

*corrected minutes*

3:30pm - 101 Bevill

- President's Report
  - Unprecedented faculty participation in increasing State Legislature's awareness of our finding crisis
  - Update on proposed Higher Ed budget in legislature
  - Faculty Senate now has office (461 Alston) & half-time secretarial support
  - ACHE requests faculty advisory input, particularly on budget & distance learning
- President Sorensen provides update on Higher Ed budget in legislature
- Senate elections -- new officers are
  - President Margaret Garner
  - Vice-President Rob Ingram
  - Secretary Ray White
- Reports from Senate Committees
  - Academic Affairs
    - SGA request to extend withdrawal period not endorsed
    - OAA asks for delay of academic policy changes
    - +/- grading data reviewed
    - move of Mallet Assembly reviewed
  - Student Affairs
    - Greek system integration reviewed
    - Housing recommends academic programs fund their own residential renovations
    - 2+ program straining the system
- New Business
  - Research & Service
    - revision of Faculty Handbook proposed to emphasize that varying teaching loads should be considered in tenure/promotion/raise decisions
  - revision proposed for academic unit merger guidelines
  - revision of shared governance document proposed

- The minutes for February 1998 were approved without corrections.
- A proposal from the Research and Service committee was added to the Agenda under New Business.

## **Faculty Senate President's Report**

### **Unprecedented faculty participation in increasing State Legislature's awareness of our finding crisis**

Margaret Garner, Faculty Senate President, reported that this year has exceeded her expectations regarding the energy and demands of the Faculty Senate, but it has also been very rewarding to see the spirit and the commitment of the faculty in response to the challenges we have faced. Garner stated that we are still waiting to see if the Alabama Senate is going to respond to our messages about the plight of our institution and those of the other four-year institutions who have been singled out for cuts in funding. Garner thanked all faculty and staff who have taken their own time to inform members of the House and Senate, the Governor, Lt. Governor, and the business community that The University of Alabama is a good citizen, returning strong value on the investment to our state and its citizens. She added that good investments should be protected and promoted, and our most precious resource, our faculty and staff, is threatened. The Chancellor, President, and faculty and staff

have joined hands this year in an unprecedented manner to remind elected officials and the public that the quality that has taken years to establish can be undermined in a short time with inadequate funding.

### **Update on proposed Higher Ed budget in legislature**

Garner informed the Senate that Dr. Sorensen is planning to give us an update today on the budget situation and our requests. She stated that the full State Senate will be meeting this afternoon and will possibly address a request to add another \$10 million to higher education in line with the Council of Presidents unanimous agreement. As it stands now, the Finance and Taxation Committee of the Senate recommended the same appropriation as the House, a 4.64% increase from the Education Trust Fund (ETF) and that the institutions keep the 5.6% of the RSA contributions (which is \$6,477,000) realized from its growth and market value of the assets. Garner asked the Faculty Senate to note that the increase of 4.64 % is based on our O & M budget from the ETF last year and not on the costs of our total salary budget. Also the RSA savings is based on our usual contributions which are approximately 9.66 % of payroll; since the change to market value of the assets, it has been suggested that 4.03% would be the necessary contribution for FY 99 only, thus saving 5.66% or a dollar figure of \$6.477 million in that budget year. She added that while the increase is greatly appreciated, it falls short of our goals to achieve 8% from the ETF and for The University to retain the savings from the RSA growth in our budget.

