

FACULTY SENATE

MEETING #608 AGENDA

CTC Exhibit Hall

THURSDAY, October 22 2020

12:50 PM to 2:20 PM

Call to Order

1. Approve Faculty Senate Meeting #607 Minutes from September 24, 2020
2. Accept Special FSEC Report from October 6, 2020
3. Acceptance of Oct. 6 Executive Committee and Scholastic Affairs Committee Admission Statements
4. Accept FSEC Report from October 15, 2020
5. Second Reading I
 - Senate Bill 439: Bylaws Update
6. Administrative Reports
7. 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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- Special Election: Run-off and BETA elections
- Policy Position Items I:
 - Policy 02.02.xx (Rev.) Electronic Signatures (Sept. 23/24, 2020 rev.)
 - Policy 02.01.70 NC SARA Professional Licensure

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

- **Second Reading II:**
 - **Bill 440: Faculty Handbook Chap. 6 Revision**
 - **Bill 448 Authorship Policy (aka Policy 02.01.YY)**
- **Policy Position Items II:**
 - **@2:10 pm: Policy 01.04.02 Title IX Sex Discrimination**
 - **Policy 02.01.51 Communicable Disease Policy**

8. Miscellaneous/Additional business

Adjourn

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO LAUREN BAKER: facsen@uah.edu

Faculty Senate Bill 448: Proposed Authorship and Classroom Material Selection Policy

Approval (Acad. Affairs) (Policy 02.01.YY)

History: At FSEC Mar. 12, 2020 for First Reading, through the Provost; Passed First Reading
Before Faculty Senate Oct. 22 for Second Reading

WHEREAS, The Provost has reported to the Senate President on March 6, 2020, a wish to propose a policy on Authorship and Classroom Material Selection for the UAH Policy Scheme which would have the purpose of outlining the process for the selection of self-authored classroom materials for course assignments and for materials for situations wherein a rebate or other financial incentive is provided for adoption, and

WHEREAS, A working group of faculty and students from the College of Arts, Humanities, and Social Science which was chaired by Dean Sean Lane has written a policy aimed at meeting this purpose, and

WHEREAS, Said policy has concluded its initial review from L. Shelton, M. Huff, and the UA System that resulted in the Provost making changes they recommended, and

WHEREAS, Said policy is now ready for Senate review, and

WHEREAS, Faculty Senate review of said policy must be completed by June 15, 2020 (or the Senate must request additional time to complete its review),

NOW THEREFORE BE IT RESOLVED,

That the following text for said policy be considered approved by the UAH Faculty Senate.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORSHIP AND CLASSROOM MATERIAL SELECTION POLICY
([DATE TO BE INSERTED UPON FINALIZATION]) 2020

Number 02.01.YY [YY: to be calculated upon finalization]

Division Academic Affairs

Date (date to be inserted upon finalization)

Purpose The purpose of this policy is to clearly outline the process for the selection of self-authored classroom materials for course assignments, or materials for which a rebate or other financial incentives are provided for adoption, in order to ensure compliance and consistency with state law and system regulations.

Policy This policy establishes a process by which faculty are permitted to assign textbooks or other instructional material that they have authored or edited, and for which students have to pay to own or use. It also addresses situations where publishers have offered a rebate or other remuneration for adoption of instructional materials.

Procedures

General Administrative Principles

1. Textbook or Instructional Material Selection

- a. **Background.** The Code of Alabama, Section 36-25-5(a), 1995 (the “Ethics Act”), states “no public official or public employee shall use or caused to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law.” Amendments passed by the 1986 Legislature placed faculty of state-supported institutions of higher education within the purview of the conflict of interest standards set forth in the Ethics Act. Additionally, Advisory Opinion No. 1130 issued by the Alabama Ethics Commission on

August 21, 1987 (the “Opinion”), concluded that a faculty member “...who is also an author is not permitted to make the decision as to whether his or her publication will be used.” The Opinion approved a process through which “the decision is made by either administrative officials of the institution or a textbook committee composed of other faculty members and administrative officials with the institution.”

- b. **General Selection Process.** In cases where a faculty member (or faculty members) desires to use textbook(s), laboratory manuals, computer software, or other instructional materials that he or she has authored, and/or from which the faculty member, department, or any person or business associated with faculty members’ family obtains direct financial gain, each college is expected to form a Required Classroom Material Selection Committee composed of faculty and students. For purposes of this policy, “family” is defined as spouse, domestic partner, parents, parents-in-law, a sibling and his or her spouse, dependent(s), an adult child and his or her spouse, and other relatives. A library faculty member may be added to the committee at the discretion of the Dean. In addition, the same process will be used in situations where a faculty member or department desires to use textbook(s), laboratory manuals, computer software, or other instructional materials for which they or the University, college or department would receive rebates or other financial incentives for adoption.
 - i. If a committee member falls within one of the following categories or otherwise believes that he or she should not serve on the committee due to any direct or indirect relationship with the matter being decided, he or she shall recuse themselves to avoid a conflict of interest, or even the appearance of a conflict of interest:
 - (1) the author of the requested instructional material being considered;
 - (2) a member of the department which will financially benefit from the use of the requested instructional material;
 - (3) any person associated with the author, publisher or distributor of the requested instructional material such that that person or a family member of that person will obtain direct financial gain if the material is approved; or
 - (4) any other basis under applicable law that would suggest recusal, such as a potential violation of the Alabama Ethics Law.
 - ii. The faculty member or department shall submit text/course material recommendations to the committee at least five (5) months prior to the beginning date of the semester in which the course(s) will be

taught. The faculty member or department should provide, at a minimum, the following information to the committee: 1) a course syllabus, 2) the number of sections of the course anticipated to be offered in the next academic year, 3) a representative listing of alternative materials (e.g., competing textbooks), if any, that could be used for the course(s), their basic content, and respective costs, 4) the use of the materials in the discipline for similar courses at other institutions, if possible, and 5) a justification of the chosen materials as appropriate for the course on the basis of content, cost, or other relevant characteristics. The committee has the right to ask for additional information if it is needed to make a decision about the request.

- iii. The textbook selection committee is responsible for 1) reviewing the recommendation, 2) considering the appropriateness of the textbook(s) or other materials for the course, 3) considering alternative textbooks or materials, 4) deciding whether the recommended materials are appropriate textbook/materials for the course taking into consideration content, coverage, cost and other factors deemed appropriate by the committee, and 5) informing the faculty member, department chair and dean of this decision. Whenever possible, committee decisions should be made at least three months in advance of the beginning date of the semester in which the course will be offered. Committee decisions on selection of textbooks or other course materials are effective for all semesters beginning in the subsequent twenty-four (24) months, if the requester elects to continue using the textbook(s) or materials. Committee approval is required before a faculty member or department can use the requested textbook or course material.
- iv. In situations where the committee approves a faculty member (or faculty members) to use course materials that they themselves authored, the committee will notify the department chair and dean of the approval. The author(s) can use the course materials, and retains any remuneration (most commonly, royalties).
- v. In situations where the committee approves a faculty member or department to use textbook(s), laboratory manuals, computer software, or other instructional materials for which they would receive rebates or other financial incentives for adoption, the committee will notify the department chair and dean of the approval, and the process described in #2 below will be used.

2. **Use of funds from adoption.** If a textbook or other instructional material is approved for adoption by the Required Classroom Material Committee, and if the faculty member or department would receive a rebate or other non-royalty financial incentive as a result of the committee's adoption of the material, the faculty member or department has two choices. First, the faculty member or department can waive the financial incentive such that the amount charged to students for the material is reduced by an equivalent amount. Second, the faculty member or department can choose to have the payment of the incentive directed to a college-level account for administration of the funds. The uses of these funds are limited to those that directly benefit students, using the procedure described below.

- a. A committee composed of faculty and students will determine permissible use of the funds (i.e., activities that directly benefit students). The Required Classroom Material Committee can serve this role or a separate committee can be formed. The goal of the committee is to set policy recommendations, and after the initial policy is set, it is not necessary for the committee to meet each time that a faculty member or department chooses to receive a rebate or other non-royalty financial incentive. Funds will be disbursed for activities that follow the recommendations of the committee. At the end of each academic year, the specific ways that the funds were used will be publicized. In addition, the appropriate use of these funds will be audited as part of the regularly scheduled review of the college.

3. **Transparency to students.** If a textbook or other course material is approved for adoption by the Required Classroom Material Selection Committee and is used in a course, students in that course will be informed in the course syllabus that the material was approved through the process described above. If financial incentives are received by the University, students will also be informed about the decision to allow rebates and the specific ways that funds will be used to directly benefit students (e.g., types of activities that are typically funded).

Review Academic Affairs will review this policy every five years or sooner as needed.

Approval

Campus Designee

Date

University Counsel

Date

Provost and Executive Vice President for Academic Affairs

Date

APPROVED:

President

Date

**Faculty Senate Bill 440:
Faculty Handbook Chapter 6 Revision**

History: From the Personnel Committee

At FSEC Feb. 13, 2020 for First Reading, passed with amendment

Before Faculty Senate, Feb. 20, 2020 for Second Reading; debate began but action postponed

Before Faculty Senate, Oct. 22, 2020 for resumption of Second Reading as per Senate order

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 6 language from the Administration, and

WHEREAS, the Faculty Senate Personnel Committee has re-reviewed the current Faculty Handbook Chapter 6, the language for Chapter 6 previously considered by the Senate and its prior committees, and revised language for Chapter 6 proposed by the Administration, and

WHEREAS, a new revision to Chapter 6 has been prepared by the Personnel Committee,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 6 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 6 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 6 text that follows be adopted as the new Chapter 6 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 6 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

CHAPTER 6

6. SHARED GOVERNANCE

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

6.1. Faculty Participation in Shared Governance

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

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

Unit and program direction and quality are evaluated periodically and an important consideration in these evaluations is the views of the faculty.

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

6.2. Faculty Senate

The structure of the Faculty Senate of The University of Alabama in Huntsville, as well as its relationship to other University bodies, is currently set forth in Appendix L and was originally described by the governance system proposal of March 7, 1973, as adopted with amendments by the President of the University on April 3, 1973. Appendix L, the bylaws of the University of Alabama in Huntsville Faculty Senate, specifies the current structure of the Faculty Senate.

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

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

6.3. The Graduate Council

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the ~~School of Graduate School Studies and Director of the Office of International Engagement~~ (non-voting, ex-officio chair), the Registrar (non-voting, ex-officio) and a number of full members of the graduate faculty, ~~specified as follows:~~ each college with ~~master's programs~~ graduate program (master's and/or doctoral) has two representatives, ~~and, in addition, each college with doctoral programs has one additional representative.~~ The Faculty Senators in colleges with graduate programs elect the representatives from the college. At least one member from each college shall be a current senator. The term of an elected member is two years.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Graduate program creation, merger, or deletion requires the approval of the Faculty Senate Curriculum Committee. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

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

Details of the operation of the graduate program are contained in the Graduate School Handbook.

6.4. Staff Senate

The Staff Senate is a representative body of eligible staff. Its purpose and charge are to serve an auxiliary, advisory function to the administration in the area of staff personnel matters and to do so in a positive and constructive way. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and

Commented [DTN1]: Item added as amendment at FSEC
Feb 13, 2020

concerns. In carrying out its role, it works to promote better understanding, cooperation, and communication within the campus community for the benefit and betterment of all.

The Staff Senate is composed of elected members from the staff employees of the University. Its officers are elected by the Staff Senate from its membership. Rules of procedure, membership, election of members, and committee structure are described in the Staff Senate Bylaws, which are available in the Office of the Vice President for Finance and Administration.

6.5. Student Government Association

The Student Government Association (SGA) is composed of all students enrolled at the University. The SGA promotes the welfare of students in all areas of University life. Its primary purpose is to help improve the educational environment, including promoting academic innovation and working closely with faculty and administrators to bring about desirable changes in institutional policies. It establishes budgets for funds allocated to it and establishes and governs clubs and other student organizations. The SGA is also responsible for developing and sponsoring programs to enhance the cultural, intellectual, and social life of students. Rules of procedure, membership, elections, and committee structure are described in the Student Government Association Bylaws, copies of which are maintained in the Office of the Vice President for Student Affairs.

6.6. Boards, Councils and Committees

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

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

The administrator through whom a university committee reports, a nonvoting ex-officio member of that committee, may initiate calls for committee meetings. Unless otherwise specified, the chair of each university committee is elected from those members of the committee who are not ex-

officio. The retiring chair is responsible for organizing and conducting the first meeting of the committee, including the election of the new chair.

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

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

Committee Name	Administrative Vice-President	Faculty Participation
ADA Advisory	Diversity, Equity & Inclusion	Elected by Faculty Senate
Budget and Planning	Finance & Administration	Elected by Faculty Senate
Campus Planning	Finance & Administration	Elected by Faculty Senate
Employee Benefits	Finance & Administration	Elected by Faculty Senate
Financial Aid	Student Affairs	Elected by Faculty Senate
Intercollegiate Athletic	President	Elected by Faculty Senate
Library	Provost/ Academic Affairs	Elected by Faculty Senate
Honorary Degrees and Naming	Provost/Academic Affairs	Appointed by Faculty Senate
University Commencement	Provost/Academic Affairs	Appointed by Faculty Senate
Faculty Appeals	President	Elected Faculty
Animal Care and Use	Research & Economic Development	Appointed Faculty
Bookstore Advisory	Provost/Academic Affairs	Appointed Faculty
Charger Green Recycling	Finance & Administration	Appointed Faculty
Environmental Health & Safety <u>Elected by Faculty Senate</u>	Finance & Administration <u>Research & Economic Development</u>	
Equal Opportunity/ Affirmative Action	President	Appointed Faculty
Faculty/Staff Traffic Appeals	Finance & Administration	Appointed Faculty

Title VI Diversity Advisory	President & Provost/Academic Affairs	Appointed Faculty
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Use of Human Subjects	Research & Economic Development	Appointed Faculty
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Counsel Name	Administrative Vice-President	Faculty Participation
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Graduate	Provost/Academic Affairs	Elected Faculty Senate
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Research	Research & Economic Development	Elected by Faculty Senate
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Honors	Provost/Academic Affairs	Appointed Faculty
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Board Name	Administrative Vice-President	Faculty Participation
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Student Conduct	Student Affairs	Elected by Faculty Senate
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Student Affairs Advisory	Student Affairs	Appointed by Faculty Senate
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University Review	Provost/Academic Affairs	Elected Faculty
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6.6.2. Ad Hoc Groups

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

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

FACULTY SENATE

Senate Bill 439: Faculty Senate Bylaw Updates

History: From the Faculty Senate Governance & Operations Committee

FSEC Feb. 13, 2020 First Reading, passed with amendment

Before Faculty Senate, Feb. 20, 2020, for Second Reading; out of time, back before Senate Sept. 24, 2020

At Faculty Senate Sept. 24, 2020. Amended to remove unchanged sections, adjourned before Second

Reading debate concluded

At Faculty Senate Oct. 20, 2020 for continuation of Second Reading

WHEREAS,

The UAH Faculty Senate Governance & Operations Committee is charged with annual review of the bylaws, and

WHEREAS,

one bylaw revision of record was made in 2015, brought forward by the Office of the Provost to update the changed names and addition of new colleges and

WHEREAS,

the Faculty Senate's Governance & Operations Committee has carefully considered the Bylaws for a full year

WHEREAS,

the committee has completed a review, voted and now recommends the changes in the attached table.

