

**FACULTY SENATE STEERING COMMITTEE MEETING
FEBRUARY 13, 2007 – 3:00 PM – 206F SHELBY HALL**

APPROVED MINUTES

ATTENDING: John Vincent, Karen Steckol, Clark Midkiff, Lowell Baker, Marcia Barrett, Carolyn Cassady, Margaret Garner, Martin Evans, Dee Goldston, Douglas Lightfoot, John Mason, Steve Shepard, Shane Street, Mathew Winston, Jeanette Vandermeer

GUESTS: Cresandra Smothers, Dialog; Rebecca Kelly, Wellness Coordinator

Roll call and quorum check by Clark Midkiff.

The minutes of the Faculty Senate Steering Committee meeting held January 9, 2007 were approved.

Rebecca Kelly, Director of the **Health and Wellness Program**, was introduced. Rebecca stated she is looking forward to working with faculty members concerning health and wellness issues. The Health and Wellness Office is located in the Russell Health Center and appointments will be available. Rebecca's contact information is:

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Director of Health Promotion and Wellness
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President's Report – (*John Vincent*) Receipt of media inquiries concerning the salary of Coach Saban continues. The faculty opinion survey sent by John Dew, Director of Continuous Quality Improvement, is on the web. The Provost has had three people agree to serve on the **Intellectual Properties Committee**. They should be in place in the near future. The continued expansion of the **Honors College** will bring about more representation on the Faculty Senate. This will be revisited next year. The Honors College has doubled in size since last year. There are issues of class size, maintaining quality and adequate housing due to the increase. There was discussion concerning a change in the appropriation of Arts & Sciences senators in view of the difficulty filling their senator allotment. John Vincent announced that he will be a candidate for Faculty Senate President. The election will be held in March.

Vice President's Report – (*Karen Steckol*) Karen reported that legislative issues were brought forward in a meeting of the American Council on Education Office of Women in Higher Education. Recommendations included student aid program consolidation in one office; SACS accountability, documentation, benchmarks and accreditation and affirmative action. At another

institution the turn-it-in program has been sued by a student. Karen expressed a willingness to serve again next year as Vice President.

Secretary's Report – (*Clark Midkiff*) A notice has been sent to faculty recommending that all 100/200 level classes report mid-term grades. Clark also expressed his willingness to serve next year as Secretary.

Academic Affairs – (*Marcia Barrett & Martin Evans*) The Academic Affairs Committee presented a draft of a **“Resolution on Leadership Evaluation”**. A standard or uniform review was not addressed by this committee. As it stands now, it is left up to each college. There is an eight year mandatory department review as part of the accreditation process. Therefore, the department review could be eliminated. It was suggested to include a mandatory five-year review of colleges. “Evaluate the leadership of your division” will be replaced by “evaluate the leadership and program review” in the resolution. Added as the last paragraph will be “And therefore, be it resolved by the Faculty Senate of The University of Alabama that the Faculty Participation in the Selection of Deans and Department Chairpersons and in the Evaluation of Academic Programs Committee be charged with recommending suggested criteria for the evaluation of deans, programs, and chairs across the institution”. Following further discussion, the final resolution draft will be emailed to Steering Committee members for approval. The Steering Committee voted in favor of the resolution with the changes discussed with two members abstaining. The reworded draft copy of the resolution is attached.

Faculty Life – (*Steve Shepard & Lowell Baker*) The **“Proposed Resolution on Maternity/Adoption Tenure Clock Extension at The University of Alabama”** was presented. Following discussion in past meetings, the resolution was passed by the Steering Committee. The Steering Committee passed the resolution unanimously.

Financial Affairs – (*David Arnold & Jeanette Vandermeer*) Two financial issues concern this committee. Grandfathering in **PEEHIP** benefits for faculty retirees facing an extreme financial burden due to legislation passed in 2004 increasing faculty payments for PEEHIP coverage with less than 25 years of service is one issue. The committee proposes combining the Faculty Senate Financial Affairs Committee, the Faculty and Staff Benefits Committee and the Faculty Senate Faculty Life Committee in an effort to rectify this situation. The other issue this committee is looking into is the salary/deductions for teaching summer school. A report will be given after some research into this issue.

Research & Service – (*Shane Street & Clark Midkiff*) This committee has concluded the inquiry regarding the Office of Research.

