

FACULTY SENATE

MEETING #613 AGENDA

CHAN Auditorium

THURSDAY, February 18, 2021

12:50 PM to 2:20 PM

Call to Order

1. Approve Faculty Senate Meeting #612 Minutes from January 28, 2021
2. Accept Special FSEC Report from February 11, 2021
3. Administrative Reports
4. 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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5. University Committee Reports

6. Policy 01.03.02 Vehicle Safety Management
7. Policy 01.03.09 Security Camera and Video Surveillance
8. Policy 04.04.02 Policy ... for Naming Opportunities
9. Policy 04.04.03 Guidelines for Fundraising ... Solicitation
10. Policy 06.02.10 Employee Occupational Injury

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 EXECUTIVE COMMITTEE MEETING

**February 11, 2021
12:15 PM to 2:00 PM
OKT N142**

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

Present via Zoom: Emil Jovanov, Azita Amiri, Paul Whitehead

Guest: Ex-Officio: Provost Christine Curtis, President Darren Dawson (via Zoom)

- **Faculty Senate President Tim Newman called the meeting to order at 12:53 PM. Meeting agenda was revised to add in time to discuss 4.11 and to formally refer Chap. 9's admin response to Committee.**
- **Meeting Review**
 - **Bill 458 voted to be deferred.**
- **Administrative Reports**
 - **President Dawson**
 - Spragins Hall is going according to plan. Shelby Center Lab is going well and moving along. We are looking at a scheduled move in March. We are going back out for bids for the Greenway. We did get approval for Spragins Hall renovation.
 - We don't have any update on the vaccination plan for the university. We don't know when we will get those doses.
 - Kader – At UA and UAB most faculty are vaccinated. I am just concerned as to why we aren't receiving ours.
 - President- Well, UAB is a medical facility. They did have a leg up on us. I would look for alternate ways to vaccinate. I would encourage all faculty to do that. There will be ways to get vaccinated outside of us here at UAH.
 - Mike – It would seem like we are a part of the system, can UAB not help us out?
 - President- I have had that conversation with Vickers. He is very upset we aren't receiving them. He is trying very hard. ADPH has their ways.
 - Provost – Some of our meetings with Charlie Taylor and the task force let us know that UA is acting like a provider for the entire county as well as UAB. We aren't designated for that. We are just a provider for faculty. Even when they received the vaccines they were controlled on who they could give them too. Only until February 8th were they allowed to give them to faculty. We are at the mercy of the ADPH.
 - President- You need to get on the appointment list. There are numerous cancellations with no shows. Spread the word. As we are finding out information on how it is working, the details are sketchy.

- Laird – Thank you for that. How many of the faculty know about these options?
- President – When you click on the link that we sent out there is a list of the eight providers. You can call those individually and get on the waiting list.
- Provost Curtis:
 - Good Afternoon. The Dean of College of Nursing is retiring July 31. Dean Clanton is retiring May 31st. We sent the announcement out to the campus and asked for nominations. We then sent out an email to that person asking for an application. Dean Lane is undergoing mid-term review.
 - The Academic Misconduct Policy was sent out January 19. There was a mistake so we will change that date to February 11th. This policy became 17 pages long. Other campus are around 6 pages. We became very redundant. Brett Wren took all the recommendations from the senate and SGA and sync to make clearer. Accompanying the policy is a memorandum to show what was done. We didn't do track changes, because that would have been overwhelming. We can do a red line if you want us to do that. We hope to get this through the processes for placement in fall.
 - Last year, we used Faculty 180. This will be non-supportive in a year. The committee discussed this and chose to have reappointments in the RPT System. 110 of our 116 faculty have submitted successfully. Of the 6 not submitted, one resigned, one received an extension due to a death in the family, and four have not submitted. This has worked really well.
 - SACS COC fifth year review is tracking on. We have to submit next March. We are behind schedule. We started working on this a year ago but the pandemic slowed us down. We are trying to catch up. We need the faculty CV's. The Deans were notified of this in November. We asked for a March 1 due date but some departments are having difficulty. I told them they could extend to April 1. Many colleges, probably three, have submitted.
 - This is the final date we report our enrollment. Our overall was 9,208. Considering the pandemic, I think we did very well. I think everyone did a great job working with our students. Freshman did not do well in returning from fall to spring. It was better than I feared. I would ask each of you to help retain our freshman for fall 2021.
 - I had to give an educational presentation to the board. In preparation, I received information. Looking at the second table, it is sections by instructional method. For spring semester, we had three types of instructional methods. Banner designates online to include hybrid. Hybrid is 18%, traditional is 25%, and online is 56%. Online is the highest in credit hours.
 - Mike – Could you say what the designations are?
 - Provost – Hybrid, online, and traditional. Remote sections of hybrid shows online.
 - Mike – So hybrid should be 32%?
 - Provost – No, that is a blue/silver. We have a blue/silver for all remote sections.
 - Mike – For my courses, these numbers have no correlation to what students in my sections say for last fall and spring.

- Provost – This is overall not per your course per say. This is taking all courses.
- Mike – It is crazy to say that half of the students that were on campus count in online.
- Provost – There are three sections to the hybrid. There is blue, silver, and remote. If student sign up for remote, they don't come to blue or silver. They are 100% online.
- Tim – I thought hybrid and remote were in the middle section?
- Kader – Looking at my spring classes, they seem to be much smaller than the hybrid.
- Provost – All our large courses had to go online because we couldn't house them in any classroom. Any large course for our core is online.
- Laird – Is there somewhere this is broken up per college or discipline?
- Provost – I am trying to remember. I have more data. I don't have it memorized. I don't know if it was by college. I may have it or may not.
- We talked about summer/fall registration timeline last time. They are separated this time. We don't really know what the vaccination schedule will be. We learn that everyday more seem to be available. It seems to be positive for a normal fall semester. The system asked us to wait before we put out our fall schedule.
- Last time I mentioned about final exam options. That is here for your reference.
- Spring Commencement – We met with the Communicable Disease Management Team to seek their recommendation on spring, they recommended virtual. We met with Deans and Associate Deans, they were in agreement. We met with the commencement committee and thought it was best despite what they wanted. We doubt that by April our students will be vaccinated. We don't know if family members will be vaccinated by early May. With all that input, we made the decision to remain virtual. We will keep marching orders like last time. Hopefully in person will be back for fall.
 - Kader – Why did the decision have to be made so early?
 - Provost- There is a lot of behind the scenes work. The schedule really starts before December for in person. We pushed it off as long as we could if we decided to go in person.
- I wanted to show you some data before I told you the next thing. We have been increasing the number of degrees awarded. We have definitely done much better as a faculty. I appreciate your efforts in helping our students succeed. We have made a big improvement. Every time US Report and World News comes out, we see others that our doing much better. There projected rate is much higher. We have worked hard but there is still much to do. One thing the board asked about is time to degree. I didn't know the average time to degree. I had more of an idea for PhD versus bachelors. We did a cohort from 2010 to 2017. The numbers come out more than four years. We do okay but the board doesn't understand why it takes more than four years. We did explain that students do other things like working. They believe a four year degree should be an eight semester degree.
 - Carmen – Help me understand that? It takes four years to degree for a freshman. Why does it translate to a six year degree?
 - Provost – This is for students that graduated.

- Jeff – One of the things that strikes me is the distinction between us and UA. If we look at it and not argue they are doing other things but they are only doing 12 hours.
- Kader – This is the argument we keep having. This is Huntsville not Tuscaloosa, they have jobs. The job market is awesome here.
- Provost – They didn't ask me point blank about UAH. I just told them our average. The question for all three institutions. I am sure most went through in four years. Most of our faculty went through in four years. It's a different world, place, and time. There are different reasons.
- I showed you the data to let you know about a program starting Monday. Dr. Dawson asked what we needed to do to improve this rate. There are several things we need to do but this is one. This will be an Advocacy Program. Many have these programs that focus on different cohorts. It is looking at students and helping them in a way beyond the advisors at the college. It helps them overcome various issues and intervene. This office will set up in 200 SSB. It will have a director with many years of experience. There will be three other advocates to help the director. The interviews are in process. Hopefully we will have a full team on board mid-March, early April. They will work close with all advisors in the colleges. Our goal is to increase the retention by improving student success in the classroom. We need to move the retention rate out of the 82% range. Our key issue is that we lose them after their sophomore and junior year. We can't do that if we are going to increase our retention rate. I hope to bump this up. This will be data driven. We are receiving funding from the foundation. It is funding our lead cohort position, the director and data analyst person. We are grateful.
 - Kader – Why is this a new program? Why aren't we using Student Success Center?
 - Provost – The SSC helps within the classroom – test anxiety, time management. They aren't advisors. They are educational specialist. They are similar and will work together but not one in the same. This group will work close with the advisors in the colleges. This group is to help get the students to the success center.
 - Laird – You talked about doing data analysis. I worked with some organizations that would be happy to work with this.
 - Carolyn- Are you ready to say who the Director will be publicly?
 - Provost – Yes, Leah Ramy.
 - Laird – I believe the senate passed the teaching review in January. Did that go forward? Will that be ready for summer?
 - Provost – We are still working with the summer operations policy. We will get it done as soon as we can. A small subgroup came back with their recommendations.
 - Azita – We on Curriculum Committee were working on the forms that are coming to us. The course change and the new course form show a common mistake. We have to send it back to department. We have noticed some issues on the form and want to propose some changes to the form and submit to you. Is this something you would like for us to do and submit to you? The credit hour policy on our website dated 2006 says it needs to be

updated every five years. Hybrid classes are not listed in that policy. We would be happy to take a look at that.

- Provost – Most of those policies were updated 2014-2016 and it shows at the bottom of the policy. The original date is at the beginning. We have gone through all the policies that had a review date of 2019-2020. The Associate Deans have a set of them and Deans have another set. I am guessing it was 25-30 policies. The Associate Deans are done but I haven't seen them yet. The Deans have gotten through half. Some are ready to be reviewed but we have run out of time in our meeting. I think we have worked on that one but if you don't mind please send me the number and name, I will check.
- Kader - I am concerned about the timing of this new organization when we have a hiring freeze on faculty.
- Provost – We are hiring lecturers and clinical faculty for the fall.
- Kader – But not tenured faculty.
- Provost – This was not new money. It was reallocated or from the foundation.
- Tim – I guess the concern is there may be a perception it was reallocated it was from faculty lines.
- Provost – It was from staff lines.
- Carolyn – I use a MacBook Pro. I was alerted to do a security upgrade. Now, I have an issue with Canvas. I can't upload files to Canvas. I thought it would be important to let you know. This is a real problem. Faculty could be thinking they are uploading files but they aren't.
- Provost – Was the security upgrade through Canvas?
- Carolyn – No, it was through Apple.

➤ **Officer/Committee Reports**

○ Tim Newman, President

- I want to let you know that Carmen, Mike and myself met with the Provost on Jan. 26, and one point that the Provost brought up was about Senate authority to make by-laws revisions. On these points, I want no comments, question, or discussion at FSEC today. After that meeting, on January 28th, a System (legal) counsel opinion was sent to me by the Provost about authority to revise Senate by-laws. Before you is that opinion and the statement from the Handbook on how the Senate is self-governing. Right now, we have a difference of opinion. I am concerned that legal counsel was brought into the picture. I think if we have a difference of opinion a phone call could be the direction to resolve rather than going to legal. I am thus not certain of the status of the bylaws changes Senate passed this year. In particular about video-based/remotely attended meetings for your committees, unless your committee has at an in-person meeting authorized the video mode for this year, the only course we can be sure that right now is rules-correct is to meet in person. And Senate also will have to meet only in-person. We have operated assuming the faculty senate was self-governing but I guess we have to say now we are not sure of that. I would like to respond back that we have a difference of opinion. Is there any against we responding back that way on this point? Unanimous agreement for the Senate President to respond back. All of you know me well, I follow the rules and we always will.