NOW THEREFORE BE IT RESOLVED

That the below proposed updates to the indicated sections of the bylaws, as they follow on the next pages, be adopted as the replacements to the indicated sections of the bylaws of the UAH Faculty Senate 2020 and be incorporated into a new Appendix L of the Faculty Handbook upon final Senate approval, (i.e., any section not listed below is not changed by this bill) and

BE IT ALSO RESOLVED

That the Senate officers shall update the Faculty Senate web page with the revised Appendix L upon final Senate approval of this item

(Proposed, updating replacement to Appendix L of the Faculty Handbook, arising from 2019's ANNUAL REVIEW OF THE FACULTY SENATE BYLAWS, as recommended from the Faculty Senate Governance & Operations Committee:)

Appendix L

By-Laws of The Faculty Senate

II. Membership

A. The Provost/VPAA will be, ex officio, a non-voting member of the Senate.

B. Any full-time tenured, tenure-earning, clinical faculty, or research faculty member, including department chairs, will be eligible to be elected to membership in the Senate; administrators above the level of department chairs are not eligible to serve.

C. Distribution.

I. Each of the units:

- College of Arts, Humanities, & Social Sciences;
- College of Science;
- College of Engineering;
- College of Business-Administration;
- College of Nursing;
- College of Education, and
- the Library

will have a number of members in the Senate which will assure that the unit has one member for each seven full-time tenured, tenure-earning, clinical, or research faculty members, or major fraction thereof. Units will not have

Commented [1]: One of the items from the Spring 2019 review process of the bylaws had been a suggestion to remove this unneeded period "." from the end of this heading.

Commented [2]: One of the items from the Spring 2019 review process of the bylaws had been a question whether this needs to mention full-time (in addition to the other faculty characteristics already listed). That change will appear here - and throughout the rest of the document.

Commented [3]: This text is the version as posted online 11/20/2019, not the version the committee initially reviewed. This lacks a semicolon after the College of Nursing. This also refers to the "College of Business Administration" which needs to be corrected. (As per the committee member from the COB, this should say "College of Business" in the bylaws.)

representation until they have at least four [full-time](#) tenured, tenure-earning, clinical or research faculty members.

2. Each unit named in (1) which has formally recognized departments will elect its senators as follows: within the unit each formally recognized department will elect one member of the Senate for each seven [full-time](#) tenured, tenure-earning, research or clinical faculty in the department, or major fraction thereof. Elections will be [held](#) by the [full-time](#) tenured, tenure-earning, research and clinical faculty of each department. If necessary, all [full-time](#) tenured, tenure-earning, research or clinical faculty will then elect sufficient at-large members to bring the total unit membership (including departmental selections) up to the number required to achieve the 1:7 ratio.

3. Units named in (1) which have no formally recognized departments will elect one senator for each seven tenured, tenure-earning, research or clinical faculty in the unit, or major fraction thereof. Elections will be by the tenured, tenure-earning, clinical and research faculty of the unit.

4. At the start of the academic year, the secretarial staff of the Senate will determine the number of members to which each unit and department is entitled. In the event that any unit or department is entitled to additional members, they will be elected immediately and the Senate will determine by lot whether the term of office will be until the end of the first or second following year. In the event that any department or unit suffers a decrease in the seats to which it is entitled, the terms of the requisite number of senators from that department or unit, beginning with the senator with the shortest service in the Senate and proceeding in order of length of service, shall end immediately.

D. Length of Term:

Members of the Senate shall be elected by the faculty in each department by March 1 of each year for service beginning on the first day of the coming academic year. The term of office will be two years with provisions for staggered terms.

E. [Each college or academic department is responsible for determining nominees for their faculty senate membership, and is responsible to conduct elections.](#) All [full-time](#) tenured, tenure-earning, clinical and research faculty of an electoral unit shall be eligible to vote in the election of senators, ~~and the vote shall be taken by secret ballot with absentee balloting procedures available to eligible electors who cannot be present at the time of election.~~

Vacancies in the representation of any department or unit shall be filled as soon as practical by the department or unit by election.

Commented [4]: The committee felt that it was important to specify that each college or department has this responsibility, but is also able to conduct those elections in the manner that they see fit. Multiple colleges / departments were not conducting secret ballot elections; the committee felt that this wording should be removed. Secret ballots are not always used, so the mandate to use those has been removed. (They are not prohibited, but are also not mandated.) Likewise, all appropriate faculty will be eligible to vote; absentee balloting is to be implied, but not mandated

F. If a member of the Faculty Senate is absent without proxy for three consecutive and regularly scheduled meetings, the president of the Faculty Senate may declare that member's place vacant and direct the secretarial staff to notify the appropriate dean, department chair, or director of the vacancy. The vacancy will then be filled through the procedures described in paragraph E above. The attendance records used as the basis for this procedure shall be those kept by the secretarial staff of the Faculty Senate.

III. Officers and Staff of the Faculty Senate

A. Officers of the Senate: The officers of the Faculty Senate are the president, president-elect, and ombudsperson. Officers of the Senate must be members of the Faculty Senate during their term of office.

B. Term: Term of office for the president and the president-elect and the ombudsperson will be one year beginning on the first day of the Fall semester of each year. The president-elect will assume the office of Senate president at the end of the president's term of office.

C. Election of Officers: In the spring of each year, the Senate Governance Committee will nominate from the Senate membership (~~from current members of the faculty senate and from newly-elected incoming members~~^{new and old}) candidate(s) for president-elect and ombudsperson. The names of these candidates will go to all full-time tenured, tenure earning, research and clinical faculty of the university for election. This election will be conducted by the Senate Governance Committee before the end of the spring semester. As the president and president-elect serves the entire faculty, the department/unit from which the president/president-elect is selected will elect another senator to represent the department/unit during the officer's term of office.

D. The president of the Faculty Senate presides at meetings of the Senate, serves as the official spokesperson for the Senate to the University community, and performs such other duties as are customarily performed by presidents of similar bodies or as the Senate may direct. The president also serves as chair of the Senate Executive Committee. The president will also be the faculty representative to the University of Alabama Board of Trustees, the UAH Executive Administrative Council, and the ACCUFP. The president of the Faculty Senate also serves on two additional university committees: the Honorary Degrees and Naming Committee and the University

Commented [5]: One of the items from the Spring 2019 review process of the bylaws had been this suggested wording change (to clarify the meaning of the existing wording, based upon a discussion with Tim Newman).

Commencement Committee. It is expected that the Provost / VPAA will provide the president of the Faculty Senate release time from one course for each semester of service.

E. The president-elect of the Faculty Senate performs the duties of the president when the latter is absent or unable to serve. In addition, the president-elect would serve as the recorder for the Senate and the Executive Committee: receiving resolutions from committees or members, setting agendas for meetings, reviewing and managing the correspondence of the Senate. Secretarial support is provided by the Provost, however it is the duty of the president-elect to review all minutes and maintain all records of actions on resolutions. The president-elect also is the Senate representative to the Campus Priorities and Planning Committee and to attend ACCUFP meetings. It is expected that the Provost/VPAA will provide the president-elect of the Faculty Senate release time from one course for each semester of service.

F. The Faculty ombudsperson shall report to the Senate president during regular meetings at the time of committee reports. The ombudsperson shall promptly record and acknowledge receipt of written requests from faculty, exhaust all possible means of satisfying them, and report the outcome to the petitioner, maintaining confidentiality where reasonably desired. The ombudsperson shall attend all Executive meetings.

G. The parliamentarian of the Faculty Senate shall be appointed by the president from among the members of the Senate learned in parliamentary law. He/she serves at the pleasure of the president and advises the president and Senators on parliamentary procedure. The parliamentarian shall be appointed on an annual basis.

H. If, at any regularly scheduled or called meeting of the Faculty Senate, both the president and president-elect are absent, any member may call the meeting to order and the Senate shall immediately elect a president pro tem from among the members present to preside until the arrival of the president or president-elect or the adjournment of the meeting, whichever occurs first.

I. Recall of the president or the president-elect can occur at any time on the following manner: a petition from 1/3 of the sitting senators requesting recall will go to the Provost/VPAA who will then call for a vote of the entire senate. A majority vote of the entire senate is required to recall an officer. In the event of recall the Senate Governance Committee will institute a university wide election to replace the removed officer. In the interim, the other presidential officer will serve, or continue to serve as president. In the case of either president or president-elect becoming unable to serve, the above procedure

Commented [6]: In the 26-Sept meeting, we reviewed the "University Committees Reference Manual 2019-2020" from the Provost' office, which listed two dozen committees. Among those listings, these two committees explicitly state that the FS president serves.

Commented [7]: Also, a period is missing from the end of this.

Commented [8]: Period added at end.

will be followed. The president, with the advice and consent of the Senate, shall appoint an ombudsperson should this position become vacant.

J. The Office of the Provost/VPAA is obligated under the Governance System to provide all necessary secretarial support and does so in consultation with the president and president-elect of the Senate.

K. Past-President. The immediate past-president of the Faculty Senate shall be considered a non-voting member of the Executive Committee; to be included in all meetings and deliberations of same, and is permitted the honorary title of Faculty Senate Past-President during the year following his or her Presidency.

IV. Senate Committees

A. The Standing Committees of the Faculty Senate are:

1. The Executive Committee
2. The Governance and Senate Operations Committee
3. The Senate Personnel Committee
4. The Senate Undergraduate Curriculum Committee
5. The Faculty Finance and Resources Committee
6. The Senate Undergraduate Scholastic Affairs Committee
7. The Senate Faculty and Student Development Committee

B. In March, the Governance and Operations Committee will solicit interest in open seats on Standing Committees from among incoming senators, and present that slate of committee members (ensuring representation from each college on each of the standing committees) to the senate in April.~~The members of the Standing Committees are senators and are elected by the Senate.~~

C. Each senator shall serve on at least one committee. Units with few senate members may find their senator serving on more than one committee when the bylaws of the senate calls for representative membership by unit. These senators may name a permanent proxy from their unit to serve on this committee for the year. This proxy will have the same eligibility requirements and responsibilities as a regular senator.

Commented [9]: The committee felt that the existing wording of items A. and B. in combination make it appear as though members are elected to the Executive Committee. In addition, one of the items from the Spring 2019 review process of the bylaws had been a comment that this committee membership question should happen in the April senate meeting, with a need to operationalize how this takes place. (In addition, the UA verbiage from their FS bylaws - about having a debate on the assignment of senators to committees - may be useful.)

Commented [10]: To try to make clear that the permanent proxies would have the same duties as full senators, to report back to the senator for their college/dept

D. Recommendations for addition, deletion, or change of the standing committees of the Senate will be a part of the annual Senate review of the governance system. The Senate will determine the mechanism for and the extent of student/staff/administration participation on Senate committees.

E. Members of the Senate committees shall serve ~~two-year~~^{one-year} terms, unless the resolution creating the committee specifies a shorter term.

Commented [11]: The committee felt that two-year committee terms (in line with 2-year senate terms) were more logical, and help to provide continuity and institutional knowledge within those committees.

F. ~~Attendance~~^{Minimum attendance} requirements of committee members will be determined by each committee at the first meeting of the Senate year.

Commented [12]: The committee felt that this should read "Attendance requirements" without explicitly stating the word "Minimum".

G. The elected chair of a committee may request of the Senate president the replacement of any committee member when minimum attendance requirements are not met. ^{Chairs should keep records of committee meeting business, and file that with the Faculty Senate secretary for posting on the Faculty Senate committee website.}

Commented [13]: This was added to support existing bylaw VII.B.
Or should this be sent to President elect and attached to agenda/minutes? Operationally, these would be easier to find if each committee had a place for committee minutes / records / reports.

H. The replacement of a committee member will not be in violation of Senate by-laws or required composition of any committee.

I. ^{In April, committees} ~~Committees~~ shall elect a chair for the coming academic year from among their membership ~~on the last Senate meeting of the academic year~~. Standing committee chairs serve on the Senate Executive Committee.

J. In case of vacancies on Senate committees or in case of a necessity to appoint a new committee member, the president shall appoint the new committee member provided that the Senate consents by a majority vote of those voting and provided that a least one day's advance notice of the appointment shall have been provided to the senators. If the president's nominee is rejected by the Senate, the Senate shall proceed to the election of the new committee member.

K. Standing Committees:

EXECUTIVE COMMITTEE

Charge:

1. Receive all resolutions from the president-elect and conduct the first reading of a bill.
2. Prepare the agenda for Senate meetings. (See VIII, IX.B,C)

3. Construct and distribute a tentative calendar for regular Senate meetings for the year.
4. Coordinate activities of Senate committees.
5. Disseminate Senate business to appropriate committees.
6. Advise and consult with the Senate president on those matters requiring attention during periods in which the full Senate cannot be called into regular session.
7. Meet before the academic year begins to smooth the transition between the old and the new Executive Committees.

