



## **MEMORANDUM**

**TO:** UAH Community  
**FROM:** Robert A. Altenkirch, President  
**DATE:** September 6, 2016  
**SUBJECT:** Policy Update (CORRECTED)

Over the course of the summer, several draft policies were posted on myUAH for review, and several policies were put in place as either final or interim versions. Comments on draft and interim policies may be directed to the Faculty Senate, Staff Senate, Student Government Association, or the administrative head of the division under which the policy falls. A summary of the recently posted policies is given below:

### **Final**

02.01.51 Academic Affairs **Communicable Disease Policy**: Establishes guidelines for management of issues relating to communicable diseases affecting members of the campus community.

### **Interim**

07.01.02 Research and Economic Development **Policy for the Institutional Review Board for Human Subjects Research**: Establishes consistent policies and procedures for review of all research involving human subjects in accordance with Federal Regulations.

03.01.04 Student Affairs **Student Services Building Digital Visitor Signs Policy**: Establishes a protocol for displaying messages on the digital visitor parking signs in the parking lot in front of the Student Services Building (K1).

02.01.55 Academic Affairs and Human Resources **Nepotism Policy**: Defines UAH's policy regarding the employment, evaluation, and educational experiences of family members of employees.

02.01.57 Academic Affairs **Faculty Credentials Policy**: Defines credentials expected and the credentialing process for individuals teaching at UAH to ensure compliance with SACSCOC Comprehensive Standard 3.7.1.

06.06.40 Facilities and Operations **Use of University Facilities and Property Policy**: Provides general use guidelines for campus facilities and property for both university

and non-university organizations and designates an additional designated public forum area on the Greenway south of Charger Union.

07.01.01 Research and Economic Development **Unmanned Aerial Systems (UAS) Flight Operations Policy**: Establishes procedures and approval for UAS operation at UAH to ensure safe and legal flights.

04.03.03 University Advancement **Student Services Building Conference Center Use Policy**: Establishes proper use and access to the Conference Center areas in the Student Services Building managed by the Office of University Events.

### **Draft**

02.01.56 Academic Affairs **Course Forgiveness and Repeat Policy**: Establishes consistent policy and procedure for course repeats and forgiveness.

06.02.08 Human Resources **Indebtedness and Collection Policy**: Provides information and guidance regarding indebtedness of an employee.

07.03.02 Research and Economic Development **Copyright Policy**: Clarifies the respective rights of the university, its employees, and third-party sponsors regarding copyrightable work.

07.03.03 Technology Commercialization **Distribution of Income from Intellectual Property Proceeds**: Complies with Board of Trustees Rule 509 that the campus adopt a “policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor.”

Thanks,

Bob