

(December, 1995)

Draft - Faculty Handbook - Draft

CHAPTER ONE

GENERAL INFORMATION

I. Introduction

I. Mission of the University

The University of Alabama, the state's oldest public university, is the senior comprehensive doctoral level institution in Alabama. Established by constitutional provision, with subsequent statutory mandates and authorizations, the University's purpose is to advance the intellectual and social condition of all the people of the state through quality programs of research, instruction, and service.

The University of Alabama bases its activities on a broad range of research programs, many of which are recognized for their contributions to the economic, technological, and cultural growth of the state and region. This research, supported by a library which is a member of the national Association of Research Libraries, yields continuing stimulation for the instructional programs offered by the University's sixteen colleges and schools. At the undergraduate level the University offers a comprehensive range of baccalaureate programs in the arts and humanities and in scientific, technological, pre-professional, and professional fields. A university-wide core curriculum provides a strong general education component as the keystone of every undergraduate program. Graduate programs, built on these strong undergraduate foundations, concentrate on the development of original scholarship and research. In selected areas, including the state's only public law school, professional programs develop the highest levels of competence and leadership. As one of the two major residential campuses in the state the University enhances the academic and personal growth of all its students through its on-campus student life environment. Recognizing that education is a lifelong endeavor, the University offers a wide array of educational opportunities to adult and nontraditional students.

The University's research and instructional programs form a base for extensive service activities, providing continuing linkages with business, industry, and government through applications of new knowledge. These relationships cause the University's influence to extend beyond the bounds of the state as it assists developmental efforts at regional, national, and international levels.

II. History of the University

In 1818, the Congress of the United States donated 46,000 acres of land to the Territory of Alabama for educational purposes. ~~The University of Alabama is the result of that donation. The State of Alabama was not established until 1819, thus in a sense the University is older than the State.~~ The Board of Trustees of The University of Alabama was created in 1821, but it was not until April 18, 1831, that students were admitted to study in the newly erected buildings in Tuscaloosa. Most of the campus was burned by Federal cavalry during the Civil War and the University closed for several years.

The University reopened in 1869. Although the Congress of the United States donated additional lands to support rebuilding the University, progress was slow during the Reconstruction period. Migration to the West and economic recessions restricted the amount of money the state and individuals could provide.

The University and the state shared in the South's new economic prosperity following the Second World War. The University established doctoral programs and special centers for the study of urban problems. Its graduates became faculty members, deans, and educational leaders for many of the new colleges and universities being opened in the region. It established a series of extension centers throughout Alabama, nurturing two of them-Birmingham and Huntsville-into branch campuses, then into separate universities within The University of Alabama System. The University has retained its historic distinction as the Capstone of education in Alabama and as a major center for teaching and research among colleges and universities in the South.

III. Symbols of the University

A. Institutional Seal

The Roman goddess of wisdom, Minerva, stands within a rope-like band which encloses the words "The University of Alabama". To her left is an open scroll and she holds an olive branch in her left hand. Her right hand rests on a globe. The sun is depicted in the background to her right. In the words of Israel Pickens, governor of the newly formed State of Alabama, this "represents the light of science beaming on this hemisphere so lately emerged from a heathenish wilderness." (See copy on title page.)

B. University Name

The University's official name, The University of Alabama, is protected by copyright and may be used only for official business of the University. Anyone wishing to use the University name, or such popular names as "The Crimson Tide" or "Bama", or the seal, or any materials implying an official endorsement by the University for commercial purposes or for any non-official business, must receive prior permission from the Licensing Department. Use of University stationery for non-university correspondence or consulting work is prohibited, except when such use is permitted by law and is a normal part of the individual's professional academic activities.

C. Colors

The colors crimson and white have been associated with sports activities of the University since the late 1880's when American football began to be played in Tuscaloosa as a collegiate sport. Today, Alabama athletic teams are called the [*The Crimson Tide*] and the student newspaper is named the [*Crimson-White*].

D. Denny Chimes

~~This 115-foot bell tower, erected in 1929, stands in the main quadrangle of the campus. It houses a set of 25 bronze bells beginning in size of three feet in diameter and 305 small bells making up a complete campanile carillon. There is an automatic player for musical programs and the striking every quarter hour as well as a manual keyboard that can be played by a carillonneur.~~

This 115-foot bell tower, erected in 1929, stands in the main quadrangle of the campus and houses a complete campanile carillon. The carillon includes a set of 25 bronze bells, the smallest of which is three feet in diameter, and 305 small bells. There is a manual keyboard that can be played by a carillonneur and also an automatic player that strikes every quarter hour and can play musical programs.

