

FACULTY SENATE

MEETING #611 AGENDA

CHAN Auditorium

THURSDAY, January 21, 2021

12:50 PM to 2:20 PM

Call to Order

1. Approve Faculty Senate Meeting #610 Minutes from December 10, 2020
2. Accept FSEC Report from January 14, 2021
3. Accept Special FSEC Report from January 15, 2021
4. Administrative Reports
5. Officer and Committee Reports

<ul style="list-style-type: none">• President Tim Newman• President-Elect Carmen Scholz• Past-President Laird Burns• Parliamentarian Mike Banish• Ombudsperson Officer Carolyn Sanders• Governance and Operations Committee Chair Kader Frendi	<ul style="list-style-type: none">• Undergraduate Curriculum Committee Chair:<ul style="list-style-type: none">• Azita Amiri 8/20;10/20;12/20;2/21;4/21;6/21;8/21• Paul Whitehead 9/20;11/20;1/21;3/21;5/21;7/21• Finance and Resources Committee Chair Jeff Weimer• Undergraduate Scholastic Affairs Committee Chair Emil Jovanov• Faculty and Student Development Committee Chair Kwaku Gyasi• Personnel Committee Chair Mike Banish
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6. University Committee Reports

7. Policy 02.01.52 Summer School Operations
8. Policy 04.04.01 Gift Acceptance
9. Second Reading of S. B. 446 Splitting/Merging Units
10. Second Reading of S. B. 450

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
December 10, 2020
12:50 P.M.
ZOOM

Present : Dilcu Barnes, Kevin Bao, Candice Lanius, Joey Taylor, Andrei Gandila, Kristin Weger, Christina Steidl, Mike Banish, SEong-Moo Yoo, Emil Jovanov, Fat Ho, Bryan Mesmer, George Nelson, Kader Frendi, Christina Carmen, Susan Alexander, Elizabeth Barnby, Azita Amiri, Mark Reynolds, Leiqiu Hu, Jeff Weimer, Harry Delugach, Huaming Zhang, Seyed Sadeghi, Andrea Word, Sarah Roller, Paul Whitehead, Ron Schwertfeger, Tim Newman, Carmen Scholz, Carolyn Sanders, Laird Burns

Absent with Proxy : Kwaku Gyasi, Donne Guerra, Amy Hunter, Darlene Showalter, Melissa Foster

Absent : Tobias Mendelson, Sophia Marinova, David Allen, Jose Betancourt, Jeremy Fischer, Abdul Salman, John Mecikalski, Sivaguru Ravindran, Gang Li

- Faculty Senate President Tim Newman called the meeting to order at 12:55 pm.
- Meeting Review:
 - Bill 442 passed second reading unanimously. Resolution 20/21-09
 - Bill 443 passed second reading unanimously. Resolution 20/21-10
- Approve FS meeting minutes. There were several corrections proposed. Mike Banish motions to amend these minutes. Carmen Scholz seconds. All in favor of amending with changes. Ayes carry. All in favor of approving minutes amended. Ayes carry.
- Accept FSEC report from December. Mike Banish moves to accept. Carolyn Sanders seconds. Emil was not present in person. He was via zoom. I would like the minutes to note that the meeting was delayed due to classroom technology disrupting the start time. Mike Banish seconds amendments. All in favor of motion to amend. Ayes carry. All in favor of accepting FSEC report. Ayes carry.
- Administrative Reports
 - President Darren Dawson
 - Facilities report is the same as last meeting.
 - The in state tuition program was approved to be offered as a pilot program to Tennessee residents. We will run this for two years.
 - We are in the midst of updating the return of campus plan for spring.
 - The new forensic lab and medical facility was approved. They will construct a building on campus.
 - Provost Christine Curtis:
 - I am happy to report that Dr. Steinwandt has accepted the position as Dean of Science. We are happy that he has agreed to join us. We thank Dr. Christi for his service as interim.
 - Dr. Greene is undergoing his fifth year review.
 - There are a number of policies that are being exchanged back and forth. We will be sending you policies that are at the fifth year review. There are some that have very few changes. Any with substantive changes will be coming to you. Some policies

were long standing and we didn't have policy on policies at the time. There will be some that may have not been reviewed before.

- We will not have a live commencement on the 14th. We will be virtual at 2 PM. I invite you to join us.
- Remember spring semester starts on the 13th of January. In terms of registration, your work is working. We are down to 4.5% in the negative. That has decreased since we first started monitoring. I thank you for your efforts in this. We will not have a spring break. It will be given the 6-12th of January.
- If you want plexiglass around lecterns in the classrooms you teach in, please put in a request to facilities and operations. If you don't know your classroom yet, let them know once you know.
- Students will have the opportunity to go pass/withdrawal this semester. It will be a short period of time they will have. We are asking all faculty to grade by the 15th of December. We are giving students the 16-18th to view their grades and decide. We have learned a few things and have corrected them from last time. We hope this will be all completed by the 18th.
- We started nightly upgrade rollovers. If you want to change a grade, you have to go through a change form.
- We are encouraging all faculty to develop a continuity plan for your courses this spring. Our canvas and abilities to work online and remotely have limited the joy of snow days. We have asked that you continue your teaching in the event of inclement weather. ETL has set up a webpage with an example, resources, and information to help develop a plan. In the event our data center was knocked out here, we can bring up the data center in Atlanta. That would allow us to continue with operations.
- We are asking everyone with hybrid courses that you teach face to face 80% of the time. I understand there are times when it is more effective via zoom. Our students need to know who you are and have that personal connection. We hear it in all the news media and Chronicle. If you have the opportunity to be face to face, please use that.
- Tim mentioned the meeting delay last week due to upgrades. I want to apologize for any disruptions it caused for faculty. We were given the opportunity to upgrade our classrooms. We received several requests from faculty to upgrade the sound and monitors. The state granted us \$1.336M to improve our classrooms for remote teaching and learning. We took that opportunity. They demanded that we figured out what we needed, put in purchase orders, go out on bids, put requisitions, receive the equipment and install by 30 December. We had volunteers come in and install the equipment. They will still work until the 30th. They have been working diligently. I apologize for the inconvenience.
- I have been receiving questions in regards to coming back this spring. We are simplifying that substantially. Faculty only have to do health check every three days. No re-entry testing or training to come back. Students will have to do health check. You will have to check their passport before class. We will continue with social distancing in classrooms and meetings. We will continue to wear mask in campus buildings. We won't wear mask when we are in our office, along, with closed door. None of us should come to campus if we are ill. Also remember personal hygiene, frequent hand washing. If you are selected for sentinel testing, please participate. This allows us to find hotspots. We have done an excellent job. You have done

excellent and the students have as well. We are looking forward to the vaccine. As soon as they are available to us, we will be in touch. We are working with a task force to secure those as soon as they are available.

- If we have an increase in incidents or if the hospital cannot cope with more cases, we will notify you. We will notify you on January 6th. We will tell you that we will go online for two weeks. Every seven days, we will notify you if we are going to stop in seven days or continue another fourteen days. You will know a week ahead of time if we will stop or continue online. It will be a constant communication. We need you to be alert to that.
 - Carmen – Thank you for your report. We only have two people in IT?
 - Provost – No, academic technologies.
 - Carmen – My apologies. I could call before COVID and someone would come to help. Now at 6 PM, I only get an answering machine. Can we foresee to increase staff or have students from electrical computer or science to help in this area?
 - Provost – We use students continuously. We haven't had as many this semester due to them not being on campus. We were also down a person until recently. The academic technologies is like admissions. People come, get experience, and move to a higher position. We have a fair amount of turnover. We've experienced that a lot this year and with the hiring freeze.
 - Carmen – Last week I asked you given the tremendous workload on faculty what your opinion was on a Christmas bonus. Is this discussion happening?
 - President – Yes, we did talk about that. Financially we couldn't do that. We would have to get approval from the system office. No other campuses are doing that and there usually has to be uniformity. I wouldn't expect that to happen.
 - Carmen – Provost Curtis you mentioned we have an external site due to bad weather? Are we prepared if we are hacked into similar to what happened with Huntsville school system?
 - Provost – Yes, we are aware. I have asked the same question. They are constantly concerned and they are trying to approve security. It is good at this point.
 - Paul – I have a question about pass/fail. If a student's grade is lowered to a grade "F" due to academic misconduct are they allowed to opt in?
 - Provost – If it is academic misconduct there is a freeze placed. They receive the grade you give them. You notify the registrar's office and notify your Dean.
 - Andrei – Is there an update on sabbaticals?
 - Provost – I am waiting on January/February to get a full assessment. Hopefully by then the vaccine will be coming and fall will be looking strong in enrollment. We didn't have sabbaticals because we needed every faculty member to teach. We needed people here to not have to hire additional people to teach. My plan is, if things go like we are hoping, the COVID year doesn't count in the count of years. Those that applied last year and were approved would be able to move on to their sabbatical. There might be a department or two because someone has retired or left, we can't spare that person. We would then work on an individual basis.

- Andrei – It is my understanding that Tuscaloosa hasn't canceled sabbaticals.
- Provost- They are different from us. They have more faculty and more resources. Our business is that our academics are strong.
- Andrei – Do we count six from the sabbatical or seven?
- Provost – It will count as normal.
- Andrei – Were there merit raises? And if not, how much did we save?
- Provost – No merit raises this year. I can defer to President Dawson.
- President Dawson – It usually saves about \$2M in the recurring.
- Andrei – Do we know how much we are saving from sabbaticals?
- Provost – You could do that if you like. All the Deans evaluated their situation and strongly felt they needed their faculty here to teach. This was all decided at the beginning at COVID. We had no idea how the year would go. We were also in a hiring freeze. I am hoping with the vaccine that those on sabbatical can go to other laboratories for their research.
- Emil – I think the decision on sabbatical is fair. We already had the letter that they were delayed indefinitely. This update is welcomed.
- Joey – Can faculty up for reappointment choose not to include fall?
- Provost – We did for COVID when we had to go from in class to online in one weekend, we gave the faculty the option. We used them in the summer and will for fall. Faculty are more than welcome to put in their reviews the conditions they had. The faculty reviewing have had the same issues. We haven't suspended SIE's.
- Joey – Those granted another year, should they have received criticism, do they need to respond to that for their file? If a Deans letter to a tenure earning stated what they need to do, do they need to respond to that?
- Provost – If I were faculty member, I would address it in my annual review. If it wasn't something I could address, I would say that.
- Joey – Faculty going up for reappointment in the new system, can these faculty have opt out for limited approval? It is an owner's process to go through this middle to end of this semester.
- Provost – I think that you would need to talk with the Dean about that.
- Harry – Just to make sure that only true rumors get spread, did I hear you say that UAH had a plan on receive and distributing vaccines?
- Provost – We are developing a plan. Everything is hazy at this point.
- Harry – I want to say the situation is chaotic. Beth posted that the FDA announcement is coming in an hour. I applaud your effort. The appropriate rumor is getting some doses but no plan at the moment.
- Provost – We are looking to get doses and as many as we can. The decisions are outside of our realm. The Department of Health will determine who gets the dosages and when. We can give our opinion.
- Harry – Every other institution is doing the same.
- Tim – Harry that is a good question. It looks like there will be 50K doses in the state by the end of the month.
- Bryan – When raises are reconsidered next year, will COVID year be considered in that?
- Provost- I think we will try to be fair. If there were accomplishments during COVID year, that will be considered. We have had family deaths, sickness,

and homeschooling children. Every situation has been different. Those that has been able to accomplish anything beyond their teaching, we will certainly consider those. Those who have had situations where there isn't enough time or energy, we have to be considerate of that as well.