### **Faculty Senate now has office (461 Alston) & half-time secretarial support**

Garner stated that for years we have asked for additional support for the work of the Senate. The demands on one's time are tremendous for the Senate President and officers. Garner reminded the Faculty Senate that at the last meeting, the Senate unanimously approved the request to Dr. Sorensen for paid secretarial support and a permanent home for the Senate. Garner reported that Dr. Sorensen has agreed to provide funding for secretarial support and has worked out an arrangement with Dean Barry Mason for space. The Faculty Senate will have an office in Room 461 Alston. Garner met with Dean Mason on Friday, and he offered his support in making this happen as quickly as possible. Dean Mason offered to look for a permanent meeting place for the Steering Committee in Alston or Bidgood for Tuesday afternoons and to reserve the space for other Senate committee meetings on alternate Tuesdays. Dean Mason's secretary will screen applicants, and the steering committee or the executive committee will interview the top candidates for the position. The Faculty Senate will be responsible for writing the actual job description. Garner encouraged the Senate to personally thank Dr. Sorensen and Dean Mason for this important milestone in recognition of the value of the Faculty Senate to The University.

### **ACHE requests faculty advisory input, particularly on budget & distance learning**

Garner reported that the Alabama Council of College and University Faculty Presidents met recently in conjunction with the Higher Education Day in Montgomery on March 5 - 6th. She stated that UA was the host institution for the meeting. Highlights from the meeting included a visit from Hank Hector, Joe Sutton, and Gaynell Dixon from the Alabama Commission on Higher Education. They were asking the ACCUFP for assistance in the formation of a committee representing faculty who could serve in an advisory capacity to ACHE. They already have an advisory group of the college and university presidents. It was decided by ACCUFP to recommend all Presidents of the 15 four-year institutions as the core group and to add the officers of ACCUFP. Garner reported that ACHE is also considering student and business community advisory committees. She stated that the two main priorities for ACHE are (1) The budget process, how to become more effective and a desire to be more specific in their requests for the higher education budget, and (2) Concerns about the issues surrounding distance education. Garner stated that there are other universities that have set up in the state offering distance education. ACHE will be recognizing the Southern Regional Education College. ACHE members cited the need for a formal mechanism to gain input from faculty on what ACHE's role in distance learning should be, training for faculty in this arena, technology needs and maintenance, a faculty data base, and other needs. Garner informed the Senate that Dr. Nancy Barrett addressed the group briefly discussing some of the challenges and opportunities ahead related to distance education. Dr. Barret further shared her concerns about the number of faculty in colleges and universities who are temporary. Garner said that ACCUFP will be sponsoring a Lobbying Workshop jointly with the AAUP on May 2nd from 10 am to 4 pm most likely in Birmingham. More information will be sent forward as it becomes available.

## **Budget Update from President Sorensen**

President Sorensen then addressed the Senate to give an update of the Budget situation.

## Senate Elections

After President Sorensen's presentation, Peggy Jessee made a motion to hold the elections of new Faculty Senate officers, rather than waiting until the new business portion of the agenda. The motion was seconded by Wythe Holt and was passed unanimously. The elections were then held with the following results:

President:

Margaret Garner (21)

Rob Ingram (11)

Vice President:

Rob Ingram (22)

Scott Bridges (9)

Secretary:

Ray White (Unanimous)

## Reports from Senate Committees

### Academic Affairs

The Academic Affairs Committee met on Tuesday, March 3. The following items were addressed:

#### **Extension of Withdrawal Period**

The committee voted not to approve the SGA's proposed extension of the withdrawal period from the current 4 weeks to 9 weeks. Although some committee members felt that extending the withdrawal period to 5 or 6 weeks had merit, everyone felt that extending the withdrawal period to 9 weeks was excessive. Some committee members expressed concern that extending the withdrawal period to 9 weeks would promote "grade-shopping". It was also noted that the current system has flexibility (a student can currently withdraw at any time from a course with the instructor's permission).

#### **Delay of Academic Policy Changes**

Hank Lazer, assistant to the Provost, made a request to slightly reword and to delay implementation of specific academic policy changes that were approved by Faculty Senate Fall semester of 1997. The policies were to go into effect Fall semester of 1998. Because of the upgrading of the computer system, Brenda Hunter, Associate University Registrar, asked that the policies be delayed until the system was fully functional. The committee voted to approve the request.

