program. They take courses from both institutions.
    - Harry- For national statistics for PhD credits, who gets the credit?

- Provost – I will have to see.

- The question that was asked by one of the board members about tenure track teaching. My antenna went up in regards to that question. They came back and asked about viability data. We reported back and gave our reasoning for the viable data. The President went to a Presidential retreat; we are going to have deal with this with more detail. It is important we increase our numbers within majors.
  - Jeff – Can we find that report on my UAH?
  - Provost – I don't know if it is there. I could place it there.
  - Mike – Could you send it to the faculty senate when you do?
  - Provost – Yes.
- Monica – Has the early childhood been approved by the board?
  - Provost – Yes. In the early childhood in the learning center, we are at capacity. We are between 170 – 180 children there. We have about 60 children in the RISE school. They are broken down from 6 months – 6 years. About a week ago, there were some openings.
- Tim – I have been hearing a lot of comments about quality. I wanted to bring three before you. I truly believe that you are interested in the quality of education. There is something that happens from your level to the ground. In my unit, as enrollment increases, the classrooms are moved from place to place. The faculty member may make a syllabus for one number, and then they are moved with more students, then again. It is really a challenge for a faculty member to plan out assignments to grade. Secondly, I brought this issue up a year ago. There are problems with technology. There was supposed to be a sweep. First classroom a colleague went to the board didn't work. Sweeps are being done, but something is wrong. Our lecture capture system has issues. My colleagues recorded a lecture and only half was available to the students. As faculty members, we are the first line of interface to the students.
  - Provost – Would it be possible to let me know who the instructors are? I would ask everyone. We have changed the organization, Academic Technologies and Online learning, to report to the Provost office. Brent Wren is serving has Chair for both of them. We need to know specifics. I agree with the frustrations and the quality. I have been putting money in the facilities line for technologies. We are putting a substantial amount in to upgrade the classrooms. We are putting money in for new computers. If we need new cameras, I need to know. We need feedback. If we need to hire another person, let us know.
    - Carolyn – Who needs to receive the feedback?
    - Provost – John Thygerson, Brent Wren, and copy me. I will then make a note to get with them for status update.
    - Carolyn – We only have one classroom for music, it is easy to track changes. Our smart monitor was removed over the summer and replaced with a regular monitor. We weren't made aware of this change. We called the help desk and they said that they are not replacing the smart monitor because of the cost. We just need to know of the changes.
    - Provost – One thing John Thygerson said they go in and fix the problem, with so many classes and people that day, another problem can surface. We need a lot of communication.

- Jeff – I have a statement back to the increase of enrollment. I applaud your efforts for bringing in new students. It's amazing to see this transformation from when I first came. The enthusiasm from you and the President is great. My question, based on looking ahead, what do you see within the next year to make the biggest statement? Meaning increasing enrollment and retention.
    - Provost - Increasing enrollment, admissions goes out and broadcast. What is critical for the faculty is to recruit for your major. We have some very small majors. That makes it difficult to provide the resources to those growing rapidly.

- **Officer/Committee Reports**
    - Carmen Scholz, President
        - I want to make a couple of statements. Standing rules for this year, I will continue rules from Dr. Banish. Proxies – if you are not here, let me or Mike know. Your proxy should be informed about current business. The second standing rule is policies that come to the senate that do not pertain to faculty move quickly. Third rule, attendance, we had problems last year. You have been elected to represent your department. I understand things happen. Please place a permanent proxy if you can't fulfill the duties. Per bylaws, if you miss three meetings, you can be removed. I am taking that seriously. Finally, take your duty to report back to your department seriously.
            - Mike – Motions to accept three standing rules for this AY. Roy seconds.
            - Carmen – All in favor of standing rules. Ayes carry.
    - Mike Banish, Past President
        - As Past President, let me tell you about bills that have been passed through here. This goes back to 14-15. We never did the climate survey. We did talk about developmental giving to department that is supposed to be implemented.
            - Provost – That isn't there?
            - Mike - No.
        - Faculty Emeritus and Bookstore – passed, but not there.
        - Bill 398, Cover a Charger, the President is working on a response. We have lost a bill – Bill 399. We don't know where it went.
            - Tim - We do think that bill was assigned to faculty and student development. If you served on a committee, please look back.
    - Mike Banish, President Elect
        - We have a group of OIT policies that are coming forward. These policies were pulled up about 2015. There were a lot of problems with these policies. We have now had a two year discussion with IT along with the Provost. We set down with Russ Ward and Malcolm. We went through everything. They really didn't understand the language behind the policies. It was hard working but friendly. If we didn't understand it, they were willing to change it. The biggest problem we had was what happens if there is a data breach. This would be an accidental data breach, not a criminal intent. That came down to the department paying for it. That could be impossible. Everything now goes to the President's Office for that determination to be made. They got what they needed and were forward to us about what works.

- Roy – I just read the policy on policies. It doesn't mention faculty senate in anyway per my reading. The question impart is if this is definitely not a faculty senate resolution type issue, Carmen mentioned policies that don't have faculty concern. What role if any do we have in the process?
- Mike – The policy on policies says that we get to look at the policies. Typically what happens is Bob or Christine will say we would like for you to review this. The executive committee looks at the policy. If we think it is important for faculty, it comes before you. If is not applicable, it is declared non –governance, it goes to committee. If there are comments, it comes to the FSEC. During the five week time frame, if there are no comments, we vote again to pass without faculty senate. If you want to comment about a policy, you can.
- Monica – Number 5 says when the finalized draft policy is approved, it will be placed on the President's website, then to the senate.
- Mike – In my time dealing with Bob and Christine, I think there have only been accidental times it fell off the table.

- Christina Carmen, Governance and Operations Committee Chair
  - We have our two new senators from MAE, and we have our new Math senators. I don't know if they know the committee assignments. I am waiting on the university committee list. The 17-18 hasn't been put up yet.
- Anne Marie Choup, Undergraduate Curriculum Committee Chair
  - No Report.
- Monica Dillihunt, Undergraduate Scholastic Affairs Committee Chair
  - No Report.
- Laird Burns, Finance and Resources Committee Chair
  - We've started the process of the RCEU stipends. Prior concern was students getting paid. We have a task force working this issue.
    - Carmen – I understand that is on Christine's agenda to get cleaned up.
- David Stewart, Personnel Committee Chair
  - No Report.
- David Johnson, Faculty and Student Development Committee Chair
  - No Report.
- Tim Newman, Parliamentarian
  - No Report.
- Carmen – We have two issues to deal with today. Bill 410 is in your package. I need a motion to bring this forward. Mike Banish motions. David Stewart seconds.
  - Mike – This bill came out of 403. It is almost the same wording. The situation addressed in the bill concerns the college of science and engineering. It may have to do some with nursing and business. We have students in science and engineering that come in and are not ready for the four year graduation track. The current track puts them back a year. This causes them to double up and they fail, then leave. The previous bill stated if they were good students, we would let them take up to three classes in the summer. These classes would be classes that are offered during the summer. The President says we don't give away free classes. We then decided we will make a scholarship out of this. The President would inform certain groups aware that we offer this. The college of engineering ran an experiment. They picked eleven students that were on the border of losing their scholarships. The main criterion was that they were savable. My understanding is the ten of the eleven

maintained their scholarships. If we do this for students, they pick their GPA up, and stay on track to graduate.