- Bryan – Completely understandable. I hope this would include FAR year 19-20.
- Provost – I lived through proration after proration at Auburn. We would take the last raise to the one we were getting and look at the scope of work performed. We have the issue now of COVID, not just performance. We will consider the whole thing. We won't dock anyone because of the COVID year. We have to be considerate of the trauma some faculty have went through.
- Candice – Dr. Curtis, I have a question about spring contingency plans about residential students. I am teaching a spring hybrid class, when will they be notified if they can move in or if that would be delayed?
- Provost – Housing controls that. My understanding is that they will move in. For some students they have to move in, they have no other choice. Students will be moving in the 7 – 11th, roughly. There is a window time. All residential students will go through re-entry testing. We will continue to have isolation and quarantine in Beville Center.
- Joey – We began the fall semester with a meeting Todd Barre and presented that we are stable. Also that enrollment was up. Part of the reason we are asking about raises and sabbaticals is because our Chief Financial Officer stated everything is fine. We received that statement then we hear we can't do anything. There is a confusion among the faculty. One person is saying they are good, the other is saying we are disastrous.
- President – We are stable because we didn't take the hit on raises, sabbaticals and had a hiring freeze.
- Kader – I want to follow up on Joey's statement. What is lost in all of this is the asynchronous mode we are in. We are occurring a loss of expenses and not being compensated for that. You are saving even more because the campus is empty. Why is the situation so dire that we can't consider a bonus? We are working 12 hour days now. We are asking to do a lot more with a lot less.
- President- I understand, Kader. We do not know enrollment for the spring. It looks like it will be down 4%. We don't know additional expenses due to the virus. We don't know what will happen to the residence halls. We still don't know if we will get a second round of money from the federal government. It is all the uncertainty of what will happen this spring. We have to ask where can we not spend money or incur additional cost. That is what we are doing in the finance areas.
- Andrei – What was worst COVID or the scholarship matrix?
- President- No doubt it was the COVID. We think that is what caused enrollment to be felt this fall. Scholarship was done over five to six years.
- Andrei – It seems the matrix has caused us to be in this hysteria and then COVID hit.

- President- We haven't felt the level of what some universities have felt. This will affect some for years around the country.

➤ **Officer/Committee Report**

- Tim Newman, President
 - Thank you for attending and following the rules. Last meeting you delegated the FSEC to look over the list of enhanced marketing and professional degree certificates. We did discuss that and believe if the units are satisfied with that list, we are in agreement. We do think more resources are needed in some areas. My view is professional communications and technical writing need more resources in faculty and facilities. I believe those are two excellent candidates.
 - Carmen and I met with the President on November 30th. We discussed several issues that you have mentioned. You are aware of the technology failures last week. This is our list of pending bills. After today, there are 16 still pending. It is likely that we will be calling a special meeting or several to work through this backlog. The administration accepted Classroom Authorship and Materials.
- Carmen Scholz, President-Elect
 - I want to report on the budget committee. Todd Barre was hopeful for some more CARES money. He thought there was reason to be cautiously optimistic. Our reserves are not where they should be. Leftover money stays in the unit, he would like to see an 80/20 split. We used to have a big reserve, but construction has eaten into that. He likes to see \$20M. \$200-300K money is leftover from the federal government that can be spent on students that feel into hard times. I am only aware of one student that could still take part in this. If you are aware of students that would be fall into put them in touch to Dean of Students. You will see in your check no deduction for dental insurance. This is due to money sent back to the university and they give that back. We are in a good position on health insurance.
- Laird Burns, Past President
 - We have not received any faculty salary data that we have been asking for 18 months. We may have to go to alternative steps if we cannot obtain that.
- Mike Banish, Parliamentarian
 - No report.
- Mike Banish, Personnel Committee Chair
 - I will be meeting with my committee during the break to finish Chapter 7. We have met in regards to scholarship matrix. We have had no substantive discussion on the scholarship matrix. Back to Andrei's point, there is no discussion on the transparency side.
 - Laird – The faculty are supposed to be a part of the decision making. It is a committee with shared decision making.
 - President – We will do that in the meeting set for the middle of the year.
- Carolyn Sanders, Ombudsperson
 - No report.
- Kader Frendi, Governance and Operations Committee Chair
- Azita Amiri, Undergraduate Curriculum
 - I want to remind you of curriculum deadline change to January 15th.
 - Jeff – Since we are returning late for the semester, is there any consideration on extending the deadline?
 - Azita – Provost is this possible?
 - Provost – I think that is possible. We can delay to the 22nd.

- Jeff Weimer, Finance and Resources Committee Chair
 - We have 37 RCEU proposals. Student announcement will go out no later than tomorrow.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.
- Ron – The library committee did meet in November.
- Bill 442:
 - Motion to introduce. Kader Frendi moves to accept on second reading. Carmen Scholz seconds. Bill has been moved and approved.
 - Jeff – I will speak in Mike’s place. I brought this forward in the FSEC meeting. We are overdue and long since gone. This should be passed unanimously.
 - Tim – All in favor of Bill 442. Ayes carry. Bill passes unanimously.
 - Motion to extend. Carmen motions. Carolyn seconds. All in favor. Ayes carry.
- Bill 443:
 - Tim – This has been with us for a while. Motion to approve. Kader moves. Beth seconds.
 - Carmen – This bill addresses the revision of handbook Chapter 5. It has been in the making for years. The document before you is supposed to be the new Chapter 5. I don’t want to go through the details.
 - Tim – All in favor. Ayes carry. Bill passed unanimously.
- Motion to adjourn. Kader moves. Dilcu seconds. All in favor. Ayes carry.
- Adjourned at 2:26 PM.

This policy only applies to in-kind gifts of property or materials from external donors (individual or corporate) specifically directed to any UAH or UAHF entity for use by faculty, staff, or students. This policy covers in-kind gifts for charitable tax-deductible purposes only. It does not cover gifts of celebration or gratitude made to individuals or UAH or UAHF entities, although such gifts should be accepted only in compliance with the Alabama Ethics Commission.

Faculty Senate Bill 446:
Resolution of Concern Over Lack of Due Process in Merging/Splitting Academic Units

History: At FSEC Feb. 13, 2020 for First Reading, Passed First Reading
At Senate Feb. 20, 2020 for Second Reading. Returned to FSEC with direction to increase specificity
FSEC on Jan. 15, 2021 set bill for return to Senate.
At Senate Jan. 21, 2021 for Second Reading.

WHEREAS, academic departments and programs form the core of the university's academic mission; and

WHEREAS, the makeup of academic departments and programs has significant implications for faculty in terms of tenure, promotion, external funding, and internal allocation of resources, thus making faculty involvement crucial in these decisions, and

WHEREAS, in Fall 2019, concerns were expressed about the absence of notice and/or evidence of due process in the decision to move a program from one department to another, involving no review by the Faculty Senate Curriculum Committee or any other faculty senate committee, and

WHEREAS, in Spring 2020, two departments were merged, again with an absence of notice and/or evidence of due process, and

WHEREAS, UAH Policy 02.01.14 (Creating and Changing Undergraduate Programs) clearly specifies a process whereby departments, colleges, and the Faculty Senate Curriculum committee should be involved,

NOW THEREFORE BE IT RESOLVED:

That the Faculty Senate of the University of Alabama in Huntsville express its concern to the administration that its judgments and recommendations about merging/splitting departments and program have not been heeded by the current administration. The Senate requests that the administration make public its decision-making process for this academic year's decisions. The Senate requests that the administration publish its process or policy for future such decisions, along with its procedures for ensuring that such a process will be followed;

AND BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President and President-Elect publish this resolution upon the official records of the Faculty Senate

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

GIFT ACCEPTANCE POLICY

INTERIM

Number 04.04.01

Division Office of the Vice President for University Advancement

Date October 2020

Purpose The University of Alabama in Huntsville (“UAH” or “University”) welcomes gifts from donors interested in benefiting the University and its programs. UAH, as a part of The University of Alabama (“UA”) System, must accept and acknowledge gifts in accordance with established institutional policy and procedures, particularly Rule 411 of the Board Rules of The Board of Trustees of The University of Alabama. In addition, UAH, through its President, may adopt higher minimums in some cases and provide guidance and definition for the gift acceptance policy and process. The UAH Office of the Vice President for University Advancement, the UAH Office of the Vice President for Finance and Administration, affiliated foundations, and The University of Alabama System Pooled Endowment Fund (“UASPEF”) have the responsibility of managing gifts to UAH and its affiliated foundations. Gift management includes formal acceptance of gifts, proper allocation of gifts in accordance with UAH accounting procedures, receipts and acknowledgments to donors, maintenance of donor records, and other gift-related activities.

The following statement of policy and procedure has been adopted to ensure that all gifts to UAH are properly and efficiently accepted, received, acknowledged, and administered.

Policy To support the mission of UAH, increase private giving, and ensure the University meets standards of regulatory and ethical guidelines in fundraising efforts, the UAH Office of Development (“Development Office”) is responsible for collecting and maintaining donor and prospective donor information. The Development Office will honor donor rights and reasonable restrictions to the extent they are allowed by law, and will provide donors with appropriate receipting for income tax filing purposes.

Gift Acceptance

Gift Acceptance is defined by Board Rule 411 of The Board of Trustees of The University of Alabama [Board Manual](#). All further Board Rules in this policy are incorporated into this policy in entirety by reference. UAH follows guidelines for acceptance of all gifts in accordance with the provisions set forth by those Board Rules.

A. Authorization to Accept

The following categories of gifts must be recommended by the Chancellor and UAH President, and approved by formal resolution of The Board of Trustees of The University of Alabama:

1. Gifts to establish new endowments. Gifts to create endowments must comply with the minimum standards set forth herein, and investment of endowed funds must comply with Board Rule 404.
2. All named gifts, including gifts conditioned on the naming of a facility, part of a facility, college, school, department, program or unit.
3. Gifts restricted as to investments.
4. Gifts of real property or an interest therein.
5. Gifts of undivided interests.
6. Gift-sales or gifts subject to any encumbrance.
7. Gifts of non-publicly traded stock or otherwise of ownership, membership, or partnership interests for which there is not a ready market, regardless of whether such interests are passive.
8. Gifts that, because of their unusual nature, either present a potential detriment, financial or otherwise, or a serious question as to whether they are within the role and scope of the campuses.