- In a meeting with the President yesterday, Carmen and I raised concerns about sabbaticals (i.e., asked on the status of restarting the sabbatical schedule without losing this year as a sabbatical credit). We also raised that we have challenges in instructional delivery.
 - Our BOT's met and I did attend livestream. They do plan to come here in person in April.
 - We have to sort out our bill statuses today. We have passed several bills. We will talk about Chapter 9. Policies are more time critical. The senate made great progress on dealing with policies. I also mentioned in the first January meeting, we received a lot in November/December. Several have a 90 day expiration in February. Here is the list of all the things we still have.
- Carmen Scholz, President-Elect
 - We have one bill coming before you.
- Laird Burns, Past President
 - No report.
- Carolyn Sanders, Ombudsperson
 - No report.
- Kader Frendi, Governance & Operations Committee Chair
 - We meet and discussed 453. Given the length of the bill, we were at a loss of what was expected from them. We want more clarification on how to proceed with the bill.
- Azita Amiri, Undergraduate Curriculum Committee Chair
 - We just finished forms that came to us. We are looking to revise the form.
 - Mike – My department submitted some. What is the major problem with the form?
 - Azita – The common thing is the calculation is the contact hours. We want to be on the same page. We want the goal to be weekly. The addition is hybrid. There was a box to mark hybrid. When we go back to normalcy, we have to revise all the forms. We have the change of number of the course. We had many changing the prefix of the course.
- Jeff Weimer, Finance and Resource
 - We have 34 final proposals for RCEU. We have feedback on Security Camera Policy.
 - Mike – Are you saying they should come forward?
 - Jeff – No, I am saying when they come forward.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report. I am wrapping up Security policy. It will be ready soon for you.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.
- Mike, Personnel Committee Chair
 - We met as a committee. I forwarded you a request about a section in the chapter that has to do with members of the BOT and Administration of UAH. It doesn't say anything about faculty serving on Board of Directors on Banks. I am at a loss as why that is there. I could write a letter to the ex-officio member and ask why that is there. We sent a formal request to financial aid on the scholarship matrix. I would like to see the model.

➤ Bill 458

- Tim – This would be a modification of our bylaw. We can adopt on first reading or send to committee.

- Mike – I would like to table this motion until Chapter 7 is done and we receive a response from administration.
- Jeff – Would this be an issue with 90 days?
- Tim – No. Is there a second? Second received from Carmen.
- Jeff – It was brought to my attention that UA and UAB have lecturers on their faculty senate.
- Tim – Let's vote on the motion deferring Bill 458 until Chapter 7 is done and there is a response from the Administration on it. Ayes carry the vote, with one nay vote.
- 4.11 Ombudsperson
 - Tim – We struck 4.11 at Senate while considering Chapter 4. We decided here at FSEC to have an ad hoc committee to work on proposed language for 4.11. This is their report. Do you want to have a discussion now?
 - Carmen – What we have here is a report from the committee. The committee is asking your opinion on the compensation portion. It says now \$10,000. The previous handbook didn't have reference to the ombudsperson.
 - Tim – I would like to have a motion for committee of the whole discussion on this for 2 minutes. Motion made and seconded. On the vote, the ayes carry.
 - Mike – I would like to thank Carmen for the compensation. I would think just \$10K for the summer term.
 - Carolyn – We do have a question mark. I wasn't aware that you marked all of this out. We've got to figure out who this person will be appointed by. We discussed tying it to a nine month contract. I object to that. It isn't tied to a discipline. We need to put our heads together and come up with an equitable position. I think our Chairs in our college get paid in stipend.
 - Tim – The time limit having been reached, the committee as whole has ended.
- Chap. 9 item:
 - Tim - We are ready to go to Chapter 9. Many of the points the senate put in are okay with administration but there is a response back from the Administration about some changes they would like us to consider. So, we need a formal motion to refer that to Personnel. Kader moves. Carolyn seconds. On the ensuing vote, Ayes carry.
- Agenda for FS meeting:
 - Mike- I make a motion that we put all five policy items that are due this month on the agenda and see how far we get.
 - Tim – Would you like to order in their time order?
 - Mike – Yes.
 - Tim – Kader seconds. On the ensuing vote, the Ayes carry. Would you like to make a plan if we don't get all five done? Sense was no; FSEC would thus need to meet if we didn't. Please keep schedules open for a week from Friday for a possible FSEC meeting.
- Meeting adjourned 2:23 PM.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
GUIDELINES FOR FUNDRAISING AND GIFT SOLICITATION

INTERIM

Number **04.04.03**

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

Date **October 2020**

Purpose The purpose of this policy is to define the guidelines for soliciting private gifts by faculty, staff, students/student organizations, colleges, departments, or any other entities affiliated with The University of Alabama in Huntsville (“UAH” or “University”). By establishing and placing into operation professional best practices of gift solicitation, UAH is better positioned to meet university charitable objectives, to foster strategic and coordinated compliance among campus units, and to ensure a positive donor experience.

Policy Scope – Those seeking to solicit funds from private sources in the University community are expected to follow the guidelines set forth in this policy. This policy allows UAH and its Office of the Vice President for University Advancement to ensure that:

- Fundraising is consistent with University branding and standards
- Duplication of approaches and submissions is reduced or eliminated
- Donors are properly recorded and acknowledged
- Solicitations receive the support and endorsement of UAH
- All UAH and affiliated entities coordinate to ensure we appear and operate as a cohesive institution

Additionally, Board Rule 411 of The Board of Trustees of The University of Alabama [Board Manual](#) specifies certain categories of gifts that must be approved and accepted by the Board. All further Board Rules in this policy are incorporated into this policy in entirety by reference. UAH follows guidelines for acceptance of all gifts in accordance with the provisions set forth by that Board Rule.

This policy does not apply to agreements for research purposes or sponsored grants and contracts. Contracts, grants, and research agreements are handled through UAH's Office of Sponsored Programs, an office reporting to the Office of the Vice President for Research and Economic Development.

Procedures and Guidelines:

The UAH Office of Development ("Development Office") is responsible for overseeing the entire development process, including the identification, cultivation, solicitation, and stewardship of sources of support for the University, and the acknowledgment and documentation of this support. All efforts to raise funding from private sources, including corporations, foundations, and individuals, must be coordinated with the Development Office.

Anyone seeking to approach potential funding sources must speak to the Development Office prior to initiation of a written request for solicitation approval. This office will assess the timing and appropriateness of the solicitation, as well as which dean, department chair, supervisor, or student advisor to contact to make certain that the request has received approval at the appropriate level.

The University and its staff do not provide legal, accounting, tax, or other advice to prospective donors. In all cases, donors wishing to make a gift to the University should consult with their tax advisor to ensure that the terms of the gift conform to Internal Revenue Service regulations regarding tax-deductible charitable donations.

All gifts made to the University are subject to the institution's giving policies available on the UAH website.

Seeking sponsorships:

Sponsorships are financial contributions given in support of an event, activity or project. If the company receives what constitutes advertising due to the donation, the funding is not tax deductible. Simple name or logo placement is not advertising. *(Due to the complex nature of differentiating between a gift and a sponsorship, please seek the advice of the Development Office prior to any discussions or creation of materials.)*

Seeking grants:

Grants that can be classified as gifts do not have any deliverables attached to the funding and would come through the Development Office

rather than through the Contracts and Grants Office. These grants could include but are not limited to grants from private foundations or corporations. Many of these grants have restrictions on application cycles and funding opportunities. Prior to initiation of a grant request, please contact the Development Office to see if there is an active solicitation in progress.

Crowdfunding:

The Office of the Vice President of University Advancement does not support the use of crowdfunding platforms such as GoFundMe, Network for Good, Crowdrise, etc. UAH has a Give Online page that can be utilized by faculty, staff, clubs, and organizations to complete online giving. Unlike crowdfunding platforms, the Development Office does not remove any fees from online gifts, so the full amount of the gift is applied to the program, project, or organization. We are also able to record the gift and receipt for tax purposes.

Gifts from UAH Faculty and Staff:

UAH employees and members of their families may make tax-deductible gifts to the University to support approved University priorities, including student financial aid, faculty and research support, and the construction or renovation of facilities. Gifts may be made directly to the University or through the UAH Foundation.

The University refrains from accepting gifts from employees or their immediate family members for accounts directly controlled by those employees, or for accounts for which the employee is fiscally responsible. Alternative avenues for giving to the University may be available; please contact the Development Office for details. Additionally, please contact the Development Office prior to giving or receiving in-kind donations to the University.

To qualify as a charitable tax-deductible donation, a donor must relinquish dominion and control over any gift. Thus, certain restrictions placed on a donation may impair the donor's ability to qualify for a tax deduction. This is particularly an issue if a gift is earmarked for a particular individual; if there is a commitment or understanding that the gift or contribution will only be used for a designated beneficiary; or if the intent of the donor is to benefit himself or herself and not the University.

Registered Student Organization Fundraising:

All registered student organizations with annual fundraising needs/goals of more than \$5,000 must follow the procedures set forth in this

policy. Before soliciting funds, registered student organizations are required to contact UAH's Office of Student Life to share their intentions to fundraise and ensure adherence to the fundraising guidelines issued by Office of Student Life. When approval is given by the Office of Student Life to seek funding, a student organization must complete the [Fundraising Request Form](#) and receive subsequent approval from the Development Office before the organization can approach the designated individuals or companies. This requirement is to eliminate any potential conflict with current funders or potential outstanding solicitations. For information about restrictions on crowdfunding, please see the Procedures and Guidelines section above.

Solicitations cannot be made for external 501(c)(3) organizations using either the UAH name or the UAH Foundation's name. This includes national chapters of sororities/fraternities and external charitable organizations. Fraternity/sorority fundraising efforts for their individual philanthropies do not come through UAH or the UAH Foundation, and UAH cannot accept gifts from student groups when those gifts will be directed to other 501(c)(3) organizations.

Media Coverage/Publicity for gifts:

Prior to submitting a request to the Office of Marketing and Communications for media coverage or publicity of a UAH donor gift or donation, contact the Development Office to discuss donor requests for check presentations, photos, or news article.

Giving Levels:

President's Council: Individuals and families who give annually at a specified amount become members of the President's Council.

Corporate and Foundation Partners: Businesses and foundations that give annually at a specified amount become Corporate and Foundation Partners.

Richardson Shaver Thrasher Society: The Richardson Shaver Thrasher (RST) Society is named in honor of UAH's founders and the members comprise those who plan to invest in the future of UAH by including UAH in their will or estate plans.

Please see the Office of Development [Donor's and Partner's website](#) for the most current information.

Departments, programs or organizations cannot create their own giving levels for donors. If you have approval from the Development Office to ask for gifts, you are required to align your amounts with our current giving levels so that donors can be recognized on the UAH website, in publications, and at events.

Terms/Definitions:

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

Solicitation: Written or verbal request for funding from an individual, corporation, foundation, or other source.

Gift: A voluntary transfer to the University of an item of value, usually in the form of cash, checks, securities, real property, or personal property in return for which the donor receives no compensation or significant benefit or value for the gifts. Gifts may come from individuals, corporations, foundations, and/or other sources and may be directed to UAH or the UAH Foundation. All aspects of gift administration must be conducted in full compliance with Board Rule 411.

Restricted Gift: Gifts intended to be used for a specific purpose, project, scholarship, endowment, or otherwise specified area as stated by the donor.

Unrestricted Gift: Gifts undesignated to any specific area that can be used for any purpose.

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

Annual Giving: Annual gifts are gifts given on a yearly basis. The Development Office solicits annual gifts through personal visits, phone calls, e-mail solicitations, direct mail, online giving, and publications. Because these take place at various times of the year, coordination with all departments and colleges is vital to ensure that multiple solicitations are not taking place at the same time. Plans to solicit individuals, alumni,

corporations, or foundations for annual giving must be approved by the Development Office.

Major Giving: Gifts made outside of and above the level of annual gifts are considered major gifts. This can include a one-time gift to a specific program or purpose, or an endowment. (See Board Rule 411 naming policy for endowment-level information.) Plans for major gift solicitation should be discussed in advance with a member of the Development Office.

Legacy or Planned Giving: Gifts that are received at a future date based on the present decision of a donor are referred to as legacy, planned, or deferred gifts. Plans for legacy gift solicitation should be discussed with a member of the Development Office or the Vice President for University Advancement to ensure that processes are in place to accept gifts through the channel designated or preferred by the donor.

Types of Legacy/Deferred/Planned Gifts:

Bequest, Charitable Gift Annuity, Charitable Lead Trust, Charitable Remainder Trust, Insurance Policies, Retirement Assets, IRA Charitable Rollover, Securities

Matching Gift: A gift made that is contingent on another donor's gift is a matching gift. Most often, matching gifts are made by companies that agree to match gifts made by employees, but they can also be made by individuals who agree to match all or a portion of gifts by other donors.

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

Contract: A contract is an agreement between UAH and another party in which the University agrees to provide specified goods or services in exchange for funding. Contracts are not gifts or philanthropic grants.

Philanthropic Grants: Grants are the voluntary award of funds to an organization to support a particular project; they are generally awarded as a result of a written proposal. There is often a written report due at the end of the grant cycle, but no expectation of economic benefit or services granted.

Pledge: A pledge is a promise to pay specified amounts of money over a period of time. Pledges to UAH typically will not be made over a period longer than five (5) years.