#### **Data on +/- Grading**

The committee reviewed data collected by the Office of Institutional Research regarding the plus/minus grading system at The University of Alabama and universities from the SUG group.

#### **Report from the Committee on the Freshman Year**

The committee reviewed a draft of the report of the Committee on the Freshman Year. Discussion was tabled until we receive the final report and/or additional information.

#### **Move of Mallet Assembly**

The situation of The Mallet Assembly is a strong concern of the Academic Affairs Committee. Peggy Jessee, Jim Richardson, Keith Woodbury and Wythe Holt expressed their concerns in a meeting with Charles Brown, Acting VP for Student Affairs. Charles has responded in a memo that the repairs to Fitts Hall requested by Michael Ray, Chairperson of the Board of Governors of Mallet Assembly, will be completed at an estimated cost of \$95,000 to \$115,000. Repairs listed in a memo from Michael Ray are shown below.

Dr. Brown's memo also listed in-kind services provided to Mallet by the Office of Housing and Residential Life. These services include:

- twelve \$1,000 scholarships awarded by the Mallet Board of Governors
- lower housing costs (5% on average of the last 5 years).
- payment of printing costs for Mallet's newsletter and mailing costs for Mallet's brochure to prospective students
- assistance recruiting students during Summer Orientation

### **Planned Repairs for Fitts Hall**

- The removal of all current furniture
- The transfer of the furniture from Byrd into Fitts
- Painting of the building interior (by the Physical Plant)
- The removal of pigeon refuse and carpets damaged by them
- Cleaning of the attic for use as storage space
- Cleaning of all carpets and replacement of those damaged/soiled beyond repair
- Remodeling of the entranceway to increase space and removal of the water fountain
- Creating additional access to the front of the common room by opening the hallway wall
- The two rooms on the north wall between D and E wells to be connected by a passageway for use as a computer room and library
- Conversion of the smallest room on first floor into office/storage space
- Replacement of the stoves in the 1st floor common kitchen and the Professor in Residence's 1st floor apartment
- The third floor of E well will be converted into the Chairman of the Board of Governor's apartment by putting up a wall at the top of the stairs and by converting the interior room adjacent to the bathroom into a kitchen
- The current fire escapes will be checked for meeting fire codes
- Insure that all rooms have cable and phone access
- Check on the viability of six phone lines into the computer room (in addition to phones in both faculty apartments and a common hall phone)
- Check running water in faucets and toilets to get rust out of pipes

## **Student Affairs**

### **Integration of Greek System**

The committee met and discussed the varying requests for action on the issue of integration of the greek system. The committee has decided to defer action until a copy of the report of the task force on the greek system is available for review. We anticipate that our response to requests for action will take the form of support or opposition to the recommendations offered by the task force. The committee noted that this issue has dominated our agenda for the 1997-98 year.

### **Housing recommends academic programs fund their own renovations**

Housing staff are recommending that if future space is allocated to a specific academic program that the academic program be responsible for raising funds for renovation of space allocated to the academic program. The Blount grant did not include funds for renovation and the housing budget is not able to accommodate the full costs. Their budget is strained and the quality of the renovation is a bit less than desired by A&S (specifically less expensive common area furnishings). Their budget will be further strained by the 2+ program.

### **2+ program straining the system**

Housing demand this year is at the level projected for the third year rather than the first year of the 2+ initiative. In order to accommodate the increased demand and still admit all freshmen who seek University housing, they have changed living conditions (no private rooms and increase of Rose Towers apartments to four rather than three residents). These changes and other cost saving changes are causing unhappiness among student residents. While the discontinuation of the program is under discussion (strongly urged by

Charles Brown), we are committed to all freshmen entering during the 1998-99 academic year extending our obligation to 2003 if the decision is made to discontinue the program this year. There will continue to be budget shortfalls even though we will have full enrollment. Consideration is being given to additional construction and additional renovation.