- Carmen – This bill is open for discussion.
- Member – What do you qualify coursework that may not count toward your degree?
- Mike – If a student comes in and their ACT score says they cannot take CAL A, but Math 113, we don't count that towards their degree completion. Instead of CAL A, B, & C, they are doing Math 113 and CAL A. They then get behind. We expect, in engineering, students to take Physics I in their spring semester. If they haven't taken CAL A, they can't; so they get behind. This is more specific to engineering than science.
- Provost – It is the lock step curriculum.
- Harry – The sense is to give scholarship money to allow students to catch up?
- Carmen – Yes.
- Mike – The faculty senate passed unanimously 403 last year.
- David J. – When do they take these classes?
- Mike – Summer between freshman and sophomore year.
- Carmen – It is designed to catch up those placed in.
- Harry- This is an external scholarship fund? What if there isn't enough money for all students?
- Carolyn – I understand the first "whereas", 75% isn't that great. Can that be reconstructed to focus on the graduation rate? Change "attain" to "aspires" and maintain a graduation rate.
- Carmen - All in favor. Ayes carry.
- Carmen – Vote for amended bill. All in favor. Ayes carry. 1 abstains. Bill 410 passes.
- Mike – Because there were no votes against it, it doesn't need a third reading.

- Carmen - Last item for today's meeting is the 12 OIT policies. Mike introduced the bills to you. I would like to have a motion to vote on the bills separately and severely. Mike motions to introduce. Jim Swains seconds.
    - Tim – I think ultimately you may have to divide. Let me bring forward the issues brought to me, OIT number 9. If someone wants to use our system, they have to give two weeks' notice. If a guest comes to UAH they can't use our wireless system. If I go to Auburn, my device connects automatically.
    - Mike – The reason for that is the previous VP for Facilities left them with a better system than we have. We are trying to catch the system up. The real concern is for a conference, not individual use. They don't have the bandwidth for that right now.
    - Harry- If someone is planning a conference, they tell the attendees they can't use the wireless.
    - Mike – No, just make sure you give notice.
    - Tim – I have a difficult time to accepting the explanation. I don't understand why we can't do the same thing. I think it needs to be remedied quickly. We don't need this in a policy. When we catch up to 2010 standards, we have to work on the policy again. Policy 05, my issue is that

these policies are written to include all personal devices, student's personal device. It covers all research devices. There are computer driven labs that don't support the system. The policies are written by OIT from their perspective not from a researcher's perspective.

- Jeff – The policy says "that connects to." Your statement seems to suggest that every computer has to have these things. When could you not connect to the UAH system?
- Tim – Jeff you have to read the rest of it. It says store or transmit data. Policy 07 says all data should be classified within three classes. Where is research? There was a paragraph added. Research terminology is not discussed there or any other policy. If a student is using their personal computer to collect any data, that becomes UAH property. That then makes you have to use the university's ID management system. Moreover, your student has to commit to keep their device up to date with all software, and operating systems. I think that is a tremendous burden on the researchers and not accounted for in the policies. I also want to say that I raised the same points a year ago. These bills are not ready to proceed ahead.
- Jeff – I stand on another side coming from the Naval Research Labs. At one point, I wanted to make a video with my phone camera. If I did that, I would be kicked out of the naval research labs. This places a burden on the faculty. I am not sure where the split is.
- Provost – There is a data integrity manual. In Policy 07, this is taken from the integrity manual. I asked questions about the manual. Does anyone know anything about this manual? Its part of our university but no one knows anything about it. It looks like we have more work to do.
- Harry – It seems we have some parts that are not controversial. If there are objections they are specifically targeted. Discussing these separately would not work.

➢ Motion to adjourn by Roy Magnusson at 2:23 pm.

FACULTY SENATE EXECUTIVE MEETING
September 13, 2017
12:50 P.M. in CTC 104

Present: ***Carmen Scholz, Kader Frendi, Mike Banish, Laird Burns, Shannon Mathis, Anne Marie Choup, Monica Dillihunt, David Johnson, Tim Newman, David Stewart***

- Faculty Senate President Carmen Scholz called the meeting to order at 12:51 pm.
- **Meeting Review:**
  - Bill 414 passed first reading.
  - Bill 411 passed first reading.
  - Bill 412 passed first reading.
  - Bill 413 passed first reading.
  - Nepotism Policy placed on agenda for faculty senate meeting 581 to be requested to be untabled.
  - Bicycle Policy placed on agenda for faculty senate meeting 581.
  - Over Time and Call Back for Non Exempt Employees Policies were declared non-governance.
- **Officer/Committee Reports**
  - Mike Banish, President-Elect
    - We have three bills and a couple of policies that we will bring forward. Remind your committees about the VP for Finance candidates are posted on myuah. There is a session for faculty to go to and meet the candidates.
  - Tim Newman, Parliamentarian
    - We had a meeting with OIT about the IT Policies. We went over the things that came up in the senate. One being applied to personal devices, I expressed that we didn't want to run certain systems on our devices. Also, large scale, the research computers; if you have computers that access a censor, track human movement, using it to drive a spectrometer, all these policies applies. I expressed they were a burden. The problem will be with OIT expecting us to come up with revisions to their policies. I think they should do this.
      - Laird – Who was there?
      - Tim – Malcolm Rice, Russ Ward, Provost, Carmen, and Jacob Heerikhuisen.
      - Carmen – The Provost made it clear she doesn't want language from us, just listed issues. Then they need to come up with the verbiage.
      - Kader – These are the same we addressed before?
      - Tim – Yes, no changes. We just addressed some issues that were brought up. They are also considering combining policies.
      - Laird – We have a habit of having students employed for network support, which is fine. Then you realize you have foreign nationals that now have access to backups to faculty computers doing sensitive, not classified, research. We also have a policy that says if we witness some form of sexual harassment and we have emails with that specific individual, they come and

image our hard drives. They have no protection whatsoever with what happens to our research. The image goes into the legal world with no protection. I have raised this question to legal before and the answer is those of us doing that kind of research can go to prison for releasing that kind of information. We don't want to go to jail. I think they should address when they need that kind of information off of someone's computer. The protection does not exist.

