

FACULTY SENATE

Special Session

MEETING #568 AGENDA

NUR 205A

Tuesday August 16th, 2016
12:30 PM to 2:00 PM

Call to Order

- 1. Approve Faculty Senate Meeting #567 Minutes from April 28th, 2016**
- 2. Administration Reports**
 - **Brett Johnson, High Education Partnership**
- 3. Officer and Committee Reports**
 - **Bill 389 (Third reading)**
 - **Bill 390 (second reading)**
 - **Bill 391 (second reading)**
 - **Bill 392 (second reading)**
 - **Lecturer Policy**
- 4. Miscellaneous/Additional business**
 - **Transfer of power : New Senate officers**
 - **Election of committee chairs for AY 2016/2017**

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 #567

April 28, 2016

12:30 P.M. in NUR 205A

Present: *Wai Mok, John Schnell, Eric Fong, David Stewart, Diana Bell, Irena Buksa, Christine Sears, Kyle Knight, Michael Banish, Earl Wells, James Swain, Ken Zuo, Mark Lin, Cheryl Emich, Lenora Smith, Udaysankar Nair, Luciano Matzkin, Tim Newman, Grant Zhang, Ming Sun, Vladimir Florinski, Kader Frendi, Carolyn Sanders*

Absent with proxy: *Tim Landry, Jeremy Fischer, Anne Marie Choup, Richard Fork, Babak Shotorban, Ann Bianchi, Azita Amiri, Marlana Primeau, Larry Carey, Debra Moriarity*

Absent without proxy: *Xuejing Xing, Xiaotong Li, Joe Conway, Eric Seeman, Ying-Cheng Lin, Casey Norris, Monica Beck, John Shriver, Jeff Weimer, Peter Slater, Monica Dillihunt*

Guests: *Provost Christine Curtis*

- Faculty Senate President Kader Frendi called the meeting to order at 12:35 pm.
- Dr. Frendi motions to table Hoverboard Policy. Tim Newman moves to table. James Swain seconds. Ayes Carry.
- Approval of Faculty Senate Meeting #566 Minutes from March 31, 2016. Michael Banish **motions to approve** Minutes 566. Tim Newman seconds the motion. Ayes carry the motion. No oppositions. *Motion to approve Faculty Senate Minutes 566 passes.*
- FSEC Report from April 21, 2016. Michael Banish **moves to accept**. Ramon Cerro seconds the motion. Ayes carry the motion. No oppositions. *Motion to accept Faculty Senate Executive Committee Report April 21, 2016 passes.*
- **Administrative Reports**
 - Tim Newman – I have had comments on two issues from my department. One is on student instructor evaluations. We are seeing lower rate of participation on those. Second issue is they are not closing before final exams. Last semester my participation rate was higher in January.
 - Provost – The spring they are scheduled to close the 22nd at 11:59 pm.

- Tim – The faculty thinks we need to do something about the low participation rate and the comments are coming from students that are really after us.
- Provost – First, the Friday before the 22nd of April the SIE’s were moved. Training has been completed through the company that works the reports. I suggest we have a committee on the SIE’s or ask for volunteers to work with us and ensure we are responding appropriately to the faculty. We have had several concerns. The schedule is now issuing the reports after the finals are over. We need input from everyone on ways to increase participation and that is what is needed for the faculty.
- Ramon – Is there a way to tie receiving their final grade based on completion of the survey?
- Provost – We don’t make it mandatory.
- Ramon – Why is a quick, biased report better than something that would take longer to receive?
- Provost – Hopefully we can figure out a way to make the report more appealing to the students to participate in.
- Diane – Research demonstrates that women and minorities evaluation tend to be lower, so there is a built in biased for that reason. The second thing is I had a student ask if they would receive extra credit for completing the evaluation. I said no. I later discovered that another Professor was doing this. So what do we do?
- Provost – I think that is a personal decision.
- Diane – I think it should be a university decision.
- Provost – That can be addressed to the committee this fall.
- Eric Fong – We need to make sure that the closing date works for late night courses.
- Provost - This will have to be tailored for each class. This needs to be remembered in the fall discussion.
- Tim Newman – Next, there is a lot of issues with the digital measures product. They stated it was tedious and had to research what the boxes were asking and had to dig. So many faculty members were very agitated. Once the report was done, we had to hand correct it.
- Provost - Why did we do it? For those that were here when it first came about, the good news is the contract is over next year. I have no intention to renew it. The question would be what to do in the meantime. Maybe can it and just pay the remaining balance. I know we did this to compile the activities of the university. That was the purpose as far as I know. Is that important to us? If it is, we will have to find another option to complete this. I have to commend the faculty for their patience in completing it. I do understand and this fall we will discuss this. We need to put together a selection committee to find something and do a pilot test.

➤ **Officer and Committee Reports**

- Kader Frendi , President
 - I want to take this opportunity to thank you for showing up and being supportive this whole year. I spoke about you all to the BOT and how well you all support the senate. I have enjoyed this time working with each of you. I am very proud of you.
 - Mike Banish presents plaque to Dr. Frendi in honor of his time as President for the Faculty Senate.
- Jim Swain , Governance and Operations Committee Co-Chair

- Kader Frendi – Do I have a motion to adopt this policy? Michael Banish motions. Ramon Cerro seconds. Any input from the senate?
- Diana - When it says return to work/school it says there should be documentation from attending health care physician or health dept. Would the faculty clinic suffice for this?
- Member – We could add qualified health care provider.
- Michael Banish – We say health department for Huntsville/Madison County or attending health care physician.
- Provost – We say Huntsville/Madison County, is it necessary to be that department? Can they not use their hometown?
- Member – If we add qualified health care provider, we could take out health department.
- Michael – This will be accepted as a friendly amendment.
- Kader Frendi – Any more comments? We will add the amendment. All in favor with policy in front of you with amendment? All in favor. No oppositions.
- Bill 389 Chapter 4 Handbook
 - This is the second reading for the bill.
 - Tim Newman – In chapter 4, the changes from what the senate has forwarded are cosmetic. We have done some updating in position titles, position descriptions, and unit titles. We do have two colleges now that need to be added. There is a slightly revised statement about the expectations for the chairs and deans. It wasn't a big difference. In section 4.4, there is an elaboration on process of establishment of a department. We added that the faculty will be consulted in this process. There will be a review cycle that every unit will go through. We added that decision is based essentially on education decisions and financial reasons. There is also a provision if the decision is made to close a unit there is a repeal process. Under additional considerations, there is more material. This states as to what happens if units go away. This goes with sister institutions. The attempt will be made to place faculty members at another institution. Hopefully this will make it clear to everyone here and those coming.
 - Ramon Cerro – We took out the reference to guidelines. I think what comes from 4.4 is explicitly what is in the guidelines.
 - Tim – At the end of this is where the ombudsperson position is listed.
 - James – This position will replace the faculty senate ombudsperson. We are in the process of revising the bylaws.
 - Provost – Wouldn't that be up to the senate to decide?
 - Kader Frendi – Yes, it will be the senate's decision.
 - Michael Banish – I move to accept Bill 389. James Swain seconds. Any more discussion/input?
 - Member – Yes, that is the problem. I don't know if everyone has read all of these. I have not. Unlike the senators in Washington, I want to know what this states.
 - Diana – Friendly amendment, there are inconsistencies in grammar. I am happy to do some additional proofreading to correct these issues. It is basically just simple corrections. I am happy to do the work.
 - Ramon – This is second reading?
 - Kader – Yes.
 - Ramon – Will there be a third?

- Frendi – Yes, if the second passes.
- James – How long do you anticipate it would take? A month from now or in the fall?
- Kader – It was a small suggestion to make it quick. We can push it to summer or early fall.
- Mark – Additional considerations – On the last sentence, if no petition is available. I wonder why?
- Tim – I think it should say, there are some positions that are without other training. You may serve in a unit that your degree is in another unit. It covers someone that doesn't need retraining.
- Mark – The way I read it is the opportunity for training opens with/without job opportunity.
- Tim – I think legally this implies if training could allow someone to serve in a new position, training will be provided.
- Diana – With the retraining, the faculty member would be able to teach any course that relates to his/her prior work and have it move departments.
- Kader – Any more comments? There was one objection so the bill will not pass second reading. All in favor of the bill as it stands. 25 in favor. 2 oppose. 1 abstains. Bill will move to third reading.
- Bill 390 Chapter 5 Handbook
 - James – Motions to suspend rules to move to librarian/lecturer policy since the handbook bills will be moved to third reading. Diana seconds. Aye carry.
- Librarian/Lecturer Policy
 - Kader Frendi - We received this policy about a year ago. It had all the positions listed in the policy. The argument was we had a handbook why duplicate it into a policy. Provost agreed to take out the positions that needed to receive approval. I have been receiving calls asking about the librarians/lecturers. What you have in this policy is just a shortening of the original policy. We should just always refer to the handbook. The ladders are listed within the librarians and lecturers. We change the name of some titles that would help distinguish between different positions. The policy passed the FSEC. This is not a hiring policy. We are trying to cover those that exist and are on campus now. We use lecturers in my department and help relieve the load.
 - Michael Banish – If you take English as the example, because of the nature of UAH and the student body, we are way out of whack in the student population. I think English is going to teach 50 plus sections in the fall plus honors. They are limited to a class size by guidelines. They have had several lecturers work for them that have never seen recognition. This isn't to replace tenure-track positions, but recognize the ones that are here.
 - Ramon Cerro – Can I show a graph that shows relates to this?
 - Kader Frendi – Do I have a motion to accept policy as it is. Michael Banish moves. Joseph Taylor seconds.
 - Ramon Cerro – This graph shows four decades on the teaching positions of the university. The full time tenure tracked has decreased in 40 years. The university has gotten bigger but faculty has decreased. The change is with tenure-tracked. The young faculty to become tenured has decreased by 50%. People that are in the pipeline to become tenure are smaller than ever. In number of years, that will

continue to decline. The number of part-time and lecturers has increased by 50%. This policy is presented to help lecturers that have an unstable position, but we are really pushing an unfair system of two classes. We have so many comments from part-timers that it is degrading to have to wait to see if they have work. The reason why it is happening goes back to the Governor of Wisconsin. The tenured-track positions disappeared and could hire lecturers at a lower cost. I will accept policy that the lecturers/part-timers have a right to be heard before dismissed, not just because of contract. Tenure isn't something you have and enjoy for life; it is just saying you can't be dismissed without due process. I ask that part-timers be given the same respect.

