

(NOTE: The following appendices describes the policy in effect at the time this Handbook was published. Copies of any subsequent revisions will be available in departmental and divisional offices and in the Office for Academic Affairs.)

APPENDIX ØJ

POLICY STATEMENT ON CONVERSION

FROM ADMINISTRATIVE TO FACULTY STATUS*

Administrators do not have tenure in office; tenure as a faculty member is a separate right. The following policy applies only to administrators who are also tenured faculty members; other administrators who lose their administrative appointments and seek to become faculty members will, if successful, be considered new appointees and their status will be described in their letters of appointment. Loss of an administrative appointment cannot be the subject of a grievance.

A. Academic Year Salary

The summer salary of an administrator is thirty percent of his or her academic year salary. An administrator's salary may also include an additional amount designated as an administrative increment. An administrator who has a twelve month salary will be considered to have an academic year salary equal to:

$$\frac{\text{twelve month salary} - \text{administrative increment}}{1.3}$$

B. Entitlements

Administrative service entitles the appointee to administrative leave for the study and research necessary to return to faculty status, and for a gradual phasing out of any administrative increment in salary. These entitlements include the following:

Category A - those with 10 or more years administrative service receive two semesters of administrative leave and three-fourths of the administrative increment in the first year in faculty status, one-half in the second year, and one-fourth in the third year;

Category B - those with a least 5 but less than 10 years administrative service receive one semester and one summer of administrative leave and two-thirds of the administrative increment in the first year in faculty status, and one-third in the second year;

Category C - those with administrative service of more than one but less than 5 years receive one semester or one summer of administrative leave, and one-half of the administrative increment in the first year in faculty status.

Additional administrative leave may be granted in special cases. The eligibility for leave for administrators who have been assigned time for research or scholarly work during their administrative appointments will be reduced by the amount of time assigned to such activities.

C. Date of Conversion

The date of conversion from administrative to faculty status is subject to negotiation but normally will be the first working day after the end of the administrative appointment and will be no later than the following August 16. Administrative increments will begin to be phased out as soon as the administrative appointment ends.

D. Salary During Administrative Leaves

Normally, administrators will have been converted to academic year salaries before beginning administrative leave. In such cases, salary during leave (distributed on a 12 - month basis) will be one-half the academic year salary for each semester and thirty percent of the academic year salary for a summer. Any variation from this policy must be agreed upon before the leave begins.

E. Accrued Annual Leave

Administrators are expected to utilize all of their accrued annual leave prior to conversion to faculty status; any annual leave not taken by the time of conversion is lost.

APPENDIX P K

POLICY ON ACADEMIC MISCONDUCT IN SCHOLARLY ACTIVITIES

I. Definition of Academic Misconduct in Scholarly Activities

Misconduct in scholarly activities includes, but is not limited to, (1) fabrication, falsification, plagiarism, or similar practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research or other scholarly and creative activity; (2) appropriation without due credit of another's ideas, including the improper use of privileged information; (3) willful or reckless failure to comply with legal requirements that relate to research, publication, and other scholarly and creative activity.