E. President's Home

The Home, completed early in 1841, is one of the state's best examples of Greek Revival architecture. It was one of the few buildings saved during the general destruction of the campus at the close of the Civil War. It was last renovated in 1969 and continues to serve as the official residence of the University President.

F. Gorgas Home

The Gorgas Home was completed in 1829 as a University dining hall. It was built in the "low country raised cottage" style of colonial architecture with bricks laid in Flemish bond. The house served as the Gorgas home from 1873 until 1944 when the State Legislature established it as a state shrine and a permanent memorial to the Gorgas family. It has now been completely restored and is open to the public daily.

IV. Administrative Organization**A. Board of Trustees**

The State constitution places responsibility for the University on the Board of Trustees of The University of Alabama. The Board of Trustees is composed of the Governor and the State Superintendent of Education as [*ex officio*] members, three members from the congressional district in which the University is located, and two members from each of the remaining congressional districts. Except for the two [*ex officio*] members, members are elected by continuing members of the Board, subject to confirmation by the State Senate. Members are elected for six year terms and are eligible for re-election but may not serve more than three consecutive terms. The Board has promulgated by-laws establishing The University of Alabama System with a Chancellor as chief executive officer. The System includes The University of Alabama, The University of Alabama at Birmingham, and The University of Alabama at Huntsville. Each University within the System is administered by a President who reports to the Board of Trustees through the Chancellor.

B. Office of the Chancellor

~~The Board of Trustees by-laws~~ *The by-laws of the Board of Trustees* state that the Chancellor shall exercise such executive powers as are necessary for the governance of the University System and shall be the principal link between the Board's responsibility for policy and each President's responsibility for the individual campus. The Chancellor's responsibilities include: implementation of Board policies; external relationships with state and federal agencies; recommendations to the Board concerning the mission, role, and scope of the University System and the three campuses; coordination of planning; preparation and presentation of legislative requests and operating and capital budgets; *and*, coordination of University System functions to assure an integrated institution of related and cooperating campuses.

C. Office of the President

The President is the University's chief executive officer. The President, who reports to the Board of Trustees through the Chancellor, is the main representative of the University to the public, and works closely with the Chancellor in dealing with state and federal agencies. It is the President's responsibility to provide educational and administrative leadership to the institution. The President's duties encompass all aspects of educational programs, external relations, personnel management, and financial management. ~~In carrying out the duties of the office, the President is assisted by vice presidents of the major functional areas, deans of the divisions, and other administrative staff.~~

In carrying out the duties of the office, the President is assisted by the Provost/Vice President for Academic Affairs, who serves as the chief administrative officer, and by vice presidents of the other major functional areas, by deans of the divisions, and by other administrative staff. Persons in the President's Office represent the institution through an active public information program.

D. Provost and Office for Academic Affairs

~~The Academic Vice President directs, coordinates, and facilitates development of the University's academic programs in instruction, research, and public service. The Provost, who also serves as the Vice President for Academic Affairs, is the senior vice president and the chief academic officer for the University. The Provost/Vice President for Academic Affairs plans, coordinates, directs, and facilitates the University's efforts in fulfilling its comprehensive mission in teaching, research, and service. The major functions of the Academic Vice President Office for Academic Affairs include: planning--in cooperation with the vice presidents, deans, department chairpersons, faculty, and staff--the development, operation, and improvement of the academic program, including requirements for operating expenses, equipment, staff, and plant; development, for approval by the President, of budgets for the academic divisions, departments, academic support areas, and special units; coordination of all instructional and degree-granting activities in undergraduate, graduate, and professional disciplines and fields; approval for the President, or in concert with him or her, of appointments, promotions, tenure, sabbaticals, and terms of employment of faculty and staff within all academic units; review and approval of consulting contracts or other outside employment of faculty as well as faculty leaves and faculty exchanges.~~

~~The Academic Vice President Provost/Vice President for Academic Affairs coordinates the research and public service programs of the University. These responsibilities involve planning and promoting research and service activities which complement and contribute to the other activities and missions of the University. The Vice President Provost encourages and supports research through liaison with appropriate funding agencies and maintains and expands contacts with individuals and organizations for whom the University can provide appropriate public service.~~

~~Staff officers, designated as Associate Vice President for Academic Affairs or Assistant Vice President for Academic Affairs, assist the Academic Vice President Provost/Vice President for Academic Affairs with planning, budgets, personnel matters, interdisciplinary programs, new program development, program evaluation, and supervision of support functions.~~