(Categories one through eight are taken from: The Board of Trustees of The University of Alabama, Board Rule 411 V., available at <http://uasystem.edu/assets/2019/08/BR-411Final-2019.pdf>)

The Chancellor, the UAH President, or their designated representatives shall have full authority to accept all gifts not described above. The Vice President for University Advancement is the representative designated by the UAH President. While a number of positions across the University will receive gift monies, only the Chancellor, the UAH President, and their designees can formally accept the monies as gifts on behalf of the University.

B. Types of Gifts Accepted

1. Cash and cash equivalents

2. Securities
3. Closely held securities and business interests
4. In-kind gifts
5. Legacy gifts - revocable and irrevocable
6. Promises to Gift and Intentions to Give (Pledges)
7. Other, including bargain sales, contributed services, Quid Pro Quo contributions, etc.

Cash and Cash Equivalents

Cash and cash equivalent gifts are accepted in the form of currency, checks (made payable to the “UAH Foundation”), money orders, wire transfer, Automated Clearing House (ACH), credit/debit card charges, and/or thirdparty distributions including donor-advised funds and matching gifts. Gifts (one-time or recurring) can be made online via the [UAH Giving link](#) or through payroll deduction. All gifts should be noted with a designation.

Securities

Gifts of publicly traded stocks, bonds, and mutual funds are coordinated through the Development Office utilizing a brokerage company designated by the UAH Foundation. Instructions for transfer vary depending on whether the donor has physical possession of the stock certificate or the donor’s broker holds the stock on behalf of the client. Stock gifts are valued at the mean of the high and low price of the security on the date of transfer of ownership multiplied by the appropriate number of shares (net asset value is used for mutual fund valuation). The retained brokerage company will sell the gift as soon as feasible and the receipt of the proceeds of such sale shall be deposited into the appropriate account.

Closely Held Securities and Business Interests

The University may accept closely held securities or other business interests on a case-by-case basis. The UAH President, the Vice President for Finance and Administration, and the Vice President for University Advancement shall determine acceptance of these gifts after consultation with The Board of Trustees of The University of Alabama.

In-Kind Gifts

The University accepts in-kind gifts as charitable contributions. Before a noncash gift can be accepted, the internal “Non-cash Gift Acceptance” form, which can be found on [myUAH](#), must be completed by either the primary user or beneficiary of the gift or the person involved in developing the gift.

The Non-cash Gift Acceptance form must be signed by chair/supervisor of the relevant unit. The dean or director in charge of the unit, as well as the cognizant Vice President, must also approve gifts of \$5,000 or greater. These are submitted to the Vice President for University Advancement to determine acceptance.

The suitability of proposed gift should be evaluated for both its anticipated use and the cost associated with its use by the University. It should also be assessed for its potential use to further both the general mission of the University and the more particular mission of the unit within the University that will be the primary user or beneficiary of the property. The commitment of University resources required to deliver, install, house, use, and maintain the gift must also be reasonable in comparison with the benefit to be derived from it.

If the non-cash gift does not require acceptance by The Board of Trustees of The University of Alabama, the UAH President or the Vice President for University Advancement are authorized to accept the gift. No other UAH officials, employees, or students are authorized to accept non-cash gifts on behalf of the University.

Acceptance must precede delivery of the gift. The Development Office will be responsible for follow-up actions, such as coordination with the University's Office of Counsel if needed to prepare a receipt (if requested), written acknowledgements, or deeds of gift. The Development Office will also arrange publicity as appropriate for the gift and as agreed to by the donor.

This policy only applies to in-kind gifts of property or materials from external donors (individual or corporate) specifically directed to any UAH or UAHF entity for use by faculty, staff, or students. This policy covers in-kind gifts for charitable tax-deductible purposes only. It does not cover gifts of celebration or gratitude made to individuals or UAH or UAHF entities, although such gifts should be accepted only in compliance with the Alabama Ethics Commission.

The Development Office will also provide information and documentation regarding the gift to the Office of Accounting, which will forward such information to the Material Control Office to be properly inventoried.

Valuation and Receipting:

Donors are responsible for determining the fair market value of the gift for their individual tax reporting purposes. The Development Office will issue an in-kind gift receipt consisting of a simple description of the gift and the date

when the title to the property was formally transferred. A dollar value is not assigned to the contribution for receipting purposes and should not be stated on any acknowledgments or correspondence; however, an estimate of the fair market value on the date the gift was received will be recorded in the internal records for financial and development purposes.

The donor should seek guidance from his or her tax adviser regarding the potential requirement to file IRS Form 8283: Noncash Charitable Contributions. An in-kind tax-deductible gift may require a property appraisal by a qualified appraiser. The cost of the appraisal will be the responsibility of the donor and is required for any in-kind gift over \$5,000. The IRS Form 8283 should be sent to the Development Office after signature by the appraiser for signature by a University representative acknowledging receipt of the identified gift.

Real Estate:

Gifts of real estate or any interest therein must be accepted by The Board of Trustees of The University of Alabama in accordance with Board Rule 411 and shall be maintained as stated in Board Rule 404. Any costs associated with the conveyance and delivery of the gift, recording fees, survey, title insurance, and attorney's fees will be paid by the donor unless an exception is made, in which case the cost will be charged to the department that benefits from the gift.

Environmental reviews will be required except in the case of residential property that is determined to pose minimal potential for environmental risk. The University may require inspection by licensed or certified professionals for such gifts, as may be required to demonstrate due diligence and care.

Board Rule 404 sets out the in-kind gift policy as it relates to real estate. Board Rule 415 sets out the procedure for real property acquisitions and dispositions.

Sale or Disposal of Gifted Property:

Sale or disposal of donated property by the University within three years of the date that the gift was received may require filing of IRS Form 8282 by the University with the Internal Revenue Service. The Development Office will be notified by the UAH Asset Management Office when gifted property valued above \$5,000 is to be sold or disposed of by the University. This notice shall be prior to the sale or disposal. The Development Office will review and determine if IRS form 8283 is on file from the donor and if the sale or disposal of the property is within the three year time period. If the determination is

made that IRS Form 8282 is required, the Development Office will coordinate with the Vice President for Finance and Administration and the Vice President for University Advancement in the timely filing.

Legacy Gifts

The University accepts a variety of legacy gifts including bequests, charitable gift annuities, charitable lead trusts, charitable remainder trusts, insurance policies, retirement assets, IRA charitable rollovers, and securities. The official acceptance of testamentary gifts requires the approval of The Board of Trustees of The University of Alabama.

Board Rule 404 assigns the responsibility for direct investment and administration of life income and annuity funds to the UAH President.

A record of prospective planned gifts will be maintained separately from current giving in the Development Office database in accordance with nationally accepted policies.

Pledges

Only documented unconditional pledges will be entered into the Development Office gift database. The documentation must include a timeframe for payment, the gift designation, the donor's signature, and the defined amount pledged.

Pledge reminders will be sent to the donor on the schedule set out in the documentation or requested by the donor. If a pledge becomes delinquent or a donor defaults on the pledge, any follow-up is the responsibility of the Development Office.

Other

Acceptance of gifts that fall within this category will be determined by the Vice President for University Advancement. Certain gifts that fall into this category, such as bargain sales (i.e., property sold at less than fair market value), will require acceptance by The Board of Trustees of The University of Alabama under Board Rule 411. Gifts with Quid Pro Quo benefits will be processed through UAH in compliance with IRS regulations. Such benefits will not be provided to donors as a result of gifts from donor-advised funds or matching gifts.

Donor Intent and Restricted and Unrestricted Giving

A gift will be accepted when in the mutual best interest of the donor and the University. A determination of the donor's interest will include, but not be limited to, the donor's financial situation and philanthropic interests, as well as

any tax or other legal matters revealed while planning for a gift. The University adheres to the [Donor Bill of Rights](#) created by the American Association of Fund-Raising Counsel (AAFRC) and supported by numerous nonprofit organizations.

Donors are responsible for ensuring that proposed gifts further their own personal charitable, financial and estate planning goals. Each donor is urged to seek the advice of independent legal, tax, or financial counsel in the gift planning process. It is not within the purview of the University or its staff to give legal, accounting, tax, or other advice to prospective donors.

All information obtained from or about donors or prospects shall be held in strictest confidence by the University in accordance with the Council for Advancement and Support of Education (CASE) [Code of Ethics](#). Each staff member who has access to donor information is required to have a signed Confidentiality Agreement which is maintained on file. The University will respect the donor's wishes with regard to the publication of their information or other forms of recognition.

All endowment gifts created by a donor who is competent to do so require a Memorandum of Agreement ("MOA") in order to clearly set out the donor's intentions. The requirement of a MOA for other gifts will be considered on a case-by-case basis. The complexity of the donor's wishes will be the major factor in determining the need for a MOA. All other restricted gifts will be deposited in an appropriate account setting out the purpose for the gift.

Endowment funds shall be invested in the UASPEF; however, if the UASPEF does not meet a particular investment criteria defined by the donor, the funds will then be Separately Invested Funds. The decision for an alternate investment of funds shall be made in accordance with The Board of Trustees of The University of Alabama Rule on Separately Invested Endowments.

All endowment donors will receive an annual report with information pertinent to their gift. All endowments require approval by the Board of Trustees of The University of Alabama.

The Board of Trustees of The University of Alabama has determined the minimum standards for named gifts in Board Rule 411, and all naming requires their approval.

Gift Receipting and Acknowledgment

All gifts to the University should be directed to the Development Office so that the funds can be recorded. All deposits submitted for processing must be supported by accurate representations and original documentation to clearly identify their true business nature. A gift receipt meeting current IRS regulatory requirements will be sent to the donor upon gift acceptance. The University will issue tax receipts for all gifts regardless of value which exceeds IRS requirements. The Development Office has established specific parameters to acknowledge gifts in accordance with the benefitting unit and gift level.

Matching Gifts

The Development Office will process and approve corporate matching gifts. The Development Office staff can advise and assist donors in determining if they are eligible for a matching gift through their corporation.

Gift Management

All gifts shall be managed in accordance with governing documents or fund criteria. Unrestricted current-use gifts will be deposited into the appropriate unrestricted gift account, while restricted current-use gifts will be deposited into the appropriate restricted gift account; if such an account does not exist, it will be created. All gifts to endowed funds shall be deposited as quickly as feasible into the UASPEF or a separate investment account. An MOA should govern each endowment fund. Gift funds, both endowed and current use, are to be used for the purposes communicated by the donor when making the gift. Undesignated gifts will be directed to the President's Excellence Fund. The University is committed to properly administering the donor's gifts according to their wishes.