II. Procedures for Investigating Academic Misconduct

1. There shall be a University standing committee on academic misconduct in scholarly activities (henceforth referred to as the standing committee). The standing committee shall be composed of three faculty members appointed by the ~~Academic Vice President~~ *Provost/Vice President for Academic Affairs* for staggered three-year terms. The committee shall report to the Assistant Vice President for Research.
2. Any person who believes that misconduct in scholarly activities has occurred in the University community shall report the incident to a member of the standing committee. In the remainder of this document, the person reporting alleged misconduct will be referred to as the complainant and the initial report will be referred to as an allegation. If the allegation is made to a person other than a member of the standing committee, that person shall advise the complainant to forward the allegation promptly to a member of the standing committee.
3. Any person whose conduct is considered under this policy shall be entitled to (1) confidential treatment to the extent possible; (2) a prompt and thorough investigation; and (3) an opportunity to comment on allegations and the findings of the standing committee and the investigating committee (see paragraph 13).
4. The standing committee and the investigating committee shall each take reasonable steps to avoid unwarranted damage to the positions and reputations of persons involved in the process.
5. All individuals involved in administering this policy shall take precautions against real or apparent conflicts of interest.
6. When the standing committee receives an allegation (or otherwise hears of evidence) of a possible incident of misconduct, the committee will decide if the alleged incident, were it to have occurred, would constitute misconduct under this policy. If the committee decides that the alleged incident falls under this policy, it will inform the subject of the allegation and will initiate an inquiry. During this inquiry, the committee shall gather such information and engage in such initial research as it believes necessary for it to determine whether to impanel an investigating committee.
7. The standing committee ordinarily shall complete its inquiry into an alleged incident of misconduct within 60 days of the time it learns of the incident. If this deadline cannot be met, then the standing committee shall inform the subject of the inquiry of the reasons for the delay. The standing committee also shall inform other individuals of the progress of its inquiry if the standing committee determines that such individuals have a compelling need to be

informed.

8. If a member of the standing committee is the complainant or has any other conflict of interest in a particular case, that member shall recuse him or herself from the case and the ~~Academic Vice President~~ *Provost/Vice President for Academic Affairs* may appoint a temporary replacement. The standing committee may at any time request that the ~~Academic Vice President~~ *Provost/Vice President for Academic Affairs* appoint a temporary committee member who possesses specific expertise helpful in evaluating the merits of a particular case.

9. If the standing committee decides not to initiate an investigation, it shall prepare a written report explaining the basis on which it determined that an investigation was not appropriate.

10. If the standing committee decides to initiate an investigation, it shall prepare a written report explaining the basis on which it determined that an investigation was appropriate.

11. The standing committee shall provide written notification of the results of an inquiry to the subject of the inquiry and to the complainant. The committee may comply with this requirement by providing the subject and/or the complainant with a copy of the full report referred to in paragraphs 9 and 10. In deciding whether to provide the subject and/or complainant with a copy of the report, the standing committee shall consider all relevant factors, including the need to protect the confidentiality or reputation of any person. If the standing committee decides to initiate an investigation, the notification to the subject shall include, at the minimum, a statement of the committee's conclusions. The subject may make written comments on the standing committee's conclusions within five days after being notified of them and such comments shall become a part of the standing committee's report.

12. The report required by paragraph 9, or the report required by paragraph 10 together with comments from the subject permitted by paragraph 11, shall be transmitted to the Assistant Vice President for Research. If the standing committee's decision is that an investigation is not appropriate, its report (required by paragraph 9) shall be sealed if the committee decides that there is reason to keep the inquiry confidential, and the Assistant Vice President shall secure the sealed report as required by paragraph 20 below. If the standing committee decides that an investigation is appropriate, the Assistant Vice President shall, upon receiving the report, do whatever is necessary to inform granting agencies and appropriate administrative officials that an investigation will be conducted.

13. If the standing committee decides to initiate an investigation, it will appoint an investigating committee. The standing committee shall consult with the appropriate dean(s) before choosing members of the investigating committee, but the ultimate responsibility for selecting members lies with the standing committee. The standing committee shall appoint persons whose knowledge and experience will permit them to conduct a thorough and authoritative investigation. An investigating committee normally will have at least three members. Neither the complainant nor any member of the standing committee may serve on the investigating committee.

14. The investigating committee shall gather information in order to determine whether misconduct has occurred. The investigating committee may consult with the standing committee but is not required to do so. The investigating committee may retain counsel, which may be, but is not required to be, University Counsel. The committee may retain appropriate consultants if the expertise of such consultants is needed to carry out a thorough and authoritative evaluation of the relevant evidence. The subject of the investigation may be asked to supply the investigating committee with appropriate information.

15. The investigating committee shall prepare a written report, supported by any relevant documentation, explaining the basis on which the committee made its determination. If the committee determines that misconduct has occurred, the committee may choose to: (a) express its opinion as to the seriousness of the misconduct; (b) recommend sanctions against the person(s) who committed the misconduct; (c) recommend actions for the appropriate college, school, or division to take to prevent future misconduct.