- Diana – I am concerned about the word Master. I am concerned about the history of that word. I have looked it up and the dictionary definition indicates it has a negative cogitation. If you say senior, I am concerned about the use of master.
- Member – Can you use a more common name?
- Tim – I think this policy would move the university in a negative way. I think of a lecturer as someone who is here for a time, not a permanent basis. I think that has been our traditional understanding of this position. I think by this policy we are institutionalizing lecturers to be here for a long time. This policy is set up to give a lecturer a career path. Looking at the graph it's alarming to me of what is going on. Lecturers speak without the benefit of tenure. We grossly underpay these people and it is obscene in my view. We need to remedy this situation, not what this policy wants to do. I vote against this. I hope it is revoked and comes back just for librarians.
- James – I understand Tim sentiments. The one concern I raise is the proposal that you are making. We are going to have lecturers here and it should include them. I certainly appreciate the insight on setting up a ladder for these people. They have no voice if they should be terminated. Their underpaying goes along with our stipend amounts to our graduate students. I suggest it should contain something about lecturers so they can voice back in an appeal process. It should recognize the thrust of a dept that it shouldn't continue taking in lecturers versus associate professors.
- Member – I see another problem with senior and master lecturer. If you take lecturers who are already overloaded and add to their plate that is a mistake.
- Diana – Is it possible to break this up because I know the librarians needs this and deal with the lecturers separately?
- Provost – Librarians have two positions. There are some that are lecturers. The senate can choose to respond to the proposal and give recommendations back.
- Member – I would like to disagree with the statement that tenure only gives the protection of dismissal.
- Kader – I am against hiring more lecturers. I have made that clear. I have lost lecturers to Research Park because this is a dead-end job. They have nothing to look forward to here. When I look at this as a Chair that is where I see the balance. The graph is frightening to see the number going down of tenured.
- Ramon – This is not an attack on lecturers. My point is not to get rid of lecturers.
- Joseph – I agree with Ramon. My concern is for my lecturers on the ground today. It would be nice to give them something that is winning teaching awards and

advancement. The due process is important, they can't be dismissed. This policy refers to the handbook about reappointment process.

- Ramon – What prevents your department from giving a contract? We are agreeing on a policy that will stand for many years. We are suggesting let's have this policy ready when it's ready. What prevents you hiring them again?
 - Joseph – It isn't an issue of hiring. It's just they have been here for 10 years with no recognition.
 - Michael Banish – Right now there is no senior lecturer. There is no promotion for them right now.
 - Tim – I think that there is a need for librarians. I think having three lecturer positions is an issue. This is a twelve year process with no permanence. I propose it go back to personnel committee and it be separated into two policies. They bring forward another policy with only lecturer with just two for only five years and add due process/protection for both librarians/lecturers. That is my motion. Ramon seconds.
 - Tim – We have the faculty handbook. Will this go into the handbook or will it be separate?
 - Provost – That was my thought. The reason it came forward was because of the length of time it takes to go through all the chapters. In response to the librarians/lecturers, this was it. The recommendation by Tim could be sent back to me with a strong recommendation that it be changed. My responsibility would be to change it and send it back. I wouldn't ignore what was said. As soon as Chapter 7 was ready it would fold in and the policy would disappear. It belongs there. The original idea that started when I came was provide something in the meantime.
 - Kader Frendi – All in favor of motion by Tim. 27 for. 2 against. 2 abstain. The decision is to send back to personnel committee.
 - Banish – I motion to suspend rules. Tim seconds. Aye carry.
- Bill 388 SGA Plus/Minus Grading
 - Ramon Cerro – The first statement is important.
 - Kader – My concern is the students have looked into this.
 - Ramon – From the statements, the students want a difference in an A and A plus. It could mean that an A is no longer a 4.0. I honestly think it is unfair. We have a generation with 4.0, then another with 4.3. The biggest issue is I am not 100% that SGA has factored everything. By survey, 53% want to stay.
 - Michael Banish – This came from students that have been applying to professional school and say they graduated with 4.0, but they say no that is 3.8. This bill has come forward because the beginning year I was approached by faculty because they wanted to use plus/minus grading. There was some faculty support. I said that the students do have a bill coming forward. Right now on banner we have a chance to put plus/minus. Some do this and some don't. We could choose to get rid of that on banner, or we could choose to give them an actual numerical value.
 - Diana – We could still use prior grades, but they could see the actual grade.
 - Michael Banish – They want to get rid of an A minus that will hinder their A minus.
 - Tim – I think we considered this 15 years ago at UAH. I have understood that if the student goes to professional school and doesn't get in. I don't see the benefit to

them. The second thing is they go to medical school with 4.0 but it goes to 3.8. Others could go to biology, and we recalculated their 4.0 to 3.8 and that hurts them. I haven't understood the argument.

- Provost – The student said that when he was a freshman he didn't understand the A minus.
- Banish – The other point to the full range scale.
- Tim – Can you pull up the last page of what I brought? I think we risk disadvantaging students with higher grades. We could potentially hurt some students that are reliant on financial help. I am thinking about this mostly about undergraduate. I could get to some current students close to graduation. Most are 3.0, but if we do the plus/minus, they go to 2.91 cant graduate. Then another has 3.0, and then has 2.96. I think we need to go to the registrar to evaluate how many students this would affect positively and negatively.
- Kader Frendi moves to extend meeting. Diana motions. Ramon seconds. Ayes carry.
- Carolyn – I don't know that I am strong for it or against it. I am more torn that if can be upon the professors decision. To me that seems unfair.
- Joseph – I agree with Carolyn. It doesn't change the fundamental problems. The bill allows people to choose and it's confusing. I would rather we do one thing all together.
- Kader Frendi – I had the same situation in engineering. We have the C or better for prerequisite. That will affect this across campus.
- Eric – I agree with Tim's view. We have to look at the whole context as to what the university is trying to accomplish. The ultimate goal is graduation rates. If we have border line students, we can send a message by giving a C, but a C minus would keep them from graduating.
- Diana – You can send that message prior with grades given out in class so that we have the both of best worlds.
- Member – I like the plus/minus grading. I use it with my students. What happens if you have an 88.9 or 89.1? What do I do in this situation? I look at the student and evaluate.
- Jeff – We need to be consistent, but I think it will hurt the students more than they think or confuse everyone. I think we should really think about this.
- Member – Any GPA that is calculated will be grandfathered?
- Kader Frendi – Yes.
- Mark – The problem now is other universities want to see it their way.
- Member – The current system is more beneficial to students. If we change to plus/minus, they get the grade regardless. We have a lot average students in my department; we will probably have to change the 3.0 graduation.
- Kader Frendi – Do I hear a motion to move to undergraduate scholastic. Tim motion. Mark second. 26 for. 0 oppose. 0 abstain. Bill goes back to undergraduate scholastic affairs.

Faculty Senate Meeting #567 lost quorum.
April 28, 2016 2:05 p.m.

CHAPTER 4.

4. ORGANIZATION OF ACADEMIC AFFAIRS

4.1. Introduction

The Provost and Executive Vice -President for Academic Affairs is the chief academic officer of the university. ~~The Provost holds a tenured professorship appointment.~~ Reporting to the Provost are the Associate Provosts ~~for Undergraduate Studies~~, the Deans of the Colleges ~~and the Dean of Professional and Continuing Studies~~, the Dean of Graduate Studies, and ~~the~~ Chief Information Officer (CIO). Academic Directors reporting to the Provost include the Directors of Institutional Research and Assessment, Library, ~~Disability Services, Testing Services, Professional and Continuing Studies, and~~ Office of International Engagement, and the Registrar. ~~The processes for selection, appointment, and reassignment~~~~pointment of Deans are given in Appendix A and those for the CIO and Directors are given in Appendix B.~~

4.2. Academic Colleges

Within Academic Affairs, there are six degree granting colleges: ~~College of Business Administration, Education, Engineering, Liberal Arts, , Humanities, and Social Sciences, Nursing, and Science.~~ Also within Academic Affairs are the Honors College, the School of Graduate Studies, and the Library. ~~All Colleges, except the College of Nursing and the Honors College, The Colleges of Education; Engineering; Arts, Humanities, and Social Sciences; and Science~~ have departments headed by chairs who report to the dean. ~~The College of Nursing has two associate deans who direct the undergraduate and graduate programs, respectively, and who report to their dean. Each academic college that is~~ ~~The six~~ degree granting colleges administers courses of instruction leading to the baccalaureate degree and furnishes courses of instruction and faculty in support of graduate degrees administered by the School of Graduate Studies. Academic Departments serve the dual functions of administering courses of instruction leading to degrees and of ~~administering-leading~~ faculty, students, and staff.

4.3. Responsibilities and Duties of a Dean

An academic dean is the chief administrative and academic officer of a college. He or she functions under the supervision ~~and serves at the pleasure (at will)~~ of the Provost ~~and needs to have a suitable working relationship with the Provost.~~ The appointment may potentially be up to five years and is subject to reassignment at any time by the Provost with the concurrence of the President, ~~after consultation with the faculty of the college.~~ Deans ~~and sits sit~~ on the Provost's academic council. A dean holds a tenured faculty appointment in an academic department.