Quid Pro Quo: A quid pro quo is something granted in expectation of a return on investment. Funding received cannot have any expectation or deliverable attached, only routine stewardship reports on how funding was used. If something is received in the transaction, the value is deducted from the amount of the gift. The donor should receive a tax receipt outlining the amount given less the value received by the donor. In some situations where the quid pro quo is in the form of marketing, the gift cannot be considered a donation, rather, it is a sponsorship to be accepted by UAH's Bursar's Office and not the Development Office.

Stewardship: Stewardship is the process that occurs once a donor has supported an organization. This can include thank-you letters and acknowledgements, visits, phone calls, invitations to events, making sure donor intent of gift is met, and a follow-up report on the impact of a gift.

Review

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

Approval

DocuSigned by:

EF6ACB371A5E4E9...
University Counsel

oct-23-2020

Date

Mallie S. Hale

Digitally signed by Mallie S. Hale
DN: cn=Mallie S. Hale, email=msh0019@uah.edu, c=US
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10/22/2020

Vice President for University Advancement

Date

Campus Designee

Date

APPROVED:

President

Date

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICY AND PROCEDURES FOR NAMING OPPORTUNITIES AT
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

INTERIM

Number **04.04.02**

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

Date **October 2020**

Purpose The purpose of this policy is to communicate the guidelines followed by The University of Alabama in Huntsville (“UAH” or “University”) in regard to naming opportunities as set forth by The Board of Trustees of The University of Alabama (the “Board”).

Policy Gifts of a significant amount benefitting UAH can provide donors the opportunity to name buildings, spaces, facilities, colleges, departments, units, programs, scholarships, or other items in honor of the donor or another designee. Standards and guidelines for naming for any of the three campuses in the University of Alabama System are established by the Board and are set forth in Board Rule 411 of the [Board Manual](#) of The Board of Trustees of The University of Alabama. All further Board Rules in this policy are incorporated into this policy in entirety by reference.

Authorized parties: Prior to conversations with potential donors regarding naming opportunities, a discussion should take place with a member of the UAH Office of Development (the “Development Office”) and approval should be obtained from the Vice President for University Advancement. Endowment level naming opportunities are recommended by the UAH President to the Board for its approval.

Permanence of Naming: In most circumstances, names will remain in place for the life of an endowment, academic program, or facility. The University, per the Board, at its sole discretion, and in all cases, reserves the right to remove or withdraw any naming at any time for any reason.

Compliance: All aspects of this policy will be in compliance with Board Rule 411 of the Board.

For further information or questions about this policy, please contact the Development Office at UAH at 256-UAH-GIVE.

Requirements for Naming Programs or Facilities

When programs or facilities are to be named in return for a financial contribution, the gift shall have been received by UAH, or future receipt should be assured through a signed pledge agreement. Before naming is considered by the Board, at least forty percent (40%) of the pledged gift amount for the naming must be initially received, and the remainder of the gift amount must be received within four (4) years thereafter unless an exception is requested and approved by the Board.

The Development Office must be involved in any discussions about naming opportunities for buildings, landmarks, significant interior or exterior spaces, colleges, schools, departments, facilities, or programs of study. These must all be approved by the Board.

Additionally, the Board generally disfavors the naming of any building, landmarks, significant interior or exterior spaces, colleges, schools, departments, or facilities, after corporations, businesses, or other for-profit commercial enterprises. Any gifts in contemplation of such naming are subject to approval by the Board, and will normally include a term limit in the range of five (5) to ten (10) years for the naming.

Minimum Standards for Naming a Facility or Part of Facility: In compliance with Board Rule 411, the matter of naming a facility or part of a facility for a donor or donor's honoree will be decided in all cases by the Board upon recommendation of the UAH President. Donors are normally required to provide a gift, or series of gifts, with a total present cash value in the accepted range of no less than thirty-three percent (33%) to fifty percent (50%) of the expected construction cost or replacement value of the facility, or portion thereof, withstanding fees and costs as explained in Board Rule 411. The chosen percentage of the gift amount to be used will be recommended by the UAH President to the Board after due consideration is given to the size, location, prominence, purpose, and level of use of the facility. Additionally, the cost of naming opportunities limited to a period of time less than the anticipated life of the space may be lower than naming opportunities that are associated with the life of the space being named. The Board will consider these on a case-by-case basis upon recommendation of the UAH President.

Minimum Standards for Naming a Program or Unit: Naming of a college, school, department, or other program or unit will be decided in all cases by the Board upon recommendation of The UAH President. A substantial portion of the gift should be designated as a permanent endowment with the income from the endowment providing a perpetual stream of support for the program or unit. Subject to the minimum levels for naming found in Board Rule 411, the specific amount required to name a program or unit will be recommended to the Board by the UAH president, giving consideration to the size, scope, national recognition, annual operating budget, student enrollment, and number and accomplishment of the faculty of the program or unit being named. Naming opportunities limited to a period of time less than the anticipated life of the space may cost less than naming opportunities that are associated with the life of the space being named. The Board will consider these on a case-by-case basis upon recommendation of the UAH President.

Trees and Benches Exception: UAH does not support the naming of trees and benches due to their limited life span. Other opportunities for a donor to recognize a constituent in honor or memoriam exist through memorial scholarship funds or named endowments.

Gifts of Equipment: While UAH recognizes and supports in-kind gifts of equipment that can be utilized by faculty or staff for courses or programs, these gifts do not qualify for naming rooms, laboratories, or facilities.

Requirements for Named Endowments

Endowments are gifts intended to provide permanent support to a University program as chosen by the donor. These funds remain intact while the earnings support students, faculty and/or programs as directed by the donor. Endowments can be established as an outright gift, a multi-year pledge (not to exceed five years), or a deferred gift. Endowments established by deferred giving will not be in effect until the planned gift is distributed to UAH.

Minimum Standards for Named Endowments: Board Rule 411 addresses minimum endowment standards. This is to ensure that the endowment will generate sufficient income to accomplish the intended purpose. While UAH cannot reduce the minimum endowment level, a higher minimum can be adopted. UAH administers acceptance of all gifts in accordance with Board Rule 411. The Board sets the spending rate of the UA System

Pooled Endowment Fund ("UASPEF"). For the current spending rate, consult Board Rule 404.

The University of Alabama in Huntsville Endowment Minimums as required by Board Rule 411:

Deanship	\$2,500,000
Chair	\$1,000,000
Distinguished Presidential Scholarship	\$1,000,000
Professorship	\$500,000
Distinguished Graduate Fellowship	\$500,000
Visiting Professorship or Distinguished Lectureship	\$250,000
Research Fund or Eminent Faculty Scholar Fund	\$100,000
Lectureship	\$75,000
Fellowship or Eminent Scholarship	\$50,000
Student Loan Fund	\$50,000
Scholarship or Support Fund	\$25,000
Award Fund or Library Fund	\$10,000

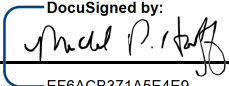
The University of Alabama in Huntsville Naming and Support Opportunity Minimums for a Program or Unit as required by Board Rule 411:

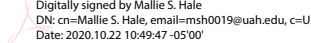
College	\$10,000,000
School/Department	\$5,000,000
University Institute/Program/Center	\$3,000,000
College or School Institute/Program/Center	\$1,000,000

Review

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

Approval

 <small>DocuSigned by: EF6ACB371A5E4E9...</small>	Oct-23-2020
_____ University Counsel	_____ Date

 <small>Digitally signed by Mallie S. Hale DN: cn=Mallie S. Hale, email=msh0019@uah.edu, c=US Date: 2020.10.22 10:49:47 -05'00'</small>	10/22/2020
_____ Mallie S. Hale	_____ Date
_____ Vice President for University Advancement	_____ Date

_____ Campus Designee	_____ Date
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APPROVED:

_____ President	_____ Date
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FACULTY SENATE MEETING

January 28, 2021

12:50 P.M.

Chan Auditorium

- ***Present: Dilcu Barnes, Kwaku Gyasi, Andrei Gandila, Christina Steidl, Mike Banish, Emil Jovanov, George Nelson, Kader Frendi, Susan Alexander, Elizabeth Barnby, Azita Amiri, Donna Guerra, Mark Reynolds, Huaming Zhang, Andrea Word, Ron Schwertfeger, Tim Newman, Carmen Scholz, Carolyn Sanders, Laird Burns***
- ***Present via Zoom: Tobias Mendelson, Kristin Weger, Fat Ho, Bryan Mesmer, Gang Li, Paul Whitehead***
- ***Absent: Sophia Marinova, Kevin Bao, David Allen, Jose Betancourt, Joey Taylor, Jeremy Fischer, Abdul Salman, Seong-Moo Yoo, Leiqui Hu, John Mecikalski, Jerome Baudry, Jeff Weimer, Sivaguru Ravindran***
- ***Absent with Proxy: Candice Lanius, Christina Carmen, Amy Hunter, Darlene Showalter, Melissa Foster, Harry Delugach, Sarah Roller***
- ***Guest: President Darren Dawson***
- **Faculty Senate President Tim Newman called the meeting to order at 12:58 pm.**
- **Meeting Review:**
 - **Policy on Policies passes.**
 - **Bill 444 passes second reading unanimously.**
 - **Bill 449 passes second reading unanimously.**
 - **Bill 453 passed to send to G&O Committee.**
- **Approve FS Meeting Minutes 611. Mike Banish moves. Carmen Scholz seconds. All in favor. Ayes carry.**
- **Accept Special FSEC Report from January 22. Mike Banish moves. Kwaku Gyasi seconds. All in favor. Ayes carry.**
- **Administrative Reports:**
 - **President Dawson**
 - We thought we would be able to do a communication on the vaccine early this week. We prepared a draft communication and FAQ's. We will send that to the communicable disease committee for their review. We do not know when we will receive those doses.
 - Carmen – I have a question regarding the vaccines. Are the graduate teaching assistants on the roster? They are on the forefront in the labs working with the students. The GTA's weren't asked to teach online.
 - President – Not on 1A, but we will look at that when we get to 1B and 1C. I don't think we should spend too much time on this until we know what will happen. There is a possibility that everything will change after communicating with the system office. It is obvious that Alabama is far behind as a state. I feel they will start distributing to pharmacies and let people line up to receive them by age.
- **Officer/Committee Reports**
 - **Tim Newman, President**

- The President-Elect, Parliamentarian and myself met with the Provost earlier this week. We asked questions about the vaccine. UAH is not expected to get our vaccine until ADPH reaches level 1C. If we don't use all the doses, we won't receive more. Today is data privacy day. We asked questions in regard to health check. I have additional information related to that. The health check data you provide is sent encrypted to a server. With grant funding all data will be held until satisfactory with the state. In the FSEC minutes, you saw we received updates to the BETA Policy. Questions have been routed back to the originator.
 - Carmen Scholz, President - Elect
 - No report.
 - Carolyn Sanders, Ombudsperson
 - No report.
 - Kader Frendi, Governance and Operations Committee Chair
 - No report.
 - Tim – We are getting close to needing department representative votes.
 - Azita Amiri, Undergraduate Curriculum Committee Chair
 - No report.
 - Paul – If you submitted forms for 21-22 catalog, we have those. The Provost extended our deadline to February 5th.
 - Tim – Anyone that wants to make a catalog change, they are due the 5th?
 - Paul – No, if you submitted a form, the deadline is next week.
 - Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report.
 - Kwaku Gyasi, Faculty and Student Development Committee Chair
 - No report.
 - Mike Banish, Personnel Committee Chair
 - No report.
- Policy on Policies
 - Kader moves to bring to floor. Mike seconds.
 - Tim – This is the framework that governs the submission of policies. There was one change. The policy tracking form will need to be attached to the policy.
 - Mike – We did ask and the President agreed that on the tracking form you list a requisite policy number.
 - Tim – All in favor of policy. Ayes carry.
- Bill 444
 - Tim – Motion to approve on second reading. Kader moves. Carolyn seconds.
 - Mike – I will add, with input from the personnel committee, it was with unanimous consent. The point was due to research council. We felt there need to be a separate break out group that would look at these issues.
 - Carmen – Do you have any information if the research council is meeting and has faculty representation?
 - Mike – I do not.
 - Tim – Emil is on the committee. There have been two meetings?
 - Emil – Only once.
 - Carmen – Can we get a report on those meetings?
 - Emil – I can try to summarize it from my notes.
 - Tim – Please email that to me or Lauren and we will send it out. All in favor. Ayes carry. Bill 444 passes second reading unanimously.