16. The subject of an investigation shall be provided a copy of the committee's report (prepared under paragraph 15) and shall be given an opportunity to comment in writing on the report. Such written comments shall become a part of the report and shall be included before the report is transmitted to appropriate dean(s) and to the Assistant Vice President for Research and the standing committee.

17. On receipt of a finding that a faculty member has engaged in academic misconduct, his or her dean may decide to take no action, may decide to impose minor sanctions, or may seek to impose a severe sanction under the provisions of Appendix B of the *Faculty Handbook*. The dean shall report any actions taken to the standing committee and to the Assistant Vice President for Research. If the dean decides to take no action, or to impose a minor sanction, the dean's report shall explain why he or she took no action or imposed a minor rather than a severe sanction.

18. On receipt of a finding that a graduate student or staff member has engaged in academic misconduct, as defined in this policy, his or her dean may take no action or may impose sanction in accordance with the student or staff handbook, whichever is applicable. The dean shall report any actions taken to the standing committee and to the Assistant Vice President for Research. If the dean decides not to impose sanctions, the report shall include an explanation of that decision.

19. The investigating committee shall bring to the standing committee's attention any deficiencies it perceives in these procedures. If the standing committee determines that these procedures should be modified, it shall make appropriate recommendations to the ~~Academic Vice President~~ *Provost/Vice President for Academic Affairs*.

20. The Assistant Vice President for Research shall retain in a secure place all reports, including written explanations under paragraphs 9, 10, 15, 17, or 18, and all documentation, pertaining to each incident of alleged misconduct, for a period of five years from the receipt of the report or explanation. However, the standing committee's report, with documentation, if the standing committee determines that an investigation is not warranted under paragraph 6 and that there is reason to keep the inquiry confidential, shall be sealed before forwarding to the Assistant Vice President for Research.

21. Insofar as the requirements of a granting agency are inconsistent with the requirements of this policy, the granting agency's requirements shall be considered a part of this policy and followed in the investigation of an incident of possible misconduct involving a grant from the agency. The Assistant Vice President for Research shall ensure that the University complies with the requirement of each granting agency, including requirements that the University report to the agency concerning allegations and/or findings of misconduct and inform the standing committee and any investigating committee(s) of any relevant regulations. The Assistant Vice President for Research may add appendices to this policy that identify the inconsistencies between the particular requirements of a granting agency and this policy.

22. To permit the Assistant Vice President for Research to ensure compliance with the reporting requirements of each granting agency, the standing committee shall inform the ~~Academic Vice President~~ *Provost/Vice President for Academic Affairs* each time it impanels an investigating committee. The standing committee and/or each investigating committee also shall inform the Assistant Vice President for Research of each incident of alleged misconduct at any time that the committee determines that the incident (a) poses an immediate health hazard; (b) presents an immediate need to prevent misappropriation or damage to property or funds; (c) presents an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is(are) the subject(s) of the allegations as well as his or her (their) co-investigators and associates, if any; (d) seems likely to be publicly reported; or (e) might reasonably be expected to lead a criminal investigation. The Assistant Vice President for Research, when informed of an incident of alleged academic misconduct, shall notify each University administrator whom he/she determines has an immediate need to know of the incident.

23. These procedures shall be published in the faculty, staff, and student handbooks.

24. These procedures shall not limit or interfere with the University's ability, under other policies, to discipline a student for misconduct in research, publication, creative, or other scholarly activities.

25. All deans and department heads shall take action to ensure that all persons engaged in research in their college, school, or department are aware of these procedures.

03/05/90

APPENDIX L

THE UNIVERSITY OF ALABAMA
CRITERIA AND PROCEDURES FOR APPOINTMENTS
TO ENDOWED CHAIRS AND PROFESSORSHIPS

Introduction

Endowed chairs and professorships enhance the quality of programs in higher education through both the recognition and contributions of the chair holders and professors. The positions are among the highest and most prestigious appointments in academe and they honor significant scholarly or creative achievement and academic excellence. Distinguished scholars who hold these positions make significant contributions to the research and teaching missions of the University. Moreover, they increase the visibility of the University and aid in attracting additional high-quality faculty, superior students, and external resources for research, instruction, and service.

