

**Faculty Senate Resolution 20/21-12:  
Faculty Handbook Chapter 4 Revision Spring 2020**

History: At FSEC Mar. 12, 2020 for First Reading as Senate Bill 450, submitted via the Personnel Committee, then sent back to the Personnel Committee by FSEC.

At Jan. 15, 2021 FSEC meeting, passed First Reading and was scheduled for Second Reading for Jan. 21, 2021 Senate meeting.

Passed Second and Third Reading at Jan. 21, 2021 Senate meeting, becoming Senate Resolution 20/21-12.

N.B.: Change indicators here appear to be *changes from some prior proposed language* rather than changes from the in-force Chapter 4.

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

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

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

NOW THEREFORE BE IT RESOLVED:

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

BE IT FURTHER RESOLVED:

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

BE IT ALSO RESOLVED:

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

Formatted: Space After: 0 pt

# CHAPTER 4.

## 4. ORGANIZATION OF ACADEMIC AFFAIRS

### 4.1. Introduction

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

**Deleted:**  
**Deleted:** Engagement

### 4.2. Academic Colleges

Within Academic Affairs, there are seven degree granting colleges: Arts, Humanities, and Social Sciences; Business; Education; Engineering; Nursing; Professional Studies; and Science. Also within Academic Affairs are the Honors College, the School of Graduate Studies, and the Library. All Colleges, except the College of Nursing and the Honors College, have departments headed by chairs who report to the dean. The seven degree granting colleges administer courses of instruction leading to the baccalaureate degree and furnish courses of instruction and faculty in support of graduate degrees administered by the School of Graduate Studies. Academic Departments and non-departmentalized Colleges serve the dual functions of administering courses of instruction leading to degrees and of administering faculty, students, and staff.

**Deleted:** six  
**Deleted:** College of  
**Deleted:** ,  
**Deleted:** ,  
**Deleted:** ,  
**Deleted:** Liberal  
**Deleted:** Arts, , Humanities, and Social Sciences,  
**Deleted:** ,  
**Deleted:** The College of Nursing has two associate deans who direct the undergraduate and graduate programs, respectively, and who report to their dean. Each academic college that is

### 4.3. Responsibilities and Duties of a Dean

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

**Deleted:** six  
**Deleted:** s  
**Deleted:** es  
**Deleted:** and serves at the pleasure (at will)  
**Deleted:** and sits

A dean is responsible for strategic planning for the college, for the administration of college operations, and for leadership of the college and its faculty, staff and students. The dean is the

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

Deleted: .

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

Deleted: developing

Deleted: recommending

Deleted: For procedures

Deleted: , see the relevant a

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

Deleted: A

Deleted: and serve at the pleasure of the

Deleted: DD

Deleted: Assistant or associate deans serve at the pleasure (at will) of the DdDean

Deleted: .

Deleted: D

Deleted: /

Deleted: /

Deleted: /

Deleted: normally

Deleted: See the relevant a

Deleted: for

Deleted: or

#### 4.4. Establishment, Review, and Dissolution of a Department

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

Deleted: may

Deleted: , if appropriate, by decision of the provost

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

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

**Deleted:** reorganize,

**Deleted:** ,

**Deleted:** to effect economies in management,

**Deleted:** reorganize,

**Deleted:** ,

**Deleted:** reorganization,

**Deleted:** near

**Deleted:** ,

**Deleted:** , or reorganize

### Additional Considerations

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

**Deleted:** reorganize,

**Deleted:** ,

**Deleted:** reorganize,

**Deleted:** ,

**Deleted:**

**Deleted:** reorganization,

**Deleted:** ,

If the University is unable to provide suitable employment for a tenured faculty member who is displaced by the merger, or discontinuance of academic units, the University shall provide at least one calendar year of notice of termination. During the period of notice of termination, the University will either provide suitable employment for the academic year that is part of the notice period or suitable employment for part of the academic year that is part of the notice period and severance pay in lieu of employment during the academic year with the sum of the employment period and severance pay totaling compensation for the academic year of the notice period. The choice of the manner in which compensation for the notice period is, i.e., the combination and severance for the notice period, is the President's. In determining the date of severance and the amount of severance pay, the University will consider the faculty member's service to the University and will be mindful of the interests of the faculty members who are approaching eligibility for vesture in the

**Deleted:** or at least one academic year of severance pay.

retirement system or eligibility for retirement.