A dean is responsible for strategic planning for the college, for the administration of college operations, and for leadership of the college and its faculty, staff and students. The dean is the chief academic and operating officer of the college and has overall responsibility for

instructional, research, and service programs; college student services and academic advising; faculty and staff personnel procedures; and budgetary matters. However, as responsibility for program policies, procedures, and curricula; grading standards; instructional delivery style; and other academic freedom-related areas rests with faculty of the programs, the dean cannot override traditional prerogatives of the faculty. Information concerning the specific responsibilities and duties of a dean as chief operating officer is available in the Office of the Provost.

A dean communicates to faculty and students in the college, university colleagues, alumni, the community, and the disciplines or professions. The dean provides leadership to his/her college faculty and staff in the development, operation, and improvement of academic and research programs; ~~developing-develops~~ and ~~recommending-recommends~~ to the Provost budgets for departments, programs and academic support areas; provides comprehensive programs of academic advising that involve the faculty and academic advisors and supports the university's student recruitment and retention programs; makes recommendations to the Provost for appointments, promotions, tenure, sabbaticals, and terms of employment for faculty and staff within the college; and reviews and recommends actions on faculty leaves and faculty exchanges to the Provost. ~~For procedures-~~The procedures on selection, appointment, evaluation and reassignment of a dean ~~are given in-~~see the relevant a Appendix A.

~~A~~Assistant or associate deans are appointed by ~~and serve at the pleasure of the~~ the ~~DD~~ dean after consulting with the Provost and the faculty of the affected college. The appointment may potentially be up to five years and is subject to reassignment at any time by the Dean. ~~Assistant or associate deans serve at the pleasure (at will) of the DdDean.~~ Normally the appointment of an assistant or associate dean occurs as the result of an internal search; however, external searches may be conducted with the approval of the Provost. Assistant and ~~/or~~ associate deans assist the ~~D~~ dean with planning, budget development, personnel matters, student and faculty recruitment and retention, program administration, development, and evaluation, academic advising, and supervision of support functions. An assistant or ~~/~~associate dean ~~normally~~ holds an academic appointment in the college in which he or she serves. ~~See the relevant a~~ Appendix A ~~for-describes the~~ procedures on evaluation of assistant ~~or-and~~ associate deans.

4.4. Establishment, Review, and Dissolution of a Department or College

A department may be formed only within a college. The department is both an academic unit and an administrative unit of the college. A department has a sufficient number of faculty to be a viable organizational unit and typically offers at least one major or program for an undergraduate or graduate degree. If a new department or college is formed, or if a unit is merged, tenured faculty members transferring to the new or merged department or college may will have their tenure transferred, ~~if appropriate, by decision of the provost.~~

The performance and relevance of a department are reviewed at least every ten years or in conjunction with a department's professional accreditation review cycle, according to the program review description in Section 4.8. Findings and recommendations of review committees are submitted to the Provost. After consultation with the faculty, Department Chair, and Dean,

and agreement with the President, the Provost may recommend that a department be continued. Based essentially on educational considerations arising from the review, or for financial exigency reasons, the Provost may decide to ~~reorganize, reorganize, merge,~~ or discontinue a program, department or college. Examples of educational considerations include program viability, the need to avoid duplication, ~~to effect economies in management,~~ or to strengthen related programs and does not include cyclical or temporary variations in enrollment. When the Provost with the concurrence of the President decides to ~~reorganize, merge,~~ or discontinue a program, department, or college, the Provost will seek the advice of administrators and faculty within the university, including the Faculty Senate and the appropriate faculty committee(s). The Provost will ensure that the faculty and staff who might be affected by the ~~reorganization, reorganization,~~ merger, or discontinuance of programs are consulted before a final decision is announced. The decision will consider the needs of the current students and will provide every opportunity for the students currently enrolled in that program to graduate or transfer to another major with the intent not to slow their progress toward graduation and not to harm the students in any way. When the Provost announces a decision, the faculty of the program, department, or college affected by the decision have the option to file an appeal of the decision to the President within 30 days (expanded to 60 days for decisions made ~~near~~ within 30 days of the end of spring semester or during summer). When the appeals period ends, if a final decision is reached to dissolve, ~~or~~ merge, ~~or reorganize~~ the program, department, or college, a proposal will be forwarded to the Board of Trustees for review and approval.

Additional Considerations

The University shall make every reasonable effort to provide other suitable positions for tenured faculty members whose appointments in their present program are lost due to a decision to ~~reorganize, merge,~~ or discontinue a unit, with transferal of tenure, as noted above, for faculty transferred to other academic units. Probationary, clinical, research faculty members and other faculty on annual or multi-year appointments, whose appointments are lost due to a decision to ~~reorganize, merge,~~ or discontinue a unit, may have their appointments terminated with appropriate notification. If placement in another position at the University for a tenured faculty member would be facilitated by a reasonable period of training, financial and other essential support for such training will be offered. If no position is available within the University, with or without reasonable retraining, the tenured faculty member's appointment may be terminated. Notice of termination to faculty members will be provided consistent with policies published in the Faculty Handbook.

If the University is unable to provide suitable employment for a tenured faculty member who is displaced by the ~~reorganization, merger,~~ or discontinuance of academic units, the University shall provide at least one year of notice or at least one academic year of severance pay. In determining the date of severance and the amount of severance pay, the University will consider the faculty member's service to the University and will be mindful of the interests of the faculty members who are approaching eligibility for vesture in the retirement system or eligibility for retirement.

Any tenured faculty member whose appointment is terminated because of ~~reorganization,~~ merger, or discontinuance of a unit, or who believes changes in his/her assignments are tantamount to termination of appointment, and who questions whether the University followed the policy described in this document, is entitled to appeal to the Faculty Appeals Committee. This Committee shall function as a hearing committee and report its findings and recommendations to the President and to the faculty member involved. The hearing will be limited to questions as to whether the University has followed policy described in this document; the decision to ~~reorganize,~~ merge or discontinue the unit shall not be at issue. The hearing need not conform in all respects to a formal proceedings; however, it shall provide the essentials of an on-the-record adjudicative hearing. Upon receiving the recommendations of the committee, the President will make a decision regarding the appointment of the faculty member. The decision of the President shall be final.

4.5. Responsibilities and Duties of a Department Chair

A department chair provides academic and administrative leadership for the department. He/ or she ~~represents the department faculty, maintains a suitable working relationship with the dean, and~~ is accountable to ~~and serves at the pleasure (at will) of the dean and is accountable to the~~ university administration for implementing the plans, goals, and policies of the ~~u~~University ~~and needs to have a suitable working relationship with the dean~~. The ~~term of~~ appointment may potentially be up to four years ~~and is subject to reassignment at any time by the Dean with the concurrence of the Provost~~.

The chair has administrative responsibility for ensuring the quality and effectiveness of the department's instructional, research and service programs. Department chairs have the responsibility to provide leadership in formulating and implementing departmental goals and long-range plans; to ~~represent~~ the department internally within the administrative and governance structures of the university and externally with professional and community groups; to ensure that high standards are maintained in curricula, course content, and instruction while promoting student success and retention; to provide a communication link between and among the faculty and the other levels of administration; to prepare course schedules, assign courses and teaching loads, and recommend course scheduling to the dean within the context of meeting student needs; to develop an outstanding faculty of teacher-scholars by encouraging and facilitating their professional development; and to promote an academic environment that is scholarly and humanistic and that affirms the university's nondiscriminatory policies. ~~Department chairs are obligated to build a department strong in teaching capacity; and in scholarship and/or creative activity; and in service. and This obligation to follow the mission of the department must be thoughtfully considered and respected by faculty and administration.~~ Department chairs are expected to be active participants in all departmental activities and a visible presence in the department. ~~For The~~ procedures on selection, appointment, evaluation, and reassignment of a department chair ~~see the Arelevant are given in~~ [Appendix B](#).

4.6. An Academic Program outside the Departmental Structure

Occasionally the university needs to establish an academic program outside the departmental structure, typically for an interdisciplinary program. In such cases, faculty from two or more departments staff the program. A program may be formed within a college or between colleges.

The program proposal must identify one department as the primary unit ~~one~~ for administrative purposes. The proposal for a new program must follow the current guidelines approved by the university and ~~t~~The Board of Trustees of The University of Alabama ~~System~~. A faculty member does not earn tenure in an academic program outside the departmental structure. The administrative officer of the program is the program chair. The program chair reports to a dean who, with the program chair, selects faculty members to form the program committee. The program committee establishes academic policies and procedures and acts on matters requiring faculty decisions. After the program is fully operational, the program faculty or an elected program committee conducts the program.

4.6.1. Responsibilities and Duties of a Program Chair

The program chair provides academic leadership to the program, ~~and serves at the pleasure of the Dean,~~ and is accountable ~~to~~ ~~and serves at the pleasure of the~~ ~~D~~ dean of the college and ~~is accountable~~ to the university administration for implementing the plans, goals, and policies of the university. The program chair has administrative responsibility for ensuring the quality and effectiveness of the program's instructional, research, and service components. ~~For The~~ procedures on selection, appointment, evaluation, and reassignment of a program chair ~~see~~ ~~the~~ ~~are in~~ Appendix B.

4.7. Cooperative, Joint, and Shared Programs

In keeping with stated policy of the Board of Trustees, the university engages in cooperative, joint, and shared programs. Such programs shall follow the stated policy of The Board of Trustees of The University of Alabama ~~System~~ and the Alabama Commission on Higher Education Academic Policies/Operational Definitions.

4.8. Comprehensive Program Review

A comprehensive review to evaluate academic programs will be undertaken by the Provost, ~~at least~~ every ~~five-ten~~ years or in conjunction with the discipline's professional accreditation review cycle. As part of the review process, the unit conducts a self-study. A review committee of faculty along with an external consultant writes reports addressing strengths and weaknesses of the program. Findings and recommendations are submitted to the Provost. Details of the review

procedures and follow-up actions are in the Manual for Comprehensive Academic Program Review found in the Office of the Provost or offices of the Deans.