➤ Bill 449

- Tim – Motion to approve on second reading. Mike moves. Kader seconds.
- Mike – We are all college teachers. Who actually knows what the budget book is? It is online. It lists all the income. In this case, this book goes back to the 07-08 year and goes to 2021. There are two spreadsheets here. Over Christmas, I updated some data I ran years ago. In columns AC and AD, you see 2020-2021 years. It has been explained to me that AC is the 2019-2020 FY. I have this broken down into income. This represents 15 years of data. In the 15 years, there are about ten corrections. The point is no one ever corrects this book. I went through each department and salaries. There aren't any names. These are gross department wages. I went through to see what you get for operating. I consider this the academic income of the university here at the bottom. It comes into the general fund. There are no research dollars or legislature money. The bottom number is the total minus scholarship minus wages from faculty/staff minus fringe benefits. You will see that in 2007 our discretionary spending was \$53M. That says that it went up by \$60M.
- Kader – Are we broke?
- Carmen – What is the SHW and SW?
- Mike – SW – salary and wages.
- Laird – Where is overspending or underspending noted?
- Mike – I have no idea.
- Carmen – While you were scrolling, I had no time to look at it in detail. Do you think it is correct?
- Tim – These are projections, not actuals. That is the purpose of the bill, to get actuals.
- Mike – You will see things go up and down.
- Andrei – Is AB projection and AC actual? Numbers move the same. How is this possible?
- Tim – The bill ask for actual so that we can see those numbers.
- Ron – I know that the spreadsheet on the screen is illustrative of the issue of what the bill is about. Can this be sent out to faculty?
- Mike – Sure. If you look at it and you add data to it, please rename it. This is my set of data with my initials on it.
- Tim – All in favor. Ayes carry. Bill passes second reading unanimously.

➤ Bill 453

- Tim – Motion to introduce on second reading. Mike moves. Huaming seconds.
- Christina – I would like to argue that the senate doesn't have capacity to engage in investigation on this bill. We are asked to condemn wrong doing on the administration and don't have the evidence to do that. I think the bill would set a horrible precedent to the university. It would undermine our legitimacy as a shared governance body. I think the one important thing is the title of this bill. I hope this bill reminds us to reflect upon our own conduct. We are not the body to debate if this is true.
- Laird – A friendly amendment has written to make it a policy approach. There is a bunch of clarifications. If you look at it from a policy point, I would be happy to look at that. The question is if we say the administration should follow policies from state law. There are a number of examples that aren't in here. It talks about the university should follow state law. They have violated state law multiple times. They may say they didn't know, they have lawyers. They have to follow state law and stick to it. They won't use policies that didn't exist at the time. It also says not to use old/expired policies. When you hire an independent investigator and find findings, the university should use those. I agree that the example is a bright issue. It needs the senate to not violate state law and follow your own policies. I

have had multiple faculty come to me and say that could've been me. Violating state law and own policies and due process is inappropriate.

- Tim – You have a list of amendments. Are you wishing at this moment they be placed into motion now?
- Laird – I wish they would be placed.
- Tim – If this is to be placed upon us, another member has to introduce. Mike moves.
- Christina – Are the amendments the blue text on the screen? Is that what we are moving to amend?
- Tim – Yes. I have one written copy printed out if someone wants to look at it.
- Tim – Is there a second. Kader seconds. Shall the bill be amended?
- Christina – I have concerns with the amendments. If we only look at the therefore be it resolved, the language in the first two are in particular to the faculty in question. This isn't the senate's job. As a body we should discuss the extent we want to pass the bill related to faculty.
- Andrea – I have a question. Obviously this is an important procedure. Is there a pathway for revision to condense it and less judiciary oriented?
- Tim – This is a parliamentary question. You can move to committee. You can move to defer to next meeting.
- Mike – We are discussing if we are accepting amendments. Further discussion on the motion to amend.
- George – The first version was introduced as an emergency bill. I don't believe this version was in the packet. It is hard to vote on these amendments in this format. There is a rush aspect to this. I move to refer to committee.
- Tim – You want me to select committee?
- George – I don't know governance or personnel.
- Tim – Motion to refer to G&O with these amendments. Is there a second? Beth seconds. All in favor to sending to committee. Ayes carry. The original bill and amendments will go to committee.

➤ Meeting adjourned 1:52 PM.



Policy Tracking Form

This completed form must accompany all new or revised policies submitted for review and approval.

This section to be completed by the departmental policy contact.

Policy Information

Policy Name:	Department:
Contact:	Policy Type: (New or Revision)
Why is the new or revised policy being proposed?	
If revising an existing policy, summarize the proposed changes.	

Existing Policy Review

New and revised policies must be consistent with Board Bylaws, Rules, and Pronouncements, as well as policies of other System campuses. Explain which rules and/or policies from each campus were consulted and how they compare to the proposed new or revised policy. Attach additional documentation if necessary.

Board/Chancellor Rules and/or Bylaws

- ☐ The proposed policy is consistent with Board Bylaws, Board Rules and pronouncements, and Chancellor rules and pronouncements.

Comments:

UA Policies

- ☐ UA Policies have been considered in the development of the proposed policy.

Comments:

UAB Policies

- ☐ UAB Policies have been considered in the development of the proposed policy.

Comments:

Other Related UAH Policies

☐

Other UAH Policies have been considered in the development of the proposed policy.

Comments:

External Reviewers

List below and attach documentation of any feedback received from reviewers external to the sponsoring department and its direct supervisory administration. Include input received from University Counsel, affected constituencies, departments, or divisions.

University Counsel

☐

University Counsel has been consulted in the development of the proposed policy.

Comments:

Affected Constituencies, Departments, or Divisions:

☐

Affected constituencies, departments, or divisions have been consulted in the development of the proposed policy. Groups contacted are named below.


Comments:

Additional Information

Please provide any additional information that should be considered in the review of this policy.

This section to be completed during review.

Review

Campus Designee	Vice President or Designee  11/23/2020
Chief University Counsel	President

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SECURITY CAMERA AND VIDEO SURVEILLANCE POLICY
INTERIM

<u>Number</u>	01.03.09
<u>Division</u>	Finance and Administration
<u>Date</u>	May 1, 2020
<u>Purpose</u>	To establish a framework of rules and requirements that govern the installation and use of Security Cameras and related Security Camera Equipment on University property.
<u>Policy</u>	<u>Scope:</u> This Policy applies to all faculty, staff, students, and visitors while on the campus of The University of Alabama in Huntsville (“UAH” or “University”) or at off-campus locations controlled by the University.

Policy Statement: Security Cameras and associated Security Camera Equipment may only be installed on University property in a manner consistent with this Policy. This Policy supersedes any previous policy relating to Security Cameras and video surveillance.

Responsibilities and Authority: The Vice President for Finance and Administration (“VPFA”) has delegated authority and responsibility to the Security Camera Administrator for:

- Developing and reviewing implementation strategies, standards, and procedures for security camera hardware and software application, operations, and maintenance;
- Authorizing the placement of security cameras and any related equipment;
- Maintaining the operational functionality of existing Security Cameras and associated Security Camera Equipment;
- Authorizing necessary purchases in accordance with University procurement procedures and policies;
- Undertaking supervisory, administrative, and other duties associated with the operation of the Security Camera System;
- Periodically auditing Educational/Research Camera Systems for compliance with this Policy; and
- Consulting and coordinating with the Chief of Police on matters relating to policy development, policy interpretations, and updates to this Policy.

The VPFA has delegated authority and responsibility to the Chief of Police for:

- Responding to internal and external requests for release of video recordings;
- Responding to and approving requests for access to the Security Camera System for viewing of live and/or recorded images;
- Approving audio recording through the Security Camera System;
- Reviewing contractor/vendor compliance with background check requirements of this Policy;
- Reviewing and providing input on Security Camera aspects of construction/renovation projects; and
- Consulting and coordinating with the Security Camera Administrator on matters relating to policy development, policy interpretations, and updates to this Policy.

Security Control Elements:

Training

All users of the Security Camera System will be instructed in the technical, legal, and ethical parameters of appropriate use. Each user must provide a written acknowledgment that they have read this Policy, understand the Policy contents, and agree to abide by the Policy before being granted access to the system.

Background Screening

All University employees and contractor/vendor employees involved in the installation, maintenance, and/or monitoring of Security Cameras must successfully pass a background screening including a criminal history check in accordance with the existing University background check policy prior to being approved access to or performing work on any part of the Security Camera System.

Contractors/vendors must certify to the University that their employees have successfully met the University's minimum requirements for background screening as outlined in this Policy and the University's background check policy, and must provide a copy of such background check(s) to the University's Chief of Police upon request.

Employees having regular access to recorded imagery – i.e., the ability to view and/or export recorded images – will be subject to background checks in accordance with the existing University background check policy. An employee's home department/unit will be responsible for requesting and funding background checks required under this Policy. Notice of acceptable/unacceptable background

check results relating to Security Camera access will be provided to the Chief of Police by the Human Resources department.

Placement Decision Making and Installation

The Security Camera Administrator shall be solely responsible for the technical oversight and functional operation of all Security Cameras on campus.

Colleges, departments, and other units desiring the installation and use of Security Cameras shall submit a request for such installation to the Security Camera Administrator. The Security Camera Administrator will consult with the Chief of Police or designee on camera placements where there is a public safety concern, criminal investigation, or where audio recording is requested, prior to approving requests.

The Security Camera Administrator shall work with stakeholders and/or the University Police Department as appropriate to determine the types of cameras and associated equipment needed to meet the intended application, and shall make recommendations on equipment specifications to ensure system interoperability and compliance with this Policy.

Installation of Security Cameras and other associated equipment shall be the financial responsibility of the requesting entity. Funding for maintenance and repairs of installed Security Cameras shall be the financial responsibility of the owning department/unit. The Security Camera Administrator is authorized to direct, oversee, and manage maintenance and repairs of all Security Camera System components.

Use of Security Cameras inside student residence facilities is authorized in all places considered “common areas.” Examples include, but may not be limited to, lobbies, elevator landings, game rooms, study rooms, hallways leading to residential suites, stairwells, front attendant desks, telecommunication rooms, and storage areas.

Exterior mounted cameras shall not be purposefully aimed to view inside a Private Place or through a window of a privately-owned residence. If needed, privacy masking will be utilized so a camera cannot inadvertently capture such images.

Use of mock or simulated security cameras are prohibited.

Audio recording through the Security Camera System requires the written approval of the Chief of Police and must be requested through the appropriate division’s Vice President.

Any Security Camera Equipment not approved by the Security Camera Administrator is prohibited. Any equipment of this nature, when found, shall be

removed immediately, and the responsible party may be subject to disciplinary action in accordance with applicable University policies and handbooks.

System Specifications and Design

Security Camera System hardware and software must meet the requirements of the most recent version of the University's *Security Camera System Specifications and Standards* document. Specifications and standards are modified periodically and may be obtained upon request from the Security Camera Administrator, who maintains the document.

Security Camera System designs for all new construction and renovation projects will be developed collaboratively by the Security Camera Administrator and the project Architect and/or Electrical/Security System Engineer in consultation with the Chief of Police, Facilities and Operations, Office of Information Technology ("OIT"), and other key stakeholders (e.g., Housing and Residence Life will provide input into design of security camera systems intended for use inside residence halls).

All Security Cameras and associated Security Camera Equipment installed on University property shall be compatible with the University's central Video Management System ("VMS"). Security Cameras shall be supported by the VMS for camera-side motion detection, H.264 and/or H.265 video compression, password security, video recording (motion only, scheduled, and/or continuous), privacy masking, remote pan/tilt/zoom, frame rate, video quality, and TCP/IP configuration. Equipment that cannot be configured through the VMS for all applicable settings listed above will not be compliant with this Policy.

The use of analog security cameras and associated equipment is restricted to existing legacy analog devices in service prior to January 1, 2020, and to specialized Security Cameras and equipment approved by the Security Camera Administrator and for which there is no cost-effective IP-capable equivalent.

Notification to the Public

The University will not generally provide notice that video recording systems in public areas are in use. Video with audio recording will typically be utilized in locations where the safety and security of minors is involved or financial transactions take place. For such areas, there shall be an approved notification placard or warning posted in plain view. Video with audio recording requires the written approval of the Chief of Police.

Use of Security Camera Recordings

Security Camera recordings are intended to be used for the purposes of enhancing public safety, deterring criminal activities, surveilling an area in real time, as an

investigative tool to solve crimes and prosecute offenders after the crime has occurred, and as an investigative tool for accidents/injuries and other risk-related incidents.

The Security Camera System shall be utilized in a professional, ethical, and legal manner consistent with this Policy, other applicable University policies, and federal and state laws. Access to review live video feeds or recordings will be limited to those who have been properly authorized and vetted in accordance with the Policy.

Employees with approved access may review and export video recordings as needed to perform their duties.

Other University employees acting in their official capacity and on an “as needed” basis, may be temporarily approved to review recordings. Approval must be granted by the Chief of Police and the review process must be under controlled circumstances.