## **NEW Business**

Under new business, Nick Stinnett, Co-chair of the **Research and Service** Committee, proposed that the following be approved by the Senate: (The following memo was distributed to the Senate)

### **Recommended Revision to the Faculty Handbook Concerning Varying Teaching Loads**

The Research and Service Committee has reviewed and discussed a recommended revision to the Faculty Handbook submitted by the Teaching and Learning Committee. The recommended addition is the following statement:

"Tenure, promotion, and merit raise decisions should take into account the varying teaching loads which faculty are asked to assume."

The recommended addition may be inserted as the last sentence in the first paragraph under section III. Criteria and Standards for Promotion, page 18 and as the last sentence in the first paragraph under section IV. Criteria and Standards for Awarding Tenure to Probationary Faculty, page 26 [old Faculty Handbook pages].

The Research and Service Committee supports this recommended addition to the Faculty Handbook. One response to this recommendation may be "Since the University is already doing this why put it in the Faculty Handbook?" It is the perception of many faculty that this is not consistently done and the practice varies greatly from unit to unit. Also, while there is a specific statement in the Faculty Handbook that addresses the time spent in administration and/or service activities, there is no statement that addresses varying teaching loads. The objective from the viewpoint of the Teaching and Learning Committee is simply to give the statement visibility in the Faculty Handbook. This recommendation is not intended to decrease the emphasis on research. The Teaching and Learning Committee reported discussing this issue with Provost Barrett and that she supports the recommendation.

The recommendation passed unanimously.

### **Adjourn & Reconvene at Special Meeting**

All of the Senate business could not be completed in the allotted time for the meeting, therefore a vote was held to determine if the Senate should hold a special meeting on March 24 to complete the scheduled business. The vote passed 15 to 7. The senate adjourned at 5:30 pm.

### **Special Meeting**

A special meeting of the Faculty Senate was held on March 24 to discuss revisions of the Merger and Discontinuance Document, presented by Ray White, and the Shared Governance Document, presented by Bill Andreen.

The following documents (appended below) were discussed and unanimously endorsed.

[Principles and Procedures for Merger or Discontinuance of Academic Units](#)

[Shared Responsibility and University Governance](#)

# 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 more effectively, the University must from time to time merge or discontinue academic units (e.g., colleges, institutes, departments). 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. Examples of motivating factors include program inviability (based on demand for a program and the potential for growth), avoiding duplication, effecting economies in management, strengthening related programs, or streamlining the University's mission. An academic unit's record of excellence and centrality to the University's mission will be considered in decisions regarding merger or discontinuation.

## II. Procedures

When a dean, after consultation with the Provost and 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. Dean Informs Affected Faculty & Convenes Task Force

The dean shall prepare a document outlining the proposed merger or discontinuance, stating all reasons and proposing alternative scenarios (where feasible). The dean shall convene a meeting of each affected faculty (which includes not only the unit(s) proposed to be merged/discontinued, but each possible destination unit) to explain the reasons for considering a merger or discontinuance. At this meeting, the dean shall distribute copies of the initial merger proposal, as well as copies of this "Principles and Procedures..." document, and announce the formation of a Task Force (see Appendix A). The Task Force will explore the ramifications of various merger/discontinuance scenarios, paying particular attention to the terms and conditions of any changes in faculty status resulting from (or possibly 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 each affected faculty to elect two representatives to the Task Force within one week. The faculty (individually or collectively) may supply any information in support of continuation of the academic unit or suggest alternatives to the Task Force. This information may be conveyed to the Task Force orally or in writing, individually or in groups, and must be received within a reasonable period of time following the formation of the Task Force (normally one month). In addition, any faculty member who believes that a proposed reassignment or modifications in research or teaching assignments is tantamount to termination of his/her appointment with the University shall inform the dean and Task Force in writing, providing reasons for his/her concern, within a reasonable period of time (normally one month). The Task Force will be given a reasonable amount of time (normally three months after its formation) to assemble the information it needs to consider the ramifications of possible merger scenarios, rank order the merger options considered, and deliver a report to the dean and affected faculty.