E. Office for Educational Development

~~The Vice President for Educational Development administers programs that encourage financial support for the University from individuals, foundations, corporations, support groups, and private businesses. One function of the office is to develop public understanding of the educational mission of the University and of changing directions for the institution. This office provides memoranda of agreement between the University and private donors of restricted gifts of all types, and drafts resolutions for the Board of Trustees which recognize endowments and other significant contributions.~~

~~The Assistant Vice President and the Director of Alumni Affairs perform administrative duties assigned by the Vice President for Educational Development or the President. The staff of the Office for Educational Development is augmented from time to time by the appointment of temporary staff members to assist in special capital campaigns.~~

F. Office for Financial Affairs

~~The Vice President for Financial Affairs is the primary financial officer of the University and is fiscal advisor to the President. The Vice President supervises and is assisted by a Comptroller, a Director of Physical Planning and Facilities, a Director of Personnel Services, a Director of Business Services and Purchasing, a Director of Engineering Services, a Consulting Engineer, and also supervises the University Police Department. a Comptroller/Associate Treasurer, an Assistant Vice President for Human Resources, and an Assistant Vice President for Auxiliary and Support Services, and also supervises the University Department of Public Safety.~~

G. Office for Student Affairs

~~The Vice President for Student Affairs coordinates student services and provides leadership in the development of programs that supplement classroom experiences and enrich the quality of campus life. The Vice President is assisted by an Associate Vice President and Assistant Vice Presidents.~~

~~The Office for Student Affairs consists of six major organizational units: Student Services; Housing and Residential Life; Student Life; Student Health Services; Student Financial Aid and Scholarships; and University Recreation. Student Services provides assistance and support to students in academic and career matters and in personal development. It includes the Career Center, the Counseling Center, the Learning Skills Center,~~

International Student Affairs, National Student Exchange Program, Special Services Program, University Child Care Services, and Veterans Affairs.

Housing and Residential Life seeks to provide a living environment conducive to students' academic, social, and personal growth. A variety of residence halls and apartments accommodate approximately 4,000 students.

Student Life offers a wide variety of activities to enrich campus life. Responsibilities of this office include operation of the Ferguson Center, Union Programs, advising and supporting recognized student groups and organizations including the Greek systems, and administering the student code of conduct.

Student Health Services provides primary health care for students and includes in-patient care, an out-patient clinic, pharmacy, X-ray and laboratory services, physical medicine and rehabilitation, gynecology, and mental health services as well as health education programs.

Student Financial Aid and Scholarships offers financial assistance information and aids students in applying for grants, loans, work-study programs, and scholarships, and also supervises Student Publications and Disabled Student Services. Student Publications offers an opportunity for students to work on publications and also provides information to the University community. Publications include the [*Crimson-White*, *Tusk*, *Corolla*], the [*Black Warrior Review*], the [*Southern Historian*], and the [*Bama Video Yearbook*]. Disabled Student Services provides assistance and support for handicapped or disabled students and serves as a liaison to the State of Alabama Department of Vocational Rehabilitation.

University Recreation provides recreational opportunities for students, faculty, and staff. Recreational Sports includes the Student Recreation Center, the Intramural Program, the Outreach Fitness Programs, the tennis courts, and group recreational opportunities. The Aquatic Center includes the three swimming pools and a weight room.

H. Office for External Affairs

The Vice President for External Affairs establishes working relationships with local, State, and Federal governments. As a part of this effort the office seeks to generate public support for the institution's instructional, research, and service programs. It is engaged in developing and maintaining cooperative relationships with business and industry that enhance the research and instructional programs of the University. Also, the office represents the institution through an active public information program.

HF. Divisions of the University

The term "division" refers to any of the fifteen colleges and schools headed by a dean and to the School of Mines and Energy Development. The divisions have diverse roles, scopes, and organizations.

The chief administrative officer of a division is a dean or director. The dean or director, with assistance from an appropriate staff, receives and makes recommendations on curriculum, staffing, promotion, tenure, development, space, equipment, and all financial aspects of a division's operation.

1. Capstone College of Nursing

The College prepares individuals for careers as professional practitioners of nursing through study in the natural and social sciences and in the humanities to engage in the professional practice of nursing through study in the humanities and the natural, social, and nursing sciences. The program leads to the Bachelor of Science in Nursing degree. Opportunities for graduate-master's study are available through cooperative arrangements with the University of Alabama School of Nursing in Birmingham a Modified Outreach Program with The University of Alabama School of Nursing, The University of Alabama at Birmingham.