- Carmen – The issue accrued after the shooting and our hard drives were mirrored due to interactions with her. Where did it go?
- Anne Marie – How often does this happen?
- Mike – Doesn't matter.
- Anne – Has it happened since?
- Laird – There has been sexual harassment cases on campus. If legal thinks they need the information, they image.
- Tim – I have a related concern. There is a stipulation if you are not available and your superior believes there is UAH data on that device, they can release it. If your Chair thinks there is data on your device in your office, they can release that even if there is personal information. There are a lot of opportunities for disclosure.
- Carmen - Do you want to add this concern of mirroring hard drives for whatever reason?
- Tim – Yes.
- Mike – It isn't just for our personal data. We have student data on these computers and releasing it to someone outside.
- Laird – John Cates will make the call.
- Mike – Your understanding that will be reported to faculty senate from the Provost is OIT will come up with the modified language?
- Carmen – Yes, the ball is in their court. The list of concerns will be created and submitted to OIT and they will come up with the language.

- Kader Frendi, Ombudsperson
  - No Report.
- Shannon Mathis, Proxy for Christina Carmen, Governance and Operations Committee Chair
  - We are still waiting for a reply from Taylor Meyers regarding the additional faculty senator that will join sustainability committee.
    - Carmen – Have you ever heard from him? No, need to run him down.
  - Shannon – Also, waiting to hear from Joy with the University Committee list.
- David Stewart, Personnel Committee Chair
  - No Report.
- Anne Marie Choup, Undergraduate Curriculum Committee Chair
  - We received 14 course revisions that we will go over.
- Laird Burns, Finance and Resources Committee Chair
  - One of the improvements with the RCEU process is when the faculty wrote up a project, the students applied, it was manually tracked. We talked with Charger Path and we can set it up as a position like a job opening. It will automatically track and set up transcripts.

        - Carmen – A student applies then the application and transcripts are funneled to this position?
        - Laird – Yes, it is like an internship essentially.
        - Carmen – Everything that was uploaded manually will be done automatically.
        - Laird – Yes, we are trying to speed up the process. We are going to test it.
    - Monica Dillihunt, Undergraduate Scholastic Affairs Committee Chair
        - No Report.
    - David Johnson, Faculty and Student Development Committee Chair
        - No Report.
- Carmen - I was approached by Jill Casey to have time to introduce the Women's Club. Do we grant her five minutes?
    - Laird – Do they keep it to five minutes? Can we limit it to five minutes?
    - Carmen – Do I have a motion? Tim moves. All in favor. Ayes carry.
- Carmen - Another comes from Karen Frith about Faculty 180.
    - Monica – I think this will be more than five minutes.
    - Laird – Are they going to send material in advance?
    - Carmen – Same issue as Women's Club.
    - Laird – Given that faculty have had a lot of issues with digital measures, this could take a lot longer.
    - Tim – Can you tell her that she has three to five minutes and if there are questions they go to David's committee? My hope is that there aren't a lot of complaint questions. We spent a whole year collecting the complaints. Do we want to pass out the report my committee produced, its fifty pages? If someone is really interested in the problems, I think it is well documented.
    - Mike – Carmen can say that we aren't talking about digital measures; we are just introducing Faculty 180.
    - Carmen – Can I have a motion? Mike moves that she has five minutes and David J. committee will have a meeting on it, and the report will be released.
    - Laird – Can you send the report out?
    - Tim – Yes, I think that will be fine.
    - Carmen – We have a motion. All in favor. Ayes carry.
- Carmen – The handbook committee needs to be reconstituted.
    - Tim – I have three yeses including myself.
    - Mike – I would like to be on it.
    - Kader – I didn't turn you down, I would like to be on it.
    - Tim – Our plan is going to be to tackle Chapter 5. I don't know if we will get anywhere on 4 & 6. It is important that this committee be ready if Chapter 7 comes back.
    - Kader – I thought we got the bylaws back?
    - Tim – That was a no on those. They want lecturers on the senate.
    - Kader – Do they go to BOT's for approval?
    - Tim – We will talk about chapter 5 and bylaws.
- Carmen – There was a request to have a copy of the handbook generated.
    - Mike – I think all faculty senators should have a copy.
    - Carmen – That is getting high.

        - Tim – No, it shouldn't be that expensive. I want a hard copy so that it can't be changed.
        - Kader - We are afraid that the copy online can be changed without our knowledge.
        - Carmen – I think it is good to have backups.
        - David S. – I agree.
        - Mike – One for every faculty senator is my take.
        - Kader – I think it is important and we need to do this.
        - Tim – We had a huge amount of unspent funds in the faculty senate budget. There should be a lot of money. Even if there is travel, there are leftover funds.
        - Kader – I move to have the faculty handbook printed for all senators.
        - Carmen – In favor? Ayes carry.
    - Tim – I have a suggestion to add to the minutes the process of policies be added to the minutes.
    - Carmen – On our webpage there are policies hanging around. There are some that I don't know where they are, or even if they belong. I picked the Over Time, On-Call, and Bicycle Policies.
        - Mike – We declared them non-governance.
        - Carmen – Why are they on the page?
        - Mike – Because we didn't really have comments back. The website is a log also so you don't have to read the minutes. Historically, we can say the senate says declared non-governance.
        - Carmen – It remains on the website. I asked Lauren to change the website. I want to reduce the load on the under consideration list.
        - Kader – Move them to completed and say non-governance.
        - Tim – On bicycle, I have some memory that there was some discussion on the senate floor on that. I also thought Bob moved back the bicycle policy. Is this the original one?
        - Monica –I thought we finished with the bicycle policy.
        - Mike – There was a report on it. The concern was the UAH policy didn't match the city laws. There was a subcommittee that was supposed to get together – Joe and Roy.
        - Kader – I think Roy had the most comments.
        - Monica – Yes, Roy did.
        - Laird – The police would give tickets if you were in the UAH policy because that is what the law says.
        - Monica – It was supposed to go back and it was merged with the parking study.
        - Mike – The fact is that it is enforced and the bicycles have to be stickered. My suggestion to Bob was how we deal with bicycles parked on campus, should they be registered and where they can be ridden.
        - Carmen – He has a bicycle policy up on his page.
        - Kader – It is listed as interim.
        - Carmen – It isn't listed as interim.
        - Kader – He is starting to enforce the policy on policies. If we don't review them in the time stated, he is moving them forward.
        - Tim – There is an official policy on his website?
        - Carmen – Yes, it is identical to our policy that I sent.
        - Kader – It isn't interim, he made it official. His reasoning was the students needed to know by fall semester.