Faculty & Senate Governance – (*John Mason & Douglas Lightfoot*) There will be three **elections** coming up. There are three nominations for Faculty Senate officers; John Vincent for President, Karen Steckol for Vice President and Clark Midkiff for Secretary. Nominations will be taken from the Senate floor at the February meeting. The election will be held March 27th at the Faculty Senate meeting. Three faculty members are to be elected to the CUC. The Faculty Senate meeting will be held March 27. The full day meeting of the CUC will be March 22. The Faculty Senate will be asked for nominations at the March 27 meeting with a notation that other

nominations will come from the Committee Preference Form and the CUC. This will also be voted on in March. The third election will be for an ombudsperson. Nominations should come from a college other than Arts & Sciences, Business and Engineering. The election will be held in March. John Vincent will send out an email on Thursday, February 15 informing the faculty to make nominations for ombudsperson. The ombudsperson election will be held electronically.

Student Affairs – (*Carolyn Cassady & Karen Burgess*) **Student/Faculty Week** will be held the last week in February. The joint meeting with the Faculty Senate and the Student Senate will be Tuesday, February 27 from 5:00-7:00 PM at the Law School Moot Courtroom. An agenda for the meeting was discussed. A reception will be held following the meeting. The Student Affairs presented a resolution proclaiming February 26 through March 2 to be Student-Faculty Week at The University of Alabama. The students will put a coupon in the Crimson White to take a faculty member to lunch. The resolution was passed by the Steering Committee with one abstention. After further discussion, the suggestion was made for the Faculty Senate on behalf of all faculty members put an ad in the Crimson White praising and complimenting the students for their many accomplishments academically, performing arts, etc. The **dorm overflow** problem is a situation this committee should begin to address. The emphasis is to increase the number of students. Housing is and will become along with many other issues very critical. Expanded needs would include counseling, food services, housing, adequate faculty, student services and many other areas.

Resources and Priorities Committee announced that the number of fellowships next year will be reduced due to Graduate Student's payment of insurance from the funding source for Graduate Students. The same thing applies to RA's on grants. This will be considered on a case by case basis.

Meeting adjourned 5:20 PM

**RESOLUTION ON LEADERSHIP EVALUATION
&
CONCURRENT REVIEW OF DIVISIONAL PROGRAMS**

Whereas, it is the policy of The University of Alabama that faculty members in each academic division shall have periodic opportunities to evaluate the leadership of their division; and

Whereas, it is the policy of The University of Alabama that faculty members in each academic department shall have periodic opportunities to evaluate the leadership of their department; and

Whereas, it is the policy of The University of Alabama that faculty members in each academic division shall have periodic opportunities to evaluate the direction and quality of programs in their division; and

Whereas, a leadership evaluation and program review provide the opportunity for constructive input from faculty and other constituencies; and

Whereas, the current policies and guidelines for leadership evaluations and program reviews do not mandate evaluations by faculty; and

Whereas, it is desirable that leadership evaluations and program reviews occur regularly;

Therefore, be it resolved by the Faculty Senate of The University of Alabama that Part C of Appendix A of the *Faculty Handbook* be amended to read as follows:

It is the policy of The University of Alabama that faculty members in each academic division shall have periodic opportunities to evaluate the leadership of their division and the direction and quality of programs in their division and that the views of the faculty concerned shall be an important component of any personnel decision by the President resulting from the leadership evaluation and program reviews. The Office for Academic Affairs will establish a schedule for the leadership evaluations and program reviews of each academic division. A leadership evaluation and program review shall be scheduled in each academic division at least once every five years except that the Provost/Vice President for Academic Affairs may vary the schedule by as much as one year if a change in the leadership of a division occurs or is anticipated or if other circumstances arise in which it becomes desirable to do so.

A single committee will be selected to conduct the leadership evaluation and program review. The size and composition of this Evaluation Committee will be decided by the Provost/Vice President for Academic Affairs except that faculty members elected by the divisional faculty will constitute a majority of the Committee and, in the event the Committee consists of nine or more persons, elected faculty members will constitute at least two-thirds of the Committee. Other members of the Committee will be appointed by the Provost/Vice President for Academic Affairs; these may include persons other than divisional faculty. Secret ballot election by the divisional faculty, either acting as a whole or by departments according to procedures approved by the divisional faculty, shall govern the elected faculty membership on the Committee. One of the elected faculty members shall be designated by the Provost/Vice President for Academic Affairs to serve as chairperson.