Criteria and Procedures*

Criteria for appointments to endowed chairs and professorships must reflect the highest ideals of academic excellence and scholarly or creative achievement. While all appointments to these positions are made by The University of Alabama Board of Trustees, procedures for recruitment must be consistent with the University's Affirmative Action Plan, stipulations of the endowment, and other administrative procedures established in the various academic units. Involvement of the faculty, students, and others as may be appropriate is essential in the review and recommendation of candidates for endowed chairs and professorships.

I. General Criteria for Appointments

The following general criteria will be used in the review and recommendation of candidates for endowed chairs and professorships:

- 1. Convincing evidence of outstanding teaching performance and effectiveness.*
- 2. An outstanding record of productive research, publication, creative activity, and scholarly achievement appropriate to the discipline and fields of specialization.*
- 3. Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession.*
- 4. Evidence of achievement of a professional status at the national or international level which will enhance the stature of the University's faculty.*

With respect to these criteria, each successful candidate should present a record sufficiently consistent in quantity and/or quality to warrant the expectation of continued performance and contributions at an outstanding level. Generally, specific qualifications required for particular endowed chairs or professorships will be based on these criteria. Position announcements will include specific qualifications and these qualifications will be employed by the search committee in the review and recommendation of candidates.

II. Procedures for Recruitment of Candidates for Endowed Chairs*

Procedures for recruitment and recommendation of candidates for endowed chairs will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements as well as stipulations of the endowment. While The University of Alabama Board of Trustees makes all appointments to endowed chairs, recommendations to the Board will be made only after considering (1) the evaluations and advice of the faculty of the department, school, or college, and (2) the advice of a search committee, as described below:

- 1. When a new endowed chair is established or when a vacancy occurs, the dean shall meet with the faculty of the*

academic unit before deciding on the nature of the search and the size and composition of a search committee. Faculty members from the academic unit will be appointed by the dean and will constitute a majority of the search committee. Other members of the search committee will be appointed by the dean in consultation with the Provost/Vice President for Academic Affairs. Usually, the Provost/Vice President for Academic Affairs will appoint a staff member from the Office for Academic Affairs to serve as a non-voting member on the search committee and to provide liaison and logistical support. Giving due regard to advice and concerns expressed by the faculty, the dean will designate a faculty member appointed from the academic unit to chair the search committee.

2. The search committee, working in cooperation with the dean and the Office for Academic Affairs and with appropriate participation from constituent groups, shall announce and advertise the position in a manner appropriate to the nature of the search, and coordinate the review and evaluation of candidates for the position. Throughout the search process, the committee shall solicit, encourage, and provide for faculty participation and the participation of other constituent groups. Faculty should have ample opportunity to review the credentials of qualified candidates provided that the search committee may protect the identity of candidates who request confidentiality during the initial screening process. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those deemed to be best qualified for the position. The committee and the dean will select those to be interviewed from this reduced list. Interviews scheduled should allow for discussions with the President, the Provost/Vice President for Academic Affairs, deans, chairpersons, search committee members, faculty, and, where appropriate to the nature of the search, with students, alumni, and others, including the Chancellor or designated representatives.

Following these interviews, and other information gathering procedures appropriate to the nature of the search, every reasonable effort should be made to obtain the views of the faculty in the academic unit and appropriately interested constituent groups. The advice of the faculty may be determined by individual written evaluations, by an expression of faculty sentiment at a called faculty meeting, or by such other means as the search committee may consider appropriate. General support of the faculty in the academic unit normally will be necessary for further consideration of a candidate. In cases where the appointment includes the award of tenure, action by the tenured faculty in accordance with normal procedures in the academic unit is necessary before the dean makes a recommendation to the Provost/Vice President for Academic Affairs and President.