Security Camera recordings may be used for other purposes not inconsistent with the purposes of this Policy, including sharing with outside law enforcement officials.

Users without permission to review recorded images are prohibited from capturing screen shots or otherwise capturing by any means any imagery provided through any component of the Security Camera System.

Release of Recorded Material

Requests for release of recorded material set forth in subpoenas, or other legal mechanisms compelling disclosure of said recordings, must first be submitted to the Office of Counsel, which will be responsible for reviewing the request with the appropriate University executives and administrators.

Approval of request for release of recorded material must be coordinated between the Office of Counsel, University administration, and the Chief of Police.

Release of recorded material beyond those described in this section shall be governed by applicable University policies and federal and state law.

Security Camera Monitoring

The existence of any signage or communication related to Security Camera use does not guarantee, nor is it intended to create a false sense of security by leading someone to believe, that Security Cameras are actively monitored in real time. The existence of this Policy does not imply or guarantee that security cameras will be actively monitored.

Monitoring may occur for purposes consistent with this Policy, including real-time observation; however, most often a review of recorded Security Camera recordings will be conducted after the fact.

Monitoring on the basis of a person's sex, race, gender, national origin, or other protected classification is strictly prohibited. Procedures must comply with all applicable University non-discrimination policies, as well as federal and state laws and regulations.

Retention of Security Camera Recordings

Recordings will typically be retained for thirty (30) days for common areas and for forty-five (45) days for areas where cash transactions regularly occur.

Retention times may be extended at the discretion of the University Police Department, Office of Counsel, Security Camera Administrator, or other appropriate University senior administrators, and as may be required by law, as part of a criminal investigation, court order, or risk-related incident investigation.

Protection and Retention of Security Camera Recordings

Video recordings shall be stored on servers accorded appropriate physical and electronic security with access by authorized personnel only.

All Security Cameras and associated equipment shall be connected to the central campus Security Camera System, and shall be compatible with the current VMS as indicated in this Policy.

Projects involving installation, removal, or modification of departmental/unit Security Cameras and associated Security Camera Equipment shall be reviewed and approved by the Security Camera Administrator prior to work being performed.

Departments requesting Security Cameras shall follow this Policy, including maintaining equipment records, employee training records, and ensuring equipment technological compliance with this Policy.

NDAA Section 889 Compliance:

All Security Camera Equipment shall be compliant with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 ("NDAA"), and with any subsequent revisions or reauthorizations of the NDAA. The restrictions imposed under NDAA Section 889 shall further apply to Educational/Research Camera Systems and related components. Section 889 of the NDAA prohibits the use of specific security and telecommunications products and electronic components by recipients of federal funding, including federal contracts and grants funding.

Any Security Camera System or Educational/Research Camera System component not in compliance with the NDAA Section 889 requirements/prohibitions shall be removed from service at the expense of the owning department/unit.

Educational/Research Camera Systems:

Video cameras and video recording equipment considered to be Educational/Research Camera System equipment, as defined herein, may be used in an ancillary/secondary purpose as a Security Camera System with authorization from the Security Camera Administrator and the Chief of Police. Ancillary/secondary use of an Educational/Research Camera System for security purposes will make such system subject to all requirements under this Policy, including connection to the central Security Camera System and VMS. Such connection, including any necessary system modifications, will be at the expense of the owning department/unit.

Educational/Research Camera Systems that the Security Camera Administrator or the Chief of Police determine are being used for security purposes shall be reclassified as Security Cameras and Security Camera Equipment and shall be subject to all other requirements under this Policy, including connection to the central Security Camera System and VMS. Such connection, including any necessary system modifications, shall be at the expense of the owning department/unit.

Educational/Research Camera Systems must be registered with the Security Camera Administrator. Educational/Research Camera Systems are subject to periodic audit by the Security Camera Administrator to ensure compliance with this Policy as it relates to security use and NDAA compliance.

Owning departments/units shall be solely responsible for maintenance and upkeep of Educational/Research Camera Systems.

Miscellaneous:

Technical questions regarding the Security Camera System should be directed to the Security Camera Administrator.

Questions regarding access to recorded video, access to the VMS system for live viewing and approval for such requests should be directed to the Chief of Police.

The University's OIT shall not provide network access for Security Cameras or associated Security Camera Equipment unless the access request originates from the Security Camera Administrator.

Department/unit heads are responsible for ensuring compliance with all aspects of this Policy by users under their direct or indirect supervision.

Definitions:

Capitalized terms are defined as follows:

Educational/Research Camera System: A video camera and/or related equipment used for image capture and recording for strictly educational and/or research purposes. Examples include distance learning content delivery, lecture recording, testing services monitoring, and research documentation. Such camera systems shall not be considered Security Cameras as defined in this Policy so long as they do not have a direct or indirect (primary or ancillary) security use. Such systems are subject to periodic audit by the Security Camera Administrator. All such cameras shall comply with appropriate University policy and federal and state law, including but not limited to the NDAA, and, if applicable, HIPAA, FERPA, Institutional Review Board and other University policies.

Monitoring: The observation and operation of security cameras for the purposes of security surveillance. Monitoring may occur in real time or as an after-the-fact review of recorded images.

Private Place: A place where one may reasonably expect to be safe from casual or hostile intrusion or surveillance, but not including a place to which the public or a substantial group of the public has access. Private places include, but are not limited to, residential rooms/suites and restrooms.

Security Camera: An approved video camera device used to capture, record, and/or transmit imagery to enhance public safety and property protection.

Security Camera Administrator: An individual appointed by the VPFA and delegated responsibility under this Policy for certain management and oversight functions relating to the Security Camera System. The VPFA may appoint, remove and replace the Security Camera Administrator at his or her sole discretion.

Security Camera Equipment: Services, software, or hardware other than video cameras used for control, operation, configuration, and administration of Security Cameras and the Security Camera System. This includes, but is not limited to, analog-to-digital encoders, network video recorders, digital video recorders, network equipment, viewing software, built-in or added audio capture devices, and recording software.

Security Camera System: The collection, in whole or in part, of Security Cameras and associated Security Camera Equipment under the control of the University, including such equipment at offsite locations.

University Property: Includes University owned, leased, or controlled property, both on and off campus, including buildings, offices, common spaces, labs, grounds, and other spaces.

Review: The University Police Department and the Security Camera Administrator are responsible for the review of this Policy every five (5) years, or sooner as circumstances require.

Approval

Campus Designee

Chief University Counsel

Vice President for Finance and Administration

APPROVED:

President

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
VEHICLE SAFETY MANAGEMENT PROGRAM
INTERIM

<u>Number</u>	01.03.02
<u>Division</u>	Finance and Administration – Office of Risk Management
<u>Date</u>	February 19, 2018
<u>Purpose</u>	UAH values safe driving practices and procedures on and off our campus. The Vehicle Safety Management Program (“VSMP”) seeks to protect the safety of our employees, students, and the general public. This Program applies to all UAH faculty, staff, students, volunteers, and any other individual operating a motor vehicle owned by or on behalf of UAH.
<u>Policy</u>	This program manual combines various vehicle safety practices and procedures of The University of Alabama in Huntsville (“UAH” or “University”) into a comprehensive set of guidelines and procedures that constitutes the University’s Vehicle Safety Management Program. It is intended to foster a proactive approach to safe driving practices, thereby promoting the safety of University students, employees, and the general public and reducing the number of vehicle accidents.

Procedures

I. DEFINITIONS

- A. Authorized Driver:** Regular, Incidental, and Restricted drivers who have completed all documentation and training requirements to operate a Vehicle on UAH business. See § III-Driver Requirements.
- B. Incidental Driver:** Individuals at least twenty-one (21) years of age and authorized to drive a UAH Vehicle or a personal vehicle on UAH business, who have at least three (3) years licensed driving experience, who drive no more than two (2) times per year, and never have more than four (4) passengers at any one time.
- C. MVR:** Motor Vehicle Record, or “driving record.”
- D. Police Officer:** Employees of the UAH Police Department, who are subject to a departmental screening and driver qualification process consistent with law enforcement standards and practices.

- E. **Program:** The University of Alabama in Huntsville Vehicle Safety Management Program, or "VSMP."
- F. **Regular Driver:** Individuals authorized to drive a UAH owned or leased Vehicle, or a personal vehicle on UAH business, who have at least three (3) years licensed driving experience, and who have driving duties that exceed the limitations imposed on Incidental Drivers.
- G. **Restricted Driver:** Individuals under the age of twenty-one (21) but at least age eighteen (18), who have a minimum of two (2) years licensed driving experience, who are authorized to drive a UAH Vehicle, never have more than four (4) passengers at any one time, and only drive on campus roadways. See also § III, Restricted Drivers.
- H. **RM:** The UAH Office of Risk Management.
- I. **Root Cause Analysis:** A collection of investigative tools, techniques, and information gathering used to determine the underlying cause(s) of an incident or accident.
- J. **UAH:** The University of Alabama in Huntsville.
- K. **UAS:** The University of Alabama System, which for purposes of this Program includes all campuses and endeavors under the direction of The Board of Trustees of The University of Alabama (the "Board"), and affiliates who participate in the UAS automobile self-insurance program.
- L. **Unsafe Act:** A personal action, which directly permitted or caused an accident, or has the potential to permit or cause an accident.
- M. **Unsafe Condition:** A hazardous physical or environmental condition or circumstance, which directly permitted or caused an accident, or has the potential to cause an accident.
- N. **Vehicle:** All motorized vehicles other than lawn equipment, tractor equipment, or commercial lift equipment, whether licensed for road use or not, which are owned, rented, and/or leased by UAH, and any personal vehicle operated by an Authorized Driver on UAH business or on behalf of the University for any reason. This definition includes but is not limited to cars, vans, trucks, golf carts, utility vehicles, and electric carts.

II. DRIVER REQUIREMENTS

Authorized drivers, including Regular Drivers, Incidental Drivers, and Restricted Drivers, must meet the following requirements in order to operate a Vehicle:

- A. **MVR Review and Approval** - A MVR review is required prior to an Authorized Driver operating a Vehicle. Authorized Drivers must sign and submit a Disclosure and Authorization (MVR release and request) form (available from Fleet Services or from HR) authorizing UAH Fleet Services to obtain a MVR for the intended

driver. See § VII – MVR Review and Approval. All pages of the form must be submitted. An MVR must be considered acceptable under the guidelines set forth in the UAS MVR Guidelines (See Appendix C – MVR Guidelines).

- B. Driver License Requirement** – A valid driver license, issued in the United States, is required. The license must be appropriate for the type of Vehicle the driver is seeking to operate. A copy of the driver license must be provided to Fleet Services at the time of an MVR request and after each subsequent license renewal. The license must be current, unexpired and not suspended or revoked.
- C. Physical Limitation or Restrictions** – Any person intending to operate a Vehicle should have the physical ability to do so without endangering themselves, their passengers, other motorists, pedestrians or any other person or property. Any restrictions (i.e., corrective lenses, not operating after dark, special controls, etc.) indicated on the license of an Approved Driver must be followed. With regard to any such license or other restrictions, Human Resources will provide assistance to employees, and the Office of Disability Services will assist any students, where a reasonable accommodation might be needed for the safe operation of any Vehicle.
- D. Compliance with this Program** – Any person operating a Vehicle is expected to comply with this Program.
- E. Training Requirements** – All persons who operate a Vehicle are required to complete the required driver training. Refer to §XIV for driver training requirements.

Restricted Drivers must meet all requirements for Restricted Drivers in § II-Definitions plus the following:

- F. No use of personal vehicles for UAH business** – Restricted Drivers may not operate a personal vehicle for UAH business.
- G. Driving privileges restricted to campus only** – Restricted Drivers may not operate a Vehicle off campus or on non-campus roadways. Restricted Drivers may not travel along Sparkman Drive, Holmes Avenue, or any other non-campus roadways. This restriction allows for crossing Sparkman Drive at Technology Drive when needing to access Shelbie King Hall or Olin King Technology Hall, crossing Sparkman Drive at Knowledge Drive to/from Cramer Hall, crossing Sparkman Drive at the Bevill Center when accessing Executive Plaza, and crossing Holmes Avenue when traveling to/from John Wright Drive from/to Ben Graves Drive.

Incidental Drivers must meet all requirements for Authorized Drivers and Incidental Drivers as shown in § II-Definitions as well as those additional qualifications for Authorized Drivers as shown in this section.

Regular Drivers must meet all requirements for Authorized Drivers and Regular Drivers as shown in § II-Definitions as well as those additional qualifications for Authorized Drivers as shown in this section.