4.9. Responsibilities of the CIO and Academic Director,

The academic directors listed in Section 4.1, including the CIO, provides academic leadership to their academic unit, serves at the pleasure (at will) of the Provost, and are is accountable to the Provost and to the university administration for implementing the plans, goals, and policies of the university. The academic director has academic and administrative responsibility for ensuring the quality and effectiveness of the unit's mission and functions including but not limited to the unit's functional, administrative, instructional, research, and service components. For The procedures on selection, appointment, evaluation, and reassignment of an academic director see the are in -Appendix B.

4.10. Other Academic Units Reporting to the Provost

4.10.1. Institute for Science Education

The Institute for Science Education (ISE) was established in 1990 to provide a mechanism to assist in solving problems in precollege science and mathematics education. The institute works cooperatively with the Colleges of Science, Engineering, and Education and the Division of Professional and Continuing Education Studies. In carrying out its mission to provide leadership and coordination for projects and programs to effect improvement of precollege science and mathematics education, the ISE works closely with all appropriate elements of business, government, and industry.

4.10.2. Alabama Space Grant Consortium

The Alabama Space Grant Consortium includes seven Ph.D. granting universities, all with space-related research activities. The university is the lead institution. Other members are Alabama A&M University, Auburn University, The University of Alabama, The University of Alabama at Birmingham, Tuskegee University, and the University of South Alabama. The Consortium awards fellowships, scholarships, and research grants, as well as providing support for seminars, workshops, and educational outreach programs. There is an active program to recruit individuals from traditionally underrepresented groups into careers in aerospace science, technology, and allied fields.

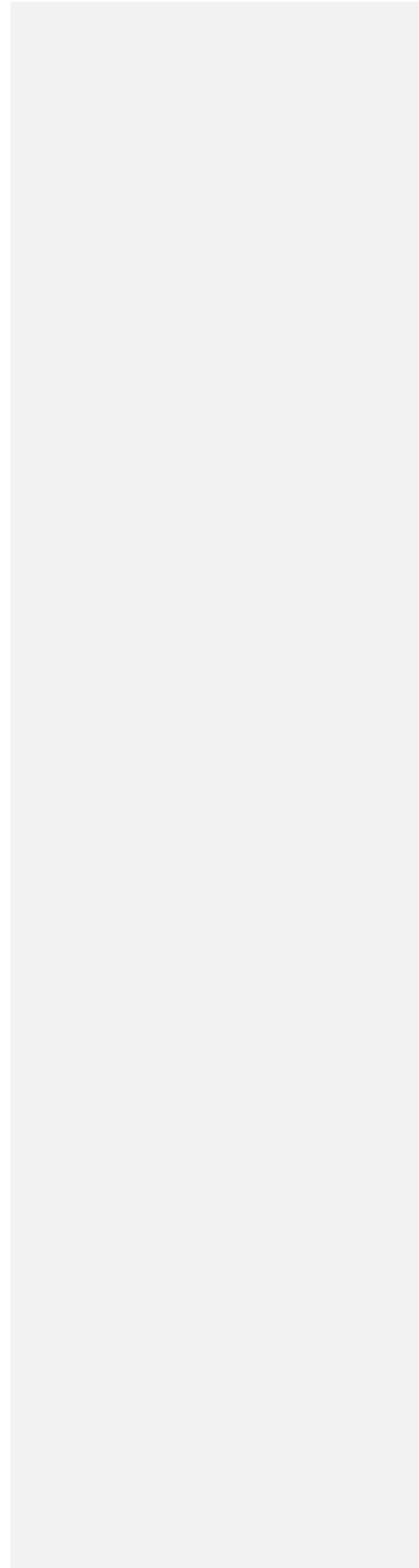
4.10.3 Ombudsperson

The ombudsperson is usually a faculty member and is selected, appointed, and reappointed according to the same procedures as for Academic Directors in Appendix B. The

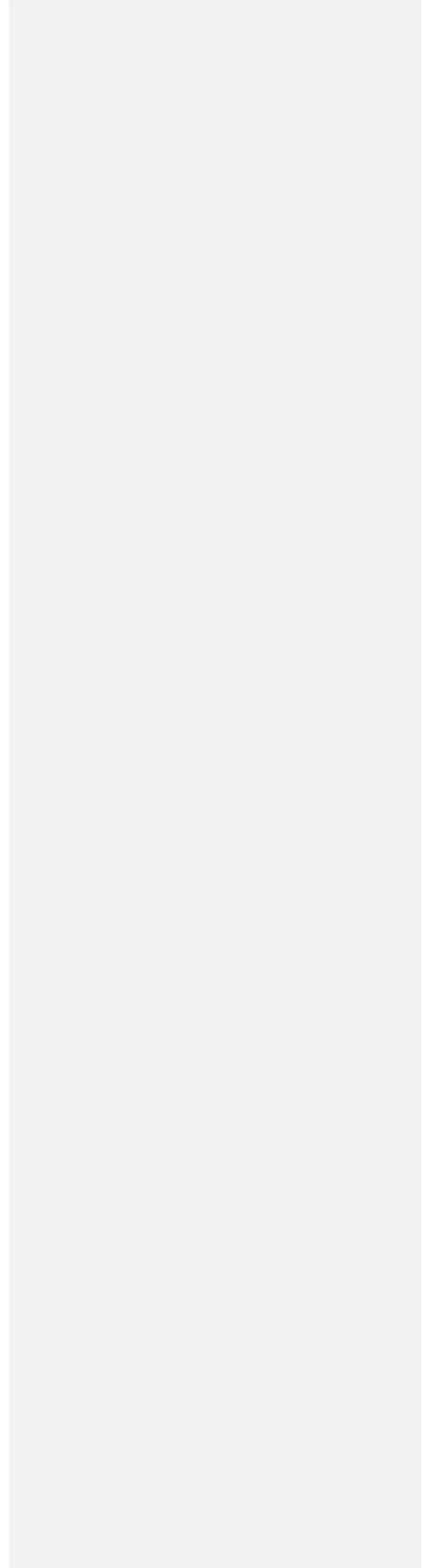
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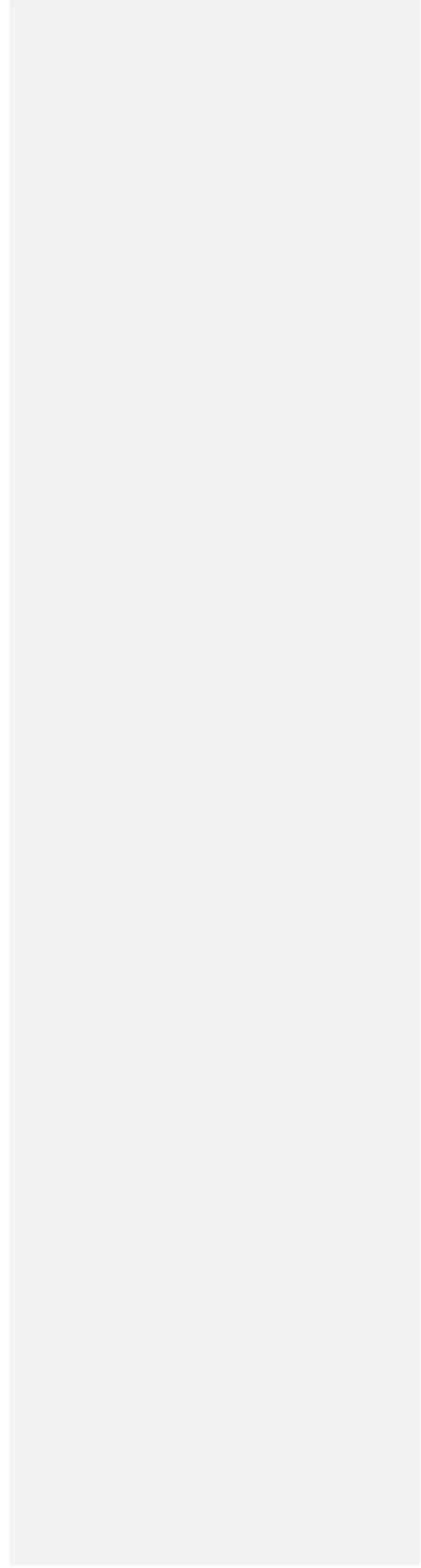
| ombudsperson's appointment is typically a one-third time appointment during the academic year.



Chapter CHAPTER 6
Shared Governance



|



6. SHARED GOVERNANCE

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The Board of Trustees of The University of Alabama entrusts university administrators, faculty, staff, and students with ~~responsibilities~~responsibilities for sharing in the governance of the university. The responsibilities of ~~the~~The Board of Trustees and university administrators are delineated elsewhere in this ~~handbook~~Handbook.

6.1. Faculty Participation in Shared Governance

~~6.2 Faculty Senate~~

~~6.3 The Graduate Council~~

~~6.4 Staff Senate~~

~~6.5 Student Government Association~~

~~6.6 Boards, Councils and Committees~~

~~6.6.1 Boards, Councils and Committees Reporting through an Administrative Liaison~~

~~6.6.2 Ad Hoc Groups~~

~~6.1 Faculty Participation in Shared Governance~~

Academic excellence is essential to the successful performance of ~~UAH~~the university's educational mission. Such excellence is achieved in an environment of mutual ~~confidence~~confidence, collegial ~~participation~~participation, effective leadership, and strong academic programs. To foster this environment, it is university policy that the faculty ~~have the opportunity to~~ participate in the selection, appointment, and performance evaluation of deans and department chairs, and that the advice of the faculty be actively and systematically sought.

Final authority over the selection, appointment, and retention of deans rests with the Provost with the concurrence of the President, and ~~final~~final authority for the selection, appointment, and retention of associate deans, assistant deans, and departmental chairs rests with the academic deans, with the concurrence of the Provost.