3. It shall be the responsibility of the search committee to submit to the dean both a summary of evaluations and advice received from the faculty on each person interviewed and the search committee's own advice. The dean makes a recommendation to the Provost/Vice President for Academic Affairs and President who, in turn, recommend the candidate to the Chancellor and The University of Alabama Board of Trustees. In the event the search committee and dean do not find a successful candidate for presentation to the Provost/Vice President for Academic Affairs and President, the search process normally shall be continued until a candidate acceptable to the search committee and dean and to the faculty is successfully recruited. Except in extraordinary circumstances, the Provost/Vice President for Academic Affairs and President shall recommend to the Board the appointment of an endowed chair from those candidates who have general faculty support. If it should become necessary to reopen the search, the dean and the search committee may confer to establish further direction; if it appears desirable, a new search committee may be formed. Appointments to endowed chairs in all cases are made by The University of Alabama Board of Trustees.

III. Procedures for Recruitment of Candidates for Endowed Professorships*

Procedures for the recruitment of endowed professorships generally will follow those for the recruitment of endowed chairs. Procedures will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements as well as the stipulations of the endowment. While The University of Alabama Board of Trustees makes all appointments to endowed professorships, recommendations to the Board will be made only after considering (1) the evaluations and advice of the faculty of the department, school, or college and (2) the advice of a search committee. Exceptions to the recruitment procedures for endowed chairs may occur under the circumstances described below:

1. In some cases, income from the corpus for an endowed professorship may not be sufficient to justify a national or international search to fill a new or vacant position. In these cases, the dean may organize an internal search for

candidates from within the department, school, or college. The dean will meet with faculty in the academic unit to determine the size and composition of the search committee. Faculty members from the academic unit will be appointed by the dean and will constitute a majority of the search committee. Other members may be appointed to the committee by the dean in consultation with the Provost/Vice President for Academic Affairs. The dean may choose to chair the committee or may designate a faculty member appointed from the academic unit to chair the search committee. The responsibilities of the search committee and the procedures for recommendation of the candidate are similar to those for recruitment and recommendation of an endowed chair. Appointments to endowed professorships in all cases are made by The University of Alabama Board of Trustees.

~~**DRAFT 11/09/94**~~

APPENDIX M

PRINCIPLES AND PROCEDURES FOR

MERGER OR DISCONTINUANCE OF ACADEMIC UNITS

I. PRINCIPLES

The University's mission in teaching, research, and service includes providing a liberal education as well as advancing and disseminating highly specialized knowledge. However, to allocate its resources effectively, the University must from time to time merge or discontinue academic units (e.g., colleges, institutes, departments, programs) when they are no longer central to the institution's mission or when these units can be maintained only by using funds essential for units whose continuance is deemed more critical to the University's mission.

The University of Alabama Board of Trustees has responsibility for approval of the University's mission, role, and scope, and for the degree programs offered by the University. The Board delegates to the President responsibility for administration of the University and its programs of instruction, research, and service. Decisions to merge or discontinue academic units are the responsibility of the President. The President will seek the advice of administrators and faculty within the University in considering such decisions and will ensure that all faculty and staff who might be affected by merger or discontinuance of programs are consulted before a final decision is made and that the decision will consider the needs of current students. The President will base decisions to merge or discontinue an academic unit essentially on educational considerations that reflect long-range judgments that the overall educational mission of the University will be enhanced by the merger or discontinuance.

II. PROCEDURES

A standing committee called the University Committee on the Merger or Discontinuance of Programs (referred to hereafter as the Committee) will represent the faculty as a whole in cases where merger or discontinuance could result in termination of a faculty appointment (i.e., termination of an appointment with tenure or a probationary or special appointment before the end of the specified time).^{} Its function will be to determine whether merger or discontinuance of an academic unit would benefit the educational mission of the University as a whole. This determination will be based essentially on educational considerations similar to those that affect the President's decision and the recommendations by deans and the Provost/Vice President for Academic Affairs. Examples of factors that may be considered include program viability (based on demand for a program and the potential for growth), and the need to avoid duplication, or to effect economies in management, or to strengthen related programs. An academic unit's record of excellence will be a consideration in decisions regarding merger or discontinuation, but will not be the decisive factor.*

