

Agenda of the Faculty Senate
October 13, 2022
Zoom Meeting
3:30-5:00pm

I. Recognize proxies

II.

Remarks from Dr. Ken Kitts, President

V. Remarks from Dr. Ross Alexander, Provost/EVPAA

VI. Remarks from Dr. Jessica Stovall, Faculty Senate President

VII. Reports

a. Standing Committees

i. Faculty Affairs

1. Review of Policies for Policy Environment Task Force (SGEC: FS)

a. Policies Concerning Adjunct Faculty

b. Promotion Policy

c. Workload Policy

ii. Academic Affairs

1. Review of Policies for Policy Environment Task Force (SGEC: FS)

a. Proposal for Revisions to Graduate Faculty Selection Policy

b. Proposal for Revisions to Nepotism Policy

iii. Faculty Attitude Survey

iv. Faculty Handbook Oversight

VIII. Unfinished Business

a. Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS)

IX. New Business

- a. Proposal for Review and Report on Online Proctoring Services (FS)
- b. Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy (FS)

X. Information items

XI. Adjourn

8 September 2022

A regular meeting of the University of Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Phillip Long

Ravi Gollapalli for Leshan Kimbrough
Tosha Paige Whitten for Betsy Heckert

Alejandra Alvarado-Brizuela, Lisa Ann Blankinship, Tabitha Blasingame, Miranda Bowie, Greg Buckley, Dan Burton, Gabriela Carrasco, Justin Carter, Helen Coronel, Chris Cottingham, Anissa Graham, Einar Gudmundsson, Felicia Harris, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Kelly Latchaw, Ian Leoppky, Thomas Lukowicz, Jennifer Maddox, George Makowski, Janna Malone, John McGee, Bryan McHenry, Jessica Mitchell, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Angel Tomlinson, Jason Watson, Pete Williams, Gretchen Windt

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Policy, and Workload Policy) and the Academic Affairs Committee (Graduate Faculty Selection Policy and Nepotism Policy) for review. Sen. Watson accepted the amendment

2.4.2 Faculty Employment Agreements

Offers of appointment are made by the President in letter form. Offers of appointment are for one year only and specify position, academic rank, contract period, effective date of appointment or position, any departmental or college standards, and a deadline date for acceptance. Offers of appointment are of the official

transcript transcript of that degree(s) must also be submitted. The appointee also will be advised by the department chair of the standards and procedures generally used in decisions affecting the renewal of contracts and tenure. As applicable, acceptance of an offer of appointment shall be in writing.

2.10 FACULTY RECORDS

Permanent record files for faculty members are maintained in the Office of the Provost and Executive Vice President for Academic Affairs. Included in these files are employment agreements, personal data records, official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in

support of faculty credentials, correspondence, and other relevant materials. Faculty records related to payroll are maintained in the Business Office; those records relating to benefits are maintained in the Office of Human Resources. All faculty records are maintained with proper regard for security and confidentiality. Access is limited to those persons whose positions carry authorization for record use and review. Faculty members may inspect their records by appointment.

APPENDIX 2.A POLICIES CONCERNING ADJUNCT FACULTY

B. Employment of Adjunct Faculty

1. For first-time employment of adjunct faculty, the department chair should submit to the college dean a Personnel/New Hire Action Form and complete the New Hire Checklist. The college dean should endorse the request and send it to the Provost and Executive Vice President for Academic Affairs. Subsequent employment will be made by an Electronic Personnel Action Form. For adjunct faculty, no interview is required at the Provost and Executive Vice President for Academic Affairs level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcript(s) for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials is required and should be uploaded to the Online Employment System. The Office of the Provost and Executive Vice President for Academic Affairs will keep vitae and transcripts on file.

MEMORANDUM

TO: Faculty Senate
FROM: Dr. Jessica Stovall, Faculty Senate President
RE: Proposal for Review and Report on Online Proctoring Services
DATE: October 1, 2022

The information we learn from the Faculty Attitude Survey is used to identify issues for the Faculty Senate to consider for the upcoming academic year. One such issue that was identified is the need to review and report on the Online Proctoring Services used at UNA. The Faculty Attitude Survey results pertaining

The Alabama Nepotism statute provides that:

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This statute is applicable to all university positions, including temporary, part-time, and student positions. Furthermore, any committee member (i.e., University-Wide Promotion and Tenure Portfolio Review Committee) in which there may be a possible conflict of interest due to relationships shall be subject to this statute.

Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Approved by the Board of Trustees, 03/05/1993 Revised, 01/20/1998
Suggested revisions 10/3/2022

MEMORANDUM

TO: Faculty Senate
FROM: Dr. Jessica Stovall, Faculty Senate President
RE: Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy
DATE: October 1, 2022

The information we learn from the Faculty Attitude Survey is used to identify issues for the Faculty Senate to consider for the upcoming academic year. One such issue that was identified is the need to revise and update the University's Parental Leave Policy.

1. Grants will be made for October 1 to September 30 time periods (or less as designated in the proposal). Projects lasting more than one year may be extended by notifying the appropriate college dean/University Librarian/Executive Director of Educational Technology Services.
2. Faculty development monies will be limited to full-time faculty.

- A faculty member having a reduced teaching load and increased service responsibilities (e.g., assisting with responsibilities relating to program assessment plans or an upcoming accreditation visit).
- A faculty member having a continuity plan for their courses (i.e., teaching their courses in-person at the beginning of the semester and switching to online delivery the latter part of the semester).

Procedure for Requesting Leave

As soon as possible, the faculty member should notify her/his department chair of the due date or adoption date and request assistance in planning a workload adjustment plan that would accommodate the parental leave.

The department chair, in consultation with the faculty member, will propose a workload that accommodates the leave. The plan will make clear the expectations for the portion of the semester that the faculty member will not be on leave. Depending on when the baby is born or adopted, the faculty member may be able to teach courses typically taught during the semester. To ensure that a faculty member has eight weeks of parental leave, a faculty member may be asked to pick up different responsibilities during the portion of the semester that s/he is available to work full time. This plan will be sent to the dean for review and commentary and then forwarded to the Provost and Executive Vice President for Academic Affairs for final approval.

Faculty members and their supervisors must document leave time, and colleges will initiate a conversion to unpaid status if the faculty member does not return to work at the end of the approved paid leave period.

Tenure Clock Extension

A tenure-track faculty member who becomes the parent of a child by birth or adoption will automatically be granted a one-year tenure clock extension. The extension is automatic in order to allow faculty members to make decisions in their best interests regarding work and family demands without fear of negative consequences for requesting an extension.

A faculty member who has qualified for FMLA leave while holding a tenure-accruing appointment will receive an automatic a one-year extension of the date on which the probationary period would end. Only two such extensions are allowed.

Under no circumstances wou