        - Tim – You think he went ahead with the policy without the senate finalizing?
        - Kader - Yes, he mentioned we didn't meet the time frame to respond.
        - Anne – What is the time?
        - Kader – Thirty days. We can ask for an extension. If we don't, he will move forward with them.
        - Anne – All our policies are old except patent.
        - Carmen – I am talking about three including bicycle.
        - Kader – We can always ask to review a policy.
        - Carmen – Are there issues to be discussed or can it be declared non-governance?
        - Mike – I don't think this would be declared non-governance.
        - Tim – I think we should follow the process or place it on the senate agenda. I think there would be comments.
        - Carmen – You want to discuss the policy next Thursday?
        - Tim – I don't want to discuss the policy, but I think we need to bring it before the senate.
        - Laird – Do we have questions on the current policy?
        - Tim- I think the senate should weigh in.
        - Laird – It has been more than thirty days.
        - Carmen – You expect someone to have comments?
        - Tim – Yes.
        - Carmen – Do we have a motion to put bicycle on next week's agenda? Kader moves. Tim seconds. All in favor. Is there agreement that the others can be declared non-governance?
        - Mike- Yes, they are done with.
        - Tim – If the Provost hasn't been communicated with, she needs to know.
        - Carmen- I will communicate with the Provost.
    - Carmen – I want to discuss Nepotism Policy. What do we do since it was tabled?
        - Tim – We have to have a motion from the senate to untable the policy. We can't here.
        - Carmen – We will ask Thursday that it comes back. Last time Biology had issues with the policy.
    - Carmen - The hard ones are patent, copyright, and intellectual property. They all fall in the same category. The issue here that Mike recognized is it is sort of discussed in the handbook. We need to make sure that the wording in the policies are reflected the same in the handbook.
        - Mike – In the packet you have Bill 411 and 412. The history of this is the senate wasn't doing anything with appendices G & H, the administration came up with the patent and intellectual property proceeds policy. Our appendices G & H haven't been looked at in decades. I was assured more than once that the copyright and patent policies posted on the UA and UAB websites were vetted by the BOT and system lawyers. Having looked at them, they are very favorable to faculty and staff. Carmen and I met with the Provost and asked why are we doing the policies? She didn't know why we are doing these. You have two bills in this packet. These policies are taking off the UA website and UAH substituted in. You have two front pages for each of these bills because Tim made a response back on the second "be it resolved." This will be an additional one added.
            - Laird – If we put this in place and the board changes rule 509, this states that is then in place?

- Mike – Correct, we can't go against the board rule. We don't even need these policies because of that.
- Carmen – You are saying that Appendix G includes patent policy.
- Tim – We have to handle this very carefully. Bob is going to say it has been thirty days.
- Mike – The patent policy can't overrule the handbook.
- Tim – Does the patent policy duplicate the handbook language or is it elaborations?
- Mike – They are elaborations.
- Tim – I haven't read your proposed Appendix G. It seems it is fine.
- Mike- There is stuff that is in 509 and it isn't needed there. It becomes a confusion point.
- Tim – Do you want them to withdraw them?
- Mike – Yes.
- Tim – We need to present an action. Even if we vote that way, I think it won't hold. I think you will need a senate vote.
- Carmen – The President's patent policy on his page doesn't say interim. He took board rule apart. It is the exact same. The President's patent policy is board rule 509. If we put patent policy in the handbook, we don't need the policy. How do we convey that?
- Tim – As a rule of order, Bob's policy is out of order. No individual can single handedly change the handbook. This hasn't been acted upon by this body and this policy is out of order. It needs to be communicated very strongly.
- Kader – Here is the fear we have. They are taking a part our handbook and putting it in policies. Why can't they work on the appendices and give it back to us? The policies are out of order. They tried to do it with Titles of Faculty. It was taken out of handbook. They do this because policies are easy to change, the handbook isn't.
- Monica – If we don't send them back quick enough, they just implement them.
- Kader – That is why we want them printed to protect future faculty.
- Mike – I would like to motion that we vote on faculty senate bill 411 and 412.
- Carmen – 411 refers to patent.
- Mike – 411 refers to patent and 412 to copyright. These are the appendices. What got passed at Alabama is very favorable to faculty.
- Tim- In your senate bill 411, there is a royalty schedule. I don't see this in the policy.
- Mike – It is part of the distribution of intellectual property income.
- Tim – I haven't looked at Appendix G in a long time. Is there mention of royalties?
- Carmen – We have a suggested one that is favorable.
- Tim – I have had two faculty members come to me and suggest that this schedule isn't a good one. They claim it is less favorable than the first one.

- Carmen – The old one is unfavorable to us. This one is much better to us. What is the plan? Put the two bills on the agenda and try to revoke two policies?
- Mike – I need to make an addendum.
- Tim – Can you number the policies?
- Mike – Yes. Under 412, I need to put it includes 07.03.03. I motioned, is there a second? Motion for 411 and 412 to be placed on the agenda. This will be first reading. Kader seconds.
- Tim – When they put these policies together, they did a deep dive into memos over the years. I think they enumerated a policy number. That then was the memo that started Appendix G.
- Kader – Let's make Appendices G and H up to date and stop making policies.
- Monica – I move that Kader says that at the faculty senate meeting to stop adding policies.
- Mike – Monica is saying make an emergency bill to stop making policies until they get serious about making the policy.
- Monica – We are spinning our wheels doing this and not covering senate business that is important.
- Mike – For the patent and copyright policy it wasn't until they came up with new policies that we decided to look at the appendices.
- Monica – The consensus from the senate is they don't want to do the handbook, these policies are instead.
- Mike – We have a motion and second.
- Carmen – All in favor. Ayes carry.

- Mike – The Provost putting into a place a policy for signature authority caused some uproar. She set some of the limits set were too low. I don't have any problems with bill 413. I motion to accept that it goes to agenda.
- Monica – When we went through this last year, did we not catch this? Or was this changed?
- Tim – We changed their $1K to $5K. There was a lot of back and forth, but it passed. When they sent their letter back, they only accepted two changes of the three. The one they didn't was the $5K.
- Monica – My question is since they rejected it and sent the email, what is going to make the bill enforced?
- Carmen – They can send it back.
- Monica – We didn't discuss computer. The only example was given was the office chair and flights. The response wasn't in response to anything discusses. I am asking the question because we can spend more time on this and they reject it again. Will the bill supersede the policy?
- Tim – No, it will change the policy.
- Carmen – I think they will turn it down. We can pass the bill and send it up the chain; they can reject it or accept it. Is there a second? Kader seconds.
- Laird – Maybe the "whereas" needs to match the equipment policy.
- Tim – Ok, let's add that.
- Mike – You can have another whereas.
- Tim – Laird, did you amend the initial motion?
- Laird – Yes.