2. College of Arts and Sciences

The college prepares students in natural sciences, social sciences, humanities, and fine arts, and provides basic education in liberal arts and sciences for all other University divisions. The College also offers a pre-major studies program as well as preprofessional programs in medicine, law, and other fields. It offers programs of instruction in the following areas: American Studies; Anthropology; Applied Mathematics; Applied Music; Applied Physics; Art; Art History; Astronomy; Audiology; Biochemistry; Biology; Chemistry; Classics; Communicative Disorders; Computer Cartography Graphics; Computer Science; Creative Writing; Criminal Justice; Dance; Economics; English; Experimental Statistics; French; Fuels and Mineral Resources; General Studies; Geography; Geology; German; Greek; Health Care Management; History; International Relations; Latin; Latin American Studies; Marine Science; Mathematics; Mathematical Statistics; Medical Technology; Microbiology; Music; Music Administration; Philosophy; Physics; Political Science; Portuguese; Psychology; Public Administration; Public Archaeology; Regional and Urban Planning; Religious Studies; Romance Languages; Russian and East European Studies; Russian Language and Literature; Sociology; Spanish; Speech-Language Pathology; Studio Art; Theatre; Women's Studies; and World Literature. Programs in the College lead to the following undergraduate degrees: Bachelor of Arts; Bachelor of Science; Bachelor of Fine Arts; Bachelor of Music; and Bachelor of Science degrees in Chemistry, Medical Technology, Microbiology and Geology. Certificate programs are available in Regional and Urban Planning and Teacher

~~Education. The College offers graduate instruction leading to the Master of Arts, Master of Fine Arts, Master of Music, Master of Public Administration, Master of Science, Educational Specialist, Doctor of Musical Arts, and Doctor of Philosophy degrees.~~

The mission of the College of Arts and Sciences is to provide and sustain The University of Alabama's quality undergraduate and graduate programs in the humanities and fine arts, the natural sciences and mathematics, and the social sciences. As part of that mission, the College not only serves its own majors but also provides most of the courses in the university core curriculum as well as basic courses required by professional schools.

The College is charged to contribute to the technological, cultural, and economic advancement of the state, the region, and the nation. In this regard, the College faculty is committed to being intellectually productive, to teaching new concepts and ideas, and to educating the next generation of scholars. Research and creative activities will continue to be primary functions of the College's faculty.

As the leading liberal arts college within the state, the College plays a vital role in enriching the cultural, intellectual, and social life of the campus, community, state, and region. The faculty provides a range of expertise in the humanities and fine arts, natural sciences and mathematics, and social sciences.

3. College of Commerce and Business Administration

~~The principal objective of the College of Commerce and Business Administration is to give students a thorough scientific and professional education that will prepare them for technical and managerial positions in business, industry, and public sector organizations. The College also provides an appreciation and understanding of the problems and relationships of social and economic institutions. Academic units within the College which offer degree programs are: School of Accountancy; Economics, Finance, and Legal Studies; Management and Marketing; and Management Science and Statistics. The College offers undergraduate programs leading to the degree of Bachelor of Science in Commerce (with a major field). The College offers graduate instruction leading to the following degrees: Master of Arts (with a major field), Master of Accountancy, Master of Science (with a major field), Master of Tax Accounting, and the Doctor of Philosophy in Business Administration (with a major field).~~

The College of Commerce and Business Administration is a comprehensive business school, offering degree programs at the bachelor's, master's and doctoral levels. The primary mission of the College is to provide high-quality professional education to prepare students for decision-making positions in business, government and industry and to lead meaningful and rewarding lives as contributing members of society. The College includes four academic units: The Culverhouse School of Accountancy, the Department of Economics, Finance and Legal Studies, the Department of Management and Marketing, and the Department of Management Science and Statistics. Graduate programs are administered through the Manderson Graduate School of Business. Service to the state and the nation is provided through the Division of Research and Service, which houses the Center for Business and Economic Research, the Alabama State Data Center, and other service units affiliated with the College.