## **2. Dean Summarizes Task Force Findings, Proposes Merger & Solicits Faculty Response**

After the Task Force makes its recommendations, if the dean decides to continue considering the proposed merger or discontinuance, the dean shall convene a meeting of each affected faculty and convey to them a summary of whatever information has been assembled and the alternatives suggested. The dean shall describe which option s/he will pursue. For those 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 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 reassessed by the Task Force. The dean shall allow a reasonable period following this meeting for the faculty of each affected unit (individually or collectively) to respond to any information or alternatives discussed in the meeting and to respond to the written statement of explanation (normally one month). The Task Force should also respond to the faculty request(s) within two weeks, giving a supplemental report to the dean and affected faculty.

## **3. Dean Solicits Response to Merger Proposal from Council of Deans & Faculty Senate**

If the dean decides to continue considering the proposed merger or discontinuance, s/he shall convey the reasons for considering a merger or discontinuance, along with the Task Force report and a summary of all responses received, to the affected units, the Council of Deans, the Faculty Senate, and in cases that might affect graduate programs, to the Graduate Council. Such notification is to provide these groups an opportunity to identify consequences that may have been overlooked, to elicit suggestions for alternatives, and to advise whether the merger/discontinuance proposal is appropriate. The dean shall allow a reasonable period (normally one month during the fall and spring semesters) for these groups to respond.

## **4. Dean Recommends Merger to Provost**

If the dean, after receiving information and recommendations from all interested groups, decides to proceed with the merger or discontinuance, the dean shall submit a recommendation to the Provost. This recommendation will include all information and advice regarding the proposed merger or discontinuance that has been offered by individuals or groups. The dean's recommendation will include proposed provisions to allow students already enrolled to complete their degree requirements.

## **5. Provost Makes Merger Recommendation to President**

The Provost 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 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 will make a recommendation to the President.

## **6. President Decides whether to Proceed with Merger**

The President, after studying the recommendation from the Provost, and obtaining any additional information, clarification, or advice that s/he 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.

Note: In cases of a proposed merger or discontinuance of colleges or schools, the Provost 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.

## **III. Additional Considerations**

The University shall make every 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.

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## **Appendix A - Task Force Mandate & Membership**

When a merger or discontinuance is considered, a dean or the Provost shall convene a Task Force to explore the ramifications of possible merger scenarios. The Task Force shall prepare a report for interested parties (the dean, affected faculty, the Faculty Senate, Council of Deans, Provost, and President) which rank orders the merger scenarios considered, describing the pros and cons of each scenario, and commenting on the advisability of the merger/discontinuance. The Task Force should conduct its review as objectively as possible and solicit input from the affected faculty. The Task Force should have access to departmental reviews, program viability data, etc. to aid its evaluation. The options explored by the Task Force need not be limited to those initially outlined by the dean (and may include preserving the status quo), since attractive alternative options may arise in the course of the review. The functioning of the Task Force is likely to be dynamic, involving negotiations with the faculty and dean(s), and possibly the Provost and President, before its final report is made. The Task Force will normally have up to three months from the date of its formation to deliver its final report.

### **Task Force Membership**

The Task Force shall have a minimum number of six voting members. The Task Force membership should represent all affected constituencies and shall consist of:

1. two faculty members from each affected unit, elected by each affected unit
2. one faculty representative from the Faculty Senate Academic Affairs Committee (to facilitate the later review by the Faculty Senate), selected by the Academic Affairs Committee
3. one or two "external" faculty from the University who are not from any affected unit, selected by the Dean

In order to facilitate the information gathering, the Provost shall appoint a University administrator (of Assistant Dean level or higher) to be the (non-voting) chair of the Task Force; the chair shall not be from the College of any affected unit. If necessary, the Task Force membership shall expand to include at least two faculty representatives from any plausible affected unit which was not anticipated initially.