Membership:

1. The Faculty Senate president, president-elect, ombudsperson, parliamentarian, past-president (non-voting), and chairs of all standing committees shall comprise the membership. The Provost/VPAA shall be ex-officio non-voting.
2. The Senate president shall call and chair the meetings.
3. A quorum shall consist of one officer and three committee chairs.

Commented [14]: One of the items from the Spring 2019 review process had been a comment that item #7 needs a timeframe for this meeting.

Commented [15]: Comment from a committee member in Fall 2019: Did we ever actually include a time frame? I think that would be a wise addition before it goes to the senate but I would also defer to someone who has experience on the executive committee to name that time frame.

Commented [16]: One of the items from the Spring 2019 review process of the bylaws had been a comment to make the past-president's role on the FSEC consistent throughout the bylaws. This wording "(non-voting)" has been added in order to agree with III. K. above.

GOVERNANCE AND SENATE OPERATIONS COMMITTEE

Charge:

1. Review annually the Senate bylaws and prepare recommendations (resolutions) for revisions of and addition to the bylaws.
2. Serve as a nominating committee (to the Senate) for faculty membership on all Senate committees and Senate offices.
3. Conduct Senate elections. That includes obtaining members' names, preparing ballots, requesting candidates for chairs of committees, etc. Preparations of all election material (both university and Senate) should be completed prior to the last Senate meeting of the Spring semester.
4. Conduct faculty elections to University Committees. That includes screening candidates to appear on ballots following rules applicable to the individual committees. See also (6) below. Requests for membership from faculty to university committees should be collected by April 1 and ballots prepared for the election meeting of the Senate. A Senator may need to be

placed ex-officio on a University committee if there is no other Senate representation on that committee.

5. Designate a senator to act as liaison with each university committee. This senator would be ex-officio unless he/she were elected by the Senate as the faculty member to that committee.

6. Maintain an updated roster of all Senate and university committees and distribute to all faculty in the university.

7. Conduct an annual review of the governance system of the university and make recommendations for needed change.

Membership:

An elected senator from each college in the university including a representative from the Library.

SENATE PERSONNEL COMMITTEE

Charge:

The Faculty Senate Personnel Committee shall be responsible for monitoring the quality of the academic and professional environment relative to its impact on faculty at The University of Alabama in Huntsville. Specifically, the committee shall:

1. Monitor policies and procedures for faculty appointments, promotions, award of tenure, sabbatical and other leaves, retirements, terminations due to financial exigency and discontinuation of an educational program, faculty evaluations, and salary adjustments.
2. Monitor the contents of the UAH Faculty Handbook through annual review, updating and editing.

This committee shall also be responsible for collecting and disseminating information pertaining to faculty personnel policies and procedures. Specifically, the chairperson of this committee will deliver a report to the Senate on matters under its jurisdiction.

This committee shall be responsible for recommending modifications or changes in all personnel policies.

Membership:

Membership shall consist of one elected senator from each college in the university, [a representative from the Library](#), ~~and the Library~~ and one ex-officio member designated by the Provost/VPAA.

Commented [17]: One of the items from the Spring 2019 review of the bylaws had been a suggestion for a slight change in verbiage here, just so that the library membership as listed here is in agreement with the membership sections for the other committees.

SENATE UNDERGRADUATE CURRICULUM COMMITTEE

Charge:

The Faculty Senate Undergraduate Curriculum Committee shall be responsible for monitoring the quality of curriculum at the University of Alabama in Huntsville. Specifically, the committee:

1. Shall serve in an advisory capacity to the Provost/VPAA in matters related to curriculum planning, development, change, and evaluation.
2. May initiate and shall review any proposed changes affecting programs, basic degree requirements, and the creation or elimination of academic programs.

This committee shall also be responsible for collecting and disseminating information pertaining to the planning, development, change, or evaluation of any academic program. Specifically, the chairperson of this committee shall deliver a detailed report, including recommended changes, to the Senate during the academic year that will include the following information:

1. The status of all degree programs.
2. The status of any plans to change or add to existing degree programs.
3. The status of any academic programs being planned, including, but not limited to any new degree programs, departments, majors, minors, and degree/program options.
4. The status of any new or proposed courses within existing curricula.
5. The status of any contemplated or recommended eliminations of existing academic programs, including degree and nondegree programs and departments.

This committee shall be responsible for recommending modifications or changes in all curricular policies.

Membership

Membership shall consist of one elected senator from each college in the university, [a representative](#) ~~one elected representative~~ from the Library, and

Commented [18]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

one ex-officio non-voting representative from the Curriculum Committee from each college and the Office of Admissions and Records. The committee may request additional resource personnel (e.g., deans, registrar, directors, etc.) according to proposals being considered.

FACULTY FINANCE AND RESOURCES COMMITTEE

Charge:

The Senate Faculty Finance and Resources Committee shall review, assess, and make recommendations concerning:

1. The mission, goals, role, and scope of the university.
2. The objectives and plans of the major budget units.
3. The information base and planning procedures utilized in budget preparation.
4. The annual budget request and annual operating budget.
5. Campus planning and allocations of space and funding.
6. Faculty research priorities, funds, and projects.

This committee shall also be responsible for recommending modifications or changes in all matters under its consideration. The Committee also shall be responsible for collecting and disseminating information pertaining to the acquisition, availability, and apportionment of university resources among faculty. The Senate will be represented on the Priorities and Resources Advisory Committee by the chair of the Senate Faculty Finance and Resources Committee, one other member elected by this committee, as well as the Senate president-elect.

Membership:

Membership shall consist of at least one senator from each college, [a representative from one from](#) the Library, one member from the Employee Benefits Committee. The Vice President for Administration will serve as resource to this Committee.

Commented [19]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

Commented [20]: Also, suggest ending with a single period "." instead of a double period ".."

UNDERGRADUATE SCHOLASTIC AFFAIRS COMMITTEE

Charge:

The Senate Undergraduate Scholastic Affairs Committee shall monitor the quality of the academic environment relative to its impact on undergraduate students. Specifically, the committee shall:

1. Monitor policies and procedures for all admissions, withdrawals, scholastic probation, grading systems, academic good standing, and any other scholastic issue determined by the committee as relevant to student academic quality.
2. Hear appeals for undergraduate admission and readmission.
3. Review any proposed changes in the academic criteria for awarding any scholarship/financial aid.

This committee shall also be responsible for collecting and disseminating information relative to the development, change or evaluation of procedures or standards for admission, progression, and/or graduation. Specifically the chairperson of this committee will deliver a report to the Senate during the academic year that will include the following information:

1. The status of standards and procedures for admission, progression, and graduation.
2. The status of academic criteria for the awarding of all scholarships and other forms of financial aid at UAH.

This committee shall be responsible for recommending modifications or changes in all policies relative to its jurisdiction.

Membership:

At least one senator from each of the undergraduate colleges and [a representative from](#) the Library shall be elected to serve on this committee.

The Provost or the Provost's designated representative will be an ex-officio member. The committee may designate other ex-officio members depending upon the issues/policies being considered.

Commented [21]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

SENATE FACULTY AND STUDENT DEVELOPMENT COMMITTEE

Charge:

The Senate Faculty and Student Development Committee shall review, access, and make recommendations concerning issues related to:

1. Student retention

2. Faculty retention
3. Academic Integrity
4. Faculty orientation/mentoring programs
5. Research development and support
6. Teaching development and support
7. Student policies affecting faculty
8. Sabbatical and other faculty development opportunities
9. Faculty support services

This Committee shall be responsible for recommending modifications or changes in all matters under its consideration.

Membership:

Membership shall consist of at least one senator from each college and [a representative from](#) the Library. The Provost and the Vice President for Student Affairs will serve as resources to this Committee.

Commented [22]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

V. Senate Role Regarding University Committees.

University Standing Committees.

A. University standing committees consist of members of the faculty and members of administration/staff. Unless otherwise stated, faculty members shall be selected by (but not necessarily from) the Faculty Senate and shall at least equal in number administration/staff representation on each committee. All ex-officio members shall be clarified and designated. Ex-officio members shall not vote, except for those ex-officio members who are committee chairpersons who may vote only to break ties. In cases where this ex-officio member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex-officio member calls a meeting but cannot attend, then the co-chair will preside. When faculty representatives on the committee do not happen to include a Faculty Senator, then a Senator should be placed (ex-officio) on the University committee as a reporting senator to the Faculty Senate.

B. Where Faculty Senate Committees and University Committees share common purposes, functions, or charges, members of the Faculty Senate Committees shall be voting members of corresponding University Committees.

C. Where required by the nature of the committee's function, the university committee structure shall reflect unit representation, including the Library. University committees shall meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each semester, after meeting. The terms of membership shall be for two years unless otherwise noted with arrangements made for staggered terms. The details of procedures are issues which will be determined by each committee.

D. University committees for which a faculty election is conducted by the Senate:

1. Faculty Appeals - five faculty elected by the general faculty each year to serve two-year staggered terms.
2. Employee Benefits - three faculty members elected by the Senate; three-year staggered terms.
3. Intercollegiate Athletics Committee - three faculty elected by the Senate to serve two-year staggered terms.
4. Library Committee - One faculty member from each college and Graduate School elected by the Senate to serve a two-year staggered term.
5. Campus Planning Committee - six faculty members elected by the Senate to serve a two-year staggered term.

~~6. Information Services Users Advisory Committee - one faculty member from each of the colleges and the Library elected by the Senate to serve two-year staggered terms.~~

~~10. Publications Board - two faculty members elected by the Senate to serve two-year staggered terms.~~

~~8. Student Conduct Board~~~~12. University Judicial Board~~ - one faculty member from each of the colleges elected by the Senate to serve two-year staggered terms.

~~9~~~~13.~~ Commencement -one faculty member from each college, elected by the Senate to serve two-year staggered terms.

Commented [23]: In the Fall 2019 committee review, the current 2019-2020 university committees reference manual was reviewed, and compared to this list. Several committees as currently listed in the bylaws are no longer present in the 2019-2020 university committees manual. The executive assistant to the provost was asked about these missing committees. She confirmed that the Publications Board (old #10) and Student Life Allocations committee (old #14) do not exist as documented previously. She elaborated that the Information Services Users Advisory Committee (old #6), Patents & Copyrights Committee (old #7), and Radiation Committee (old #8) have been renamed and/or revised according to subsequent UA system or university policies, and those now govern these needs. That is to say, these committees do not exist in the same way. She also elaborated that the University Judicial Board (old #12) is now the Student Conduct Board (now #8). Regarding the Student Conduct Board, the committee membership wording from the old bylaws has been replaced with the wording from the university committees manual. The remaining committees have been renumbered to remove any gaps (from deleting obsolete committees).

~~14. Student Life Allocations - two faculty elected by the Senate to serve two-year terms.~~

E. University committees for which the Senate appoints faculty members:

1. ADA Advisory Committee - one faculty senate representative.

2. Student Traffic Appeals Committee - two faculty members appointed by the Faculty Senate.

VII. Submission of Business to the Senate

A. Business may be submitted for consideration at plenary meetings of the Senate by senators, Senate committees, and those parts of the University community empowered to do so by the Governance System. All business shall be submitted in the form of resolutions which state clearly and in detail all actions to be taken and the agencies intended to take these actions. Items which do not conform to this format shall be returned to their originators.

Note that, here and throughout these bylaws, the word "resolution" is used to refer both to bills that have been submitted for Senate consideration and also to those which have been voted upon and passed.

B. Senate committees shall submit written reports of actions taken, and shall submit their recommendations, if any, in the form of resolutions.

C. All resolutions shall be submitted in writing to the president-elect of the Senate.

D. The president-elect shall number all new resolutions in order of receipt, and shall identify by proper notations amended or substitute resolutions reported by committees. The president-elect shall list all resolutions as received. Seven days before each meeting of the Senate the list shall be closed and transmitted to the Executive Committee. Copies of all resolutions newly added to the list shall be sent by the secretarial staff to each senator.

IX. Order of Business in Meetings of the Senate

Commented [24]: In the Fall 2019 committee review, the current 2019-2020 university committees reference manual was reviewed, and compared to the list above in V. D. In addition the committees listed in V.D., two additional committees were identified in that manual as having members appointed by the Faculty Senate, but those committees were not listed in the bylaws. This new section would list those two committees, and the number of committee members appointed by the senate.

Commented [25]: Replaced "no" with "not" in the sentence which begins "Items which do no conform to this format..."

Commented [26]: The additional change here is based upon a 05Dec conversation with President-Elect Tim Newman who recommended this type of clarification, instead of needing to change multiple occurrences of the word "resolution" with "bill" throughout these bylaws

A. No resolution shall be passed by the Senate unless read three distinct times. Action by the Senate Executive Committee or emergency introduction shall constitute the first reading. The second and third readings shall occur on the floor of the Senate, and shall be on distinct days, unless the Senate shall determine by a two-thirds vote, following the second reading of a resolution, to move directly to a third reading of the resolution. If any item shall receive a unanimous vote on Second Reading, the presiding officer may rule, if there is no objection from the floor, that it has been immediately and automatically adopted at Third Reading.

B. The Senate Executive Committee shall place items on the Agenda for Second Reading. During the consideration of an item on the floor at second reading, it shall be in order to move that the item pass to third reading and if a majority vote in favor, the item shall be automatically placed at the foot of the Agenda for Third Reading.

C. The preferred order of business in meetings of the Senate should be:

1. Correction and adoption of the Journal for the previous meeting;
2. Report by the Provost/VPAA on administrative responses to Faculty Senate recommendations;
3. Elections, reports of committees, and general discussion;
4. Business on the Agenda for Third Reading;
5. Business on the Agenda for Second Reading.

Items 1, 2, and 3 should be limited to a combined duration of thirty (30) minutes.

D. At the discretion of the Senate, the Provost/VPAA may be requested to submit a report in writing for inclusion in the permanent records of the Senate when the substance of the report shall make this desirable. Such a request may be made by motion after the oral report, and shall be voted on by the Senate without debate.