~~Prior to the appointment of deans~~

~~Unit and chairs, the advice of the faculty is systematically obtained and considered.~~

~~Program~~program direction, ~~program and~~ quality, and the performance of deans, associate deans, assistant deans, and department chairs are evaluated periodically and an important ~~consideration~~consideration in these evaluations is the views of the faculty.

~~Faculty review of administrative performance and program effectiveness is accomplished by conducting formal program reviews at least at five year intervals, with the faculty also participating in the regular, ongoing evaluation of administrative leadership, program direction, and program quality.~~

6.2. Faculty Senate

The structure of the Faculty Senate of The University of Alabama in Huntsville, as well as its ~~relationship~~relationship to other university bodies, is currently set forth in Appendix L and

~~was originally described by~~ the governance system proposal ~~of sed on~~ March 7, 1973, as adopted with amendments by the ~~president~~ President of the university on April 3, 1973.

The authority of the Faculty Senate derives from the ~~office~~ Office of the President of the university, represents a long tradition of shared governance in a university setting, and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for the faculty, student body, and administration.

Senators are the voice of the faculty. The Faculty Senate is the permanent body representing the faculty for the formulation of university policy and procedures in matters pertaining to ~~institutional~~ institutional purpose, general academic considerations, curricular matters, research, university ~~resources~~ resources, and faculty personnel (appointments, promotion, and tenure). ~~Normally, issues~~ issues of university governance affecting the faculty at large should go before the full Faculty Senate before ~~implementation~~ implementation. By-laws of the Faculty Senate are included in ~~Appendix L~~ the relevant appendix.

Comment [JOC1]: I'm not sure what's in these two documents. I have not seen these letters and have no idea what they say.

6.3. The Graduate Council

The Graduate Council is an elected body representing the graduate faculty. The Council ~~consists~~consists of the Dean of the School of Graduate Studies (non-voting, ~~ex-officio~~ex-officio chair), the Registrar (non-voting, ~~ex-officio~~ex-officio) and a number of ~~Full~~full members of the graduate faculty. ~~The representation by college on the Council is determined, as specified~~ as follows: each college with master's programs has two representatives, and, in addition, each college with doctoral programs has one additional representative. The term of an elected member is two years.

The Council examines new policies, procedural requirements, new graduate courses and ~~programs~~programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

Full members of the graduate faculty must demonstrate continuing interest in the graduate program, be actively engaged in research, and demonstrate scholarly achievement through contributions to their academic discipline. Nomination to the graduate faculty is made by the department chair and, when appropriate, program director. The nomination is forwarded through the appropriate college ~~Dean~~Dean to the Graduate Dean, who in turn forwards it to the Graduate Credentials Committee of the Graduate Council for recommendation. The Graduate Dean makes the appointment.

Details of the operation of the graduate program are contained in the *Graduate School Handbook*.
[Handbook.](#)

6.4. Staff Senate

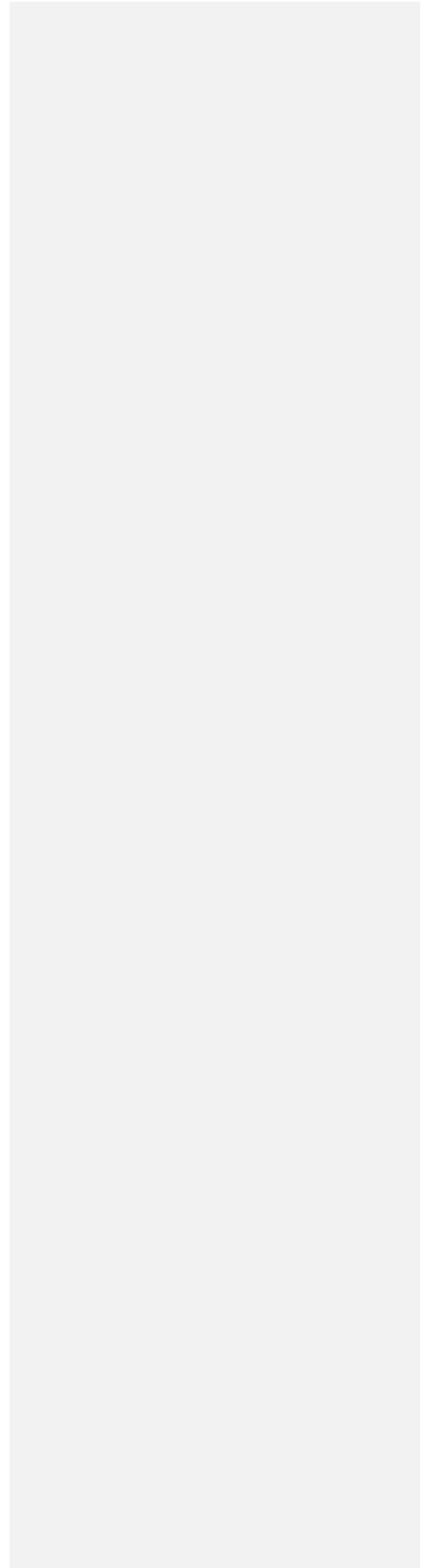
The Staff Senate is a representative body of eligible staff. Its purpose and charge are to serve an auxiliary, advisory function to the administration in the area of staff personnel matters and to do so in a positive and constructive way. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and concerns. In carrying out its role, it works to promote better understanding, cooperation, and communication within the campus community for the ~~benefit~~benefit and betterment of all.

The Staff Senate is composed of elected members from the staff employees of the university. Its ~~officers~~officers are elected by the staff senate from its membership. ~~The vice president for finance and administration serves as an ex-officio, nonvoting member.~~ Rules of procedure, ~~membership~~membership, election of members, and committee structure are described in the Staff Senate Bylaws, which are available in the ~~Office~~Office of the Vice President for Finance and Administration.

6.5. Student Government Association

The Student Government Association (SGA) is composed of all students enrolled at ~~UAH. An executive branch and an elected legislature are responsible for conducting the business of the association. The president and the vice president for student affairs serve as ex-officio members of the SGA Executive Committee.~~
the university. The SGA promotes the welfare of students in all areas of university life. Its primary ~~purpose~~purpose is to help improve the educational environment, including promoting

academic innovation and working closely with faculty and administrators to bring about desirable changes in ~~institutional~~institutional policies. It establishes budgets for funds allocated to it and establishes and governs clubs and other student organizations. The SGA is also responsible for developing and ~~sponsoring~~sponsoring programs to enhance the cultural, intellectual, and social life of students.



Rules of procedure, membership, elections, and committee structure are described in the ~~student~~Student Government Association Bylaws, copies of which are maintained in the ~~office~~Office of the Vice President for Student Affairs.

6.6. Boards, Councils and Committees

To ~~fulfill~~fulfill responsibilities of shared governance, members of the university ~~establishes collaborative~~may establish collaborative bodies known as boards, ~~councils~~ or committees that are charged with performing ~~specific~~specific duties requiring student, faculty, ~~staff~~, and administration involvement. In addition, the administration establishes its own collaborative bodies known as councils. When a council is established, the administration describes its purpose, membership, duties and responsibilities. Boards, ~~councils~~councils, and committees are advisory. These bodies change from time to time and current ~~information~~information is maintained by the ~~office~~Office of the President.

University committees consist of members of the faculty, ~~the~~ administration, ~~and the staff and students~~, ~~Unless~~Unless otherwise stated, faculty members are selected by (but not necessarily from) the Faculty Senate and are at least equal in number to the administration and staff representation on each committee. ~~and are at least equal in number to the administration and staff representation on each committee.~~ All ex ~~office~~office members shall be ~~clarified~~clarified and designated. Ex ~~office~~office members shall not vote, except for those ex ~~office~~office members who are committee chairs who may vote only to break ties. In cases where this ex ~~office~~office member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex ~~office~~office member calls a meeting but cannot attend, then the co-chair will preside. Where Faculty Senate ~~committees~~committees and university committees share common purposes, functions, or charges, members of the Faculty Senate committees are voting members of corresponding university committees. Where required by the nature of the committee's function, university committee structures must ~~reflect~~reflect unit representation, including the Library. University committees meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each ~~semester~~semester, after meeting. Terms of membership are for two years unless otherwise noted, with ~~arrangements~~arrangements made for staggered terms. The details of procedures are issues that each ~~committee~~committee determines.

The administrator through whom a university committee reports, a nonvoting ex ~~office~~office member of that committee, may initiate calls for committee meetings. Unless otherwise ~~specified~~specified, the chair of each university committee is elected from those members of the committee who are not ex ~~office~~office. The retiring chair is responsible for organizing and conducting the ~~first~~first meeting of the committee, including the election of the new chair.

6.6.1. Boards, Councils, and Committees Reporting Through An Administrative Liaison

The chart below ~~identifies~~identifies current boards, councils, and committees and their administrative reporting relationships.

~~Title Administrative Liaison~~

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Comment [DTN2]: Not sure why Administration proposed to remove faculty representation on committees. Senate has a long-standing position on the importance of shared governance and thus wishes to retain the faculty presence as per past practice.

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Committee Name

ADA Advisory Committee
Animal Care and Use Committee
Bookstore Advisory Committee
Campus Planning Committee
Charger Green Recycling Committee
Employee Benefits Committee
Environmental Health and Safety Committee
Equal Opportunity/Affirmative Action Committee
Faculty Appeals Committee
Faculty Senate
Faculty Senate Committees
— Executive Committee
— Faculty/Student Development Committee
— Finance and Resources Committee
— Governance and Operations Committee
— Personnel Committee
— Undergraduate Curriculum Committee
— Undergraduate Scholastic Affairs Committee
Faculty/Staff Traffic Appeals Committee
Financial Aid Committee
Graduate Council
Honorary Degrees and Naming Committee
Honors Council
Intercollegiate Athletic Committee
Library Committee
Student Affairs Advisory Board
Student Conduct Board
Title VI Diversity Advisory Committee
University Commencement Committee
University Review Board
Use of Human Subjects Committee

Administrative Counsel Liaison

Vice President for Diversity
Vice President for Research and Economic Development
Provost
Senior Vice President for Finance and Administration
President
President
Provost
Provost
Provost
Provost
Provost
Provost
Provost
Provost
Senior Vice President for Finance and Administration
Vice President for Student Affairs
Provost
Provost
Provost
President
Provost
Vice President for Student Affairs
Vice President for Student Affairs
Provost & President
Provost
Provost
Vice President for Research and Economic Development

Comment [DTN3]: The Senate is not a university committee, and this section is about university committees.