        - Tim – I second the amendment.
        - Carmen –All in favor of Bill 413 with amendments. Ayes carry. Passes first reading.
    - Monica – Can we have an emergency bill 414 for not having any more policies?
        - Carmen – Does that have to come from the floor of the meeting?
        - Tim – Yes.
        - Mike – We have to have 2/3 or 60% for emergency bills.
        - Monica – Ok, I will bring it up when I write it out.
        - Carmen – This can come out of this meeting?
    - Kader – Motion to extend five minutes?" Tim seconds.
        - Tim – We can write it right now and pass first reading, or after all business it can be brought up with 2/3 majority and five minutes to discuss.
        - Mike – Therefore be it resolved that no more policies be produced or submitted that mimic, duplicate, amend, or replace any section(s) of the faculty handbook. Whereas, the faculty handbook is the governing document for faculty life.
        - Kader- Whereas the faculty senate is engaged in the reviewing and revising of the faculty handbook.
        - Mike – We will call that Bill 414. I motion that we accept bill 414. Laird seconds.
        - Anne – This is directed to the administration correct? We want to keep the passive language? Keep the word mimic?
        - Carmen – Yes. All in favor of bill 414. Ayes carry.
- Carmen – Motion to set agenda as discussed. Jill Casey and Karen Frith, Bill 414, Bill 411, Bill 412, Bill 413, Nepotism Policy, and Bicycle Policy. Ayes carry,
- Motion to adjourn. Ayes carry. Meeting adjourned at 2:30 p.m.

Senate Bill 414
On the Authority of the Faculty Handbook

WHEREAS the faculty handbook is the governing document for faculty life.

WHEREAS the faculty senate is engaged in reviewing and revising the faculty handbook.

BE IT THEREFORE RESOLVED, that no more policies be produced or submitted, that mimic, duplicate, amend or replace any section(s) of the faculty handbook.

History: Passed FSEC 1st reading 9-14-2017

Faculty Senate Bill No. 411

Faculty Handbook Appendix G

Patent Policy at the University of Alabama in Huntsville

Whereas A clear and up-to-date Patent and Patent Income Distribution Policy is important for the dissemination of creative research, and

Whereas A clear-and-up-to-date Patent Policy is important for faculty, staff, and students to receive proper credit and remuneration, and

Whereas consistency within the University of Alabama system is important so individuals from the three campuses are working within common standards, **Therefore**

Be it resolved that the UAH Faculty Senate support the attached Appendix G, The University of Alabama in Huntsville Patent Policy,

Be it further resolved that the UAH Faculty Senate approves for inclusion in the Faculty Handbook the attached Appendix G, with that item replacing the prior Appendix G of the Handbook,

Be it further resolved that the acceptance of this policy, Appendix G of the UAH Faculty Handbook, negates the need for a separate Patent Policy (07.03.01) and Distribution of Income from Intellectual Property Proceeds (07.03.03), and said polices are withdrawn.

APPENDIX G: The University of Alabama in Huntsville Patent Policy

In view of the far-reaching research in the various divisions of the University, it is inevitable that new discoveries and inventions will be made. The University of Alabama in Huntsville recognizes that the protection and control provided under the patent laws may have to be invoked to obtain the greatest public benefit and usefulness from the products of scientific research. It is recognized that employees of the University need assistance in determining and evaluating patentability and in prosecuting patent applicants of inventions made by them. Many such inventions involve equities beyond those of the inventor himself or herself since the use of University facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to complicated questions concerning rights and equities of all concerned. Therefore, in order to appraise relative rights and equities of all parties concerned, to facilitate patent applications, licensing, equitable distribution of any royalties or other financial returns, to provide a uniform procedure in patent matters, and to serve the public benefit and interest, The Board of Trustees of The University of Alabama in Huntsville (herein called University), on recommendation of the President of the

University, authorizes the establishment of a Patent Committee and the adoption of the patent policy as set forth herein. This Appendix is intended to conform to the stipulations contained in Board of Trustee's rule 509.

1. The President of the University shall appoint a University Patent Committee composed of member's representative of the entire University to administer the patent policy and to designate a Patent Administrator to administer the policies of the committee. This committee and the Patent Administrator shall serve at the pleasure of and their actions shall be subject to the approval and right of review of the President of the University.

2. Subject to the approval of the President of the University, the Patent Committee shall have power to adopt such rules and procedures as are deemed appropriate; to determine the interest of the University in all reported inventions; to cause all reported inventions to be investigated in order to evaluate the interest of the University in said invention (with due consideration given to the achievement of the inventor and the financial returns to the inventor and the University); to authorize the release of patent rights when the Patent Committee decides that the University has no interest in the invention or decides that the University does not desire to pursue the patenting or development of the patent; to authorize applications for patents on reported inventions and to retain patent counsel, in association with the Office of Counsel, for matters pertaining to patent applications; and to make recommendations to the President of the University with regard to the prosecution and protection thereof and any litigation that may arise therefrom. The Patent Committee shall also have power to do all things appropriate for the investigation of patent rights and for the exploitation of patent rights by direct exercise, exclusive or nonexclusive licensing, and make recommendations to the President of the University with regard to partial or total assignment or sale thereof. All questions concerning the methods by which the patent shall be commercially exploited shall be decided by the Patent Committee.

3. This patent policy, Appendix G, of the University, shall be deemed to be a condition of employment and contractual obligation, both while employed and thereafter, of every employee, including student employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.

4. Any invention or discovery (1) which is the result of research carried on by or under the direction of an employee of the University and/or having the costs thereof paid from funds provided by, under the control or administered by the University, or (2) which is made by an employee of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facilities belonging to the University, shall be the property of the University. The applicability of the above stated criteria to any invention or discovery will be determined at the sole discretion of the President of the University or his/her designee.

5. As a condition of their employment or their continued employment by or enrollment at the University, each faculty member, employee and student agrees that he/she is contractually bound by this patent policy as implemented by the University and shall

report to the officer or to any non-profit organization so designated by the President of the University to manage and commercialize such inventions and discoveries, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with the University. All inventions and discoveries that meet the criteria of paragraph 4 above are hereby assigned to the University for the benefit of the University Faculty members, employees and students do not have the authority to assign rights in such inventions and discoveries to third parties. The President of the University is authorized to further assign any invention or discovery the University is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the University, which said assignment shall be condition on full compliance with this policy, regulations promulgated hereunder by the Board of Trustees or by the President of the University, and appropriate state and federal law.