The dean, department chair, or budget head is responsible for ensuring the proper expenditure of gift funds at their disposal. This includes ensuring funds are properly established, transferred from the UAH Foundation to UAH to be expended through the Office of Procurement, and expended in a timely manner. At the end of each fiscal year the Vice President for Advancement and cognizant Vice President for each area will conduct a review of all accounts.

To ensure the proper expenditure of gift funds, the Development Office will coordinate activities to ensure the donor's restrictions are clarified and conveyed when establishing new gift funds by contacting the donor if there are any questions and working with the unit to interpret governing documents.

If the gift funds cannot be used in a manner consistent with the donor's restrictions and the donor is not able to execute an amendment to the fund agreement outlining the purpose of the fund, or there is no agreement governing the fund, the unit should discuss the limitations and possible alternatives with the Development Office. If deemed appropriate, the office will seek approval from the Office of Counsel to proceed with a change.

Definitions

Acceptance: An agreeing, either expressly or by actions or offer of another party, to give a gift. Any act signifying consent to give the gifts is an essential element to a completed gift. An acceptance may be made on behalf of UAH only by those officials authorized to do so in this policy, which is governed by the Board Rules of The Board of Trustees of The University of Alabama.

Endowment spending policy: To provide a predictable and sustainable level of income, the income distributed will be at a spending rate established by The Board of Trustees of The University of Alabama for the UASPEF. For the current spending rate, consult Board Rule 404.

Gift: A voluntary transfer to the University of an item of value, usually in the form of cash, checks, securities, real property, or personal property for which the donor receives no compensation, significant benefit, or value for the gifts. Gifts may come from individuals, corporations, foundations, and other sources. Gifts directed to or intended for UAH are the property of the University, subject to control and management by the Board of Trustees, but within the limits of and subject to any restrictions or directions of the donor of the gift, accepted and agreed to by the Board.

In-kind Gift: A non-cash donation of materials, securities, or real estate that is directly related to the mission of the University and reported at the fair market value.

Memorandum of Agreement ("MOA"): An MOA is a University document that describes a mutual agreement between a donor, UAH, and UAHF regarding a gift to the University. Its main purpose is to outline the details and use of the gift, including any restrictions, directions, purposes, or intentions of the donor(s) and the policies of the University.

Resolution of the Board of Trustees: Resolutions are recommended by the President of the University to the Chancellor who in turn submits them to The Board of Trustees of The University of Alabama. Resolutions are presented

for acceptance of new endowments, gift acknowledgment and appreciation, and naming of designated areas on campus.

Separately Invested Endowed Funds: Funds that cannot be invested in UASPEF per donor restrictions and as defined by The Board of Trustees of The University of Alabama Board Rule on Investment Policy and Guidelines.

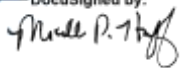
UASPEF: The University of Alabama System Pooled Endowment Fund. All endowments, except those required by the donor to be invested separately, are held and invested by the System Office and are administered and reviewed by the investment committee of the Board of Trustees.

Compliance

All aspects of gift acceptance and administration shall be in full compliance with The Board of Trustees of The University of Alabama Board Rules.

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

Approval

DocuSigned by:

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oct-23-2020

University Counsel

Mallie S. Hale

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Date: 2020.10.22 10:48:04 -0500

Date

10/22/2020

Vice President for University Advancement

Date

Campus Designee

Date

APPROVED:

President

Date

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

GIFT ACCEPTANCE POLICY

INTERIM

Number **04.04.01**

Division **Office of the Vice President for University Advancement**

Date **October 2020**

Purpose The University of Alabama in Huntsville (“UAH” or “University”) welcomes gifts from donors interested in benefiting the University and its programs. UAH, as a part of The University of Alabama (“UA”) System, must accept and acknowledge gifts in accordance with established institutional policy and procedures, particularly Rule 411 of the Board Rules of The Board of Trustees of The University of Alabama. In addition, UAH, through its President, may adopt higher minimums in some cases and provide guidance and definition for the gift acceptance policy and process. The UAH Office of the Vice President for University Advancement, the UAH Office of the Vice President for Finance and Administration, affiliated foundations, and The University of Alabama System Pooled Endowment Fund (“UASPEF”) have the responsibility of managing gifts to UAH and its affiliated foundations. Gift management includes formal acceptance of gifts, proper allocation of gifts in accordance with UAH accounting procedures, receipts and acknowledgments to donors, maintenance of donor records, and other gift-related activities.

The following statement of policy and procedure has been adopted to ensure that all gifts to UAH are properly and efficiently accepted, received, acknowledged, and administered.

Policy To support the mission of UAH, increase private giving, and ensure the University meets standards of regulatory and ethical guidelines in fundraising efforts, the UAH Office of Development (“Development Office”) is responsible for collecting and maintaining donor and prospective donor information. The Development Office will honor donor rights and reasonable restrictions to the extent they are allowed by law, and will provide donors with appropriate receipting for income tax filing purposes.

Gift Acceptance

Gift Acceptance is defined by Board Rule 411 of The Board of Trustees of The University of Alabama [Board Manual](#). All further Board Rules in this policy are incorporated into this policy in entirety by reference. UAH follows guidelines for acceptance of all gifts in accordance with the provisions set forth by those Board Rules.

A. Authorization to Accept

The following categories of gifts must be recommended by the Chancellor and UAH President, and approved by formal resolution of The Board of Trustees of The University of Alabama:

1. Gifts to establish new endowments. Gifts to create endowments must comply with the minimum standards set forth herein, and investment of endowed funds must comply with Board Rule 404.
2. All named gifts, including gifts conditioned on the naming of a facility, part of a facility, college, school, department, program or unit.
3. Gifts restricted as to investments.
4. Gifts of real property or an interest therein.
5. Gifts of undivided interests.
6. Gift-sales or gifts subject to any encumbrance.
7. Gifts of non-publicly traded stock or otherwise of ownership, membership, or partnership interests for which there is not a ready market, regardless of whether such interests are passive.
8. Gifts that, because of their unusual nature, either present a potential detriment, financial or otherwise, or a serious question as to whether they are within the role and scope of the campuses.

(Categories one through eight are taken from: The Board of Trustees of The University of Alabama, Board Rule 411 V., available at <http://uasystem.edu/assets/2019/08/BR-411-Final-2019.pdf>)

The Chancellor, the UAH President, or their designated representatives shall have full authority to accept all gifts not described above. The Vice President for University Advancement is the representative designated by the UAH President. While a number of positions across the University will receive gift monies, only the Chancellor, the UAH President, and their designees can formally accept the monies as gifts on behalf of the University.

B. Types of Gifts Accepted

1. Cash and cash equivalents
2. Securities
3. Closely held securities and business interests
4. In-kind gifts

5. Legacy gifts - revocable and irrevocable
6. Promises to Gift and Intentions to Give (Pledges)
7. Other, including bargain sales, contributed services, Quid Pro Quo contributions, etc.

Cash and Cash Equivalents

Cash and cash equivalent gifts are accepted in the form of currency, checks (made payable to the "UAH Foundation"), money orders, wire transfer, Automated Clearing House (ACH), credit/debit card charges, and/or third-party distributions including donor-advised funds and matching gifts. Gifts (one-time or recurring) can be made online via the [UAH Giving link](#) or through payroll deduction. All gifts should be noted with a designation.

Securities

Gifts of publicly traded stocks, bonds, and mutual funds are coordinated through the Development Office utilizing a brokerage company designated by the UAH Foundation. Instructions for transfer vary depending on whether the donor has physical possession of the stock certificate or the donor's broker holds the stock on behalf of the client. Stock gifts are valued at the mean of the high and low price of the security on the date of transfer of ownership multiplied by the appropriate number of shares (net asset value is used for mutual fund valuation). The retained brokerage company will sell the gift as soon as feasible and the receipt of the proceeds of such sale shall be deposited into the appropriate account.

Closely Held Securities and Business Interests

The University may accept closely held securities or other business interests on a case-by-case basis. The UAH President, the Vice President for Finance and Administration, and the Vice President for University Advancement shall determine acceptance of these gifts after consultation with The Board of Trustees of The University of Alabama.

In-Kind Gifts

The University accepts in-kind gifts as charitable contributions. Before a non-cash gift can be accepted, the internal "Non-cash Gift Acceptance" form, which can be found on [myUAH](#), must be completed by either the primary user or beneficiary of the gift or the person involved in developing the gift.

The Non-cash Gift Acceptance form must be signed by chair/supervisor of the relevant unit. The dean or director in charge of the unit, as well as the cognizant Vice President, must also approve gifts of \$5,000 or greater. These are submitted to the Vice President for University Advancement to determine acceptance.

The suitability of proposed gift should be evaluated for both its anticipated use and the cost associated with its use by the University. It should also be assessed for its potential use to further both the general mission of the University and the more particular mission of the unit within the University that will be the primary user or beneficiary of the property. The commitment of University resources required to deliver, install, house, use, and maintain the gift must also be reasonable in comparison with the benefit to be derived from it.

If the non-cash gift does not require acceptance by The Board of Trustees of The University of Alabama, the UAH President or the Vice President for University Advancement are authorized to accept the gift. No other UAH officials, employees, or students are authorized to accept non-cash gifts on behalf of the University.

Acceptance must precede delivery of the gift. The Development Office will be responsible for follow-up actions, such as coordination with the University's Office of Counsel if needed to prepare a receipt (if requested), written acknowledgements, or deeds of gift. The Development Office will also arrange publicity as appropriate for the gift and as agreed to by the donor.

The Development Office will also provide information and documentation regarding the gift to the Office of Accounting, which will forward such information to the Material Control Office to be properly inventoried.

Valuation and Receipting:

Donors are responsible for determining the fair market value of the gift for their individual tax reporting purposes. The Development Office will issue an in-kind gift receipt consisting of a simple description of the gift and the date when the title to the property was formally transferred. A dollar value is not assigned to the contribution for receipting purposes and should not be stated on any acknowledgments or correspondence; however, an estimate of the fair market value on the date the gift was received will be recorded in the internal records for financial and development purposes.

The donor should seek guidance from his or her tax adviser regarding the potential requirement to file IRS Form 8283: Noncash Charitable Contributions. An in-kind tax-deductible gift may require a property appraisal by a qualified appraiser. The cost of the appraisal will be the responsibility of the donor and is required for any in-kind gift over \$5,000. The IRS Form 8283 should be sent to the Development Office after signature by the appraiser for signature by a University representative acknowledging receipt of the identified gift.

Real Estate:

Gifts of real estate or any interest therein must be accepted by The Board of Trustees of The University of Alabama in accordance with Board Rule 411 and shall be maintained as stated in Board Rule 404. Any costs associated with the conveyance and delivery of the gift, recording fees, survey, title insurance, and attorney's fees will be paid by the donor unless an exception is made, in which case the cost will be charged to the department that benefits from the gift.