# Shared Responsibility and University Governance

## I. Shared Responsibility: Key To a Strong University

One of the best ways in which to maintain a strong university is to ensure that its academic citizens--the faculty-- participate in making the decisions that shape the future of their educational community. They work together to teach and serve and produce high-quality scholarship. They want their institution to succeed. Faculty, therefore, are partners with administrators in the educational enterprise. If we are going to deal effectively with the complex challenges which will confront The University of Alabama in the future, we must come together to identify our needs and our strengths and share in making the decisions that identify joint solutions.

The success of this University depends upon all of us-- administrators and faculty. We must think systematically, drawing upon the knowledge and experience which reside in our university community, to develop well-informed solutions. We must work together in a spirit of cooperation if we are going to identify lasting solutions because none of us, working in isolation, will likely solve problems which cut broadly across our campus community. We must also act in coordinated fashion for we can ill afford the luxury of extended controversy and counter-productive actions.

In order to develop collaborative solutions, there must be meaningful faculty participation by faculty representatives in the decisions which shape the University's educational potential and which allocate its scarce resources. Whenever possible, implementation of this partnership between faculty and administration should be carried out within existing University structures for communications and decision making.

## II. A Campus Partnership

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.

### A. University Committees and Task Forces

- 1. Faculty Participation in the Selection and Review of Various University Officers**

The President of the University ensures faculty participation in the selection and performance reviews of Vice Presidents and Directors who report to the President by appointing faculty members to each search or review committee. Additional faculty participation is provided by including a member selected by the Faculty Senate on each such committee. Similarly, Vice Presidents solicit and consider the views of faculty members in the selection and in performance reviews of Associate and Assistant Vice Presidents and Directors who report to them, and they appoint faculty members, including a member selected by the Faculty Senate, to any search or review committee for such officers.
- 2. Faculty Senate Representation on Search Committees**

The Faculty Senate nominates a member for each search committee for a University President, Vice President, Assistant or Associate Vice President, and director who reports to the President or a Vice President. If the President chooses not to accept such a nomination, the President will contact the President of the Faculty Senate in order to reach agreement. If agreement cannot be reached, the President will request another nomination.
- 3. University Committees**

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 study and make recommendations on issues of concern to the University community, as well as working closely with the President, the Provost/Vice President for Academic Affairs, and other Vice Presidents, to oversee the University's planning process, and to help establish University budgetary priorities and allocations. The significance of their work is recognized by providing each committee with all the information relevant to the committee's mission and by giving committees timely written responses to their recommendations and inquiries. These committees and task forces make annual written reports which are filed in the Library to be available upon request and which are also transmitted to the President, the Committee on Committees, and the Faculty Senate.

#### **4. Committee on Committees**

The chairs and the faculty and staff membership of standing committees and, where appropriate, task forces and other committees 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 fall semester, and such committees are expected to begin their work promptly at the beginning of each fall semester.

#### **5. Faculty Senate Representation on Committees**

The Faculty Senate appoints one person to membership on each University Standing Committee and on other committees and task forces that are constituted by the President, the Provost/Academic Vice President, and other Vice Presidents.

6. The President of the Faculty Senate serves as a member of the Resources and Priorities Committee and of its Executive Committee, and on the Intercollegiate Athletics Committee.

#### **7. Faculty Athletic Representative**

The President chooses the Faculty Athletic Representative of The University of Alabama from a list of faculty members supplied by the Faculty Senate. If the President does not accept anyone on the list, the President will request another list from the Faculty Senate.

#### **8. Faculty Membership on the Committee on Committees**

The faculty membership of the Committee on Committees will constitute a voting majority of the Committee. The President will fill faculty positions, including vacant faculty positions, on the Committee on Committees from a list of faculty provided by the Faculty Senate. If the President chooses not to accept such a recommendation, the President will contact the President of the Faculty Senate in order to reach agreement. If agreement cannot be reached, the President will request another recommendation.