And therefore, be it further resolved by the Faculty Senate of The University of Alabama that Part G of Appendix A of the *Faculty Handbook* be amended to read as follows:

It is the policy of The University of Alabama that faculty members in each academic department shall have periodic opportunities to participate in evaluation of the leadership of their department and that the views of the faculty concerned shall be an important component of any personnel decision by the Dean resulting from the leadership evaluation. The Dean, in consultation with the Office for Academic Affairs, will establish a schedule for the leadership evaluations of each department within the division. A leadership evaluation shall be scheduled in each academic department at least once every five years except that the Dean, in consultation with the Office for Academic Affairs, may vary the schedule by as much as one year if a change in the leadership of a department occurs or is anticipated or if other circumstances arise in which it becomes desirable to do so.

A single committee will be selected to conduct the leadership evaluation. The size and composition of this Evaluation Committee will be decided by the Dean except that faculty

members elected by the faculty shall constitute a majority of the Committee; secret ballot election by the departmental faculty shall govern the elected faculty membership on the Committee. The Dean may appoint up to three other members of the Committee; these may include persons other than departmental faculty. One of the elected faculty members shall be designated by the Dean to serve as chairperson.

And therefore, be it further resolved by the Faculty Senate of The University of Alabama that the Faculty Participation in the Selection of Deans and Department Chairpersons and in the Evaluation of Academic Programs Committee be charged with recommending suggested criteria for the evaluation of deans, programs, and chairs across the institution.

PROPOSED RESOLUTION ON MATERNITY/ADOPTION TENURE CLOCK EXTENSION AT THE UNIVERSITY OF ALABAMA

Whereas, the Executive Vice President and Provost has appointed a task force, the Maternity Leave Committee, to investigate the maternity leave policy at The University of Alabama; and

Whereas, this task force evolved to investigate policies and procedures associated with family-friendly work settings and Leadership Campuses across the nation; and

Whereas, the task force invested significant time and effort in developing well-reasoned and thoughtful recommendations; and

Whereas, the task force has completed its work and generated a final report for the Executive Vice President and Provost;

Therefore, be it resolved by the Faculty Senate of The University of Alabama that the University is encouraged to adopt the following policy regarding a Tenure Clock Extension for tenure-earning faculty:

Tenure-Clock Extension Policy:

Upon the birth or adoption of a child, a faculty member holding a tenure-accruing appointment will be granted a one-year extension of the date on which the probationary period would end. Only one such extension is allowed per faculty member. A written notice must be provided to the Department Head within six months of birth or adoption and no later than the December 15th prior to the October 1st on which the original mandatory tenure application was to be made. During this extension the retention process continues, with the probationary candidate receiving normal feedback from the department about job performance.

PROPOSED RESOLUTION ON STUDENT/FACULTY WEEK

WHEREAS, the students and faculty at The University of Alabama recognize the value of higher education as a center for lifelong learning and launching careers; and

WHEREAS, our goal is to create an environment for active learning, responsible citizenship, mutual respect, and preparation for lifelong learning for both students and faculty; and

WHEREAS, promotion of integrity is of primary importance in our student and faculty organizations and in campus and community citizenship; and

WHEREAS, students and faculty are committed to working together to make The University of Alabama a center of excellence, the pride of the state and the nation;

THEREFORE BE IT RESOLVED that the Student Government Association and the Faculty Senate of The University of Alabama proclaim February 26 through March 2 to be Student-Faculty Week at The University of Alabama.

Article I. Senate Officers

In all elections of Senate Officers—President, Vice-President, and Secretary—elections will be by the vote of the majority of the senators voting, in the regular March meeting, as long as a quorum of the Senate is present. Nominations and election of the Senate President will be completed before the floor is opened for nominations for Vice President, and the election of the Vice President will be made before nominations are received for the Office of Secretary. Any senator interested in serving in one or more of these offices may submit a written statement of intention, with any supporting argument, not to exceed one page in length, to the Secretary of the Senate by February 10th of the year in which he or she hopes to commence office. The Secretary will distribute each such statement and supporting argument with the agenda for the February meeting of the Senate. Persons may also be nominated for these offices from the floor at the February meeting. A motion to close nominations, or the equivalent, is out of order. Each candidate will have an opportunity to speak to the Senate about his or her candidacy at the March meeting, and the Senate will have an opportunity to ask questions of each candidate.