Environmental reviews will be required except in the case of residential property that is determined to pose minimal potential for environmental risk. The University may require inspection by licensed or certified professionals for such gifts, as may be required to demonstrate due diligence and care.

Board Rule 404 sets out the in-kind gift policy as it relates to real estate. Board Rule 415 sets out the procedure for real property acquisitions and dispositions.

Sale or Disposal of Gifted Property:

Sale or disposal of donated property by the University within three years of the date that the gift was received may require filing of IRS Form 8282 by the University with the Internal Revenue Service. The Development Office will be notified by the UAH Asset Management Office when gifted property valued above \$5,000 is to be sold or disposed of by the University. This notice shall be prior to the sale or disposal. The Development Office will review and determine if IRS form 8283 is on file from the donor and if the sale or disposal of the property is within the three year time period. If the determination is made that IRS Form 8282 is required, the Development Office will coordinate with the Vice President for Finance and Administration and the Vice President for University Advancement in the timely filing.

Legacy Gifts

The University accepts a variety of legacy gifts including bequests, charitable gift annuities, charitable lead trusts, charitable remainder trusts, insurance policies, retirement assets, IRA charitable rollovers, and securities. The official acceptance of testamentary gifts requires the approval of The Board of Trustees of The University of Alabama.

Board Rule 404 assigns the responsibility for direct investment and administration of life income and annuity funds to the UAH President.

A record of prospective planned gifts will be maintained separately from current giving in the Development Office database in accordance with nationally accepted policies.

Pledges

Only documented unconditional pledges will be entered into the Development Office gift database. The documentation must include a timeframe for payment, the gift designation, the donor's signature, and the defined amount pledged.

Pledge reminders will be sent to the donor on the schedule set out in the documentation or requested by the donor. If a pledge becomes delinquent or a donor defaults on the pledge, any follow-up is the responsibility of the Development Office.

Other

Acceptance of gifts that fall within this category will be determined by the Vice President for University Advancement. Certain gifts that fall into this category, such as bargain sales (i.e., property sold at less than fair market value), will require acceptance by The Board of Trustees of The University of Alabama under Board Rule 411. Gifts with Quid Pro Quo benefits will be processed through UAH in compliance with IRS regulations. Such benefits will not be provided to donors as a result of gifts from donor-advised funds or matching gifts.

Donor Intent and Restricted and Unrestricted Giving

A gift will be accepted when in the mutual best interest of the donor and the University. A determination of the donor's interest will include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or other legal matters revealed while planning for a gift. The University adheres to the [Donor Bill of Rights](#) created by the American Association of Fund-Raising Counsel (AAFRC) and supported by numerous nonprofit organizations.

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All information obtained from or about donors or prospects shall be held in strictest confidence by the University in accordance with the Council for Advancement and Support of Education (CASE) [Code of Ethics](#). Each staff member who has access to donor information is required to have a signed

Confidentiality Agreement which is maintained on file. The University will respect the donor's wishes with regard to the publication of their information or other forms of recognition.

All endowment gifts created by a donor who is competent to do so require a Memorandum of Agreement ("MOA") in order to clearly set out the donor's intentions. The requirement of a MOA for other gifts will be considered on a case-by-case basis. The complexity of the donor's wishes will be the major factor in determining the need for a MOA. All other restricted gifts will be deposited in an appropriate account setting out the purpose for the gift.

Endowment funds shall be invested in the UASPEF; however, if the UASPEF does not meet a particular investment criteria defined by the donor, the funds will then be Separately Invested Funds. The decision for an alternate investment of funds shall be made in accordance with The Board of Trustees of The University of Alabama Rule on Separately Invested Endowments.

All endowment donors will receive an annual report with information pertinent to their gift. All endowments require approval by the Board of Trustees of The University of Alabama.

The Board of Trustees of The University of Alabama has determined the minimum standards for named gifts in Board Rule 411, and all naming requires their approval.

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Matching Gifts

The Development Office will process and approve corporate matching gifts. The Development Office staff can advise and assist donors in determining if they are eligible for a matching gift through their corporation.

Gift Management

All gifts shall be managed in accordance with governing documents or fund criteria. Unrestricted current-use gifts will be deposited into the appropriate

unrestricted gift account, while restricted current-use gifts will be deposited into the appropriate restricted gift account; if such an account does not exist, it will be created. All gifts to endowed funds shall be deposited as quickly as feasible into the UASPEF or a separate investment account. An MOA should govern each endowment fund. Gift funds, both endowed and current use, are to be used for the purposes communicated by the donor when making the gift. Undesignated gifts will be directed to the President's Excellence Fund. The University is committed to properly administering the donor's gifts according to their wishes.

The dean, department chair, or budget head is responsible for ensuring the proper expenditure of gift funds at their disposal. This includes ensuring funds are properly established, transferred from the UAH Foundation to UAH to be expended through the Office of Procurement, and expended in a timely manner. At the end of each fiscal year the Vice President for Advancement and cognizant Vice President for each area will conduct a review of all accounts.

To ensure the proper expenditure of gift funds, the Development Office will coordinate activities to ensure the donor's restrictions are clarified and conveyed when establishing new gift funds by contacting the donor if there are any questions and working with the unit to interpret governing documents.

If the gift funds cannot be used in a manner consistent with the donor's restrictions and the donor is not able to execute an amendment to the fund agreement outlining the purpose of the fund, or there is no agreement governing the fund, the unit should discuss the limitations and possible alternatives with the Development Office. If deemed appropriate, the office will seek approval from the Office of Counsel to proceed with a change.

Definitions

Acceptance: An agreeing, either expressly or by actions or offer of another party, to give a gift. Any act signifying consent to give the gifts is an essential element to a completed gift. An acceptance may be made on behalf of UAH only by those officials authorized to do so in this policy, which is governed by the Board Rules of The Board of Trustees of The University of Alabama.

Endowment spending policy: To provide a predictable and sustainable level of income, the income distributed will be at a spending rate established by The Board of Trustees of The University of Alabama for the UASPEF. For the current spending rate, consult Board Rule 404.

Gift: A voluntary transfer to the University of an item of value, usually in the form of cash, checks, securities, real property, or personal property for which the donor receives no compensation, significant benefit, or value for the gifts. Gifts may come from individuals, corporations, foundations, and other sources. Gifts directed to or intended for UAH are the property of the University, subject to control and management by the Board of Trustees, but within the limits of and subject to any restrictions or directions of the donor of the gift, accepted and agreed to by the Board.

In-kind Gift: A non-cash donation of materials, securities, or real estate that is directly related to the mission of the University and reported at the fair market value.

Memorandum of Agreement (“MOA”): An MOA is a University document that describes a mutual agreement between a donor, UAH, and UAHF regarding a gift to the University. Its main purpose is to outline the details and use of the gift, including any restrictions, directions, purposes, or intentions of the donor(s) and the policies of the University.

Resolution of the Board of Trustees: Resolutions are recommended by the President of the University to the Chancellor who in turn submits them to The Board of Trustees of The University of Alabama. Resolutions are presented for acceptance of new endowments, gift acknowledgment and appreciation, and naming of designated areas on campus.

Separately Invested Endowed Funds: Funds that cannot be invested in UASPEF per donor restrictions and as defined by The Board of Trustees of The University of Alabama Board Rule on Investment Policy and Guidelines.

UASPEF: The University of Alabama System Pooled Endowment Fund. All endowments, except those required by the donor to be invested separately, are held and invested by the System Office and are administered and reviewed by the investment committee of the Board of Trustees.

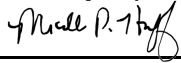
Compliance

All aspects of gift acceptance and administration shall be in full compliance with The Board of Trustees of The University of Alabama Board Rules.

Review

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

Approval

DocuSigned by:

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University Counsel

oct-23-2020

Date

Mallie S. Hale

Digitally signed by Mallie S. Hale
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Date: 2020.10.22 10:48:04 -0500

Vice President for University Advancement

10/22/2020

Date

Campus Designee

Date

APPROVED:

President

Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SUMMER SCHOOL OPERATIONS
INTERIM**

Number 02.01.52

Division Academic Affairs

Date February 26, 2014

Purpose

To establish operational principles, revenue and cost sharing, class scheduling, and faculty compensation for instruction in summer school.

Policy

Summer school operates on a College level by generating revenue from tuition, using that revenue to pay direct expenses of instruction, and sharing net revenue among various units to support operations of those units throughout the year.

Instructional costs (salaries and benefits) will be paid first from gross revenues. Subsequently, the distribution of net revenues after payment of instructional costs is as follows:

General Fund	66%
Academic Affairs (Office of the Provost)	17%
College	17%

Net revenues are distributed in the fiscal year budget beginning the 1st of October immediately following fiscal year-end close.

Class Size

~~±~~ Summer term undergraduate minimum course enrollments for three or four credit hour courses range from 10 to 15 students for on campus courses and from 10 to 20 students for online courses. Each college will select the undergraduate minimum course enrollment limit within the approved range for summer terms. The Dean, with the concurrence of the Provost, will decide which undergraduate courses will be taught during the summer terms. Courses with lower enrollments ~~but no lower than 50% of the minimum course enrollment may be taught with the approval of the Dean and Provost with the faculty salary, set forth below (the "Summary Salary"), being prorated in proportion to the number of students in the course. For example, if a college's minimum course enrollment is 12 students, a class of 6 students may be taught and the faculty's Summer Salary will be calculated at 50% of the normal rate. The university will pay the pro rata amount. If the Dean chooses with the approval of the Provost, the college may pay the difference between the pro rata amount and the instructor's allowed Summer Salary may be taught with the approval of the Dean and Provost. Courses~~ An undergraduate course that is significantly below the minimum course enrollment should only be ~~used~~ offered if there are ~~r~~ students who need the

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courses to graduate. No-University-wide, no more than 15% of the summer undergraduate courses can be below the minimum course enrollment. The Provost must approve any exceptions.

Summer term graduate minimum course enrollments range from 5 to 10 students for on campus and online courses. Each college will select the graduate minimum course enrollment within the approved range for summer terms. The Dean, with the concurrence of the Provost, will decide which graduate courses will be taught during the summer terms. A graduate course that is significantly below the minimum course enrollment should only be offered if there are students who need the courses to graduate. Courses with lower enrollments ~~but no lower than 50% of the minimum course enrollment~~ may be taught with the approval of the Dean and Provost ~~with the faculty Summer Salary being prorated in proportion to the number of students in the course. For example, if the college's minimum course enrollment is 8 students, a class of 4 students may be taught and the faculty's Summer Salary will be calculated at 50% of the normal rate. The university will pay the pro-rata amount. If the Dean chooses with the approval of the Provost, the college may pay the difference between the pro-rata amount and the instructor's allowed Summer Salary. No-~~ University-wide, no more than 15% of the summer graduate courses for one college can be below the minimum course enrollment. The Provost must approve any exceptions.