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

Deleted: reorganization,

Deleted: ,

Deleted: reorganize,

#### 4.5. Responsibilities and Duties of a Department Chair

A department chair provides academic and administrative leadership for the department. He or she is accountable to ~~the university administration~~ for implementing the plans, goals, and policies of the university ~~and needs to have a suitable working relationship with the dean~~. The appointment may potentially be up to four years.

Deleted: /

Deleted: and serves at the pleasure (at will) of the dean and is accountable to

Deleted: term of

Deleted: and is subject to reassignment at any time by the Dean with the concurrence of the Provost

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

Deleted: e

Deleted: and

Deleted: ,

Deleted: and

Deleted: t

Deleted: For

Deleted: see the Arelevant

Deleted: a

#### 4.6. An Academic Program outside the Departmental Structure

Occasionally the university needs to establish an academic program outside the departmental structure, typically for an interdisciplinary program. In such cases, faculty from two or more

departments staff the program. A program may be formed within a college or between colleges. The program proposal must identify one department as the primary unit for administrative purposes. The proposal for a new program must follow the current guidelines approved by the university and the Board of Trustees of The University of Alabama. A faculty member is not awarded tenure in an academic program outside the departmental or college structure. The administrative officer of the program is the program chair who is appointed by the Dean with the concurrence of the Provost. The program chair reports to a Dean who, with the program chair, selects faculty members to form the program committee. The program committee establishes academic policies and procedures and acts on matters requiring faculty decisions. After the program is fully operational, the program faculty or an elected program committee conducts the program.

- Deleted: -
- Deleted: one
- Deleted: T
- Deleted: System
- Deleted: does not earn
- Deleted: d

#### 4.6.1. Responsibilities and Duties of a Program Chair

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

- Deleted: , and serves at the pleasure of the Dean,
- Deleted: to
- Deleted: and serves at the pleasure of
- Deleted: D
- Deleted: is accountable
- Deleted: For
- Deleted: see the

Upon completion of the search process, the dean solicits from individual program faculty members a summary of their evaluation and advice on each final candidate. In the event that the dean does not secure the appointment of a chair from the list of candidates who have general faculty support, the search process normally shall be continued until a chair acceptable to the dean and the Provost is successfully recruited. Except in extraordinary circumstances, the dean will select a chair from those candidates who have general faculty support. Procedures for the reappointment and reassignment of program chairs will follow those established for department chairs. (See Appendix B)

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

#### 4.7. Cooperative, Joint, and Shared Programs

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

- Deleted: System

#### 4.8. Comprehensive Program Review

A comprehensive review to evaluate academic programs will be undertaken by the Provost, at least every ten years or in conjunction with the discipline's professional accreditation review cycle. As part of the review process, the unit conducts a self-study. A review committee of faculty along with an external consultant writes reports addressing strengths and weaknesses of the program. Findings and recommendations are submitted to the Provost. Details of the review procedures and follow-up actions are in the Manual for Comprehensive Academic Program Review found in the Office of the Provost or offices of the Deans.

Deleted: five

#### 4.9. Responsibilities of the CIO and Academic Director

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

Deleted: ,

Deleted: including the

Deleted: s

Deleted: academic

Deleted: ,

Deleted: serves at the pleasure (at will) of the Provost,

Deleted: is

Deleted: For

Deleted: see the

Deleted:

#### 4.10. Other Academic Units Reporting to the Provost

##### 4.10.1. Institute for Science Education

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

Deleted: Education

##### 4.10.2. Alabama Space Grant Consortium

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

Deleted: ing

Deleted: s

|

|