6. The Patent Committee shall cause each invention or discovery to be investigated in order to determine the interest of the University and, if the Patent Committee determines that the University has an interest in the invention which it desires to pursue, it shall undertake to obtain a patent on the invention. In determining whether or not the University has an interest in the invention, the Committee shall consider the benefits that might accrue to both the University and the inventor. The Patent Administrator and the Patent Committee are responsible for prompt action for the purpose of protecting the property rights of the inventor and the University.

7. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which the University has no interest in retaining ownership, the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.

8. As further consideration for the assignment of rights set forth herein and recognizing Board of Trustees rule 509, the University agrees to pay annually to the inventor, his heirs and assigns, according to the following distribution:

    (i) Gross Revenue, fees, and other financial returns received by the University from such inventions shall first be reduced by 15% for administrative costs plus additional expenses of patenting, protecting patent rights, and marketing the inventions. (see 509.2.f.); and
    (ii) Net income remaining shall then ordinarily be divided in accordance with the percentages stated below. If special equities exist due to unusual circumstances, a variation of this allocation scheme may be utilized at UAH's discretion.

Net Income Remaining	**UAH Employe**	**Employee's Unit**	**Technology Transfer**

	e		**Fund**
Above $0 - to $5,000	100%	0%	0%
Above $5,000 – to $50,000	60%	20%	20%
Above $50,000	50%	30%	20%

Example: If the Net income remaining to be distributed to the UAH Employee(s) is $60,000, the UAH Employee(s) share will be as follows:

100% of the first $5,000	= $5,000
60% of the amounts between $5,000 to $50,000	= $27,000
50% of the amount over $50,000	= $5,000
Total received by UAH Employee(s)	= $37,000

The Employee's Unit shall be the primary organization (i.e., college, center, or administrative unit) to which he or she is assigned and/or a student at the time the invention was made. Where appropriate, a portion of the income payable to any UAH Employee's Unit may be shared with the UAH Employee's department.

Technology Transfer Fund is managed by the Office for the Vice President of Research and Economic Development for further patent and copyright development, as well as paying for any unreimbursed out-of-pocket patent and copyright expenses incurred by UAH.

9. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendation prior to approval.

10. This statement of policy shall not apply to copyrights except as they may pertain to inventions covered by this policy. A separate copyright policy exists; see Appendix H.

History: Passed FSEC 1st reading 9-14-2017

Faculty Senate Bill No. 412

Faculty Handbook Appendix H

Determination of Rights in Copyrightable Materials at The University of Alabama in Huntsville

Whereas A clear and up-to-date Rights in Copyrightable Materials Policy is important for the dissemination of creative research, and

Whereas A clear-and-up-to-date Copyright Policy is important for faculty, staff, and students to receive proper credit and remuneration, and

Whereas consistency within the University of Alabama system is important so individuals from the three campuses are working within common standards, **Therefore**

Be it resolved that the UAH Faculty Senate support the attached Appendix H, The University of Alabama in Huntsville Determination of Right in Copyrightable Materials,

Be it further resolved that the UAH Faculty Senate approves for inclusion in the Faculty Handbook the attached Appendix H, with that item replacing the prior Appendix H of the Handbook,

Be it further resolved that the acceptance of this policy, Appendix H of the UAH Faculty Handbook, negates the need for a separate UAH Rights in Copyrightable Materials Policy (07.03.02), and said policy is withdrawn.

APPENDIX H: Determination of Rights in Copyrightable Materials at The University of Alabama in Huntsville

The University of Alabama in Huntsville encourages the creation of copyrightable works by its faculty and employees. Such works are an important contribution to the University's pedagogical, scholarly, and public service missions.

A. Ownership of Copyright

1. Except as provided below, faculty and employees of the University who are the authors of copyrightable works shall own the copyrights in those works, regardless of whether those works constitute "works for hire" as defined in the Copyright Act. "Employees" include students who receive salaries, grants, or other compensation from the University.
2. "Copyrightable works" includes, without limitation, computer software, online course materials, multimedia, films and videotapes, in so far as they fall within the subject matter of copyright. To the extent that such works embody patentable inventions, rights

to those inventions shall be determined by The University of Alabama in Huntsville Patent and Patent Income Distribution Policy (*Faculty Handbook*, Appendix G).

B. Exceptions

If the University contributes extraordinary resources to the creation of a copyrightable work, the respective rights of the author and University to that work shall be negotiated at the time such resources are provided. "Extraordinary resources" means facilities, equipment, funding, release or re-assigned time or other assistance exceeding the resources normally provided to faculty or employees in a particular department. It shall be the responsibility of the dean at the time such "extraordinary resources" are provided, to notify the faculty member and negotiate the terms. Those terms may include assignment of copyright, license of rights, or division of royalties.

1. If a copyrightable work is funded, in whole or in part, by a contract or grant from an agency outside the University, copyright shall be assigned in accordance with the terms of the contract or grant.
2. If a copyrightable work is commissioned by the University, meaning that a faculty member or employee receives supplemental compensation from the University to prepare a specific copyrightable work, rights to that work shall be according to terms negotiated at the time of the commission. Those terms may include assignment of copyright, license of rights, or division of royalties.
3. Copyright in "institutional works" shall be owned by the University. An "institutional work" means either (a) a work prepared at the direction of the University for the use of the University in conducting its own affairs (for example, University handbooks, press releases, and software tools); or (b) a work that cannot be reasonable attributed to a single author or group of authors because it is the result of contributions or revisions by numerous faculty members, employees, or students of the University. Textbooks and other course materials prepared by a faculty member shall not be considered "institutional works".
4. Video or online courses shall not be sold, leased, rented or otherwise used by a current University employee in a manner that competes in a substantial way with the offerings of the University, unless the transaction has received the prior approval of the Office for Academic Affairs.
5. When the University assigns one or more faculty members to create electronic course materials, rights to those materials shall be negotiated at the time of such assignment. Negotiations shall include the faculty member(s), the appropriate dean(s) and any employee who will make a significant contribution of ideas or expression to the materials. Terms to be negotiated may include assignment of copyright, license of rights, and division of royalties.
6. Any copyrightable work of potential commercial value shall be disclosed at the earliest practicable time by the author to the author's department chair or immediate administrative supervisor. For those works that are owned by the University or in which the University has an interest, the author shall cooperate with officials of the University and of any organization to whom the University assigns rights to such works in the registering of copyrights as well as in licensing the works.