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Part-time Faculty

~~Part-time faculty are paid the part-time salary rate established by the college for summer courses. The Dean will decide with the concurrence of the Provost the classes that part-time faculty teach during the summer.~~

Cross-listed Courses

Enrollments in cross-listed undergraduate and graduate courses will be calculated as the sum of the undergraduate and graduate enrollment. ~~T-and the graduate minimum enrollment range will be applied to the course as a whole for calculating proration. will be used to determine whether the course is taught.~~

Minimum enrollment levels for interdisciplinary courses will be defined by the home department or program for the course.

Compensation for Instruction

Part-time faculty are paid the part-time salary rate established by the college for summer courses. The Dean will decide with the concurrence of the Provost the classes that part-time faculty teach during the summer.

÷ All full-time faculty (i.e., tenured and tenure- earning, research, clinical, instructors, lecturers) will be compensated at a rate of 10% of their academic year base salary per 3-credit-hour course ~~that meets minimum enrollment~~, with a ~~\$6,000~~ \$7,500 minimum and up to a maximum of \$17,500 per 3-credit-hour course ~~that meets minimum enrollment~~. Courses of fewer or greater than 3-credit-hours ~~that meet minimum enrollment~~ are compensated on a pro rata credit-hour basis. Part-time and adjunct instructor compensation is determined by the College with concurrence by the Provost. The 10% rate derives from a full-time teaching load of 4 3-credit hour courses per semester plus *time* allocated to service, i.e., 5 time blocks per semester or 10 per academic year such that one course is approximately equivalent to 10% of the academic year.

Review

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

Approval

Chief University Counsel

Christine W. Curt is _____
Provost and Executive Vice President for Academic Affairs

APPROVED:



President

~~Policy~~ Policy 02.01.52

Page ~~3 of 2~~ 2/2

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Faculty Senate Bill 450:
Faculty Handbook Chapter 4 Revision Spring 2020

History: At FSEC Mar. 12, 2020 for First Reading, submitted via the Personnel Committee
At Jan. 15, 2021 FSEC meeting, was placed onto Senate Agenda for Second Reading
Before Senate for Second Reading at Jan. 21, 2021 meeting

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 4 language from the Administration, and

WHEREAS, the Faculty Senate Personnel Committee has re-reviewed the current Faculty Handbook Chapter 4, the language for Chapter 4 previously considered by the Senate and its prior committees, and revised language for Chapter 4 proposed by the Administration, and

WHEREAS, a new revision to Chapter 4 has been prepared by the Personnel Committee,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 4 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 4 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Chapter 4 text that follows be adopted as the new Chapter 4 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page with the revised Chapter 4 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

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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 Provost for Undergraduate Studies, the Deans of the Colleges, 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, Professional and Continuing Studies, -and Office of International [Services, Testing Services, Enhanced Teaching and Learning, Engagement,](#) and the Registrar. [The processes for selection, appointment, and reassignment 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 ~~sevensix~~ degree granting colleges: [College of Arts, Humanities, and Social Sciences;](#) Business Administration-; Education-; Engineering-; ~~Liberal Arts, , Humanities, and Social Sciences-;~~ Nursing-; [Professional and Continuing Studies;](#) 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, 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 seven 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 [and non-departmentalized Colleges](#) serve the dual functions of administering courses of instruction leading to degrees and of administering 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 sit~~ sit on the Provost's academic council. A dean holds a tenured faculty appointment in an academic department or college.

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~~ Appendix 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

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, 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, 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 calendar year of notice of termination. During the period of notice of termination, the University will either provide suitable employment for the academic year that is part of the notice period or suitable employment for part of the academic year that is part of the notice period and severance pay in lieu of employment during the academic year with the sum of the employment period and severance pay totaling compensation for the academic year of the notice period. The choice of the manner in which compensation for the notice period is, i.e., the combination and severance for the notice period, is the President's 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 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 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 must be thoughtfully considered 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~~ Arelevantare 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 ~~is not awarded~~~~does not earn~~ tenure in an academic program outside the departmental ~~or college~~ structure. The administrative officer of the program is the program chair who is appointed by the Dean with the concurrence of the Provost. The program chair reports to a ~~D~~ean 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~~ean 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.

Upon completion of the search process, the dean solicits from individual program faculty members a summary of their evaluation and advice on each final candidate. In the event that the dean does not secure the appointment of a chair from the list of candidates who have general faculty support, the search process normally shall be continued until a chair acceptable to the dean and the Provost is successfully recruited. Except in extraordinary circumstances, the

dean will select a chair from those candidates who have general faculty support. Procedures for the reappointment and reassignment of program chairs will follow those established for department chairs. (See Appendix B)

A program chair normally has a calendar-year appointment and is appointed to a four-year term of office. The chair will continue to teach on a regular basis but normally with a reduced teaching load. The extent of the load reduction and the type of appointment is established for each program by the Provost upon recommendation by the dean and depends upon the size and scope of the program's activities.

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 Director⁷

The academic directors listed in Section 4.1, including the as well as 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 provides ~~ing~~ support~~s~~ 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.

4.10.311 Ombudsperson

-The faculty ombudsperson is a faculty member and is selected, appointed, and reappointed with the approval of the Faculty Senate, according to the same procedures as for Academic Directors in Appendix B. The ombudsperson's appointment is typically a one-third time appointment during the academic year. Normally, the faculty ombudsperson follow the International Ombudsman Association Standards of Practice and must undergo the training provided by the International Ombudsman Association.

Faculty Senate Bill 446:
Resolution of Concern Over Lack of Due Process in Merging/Splitting Academic Units

History: At FSEC Feb. 13, 2020 for First Reading, Passed First Reading
At Senate Feb. 20, 2020 for Second Reading. Returned to FSEC with direction to increase specificity
FSEC on Jan. 15, 2021 set bill for return to Senate.
At Senate Jan. 21, 2021 for Second Reading.

WHEREAS, academic departments and programs form the core of the university's academic mission; and

WHEREAS, the makeup of academic departments and programs has significant implications for faculty in terms of tenure, promotion, external funding, and internal allocation of resources, thus making faculty involvement crucial in these decisions, and

WHEREAS, in Fall 2019, concerns were expressed about the absence of notice and/or evidence of due process in the decision to move a program from one department to another, involving no review by the Faculty Senate Curriculum Committee or any other faculty senate committee, and

WHEREAS, in Spring 2020, two departments were merged, again with an absence of notice and/or evidence of due process, and

WHEREAS, UAH Policy 02.01.14 (Creating and Changing Undergraduate Programs) clearly specifies a process whereby departments, colleges, and the Faculty Senate Curriculum committee should be involved,

NOW THEREFORE BE IT RESOLVED:

That the Faculty Senate of the University of Alabama in Huntsville express its concern to the administration that its judgments and recommendations about merging/splitting departments and program have not been heeded by the current administration. The Senate requests that the administration make public its decision-making process for this academic year's decisions. The Senate requests that the administration publish its process or policy for future such decisions, along with its procedures for ensuring that such a process will be followed;

AND BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President and President-Elect publish this resolution upon the official records of the Faculty Senate

FACULTY SENATE EXECUTIVE MEETING

January 14, 2021

12:50 P.M. to 2:20 P.M. OKT N142

Present: Tim Newman, Gwaku Gyasi, Mike Banish, Kader Frendi, Laird Burns, Carmen Scholz, Jeff Weimer

Zoom Remote Participants: Ex-Officio: Provost Christine Curtis; Guest: President Darren Dawson, Emil Jovanov, Paul Whitehead

- **Faculty Senate President Tim Newman called the meeting to order at 12:54 PM.**
- **Meeting Review:**
 - **Summer School Operations Policy moved to Special FSEC meeting 1/15/2021.**
 - **Use of Outdoor Areas on Campus Policy passed to be placed on FS agenda.**
 - **Use of Facilities Policy passed to be placed on FS agenda.**
- **Administrative Reports**
 - **President Dawson**
 - There aren't many changes to schedule. We received bids back in December from two companies on the Greenway. The two bids were substantially higher than the allotted budget. This project is on hold until we reassess. Spragins Hall interior renovation will move forward. We received a substantial donation to allow us to move forward. We will take it to the board in February. We will try to start in April/May have it completed before fall semester.
 - We have ordered 1,000 COVID vaccines. We don't know when we will receive those vaccines. We are developing a plan on our distribution. The rollout in Alabama hasn't been very good.
 - Tim – When we talk about doses, are these to vaccinate 1,000 people? Or 1,000 shots to vaccinate 500 people?
 - President – I think these are just 1,000 shots. If they ship you 1,000, and you have 28 days until the booster, you are in the queue for the second 1,000.
 - Tim – Were those ordered with idea that they were for faculty/staff or whole campus community?
 - President – We just put in the order for the 1,000. You have guidelines. Anyone involved with health care situations, then move to housing and dining. We will survey out who will actually take it and then move down the list. By the time we get the first 1,000 doses, I think the guidelines will be redone.
 - Kader – Let me state that I am ecstatic to be back on campus. I do question the rationale to be in hybrid mode with the increasing rate in deaths within the state. We didn't have data in the fall semester to open fully, what numbers are we making the rationale to be on campus?

- President – We have a task force composed of the three campuses and relying on information from UAB. It was determined by that task force that we could open up in hybrid mode as long as we move holidays back.
- Kader – The numbers in Madison County are increasing. The hospitals are at capacity. We are really at the near peak or going to a peak. We haven't seen one yet.
- President- I follow the data very carefully. The idea is the classroom doesn't spread the virus. It is spread outside the university.
- Jeff – It seems perhaps the students are not getting the routine notification to do their COVID check in. Is that true?
- President – We will find out about that.
- Provost Christine Curtis
 - I received my health check from UAB yesterday. Faculty and staff should be receiving their health check message. The question is were the students getting them in the fall? I will contact Malcolm Rice and ask him what the student needs to do.
 - Jeff – A student in the class stated they weren't receiving the notification like before.
 - Continuing with health and safety guidance, we are not going to have re-entry testing for faculty/staff. Only residential students and athletes/coaches are tested once a week. I was in a meeting last week with Christi and she is working hard to ensure they are getting tested. We have 23 positives on re-entry and 25 in isolation. It's really important that we follow all the safety measures. I understand, Kader, it is difficult to know what to do. We haven't linked any contraction back to the classroom. There has been talk to make the social distancing smaller, we haven't done that. You are to wear face coverings. Cleaning supplies should be made available to you.
 - Tim – This room we are meeting in today did not have any of that stuff.
 - Provost – Send an email to me and I will forward that on. They are doing their very best. Notify us of the room number and building and they will get to it.
 - About four weeks in last semester, I was asked by the FSEC to buy more face masks/shields. When we try to disperse those among the campus, the colleges said they have everything they need. At the beginning of this semester, we decided the best measure to ensure each person has their supply, we would place the supplies in a supply room. If you know of anyone that needs the supplies they are in the supply room and can be dispensed. I included in this brief the suggested information to go into the syllabus. I encourage everyone to use that in their syllabus. We are still requiring a green passport to come to class. You should be receiving the email from OIT to let you know if the student is compliant. If there are issues with receiving that, I need to know.
 - We try to make sure our students have as many resources as possible. The library has areas for small study groups to gather together. If larger groups need to gather, they are to contact user services in the library. We are trying to provide that opportunity to students. The library has the same hours as last time, M-TH until 10:30 PM, Friday until 8 PM, Saturdays 1-10 PM.
 - The Student Success Services have new opportunities for students.