*The Committee shall consist of nine tenured faculty members who are not members of the University Mediation and Grievance Committee, with three members elected by the Faculty Senate, three elected by the Graduate Council, and three elected by the Council of Deans. The three persons elected by each group will serve staggered three-year terms, with a new member elected each fall semester for a term to begin at the start of the following spring semester.^{**} No person elected by a group shall be a member of that group at the time of election, and the Council of Deans shall not elect any person who is a current member of the Council of Assistant and Associate Deans. No two of the three serving*

members elected by a group shall be faculty members of the same college or school (other than the Graduate School). Members completing a term on the Committee are not eligible for reelection until two years have passed. The Committee elects its own chairperson from among its members at the start of each spring semester.

When the dean, after consultation with the Provost/Vice President for Academic Affairs and any other appropriate deans or department chairs, believes it necessary to consider a merger or discontinuance of an academic unit, the dean shall proceed as follows.

1. The dean shall convene a meeting of the appropriate faculty. At this meeting the dean shall explain the reasons for considering a merger or discontinuance and propose the terms and conditions of any changes in faculty status resulting from the proposed merger or discontinuance, such as termination of faculty positions, reassignment of faculty, modifications in research or teaching assignments, changes in reporting channels, or retraining that would be provided to facilitate continued employment of faculty. The dean shall ask the faculty to introduce any information in support of continuation of the academic unit or to suggest alternatives. This information may be conveyed to the dean orally or in writing, individually or in groups, and must be received within a reasonable period of time following the meeting (normally two weeks). In addition, any faculty member with tenure who believes that reassignment or modifications in research or teaching assignments is tantamount to termination of his/her appointment with the University shall inform the dean in writing, providing reasons for his/her concern, within a reasonable period of time (normally two weeks).

2. If, after a reasonable period following the meeting with the unit in question (normally two weeks), the dean decides to continue considering the proposed merger or discontinuance, the dean shall convene a second meeting of the appropriate faculty and convey to them a summary of whatever information has been assembled and the alternatives suggested. For those tenured faculty members who indicated to the dean in writing that they believe their reassignments or other modifications in faculty assignments are tantamount to termination of their appointment with the University, the dean shall provide a written statement explaining plans for continued employment in a faculty position within the University. Those tenured faculty members not satisfied by the dean's written statement of explanation shall indicate their concerns to the dean in writing requesting that the merger or discontinuance be reviewed by the Committee; such a request will be dealt with as described in Item #4 below. The dean shall allow a reasonable period following this second meeting for the faculty to respond to any information or alternatives discussed in the meeting and to respond to the written statement of explanation (normally two weeks).

3. If the dean decides to continue considering the proposed merger or discontinuance, he or she shall convey the reasons for considering a merger or discontinuance, along with a summary of all responses received, to the Council of Deans, the Faculty Senate, and in cases that might affect graduate programs, to the Graduate Council. (A copy of the summary conveyed by the dean will be available to the faculty in the office of the academic unit under consideration.) Such notification is to provide opportunity to identify consequences that may have been overlooked or elicit suggestions for alternatives. The dean shall allow a reasonable period (normally thirty days during the fall and spring semester) for these groups to respond.

4. If, after receiving any responses from the groups in step 3 above, the dean decides to proceed with consideration of the merger or discontinuance and no faculty appointments are to be terminated, then the dean shall proceed directly to Step 5. However, when the proposed merger or discontinuance includes termination of tenured faculty appointments of probationary or special appointments without appropriate notification or in cases where tenured faculty have requested a review as in Item #2 above, the dean shall forward a summary of the information gathered to the University Committee on the Merger or Discontinuance of Programs, requesting the Committee to determine whether the merger or discontinuance is based essentially on educational considerations. The Committee shall have a summary of all data gathered and shall have access to the original materials from which the summary has been compiled. The Committee is free to gather other material at its discretion; it may seek advice from knowledgeable parties on campus or elsewhere. Normally the committee should complete its work within thirty days, but it may extend this period in difficult cases. The committee will convey its report to the dean.