4. College of Community Health Sciences

~~The College, established in 1972, educates and trains primary care physicians to meet the needs of non-urban areas of the state and region. The medical education program is a University based, community-oriented, clinical branch program of the University of Alabama School of Medicine. Medical students who complete the basic science requirements on the Birmingham campus may choose to spend their final two years in this program in Tuscaloosa. In addition, students from the medical school campuses in Birmingham and Huntsville may take electives or a core rotation in the College. The major graduate program is the Family Medicine Practice Residency. Faculty members of the College participate in undergraduate and graduate teaching of health related curricula in several of the colleges in the University. Consultation, research, and service programs extend throughout the state and region and to several overseas areas.~~

5. College of Continuing Studies

The College arranges opportunities for students to earn credit at the University through courses taught off-campus, on weekends, as independent study classes, and as special evening classes. All of the courses offered for credit are courses approved by the regular academic divisions; the instructors are approved by the academic divisions and frequently are members of the divisional faculty. The College also conducts a wide range of non-credit conferences, seminars, and workshops for audiences in various locations.

The College includes the following divisions: Division of Environmental and Industrial Programs; Cooperative Education Program; Division of Professional and Management Development Programs; Division of Instructional Programs; Independent Study Department; Law Enforcement Academy; Paul W. Bryant Conference Center; ~~and The University of Alabama--Gadsden Education and Research Center and Educational Telecommunications.~~

Many of the programs offered through these divisions, notably the conferences, seminars, short courses, and credit programs, offer faculty members opportunities to reach non-traditional students. Some of these programs provide opportunities for participating faculty members to earn additional compensation.

(a) Division of Environmental and Industrial Programs

This Division provides University-based training, research, and assistance in such areas as engineering, applied science, industrial technology, energy, occupational safety and health, environmental control, and other technical areas related to regulatory compliance, loss control, and economic growth and development.

(b) Cooperative Education Program

This Program locates temporary employment and internships in business, industry, and government for students who want to combine academic preparation with on-the-job experiences.

(c) Division of Professional and Management Development Programs

This Division offers a variety of business programs including the Certified Public Accountant Review and the Human Resources Management Conference. In addition, programs are offered to meet the special educational needs of professional organizations, trade organizations, and governmental agencies. These programs enable participants to obtain information about recent developments in their fields and to acquire new skills in areas such as communications, information systems, and management.

(d) Division of Instructional Programs

This Division administers Weekend College, the Adult Student Office, the Child Development Associate Training Program, Institutes for secondary school teachers, and coordinates off-campus offerings. The Child Development Associate Training Program trains Head Start staff members and other pre-school workers and staff members throughout Alabama; the Program offers credit courses which can lead to a certificate in Child Development.

(e) Independent Study Department

This Department coordinates correspondence courses as an alternative to on-campus enrollment at the high school and college level.

(f) Law Enforcement Academy

The Academy provides basic, advanced, and reserve training for peace officers throughout the state. Approximately 1100 students are enrolled each year.

(g) Paul W. Bryant Conference Center

The Center is a premier conference and meeting facility featuring advanced media technologies, flexible meeting space, and full-service professional conference management.

(h) The University of Alabama Gadsden Education and Research Center

This Center, established in 1946, is an off-campus program of The University of Alabama. It assists residents of northeast Alabama by arranging graduate-level coursework for credit, supplying testing services, by providing information about the University's main campus, and by serving as a liaison with the main campus.

6. College of Education

The College prepares students for careers in teaching, teacher education and related professional fields. Programs offered include Early Childhood, Elementary, and Secondary Education; Educational Administration, Higher Education Administration; Instructional Leadership; Counselor Education; Educational Psychology; Educational Research; Fine Arts Education (art and music); Health Education; Human Performance; Athletic Training; School Psychometry and Psychology; and Special Education for Exceptional Children. Undergraduate programs in the College lead to the degrees Bachelor of Science in Education and Bachelor of Science. At the graduate level, the College offers programs leading to the Master of Arts, the Educational Specialist, the Doctor of Education, and the Doctor of Philosophy degrees.

7. College of Engineering

The College is the oldest engineering school in the state of Alabama and one of the oldest in the nation. It prepares students for professional careers in engineering and computer science. Programs of instruction are offered in the following areas: Aerospace, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical and Materials, and Mineral Engineering; Computer Science; Engineering Science and Mechanics; Engineering Graphics; and Environmental Engineering. These programs lead to Bachelor of Science degrees in each of the eight areas of engineering listed above and in computer science. The college offers instruction in designated areas which leads to the Master of Science in Engineering, the Educational Specialist in Engineering, and the Doctor of Philosophy degrees.