- There is a complete return to campus website that I encourage you to look at. I will be happy to address any issues. Notifications are the same as last semester. If someone has tested positive, they are to let HR know. The notification system on cleaning seems to be working well. The custodial service seems to be prompt and thorough. They are aware and making sure everything is safe including equipment.
- At the end of the last semester, we had three days for pass/withdraw. I do not have any data yet. I will share it with you as soon as I get it. We had only a few, less than 10, that gave us complaints. There were some that started very late to do the pass/withdraw. We are asking they go through the grade appeal process.
- The numbers aren't as good for spring enrollment – 7,253 undergraduate and 1,896 graduate.
 - Tim – Do you have the enrollment number on this day for last year?
 - Provost – Yes, we were 101 more in graduate. We 1,768 graduate. We are 37 below in undergraduate.
- The ELC had to be closed this week. We had several staff and four/five teachers that had to go into quarantine. We had some positives. We had a whole class of children that had to go into quarantine. Since we had too many teachers out, we had to close. They will open next Tuesday.
- **Officer/Committee Reports**
 - Tim Newman, President
 - I was asked for a name for the working group for Graduate Studies and Chief Police search.
 - We passed a revision to Chapter 6. There have been some comments on that from Graduate Studies. We will be meeting with the Dean that is the overseeing Graduate Studies. One concern is who is serving on Graduate Council. What is done on Graduate Council? We also want more involvement if there are closures.
 - You probably saw in late December CARES II was passed. There will be another allotment coming to the university. We should see this as an opportunity to further our resources. I am of the firm view that the monies need to be better publicized than before. Students may not be aware of what they can get compensated for or reimbursed. I have made the point we need to reach out. I am firm that we need to get the Financial Aid Committee on board with this.
 - Jeff – We do have FYE first year experience courses in engineering. I am going to propose that it is an excellent place that this information should be disseminated. There should be someone going to these classes making a dedicated presentation.
 - Carmen – I want to add to the list of discussion for Graduate Council that communication needs to pass from them to faculty.
 - Laird – Will we have representation on the VP Associate Provost Search committee?
 - Emil – I am on the search committee.
 - We have had a number of structural changes over the years at UAH. They have never been reflected in the handbook. We need to make it known that if I am going to make a change that will be contrary to the handbook, I need to bring the change of language forward. One example would be

summer pay. It was never changed in the handbook. We have got to keep the handbook up to date and brought forward. The changes in the Graduate Council, it needs to be brought before the faculty senate and approved upon. Those small changes should be made quickly. The foundational documents will then be up to date. That will be beneficial for new faculty and administration.

- We had a discussion on sabbatical last time we met. I am in the view that it is important to our faculty. I am proposing that it is brought back and no delay.
 - I want to talk about return to classroom. There has been concern about the state of our room. There are faculty that are discussing this. A faculty went into the room and the equipment wasn't working. One had to cancel the class. The state of the classrooms are not where they need to be. I have concerns about the state of our rooms. I did state my concern about the return to class memo. There were several point from communicable disease, but that committee did not meet.
 - Maybe you have seen the billboard that states UAH has 10,000 students now. I am personally glad to see it. As we have had many discussions here in the FSEC, with the increase in workload, there needs to be an increase in faculty workload. We have been told we would wait until we have the increase number of students. We have reached the milestone. The support has been promised for five years. It needs to start coming. Our registration numbers are good. It is time to address staffing and faculty short falls.
 - A university that is 90 miles north of us, they are hiring 20 individuals in my discipline. We have lost and will not be able to replace. They are only 30% larger than us.
 - Kader – Our own sister campuses within the UA System are advertising tenure track positions. We have a freeze on that. Are we in the same system or different? UA Tuscaloosa can hire but we are froze. I don't comprehend that.
 - Tim – A few months ago, I brought numbers that showed tenure and tenure earning faculty. There was an upward trend on that. Our numbers have been flat to decreasing.
 - Kader – We are supposed to be an engineering campus but UA Tuscaloosa is eating our lunch. We may not be competitive.
 - Lastly, I have a list of bills and policies. We have had a lot of policies that have come in recently. There are four bills from last academic years. There are four that have been resubmitted. There is a new one and it has issues. We have pending policies. Many are new to us, but a few have been with us. Summer School Operations have been with us the longest. It is coming before us today. I appreciate having a policy with clean language. This needs to be at the top of our priority list. I hope you will vote to put this on the faculty senate agenda. We have three bills that are sitting with committees. One of our big task today and tomorrow is how to sequence this list of bills. I have never remembered us having this load before us. We may have to seek extension on our ninety day limit.
- Carmen Scholz, President-Elect

- I received one bill and is on the roster.
- Laird Burns, Past President
 - You asked if I received data on faculty salary. It has been stripped on necessary detail. There are no names, departments. It is going to require me to write scripts to cross validate that. This is a complex, doable analysis that looks at disciplines. It is a multi-level analysis over years. As we provide that to the university it is needs to be solid. President Dawson has stated that we would need tuition increase to provide increases.
- Mike Banish, Parliamentarian/Personnel Committee Chair
 - We are still looking at Chapter 7. I sent everyone a data file on the budget. It goes with comments that Tim made. I am going to defer the discussion until Friday. I do have a request for President Dawson. I want to say I appreciate the tracking sheet with Policies on Policies. There is a section that ask did we check with other universities. If there is a yes, can you list the title or number so we know we are working from the same data sheet? If this policy requires a change to the faculty or staff handbook, that be noted on the form.
 - President – Can you send those request in writing?
 - Mike – Yes.
- Kader Frendi, Governance and Operations Committee Chair
 - No report.
- Paul Whitehead, Undergraduate Curriculum Committee Chair
 - No report.
- Jeff Weimer, Finance and Resource Committee Chair
 - RCEU Program is active. Student applications are due soon, then final proposals. I will have an announcement sent out tomorrow at the latest.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report.
 - Tim – Did you committee consider any bankruptcy's?
 - Emil – No.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.

➤ Faculty Senate Agenda

- FS Minutes changes, first page, Bill 452 and 453, list resolution numbers.
- Academic Year 21 – 22 – This is a draft calendar from the Provost. We've been asked to provide feedback on this by tomorrow. We want to act on this today. Classes will begin the same time in August. There is a return of the fall break, two days. Thanksgiving holiday takes a different form. The entire week would be a break. For spring semester, we start on Monday, January 10. We will see a return of spring break. We would change ours to match Huntsville City Schools if needed.
 - Mike – Huntsville City and Madison County.
 - Tim – Sometimes they don't match.
 - Mike – Maybe President Dawson could talk to get them to match.
 - Tim – We can put that into our notes.
 - Carmen – I want to reiterate that faculty welcomes the whole week of Thanksgiving has a break. I think that will be very appreciated.

- Jeff – I want to applaud that we now have two study days. That was a frustration to me as well as some students. This is a much welcomed schedule.
- Tim – I did speak with colleagues about the final day and then commencement. They spoke about making that earlier.
- Kader – Since we are given the whole week of Thanksgiving for break, I don't understand why we keep the fall break. I say take it out and combine with Thanksgiving and finish early in December. The fall would be similar with the spring.
- Paul – I was curious if there was a plan B just in case numbers do not get better. Is there any consideration to going remote after Thanksgiving? I think planning would be smarter than trying to assume it will be better.
- Michelle Kennedy – The Provost has been shifted to the MLK Program.
- Tim – Michelle, have you heard if there is a backup plan to the calendar?
- Michelle – It is under review.
- Tim – Have there been any discussion on an alternative calendar due to COVID.
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- Mike – Add 03.01.09
- Tim – Is this a new policy?
- Mike – No, four or five years ago in engineering we discovered this policy. We have lab cameras. What are we supposed to do with them and never receive an answer?
- Tim – All in favor of motion. Ayes carry.

➤ **Use of Outdoor Areas on Campus**

- Tim – This was put into place as an interim in June. I received notice that it would become a permanent policy in December. It had not fallen through. This had been sent to a wrong email address. It was moved back to interim and we have ninety days. Is there a motion to send to senate floor?
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- Carmen – I am moving it to the floor. Mike seconds.
- Carmen – The policy prohibits open flame. It is not acceptable because it has to be permitted in labs.
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- Mike – There needs to be some discussion. Is a cigarette lighter disallowed? There needs to be some language, common language.

- Jeff – One way around this is fireworks, luminaries, candles and other sustained open flames are not permitted in campus except.
- Tim – I am afraid authorized will be misused.
- Kader motions to extend. Carmen seconds. All in favor. Ayes carry.
 - Jeff – Mike, you are asking that we rework item 14. Is that your motion?
 - Mike – Yes. You can't have a candle in the theatre? If we say the activity is a legitimate science activity. Are we an engineering and science school?
 - Tim – I am sure we will have plumbing work done here at UAH and will have to use a blow torch. There are other uses of open flame.
 - Kader- I still like the authorized areas.
 - Carmen – I am not going to find authorization.
 - Jeff – I would point out other sustained open flames are not permitted except laboratories or with authorization.
- Meeting adjourned. 2:30 PM

FACULTY SENATE EXECUTIVE MEETING

January 14, 2021

12:50 P.M. to 2:20 P.M. OKT N142

Present: Tim Newman, Gwaku Gyasi, Mike Banish, Kader Frendi, Laird Burns, Carmen Scholz, Jeff Weimer

Zoom Remote Participants: Ex-Officio: Provost Christine Curtis; Guest: President Darren Dawson, Emil Jovanov, Paul Whitehead

- **Faculty Senate President Tim Newman called the meeting to order at 12:54 PM.**
- **Meeting Review:**
 - **Summer School Operations Policy moved to Special FSEC meeting 1/15/2021.**
 - **Use of Outdoor Areas on Campus Policy passed to be placed on FS agenda.**
 - **Use of Facilities Policy passed to be placed on FS agenda.**
- **Administrative Reports**
 - **President Dawson**
 - There aren't many changes to schedule. We received bids back in December from two companies on the Greenway. The two bids were substantially higher than the allotted budget. This project is on hold until we reassess. Spragins Hall interior renovation will move forward. We received a substantial donation to allow us to move forward. We will take it to the board in February. We will try to start in April/May have it completed before fall semester.
 - We have ordered 1,000 COVID vaccines. We don't know when we will receive those vaccines. We are developing a plan on our distribution. The rollout in Alabama hasn't been very good.
 - Tim – When we talk about doses, are these to vaccinate 1,000 people? Or 1,000 shots to vaccinate 500 people?
 - President – I think these are just 1,000 shots. If they ship you 1,000, and you have 28 days until the booster, you are in the queue for the second 1,000.
 - Tim – Were those ordered with idea that they were for faculty/staff or whole campus community?
 - President – We just put in the order for the 1,000. You have guidelines. Anyone involved with health care situations, then move to housing and dining. We will survey out who will actually take it and then move down the list. By the time we get the first 1,000 doses, I think the guidelines will be redone.
 - Kader – Let me state that I am ecstatic to be back on campus. I do question the rationale to be in hybrid mode with the increasing rate in deaths within the state. We didn't have data in the fall semester to open fully, what numbers are we making the rationale to be on campus?