Comment [DTN4]: Senate committees are sub-units of the Senate itself and thus do not report through an Administrator; instead they report to the Senate itself. Also, the Senate already has the right to change its structure as it wishes, so listing its committees here can make this chapter out of date whenever the Senate changes its bylaws.

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Title	Administrative Liaison
Advisory Committee	ADA
Administrative Council	
Animal Care and Use Committee	
Campus Planning Committee	
Campus Priorities and Resources Committee	

Title	Administrative Liaison
-------	------------------------

Committee

tee Council of Deans Employee Benefits Committee Equal

Opportunity/Affirmative Action

Committee Executive Safety Advisory Committee Faculty Appeals Committee Faculty/Staff

Traffic Appeals Committee Financial Aid Committee General Liability Committee Graduate

Council Honorary Degrees Committee Information Services Users Advisory Committee

Com

mittee Intercollegiate Athletics Committee Library Committee Patents and Copyrights

Committee Publications Board Radiation Committee Research Council Student Affairs Advisory

Board Student Life Allocation Committee University Commencement Committee University

Judicial Board University Review Board Use of Human Subjects Committee

UAH Faculty Handbook (2013)

Dean of Students President Vice President for Student Affairs

President

President for Research Vice President for Finance and Admin. President Provost Vice

President for Finance and Admin.

President

Provost

Vice President for Finance and Admin.

President

Senior Vice President for Research President Vice President for Finance and Admin. Provost

Vice President for Finance and Admin. Provost Provost Vice President for Finance and Admin.

Vice President for Student Affairs

Athletic Director Provost

Senior Vice President for Research

Vice President for Student Affairs

Senior Dean of Students Vice President for Research

Senior Vice President for Research

Vice President for Student Affairs

Dean of Students Dean of Students Associate Provost

Senior Dean of Students Provost Vice President for Research

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6.6.2. Ad Hoc Groups

Task forces, study groups, special advisory committees, and other such ad hoc groups formed to ~~address~~~~solve~~ ~~specifie~~~~specific~~ ~~issues~~~~problems~~ or receive assigned tasks are not ~~official~~~~official~~ governance bodies of the university. All such bodies derive their authority from the boards, councils, committees, or ~~individuals~~~~individuals~~ to whom they report. At the time of the formation of an ad hoc group, the appointing authority will put in writing the ~~specifie~~~~specific~~ charge and purpose of the group. All ad hoc ~~committees~~~~committees~~ establish operating procedures by consensus of the membership, unless the appointing authority does so in advance of selecting membership. Ad hoc groups may not be appointed to perform the responsibilities of ~~official~~~~official~~ boards, councils, or committees.

CHAPTER 5

5. Research ORGANIZATION OF RESEARCH

5.1. Introduction

Scholarly endeavors, research, intellectual property development within a discipline development and deployment of intellectual property, and creative activities (henceforth, called “research”) are basic missions of the university. The university expects faculty members to conduct research and produce scholarly work, as broadly defined within the faculty member’s discipline, as part of their academic obligations. Peer-reviewed research and scholarship plays an essential role for faculty in questions of promotion, tenure, and salary review.

The senior administration of the university should facilitate the success of faculty-led efforts by ~~encouraging, assisting~~ encouraging, assisting, recognizing, and rewarding research-related endeavors. The Vice President for Research and Economic Development (VPRED) ~~is specifically~~ is charged with providing leadership and support of research and economic development throughout the university.

The Vice President for Research and Economic Development should also foster the development of working relationships with local, state, and federal governments, as well as with business and industry.

The content and conduct of research and scholarship are ~~is~~ primarily the responsibility of the faculty and research staff. The guidance of students, at both the graduate and undergraduate levels in these projects is considered an important part of faculty and research staff research involvement.

5.2. Research Advisory Council

The Research Advisory Council provides a forum for the interchange of information on research activities of broad interest, ~~advises one~~ coordinates long-term collaborative research venture developments, reviews recommendations by the Vice President for Research and Economic Development for the creation, continuation and dissolution of research units, and annually reviews the research centers, and ~~periodically reviews the research institute,~~ advises on the performance of research administration units, and other research-support operations. The Research Advisory Council is appointed by the Vice President for Research and Economic Development and is comprised of representatives consists of the directors of research units appointed by the Vice President for Research and Economic Development, ~~as designated by the Vice President for Research, the director of the research institute,~~ the deans of schools and

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Comment [RV1]: This chapter had much more included in it beyond the Organization of the Research. I like the topics addressed, but we should probably title this Chapter Research Organization vice Organization of Research to make it more definitive.

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Comment [DTN2]: Was added by President, Feb. 2015. Seems to make scope of chapter too broad and may have downstream negative impact on faculty; need to go back to original language here.

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Comment [DTN3]: Provost added “and research staff” but faculty’s long-standing position is that guiding students in research is a faculty responsibility.

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Comment [DTN4]: VP-RED proposed change of council name.

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Comment [DTN5]: Administration proposed to remove periodic review. Senate wishes for regular review.

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Comment [DTN6]: VP-RED proposed to select which deans are members, but Senate unwilling to remove deans as automatic members of the Research Council

deans of schools and colleges, and two faculty representatives ~~chosen from a list of four recommended~~ by the Faculty Senate. The Research ~~Advisory~~ Council is chaired by the Vice President for Research and Economic Development (or Associate Vice President for Research and Economic Development in the Vice President's absence), who provides a written annual report on the research performance of the university's research centers and/or institutes to the university community, ~~who provides a written annual report on the research performance of all units of the university.~~

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Comment [DTN7]: VP-RED proposed to appoint 2 faculty from a list of 4, but Senate wishes to send its top two choices.

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Comment [DTN8]: VP-RED proposed removing annual reporting, but Senate wishes to retain that feature.

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5.3. Organized Research Administration

The administration of university research contracts and grants is carried out under the direction of the Vice President for Research and Economic Development and ~~under the management of the Associate Vice President(s) for Research and Economic Development~~. Several ~~offices~~, institutes, centers, consortia, and laboratories report to the Vice President for Research and Economic Development. An organization chart is available from the Vice President's office.

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5.43.1. Office of Sponsored Programs

The Office of Sponsored Programs (OSP) primarily ~~both~~ pre-award and some ~~limited~~ post-award services in support of sponsored research programs. Pre-award assistance may include identification of potential sponsors and the preparation of non-technical portions (e.g., budget preparation and the business/management aspects) of proposals. The research administration staff assists principal investigators in complying with the policies and procedures of the university and the external sponsor. It is the responsibility of this office to review all proposals, as well as to negotiate changes in the terms and conditions of existing research programs. The discipline-specific technical content of proposals for contracts and grants are the prerogative and responsibility of the faculty and appropriate research staff. After a contract or grant is awarded, the OSP staff and the offices of the ~~Senior~~ Vice President for Finance and Administration provides post-award contract administration services, in accordance with sponsor policies and procedures, and assists the principal investigator in resolving administrative problems related to the project. The ~~Research Administration Office~~ Office of Sponsored Programs works closely with the ~~accounting staff in the appropriate staff within the~~ Office of the ~~Senior~~ Vice President for Finance and Administration to insure that contract and grant work is accomplished in accordance with the rules and regulations of the sponsor.

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5.53.2. Office of Technology CommercializationIntellectual Property

UAH encourages the commercial development of intellectual property, including patents, copyrights, and trademarks, that will benefit the public as well as the faculty and staff of the university. The Vice President for Research and Economic

Development, acting through the Office of Technology Commercialization patents and copyright administrator, has general responsibility for the evaluation of inventions in which the university has an interest. Rule 50940 of The Board of Trustees of the University of Alabama and established UAH policies set forth the procedures to be followed when an employee develops employment-related inventions or copyrightable material, as well as the guidelines for distributing the revenue from such intellectual property to the employee and the university. (~~See the~~The relevant appendices for contain details on the Patent Policy and the Copyright Policy)

5.63.3. Office of Research Security

UAH is engaged in work that is subject to U.S. Government export control regulation and work that is of a classified nature. The Office of Research Security reports to the Vice President for Research and Economic Development and is responsible for overseeing the protection of research--related classified projects and artifacts, export control enforcement, mandatory training related to research security, advising research faculty and staff on matters of research security, and maintenance of security clearances of UAH employees. The Office of Research Security serves as the liaison between UAH and external government organizations with respect to security or export control related concerns.

5.73.4. Proposal Development Office

The UAH Proposal Development Office reports to the Vice President for Research and Economic Development and is charged with identifying research opportunities for UAH faculty and staff, assisting with large scale proposals involving significant effort and multiple collaborators, and proposal development training for faculty and staff.

5.846. Internal Support Opportunities

The Vice President for Research and Economic Development provides a variety of internal grant programs for advancement of faculty research capabilities in all academic disciplines including a program that focuses on junior faculty research and creative activities. The Vice President for Research- and Economic Development will announce such opportunities to the faculty and staff at UAH and will be responsible for evaluating responses and making awards. Internal grants programs are contingent on the financial ability of the Vice President's office to fund fund and may be increased or decreased from year to year.