C. Administration

1. Except as otherwise set forth, the administration of these policies shall be the responsibility of the Office for Academic Affairs.
2. The Intellectual Property Rights Committee shall be a standing committee composed of 6 members, equally apportioned between faculty (chosen by the Faculty Senate) and administration (appointed by the president or his/her designee). The committee shall:
    a. Serve as a forum for discussion of University copyright policy, and
    b. Mediate any disputes over intellectual property rights that may arise.

History: Passed First Reading, Sept. 14, 2017

Senate Bill 413: Reply on and Revision of Signature Approval Policy

WHEREAS the Faculty Senate, to achieve consensus on the proposal for Policy 02.01.64, Signature Authority and Approval Process Policy for the Division of Academic Affairs, involved a compromise in which the dollar limit at which the policy applied was $5000, and

WHEREAS the (June 29, 2017) Administration Response to the Senate's action rejected the Senate's compromise position of $5000, adopting instead a limit of $1000, and

WHEREAS the Administration Response argued the reason for the $5000 limit was that non-capital equipment items costing $1000 or more were documented and inventoried, and

WHEREAS the Administration Response agreed with the Senate's analysis that capital equipment was only documented and inventoried if it cost $5000 or more, and

WHEREAS Policy 02.01.64 should match the Business Services Policy and Procedures Manual,

THEREFORE BE IT RESOLVED that the Faculty Senate asks that the $1000 limit in Policy 02.01.64 be applicable only to non-capital equipment purchases, and

BE IT FURTHER RESOLVED that the Faculty asks that $5000 limits be set in Policy 02.01.64 for all other expenditures, and

BE IT FURTHER RESOLVED that, upon passage of this bill, that the Faculty Senate President and President-Elect publish this bill upon the official records of the Faculty Senate, and

BE IT FURTHER RESOLVED that, upon passage of this bill, that the Administration make all necessary changes to implement the bill's intent, ideally by simply replacing each instance related to $1000 in the policy to an indication of $1000 or above for non-capital equipment and $5000 for everything else, with the revised policy routed back to Senate for reconsideration (as all potential policy revisions are routed).

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

NEPOTISM POLICY

Number 02.01.55

Division Academic Affairs and Human Resources

Date January 2016

Purpose To define clearly The University of Alabama in Huntsville policy regarding the employment, evaluation, and educational experiences of family members of employees.

Policy The Board of Trustees of The University of Alabama, Rule 106 states that, "No appointing authority shall employ or appoint a person related to him or her within the fourth degree of affinity or consanguinity to any job or position within the University" without identifying the potential conflict of interest to appropriate officials. The University of Alabama in Huntsville permits the employment and education of family members of employees as long as such activities do not, in the judgement of the University, create actual or perceived conflicts of interest. For purposes of this policy, "family member" is defined as one's spouse or domestic partner, parents, grandparents, children, grandchildren, brothers, sisters, or corresponding in-law or "step" relationships, as well as any other members of one's household. Whenever a potential real or perceived conflict of interest exists or arises, the employee must notify her or his supervisor so that appropriate actions can be taken to mitigate the conflict.

Procedure **Regarding Employment and/or Supervision of Family Members**

The University permits the employment of qualified family members of existing employees in accordance with the following guidelines:

- Family members are permitted to work in the same University department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee can report in " the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Family members may have no influence over the wages, hours, benefits, career progress, or other terms and conditions of the other related staff members.

- Employees who marry while employed or who become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the University, a real or perceived conflict arises as a result of the relationship, the supervisor will work with the employees to develop appropriate safeguards to eliminate the conflict of interest.

Regarding Evaluation and Educational Experiences of Family Members

To avoid the appearance of favoritism that may result when students engage in formal educational experiences with family members and to ensure that students are treated fairly, certain procedures must be followed. Faculty members are required to report potential real or perceived conflicts of interest to their supervisor.

Credit-bearing classes: Faculty may not teach family members in their classes.

Teaching assistants: Students are not permitted to serve as a teaching assistant (TA) for a faculty family member's course. Students may not serve as a TA for classes in which a family member is a student.

Research: Faculty and research staff are not permitted to supervise directly or indirectly research conducted by a student family member. This restriction includes serving on the student's thesis or dissertation committee.

Formal evaluations: Faculty or staff may not be involved in any formal evaluation of a family member. This includes but is not limited to: admissions; progress evaluations; honors or thesis committees; selection of the student for any departmental, college or university awards.
A faculty member or other institutional official must recuse himself/herself from any discussion or vote relating to a matter where there is a potential for or the existence or appearance of a conflict of interest and will state publicly that there is a personal conflict.

Any exceptions to this policy must be approved by the cognizant vice president and the president of the University.

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

Approval

_____

Chief University Counsel

_____

Senior Vice President for Business and Finance

_____

Provost and Executive Vice President for Academic Affairs

APPROVED:

_____

President

History: Passed First Reading, Sept. 14, 2017

Senate Bill 413: Reply on and Revision of Signature Approval Policy

WHEREAS the Faculty Senate, to achieve consensus on the proposal for Policy 02.01.64, Signature Authority and Approval Process Policy for the Division of Academic Affairs, involved a compromise in which the dollar limit at which the policy applied was $5000, and

WHEREAS the (June 29, 2017) Administration Response to the Senate's action rejected the Senate's compromise position of $5000, adopting instead a limit of $1000, and

WHEREAS the Administration Response argued the reason for the $5000 limit was that non-capital equipment items costing $1000 or more were documented and inventoried, and

WHEREAS the Administration Response agreed with the Senate's analysis that capital equipment was only documented and inventoried if it cost $5000 or more, and

WHEREAS Policy 02.01.64 should match the Business Services Policy and Procedures Manual,

THEREFORE BE IT RESOLVED that the Faculty Senate asks that the $1000 limit in Policy 02.01.64 be applicable only to non-capital equipment purchases, and

BE IT FURTHER RESOLVED that the Faculty asks that $5000 limits be set in Policy 02.01.64 for all other expenditures, and

BE IT FURTHER RESOLVED that, upon passage of this bill, that the Faculty Senate President and President-Elect publish this bill upon the official records of the Faculty Senate, and

BE IT FURTHER RESOLVED that, upon passage of this bill, that the Administration make all necessary changes to implement the bill's intent, ideally by simply replacing each instance related to $1000 in the policy to an indication of $1000 or above for non-capital equipment and $5000 for everything else, with the revised policy routed back to Senate for reconsideration (as all potential policy revisions are routed).