- President – We have a task force composed of the three campuses and relying on information from UAB. It was determined by that task force that we could open up in hybrid mode as long as we move holidays back.
- Kader – The numbers in Madison County are increasing. The hospitals are at capacity. We are really at the near peak or going to a peak. We haven't seen one yet.
- President- I follow the data very carefully. The idea is the classroom doesn't spread the virus. It is spread outside the university.
- Jeff – It seems perhaps the students are not getting the routine notification to do their COVID check in. Is that true?
- President – We will find out about that.
- Provost Christine Curtis
 - I received my health check from UAB yesterday. Faculty and staff should be receiving their health check message. The question is were the students getting them in the fall? I will contact Malcolm Rice and ask him what the student needs to do.
 - Jeff – A student in the class stated they weren't receiving the notification like before.
 - Continuing with health and safety guidance, we are not going to have re-entry testing for faculty/staff. Only residential students and athletes/coaches are tested once a week. I was in a meeting last week with Christi and she is working hard to ensure they are getting tested. We have 23 positives on re-entry and 25 in isolation. It's really important that we follow all the safety measures. I understand, Kader, it is difficult to know what to do. We haven't linked any contraction back to the classroom. There has been talk to make the social distancing smaller, we haven't done that. You are to wear face coverings. Cleaning supplies should be made available to you.
 - Tim – This room we are meeting in today did not have any of that stuff.
 - Provost – Send an email to me and I will forward that on. They are doing their very best. Notify us of the room number and building and they will get to it.
 - About four weeks in last semester, I was asked by the FSEC to buy more face masks/shields. When we try to disperse those among the campus, the colleges said they have everything they need. At the beginning of this semester, we decided the best measure to ensure each person has their supply, we would place the supplies in a supply room. If you know of anyone that needs the supplies they are in the supply room and can be dispensed. I included in this brief the suggested information to go into the syllabus. I encourage everyone to use that in their syllabus. We are still requiring a green passport to come to class. You should be receiving the email from OIT to let you know if the student is compliant. If there are issues with receiving that, I need to know.
 - We try to make sure our students have as many resources as possible. The library has areas for small study groups to gather together. If larger groups need to gather, they are to contact user services in the library. We are trying to provide that opportunity to students. The library has the same hours as last time, M-TH until 10:30 PM, Friday until 8 PM, Saturdays 1-10 PM.
 - The Student Success Services have new opportunities for students.

- There is a complete return to campus website that I encourage you to look at. I will be happy to address any issues. Notifications are the same as last semester. If someone has tested positive, they are to let HR know. The notification system on cleaning seems to be working well. The custodial service seems to be prompt and thorough. They are aware and making sure everything is safe including equipment.
- At the end of the last semester, we had three days for pass/withdraw. I do not have any data yet. I will share it with you as soon as I get it. We had only a few, less than 10, that gave us complaints. There were some that started very late to do the pass/withdraw. We are asking they go through the grade appeal process.
- The numbers aren't as good for spring enrollment – 7,253 undergraduate and 1,896 graduate.
 - Tim – Do you have the enrollment number on this day for last year?
 - Provost – Yes, we were 101 more in graduate. We 1,768 graduate. We are 37 below in undergraduate.
- The ELC had to be closed this week. We had several staff and four/five teachers that had to go into quarantine. We had some positives. We had a whole class of children that had to go into quarantine. Since we had too many teachers out, we had to close. They will open next Tuesday.
- **Officer/Committee Reports**
 - Tim Newman, President
 - I was asked for a name for the working group for Graduate Studies and Chief Police search.
 - We passed a revision to Chapter 6. There have been some comments on that from Graduate Studies. We will be meeting with the Dean that is the overseeing Graduate Studies. One concern is who is serving on Graduate Council. What is done on Graduate Council? We also want more involvement if there are closures.
 - You probably saw in late December CARES II was passed. There will be another allotment coming to the university. We should see this as an opportunity to further our resources. I am of the firm view that the monies need to be better publicized than before. Students may not be aware of what they can get compensated for or reimbursed. I have made the point we need to reach out. I am firm that we need to get the Financial Aid Committee on board with this.
 - Jeff – We do have FYE first year experience courses in engineering. I am going to propose that it is an excellent place that this information should be disseminated. There should be someone going to these classes making a dedicated presentation.
 - Carmen – I want to add to the list of discussion for Graduate Council that communication needs to pass from them to faculty.
 - Laird – Will we have representation on the VP Associate Provost Search committee?
 - Emil – I am on the search committee.
 - We have had a number of structural changes over the years at UAH. They have never been reflected in the handbook. We need to make it known that if I am going to make a change that will be contrary to the handbook, I need to bring the change of language forward. One example would be

summer pay. It was never changed in the handbook. We have got to keep the handbook up to date and brought forward. The changes in the Graduate Council, it needs to be brought before the faculty senate and approved upon. Those small changes should be made quickly. The foundational documents will then be up to date. That will be beneficial for new faculty and administration.

- We had a discussion on sabbatical last time we met. I am in the view that it is important to our faculty. I am proposing that it is brought back and no delay.
 - I want to talk about return to classroom. There has been concern about the state of our room. There are faculty that are discussing this. A faculty went into the room and the equipment wasn't working. One had to cancel the class. The state of the classrooms are not where they need to be. I have concerns about the state of our rooms. I did state my concern about the return to class memo. There were several point from communicable disease, but that committee did not meet.
 - Maybe you have seen the billboard that states UAH has 10,000 students now. I am personally glad to see it. As we have had many discussions here in the FSEC, with the increase in workload, there needs to be an increase in faculty workload. We have been told we would wait until we have the increase number of students. We have reached the milestone. The support has been promised for five years. It needs to start coming. Our registration numbers are good. It is time to address staffing and faculty short falls.
 - A university that is 90 miles north of us, they are hiring 20 individuals in my discipline. We have lost and will not be able to replace. They are only 30% larger than us.
 - Kader – Our own sister campuses within the UA System are advertising tenure track positions. We have a freeze on that. Are we in the same system or different? UA Tuscaloosa can hire but we are froze. I don't comprehend that.
 - Tim – A few months ago, I brought numbers that showed tenure and tenure earning faculty. There was an upward trend on that. Our numbers have been flat to decreasing.
 - Kader – We are supposed to be an engineering campus but UA Tuscaloosa is eating our lunch. We may not be competitive.
 - Lastly, I have a list of bills and policies. We have had a lot of policies that have come in recently. There are four bills from last academic years. There are four that have been resubmitted. There is a new one and it has issues. We have pending policies. Many are new to us, but a few have been with us. Summer School Operations have been with us the longest. It is coming before us today. I appreciate having a policy with clean language. This needs to be at the top of our priority list. I hope you will vote to put this on the faculty senate agenda. We have three bills that are sitting with committees. One of our big task today and tomorrow is how to sequence this list of bills. I have never remembered us having this load before us. We may have to seek extension on our ninety day limit.
- Carmen Scholz, President-Elect

- I received one bill and is on the roster.
- Laird Burns, Past President
 - You asked if I received data on faculty salary. It has been stripped on necessary detail. There are no names, departments. It is going to require me to write scripts to cross validate that. This is a complex, doable analysis that looks at disciplines. It is a multi-level analysis over years. As we provide that to the university it is needs to be solid. President Dawson has stated that we would need tuition increase to provide increases.
- Mike Banish, Parliamentarian/Personnel Committee Chair
 - We are still looking at Chapter 7. I sent everyone a data file on the budget. It goes with comments that Tim made. I am going to defer the discussion until Friday. I do have a request for President Dawson. I want to say I appreciate the tracking sheet with Policies on Policies. There is a section that ask did we check with other universities. If there is a yes, can you list the title or number so we know we are working from the same data sheet? If this policy requires a change to the faculty or staff handbook, that be noted on the form.
 - President – Can you send those request in writing?
 - Mike – Yes.
- Kader Frendi, Governance and Operations Committee Chair
 - No report.
- Paul Whitehead, Undergraduate Curriculum Committee Chair
 - No report.
- Jeff Weimer, Finance and Resource Committee Chair
 - RCEU Program is active. Student applications are due soon, then final proposals. I will have an announcement sent out tomorrow at the latest.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report.
 - Tim – Did you committee consider any bankruptcy's?
 - Emil – No.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.

➤ Faculty Senate Agenda

- FS Minutes changes, first page, Bill 452 and 453, list resolution numbers.
- Academic Year 21 – 22 – This is a draft calendar from the Provost. We've been asked to provide feedback on this by tomorrow. We want to act on this today. Classes will begin the same time in August. There is a return of the fall break, two days. Thanksgiving holiday takes a different form. The entire week would be a break. For spring semester, we start on Monday, January 10. We will see a return of spring break. We would change ours to match Huntsville City Schools if needed.
 - Mike – Huntsville City and Madison County.
 - Tim – Sometimes they don't match.
 - Mike – Maybe President Dawson could talk to get them to match.
 - Tim – We can put that into our notes.
 - Carmen – I want to reiterate that faculty welcomes the whole week of Thanksgiving has a break. I think that will be very appreciated.

- Jeff – I want to applaud that we now have two study days. That was a frustration to me as well as some students. This is a much welcomed schedule.
- Tim – I did speak with colleagues about the final day and then commencement. They spoke about making that earlier.
- Kader – Since we are given the whole week of Thanksgiving for break, I don't understand why we keep the fall break. I say take it out and combine with Thanksgiving and finish early in December. The fall would be similar with the spring.
- Paul – I was curious if there was a plan B just in case numbers do not get better. Is there any consideration to going remote after Thanksgiving? I think planning would be smarter than trying to assume it will be better.
- Michelle Kennedy – The Provost has been shifted to the MLK Program.
- Tim – Michelle, have you heard if there is a backup plan to the calendar?
- Michelle – It is under review.
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