One of the programs provided by the Vice President for Research is the Junior Faculty Distinguished Research (JFDR) Program, which is designed to encourage growth and development of research talents by members of the faculty. The program supports basic and applied research activities that are motivated by an effort to probe toward and discover new ideas, information or applications. The program is not intended for support

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Comment [DTN9]: Point seems evident; can improve brevity by omitting

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Comment [RV10]: I removed this lengthy explanation on one specific internal grant program. It doesn't seem appropriate to me to outline one of many programs offered by OVPR and exclude others. This particular program was replaced by another one when I arrived.

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of work that is part of a scheduled course, development of course curriculum, on-going sponsored research project, purchase of equipment for non-research purposes, or to satisfy requirements for a student's degree. The program is intended to enhance the individual faculty member's talents, scholarship, and ability to pursue research activities in his or her respective field of study. Hopefully the activities will enable the development of sponsored research from other sources. In this respect, one of the purposes of the program is to provide new faculty with experience in preparing a proposal. The VPRED shall maintain a program which includes focus on junior faculty research and creative activity development. Details of the program may vary according to the financial climate. Awardees of the program are required to submit semi-annual reports for review while the award is in effect.

Comment [DTN11]: Junior faculty programs are a definite recruiting draw, so calling them out in some form here is a plus.

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Only full-time UAH faculty members are eligible to apply for grants under the JFDR program. Especially appropriate are research projects of high quality by new faculty members and faculty in disciplines for which extramural funds are less readily available. Members of the awards committee are not eligible to apply for grants as principal investigator or co-investigator.

Awards in internal grant programs offered by the VPRED are made by the Office of the Vice President for Research and Economic DevelopmentVPRED, based on a review process established by the Vice President for Research and Economic DevelopmentVPRED, recommendations by the research mini grant awards committee. The awards committee consists of the Vice President for Research and one senior faculty member appointed by the dean of each of the colleges or schools, i.e., administrative science, liberal arts, engineering, science, and nursing. The program focusing on junior faculty research and creative activity makes decisions based on recommendations from a review committee that includes one senior faculty member from each of the colleges or schools that has tenured faculty members. The faculty committee member for a college or school is appointed by the college or school's dean. Guidelines on eligibility, content and format of the proposal submissions are available in will be published by the Office of the Vice President for Research and Economic DevelopmentVPRED.

5.75. Research Units (Institutes, Laboratories, Centers and Consortia)

Research units may be formed within colleges or as separate entities with university resources beyond and above those available to chairs and deans. A consortium will typically have strong industrial participation in its operation as well as in allocation of resources. Research units report either through a dean or directly to at the Vice President for Research. The reporting route will be established at the initiation of a research unit.

At the end of each fiscal year, research units submit to the responsible administrator a detailed report on research achievements, publications, interaction with faculty and students, teaching provided by center personnel, sponsored research funding, and short-term as well as long-term goals. The responsible administrator appoints for each unit an advisory committee consisting of nationally recognized research leaders and chairs and deans of the pertinent colleges. This committee assists in the identification of research themes and faculty expertise.

5.86. Establishment, Review, and Dissolution of Research Units

Proposals for new research units are submitted through the appropriate chairs and deans, or directors, to the Vice President for Research and Economic Development prior to submission to any approving authority an/or potential sponsors. Proposals must

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- Comment [RV12]:** This seems like a bit of overkill and it has never been done to my knowledge. While it's a good idea to have advisory bodies, I don't think we should mandate that nationally recognized research leaders need to be on every research unit advisory board. In some cases, this may not be appropriate (e.g., Research Institute or SMAP).
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include the following: a mission statement for the proposed research unit; a discussion of the advantages and disadvantages of establishing the unit, including the potential impact on the university's academic and research programs; and a detailed five-year plan outlining the space, equipment, and budgetary resources required together with existing and potential funding sources.

Proposals for new research units are reviewed by an ad hoc committee appointed by the Vice President for ~~Research~~ Research and Economic Development and consisting of faculty of the relevant college(s) involved as well as members ~~representing~~ of the existing research units. The recommendations of this review committee are presented to the Research Advisory Council for its consideration and recommendations. The recommendations of the ad hoc review committee along with the recommendations of the Research Advisory Council are submitted to the Vice President for Research and Economic Development, who will approve or disapprove the proposal after consultation and agreement with the ~~p~~Provost and the ~~P~~resident.

~~Board approval for A~~ new research unit may ~~require approval by The Board of Trustees of The University of Alabama~~ also be necessary according to ~~Board of Trustees~~ Rule 517, Establishment of Designated Centers and Institutes; ~~requires that~~

Any center that has a major involvement in instruction or research must be approved by the Board of Trustees after being reviewed and approved on the campus. Centers that are primarily focused on providing service will follow the same internal campus review and approval procedures but will be submitted to the Board of Trustees as an information item, unless creating them requires a significant commitment of institutional funds and/or physical resources. In that case the proposal for creating the center will be submitted to the Board of Trustees for approval rather than as an information item.

Existing centers are reviewed annually for fiscally sound management and performance. The performance and relevance of each research unit are also comprehensively reviewed at least every five years, following the same procedure as the review of proposals for new units. Findings and recommendations are submitted to the Vice President for Research and Economic Development, who decides on continuation or dissolution after consultation and agreement with the Provost and the President. A report of the findings is made accessible campus-wide.

5.97. Personnel of Research Unit Personnels

Directors of research units are appointed by the Vice President for Research and Economic Development ~~in consultation with the Research Council and~~ with the concurrence of the Provost and the President. Directors must have demonstrated

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national research leadership, as appropriate to the research unit mission, and have the appropriate terminal degree. In the interest of an optimal interaction with faculty, it is desirable that research unit directors should have extensive academic experience. Except in the most unusual of circumstances, center directors will have experience commensurate with someone meriting appointment as an associate (or full) professor. Directors may, but do not need to have, an academic appointment. The academic appointment process is outlined in Chapter 7. Directors of research units should be eligible for an academic appointment at the associate professor or professor level, but cannot serve simultaneously as department chairs, and should be consulted by the respective chairs and deans in questions of promotion and tenure of faculty associated with their research unit.

In addition to the annual performance appraisal of all university employees, a comprehensive evaluation of the performance of a director of a research unit is conducted every five years, following guidelines similar to those used for the evaluation of deans, under the chairmanship of the Vice President for Research and Economic Development.

In the interest of promoting cooperation and interaction between colleges and research units, a large percentage of the senior research staff employed by research units should be eligible for faculty appointments. Research staff may also be appointed as research faculty within a department. Details on the research faculty appointment process are in Chapter 7.

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Comment [DTN13]: Faculty may be willing to drop academic appointment requirement, but if that is dropped, then some directors may not be tenured and thus be inappropriate for a tenure decision consultation.

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Comment [RV14]: This is too restrictive and I can't agree to it. We have (and should have) directors that do not have academic appointments. Also – there should not be a restriction preventing Department Heads from also serving as a research center director. These positions are not always mutually restrictive and the decision should be one made by the VPR, President and Provost based on the specifics of the situation at hand.

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Appendix A

A.— Selection, Appointment, Evaluation and Reassignment End of Appointment of a Dean

A.I.— Selection and Appointment

I.a. Primary responsibility and final authority for the selection and retention of deans rests with the Provost with the concurrence of the President, and a dean serves at the pleasure (at will) of the Provost. The evaluation and advice of the faculty shall be systematically obtained and considered prior to the appointment of a dean.

Whenever it becomes appropriate to select a dean, the provost appoints a representative search and screen and screen advisory committee. Normally, the committee is composed of seven to eleven members, and the majority of the committee is selected from the eligible faculty of the college affected, to include one or more department chairs from the college, with other university personnel making up the balance. The term "eligible faculty" means faculty as defined by tenured, tenure-earning, full-time clinical and or full-time research faculty status. Usually the provost appoints a staff member from the Office of the Provost to provide liaison and logistical support to the committee. The Provost appoints the chair of the committee.

I.b. The committee conducts a national search unless limited by fiscal restraints constraints restraints, as deemed determined deemed by the administration, in which case the search may be limited to internal candidates. The committee establishes procedures that provide for participation in the process by the college's department chairs of the appropriate college of the appropriate college, the college's eligible faculty of that college, of that college, the Provost, the President, faculty and deans outside the college, and other appropriate groups. Findings of the committee are transmitted in writing to the Provost for consideration.

I.c. The Provost, upon recommendation to and with the concurrence of of the President, may appoint a dean selected from nominees favorably recommended for appointment by the committee or may ask the committee to seek additional candidates for the dean position. In the event that no acceptable nominee is available for appointment as determined by the committee and/or the Provost, the search may be extended or begun anew or an interim or acting or acting appointment may be made by the Provost as described in the section below on incapacity and temporary appointments.

I.d. A Dean's The duration of the appointment as a dean is potentially for a period of five year is determined by the provost but is not to exceed a 5 year duration. Each Appointment as a dean is determined by the provost as to duration, but a A dean is subject to annual reviews, a mid-term review and a comprehensive evaluation every fifth year. The appointment may be terminated by the provost in accordance by the provost and the dean may be reassigned by the Provost in accordance with the procedures set forth below.

A.II.— Review and Evaluation of a Dean

I.a. The Provost, with the concurrence of the President, may reassign a dean at any

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time.

II.ba. The Provost performs an annual evaluation of each dean during the spring semester or summer term. The provost Provost counsels each dean regarding his or her relative strengths and weaknesses. If the dean's performance is determined to be unsatisfactory, the Pprovost may reassign remove the dean prior to the end of the stated period of appointment, with the concurrence of the Pat any point during the appointment period. ~~presidented term.~~

II.eb. It is the responsibility of the faculty to participate in reviews of the dean and to provide reasons for their recommendations which can be considered by the provost when making decisions.

II.cb. In the fifth semester following each appointment or comprehensive review of a dean, the Pprovost will conduct an interim evaluation by sending each eligible faculty member a questionnaire (including qualitative questions consistent with those used on the fifth year evaluation form) seeking opinions on the performance of the dean. The replies from faculty will be returned directly and privately to the Office of the Provost and kept in that office in the strictest confidence. After the evaluation questionnaires have been reviewed, the Pprovost will prepare a written evaluation and discuss the faculty input with the incumbent dean. At that time, the provost may continue or end the appointment or give a warning to the dean as deemed necessary based upon the results of the evaluation.