E. Following adoption of the Journal, the report of the Provost/VPAA, and general business, the president shall read the agenda item by item, beginning with the first resolution on the Agenda for Third Reading. The item read shall then be on the floor for consideration, but a motion to pass over without prejudice shall be in order immediately following the main motion for passage to the next stage. Following the passing over of consideration of a resolution, the procedure shall be repeated for the second resolution on the agenda, and

so on. When the Agenda for Third Reading has been read once, the procedure shall be repeated for the Agenda for Second Reading. Items remaining on the agenda at adjournment (including resolutions passed over) carry over to the next meeting in the same order.

F. At any time during agenda business when there is no other motion on the floor, a senator may move that the Senate proceed immediately to emergency floor consideration of a resolution not on the agenda nor before committee. This motion is in order only if the proponent of the motion has on hand copies of the resolution for all senators plus two file copies. The motion may be debated for five (5) minutes and requires a two-thirds vote of those present for adoption. Any senator wishing, by emergency action, to bring a new (unpublished) matter before the Senate for action, and to move it through all readings on the same day, must present ample evidence of the urgency of the matter, of the need for immediate action, and of the likelihood that delay would seriously impair the effectiveness of the Senate's response.

G. If the Senate shall adjourn while considering a resolution, that resolution is considered before the call of the agenda at the next meeting. Prior to the call of the agenda, motions to take from the table resolutions tabled at earlier meetings are in order.

H. When a Senate resolution is passed at third reading, the president-elect of the Senate will forward the resolution to the Provost. The Provost may seek the advice of University Counsel or other groups appropriate to the content of the resolution before forwarding the resolutions to the President of the University. The President of the University will either approve the resolution, suggest changes or decline to approve the resolution. In any case the University President will present the decision to the Senate Executive Committee at their next meeting following the decision. If there are suggested changes, the Executive Committee will place the resolution on the agenda of the next Senate meeting at third reading. It is the responsibility of the Office of the Provost to apprise the Senate president at every Executive Committee meeting of the progress of resolutions; the Senate president will then inform the senators at every meeting. Final decisions on resolutions should be made with all due speed. If the Senate determines that a resolution is blocked in an administrative bureaucracy, it may ask the Provost for a written explanation. The Senate also is responsible to offer clarifications of intent of resolution if there are questions from administration. Resolutions that do not require administrative approval are: "Sense of the Senate" resolutions, and those resolutions that only affect Senate structure and functioning.

Commented [27]: One of the items in the Spring 2019 review of the bylaws had been to correct a typographical error here (under "Sense of the Senate" resolutions near the end).

I. At any time during a Senate meeting a senator or a Senate committee may be recognized to call for a "Sense of the Senate" resolution. These resolutions are to be distributed to the Senate in writing along with a verbal explanation of the need for the action. A "Sense of the Senate" resolution requires only a single reading, will be voted on upon the floor of the Senate, and requires unanimous vote. The purpose of this procedure is to expedite non-controversial matters such as recognition of significant contributions to the university, to encourage political action, etc. It is not the purpose of this procedure to bypass adequate debate or constituency input on any resolution of policy substance.

XI. Miscellaneous Provisions

A. The parliamentary law of the Senate shall be the current edition of Robert's Rules of Order Newly Revised as modified by these By-Laws. Meetings will be conducted according to these rules.

B. Amendments to these By-Laws and supplements to Robert's Rules of Order Newly Revised may be effected only through resolutions regularly placed on the agenda, and require a two-thirds vote of those present for adoption. Such resolutions may not be voted on at called meetings.

Bylaws updated ~~[insert month & year]~~ Oct. 2020 as proposed by the Senate Governance and Operations Committee and approved by the Senate [insert month & year].

Commented [28]: The G&SO committee wanted this type of datestamp added, so that the posted bylaws reflect that these were reviewed in 2019, and that suggestions were made and approved.

FACULTY SENATE EXECUTIVE COMMITTEE MEETING (Special)

October 6, 2020

12:50 PM. Lawn btw. Lots W28 & W30

Present: Mike Banish, Kader Frendi, Emil Jovanov, Tim Newman, Carmen Scholz, Provost Christine Curtis (ex-officio)

- **Faculty Senate President Tim Newman called the meeting to order at 12:50 pm.**
- **Meeting Review:**
 - **Executive Committee drafted a position on criteria for strong undergraduate admission candidature.**
- **About the Agenda for FS Meeting:**
 - FSEC commissioned by Provost to provide feedback on undergraduate admission criteria by Oct. 8.
 - UAH may not be able to expect all applicants this cycle to have been able to access ACT/SAT testing, which we had generally required pre-202.
 - Input received from members Aziri, Weimer, and Whitehead shared
 - Pre-2020 UAH strong undergraduate admission candidature standard identified and discussed
 - Ordinarily means 2.9 HS GPA plus 20+ ACT score.
 - Includes so-called “sliding scale” in which somewhat higher GPA can compensate for somewhat lower ACT OR somewhat higher ACT can compensate for someone lower HS GPA
 - Exec. Comm. Members noted that having two measures gave some “robustness” to admissions
 - Discussion about use of AP-related measures as one alternative to ACT/SAT
 - Provost Curtis suggested small dive into UAH data done for 2019:
 - ~30 in 2019 had HS GPA under 2.9.
 - About 20-25% of such had done poorly at UAH
 - Some of such had 3.0-3.3 GPAs at UAH
 - Many of these had 2.0-2.9 GPAs at UAH
 - There was much discussion about testing alternatives to ACT, including discipline-specific placement exams. Such placement exams seem currently unfeasible pre-admission, however. An alternative of a work ethic/aptitude test was also discussed. There are some concerns with that about availability. Another alternative of written essays was discussed, too. There were concerns expressed if we can know if a student has written such an essay and about the burden of assessing them, including of having a uniform way to assess them.
 - Concerns were expressed about permanently replacing ACT/SAT.

- Concerns were expressed about going GPA-only as an admission criterion, especially if that meant admission of students with lower GPAs than at present. Concerns included: more under-prepared students in classroom; difficulties of in-class teaching to classes with wider ranges of student preparedness; difficulties for faculty having more angry emails from students feeling class is not meeting them where they are; possible loss of reputation of UAH if our courses then include more remediation content in lieu of previously-covered material; possible future difficulty for our graduates getting jobs if we end up placing more under-prepared graduates in the work force; possible lessening of grant successes due to more time spent on remediation and loss of reputation; etc.
- A member suggested this is not the time to permanently replace ACT/SAT at UAH—we just need to accommodate certain students now rather than drop ACT/SAT permanently. Could some measure involving AP be a possibility? Strong agreement among voting members on this point.
- A member reminded us our focus is strictly on the lower threshold for admission, NOT scholarships. Banish expressed a strong opposition to adjusting our current GPA/ACT scholarship matrix in ways that make lower-GPA students now eligible for scholarships they would not have qualified for pre-2020. Strong agreement among voting members on this point.
- Carmen Scholz stated if we admit lower-GPA students for 2021 (i.e., lower than our pre-2020 admission standards), we still must not lower standards within our classes, and thought must be given to how to maintain current classroom standards. Strong agreement among voting members on this point.
- Multiple members stated much more data is needed and that the analytical analysis conducted so far is not sufficient.
- Committee arrived at a final statement that we recommend UAH consider all students under three pathways/options for undergraduate “strong candidature for admission” , with a student able to satisfy any one of these to have strong candidature for admission:
 - PATH 1: Pre-2020 arrangement based on GPA and ACT/SAT, including the sliding scale;
 - PATH 2: HS GPA of 2.9 and 2 (3?) AP courses with grade B or better, with a sliding scale allowing a slightly lower GPA to be offset by better AP course performance (e.g., 2.85 GPA with 3 (4?) AP courses with grade B or better); OR
 - PATH 3: Unweighted HS GPA of 2.8
- Vote was unanimous for this three-pronged approach for 2021.
- President Newman was directed to craft a statement on this for transmission back to the Provost. (That statement is available in another document, also to be distributed for Senate.)

Meeting adjourned after motion by Frendi, seconded by Banish, passed unanimously. Adjourned at 2 pm.

FACULTY SENATE EXECUTIVE MEETING

October 15, 2020

12:50 P.M. OKT N142

Present: Jeff Weimer, Mike Banish, Tim Newman, Carmen Scholz, Kader Frendi, Kwaku Gyasi, Laird Burns, Carolyn Sanders, Azita Amiri

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

- **Faculty Senate President Tim Newman called the meeting to order at 12:59 pm.**
- **Meeting Review:**
 - **Electronic Signatures Policy passed to be placed on FS agenda.**
 - **Summer School Operations passed to send back to committee.**
 - **Communicable Disease Policy passed to be placed on FS agenda.**
 - **Chapter 6 passed to be placed on FS agenda.**
- **Administrative Reports**
 - **President Darren Dawson**
 - Spragins is still scheduled to be completed by the end of the year. We have had some funds freed up and are going to see if we can replace the scoreboard and advertising signs. Beville Center Cooling Tower is ahead of schedule. Shelby Center Phase I renovation is hoped to start by March. We are still proceeding with the IT Data Center.
 - I sent a campus email out in regards to the latest UAH Police Incident. We spoke on the phone with the mother. Myself, Laterrica, Todd, and the Chief are meeting with the mother and son to offer an apology and what is going to happen.
 - Open Enrollment is open today. We will send out a couple of emails. No response will result in the same coverage into 2021. The premiums for the PPO will increase by 2%. The other changes are minimal.
 - We have a couple of counties in Tennessee that we do in state tuition. They are close to a border. We are discussing this with the Board of Trustees to see if we can do in state tuition for the whole state of Tennessee as a pilot program. I don't really know where that will go. It will ultimately have to have a
 - Laird – Beville Center, it appears there have been a trailer sitting there for months. I was going to have eye correction surgery and due to COVID, what will happen with the money in HSA?
 - President – I think you have to be careful with limited FSA money. I believe HAS money will roll each year.
 - Laird – It may be FSA because it appears it will disappear. About a year ago, we met with the police chief about working better with the faculty. In our budget situation, we don't have enough money, maybe we need to do something to help pay for training for young officers.

- Mike – I applaud that you are working with this lady and trying to resolve this. How many students do we get from Memphis/Knoxville?
- Provost – We mainly get them from the counties that offer in state tuition.
- Mike – My students are telling me they do the health check at 9 in the morning or walking into class. I have a few students aren't filling it out. I think it would be useful for all of us if we could be aware of when students are on their email. We may want to send them reminders 12 hours beforehand. If they are on their email at night, they get a reminder to complete their health check.
- Provost – UAB sends reminders automatically. I don't know if we can have any influence. We can ask. Best I can tell, they send reminders three days at the same time. Unless we ran the report every hour, we won't always catch them.
- Carmen – I want to comment on the unfortunate police incident. We have talked about this attitude many times. This isn't the only time people with authority take advantage. I have asked for a culture change in the past and am asking again.
- Kader – I heard in my college meeting that there would be a hiring freeze this coming year. This would be a second year. Some units are carrying a big burden. Financially, I don't see the number backing up the freeze.
- President – You don't understand why the freeze? The system is still mandating we regulate new hiring. We talked to them about relaxing some of the restrictions. We did have additional expenses due to COVID. Until we get new revenue in the form of tuition increases, it will be hard to expand our faculty and staff. Our IT is understaffed. That is our biggest need. We have been good about replacing retirees and staff positions. Replacement we are trying to proceed.
- Laird – A while ago, I was looking at salary surveys. We don't pay professional wage comparable to industries. I am really worried that we will lose them if they get better job offers. Part of the capacity isn't just hiring, but paying them better wages. I would encourage that we re-evaluate this structure. They are vital to our classes.
- President - I agree we don't have enough bodies and adequate pay structure.
- Tim - I know for a while we had a challenge for students taking the Cares money. How is that going?
- President – Yes, much better. We are doing a second round.
- Provost Christine Curtis
 - We have the Dean of Science search restarted. The top candidates will have second interview later this week.
 - Dean of Professional Studies are in final stages.
 - Commencement Committee is meeting again tomorrow. We will talk about the details of the commencement then. We are holding the VBC for two days now, December 14 and 15. We plan to have two ceremonies each day. We will know later this month when students commit to whether they will come or not. 300 graduates can sit on the floor. Each graduate will receive four tickets for guest. They have seats in four seat sections and three seat sections. We can't really group

faculty, but you can attend. It will be a simple ceremony. We will not have room for orchestra or wind ensemble. We are going to discuss the ceremony in more detail with the committee. We won't have a reception following the ceremony. Hopefully the VBC will help make sure they are socially distanced in the line coming in. Alabama had the families leave when the student walks across the stage.

- Our spring schedule has changed. We will start January 13th. We won't have a spring break. Several students are upset about that, but I don't see having any other options. The risk of exposure is too great. We hope to have vaccines by spring semester.
- I have put into the administrative brief the one page ACT Test Optional Admissions Pilot that was sent to the system. I have presented all recommendations to the President. We are wanting to gain some experience on how it will impact enrollment, diversity, the success of the student. The President decided it would be a good study if we have a high school GPA of 2.7. That will be our high school grade point. The scholarships start at 3.0 for ACT Optional. Basically, we will be sending out a news release, then on the website that we are optional.
 - Mike – I understand we change from percentage to dollar, you said the ranges change?
 - Provost – It did for out of state.
 - Mike – Did that go through financial aid or scholarship committee? Can you check that?
 - Jeff - I am interested in this change from the ACT and GPA. How this change will affect the success of the students? I am keen to hear how this change will be tracked in the means of retention and success.
 - Provost – I have asked the ACT Test Optional Task Force that did the preliminary study to reconvene over time. George Nelson is the FS representative. If you have particular things in mind you want answered, get that to him. We can track performance with historical data. When we looked at admissions this past fall, we know we have students brought in below the 2.7. We have tracked some. Some are successful, some not. How do we help those that are not successful? President Dawson has asked that we have cohort advocates. We were able to capture some funds to pay for positions that will track these students and work directly to assist them. We are building that program as we speak.
 - Jeff - I am glad to hear we have a representative.
 - Laird – President Dawson, we have been talking about the budget committee. Do you know if they have had their meeting in early October to make these decisions? How is the committee charged?
 - President - I know the committee has met. The only thing we changed is converting the percentages to dollar amounts. If tuition doesn't increase, there isn't much change. We did reduce the percentage before on the upper end.
 - Provost – It is mainly the out of state. We just changed the in state from percentage to number.
 - President – The student who are in the four year scholarship will have to pay some small differential over the scholarship. This year, we believe, this might be the first year the bleeding has actually stopped.