As the oldest college of engineering in the State of Alabama, the mission of the College of Engineering is as follows: (1) to provide high-quality undergraduate, graduate, and continuing education in engineering and computer science that will prepare its graduates for professional careers

and a lifetime of learning; (2) to conduct high-quality research programs that will assist in the economic development of the State and Nation, will advance the state of knowledge, and will improve the quality of human life; and (3) to serve individual practicing engineers and computer scientists, industry, government, educational entities, and technical societies through professional expertise, active involvement, and availability of facilities. To accomplish this mission, the College offers students an outstanding faculty, accredited engineering and computer science programs, and current computing facilities. The College has eight major departmental areas: Aerospace and Mechanics, Chemical, Civil and Environmental, Computer Science, Electrical, Industrial, Mechanical, and Metallurgical and Materials. For designated areas, the College offers programs of instruction leading to the Bachelor of Science, the Master of Science in Engineering, the Educational Specialist in Engineering, and the Doctor of Philosophy degrees.

8. College of Human Environmental Sciences

The College prepares students for careers in the human environmental sciences and related fields. Programs of instruction include the following: Clothing, Textiles, and Interior Design; Human Nutrition and Hospitality Management; Human Development and Family Studies; and Consumer Science. These programs lead to the Bachelor of Science in Human Environmental Sciences degree. The graduate program leading to the Master of Science in Human Environmental Sciences provides students with the opportunity to specialize in Consumer Science, Clothing and Textiles, Interior Design, Food and Nutrition, and Human Development and Family Studies.

9. Graduate School

The Graduate School, through graduate offerings of the various schools and colleges, prepares students for careers in a wide range of teaching, research, and service activities. The graduate faculty offers courses leading to the following degrees: the Master of Arts; ~~Master of Business Administration~~; Master of Accountancy; *Master of Business Administration*; Master of Criminal Justice; Master of Fine Arts; Master of Library Service; Master of Music; Master of Public Administration; Master of Science; Master of Social Work; Master of Tax Accounting; Educational Specialist; Doctor of Public Administration; Doctor of Education; Doctor of Musical Arts; and Doctor of Philosophy.

The Graduate School operates in cooperation with the other divisions of the University to foster the research and scholarly activities that are the hallmark of a graduate institution.

The Graduate Council, composed of representatives elected from each division, develops and recommends necessary rules, regulations, policies, and guidelines that govern academic programs leading to advanced degrees. This body also recommends admission, retention, and graduation requirements for students in all graduate programs except those in the College of Community Health Sciences and in the School of Law.

10. School of Library and Information Studies

The School prepares students through professional-level courses for careers in libraries, information centers, archives, and the book arts. The faculty also seeks to advance their respective disciplines through research and to improve practice in their fields through service. The School provides programs leading to the degrees of Master of Library Service, Master of Fine Arts in the Book Arts, Educational Specialist in Librarianship, and the Doctor of Philosophy.

11. New College

The College offers individualized curricular plans leading to the Bachelor of Science or the Bachelor of Arts degrees. The College emphasizes academic advising and a core of interdisciplinary seminars in the natural sciences, the social sciences, and the humanities. Students complete their depth studies (majors) using courses taught in other University divisions. The Computer-Based Honors Program and the External Degree Program (for adults) are part of the New College.

12. ~~School~~ College of Communication

The ~~School~~ College prepares students for careers in the mass media and for positions in government, business, industry, and education which require training in communications. A related purpose is to provide education in the processes of human and mass communications, teaching students to be effective communicators. Four instructional areas within the College are: Advertising and Public Relations; *Telecommunication Broadcast* and Film; Journalism; and Speech Communication. ~~University Television Services~~ *The Center for Public Television and Radio*; ~~University Radio Services~~; and the ~~Communication Research and Service Center~~ *Institute for Communication Research* are components of the ~~School~~ College. Programs of instruction lead to the Bachelor of Arts, Master of Arts, and Doctor of Philosophy degrees.

13. School of Law

The School, *the only state-supported institution of its kind in Alabama*, prepares students for professional careers in law. It offers a three-year program of graduate professional training leading to the Juris Doctor degree. The Master of Comparative Law degree is offered for international students who have completed their basic legal education in their native countries. An *off-campus* graduate tax program leads to the Master of Law in Taxation degree.

14. School of Mines and Energy Development

The School is an interdisciplinary research and service division which coordinates and supports University efforts in the areas of mining, mineral resources, energy, and related activities. Units incorporated in the School include the Mineral Resources Institute, the Natural Resources Center, and the State Mine Experiment Station. The Director of the School reports to the Academic Vice President.