5. If the dean, after receiving information and recommendations from all groups, decides to proceed with the merger or discontinuance, the dean shall submit a recommendation to the Provost/Vice President for Academic Affairs. This

recommendation will include all information and advice regarding the proposed merger or discontinuance that has been offered by individuals or groups including, when appropriate, the report of the Committee. The dean's recommendation will include proposed provisions to allow students already enrolled to complete their degree requirements.

6. The Provost/Vice President for Academic Affairs is responsible for reviewing the recommendation for merger or discontinuance from the dean, and for ensuring that all steps in these procedures have been followed. The Provost/Vice President for Academic Affairs may ask for additional information or clarification concerning items included in the dean's recommendation, and may seek advice from knowledgeable parties on campus or elsewhere. The Provost/Vice President for Academic Affairs will make a recommendation to the President.

7. The President, after studying the recommendation from the Provost/Vice President for Academic Affairs, and obtaining any additional information, clarification, or advice that he or she thinks necessary, will make the decision whether to merge or to discontinue academic units. If the President decides to merge or discontinue units, provisions shall be made to allow students already enrolled to complete their degree requirements. Every effort will be given to finding continued employment at the University for administrative, technical, or clerical staff members whose jobs might be lost.

8. In cases where the merger or discontinuance above is a merger or discontinuance of colleges or schools, the Provost/Vice President for Academic Affairs will perform the duties assigned to the dean in this document, and the first recommendation shall be made to the President rather than to the Provost/Vice President for Academic Affairs.

III. ADDITIONAL CONSIDERATIONS

The University shall make every reasonable effort to provide other suitable positions for faculty members whose appointments are lost due to a decision to merge or discontinue a unit. Probationary faculty members 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 proffered. 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.

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 year of notice, or at least one academic year of severance pay. 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 faculty members who are approaching eligibility for vesture in the retirement system or eligibility for retirement.

Any tenured faculty member whose appointment is terminated because of merger or discontinuation 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 University Mediation and Grievance 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 the 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 proceeding conducted before a Hearing Tribunal (as described in the Mediation and Grievance policy), but shall provide the essentials of an on-the-record adjudicative hearing.

APPENDIX N

SEXUAL ASSAULT POLICY

A. Commitment

*The University of Alabama is committed to maintaining a supportive and safe educational environment, one which seeks to ensure the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. **The University of Alabama will not tolerate acts of sexual assault and will seek to support members of its community who are victims of sexual assault.***

B. Definition

Sexual Assault is defined for purposes of this policy as:

1. Any form of nonconsensual sexual contact by a member of the University community, whether such person is known or unknown to the victim, against another member of the University community, including:

a. Nonconsensual sexual intercourse committed by physical force, coercion, or an actual or implied threat;

b. Attempted nonconsensual intercourse or other nonconsensual sexual contact that places a member of the University community in fear of immediate physical harm or injury; or

c. All other forms of sexual misconduct which violate applicable state and/or federal law.

2. A person shall be deemed not to have knowingly and/or voluntarily consented within the meaning of this policy if, at the time of the sexual assault, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness.

C. Reporting Process

The University strongly encourages individuals to report sexual assaults to the appropriate law enforcement agencies and University officials. Reporting an assault is the only effective way that action can be taken against the alleged attacker. Victims are encouraged to use the following procedures:

1. Individuals should first contact the University Police or local police authorities. Both agencies may be reached by calling Emergency 911.

2. Individuals may also contact the following University administrative offices for assistance:

a. The Women's Center (348-5040)

b. The Office of Student Life (348-6114)

(1) On-call dean (394-1566 - beeper)

(2) Assistant Vice President for Student Affairs: Dr. Kathleen Randall (348-8228)

D. University Disciplinary Process

The University of Alabama is committed to providing an investigative hearing process that is sensitive, fair, supportive, and respectful of the rights and needs of all involved. The complainant and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Interim measures may be taken to ensure the safety of the complainant, of the accused and of witnesses. To obtain additional information concerning University disciplinary proceedings refer to the Code of Conduct in the Student Handbook or contact the University of Alabama Women's Center for further information.