- Pass/Withdrawal: A number of other universities are using pass/fail this semester. Dr. Dawson expressed concerned about enrollment next spring if we have too many students overwhelmed about their grades. I talked with the Deans/Associate Deans. We sent a survey out to faculty and students. Most results are in. I sent you what I had on Wednesday to Tim. I sent the synopsis as well. It was from the survey of students that we needed to do something. There are students that feel overwhelmed. There are faculty that feel we need to give them a release. The pass/withdrawal will be going out very shortly. We are working on the FAQ's right now. There is a lot of concern out there. They feel isolated and disengaged. Other entities are working on ways to help with this. The library has had a number of Saturday events this fall. I would encourage you to talk with your colleges about having activities that are educational but help interaction with faculty. It is trying to address the need both faculty and students have.
 - Tim – There is a wealth of information in this. It is a good read. From my standpoint, we want to monitor this a bit. There may be warnings that faculty need therapy dogs.
 - Carolyn – I want to follow up to see if there has been any information on self-reporting?
 - Provost – We notify the class and instructor. Alabama doesn't even do that. The Dean of Students had a possible way

➤ **Officer/Committee Reports**

- Tim Newman, President
 - Director of Housing is retiring. We also found out that some committees are rearranging. The President was on top of the police incident when we spoke. I passed along to the Provost the concern over the admission of lower GPA than normal. We need some help on the faculty side. We also heard that there was a petition going around among the students in regards to pass/withdraw. It had over 1500 signatures. I passed along to the Provost we passed the Online Course Policy. Some faculty felt their freedom was limited or restricted, I have passed that along to the Provost. I am a member of the returning to work campus group. The pass/withdraw option was discussed if we need to reassess our hybrid class. Some students have commented that their hybrid have stopped meeting person and are all online for the remainder of the semester. In one case, the teacher was relocated to another city. That went through the proper channels. Another is a similar situation, is the faculty member is unable to come to campus. Is there any other situations? The group wants to see if we need to give stronger guidance to faculty. I have been encouraged by those on the group. They are taking faculty and student concerns to heart.
- Carmen Scholz, President-Elect
 - No report.
- Laird Burns, Past President
 - If we have a class too small, we get up to a 50% pay cut. The workload to online classes is significantly higher. Why are we getting these cuts for teaching over the summer?
 - Provost – This policy was put into place four days after I got here in 2014. I am not sure where the numbers came from. Go back to salaries in 2014 that may have not been that unreasonable. The way that it works is the expenses are paid. The university gets a portion of the money. Then the money is split between the

Provost office and the colleges. As we make changes, we have to consider the changes and the impacts on the colleges and the Provost Office. It is complicated but it needs to be reconsidered. Salaries have changed. Deans are in agreement that there needs to be changes. There is a minimum on the number of students for class, because it isn't profitable for anyone. We wanted to give the few students who need a class to graduate and offer a small salary for those to teach. We need to consider a different scale.

- Laird – This 10% matters.
- Mike Banish, Parliamentarian
 - No report.
- Kader Frendi, Governance and Operations Committee Chair
 - We finalized the committee. We are trying to finalize a couple more committees. There are committees where people are leaving. We need to replace those. We started looking at the bylaws and committee manual. We want to make sure we don't get into the same thing we did this fall, lack of communication.
- Azita Amiri, Undergraduate Curriculum Committee Chair
 - We have been very busy approving forms.
- Jeff Weimer, Finance and Resource Committee Chair
 - The committee met and put forward a contingency plan for the RCEU Program. I just sent that to Provost Curtis this morning.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - We met last week. I believe you read our findings. They weren't as concrete as presented in the description from the Provost. We were informed that other universities adopted the optional policy. We would like additional information on what their policy is. We would like to know that for the future. There was strong support to run as a pilot.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - We are still working on faculty equity and development. The committee will submit a draft to the FSEC as soon as one is complete.
- Mike Banish, Personnel Committee Chair
 - We did get a meeting the VP of Diversity and Inclusion to go over reporting and policy of sexual harassment. Laterrica gave us a very nice write up. The policies and guidance comes from the Dept of Education that leaves a lot of open questions. There are incidents politically that people wanted to take out of the policy. While a lot of it is mandated and we have to have a interim policy, I think it is our recommendation that we say this policy is only effective until March and see what guidance comes down. Other campuses are working to fill in the gaps. This is not a final policy, they are constantly working. This should be temporary approval on our part.
 - Tim – We deferred acting on Title IX. Is it time to bring to the senate this meeting or wait one more?
 - Mike – I think we can, but we need to state that it exists for five months and see what other guidance comes.
 - We went through Electronic Signatures Policy. The problem with this policy is not a whole lot is defined. Our thought is if the university says this is how we are going to do electronic signature, they need to ensure each person has the program to do so. We are going to suggest a rewrite on that.

- We did discuss cheating. It is a reoccurring problem. The burden comes to faculty or graders. There needs to be some thought about how to handle this.
 - We would like Chapter 6 on the agenda.
- Electronic Signatures Policy
 - Tim – We can refer this back to another committee or place on agenda for senate meeting?
 - Mike – We are happy to relook at it. I would like clarity from you. Would you go back to the administration?
 - Tim – Do you want to send this senate and see if you have senate approval behind your recommendation?
 - Jeff – If it is sent to FS could an amendment be added?
 - Tim – It has come back to senate with a recommendation from the committee.
 - Carolyn – Another program is DocuSign aside from Adobe Pro.
 - Mike – Our thought is the university needs to provide the program.
 - Jeff – QEPO ask that your PDF file be fully compliant with assisted reading. The only software is Adobe Pro.
 - Tim – I would like a motion.
 - Jeff – I would motion that it be brought to the floor with the stipulation from the committee. Carolyn seconded.
 - Tim – All in favor. Ayes carry.
- Summer School Operations:
 - Tim – Motion to send to committee or senate floor.
 - Carmen – I would like for this to go to committee, Faculty and Student Development. Member seconds.
 - Mike – I motion that we send to two committees. Finance and Resource. Member seconds.
 - Tim – All in favor. Ayes carry.
 - Mike – The faculty handbook has specifications for this. It isn't in agreement with the handbook.
 - Tim – The NCSARA will be on the agenda. We have Authorship policy. That will also be on the agenda. I want to ask about Communicable Disease Policy. It is supposed to come back to senate this time. Is there anything we need to be conscious about? Has any senate looked at it? I am thinking Personnel. I am going to put it back on agenda. Title IX was sent to committee and reported. What are we wanting to do?
 - Carmen – Motion to send to senate.
 - Tim – All in favor. Ayes carry. I would like a motion from FSEC that we will suspend business at 2:10 and take up Title IX. Kader moves. Mike seconds. All in favor. Ayes carry.
- Chapter 6:
 - Mike – I motion that Chapter 6 is on the agenda. Carolyn seconds.
 - Tim – All in favor. Ayes carry.
- Motion to extend Mike Banish. Ayes carry.
 - Mike – We need to get the faculty handbook moving.
 - Tim – We debated bylaws and we adjourned during it, so it will supersede administrative reports.
- Meeting adjourned at 2:32 PM.

Personnel-Committee Proposed Chapter 6 amendments (from Committee March 2020)

1.

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the Graduate School (non-voting, ex-officio chair); the Registrar (non-voting, ex-officio); and, a number of full members of the graduate faculty, specified as follows: each college with a graduate program (master's and/or doctoral) has two representatives elected by the faculty members of that college; and, two member appointed by the Faculty Senate. Members appointed by the Faculty Senate will be current Faculty Senators. A responsibility of the Faculty Senate representatives to the Graduate Council will be to provide the Faculty Senate President with the agenda and meeting minutes of the Graduate Council. It will be the responsibility of the Faculty Senate President to publish the agenda and meeting minutes of the Graduate Council in the Faculty Senate records. The term of an elected member is two years.

2.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Graduate program creation, merger, or deletion requires the approval of the (Faculty Senate) Curriculum Committee. Matters related to specific courses and course changes, within graduate programs will not be reviewed by the Curriculum Committee. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

3.

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

Faculty Senate Executive Comm. Oct. 6 Communication on Admission Criteria under ACT Testing Challenges in the Covid Era

Faculty Senate Executive Committee (FSEC) was recently asked to consider what UAH might consider to constitute strong candidature for undergraduate admission in the current time period in which some students may be prevented from access to ACT or SAT testing. FSEC was asked to respond back quickly.

UAH currently states that strong candidates for undergraduate admission are those with a GPA of 2.9 and ACT composite of 20 (or an equivalent SAT score in lieu of the ACT composite). This pair of numbers could be said to be the current strong candidate minimum--or "pre-2020 current minimum." FSEC was informed that this current minimum was applied in a "sliding mode," under which applicants with either (1) a higher GPA but slightly lower ACT (e.g, GPA 3.2, ACT 19) or (2) a slightly lower GPA but slightly higher ACT (e.g., 2.85 GPA, ACT 22) are also usually considered to be strong candidates.

Given the constraints of not having access to an array of underlying data and the short time fuse, FSEC decided to present the following temporary (i.e., for the current covid-related testing challenged environment) current minimum.

Temporarily, UAH shall consider that meeting any ONE of the three following criteria shall be regarded as constituting strong candidature for undergraduate admission:

- 1) Pre-2020 current minimum (including the pre-2020 sliding mode used); or
- 2) GPA of 2.9 and some number (more than 1) of B or better grades in AP courses (e.g., 2 or more B's), applied also in a sliding mode way under which applicants with either (1) a somewhat higher GPA but one fewer B or better in AP courses (e.g., GPA 3.2, 1 AP course B) or (2) a somewhat lower GPA but one more B or better in AP courses also satisfy (e.g., GPA 2.85, 4 AP course Bs) ; or
- 3) Unweighted GPA of 2.8.

(Examples are not meant to be definitive--they are just singleton examples.)

FSEC was not sure if on criterion 2 above if the number of AP course B-or-betters should be 2 or 3.

FSEC also suggests it may be possible to use a 4th criterion of: GPA of 2.9 and 3 AP courses with 2.5 or better GPA in the AP courses, applied in a sliding mode way.

The FSEC also states that these criteria are not related in any way to the award of scholarship; FSEC is not at this time proposing or assessing any replacement of scholarship criteria.

Lastly, FSEC questions if the temporary measures should be for just the upcoming admission cycle as what the future holds beyond the next few months seems much less certain than would ordinarily be the case.

Faculty Senate Undergraduate Scholastic Affairs Committee Oct. 6 Communication on Same Topic

Faculty Senate Undergraduate Scholastic Affairs Committee (UGSAC) was also asked to consider the same item.

First, UGSAC notes that these are extraordinary circumstances and thus require extraordinary measures, including justifying a pilot study.

Second, UGSAC notes that the covid situation may have a number of impacts, including on high school GPA scores for 2020 and on accessibility to ACT/SAT testing. The latter point suggests the need for alternative measures for use in the upcoming admission cycle.

Third, UGSAC notes that additional statistical analyses, including of data obtained from a pilot study, are needed to serve as a foundation for future admission policy.

Fourth, UGSAC regards essays as unacceptable alternatives to ACT or SAT scores.

Fifth, UGSAC believes AP courses may not be an option for some applicants.

Under the same constraints faced by FSEC, UGSAC decided to present the following temporary (i.e., for the current covid-related testing challenged environment) current minimum:

Temporarily, UAH shall consider that meeting any ONE of the three following criteria shall be regarded as constituting strong candidature for undergraduate admission:

- 1) Pre-2020 current minimum (including the pre-2020 sliding mode used); or
- 2) GPA of 2.9 and at least two AP course grades of B or better, applied also in a sliding mode way under which applicants with slightly lower GPA but with high HP performance also satisfy (e.g., GPA 2.8 with 4 AP classes with A grades) ; or
- 3) Unweighted GPA better than 2.7.

UGSAC also suggests that criterion 3 may need to be applied in a way that considers the high school's average GPA and should always be set at a high enough level for the admission statistics to maintain status and ranking of UAH.