14. School of Social Work

At the bachelor's and master's levels, the School prepares social workers to ~~deliver, administer, plan-plan, administer, deliver,~~ and evaluate social services for citizens of the state, region and nation. The Bachelor of Social Work degree prepares the graduate to begin generalist practice *in a variety of settings*. The Master of Social Work degree prepares the graduate for advanced, specialized practice. The Doctor of Philosophy in Social Work degree ~~emphasizes research which develops-prepares graduates to develop and impart~~ knowledge to advance the profession. ~~Research activities also enrich educational programs and meet special needs in the state and region. The faculty of the School engage in research and professional activities that are designed to enrich educational programs, improve social conditions, and meet special needs of the state, region, and nation.~~

15. University Libraries

The University Libraries include the Main Library and specialized divisional libraries which serve Commerce and Business Administration, Community Health Sciences, Education, Engineering, Law, and the Sciences. The libraries maintain open stacks for students and faculty. The libraries offer a full range of reference and information services; are a regional United States Documents Depository; provide library instruction for all students and faculty; and supply photocopy, Interlibrary Loan, and microfilm services. The University's Office of Records Management, which surveys records in all offices of the University, is administered through the Special Collections Library.

The William Stanley Hoole Special Collections Library, housed in the Main Library, contains collections on Southern history and culture, rare book and map collections, historical manuscripts, the University archival collections, and the Archives of American Minority Cultures.

Libraries on The University of Alabama campus include the Gorgas Library, the William Stanley Hoole Special Collections Library, and departmental libraries for education, business, law, the health sciences, the sciences and engineering. A full range of traditional and electronic services is available to faculty, staff, and students, including specialized access for disabled patrons. The Libraries hold membership in the Association of Research Libraries, the Coalition for Networked Information, the Center for Research Libraries, and the Network of Alabama Academic Libraries, and are also a regional depository for United States Government Documents.

I J. Departments and Areas

In those schools and colleges divided into academic and administrative units, the department or area is both an academic unit and an administrative unit. The chief administrative officer of the department is the departmental chairperson or head. In areas, the chief administrative officer is the area head. The chief administrative officer of a school within a college is the director.

J K. Faculty Members

An individual who holds academic rank, either full-time or part-time, and performs a combination of teaching, research, and service functions, normally will have one of the faculty titles described in Chapter Two. However, there are distinguished faculty titles which can be awarded by the Board of Trustees. These titles include: ~~University Professor; named Chairs and Professorships; Research Professor; Professor Emeritus; Professor Emeritus; Research Professor; University Professor; and named Chairs and Professorships.~~

V. Faculty Participation in University Administration

The advice of faculty members concerning administrative leadership and academic programs is sought actively and systematically. Appendix A contains "Policies and Guidelines for Faculty Participation in the Selection and Evaluation of Deans and Departmental Chairpersons and in the Review of Academic Programs."

The advice of faculty members concerning administrative leadership and academic programs is sought actively and systematically. Faculty and administrators are partners in the enterprise of education at The University of Alabama. Processes guiding all important decisions which shape the University's educational potential and which allocate its resources are the joint responsibility of faculty and administrators. (Appendix A contains "Policies and Guidelines for Faculty Participation in the Selection and Evaluation of Deans and Departmental Chairpersons and in the Review of Programs." See as well Appendix M, "Principles and Procedures for Discontinuance or Merger of Academic Units.)

A. Committees

The University maintains a number of University Standing Committees to assist the administration in reaching decisions and to ensure

representation of appropriate segments of the University. These committees make recommendations on issues important to the University community and are notified of the results of their recommendations. University Standing Committees are described in memoranda which are distributed annually to every department and area and are available in the Office of the President and in the Office for Academic Affairs.

Divisional and departmental or area committees assist the institution by making recommendations on aspects of divisional and departmental activities.

A. Committees and Task Forces

The University maintains a number of University Standing Committees, and appoints University Task Forces which deal with special matters not in the purview of a standing committee, to assist the administration in reaching decisions and to ensure representation of appropriate segments of the University community. These committees and task forces make recommendations on issues of concern to the University community, as well as working closely with the President and the Provost/Vice President for Academic Affairs both to oversee the University's planning process, and to help establish University budgetary priorities and allocations. The importance of their work is recognized by giving them access to all information relevant to their missions and by giving them timely written responses to their recommendations. These committees and task forces make annual written reports which are filed in the Library and are available upon request.