A full range of disciplinary actions may be taken if the accused is found guilty through the University Disciplinary process. Possible sanctions are listed in the appropriate student, staff, and faculty handbooks.

E. Medical and Counseling Support Services

*It is very important for victims of sexual assault to obtain **immediate medical care** following a sexual assault, whether or not the sexual assault is reported, to ensure the victim's well-being and to document, collect and properly preserve physical evidence of the assault.*

1. In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy. Immediate medical attention can be received at the nearest local hospital emergency room. In order to preserve physical evidence of the assault, victims should not change clothes, bathe, douche, or use the toilet before seeking medical care. The Russell Student Health Center can provide students with assistance and information concerning other medical resources available.

2. Confidential counseling for student victims of sexual assault or rape is available through the University's Counseling and Psychological Services Center. CAPS and the Women's Center can also provide referral information for students, staff and faculty to other community resources.

F. Women's Center Sexual Assault Victim Advocate

The University of Alabama Women's Center provides a Sexual Assault Victim Advocate Program. This program provides needed support in a time of crisis to victims of sexual assault. The advocate will help victims, their families, and friends by providing information and support. For example, modifications to living arrangements for the victim and the accused, if residing in University housing, may be provided if requested and if reasonably available. Also, rearrangement of academic class schedules for the victim and the accused may be provided if requested and if reasonably available. The Women's Center Sexual Assault Victim Advocate can be contacted at 348-5040.

G. Educational Programs

The University of Alabama is committed to providing preventive, informative, and supportive programs for all members of the University community. Campus-wide programs coordinated by the Women's Center are designed to increase safety awareness, develop self defense techniques, improve communication skills between women and men, help prevent acquaintance and stranger rape, build self-esteem, and provide information on steps to take in the event of a sexual assault.

The entire University community is urged to take responsibility for themselves by taking advantage of educational programs offered at the University, by reviewing literature available at the Women's Center, and by avoiding conditions which may pose a threat to their personal safety. Individuals are encouraged to report potentially unsafe areas or circumstances to the Department of Public Safety.

~~Revised Spring, 1995~~

APPENDIX O

QUALIFICATIONS FOR THE GRADUATE FACULTY

OF THE UNIVERSITY OF ALABAMA

The purpose of the Graduate Faculty at The University of Alabama is to set standards for graduate work and provide graduate instruction. It is the responsibility of the Graduate Faculty in each division to elect its representative(s) to the Graduate Council, which acts for the faculty in matters relating to graduate work. There are three categories of members: full, associate, and temporary. Only members of the Graduate Faculty may teach courses numbered 500 or above, and only members of the Graduate Faculty may chair thesis and examining committees. Only full members may chair dissertation committees.

A. Criteria for Full and Associate Members

The dean of each academic division has the responsibility of nominating members to serve on the Graduate Faculty who meet the following criteria:

1. (a) Hold the Ph.D. or other terminal degree, and

(b) Hold the rank of at least Assistant Professor in a full-time, tenure-track position.

2. Full and associate members must demonstrate ability and continuing interest in the graduate program and in research or creative activity. Full members must show a strong, continuing record of productive research, publication, creative activity, and scholarly activity appropriate to the discipline. These broad requirements are best interpreted by each department and college considering their unique aspects.

3. Be recommended by the departmental graduate faculty, department chairperson, and dean of the academic division.

These nominations will then be acted upon by the chairperson of the Graduate Council, the dean of the Graduate School.

B. Terms of Appointment

Full and associate members are appointed for six-year renewable terms.

C. Temporary Membership

Temporary membership may be extended to well-qualified individuals, who do not satisfy the above criteria, to perform specific functions for specific time periods, not to exceed one calendar year. They should be recommended by the departmental graduate faculty, department chairperson, and dean of the academic division. These nominations will then be acted upon by the chairperson of the Graduate Council, the dean of the Graduate School.