FACULTY SENATE MEETING
September 24, 2020
12:50 P.M.
CTC Exhibit Hall

Present: Tobias Mendelson, Dilcu Barnes, Candice Lanius, Joey Taylor, Kwaku Gyasi, Andrei Gandila, Kristin Weger, Christina Steidl, Mike Banish, Emil Jovanov, Bryan Messmer, George Nelson, Kader Frendi, Susan Alexander, Elizabeth Barnby, Donna Guerra, Mark Reynolds, Melissa Foster, Jeff Weimer, Harry Delugach, Seyed Sadeghi, Sarah Roller, Ron Schwertfeger, Tim Newman, Carmen Scholz, Carolyn Sanders, Laird Burns

Absent with Proxy: Kevin Bao, Christina Carmen, Azita Amiri, Amy Hunter, Huaming Zhang

Absent without Proxy: Sophia Marinova, David Allen, Jose Betancourt, Jeremy Fischer, Abdul Salman, Fat Ho, Darlene Showalter, John Mecikalski, Jerome Baudry, Gang Li, Andrea Word

Zoom Remote Participants: Ex-Officio: Provost Christine Curtis, Guest: President Darren Dawson, Christina Carmen, Huaming Zhang, Sivaguru Ravindran, Paul Whitehead, Leiqui Hu, Seong-Moo Yoo

- **Faculty Senate President Tim Newman called the meeting to order at 12:56 pm.**
- **Meeting Review:**
 - **Bill 451 passed third reading.**
 - **Bill 452 passed third reading.**
 - **Online Course Policy passed.**
 - **Communicable Disease Policy passed.**
 - **Electronic Signature Policy sent back to FSEC.**
- **Approve Faculty Senate Meeting Minutes #606 from August 27, 2020. Kader Frendi moves. Carmen Scholz seconds. Ayes carry.**
- **Accept FSEC Report from September 10, 2020. Kevon Bao's Proxy moves. Kader Frendi seconds. Ayes carry.**
- **Administrative Reports:**
 - **President Dawson**
 - **Morton Hall renovation is completed. Spragins is almost complete. Shelby Center investigation is done and we will move forward. Hopefully it will be done over the next year. The Wilson Hall is complete. Shelby Center renovation stage II did receive approval. We received approval for Greenway Stage III. The Campus IT Center located near the facilities building, we will take the proposal to the board. We will move the existing IT from Von Braun to this building.**
 - **403B matching program will be put back into place October 1st.**
 - **The UAH Police and Huntsville System were able to get together and safety improvements were made at Technology Drive and Sparkman.**

- Provost Christine Curtis
 - Thanks to the Chief for this effort. I know Kader is excited as well. Kader, if you watch it when we get back full to make sure the issues were resolved.
 - The Dean of Science search will be starting again. The committee has been contacted and the top two candidates will be coming in for a second interview. We went through four candidates that were recommended by the committee. Both candidates are still interested. It is yet to be determined if the interviews will be on campus and virtual or only virtual. The committee is working through different scenarios. I mentioned to the FSEC that Dean of College of Engineering and Education were reappointed. The other fifth year review is in its final stages.
 - We still have a number of policies leftover from last time. I received from Russ Ward this morning the Electronic Signature Policy. There were questions from the Executive Council. The recommendation of non-compliance. The change conforms to our other IT Policies in regards to security operations. There is a document that Russ has put together on how to get an electronic signature. I am sure there are some that would like to test run that to make sure there aren't any issues with that.
 - I fail to update the fall '20 preliminary data. I apologize on that oversight. We are at a flat 10,000. Originally, we had double counted and had some auditing students. As the data cleaned up, we have a flat 10,000. Our fourth year graduation rate is the highest we have ever had. We are at 39%. Our sixth year graduation rate is at 57%. We are one below from last year. What we know is that we have to keep every student every step. Our retention is 82%. Our ACT is at 26.7%, compared to 28.4%. If you look at our out of state students, the number we had last year compared to this year is substantially different. Out of state students typically have a higher ACT score. The reason is because we recruit them with our merit scholarship matrix. We no longer offer housing and changed some percentages. For this coming fall '21, these scholarship matrix have changed for in state and out of state. They are quite different. They are now dollar figures rather than percentages. Take the opportunity to look at that.
 - I began a comparison with enrollment, just from '19-'20, we had two programs approved by BOT. Also, two NIST approved. The next step is the proposal going before the board in a few meetings. We completed faculty awards and the winners are very excited. We hope to have an awards ceremony in April. We will celebrate 2020 and 2021 award winners at that time.
 - We had to cancel commencement for last April. Many students and faculty were very disappointed. It is always a fun time to celebrate. What to do this time? I don't know if you have seen any pictures of the U of A commencement from summer. To be able to do it, we will have to maintain six feet apart. The logistics are very interesting. The committee decided we needed to conduct a survey. As of Wednesday afternoon, 500 students have responded. If we take spring, fall, and summer students who graduated, we could have 2,300 to 2,500 students there. They were given the choice between Spragins and Von Braun. They want Von Braun. There was a percentage that wanted virtual.
 - As you all remember, after Thanksgiving, we are going totally virtual. November 20th is the last class day for fall semester. Knowing what we know now, we can't really let students go and have a great spring break, then come back to campus. We are planning to move spring break week one in January and delay the start of class until the January 13th. It gives faculty a little more time to prepare for spring. It is a

paid university holiday. We really need to have staff on campus that first week. We will make arrangements for our staff to take the full five day holiday leave that just won't all be taking it at the same time. It will depend on the unit as to what works. They will be treated fairly and have the leave. That is the calendar that we are strongly considering. We would like to hear any thoughts.

- Our ACT task force, a number of universities are going to ACT Optional. Over the summer, I got the feeling that UAB and U of A were leaning toward this. I set up a task force and they created a report. There are answers that still need to be answered. We have to know how to handle situations where we use ACT scores for placement. Going optional is more than admissions and scholarships. We will have to work through this as a faculty and with our advisors. The students who choose the optional pathway have to be treated fairly. I expect to know tomorrow afternoon if UAB and U of A are going to present this to the board. I fully expect this is what they are going to do. If you look at the competitors, our choice is minimal. For the students who don't want to take the ACT, they would have the option to apply to UAH without the test. I think that is where we will be headed.
 - Mike – President Dawson, we had discussions about putting an overpass over Sparkman Drive. It is great that the traffic signal is fixed, is the overpass still in discussion?
 - President- The whole thing at Executive Plaza is stalled out due to the pandemic. The one for the plaza would be a part of a comprehensive development. A plan for one to Tech Hall, we don't know where we would get the money. If you put up stairs and a bridge, people don't use it.
 - Carolyn – President and Provost, thank you for all your effort. I am coming forth to express a concern from my faculty concerning COVID reporting. The basic and serious concern is that the policy for students reporting they have been placed in quarantine is on the shoulders of students. From what I am being told, that is working in an inconsistent matter. Some report and some only learn in other ways. The concern is all the responsibility falling on students to report to faculty. There are other students who feel they have to be in class and choose not to do this. A worrisome concern has been mentioned about the current procedure in place. I think the appeal is there a way to alter the procedure when students are contacted, the faculty could be contacted? Secondly, if that isn't possible, I can tell you I only learned of this policy this week. I just assumed that I would learn from administration. I would request that communication go out so that all faculty, staff, and student be aware this is a current policy.
 - Provost – I want to make sure we are talking about the same thing. When we are talking about quarantine, we are not talking about someone who as COVID?
 - Carolyn – Yes.
 - Provost- We are talking about those who have been in close contact? We notify the individuals in class and the instructor of anyone who has tested positive. We describe the recommendation. That is everyone in the class be alert they aren't exhibiting any symptoms and go into health check on a daily basis.

- Carolyn – All that makes sense. One of my colleagues pressed to find out what the policy was. The policy stated that the students are to inform of their quarantine. I am aware of a faculty member who has a student who just went absent and didn't let the faculty know they were in quarantine status.
- Provost – If the student is on campus, then we call that isolation if they test positive. I asked this question yesterday of the UA System. I asked if we could inform faculty of students who are placed in quarantine. The answer was no. The answer was no because of the information of who tested positive would become evident. If we are to change that answer, we are going to have to do more work. We would have to take it before a task force.
- Carolyn – I recognize the sensitivity of this. If the procedure can't be changed, I think it is extremely important that it be made clear to the faculty that the students are to self-report.
- Provost – I understand. We added the last question to health check asking if you were told to be in quarantine. If people answer truthfully, then it should have to come back as a red passport. That is self-reporting.
- Carolyn – I think it is the administrations duty to make sure the faculty is to be made aware of the policy.
- Provost – Just give us some time and thank you for your explanation. Talk to your risk managers and Dr. Vickers to see what lead way we have.

➤ **Officer/Committee Reports:**

- Tim Newman, President
 - This is the election meeting. We usually do that in the spring, but we didn't meet. I want to welcome new senators. I am super proud that we have those great in service and other things! I have some committee nominations. NOMINATIONS. Are there any objections? All are appointed. Is there anyone who wishes to resign from a committee and move to another? No one.
 - Behavior Evaluation and Threat Assessment: In 2010 this was established, BETA Team. This senate chose Jennifer English for a three year term. From my knowledge, we have never held that election. Jennifer has served for ten years. We need to resolve this. There is one faculty senate representation for this team. This is not a university committee, but team. The senate needs to make a decision how we proceed. There is a nominee and we can bring forward others.
 - Mike – I would like to have the Governance and Operations Committee take care of this.
 - Jeff – I second that motion.
 - Laird – Is the motion that it will be done at some point or now?
 - Mike – Now.
 - Tim – We do not need to delay this. The motion is to charge the G&O Committee to solicit nominations and conduct an election. We will vote at the next senate meeting.
 - Kader – If we need to fill right away, why can't we do that right now today?
 - Tim – I have blank ballots to do this today.
 - Jeff - I might ask that in the interest is anyone willing to step forward for nomination.

- Laird – Is that appropriate for when the committee starts the election?
I would like a three sentence explanation of what the team does.
- Tim – This team handles situation where an individual has concerning behavior. The individual is reported to this committee and they decide if there is just cause for the concern. They then take a number of actions.
- Carmen – If we have a volunteer nominee, move forward.
- Laird – When this team activates, it could be at any time. It isn't a 9-5 committee.
- Christine – Is it necessary that the person is from the senate?
- Tim – It is not but elected by the senate. All in favor of sending to committee. 18 in favor. 9 oppose. Ayes carry.
- Next I want to talk about our bill status. I want to be as transparent as possible. We inherited a lot of bill from February to March. In our FSEC meeting, we did not make a decision on the ordering of these bills. This is the backlog. We are working on policies. One was postponed in last meeting. The NCSARA was postponed. We found some information on this.
 - Sarah – I had to reach out. At the faculty level, we don't handle all the certification loops. The College of Education needs this policy. It demonstrates how we will handle this regulation. We are a certification program. It ensures they know how to become certified.
 - A motion would be needed to place back on agenda for second reading next meeting. Sarah moves. Kader seconds. Any discussion? All in favor. Ayes carry.
- I want to mention that last week I attended the BOT meeting virtually. The Provost mentioned some topics that came up. Also, a former member of this body was named Professor Emeritus. There are a lot of property transactions. U of A holding the most. A building renamed on U of A campus. Ron Gray was re-elected as a representative for the Fifth District. Personally, I have had productive exchanges with Ron. I was pleased he was re-elected. He has timed out as President Pro-Tim. I want to call to your attention to things we gave feedback to the administration on. NCSARA was one of them. We had feedback on a policy that is on our agenda today, Electronic Signature Policy. There are some changes to that policy. I will ask us to push that back to the FSEC because it is a dead letter. There are potential severe repercussions of violating these. Many of your committees saw the Title IX interim policy. The short term is that something be brought to you to show the changes. Employee Benefits are being reinstated. If you want some documentation on fee on your TIAA CREF. Some faculty would like the freedom to have set times for final exams. There are some support for such practice for spring semester.
- Carmen Scholz, President-Elect
 - No bills have been received. I have only received the amendment to Electronic Signatures.
- Laird Burns, Past President
 - No report.
- Carolyn Sanders, Ombudsperson
 - No report.
- Kader Frendi, Governance and Operations Committee Chair

- We were tasked to count ballots for university committees. There are ballots on the table for those we will vote on here in the senate. The university wide ballot will go out via email to the faculty. I want to thank everyone for getting this taken care of.
 - Tim – If everyone could make their way forward to grab a ballot.
 - Undergraduate Curriculum Committee Chair
 - Paul – We do have some to vote on and will have those to you by next week.
 - Jeff Weimer, Finance and Resource Committee Chair
 - I would report that we will be charged to look at the RCEU Program to move forward virtual or online only. We will determine if we will permit them and how we will permit them. We will put a proposal to the Provost to see if she will support the program. The announcement that you could give to your faculty is there is a high chance for the program this summer. We are behind due to COVID. I am positive that we will have a good effort to do this within the next few weeks.
 - Joey Taylor, Finance and Resources Committee Co-Chair – There will be a Distinguished Speaker Series this semester. The awards will be reduced. They will be virtual events. We are not sure about the award distribution right now but thinking \$500-\$700.
 - Undergraduate Scholastic Affairs Committee
 - Tim – There isn't a chair still. I am charging that you meet and elect a chair.
 - Gwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.
 - Mike Banish, Personnel Committee Chair
 - Committee would like Chapter 6 to be untabled and moved forward. College of Business would be underrepresented in Graduate Council. We have serious concerns about summer school salary policy and feel it shouldn't be supported by the senate. We are struggling to understand the Sexual Assault and Harassment Policy. We are hoping to have a presentation to better understand this policy. We brought up the current COVID pandemic has highlighted a lot of issues with our Communicable Disease Policy. We feel there should be more faculty representation on that committee. We were very concerned and put forward that it was a black and white policy.
 - Tim – There was a mention of one the bills on my list, 440. Chapter 6 was postponed in our February meeting.
 - Mike – I would like to make a motion that we untable 440 and on the next faculty senate agenda. Tobias seconds.
 - Tim – All in favor. Ayes carry.
- Bill 451:
 - Tim – Is there a motion to introduce at third reading. Mike moves. Beth seconds. All in favor. Ayes carry. Passed third reading unanimously.
- Bill 452:
 - Tim – This is a modification of interim Academic Misconduct. Mike moves. Carolyn seconds. Carolyn has invested a lot of work on this.
 - Carolyn – I commend my committee for working hard on this. Simply put, the Undergraduate Scholastic Affairs worked on this last year and summer. The goal is to have a current policy. We have added an Academic Misconduct Monitor Board. This is to monitor repeated offenders. We could go on months to rework this. I was asked by the administration to incorporate their changes. One being fair sanctions to repeat offenders.

- Ron – I just wanted to ask with the wording and the intent of the bill. The wording here talks about the Monitor Board. Is the intent have the monitor and board to look at students who are repeated offenders or first time offenses?
- Mike – We have students that have academic misconduct in one college and move to another college and have a first offense there. It is to see if it was a first offense.
- Ron – I was wondering if we removed the word repeated. If the intent is for first time or repeated offense.
- Tim – Is your wish to remove the two words repeated? Harry moves. Laird seconds.
- Carolyn – I would say to me the easy solution is to remove the word repeated in both spots. That means then the monitor board can see all cases.
- Laird – The clarity of removing the word repeated is valuable because we didn't always know what happened in other colleges. The Provost has set up a tracking system. This is consistent with how the Provost set up a tracking system.
- Tim – The motion on the floor is to remove the word repeated. All in favor of the motion to amend. Ayes carry.
- Jeff – I had sent forward a request that it be tabled so we could provide feedback. I had sent forward some comments in regards to grammar. It is really appropriate that we have this bill. I would offer those phrasing for grammar as a friendly amendment.
- Tim – I don't think we can do that. Someone's grammar may be someone's significant change. We have to have it documented and voted on. Carmen and I are the transmitters of this. I don't want to step out and make a mistake.
- Carolyn – I just sent it to you.
- Tim – May I propose that we pass over this one in the interest of time? Any objections?
- Tim – Jeff is bringing forth grammatical changes. All in favor of those changes. Ayes carry. All in favor of adopting on third reading. Ayes carry.