III. SAFE DRIVING RESPONSIBILITIES

Drivers are responsible for operating the Vehicle in a reasonable and responsible manner, including appropriate compliance with the following:

- A. Compliance with Traffic Laws** – Comply with applicable traffic laws, traffic warning signs, speed limits, road markings, traffic control devices, railroad crossing signals, parking regulations, warning signals, pedestrian crossings, school bus stop requirements, etc., as set forth in the Alabama Rules of the Road (Code of Alabama, Title 32, Chapter 5A), other applicable laws, and University policy.
- B. Attention on Driving** – Do not engage in any activity that would distract from the safe operation of the Vehicle. This includes controlling the actions and activities of passengers to prevent distractions and having the necessary focus on the safe operation of the Vehicle. Avoid eating, reading, or adjusting audio equipment.
- C. Mobile Phone or Communication Device Use** – Do not operate cellular telephones or other wireless telecommunication devices (i.e. text message devices, PDAs, smartphones, tablets, voice-activated devices, etc.) while the Vehicle is in motion, except as allowed by law. Rely on a passenger to use such devices or pull off the road to a safe location. Additionally, Code of Alabama § 32-5A-350 (2012) prohibits a driver from texting while the Vehicle is in motion. Many other states and local governments have similar laws prohibiting texting while driving.
- D. GPS Units** - GPS units are allowed in Vehicles to assist in navigating a suitable route and locating destinations. Always remain focused and do not allow the GPS unit to distract from safe operation.
- E. Audio Equipment** – Do not wear audio equipment headsets or ear plugs while operating a Vehicle. The volume level of Vehicle or other audio equipment must be kept at a level that allows you to hear horns, sirens, and other noise-making devices from emergency and other vehicles.
- F. Alcohol or Substance Use** – Do not consume alcoholic beverages or allow passengers to consume alcoholic beverages while in a Vehicle. Do not operate a Vehicle on UAH business while under the influence of any substance, such as drugs or alcohol. Post-accident substance testing may be required as provided for by UAH Human Resource policies.

- G. Directional Signals** – Use signals at appropriate times as a courtesy and as required by law.
- H. University Parking Regulations** – Vehicles are subject to the UAH Motor Vehicle Rules and Regulations, including parking requirements. Drivers are personally responsible for any parking citations.
- I. Emergency Parking** – Use traffic cones, signs, emergency flashing lights and/or other appropriate warning methods if the Vehicle is parked in a travel or emergency lane to perform a special duty or if the Vehicle becomes disabled.
- J. Vehicle Parking** – Park in an area where the Vehicle will be safe while unattended, and where ample lighting and observation is possible. Always remove the keys, close the windows completely, remove items prone to theft, and lock all doors. Do not hide the keys in the Vehicle.
- K. Backing a Vehicle** – Be aware of your surroundings. Use both interior and exterior mirrors, checking both sides as backing occurs. When necessary, walk around the Vehicle and confirm surroundings. Whenever possible while backing a trailer, one person should be on each side to confirm the area is clear and to provide direction. You should always have clear sight of the people offering backing assistance, and they should never be in a blind spot or area where your view is obstructed.
- L. Secure Cargo and Personal Items** – Securely fasten loads to prevent rolling, pitching, shifting or falling. No one should be allowed to physically steady the load while the Vehicle is in motion. Tailgates are to be secured in an upright position before the Vehicle or trailer is moving except when the load exceeds the length of the bed of the Vehicle. If a load extends beyond the end or width of the Vehicle, use caution and review Alabama Code § 32-9-29 and other applicable laws to determine if an escort or other precautions or permits may be necessary. Extended or wide loads should generally not be transported during periods of darkness or limited visibility. Loads of loose materials such as sand, gravel, or trash should generally be covered by a tarp or transported in an enclosed truck bed. If a Vehicle is equipped with a load barrier to protect the driver and passengers from unsecured cargo, the barrier must be in sound condition and in place when carrying unsecured cargo.
- M. Driver/Passenger/Occupant Safety** – Without exception, all occupants must be seated and secured with seat belts. Except in emergencies, you should not allow a passenger to ride in the bed or cargo area of the Vehicle, sit on the tailgate or sides of a truck/utility bed, ride in a trailer, or allow passengers to extend their arms or legs beyond the Vehicle while it is moving.
- N. Non-Smoking & Use of Tobacco Products** – Do not smoke, “vape”, or use smokeless tobacco products while in a Vehicle. Refer to the UAH Smoke- and Tobacco-Free Policy for additional information.
- O. Weather Conditions** – Evaluate weather conditions and determine what precautions are necessary, such as stopping travel, reducing speed, increasing

following distance, using headlights in limited visibility situations, etc. If necessary, cancel a trip, temporarily suspend travel, or delay departure times until dangerous weather conditions have abated.

- P. Travel Time & Distance** – Be appropriately rested and alert when operating a Vehicle. Fatigue behind the wheel of an automobile is dangerous, and each driver should consider when rest breaks are needed or when driving responsibilities should be turned over to another approved and rested driver. The length of time behind the wheel before fatigue becomes an issue will vary by driver and may depend upon weather conditions, traffic, road conditions and the amount of rest prior to driving. Consider taking a 15-20 minute break every 3-4 hours and avoid driving more than 10 hours without a rest period with at least 7-8 hours of sleep.
- Q. Vehicle Inspection & Condition** – Confirm that critical equipment and operating features (i.e., engine, transmission, steering, defroster, brakes, tires, mirrors, lights, signals, wipers, horn, etc.) are functioning properly before every trip. If a Vehicle displays a warning light or alarm, the Vehicle should be taken out of service immediately until the problem can be identified and repaired or it can be determined that the Vehicle is safe to drive until repairs can be made. If unsafe to operate, the Vehicle may not be used until repairs are completed.
- R. Vehicle Load** – Vehicles shall not be loaded beyond the rated capacity for weight and/or number of passengers.

IV. DRIVING/PARKING VIOLATIONS AND CONVICTIONS

- A.** Drivers cited for any traffic violation referenced in Appendix C – MVR Guidelines must immediately report the citation to the driver's supervisor, manager, or in the case of a non-employed student or non-employee volunteer, the appropriate contact such as the academic department or person responsible for the organization or activity. This requirement applies to any traffic violation, whether received while operating any Vehicle on UAH business or for personal use.
- B.** Citations received by Authorized Drivers while driving for personal reasons must be reported to Risk Management in addition to reporting as outlined in item 1 above. The driver's manager or supervisor is responsible for reporting.
- C.** Temporary suspensions of driving privileges may be imposed pending further investigation and court adjudication, depending on the severity of the citation. Suspensions will be automatic for citations for: driving under the influence/driving while intoxicated; reckless driving; hit and run/leaving the scene of an accident; evading law enforcement; vehicular assault; commission of a felony with a motor vehicle; negligent homicide or manslaughter involving a vehicle.

- D. If convicted of a driving offense, the authorization to drive a UAH vehicle may be withdrawn and the employee may be subject to job reassignment or disciplinary action, including possible termination in accordance with applicable HR policies.
- E. The failure to self-report a violation will be treated as a violation of University policy and handled through the appropriate faculty, staff, or student disciplinary process.
- F. Drivers are solely responsible for providing timely updates on the status or outcome of the adjudication process for each citation.
- G. Drivers are personally responsible for all fines, penalties, legal fees, and other costs resulting from a citation or parking violation issued while operating a UAH owned, leased or rented vehicle, or when operating a personal vehicle on University business.
- H. The driver may, at his or her expense, elect to contest the citation or parking violation. The driver must adhere to the decision of the court and pay the fines, costs, interest or other charges levied.
- I. Should the court allow the driver to attend a driving school in lieu of a fine or penalty, the same will be at driver cost.

V. DEPARTMENT/BUSINESS UNIT RESPONSIBILITIES

- A. **Program Compliance** – Confirm with RM and/or Fleet Services that all drivers meet the Program requirements and are authorized by this Program to operate a Vehicle. Notify Fleet Services of any change in driver status relating to Regular, Incidental, or Restricted Driver criteria.
- B. **Program Awareness** – Inform all Authorized Drivers of this Program, and provide access to a copy. Inform Restricted Drivers of the campus-only driving restriction. Instruct drivers to read the Program carefully. After a driver has read this Program, confirm and document that he or she understands it and agrees to comply with it.
- C. **MVR Review and Driver Approval** – Ensure drivers are properly vetted and approved prior to operating a Vehicle. Contact RM for instructions and guidance concerning the Regular Driver approval process. See § XIII – Campus Contacts.
- D. **Monitor Training** – The department or business unit must confirm completion of all required training programs, set out in § XIV – Required Training.
- E. **Weather Conditions** – Support the expense of trip delays when weather conditions warrant delay or discontinuance of travel.
- F. **Vehicle Maintenance** – All UAH departments, which maintain or operate UAH owned Vehicles, must have vehicle maintenance manuals and procedures specifically for their respective fleets. The department must be familiar with those vehicle maintenance manuals and remain in compliance. For more information, contact Fleet Services.

G. Pre-Trip Safety Checks – Confirm that a driver has reasonable knowledge to perform periodic safety checks.

H. Driving Violations & Convictions – When a Regular Driver is cited for a traffic violation, the matter must be reported to RM (see § V – Driving/Parking Violations and Convictions). RM will re-evaluate the acceptability of the driver using the UAS MVR Guidelines (See Appendix C). If convicted of an offense, the authorization to drive a Vehicle may be withdrawn. In the event of a suspension or revocation of driving privileges, the employee may be subject under other applicable UAH policies to job reassignment and/or disciplinary action, including possible termination. If the driver is an employee, the department or business unit should consult with Human Resources for guidance.

If a supervisor, manager, or person responsible for a Regular Driver or Incidental Driver becomes aware of a situation where a driver fails to self-report a driving citation and/or conviction, this failure to self-report the citation or conviction is a matter that should be discussed with Human Resources if the driver is an employee, or with the appropriate person within the academic or other department/unit if the matter involves a non-employed student. A citation does not necessarily indicate guilt, and the driver will generally be given the opportunity to have his or her case adjudicated before any final action is taken. However, depending on the circumstances (such as in the event of a DUI or reckless driving citation), an employee's driving privileges may be suspended temporarily pending investigation and adjudication. (See § V-Driving/Parking Violations and Convictions; see also Appendix C)

I. Traffic & Parking Violations – If a citation is issued to a Vehicle by a “red-light” camera, unmanned traffic monitoring device, or a parking or traffic enforcement officer, the department to which the Vehicle is assigned must identify the responsible driver and require that individual to respond as instructed by the issuing agency. The driver is responsible for the payment of any fines, court costs, and fees.

J. Disciplinary Action – Any driver who fails to comply with the Program is subject to disciplinary action in accordance with UAH employment policies or the UAH Code of Student Conduct, as applicable, and other applicable UAH policies.

VI. MVR REVIEW AND APPROVAL

A. Authorization – Every driver seeking classification as a “Regular Driver” under this Program or seeking approval to operate a Vehicle must sign a release to authorize an MVR review. This requirement applies to every employee, student, volunteer, spouse or family member seeking to operate a Vehicle with only two exceptions: (1) Police Officers and (2) Incidental Drivers.

MVR review and approval for Police Officers will be performed in accordance with applicable UAH Police Department operating procedures. Those procedures shall be no less stringent than the requirements of this Program.

- B. MVR Review Frequency** – The MVR authorization allows UAH to periodically check a driver's MVR. The frequency of the periodic check will typically be annually for Regular Drivers, but may vary based on other factors such as a driver's history of moving violations and at-fault accidents. Under normal circumstances, it takes 2-3 business days to receive a response once the MVR authorization is received by Fleet Services.
- C. Review Criteria** – Fleet Services performs the initial review of MVRs and makes the initial determination of acceptable or unacceptable based on the UAS MVR Guidelines (See Appendix C – MVR Guidelines).
- D. Prospective Employees** – If the job duties of a prospective employee include regular driving, the prospective employee must complete the MVR authorization process with HR. If a prospective employee has an out-of-state driver license, processing may take additional time and may require a state-specific MVR authorization. Fleet Services will inform the hiring department or HR of any state-specific requirements.
- E. MVR Appeal Process** – A driver whose MVR is determined to be "unacceptable" may request to have his or her driver status reviewed a second time by Office of Risk Management after additional information is obtained. The driver is responsible for obtaining all the necessary information such as accident reports, court records and records from agencies that maintain traffic conviction and accident information. The review process typically takes two (2) to three (3) business days. This appeal review is to allow the driver to correct or clarify entries on his or her MVR and is not intended to be a request for an exception. The decision of the Office of Risk Management to grant or deny an appeal after reviewing additional information may be appealed to the Vice President for Finance and Administration.
- F. Unacceptable MVR Re-Review Request** – A driver whose MVR is determined to be "unacceptable" may request that Risk Management review his or her driver status if there are changes to an MVR that might impact a prior "unacceptable" determination. The requesting driver (or department/unit, if approved by department/unit head) will be responsible for the cost of the MVR. Reviews should only be requested if there are changes in the driving record that warrant such a review. This would include citations and/or accidents that have aged beyond the criteria set forth in Appendix C – MVR Guidelines

VII. USE OF A PERSONAL AUTOMOBILE FOR UAH BUSINESS

- Operation of a personal Vehicle for University-related business is covered under this Program, and drivers are subject to the MVR review and approval requirements and all other requirements of this Program. Operation of a personal Vehicle for University-related business requires the approval of the appropriate department/unit head and the approval must be in writing.