#### **9. Membership on Standing Committees**

Membership on standing committees will rotate in order to involve different members of the University community in University governance. Normally one-third of a committee's membership will rotate off the committee each year, and normally at least one year will intervene before a person can be reappointed to a committee. Members should be selected to reflect the diversity of disciplines, race, and sex of the Faculty and staff. A faculty or staff member will not ordinarily serve on more than two University committees or task forces at any one time. A term of service for a committee member usually will not exceed three consecutive years.

#### **10. Other Committees**

Divisional, departmental, or area committees also assist the University by making recommendations on aspects of divisional and departmental activities. The faculty in the divisions, departments, and areas should select their own representatives.

### **B. Faculty Senate**

## **1. Membership and Purpose**

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:

- a. Offering advice and suggestions on matters of general faculty concern; and
- b. Providing a channel for communications between the faculty and University officials.

## **2. The Representation of Faculty Opinion at Large**

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. Meetings of the Faculty Senate and of its committees are normally open to all who wish to attend.

## **C. Consultation**

### **1. Meetings of the Faculty Senate President with the Vice Presidents and Council of Deans**

The President of the Faculty Senate can request of the Provost/Vice President for Academic Affairs to meet with the Council of Deans or of the President to meet with the Vice Presidents on specific occasions to discuss issues that are of mutual importance to the faculty and these groups, with the intent to streamline processes of input on these issues to the Provost or the President.

### **2. Faculty Involvement in the Selection of University Administrators**

All Vice Presidents, Directors who report to the President or to Vice Presidents, and Associate or Assistant Vice Presidents are selected through a process that includes substantial involvement by the Faculty.

## **D. Planning Process**

### **1. Standing Committee on University Planning**

A standing committee on University Planning, a majority of whose members are faculty members, should be established by the President of the University to recommend and oversee University planning and to develop Five-Year Plans for the University. This Committee will consult closely with the Resources and Priorities Committee.

### **2. Consultation with Faculty over Program Changes**

No substantial alteration, initiation, expansion, reduction, or relocation of any University program will be made without extensive consultation with the faculty concerned (with regard to the merger or discontinuance of academic units, see the Principles and Procedures for Merger or Discontinuance of Academics Units document). Normally, these consultations also include consideration by the Resources and Priorities Committee.

### **3. Faculty Involvement in all Stages of the Planning Process**

The Faculty is involved in all stages of the planning process. The planning process should begin at the operational level of each discipline, whether that is at the divisional or the departmental level, and normally should involve a committee of all the faculty. Planning at each successive stage within the University should include faculty members selected by the faculty in the disciplines or divisions involved.

## **E. Accountability to the University Community**

### **1. Reviews of Vice Presidents and Directors**

Vice Presidents and Directors and the programs for which they are responsible are reviewed through a regular schedule of evaluations that includes appropriate faculty participation. The review of each administrator is based in part upon the performance and effectiveness of all offices and officers reporting to that administrator.

### **2. Timely Responses to Committee and Faculty Senate Recommendations**

Standing committees, task forces, the Faculty Senate, Faculty Senate committees, and other University committees shall receive a timely, written response (normally within two months) to any recommendation, annual report, or other report requesting a response that is submitted to the President, other University officers, or the Council of Deans.

**3. Credentials of the Provost/Academic Vice President**

Any person appointed as the Provost/Academic Vice President shall possess credentials commensurate with a tenured appointment at the rank of professor in an appropriate academic discipline.

**4. Presidential Reversal of Tenure and Promotion Recommendations**

Decisions by the President on matters of tenure and promotion which reverse recommendations made by departmental or college committees shall, at the request of the candidate, be communicated by the dean to the faculty bodies who made the recommendations.

Submitted by the Faculty Senate Operations Committee:

--- William L. Andreen  
--- Marcus E. Brown  
--- Thomas L. Wolfe

Accepted by the Faculty Senate, March 24, 1998:

--- Margaret P. Garner, President