➤ Online Course Policy

- Tim – I would delegate someone to handle the debate. Carmen, are you willing?
 - Carmen – Can I have a motion to enter the policy? Mike moves. Kader seconds. Any discussion? All in favor. Ayes carry.

➤ Communicable Disease Policy:

- Carmen – Can I have a motion to put this forward? Beth moves. Kader seconds. Any discussion?
 - Beth – I make a motion to table this for further study.
 - Mike – We want to postpone this until the next meeting and send back to Personnel.
 - Tim – I would caution sending back to committee. Will the committee meet before the next FSEC? We have a 90 day limit to respond.
 - Laird- We raised this a number of months ago. I was on the communicable disease team. We are around 750 employee, with one representation. I was the one that raised an issue because they didn't see the issue from the faculty standpoint. We need more representation.
 - Carmen – I call for a vote on sending back to committee. All in favor. Ayes carry.
 - Mike – Motions to extend by five minutes. Carolyn seconds. Ayes carry.
 - Tim – A motion to consider on third reading. Mike moves. Kader seconds. All in favor. Ayes carry.

➤ Electronic Signature Policy:

- Tim – The policy has been modified since being placed on the agenda. The order would be to send back to FSEC. Is there a motion? Kader seconds. Kevin Bao's second. All in favor. Ayes carry.
- Bill 439:
 - Tim – Motion to consider on second reading. Kevin Bao's proxy moves. Mike seconds. Since the bill was initially considered, you have passed 451. It replaces everything in the bylaws. You will undo everything that we just did. It will preserve what we have. I need someone to accept the language as an amendment or instruct me back to what the committee had? Mike moves to amend. Carolyn seconds. All in favor. Ayes carry. Any discussion on modifications? I would like for you to discuss the provision that would allow units to do elections as they wish. Last time I was in this chair, we had an election controversy. There was a unit that conducted an election without considering all nominees. I want you to think about it.
- Mike motions to adjourn. Kader seconds. All in favor. Ayes carry.
- Meeting adjourned at 2:25 pm.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
NC-SARA PROFESSIONAL LICENSURE NOTIFICATIONS**

INTERIM

Number	02.01.
Division	Academic Affairs
Date	July 1 2020
Purpose	The purpose of this policy is to codify the university-wide process for collecting and reporting student location data in accordance with federal, state, and the National Council for State Authorization Reciprocity Agreements (NC-SARA) reporting requirements. The policy documents how disclosures are provided to students in educational programs that lead to professional licensure, including whether the University of Alabama in Huntsville's academic programs meet licensure requirements in the state where the student is physically located (student's residency).
Policy	The University of Alabama in Huntsville (UAH) is committed to complying with all requirements issued by federal regulations 34 CFR 668.43(a)(5)(v), 34 CFR 668.43 (b) Institutional Information, 34 CR 668.43(c), 34 CFR 668.72 Nature of educational program, and states and U.S. territories and by NC-SARA regarding the offering of educational programs and activities to students located outside the State of Alabama. UAH complies with:

1. The requirement of federal state authorization regulations to develop a process to determine the location of its students' educational activities. This includes determining the student's state location upon initial enrollment in an educational program, and, if applicable, determining when UAH formally receives information from the student that their state location has changed;
2. The requirements by NC-SARA to report the number and location of UAH students engaged in distance education and all UAH students in out-of-state learning placements (clinical rotations, student teaching, internships, etc.);
3. The requirement by NC-SARA and federal regulations to make public disclosures for students enrolled in any educational program, no matter the method of delivery, designed to meet educational requirements for a specific professional license that is required for employment in an occupation, or is advertised as meeting such requirements advising whether their successful completion in that program will enable or qualify the student to take the exam and/or to practice in their chosen profession in the state where the student is located, and that require UAH to make individual disclosures to current and prospective students that a program leading to professional licensure does not meet educational requirements in states where students are located or that no determination has been made; and
4. The requirements by the Alabama Commission on Higher Education (ACHE) to identify educational programs designed to lead to licensure or certification required for employment in an occupation, to report educational programs offered through distance delivery, and to collect related enrollment data.

Procedures UAH is required to determine the states in which UAH students are located for the purpose of disclosing professional licensure information about educational programs to meet requirements for a state-specific professional license that is required for employment in an occupation, or is advertised as meeting such requirements, no matter the method of instructional delivery. NC-SARA provisions also require that UAH keep all students, applicants and potential students who have contacted UAH about a program leading to licensure or certification informed as to whether successful completion of the program meets state licensing or post-licensing requirements. NC-SARA provisions also require that UAH report the number and location of UAH students engaged in distance education and all UAH students in out-of-state learning placements (clinical rotations, student teaching, internships, etc.), no matter the method of delivery. To comply with these requirements, and similar requirements of the ACHE, relevant UAH faculty, staff, and students will adhere to the following procedures.

A. State of Residence (Permanent/Home Address)

A student's state of residence is self-reported during the admission process and prior to registering for courses. Undergraduate Admissions, Graduate Admissions, and Office of the Registrar will accurately capture the student's reported state of residence (Permanent/Home address) upon admission.

A UAH student's reported state of residence upon admission will be the student's location for the purpose of state authorization or professional licensure program disclosures prior to the student's enrollment in the program, unless UAH formally receives from the student written information to change the student's location different from their documented residence.

Formal receipt of information regarding a change in a student's state location may occur when

- the student changes/updates the state of their permanent or local mailing address through the Banner Self-Service tab in myUAH, or
- the director of a student's academic program is notified in writing of the state where a student's offsite learning placement occurs, or
- the director of a student's academic program is notified by the student, in writing, of the state in which the student intends to obtain professional licensure or of the fact that the student's location has changed to another state.

B. Student Responsibility for State of Residence

Once admitted to UAH, it is the student's responsibility to voluntarily verify/update their state of residence (Permanent/Home address) in the Banner Self-Service tab in myUAH any time that information changes. If a student changes their Permanent/Home address while enrolled in a program leading to professional licensure, the student must notify the academic department within seven (7) calendar days of that change to determine if they are still able to complete program requirements in the new residential location. If at all possible, the institution encourages the student to make this determination prior to a change of residence since all state requirements are different.

C. Individual Disclosure to Prospective UAH Students or Newly Admitted Students to Programs Leading to Licensure or Certification

Prospective or newly admitted students in a degree program that are eligible for and/or likely lead to a professional certification or licensure, no matter the method of delivery, will receive from UAH, prior to the student making a financial commitment to UAH, a written disclosure (via email or other electronic communication, or postal mail) stating whether the UAH degree program meets the educational requirements for licensure or certification based on the student's location. The disclosure will occur prior to the student being permitted to register for courses in the degree program.

This individual disclosure will state either that the program's curriculum:

- a) meets the state educational requirements for licensure in the state in which the prospective student or newly admitted student is located; or
- b) does not meet the state educational requirements for licensure in the state in which the prospective or newly admitted student is located; or
- c) that UAH has not made the determination (in which event, UAH will provide the current contact information for any applicable licensing boards and will advise the student to determine whether the program meets requirements for licensure in the state where the student is located).

Disclosure notification is included in Admission/Acceptance letters and email deployed after admission decisions. Academic departments that offer educational programs leading to professional licensure must submit updated licensure information to the Director of Institutional Research & Assessment

prior to the beginning of each academic term. Periodic review of student location will be conducted by the University Registrar to make sure students in programs leading to professional licensure have not been impacted and if so documentation will need to go out to the student at that time notifying them of the impact of the change of residency to their degree program of study. Academic Departments that offer educational programs leading to professional licensure, no matter the method of instructional delivery, must notify the Director of Institutional Research and Assessment of any changes in information provided on its Professional Licensure website as well as contact information of the individual in the department responsible for maintaining this information.

D. Individual Disclosure to UAH Students Currently Enrolled in Programs Leading to Licensure or Certification

For students currently enrolled in a degree program that is eligible for or likely to lead to professional certification or licensure, if UAH determines at any time that the program's curriculum does **not** meet state educational requirements for licensure in the state in which the enrolled student is located, then UAH will notify the student in writing (via email or other electronic communication or postal mail) within fourteen (14) calendar days of UAH making such determination. In addition, UAH will send an individualized disclosure to the student upon formal notice of the student's relocation (see Student's Responsibility to Update Address/Location above), within fourteen (14) calendar days of being officially notified of the student's relocation, if the student relocates to a state where the program either does not meet the educational requirements for licensure, or UAH has not made such a determination.

Academic departments that offer educational programs leading to professional licensure are responsible for determining if the program's curriculum meets or does not meet state educational requirements for licensure in the states in which its enrolled students are located and monitoring changes to those educational requirements. Academic departments are responsible for notifying students in writing within fourteen (14) calendar days if changes to requirements and/or student location impact the ability of students to obtain professional licensure. Any documentation should also be copied to the Director of Institutional Research & Assessment.

E. Out-of-State Learning Placements

For NC-SARA reporting, it is the responsibility of every academic department to accurately capture the location (state) of each student's out-of-state learning placement (OOSLP) for which the academic department is awarding credit.

Out-of-state learning placements are described as those that meet the following four criteria:

1. The placement is outside the State of Alabama;
2. The placement involves the physical presence of the student at the out-of-state location(s);

3. The placement is an activity required for degree completion or professional licensure; and
4. The placement is offered for credit and/or offered for a fee.

All academic departments with out-of-state placements meeting the above criteria must report the number of OOSLPs by program and state within the most recent calendar year to Director of Institutional Research and Assessment (or designee) by May 15 of each year. A template for reporting will be submitted to college Deans each year for completion to accurately report student data by degree program CIP code.

F. Areas Impacted

The Undergraduate and Graduate Admissions, Office of Financial Aid, Office of the Registrar, department chairs and deans, faculty/staff approving off-campus learning placements, and faculty with oversight in academic departments/colleges that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.

Employees who fail to comply with this policy are subject to The University of Alabama in Huntsville's discipline policies.

G. Other References

34 CFR § 668.43(c)(1)

34 CFR § 668.43(c)(2)

34 CFR § 668.43(a)(5)(v)

34 CFR § 600.9(c)(2)

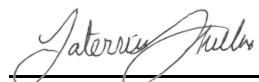
NC-SARA Data Reporting Handbook

NC-SARA Manual

Review

The policy will be reviewed by the Office of the Provost for compliance each academic year as required for NC-SARA and Integrated Postsecondary Education Data System (IPEDS) reporting. The policy content will be reviewed every three years for consistency or as needed to comply with federal regulations.

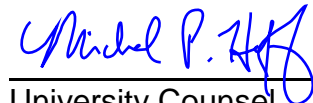
Approval



Campus Designee

07/01/2020

Date



University Counsel

7/1/20

Date

Provost and Executive Vice President for Academic Affairs

7/1/2020

Date

APPROVED:



President

06/01/2020

Date

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

COMMUNICABLE DISEASE POLICY

Interim

Number 02.01.51

Division Academic Affairs

Date October 29, 2014

Purpose To establish an organized systematic process and guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community at The University of Alabama in Huntsville ("UAH" or the "University") with the goal of providing a safe learning, working, and living environment for all UAH students, employees, and visitors.

Policy

The University recognizes that certain medical threats can jeopardize the health, welfare, and safety of the University community. This policy provides a framework for assessing risks related to communicable diseases and makes recommendations regarding a response to such risk(s), educating the community about such risk(s), and for facilitating other preventive measures.

Scope

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

Definitions

A. 1. Communicable Disease: Any disease that can be spread (transmitted) directly from one person to another. A disease that can spread very quickly and easily from person to person by means of contact or close proximity is a

communicable disease. An infectious disease is an illness caused by germs or organisms, such as bacteria, viruses, etc. While not every disease is ~~contagious~~ or communicable (e.g. food poisoning), some are (e.g. influenza). This policy is concerned with those infectious diseases that are highly communicable or ~~contagious~~, posing a significant risk of widespread transmission in a university setting and that pose a significant threat to the life or health of others. All references to “communicable diseases” herein are to be understood as having that more restricted meaning.

A. 2. Certain communicable diseases such as rubella (German measles), measles, mumps, pertussis (whooping cough), or influenza can be minimized or prevented through vaccination requirements. Other communicable diseases such as tuberculosis (TB), COVID-19, SARS, MERS, and Ebola currently do not have vaccines.

B. Communicable Diseases: Communicable diseases are spread from person to person. For example, a communicable disease may be spread through direct physical contact like touching the person who has the infection. Another way is when an infectious microbe travels through the air after somebody nearby sneezes or coughs.

C. Personal Protective Equipment (PPE): Protective clothing, helmets, goggles, masks, or other garments or equipment designed to protect the wearer’s body from injury. PPE may also minimize the risk of spread to others around you.

D. Pandemic: A pandemic is the worldwide spread of a new disease that usually affects a large number of people. A pandemic occurs when a new virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily from person-to-person, causes serious illness or fatality and can spread across the country and around the world in a very short time.

E. Employee: Any full-time or part-time employee of the University, including, but not limited to: exempt and non-exempt staff, faculty, part-time faculty, graduate assistants (GAs), graduate research assistants (GRAs), graduate teaching (GTAs), J-Scholars, post-doctoral fellows, student workers, and on-call, temporary, leased and contract employees.

F. Student: Any individual enrolled at the University in any of the recognized admission categories (undergraduate, graduate, visiting scholars, continuing

education, etc.) and currently taking courses, whether in-person, remote, online, or hybrid, on a full-time or part-time basis.

G. Visitor: Any non-employee, visiting trainee, or non-student present on the University campus or at any University-controlled location for any purpose, business or personal. This includes both invited and uninvited guests. All invited international visitors to campus should have an International Visitor Form on file with the Office of International Services or Office of Research Security per State and Federal Regulations and outlined in the International Visitor Memo dated 09/03/2019.

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

General Policies

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

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

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

vaccinations. When circumstances require it, the University will work with state and local public health and other local authorities to institute community containment measures, such as closing and re-opening the University.