Employees operate their personal Vehicles at their own risk and volition. The University does not provide insurance or otherwise cover physical damage to an employee's vehicle, even if it is damaged while being operated on University business. Additionally, the University does not provide primary liability insurance for an employee while operating a personal Vehicle on University business. The mileage reimbursement paid to employees for the use of a personal Vehicle is intended to cover all operating expenses including insurance premiums, gasoline, and normal wear and tear. Personal Vehicles operated on UAH business must have liability insurance coverage. Refer to § XI – Insurance Coverages for minimum insurance requirements.

Anyone operating a personal Vehicle on behalf of UAH is obligated to consider the elements of this Program covering safe driving practices, compliance with compulsory insurance laws and compliance with traffic laws.

VIII. VEHICLE RESTRICTIONS

The following uses of, or activities while using, UAH Vehicles are strictly prohibited:

- A. Personal use, including but not limited to off-route trips (side trips for personal reasons).
- B. Transporting family, friends or other passengers who are not on UAH business.
- C. Transporting students for purposes other than for UAH business, including, but not limited to, events or activities not sponsored, supported, or endorsed by the University.
- D. Transporting items or materials that are not related to UAH business other than incidental personal items such as clothing or travel necessities.
- E. Transporting animals except for personal assistance, law enforcement, or approved academic or research purposes.
- F. Transporting any hazardous material including, but not limited to, chemicals, biological, and radioactive materials, unless prior written approval is granted by the director of the Office of Environmental Health and Safety.
- G. Use of radar detectors, laser detectors, or "jammers" while operating any vehicle on UAH business.

- H. Disabling, altering, or modifying of vehicle safety equipment including but not limited to: seat belts, airbags, traction control, warning lights, and audible alarms.
- I. Use of motorcycles, motor scooters, and motor-driven cycles on UAH business is additionally prohibited.

IX. VEHICLE ACCIDENT REPORTING AND INVESTIGATION PROCEDURES

All Vehicle accidents must be reported. Any driver involved in an accident must report the matter to his or her supervisor and to Risk Management immediately. Accidents involving golf carts and utility Vehicles are included in this requirement.

The following procedures apply to operators of Vehicles following an accident:

If a person is injured:

- Away from campus, call "911"
- On UAH campus call UAHPD at 256-824-6911

If no one is injured:

- Away from campus, contact the appropriate law enforcement agency in the area.
- On UAH campus call UAHPD at 256-824-6596

- A. Do not admit fault or guilt to anyone.
- B. Do not offer to pay for any damage, medical bills, towing, rental cars, taxi service or any other charges incurred by another party resulting from the accident. You do not have authority to bind UAH to such commitments.
- C. Exchange contact and insurance information with the other driver(s) involved, if possible. Obtain contact information for every witness and passenger. Contact information should include name, home address, employer, and at least two telephone numbers. Insurance information should include insurer name, policy number, and name of insured (may be different than the driver's name).
- D. If your Vehicle is towed from the accident scene, determine where the Vehicle will be taken and what may be necessary to retrieve the Vehicle.
- E. Ask the investigating law enforcement officer to provide the accident or incident report number. Ask the officer how a copy of the report can be obtained. Note: for accidents occurring on private property, such as in a parking lot, some law enforcement agencies will complete an incident report rather than a traffic accident report.
- F. Drivers who are involved in a traffic accident may be subject to post-accident substance abuse testing in accordance with applicable UAH employment policies.
- G. Contact RM and report the accident within one business day using the Vehicle Accident Report Form (see Appendix A). The accident must also be reported to the driver's direct supervisor or manager.

- H. Following any Vehicle accident, the driver and driver's direct supervisor or manager shall assist RM in conducting an accident investigation using the Vehicle Accident Investigation Report (see Appendix B).

X. INSURANCE COVERAGE

The University participates in the UAS automobile liability self-insurance and automobile physical damage insurance programs. These programs provide coverage, with some limitations, for UAH owned, leased, or rented vehicles.

- A. **Covered vehicles.** Coverage is provided for vehicles owned, leased, or rented by UAH. (UAH must be named on any lease or rental contracts in order for coverage to be afforded.) Consult with Procurement Services for appropriate rental/lease guidance to ensure coverage is extended.
- B. **Coverage - liability.** Coverage generally includes claims made by a third party for bodily injury or property damage liability arising out of the operation of a UAH owned or leased vehicle.
- C. **Coverage – physical damage.** UAH insures the most recent six (6) model year UAH-owned vehicles against physical damage.
 - 1. Vehicles older than the most recent six (6) model years are not covered by the UAS physical damage insurance policy. Departments/units should contact RM if they have concerns regarding specific vehicles that are not covered. Departments/units are responsible for all repairs to vehicles not covered under the physical damage insurance policy.
- D. **Personal vehicle insurance requirements.** Employees operate their personal vehicles at their own risk and volition. The University does not provide insurance or otherwise cover physical damage to an employee's vehicle, even if it is damaged while being operated on University business. Additionally, the University does not provide primary liability insurance for an employee while operating a personal vehicle on University business. The mileage reimbursement paid to employees for the use of a personal vehicle is intended to cover all operating expenses including insurance premiums, gasoline, and normal wear and tear.
 - 1. In order to operate a personal vehicle on UAH business, automobile liability must at a minimum meet the statutory **minimum** requirements for the State of Alabama or the state in which the vehicle is being operated, whichever is higher. Higher limits are strongly encouraged.
 - 2. Individuals operating a personal vehicle on UAH business are strongly encouraged to have adequate comprehensive and collision coverage for automobile physical damage. Drivers should consult with their insurance carrier to ensure adequate automobile liability and physical damage coverage.

- E. **Personal property.** The UAS vehicle insurance program does NOT cover the loss, theft, or damage to personal property. (Note: Theft of University property may be covered under the property insurance program. Personal property – property not owned by UAH – is not covered for any loss.)
- F. **Rental car insurance.** Coverage is provided through the UAS insurance program for short-term rental from car rental agencies. The insurance program includes physical damage or comprehensive/collision coverage for damage to short-term rental vehicles valued at \$75,000 or less. Departments/units must contact RM prior to renting or leasing any vehicle valued at greater than \$75,000.
 - 1. Except as provided for through special contract agreements, the car rental agency's optional coverage should be declined or waived by the renter, unless the rental is outside of the United States. Contact UAH Procurement Services to determine what special contract agreements for rental vehicle physical damage coverage may currently be in effect.
 - 2. The vehicle renter should always ask the rental car agency to include UAH on the rental agreement as confirmation that the rental is related to UAH business. Consult with Procurement Services for specific rental agreements/contracts currently in place.
- G. **Foreign Travel - Rental Car Insurance.** When traveling in a foreign country, it is usually preferable to use public transportation, since unfamiliarity with vehicles, roads, and the motor vehicle laws of a foreign country increase the risk of driving. If a vehicle is rented or leased outside the U.S., U.S. territories, or Canada for use on UAH business, the renter should purchase any liability and/or physical damage (collision/ comprehensive coverage) that is offered by the rental company. Secondary insurance may be available through UAH. The UAH Office of Risk Management must be notified in the event of any accident occurring while on UAH business, regardless of the location.
- H. **Deductibles.** Departments/units are responsible for the policy deductible amount for any physical damage claims for vehicles that are owned by, assigned to, or rented by that department/unit. The vehicle owner and/or driver are/is solely responsible for any deductibles resulting from accidents where a personal vehicle is used for UAH business.
- I. **Stop-loss "open lot" coverage.** Effective April 1, 2018, UAH participates in the UAS "open lot" stop-loss physical damage coverage for fleet (owned) vehicles. This program provides coverage against catastrophic loss or damage to fleet vehicles of any model year while on the UAH campus. This coverage carries a high deductible and is intended only for extensive property damage situations, such as damage to multiple vehicles from severe weather hazards.

I. 12 AND 15 PASSENGER VANS

- A. No additional 15-passenger vans may be purchased or leased after April 30, 2018.
- B. The short-term rental (30 days or less) from a car rental agency of a 15-passenger van is allowed, but the driving distance for each trip one way must be less than 25 miles, and the van may not carry more than 12 passengers including the driver.
- C. All 12 passenger vans purchased, leased or rented from a car rental agency shall be equipped with stability control (e.g. AdvanceTrac, Roll Stability Control-RSC, Stabili-Trak, and Electronic Stability Program-ESP) and anti-lock brakes.
- D. Any owned or leased 15-passenger vans in operation after this Program was established may only be used to haul cargo or for utility purposes and may be operated only for trips of 25 miles or less, one way.
- E. In addition to the other rules and guidelines contained in this Program, the following suggested practices should be considered:
 - 1. Travel of more than four hours prompts the need for at least two qualified drivers to allow for rest periods after 3 to 4 hours behind the wheel.
 - 2. Operating a van between 11:00 p.m. and 5:00 a.m. is discouraged.
 - 3. The van shall be loaded with passengers seated in the most forward positions to keep weight behind the rear axle at a minimum.
- F. No cargo may be secured and transported on the van roof.
- G. Towing trailers with a van is prohibited unless authorized by the Office of Risk Management.

II. CAMPUS CONTACTS

Please use the following contact information for inquiries relating to this Program:

Office of Risk Management
Kevin Bennett, Chief Risk/Compliance Officer
229A Shelbie King Hall
Huntsville, AL 35899
(256) 824-6875
<http://www.uah.edu/rmi>
riskmanagement@uah.edu

Fleet Services
124 Physical Plant Building
Huntsville, AL 35899
(256) 824-2594
<http://www.uah.edu/facilities-and-operations/facilities/fleet>
fleetservices@uah.edu

III. REQUIRED TRAINING

Driver Safety Training: Students, faculty, staff, volunteers, and any other party who will operate a UAH vehicle or a personal vehicle on UAH business must complete a UAH approved driver safety training course prior to any such operation and every three (3) years thereafter.

UAH currently provides online training through the United Educators' EduRisk program. Instructions for registration and completion of the required training may be found on the Fleet Services web page at: <https://www.uah.edu/facilities-and-operations/facilities/fleet>.

Persons successfully completing the defensive driving course must forward a copy of the course transcript to the Fleet Services office.

Vehicle Safety Management Program: The VSMP must be read and acknowledged prior to driving a UAH owned or leased vehicle or operating a personal vehicle on UAH business.

APPENDIX A – VEHICLE ACCIDENT REPORT FORM

All drivers involved in a vehicle accident while driving on behalf of UAH are required to complete a Vehicle Accident Report Form (VARF) and submit copies to their direct supervisor or manager and the Office of Risk Management within one (1) business day following an accident. This requirement applies to drivers of University-owned vehicles, leased vehicles, golf carts and utility vehicles. It additionally applies to personal vehicles when said vehicles are being used for University-related business.

The Vehicle Accident Report Form is required in addition to police accident reports. A police accident report may not be substituted in place of the VARF. All information should be completed to the best of the driver's ability. A supplemental report may be submitted at a later date if additional information becomes available or is recalled after the fact.

The VARF should be submitted in its entirety – three (3) pages. Electronic versions are acceptable for submission. A fillable PDF version is available on the Fleet Services web site at <http://www.uah.edu/facilities-and-operations/facilities/fleet> and on the RM web site at <http://www.uah.edu/rmi/forms>.

The driver should attach witness statements, photos, and other additional information to the VARF. Drivers are responsible for providing a copy of the police accident report to RM as soon as it is available.

The following Vehicle Accident Report Form is to be used for all UAH vehicle accidents:



Vehicle Accident Report Form

When an accident occurs:

ORM Accident No. _____

Keep In Your Glove Box

First Steps	Do NOT Say	While Still At the Scene
<ul style="list-style-type: none"> • Remain calm • Get to a safe place • Check for injuries • Administer first aid • Call police/EMT 	<ul style="list-style-type: none"> • It's all my fault, (even if you think it is). • My insurance will pay for everything. • It's OK, I have full coverage. 	<ul style="list-style-type: none"> • Gather as much information as possible on this report. • Take pictures. • When the police come, cooperate and tell them what you know.