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CAMPUS BICYCLE USE POLICY

–DRAFT–

Number 06.07.XX

Division Police Department

Date

Purpose To regulate the use of bicycles, which, as defined here, includes all pedal driven, human powered vehicles, on the UAH campus in order to:

- enhance pedestrian and rider safety on campus, with heightened emphasis during peak motor vehicle and pedestrian traffic periods;
- provide for the safe and free ingress/egress to and from University buildings and facilities;
- provide for accountability of bicycles located on campus
- reduce the number of bicycle theft reports and vandalism losses;
- eliminate the number of unserviceable bicycles abandoned on campus;
- establish and publish written guidelines and regulations to facilitate the safe movement of bicycle traffic on campus.

Policy This policy applies to all University employees, students, and visitors who ride, park or store any bicycle or other pedal driven, human powered vehicles on the campus of The University of Alabama in Huntsville.

Registration of Bicycles Required

Persons having a bicycle on campus must register it and affix to it a permit issued by the UAH Parking Management Office. There is no fee associated with registration of a bicycle. Through registration, UAH will have an efficient process to establish the ownership of a bicycle that is improperly parked or abandoned. In the event a bicycle is stolen and later recovered by law enforcement, registration makes it easier for the Police to prosecute the thief and return the bike it to its rightful owner.

By registering a bicycle, the owner also acknowledges that he/she has read and understands the University's Campus Bicycle Use Policy and agrees to abide by the rules and regulations set forth herein, including

applicable Alabama laws addressing Bicycle Safety: Alabama Code 32-5A-260 through Section 32-5A-266, and 32-5A-280 through 286. (http://law.justia.com/codes/alabama/2009/Title32/Chapter5A/Chapter5A.html).

Such laws generally entitle cyclists to the rights of vehicle drivers, but also require cyclists to comply with the duties of vehicle drivers. Cyclists are also acknowledging that they must use bicycle paths, when available. State law also requires riders under sixteen to use helmets and the use of restraints for children under 40 pounds. Violations may be enforced by law enforcement officers, according to the code.

Bicycle Registration

- Students and employees should log in to their myUAH account and select the link Parking Management under Campus Services.

- Permits are not transferable. In the event of the sale of a bicycle, or transfer of ownership, the new owner must register it in his/her name and a new permit will be issued. The permit period is identical with that of the university motor vehicle registration period--expiring on August 31 of each year--and the bicycle must be re-registered by that time.

Safe Operation of Bicycles

As a cyclist on campus, all provisions of the State of Alabama Motor Vehicle Code and the rules and regulations of UAH apply. Bicycle riders must obey the rules of the road as would the operator of a motor vehicle, i.e., cyclists must stop at stop signs, travel in the correct lane, and yield to pedestrians who have entered a cross-walk. Failure to do so may result in issuance of a citation.

Cyclists must remain on marked bicycle paths or on the streets operating on the far right side or the right lane. Cyclists who find themselves sharing a sidewalk with pedestrians should dismount and walk their bicycles until clear of congested areas.

Operation of a bicycle in an unreasonable manner as to be considered reckless conduct or that may cause injury to another person or damage to property could be cause for the offending cyclist to be subjected to criminal penalty as well as civilly liable for damages as a result of any negligence.

Parking and Securing of Bicycles

In order to decrease the opportunity for theft and reduce the hazards caused by bicycles that are improperly affixed to stair rails, light poles, street signs, trees, etc., the University has strategically placed structurally sound bicycle parking racks at convenient locations around the campus.

Bicycles must be secured to a bicycle rack each time they are left unattended on campus for any period of time. Bicycles left unattended that block a stairway, sidewalk, pedestrian pathway, door entrance/exit or inside a building hallway or common area are in violation of this policy and the owner is subject to a citation as well as removal and impoundment at the owner's expense. (see Impoundment Procedures)

To protect a bicycle against theft, it should be locked to a bicycle rack. Locking devices and methods may vary, but a steel core, U-shaped type of bicycle lock is the recommended type of locking device. A bicycle should not be secured in a manner that can allow it to be disassembled and removed. For example, lock the bicycle to a bicycle rack using the frame of the bike and not a wheel or handlebar.

Enforcement

The Parking Management Enforcement Staff are charged with enforcement of University parking regulations only. These individuals are also authorized to remove bicycles that are parked and/or secured in an inappropriate manner and/or at a location that creates a safety hazard. They may also remove any bicycle that appears to be unserviceable or abandoned after proper notice is given (see Damaged and Abandoned Bicycles). Violations of state law regulating motor vehicles will be addressed by law enforcement officers. Moving violations such as running a "red" light or failing to yield to a pedestrian in a crosswalk may subject the cyclist to a moving citation, which is normally adjudicated in the municipal or state court. In some circumstances where a student habitual violator is identified, a referral to the Dean of Students may subject the accused person to disciplinary action through the Student Code of Conduct.

Damaged and Abandoned Bicycles

Any bicycle observed with significant damage, whether locked or not locked to a secure bicycle rack that would reasonably be considered unsafe to operate or abandoned due to the length of time it has remained in its same condition and location may be removed and placed in the Impoundment Area. There is no fine, penalty or charge resulting from this action, and it should be understood that the action may be taken to protect

the registered owner's property from theft or vandalism. It will also clear space in the affected bicycle racks for registered, serviceable bicycles to be parked.

Typically, an unserviceable bicycle that remains in the same location for at least thirty days will be tagged by Parking Enforcement. Attempts will be made to contact the registered owner. The tag will serve as notice to the owner that the University intends to remove the bicycle after thirty additional days have expired. A removed bicycle will be placed into the Impoundment Area and maintained there for six months. After the six month period of time has expired, the bicycle may be sold or used for official University business, i.e., parks, recreation, etc.

Impoundment Procedures

Once the decision is made to impound a bicycle, a lock, chains or other devices used to secure the bicycle will be forcibly removed. Any resulting damage to the bicycle or locking mechanisms is not the responsibility of UAH or the UAH Police Department. The bicycle will be transported and placed in the Impoundment Area.

An unregistered impounded bicycle will be released upon proof of ownership and payment of a $5.00 impoundment fee.

Waiver of Liability

UAH assumes no responsibility for the loss, damage, theft, care or protection of any bicycle or attached accessory, including locking devices or contents, at any time. Individuals who bring a bicycle onto the campus assume all risks of loss of or damage to the bicycle. All persons on campus should be reasonably aware of his/her own safety, whether as a pedestrian, cyclist, or vehicle operator.

Review

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

Approval

_____ _____
Chief University Counsel Date

_____ _____
Senior Vice President for Administration and Finance Date

_____ _____
Vice President for Student Affairs Date

APPROVED:

_____ _____
President Date