Section 10. Faculty Ombudspersons.

1. Ombudspersons shall be elected by the faculty in conjunction with Faculty Senate elections every year.
2. There shall be three ombudspersons.
3. The term of office for an ombudsperson shall be three years.
4. Terms shall be staggered so that one new ombudsperson shall be elected every year.
5. Candidates shall be as representative of the entire faculty as possible; therefore one ombudsperson shall come from Arts and Sciences, one from Business or Engineering, and one from the other colleges and academic units. However, any faculty member

shall be free to seek the advice and help of any ombudsperson, regardless of the academic unit of either of their appointments, and may seek the help of more than one ombudsperson at any given time.

6. If willing candidates can be identified, the total of three ombudspersons shall always include at least one female and one male ombudsperson.. Gender and ethnic diversity shall be a prime consideration in selecting candidates.
7. Candidates shall have the following qualifications:
 - a. tenure,
 - b. rank of associate or full professor, with at least seven years of service at the University of Alabama as full-time faculty members with teaching and research responsibilities.
8. Candidates shall not be:
 - a. current members of the Faculty Senate,
 - b. current members of the Mediation Committee, or
 - c. current administrators of the University of Alabama.
9. At least two months prior to the review of nominees by the faculty senate, an announcement shall be sent to the entire faculty requesting nominations for candidates for the position of Ombudsperson. This announcement shall be accompanied by a copy of the guidelines, a list of current Ombudspersons, their term limits, and the academic units they represent (A&S, Business and Engineering, All Other). Any member of the faculty may nominate a candidate by submitting the name, with the candidate's approval, to the Faculty Senate. The names of all nominees shall be sent to the President of the Faculty Senate and to the Chairperson of the Faculty and Senate Governance Committee. These will be reviewed by the Faculty and Senate Governance Committee for candidates who meet criteria as itemized under items 5, 6, 7, and 8 in the guidelines. The slate of all qualified nominees will be distributed for election at the same time as Senate elections. Every effort shall be made to nominate multiple candidates and to rotate representation through the various departments and colleges over a period of time.
10. Ombudspersons shall not succeed themselves but may be nominated for another term after an interim period of three years or more.
11. The names of all ombudspersons shall be filed in the Office of Academic Affairs.
12. The names of all ombudspersons and their terms of office shall be posted prominently on the University web-site, and on the Faculty Senate web-site.
13. In the event that an ombudsperson is unable to fulfill his or her term of office, the existing ombudspersons shall name a successor from the same grouping of the no- longer-serving ombudsperson. The successor shall then stand for election for the remainder of the term, if any, at the next election.
14. Ombudspersons are expected to provide the following services:

Respect the confidentiality of all exchanges with faculty who seek their help; Make themselves easily accessible; Listen carefully to complaints and problems; Help identify and evaluate options and strategies for solving problems; Open channels of communication; Help mediate resolutions to problems; Identify, clarify, and help interpret University policies and procedures; Refer faculty to appropriate campus resources;

When fulfilling the preceding primary roles reveals policies or procedures that seem unfair, outdated, or ineffective, recommend that the Faculty Senate, a University standing committee, or an appropriate administrator review or make changes in such policies or procedures.

Ombudspersons are not expected to provide the following services:

Legal advice or legal representation; Intervention in a mediation or grievance;

(Of course, ombudspersons may participate in a mediation or grievance if properly invited. This statement is included to point out the fact that ombudspersons do not have the authority to intervene in an ongoing mediation or grievance procedure by their own volition.)

Address non-University related problems or complaints.

Ombudspersons may elect to provide the following additional assistance:

Advocate for a faculty member whose complaint, in their informed judgment, is meritorious and deserving of support. This advocacy may include assistance in forming oral or written arguments by the faculty member, or the provision of additional oral or signed written statements by the ombudsperson supporting a faculty member's appeal for mediation or redress of a grievance.

While fulfilling their normal responsibilities to the fullest, ombudspersons may decline to advocate for a faculty member, but must never advocate against a faculty member. To do so, would compromise the confidentiality and trust essential to the effectiveness of such a relationship.