UAH Driver Information

Your Name	Phone
Your Address	

Your Vehicle Information

Vehicle Make/Model	Vehicle Color
License Plate Number	Vehicle Year
UAH Vehicle Number: _____ OR <input type="checkbox"/> Rented Vehicle <input type="checkbox"/> Leased Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/>	

Accident Details

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

Damage Descriptions

Your Vehicle Towing Company Name & Phone: _____	Other Vehicle Towing Company Name & Phone: _____
---	--

Other Driver/Vehicle Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	
Other Drivers Name:	
Other Drivers Address:	
Other Drivers Phone:	

Your Role at UAH:	
Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Identify your position or affiliation and scope of employment and at UAH (position title and duties related to your position):	
What was the official UAH business or function being performed? (Describe in detail)	
Were you on your way to: Class <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other: _____	Were you leaving from: Class <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Other: _____
Did you take a UAH owned, rented, or leased vehicle home? Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES - Did you have written supervisor authorization to take the vehicle home? Yes <input type="checkbox"/> No <input type="checkbox"/>
What was your destination at the time of the accident? (specific address)	
What was the specific address from which you started your travel?	
Were you transporting anyone else in the vehicle? (passengers) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list all passengers and their affiliation with UAH:	
Were all passengers in the vehicle authorized to be in the vehicle and traveling within the scope of UAH business? Yes <input type="checkbox"/> No <input type="checkbox"/> Describe in detail:	
What were you doing immediately before the accident occurred? (e.g., talking to passenger, talking on phone, texting, adjusting environmental controls)	
Have you completed a defensive driving course in the past three calendar years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide date(s): _____	
Was there an unsafe condition that you feel contributed to the accident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe the condition in detail and why you feel it existed:	
Was there an unsafe act that you feel contributed to the accident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe the act(s) and how you feel this contributed to the accident:	

Please attach any police reports, witness statements, photos, or additional information.

Driver Signature: _____

Date: _____

APPENDIX B – VEHICLE ACCIDENT INVESTIGATION REPORT

Vehicle accident investigation is critical to the success of an effective vehicle safety program and is necessary in order to determine the true cause of accidents. A proper accident investigation will lead to a proper determination of whether or not the accident was preventable.

The Office of Risk Management, in consultation and cooperation with the driver and driver's supervisor or manager, will conduct a vehicle accident investigation for each vehicle accident. These investigations are intended to:

- A. Determine the sequences of events leading to the accident,
- B. Identify the cause of the accident,
- C. Find methods to prevent similar accidents from occurring.

In addition, the vehicle accident investigation process will help to track direct and indirect consequences of accidents, such as:

- A. Personal injury,
- B. Property loss,
- C. Lost time/wages,
- D. Other direct and indirect costs.

Any driver involved in an accident and the direct supervisor or manager of the driver are required to cooperate with RM during the investigation process.

Instructions for Completing a Vehicle Accident Investigation Report

- A. Begin your investigation as soon as possible after the loss.
- B. Part I and II should be completed within 24 hours after an accident.
- C. Parts III and IV should be completed within 2 weeks after an accident.
- D. Go to the scene of the accident if possible. Get the big picture first. Consider making a diagram or taking photos.
- E. Talk with the driver involved -- at the scene of the accident, if possible.
- F. Talk with other people who know what happened -- witnesses, other employees.
- G. Put each person at ease
- H. Investigate to get the facts, not to place blame
- I. Make each interview in private away from others
- J. Ask others not to talk amongst themselves until you have interviewed them
- K. Ask questions and repeat the story back to them to be sure you understand all of the circumstances.

- L.** End each interview on a positive note.
- M.** Look for all of the causes -- unsafe acts, unsafe conditions, contributing factors, and base causes.
- N.** Be careful of re-enactments. Don't ask for actions to be repeated.
- O.** Record the facts quickly.
- P.** Develop your conclusions. Confer with others, solicit prevention ideas.
- Q.** Act positively to prevent re-occurrence. Correct or refer correction to higher authority as appropriate under UAH Human Resources policies and practices.
- R.** Follow up to make sure the corrective action is effective. Publicize the corrective action taken for the benefit of all.

The following Vehicle Accident Investigation Report (VAIR) is to be used for all vehicle accident investigations. VIARs shall be initiated by the department/unit to which the driver involved is employed or is directly affiliated with (volunteers, student workers, etc.). In the event that a student is the responsible driver and a clear department/unit relationship cannot be established, Student Affairs shall appoint an appropriate Student Affairs supervisor, manager, or student group advisor (e.g., Housing and Greek Life) to complete the necessary portions of the VAIR.

Vehicle Accident Investigation Form

ORM Accident # _____

Part I - General Information			
Driver Name		Department/Unit	
Date of Accident	Time:	AM PM	How long has driver been operating vehicle? Years: Months:
Exact Location of Accident:			
List dates of all vehicle accidents by this driver in the past three years:			
Part II - Description of Accident (Describe what happened - who was involved - where - when - why - how)			
Part III - The Cause of the Accident (also complete page 2 of this form)			
What did our driver or any other employee do or fail to do, that contributed to this accident?			
Did driver's physical condition (hearing, eye defects, sickness, lack of sleep,) cause or contribute in any way to the accident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, explain in detail:			
Did a vehicle's condition, scheduling, routing, maintenance, etc. contribute in any way to the accident occurrence or to the resulting damage or injury? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Part IV - Corrective Action Taken			
What is being done to prevent a re-occurrence? (Be specific. List definite steps taken. Avoid vague or meaningless answers such as "Told driver to be more careful," etc.)			
Signature of Supervisor:			Date
Part V - Risk Management Review			
Preventable by Driver Yes No			
Recommended Corrective Action(s):			
Recommended Corrective Action(s) Implementation Responsibility (specific Department/Unit):			
Signature of Director, Risk Management:			Date

Form Rev. 2017-04

VAIR - Page 1 of 2

Vehicle Accident Investigation Form

ORM Accident # _____

<p>Contributing Factors - Unsafe Acts of UAH Driver (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failure to observe clearances <input type="checkbox"/> Failure to signal intentions <input type="checkbox"/> Failure to yield right of way <input type="checkbox"/> Speed too fast for conditions <input type="checkbox"/> Following too close for conditions <input type="checkbox"/> Improper backing <input type="checkbox"/> Improper parking <input type="checkbox"/> Improper passing <input type="checkbox"/> Improper turning <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> Driving under the influence of alcohol or drugs <input type="checkbox"/> Insufficient visibility <input type="checkbox"/> Operating beyond vehicle weight capacity <input type="checkbox"/> Operating beyond vehicle passenger capacity <input type="checkbox"/> Operating defective equipment <input type="checkbox"/> Operating while fatigued <input type="checkbox"/> Operating without proper equipment <input type="checkbox"/> Operating without proper license (CDL, etc.) <input type="checkbox"/> Reckless driving <input type="checkbox"/> Other _____ <input type="checkbox"/> None 	<p>Contributing Factors - Unsafe Conditions of UAH Vehicle or Road (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carbon monoxide hazard <input type="checkbox"/> Defective brakes <input type="checkbox"/> Defective personal protection <input type="checkbox"/> Defective turn signals <input type="checkbox"/> Defective tires (material defect) <input type="checkbox"/> Improper tires (worn or underinflated) <input type="checkbox"/> Inoperative lights <input type="checkbox"/> Road conditions - Ice/snow <input type="checkbox"/> Road illumination <input type="checkbox"/> Road conditions - Rain/fog <input type="checkbox"/> Vehicle loaded improperly <input type="checkbox"/> Excessive load <input type="checkbox"/> Unauthorized or illegal cargo <input type="checkbox"/> Equipment improperly modified or bypassed <input type="checkbox"/> Other _____ <input type="checkbox"/> None
<p>Contributing Factors - UAH Driver Distraction or Impairment (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal impairment - Alcohol/Drug Abuse <input type="checkbox"/> Distraction - climate controls, radio, etc. <input type="checkbox"/> Personal impairment - Emotional/Mental state <input type="checkbox"/> Distraction - phone, texting, reading, etc. <input type="checkbox"/> Personal impairment - Fatigue <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Interior hazard inside vehicle <input type="checkbox"/> Lack of knowledge/skill/training <input type="checkbox"/> Personal impairment - Physical capabilities <input type="checkbox"/> Procedure improvised or not followed <input type="checkbox"/> Unsafe act of others <input type="checkbox"/> Other _____ <input type="checkbox"/> None 	<p>Root Cause Analysis (To be completed by Risk Management):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failure to correct known vehicle hazards <input type="checkbox"/> Inadequate design/mechanism <input type="checkbox"/> Inadequate hazard identification system <input type="checkbox"/> Inadequate vehicle inspection program <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate personal protection <input type="checkbox"/> Inadequate pre-trip planning <input type="checkbox"/> Inadequate purchasing standards <input type="checkbox"/> Inadequate policy <input type="checkbox"/> Inadequate enforcement of policy <input type="checkbox"/> Inadequate employee selection or hiring <input type="checkbox"/> Inadequate training or orientation <input type="checkbox"/> Inadequate safety management <input type="checkbox"/> Failure to warn driver of hazards <input type="checkbox"/> Other _____ <input type="checkbox"/> None

This form to be completed in its entirety for all vehicle accident investigations.

APPENDIX C- MVR REQUIREMENTS

University of Alabama System MVR Guidelines

Effective: May 01, 2018

The following criteria are used to weigh an individual's eligibility to operate a vehicle under the University safety program. An individual can be disqualified if the following violations are identified through any MVR, background check vendor, or through other information that becomes known to the risk manager.

A. Any of the following violations ever:

1. Vehicular homicide or assault
2. Conviction of a felony involving a motor vehicle

B. Any of the following violations occurring within five (5) years of the date of review:

1. DUI/DWI/Refusal to Submit – Driving under the influence of alcohol or drugs
2. Open Container/Chemical Test Failure/possession of a controlled substance
3. Leaving the scene of an accident – hit and run
4. Eluding or attempting to elude a police officer

C. Any of the following violations occurring within three (3) years of the date of review:

1. Reckless/Careless Driving
2. Passing a loading or unloading school bus
3. Racing
4. Speeding in excess of 25 MPH over the posted speed limit
5. Speeding over 85 MPH regardless of the posted speed limit
6. Driving on a suspended or revoked license
7. Three or more (combined) minor violations or at-fault auto accidents

D. Two or more minor violations occurring within one (1) year of the date of review:

Minor Violations are defined as any moving violation not specifically listed in any section above including, but not limited to, speeding tickets, at-fault auto accidents, suspensions/revocations, driving distracted or texting while driving.

E. Other circumstances which, under the discretion of the risk manager, constitute grounds to suspend privileges.

These guidelines are not intended to serve as an inflexible checklist, and will be reasonably interpreted by the risk manager with good judgment and discretion, in light of known and relevant circumstances.

Review The Office of Risk Management is responsible for review of this Program every five (5) years or whenever circumstances require.

Approval

Chief University Counsel Date

Campus Designee Date

Vice President for Finance and Administration Date

APPROVED:

President Date



Policy Tracking Form

This completed form must accompany all new or revised policies submitted for review and approval.

This section to be completed by the departmental policy contact.

Policy Information

Policy Name:	Department:
Contact:	Policy Type: (New or Revision)
Why is the new or revised policy being proposed?	
If revising an existing policy, summarize the proposed changes.	

Existing Policy Review

New and revised policies must be consistent with Board Bylaws, Rules, and Pronouncements, as well as policies of other System campuses. Explain which rules and/or policies from each campus were consulted and how they compare to the proposed new or revised policy. Attach additional documentation if necessary.

Board/Chancellor Rules and/or Bylaws

- ☐ The proposed policy is consistent with Board Bylaws, Board Rules and pronouncements, and Chancellor rules and pronouncements.

Comments:

UA Policies

- ☐ UA Policies have been considered in the development of the proposed policy.

Comments:

UAB Policies

- ☐ UAB Policies have been considered in the development of the proposed policy.

Comments:

Other Related UAH Policies

☐ Other UAH Policies have been considered in the development of the proposed policy.

Comments:

External Reviewers

List below and attach documentation of any feedback received from reviewers external to the sponsoring department and its direct supervisory administration. Include input received from University Counsel, affected constituencies, departments, or divisions.

University Counsel

☐ University Counsel has been consulted in the development of the proposed policy.

Comments:

Affected Constituencies, Departments, or Divisions:

☐ Affected constituencies, departments, or divisions have been consulted in the development of the proposed policy. Groups contacted are named below.


Comments:

Additional Information

Please provide any additional information that should be considered in the review of this policy.

This section to be completed during review.

Review

Campus Designee	Vice President or Designee  11/23/2020
Chief University Counsel	President