The chairs and the faculty and staff membership of standing committees and, where appropriate, task forces are selected by the President from the nominees and alternates presented by the Committee on Committees (with the exceptions noted below). Faculty and staff are invited each spring to indicate to the Committee on Committees their preferences about service on University committees. Standing committees are described in memoranda which are distributed annually to every department or school and are available in the Office of the President and the Office for Academic Affairs. Appointments to standing committees are announced in the spring semester, and such committees are expected to begin their work promptly at the beginning of each fall.

The Faculty Senate appoints one person to membership on each appropriate University Standing Committee, and, normally, on each task force appointed by the President or the Provost/Academic Vice President.

The faculty membership of the Committee on Committees constitutes a voting majority of the Committee and is selected by the President from a group of faculty recommended by the Faculty Senate. The Committee on Committees annually elects its chair from its faculty membership.

Where the President chooses not to accept a nomination or recommendation, the President contacts the chair of the Committee on Committees or the President of the Faculty Senate, as appropriate, in order to reach agreement. If agreement cannot be reached, the President requests another nomination or recommendation.

Membership on appropriate standing committees rotates in order to involve different members of the University community in University governance. Normally one-third of a committee's membership rotates off the committee each year, and normally at least one year will intervene before a person can be reappointed to a committee. Members are selected to reflect the diversity of disciplines, race, and gender of the faculty and staff, unless the charge to a committee or task force makes it impractical to do so. A faculty or staff member does not ordinarily serve on more than two University committees or task forces at one time. A term of service for a committee member usually will not exceed three consecutive years.

Divisional, departmental, or area committees assist the institution by making recommendations on aspects of divisional and departmental activities.

B. Curriculum Matters

Normally, recommendations about curricular matters are initiated at the program level and are reviewed at appropriate administrative levels. Implementation of recommendations depends on the availability of resources.

The Graduate Council and the Graduate Dean evaluate proposals for new graduate degree programs and recommend whether to seek approval for such programs.

A Core Curriculum Oversight Committee monitors the Core Curriculum, interprets policies when necessary, and recommends changes. The Committee consists of twelve faculty members chosen by the Office for Academic Affairs after consultation with the Academic Affairs Committee of the Faculty Senate, plus one representative of the Faculty Senate appointed by that body, plus two students appointed ~~annually each year by the Academic Reform Committee of the Student Government Association.~~

The Honors Council is responsible for establishing criteria and approving courses for inclusion in the University Honors Program. Additional responsibilities include designing and conducting an annual evaluation of the Honors Program and providing an annual report to the Office for Academic Affairs. Members of the Honors Council include the Honors Program Director who acts as Chairperson of the Council, a representative from the Admissions Office, a faculty member appointed by the *Provost/Vice President for Academic Affairs* from each undergraduate division, a representative from the Office for Student Affairs, and at least three students who are elected by the Honors Program Student Association from among students enrolled in the Honors Program.

~~C. Faculty Senate~~

~~The Faculty Senate consists of faculty members elected from the various divisions. The Senate aids the University in making judgments on issues of policy, development, and operations by:~~

- ~~1. Offering advice and suggestions on matters of general faculty concern;~~
- ~~2. Providing a channel for communication between the faculty and University officials.~~

~~The Faculty Senate is requested each year to recommend a member to serve on each appropriate Standing Committee of the University. The constitution and by-laws of the Faculty Senate appear in Appendix H.~~

C. Faculty Senate

The Faculty Senate consists of faculty members elected from the various divisions. The Senate aids the University in making decisions on issues of policy, development, and operations by:

- 1. Offering advice and suggestions on matters of general faculty concern; and*
- 2. Providing a channel for communication between the faculty and University officials.*

The Faculty Senate's deliberations and recommendations should reflect the opinion of the faculty at large. Service in the Senate is a high honor, carrying with it responsibility to report to one's division about the Senate's activities, to solicit the opinion and advice of divisional colleagues on issues before the Senate, and to represent divisional colleagues in Senate debate and votes. All meetings of the Faculty Senate and of its committees are open to all who wish to attend.

The constitution and by-laws of the Faculty Senate appear in Appendix F.

VI. Research and Allied Organizations

The University of Alabama operates numerous Centers, Institutes, Programs, Services, Bureaus, Laboratories, Consortia, Offices, and Clinics to provide a variety of services to students, University personnel, and others. These units are listed in the Faculty-Staff Directory.

VII. University Accreditations

~~The University of Alabama is accredited by the Southern Association of Colleges and Schools.~~ *The University of Alabama is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters', and doctoral degrees. Moreover, many individual programs within the University have received additional accreditation from their professional accreditation agencies.*