D. Testing and Medical Care Resources. The University will identify and provide information to students and employees about sources of competent and confidential testing for communicable diseases. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources. In the event of a pandemic, the University will work with the local health department, health care facilities, and testing laboratories to meet the needs of the University community.

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

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

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

1. Regular members (12 members):

- Provost and Executive Vice President for Academic Affairs, co-chair
- Vice President for Student Affairs, co-chair
- Director, Faculty/Staff Clinic
- Director, Student Health Clinic
- Director, Risk Management
- Chief of Police
- Associate Vice President for Human Resources
- Representative from SGA

- Representative from Staff Senate
- Representative from Faculty Senate
- Director, Counseling Center
- Director, Environmental Health and Safety

Specific Policies

A. Personal Protection. In the event of possible exposure to blood and other body fluids and to sources of contagion, students and employees must use appropriate PPE to prevent contact with blood and other body fluids and to prevent exposure in contagious environments in accordance with guidelines and universal precautions established by the U.S. Public Health Service, in accordance with requirements established by the Occupational Safety and Health Administration (OSHA) as published in 29 CFR 1910.1030, and in accordance with the University's Bloodborne Pathogen Exposure Plan. In the event of a pandemic, the Faculty and Staff Clinic and Student Health Services will identify critical PPE needed to support a surge in demand and take steps to have those supplies at hand.

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

C. International Travel. Any student, employee, visitor, J1 Scholar, post-doctoral fellow, or invited guest who travels on a University-related business trip to an area identified by the Centers for Disease Control (CDC) as being impacted by the transmission of a communicable disease may be required to submit to appropriate screening or other more restrictive measures such as self-quarantine for the disease(s) in accordance with CDC recommended guidelines. Any student or employee traveling on non-University related trips to an area identified by the CDC as impacted by the transmission of a communicable disease may be required to self-report to the Student Health Clinic and submit to appropriate screening or other more restrictive measures such as self-quarantine prior to returning to campus. The decision for testing will be made following CDC guidelines and the Policies on Heightened Risk for Faculty and Staff and Heightened Risk for Students. The CDMT will assist in helping faculty and staff understand the guidelines.

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

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

E. Pandemic. To prepare for the most severe health scenario to affect the campus community – that of a highly infectious and fatal virus entering the United States – the University may do as follows:

1. The University may need to suspend in-person classes and close the campus for some number of weeks or months until the rate of transmission of the virus begins to reasonably subside.
2. The University shall follow guidelines from the Alabama Department of Public Health (ADPH) and from the CDC.
3. The decision to suspend in-person classes and close the campus will be made by the President in conjunction with the Chancellor of The University of Alabama System and the Board of Trustees of The University of Alabama and based on the recommendation of the Alabama Department of Public Health, Emergency Management Team, and other appropriate entities.

Procedures

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

B. Notification.

1. Any person who has a reasonable basis to believe that a member of the campus community (a student or a faculty or staff employee, or a visitor) has a communicable disease that could potentially pose a significant threat (serious illness or death) to the health of others will report that information to the CDT. This duty to report applies to the infected individual as well.
2. Upon receiving such a report, the CDMT will meet as soon as is practicable.

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

D. Restrictions – Authorities to Impose and Rescind. This policy authorizes the Vice President for Finance and Administration (for staff-related incidents and incidents involving visitors), the Provost and Executive Vice President for Academic Affairs, the Vice President for Research and Economic Development, and the Vice President for Student Affairs (for faculty-, research staff- and student-related incidents) to impose health-related restrictions and to remove such restrictions when an infected individual meets the requirements set forth in the section below. Such restrictions may be based upon recommendations from the CDMT and collaborating entities based upon the location of the individuals and the collaborating organization.

E. Infected Individuals - Restrictions.

1. A University employee who, based on a medically confirmed

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

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

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

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

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

decision to resume in-person classes and open campus will be made by the President in conjunction with the Chancellor of The University of Alabama System based on the recommendations of the ADPH, and/or as directed by local, state, or federal authorities.

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

H. The CDMT will direct its recommendations regarding restrictions to the following University administrators: Vice President for Finance and Administration for recommendations affecting staff employees and Provost and Executive Vice President for Academic Affairs for recommendations affecting faculty and/or students. These officials have the authority to impose the recommendations of and restrictions from the CDMT on University staff, faculty and students for the health and welfare of the individuals and of the community.

I. Co-Chairs. The Co-Chairs will together and in coordination with the President serve as the University spokespersons to the public for all matters relating to the management of a campus situation involving a communicable disease.

J. Authority. In the interest of campus public health and safety, the CDMT is vested with authority to investigate communicable disease reports and recommend courses of action relating to the prevention and/or containment of reported communicable disease threats. Based on this responsibility, it has a recognized interest in and right to know about employee and/or student health information pertaining to a communicable disease. In the event of a pandemic, the President will lead and assemble a team to make decisions on behalf of the University and the University community.

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

K. Duties. The objective of the CDMT is to help prevent or contain a communicable disease outbreak and reduce the risk of future, adverse health-related occurrences resulting from a communicable disease. To carry out that objective, the CDMT will use a case-management based approach, defined as meeting an individual's comprehensive health needs through communication

and available resources to promote patient safety, quality of care, and cost-effective outcomes, to respond to reports of communicable diseases affecting the University. That approach shall guide the process from the initial information gathering stage to the making of assessments and to the planning and recommending of actions, strategies, policies, and practices. These duties will be carried out without delay.

The CDMT will have the following specific functions and responsibilities:

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

other members of the University community who may be at risk from the infected individual and to protect the legal rights of the known or suspected infected individual. This may include the identification of recommended restrictions to be imposed on the known or suspected infected individual and the removal of such restrictions.

8. Provide information and education about the disease, to the extent deemed necessary and consistent with confidentiality considerations, to co-workers, roommates, classmates, etc. of the infected individual. When it is appropriate, provide information and education to the wider University community about the communicable disease and provide instruction on how to prevent the contagion and how to protect against the communicable disease.

9. Encourage a person known or suspected to have a communicable disease to seek appropriate medical treatment and counseling.

10. Notify the ADPH about the disease, if it is listed in ADPH, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

11. Advise and make recommendations to the University regarding the communication of information to the public and the media. Ensure that CMDT makes those recommendations for communication as soon as possible so that the larger University community can take necessary precautions

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

13. For pandemics, follow the guidance and controls placed upon the University by the ADPH and The University of Alabama System for returning faculty, staff, and students to campus.

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

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

- UAH Campus Safety Guide – <http://safety.uah.edu>
- UAH Faculty Handbook – <http://www.uah.edu/faculty-senate/resources/164-facsen/2212-faculty-handbook>
- UAH Staff Handbook –Policy 06.02.01, <http://www.uah.edu/images/administrative/human-resources/StaffHandbook.pdf>
- UAH Student Handbook –Policy 03.03.04, <http://www.uah.edu/student-support/student-conduct/handbook>
- UAH Emergency Procedures Handbook –Policy 06.06.02, <http://www.uah.edu/facilities-and-operations/oep/plans>
- UAH Emergency Management Plan –Policy 06.06.01, <http://www.uah.edu/facilities-and-operations/oep/plans>
- UAH Student Health Center Immunization Information – <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Immunization Policy –Policy 03.03.02, <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Bloodborne Pathogen Exposure Control Plan: Policy 06.06.20, (<http://www.uah.edu/oehs?id=7692>)
- Centers for Disease Control and Prevention www.cdc.gov
- Alabama Department of Public Health www.adph.org

M. Contacts.

- Human Resources: 256-824-6545
- Academic Affairs Office: 256-824-6337
- Office of Dean of Students: 256-824-6700
- Faculty & Staff Clinic: 256-824-2100
- Student Health Center: 256-824-6775


Review

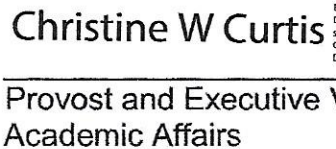
This policy will be reviewed annually by the CDMT, or more frequently if organization or situational changes warrant.

Approval

 6/30/2020
Campus Designee Date

 7/1/20
University Counsel Date

 07/01/2020
Vice President for Student Affairs Date

 7/01/2020
Provost and Executive Vice President for Academic Affairs Date

 07/01/2020
Vice President for Finance and Administration Date

APPROVED:

 07/02/2020
President Date

**** Faculty Senate acceptance contingent upon university-provided supply of appropriate software (such as Adobe Acrobat Pro) campus-wide to all units/faculty/staff needing to provide electronic signatures**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ELECTRONIC SIGNATURES

<u>Number</u>	02.02.XX
<u>Division</u>	Office of Information Technology (OIT)
<u>Date</u>	September 2019 <u>(as revised Sept. 24 2020)</u>
<u>Purpose</u>	The purpose of this policy is to establish proper user practices for electronic signatures.
<u>Policy</u>	<p>Federal and state law recognizes that an electronic signature has legal effect and is enforceable. To increase the efficiency of transactions that require approval or authorization by signature, the University supports the use of electronic signatures as long as their use meets legal and security requirements.</p> <p>This policy governs all uses of electronic signatures when conducting business on behalf of the University, including all business units and affiliated foundations. This policy applies to all University persons using electronic signatures.</p>

Definitions

For purposes of this policy, the following definitions apply:

Authentication. The assurance that an electronic signature is that of the individual purporting to sign a record or otherwise approving an electronic transaction.

Electronic Signature. A computer data compilation of any symbol or sound, or a series of symbols or sounds, attached to, or logically associated with, a record and executed and adopted by an individual with the intent to affix a signature to approve the record.

Record. A record created, generated, sent, communicated, received, or stored and signed or approved by electronic means.

Signature Authority. Permission given or delegated to an individual to sign a record (electronically or by hand), access specific University services, and/or perform certain University operations, including executing agreements that bind the University.

Procedure

Electronic signatures may be used to conduct University business as provided for by this policy. Electronic signatures may not be used when an applicable law, regulation, or University policy or process specifically requires a handwritten signature.

1.0 General

The University supports and may require the use of electronic signatures when conducting University business. The University, at its discretion, may elect to opt out of conducting business electronically with any party or in any transaction, for any reason or no reason. The University accepts an electronic signature in place of a handwritten signature in University transactions when a signature is required, **except:**

- in instances in which the other contracting party will not accept an electronic signature; or
- where applicable law, regulation, or University policy or process requires a handwritten signature or otherwise does not allow an electronic signature.

To determine if electronic signatures are used in an internal workflow/approval process, contact the applicable systems administrator or University office.

2.0 Validity

To the fullest extent permitted by law, the University accepts electronic signatures as legally binding.

An electronic signature is **not** valid if:

- applicable law, regulation, or University policy or process requires a handwritten signature; or
- the individual does not have signature authority to sign the record to approve the transaction.

The mere fact that an individual signs a record with an electronic signature does not guarantee that the record has been signed by an authorized person with the ability to sign, approve, or bind the University with such record. As defined by The Board of Trustees of The University of Alabama in Board Rule 406, only certain UAH officials have signature authority to sign contracts, agreements, and similar documents, which commit UAH to a course of action and bind the University on behalf of the Board of Trustees for The University of Alabama. For more information, see Board Rule 406. The individuals that have this authority are named in a Board Resolution and cannot delegate the authority to others.

Appropriate procedures must be used to confirm that the person signing the record has the appropriate authority. Authority to use an electronic signature to sign a document is the same as authority to sign using non-electronic methods.

3.0 Authentication

All electronic signature methods must be approved before use to sign documents. This includes all electronic signatures, whether internal only that do not commit the University or external and commit the University.

3.1 Electronic Signature Method Approval Process

For an electronic signature method to be approved, it must be approved by the Chief Information Security Officer (CISO) of the Office of Information Technology and the Vice President of the area utilizing the method, or the President of the University.

In order to be approved, an electronic signature method must:

- Include the ability to verify the authenticity of the signatory through a secure process that includes an audit trail and a final, tamper-evident digital certificate that is either embedded into the completed signed document, or bound to the document using encryption.
- Support the applicable business purpose and workflow; and
- Permit the information to be retrievable in the future and auditable.

When a method is approved, it will be added to the list described below.

3.2 List of Approved Electronic Signature Methods

The Chief Information Security Officer (CISO) for the Office of Information Technology will establish and keep an approved list of methods for electronic signatures. The listing will describe how to access the approved method(s). As additional electronic signature methods are approved, each method and how to access the method will be added to the list. The standard approved method is an Office of Information Technology issued digital certificate.

The Chief Information Security Officer, the Vice President of the area utilizing the method, or the President of the University have the authority to revoke approval of any approved method at any time and for any reason.

4.0 Retention

Electronic signatures and the associated data to validate the electronic signature are an integral part of the record. Electronically signed documents must follow the same record retention as those using handwritten signatures. The signature and means to verify it need to be maintained for the full records life cycle.

5.0 Responsibilities

All individuals with signature authority are responsible for activities conducted under their digital signature and are expected to take all precautions to safeguard their password, personal identification number (PIN), and signature files to prevent inappropriate use. Sharing of digital signatures, passwords, pins, accounts or other access tokens is prohibited by the Appropriate Use of IT Resources policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.03-AA-appropriate-use-of-it-resources.pdf>.

University employees are expected to report any actual or suspected fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, school/college, or other applicable unit or through other appropriate channels such as described in the IT Incident Reporting and Breach Notification policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.07-OIT-IT-incident-reporting-and-breach-notification.pdf>.

6.0 Non-Compliance

OIT personnel may take immediate action to abate identified issues impacting network, system or security operations.

Violations that constitute a breach of the Student Conduct Code, the Faculty Handbook, the Staff Handbook, University policy or any other applicable policy shall be subject to appropriate disciplinary action.

7.0 Implementation

The Chief Information Security Officer (CISO) of the Office of Information Technology is responsible for the implementation of this policy, including developing and providing training to the University community prior to their authorized use of electronic signatures and developing and maintaining the repository of approved electronic signature methods on the OIT website in MyUAH, <https://my.uah.edu/>.

Review The UAH Chief Information Officer (CIO) is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

Campus Designee

Date

University Counsel

Date

Provost and Executive Vice President for Academic Affairs

Date

APPROVED:

President

Date