II.d. Early in the fall semester of every fifth year of continuing appointment, the provost will initiate a comprehensive review to evaluate the performance of the dean. Evaluation of a general nature – such as degree and quality of judgment, initiative, and competency – may be supplemented by specific criteria relating to the achievement of college goals and objects. An underlying principle of the entire evaluation process, however, requires that all analyses be supported by factual documentation, and that the evaluations are based exclusively upon the consideration of professional standards of performance. At that time, the Pprovost may continue, reassign, or give a warning to counsel the dean as deemed necessary based upon taking into account the results of the fifth semester evaluation. If the decision is to reassign the dean, the Pprovost will seek the concurrence of the pPresident.

II.d. Early in the fall semester of every fifth year of continuing appointment the Pprovost will initiate a comprehensive review to evaluate the performance of the dean. Evaluation of a general nature – such as leadership qualities, degree and quality of judgment, initiative, and professional competency, degree and quality of judgment and accomplishment of goals – may be supplemented by specific criteria relating to the achievement of college goals and objectives. An underlying principle of the entire evaluation process, however, requires that all analyses be supported by factual documentation, and that the evaluations are based exclusively upon the consideration of professional standards of performance.

II.e. The fifth year comprehensive review is conducted by a committee composed of five to seven members selected by the Pprovost. The majority of the membership of the committee must be tenured faculty, or full-time research or full-time clinical faculty who are not serving as chairs/ administrators. The cCommittee must include one or more department chairs from within the college and a representative faculty member from another college. For the dean of the Honors College and the School of Graduate Studies and the Library, a committee will be chosen from relevant campus-wide faculty pools. The Pprovost appoints the committee chair. The

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Comment [BR3]: This language (“based upon the results of the fifth semester evaluation”) implies that there is support in the faculty evaluation for the reassignment. This is certainly a reasonable policy. If the provost desires somewhat greater latitude, however, changing the language to “as deemed necessary, taking into account the results . . .” might allow a little more room for the provost to act, notwithstanding a generally favorable review of the dean by the faculty.

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committee will assess the dean's leadership qualities, ~~degree and quality of judgment, initiative,~~ professional competency, ~~accomplishment of goals,~~ and working relationships.

~~ell.f.~~ The committee will develop procedures that provide for participation in the evaluation process by the ~~college's~~ department chairs ~~of the appropriate college, of the appropriate college, and all~~ eligible faculty ~~of that college, of that college,~~ faculty and deans outside the college, and other appropriate groups. The Office of the Provost will develop a standard evaluation form, provide advice, and assist the committee in the distribution and collection of evaluations. The evaluation form will be developed in consultation with the Personnel Committee of the Faculty Senate and should contain a summary item for an overall rating of the dean. Completed evaluation forms should be transmitted directly and privately to the Office of the Provost. All evaluations and assessments must be held in the strictest confidence by each member of the committee and by the Office of the Provost. The committee transmits the evaluations it has collected and a written report of its findings and recommendations to the ~~P~~rovost.

~~II.g.~~

~~f.~~ The ~~provost~~Provost, upon recommendation to and with the concurrence of the ~~P~~resident, will make a decision ~~regarding on the continuation or reassignment~~whether to continue or allow the ~~appointment~~ of the dean to end.

~~II.h.g.~~ After the review is complete, the ~~P~~rovost will discuss both the recommendations and the findings of the review committee and the response of the ~~p~~Provost ~~and the president~~ to those recommendations and findings with the incumbent dean. A written report may be requested by the dean.

~~II.i. h-~~ The ~~P~~rovost communicates any actions resulting from the review process to the faculty of the college.

~~A.III. Reassignment of a Dean~~End of a Dean's Appointment

~~III.a.~~ A dean is appointed to an anticipated time frame. At the end of the appointment time, the dean's appointment is completed. ~~Reassignment of a dean may occur as a result of the formal five-year evaluation process, as indicated above in A.II.cd - g. f. Because the dean serves at the pleasure (at will) of the Pprovost, (T~~he ~~p~~Provost, with the concurrence of the ~~P~~resident, may ~~reassign~~ elect to reappoint utilizing the process given in A.II or the Provost may decide to let the appointment end.

~~The end of the dean's appointment may occur as a result of the formal the dean at any time prior to and after the formal five-year evaluation process, including after an annual evaluation or an interim evaluation, as provided above in II.b & c. Because the dean serves at the pleasure of the provost, (T~~he provost with concurrence of the president may end the dean's appointment as dean at any time prior to and after the formal five-year evaluation process. In addition, ~~reassignment ending the appointment~~ of a dean prior to the formal five-year evaluation process may ~~also~~ also occur upon consultation between the ~~p~~Provost ~~andwith~~ with the dean, ~~andand~~ with the concurrence of the ~~P~~resident, ~~after use of~~and with input from the faculty and chairs which may include ~~and with~~ an appropriate review committee as ~~provided stated~~ stated in

~~A.III.b.~~ The decision to ~~reassign~~ end the dean's appointment a dean following this consultation

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is made by the Pprovost.

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b. ~~Reassignment~~ ~~Ending the appointment~~ of a dean prior to the formal five-year evaluation process may ~~also~~ be initiated by the Pprovost, with the concurrence of the Ppresident, upon petition of a majority of the eligible faculty of the college, or upon petition of a majority of the chairs of the departments within the college. ~~A-if appropriate, a~~ review ~~will may~~ be undertaken by a committee selected in the manner prescribed in the section on review and evaluation of a dean, and in accordance with the procedures prescribed herein, ~~including the requirements of written findings and recommendations, which will include a recommendation on either continuation or reassignment of the dean.~~ In the event that the Pprovost ~~rejects disagrees with~~ the recommendations ~~put forth by the chairs and faculty~~, an explanation will be provided to the review committee and the petitioners ~~as appropriate~~.

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~~A-IV. Incapacity and Temporary Appointment of a Dean~~

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In the event of unexpected vacancies caused by ~~a dean's~~ untimely resignation, ~~reassignment~~, illness, ~~or~~ death, or ~~by~~ other causes, the Pprovost will appoint an individual ~~to serve as dean on an interim or~~ acting ~~basisstatusstatus~~. Normally, such an appointment will ~~not exceed be for~~ one academic year. ~~The Normally~~ ~~When appropriate, the~~ Pprovost will consult with the college's department chairs, faculty, the deans, and other appropriate individuals in determining whom to appoint.

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~~A.V. Review and Evaluation of An Associate or Assistant Dean~~

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~~Final authority for the selection and retention of associate deans and assistant deans rests with the academic dean with the concurrence of the Provost. The evaluation and advice of the faculty shall be systematically obtained and considered prior to the appointment of associate or assistant deans.~~

~~The assistant and associate deans serve at the pleasure of the dean. The~~

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~~The assistant and associate deans serve at the pleasure of the Ddean and have an appointment that is indefinite in duration. The dDean may continue or reassign end the appointment of an assistant or associate dean with the concurrence of the pProvost. The dDean may review the assistant or associate dean at any time and must conduct a review prior to reappointment or in the fifth year of the appointment.~~

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Early in the fall semester of every fifth year of ~~an continuing~~ appointment of an associate or assistant dean, the Ddean of the college will initiate a comprehensive review to evaluate his or her performance. The Ddean will establish procedures that ~~e~~nsure participation in the evaluation process by the department chairs within the college, faculty of the college, and appropriate individuals outside the college with whom the associate or assistant dean interacts.

The Ddean, ~~with upon recommendation to and the~~ concurrence of the Pprovost, will make a decision on the continuation or reassignment of the assistant or associate dean.

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The Ddean communicates any actions resulting from the review process to the faculty of the college.

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Sentence begins with "In addition," so the word "also" is not needed.

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

Draft

Number:

Division: Academic Affairs

Date: May 2016

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

To sustain academic excellence, the University of Alabama in Huntsville is committed to growth in areas that align with its core mission. The success of UAH as institution is based on a climate that supports academic freedom, tenure, shared governance, and economic stability of the faculty. If success is to be retained, UAH is committed to maintain an academic labor force that can commit to excellence in instruction and research innovation through the appointment of tenured and tenure-track faculty. Lecturers are not hired as part of long-term expansion but to satisfy departmental circumstantial needs. **Teaching at all levels should be done by tenure-track faculty thus if circumstantial needs arise they should respond in particular, to the teaching of General Education Requirements courses.** It is recognized these needs differ among different colleges and departments. Thus, the request of a position for appointment of lecturers must be approved by the tenured faculty of a department.

Policy:

The lecturer academic titles and credentials defined below are required for the appointment and promotion of lecturers who are classified as non-tenure-track faculty. Recruitment and hiring of lecturers 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 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 of Lecturers

Lecturer 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 six 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. After a Lecturer has been appointed for 6 consecutive years, he/she cannot be dismissed without due

process. The causes for dismissal are proven financial distress of the University, gross misconduct or continued non-satisfactory performance. In all cases a review committee will evaluate the dismissal process.

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 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 early in the semester prior to the end of the lecturer's current appointment. The dean, 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. The dean reviews the recommendation and with the approval of the provost may either renew or not renew the lecturer or librarian. If the dean does not agree with the recommendation of the committee he/she has 30 days to notify the committee in writing of the reasons for the decision not to appoint.

If the lecturer 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. After reviewing the promotion file, the dean 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.

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. **Lecturers receiving a negative review have access to the same appeal procedures outlined for tenure-track faculty in section 7.10.12 of the Faculty Handbook.**

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, nor are they eligible to the Faculty Senate.

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. **Senior lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure, nor are they eligible to the Faculty Senate.**

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
