

**The University of Alabama at Birmingham**

**School of Arts and Humanities**

**FACULTY MANUAL**

**2006/2007**

**ADOPTION**

**These policies and procedures are adopted by a vote of the faculty of the School of Arts and Humanities on April 21, 2006. They take effect on September 1, 2007, and replace all previously existing School of Arts and Humanities school-wide policies and procedures.**

## TABLE OF CONTENTS

I.	INTRODUCTORY MATERIAL	
A.	Introduction	
1.	Description of Manual	5
2.	Policy for Revision of Manual	5
B.	Mission Statement	6
C.	By-Laws	7
1.	Definition of the Faculty	7
2.	Offices of the Faculty	7
3.	Meetings of the Faculty	7
4.	Responsibilities of the Faculty	8
5.	Amendments	8
II.	FACULTY POLICIES	9
A.	New Faculty Appointments	9
B.	Personnel Files	9
C.	Confidential Professional File	9
D.	Teaching Evaluation	9
1.	Student Evaluation	10
2.	Colleague Evaluation	10
E.	Faculty Evaluations	11
1.	Formal Evaluations for Retention, Tenure, and Promotion	11
2.	Informal Evaluations to Assist Professional Growth	11
F.	Criteria for Retention, Promotion, and Tenure	11
1.	Teaching	11
2.	Research/Creative Activities	12
3.	Service	12
G.	Retention Decisions	13
H.	Process of Reviewing for Tenure and Promotion	13
I.	Tenure Decisions	15
1.	Review Committees and Behavior of Candidates	16
J.	Promotion Decisions	16
K.	Non-Tenure-Earning Faculty	17
1.	Promotion of Non-Tenure-Earning Teaching Faculty	17
2.	Promotion of Non-Tenure-Earning Research Faculty	18
3.	Participation of Non-Tenure-Earning Faculty in Decisions about Promotion of Non-Tenure-Earning Faculty	18
4.	Promotion of Non-Tenure-Earning Teaching Faculty Without Terminal Degrees in Their Field	19

L.	Term-Appointment Faculty	19
M.	Annual Faculty Evaluations	19
N.	Faculty Course Load	20
O.	Overload Teaching	20
P.	Summer Teaching	20
Q.	Class Size and Cancellation	21
R.	Teaching Responsibility, Office Hours, and Absence from the City	21
S.	Consulting Activity	22
T.	Funding	22
	1. Budgetary Process	22
	2. Extramural Support	22
	3. Faculty Development Funds	23
	4. <i>Ad Hoc</i> Funding	23
	5. Services, Supplies, Equipment, Telephones, and Reproduction	23
U.	Sabbatical Leave	24
	1. Purposes	24
	2. Eligibility	24
	3. Process for Application Approval	24
	4. Application Guidelines	25
	5. Pay and Funding	25
	6. Report	25
V.	Other Leaves of Absence	26
III.	ACADEMIC POLICIES	27
A.	Classes	27
	1. Class Meetings	27
	2. Class Absences	27
B.	Final Examinations	27
C.	Grades	27
	1. Grade Assignment	28
	2. Posting Grades	28
	3. Changing Grades	28
D.	Policy on Plagiarism	28
E.	Student Advising and Counseling	29
	1. Student Records	29
	2. Academic Advising	29
	3. Classroom Disruptions—Personal Counseling	29

4.	Career Counseling	30
F.	Curriculum Revisions and Class Schedules	30
IV.	ADMINISTRATIVE POLICIES	31
A.	Affirmative Action Officer	31
B.	Committees of the Faculty	31
1.	Committee on Faculty Affairs	31
a.	Functions	31
b.	Membership	32
c.	Policies and Procedures	32
2.	Committee on Promotion and Tenure	32
a.	Function	32
b.	Membership	33
c.	Policies and Procedures	33
3.	Committee on Curriculum and Educational Policies	34
a.	Function	34
b.	Membership	34
c.	Officers	34
4.	Library Committee	34
5.	President's Excellence in Teaching Award Committee	35
6.	Dean's Advisory Committees	35
C.	Administrator Evaluations	35
1.	Formal Evaluation of Dean	35
2.	Formal Evaluation of Department Chairs	36
D.	Departmental Policy Statements	36
E.	Annual Reports	36
V.	INFORMATION	37
A.	Library	37
B.	Textbooks	37
C.	Seminar and Conference Rooms	37
D.	Teaching Aids and Audio/Visual Equipment	38
E.	Computer Maintenance and Training	38
F.	Individually Designed Majors and Minors	38
G.	Credit by Portfolio	39
H.	Student Honors	39
I.	Birmingham Area Consortium for Higher Education (BACHE)	39

**The University of Alabama at Birmingham  
School of Arts and Humanities**

**Official Faculty Policies and Procedures**

The *Faculty Policies and Procedures Manual* (hereafter referred to as “the Manual”) of the School of Arts and Humanities is developed jointly by the faculty of the School, as represented by its Committee on Faculty Affairs and the Dean of the School, with final approval by the Dean and the Provost. The Manual serves as a supplement to the *UAB Faculty Handbook* (2006) by specifying policies and procedures applying to faculty of this School. Hence the Manual does not substitute for the *UAB Faculty Handbook*; rather, it gives a more School-specific statement regarding many of the standards in the *UAB Faculty Handbook* and can be more detailed than guidelines in the *UAB Faculty Handbook*.

Revisions to the Official Faculty Policy of the School shall be initiated, when needed, by the Faculty Affairs Committee, submitted to the faculty for discussion and recommendation, and approved by the Dean and Provost. Faculty suggestions for changes or additions should be directed to the chair of the Committee on Faculty Affairs. The School’s representatives on the University’s Faculty Policies and Procedures Committee and on the Faculty Senate will inform both the Dean and the chair of the Committee on Faculty Affairs of changing University-wide policies and procedures that might have impact on the Manual, including changes within the *UAB Faculty Handbook*.

The Dean’s Office should distribute a revised edition no less than every four years. Between revised editions, changes in specific policies and procedures will take the form of revised policy statements which will be distributed by the Dean to all of the School’s faculty, with date of effectiveness indicated in the lower left corner of the policy statement (e.g., rev. 3/98). Of course, these revised policies also will be included in revised editions. All new faculty will receive a hard copy of the current Manual. The Dean and Faculty Affairs Committee will maintain an updated revision of the Manual, which will be made available online at all times.

William C. Carter  
Chair, Committee on Faculty Affairs, 2006-2007

April, 2007  
Date

Bert Brouwer  
Dean

May, 2007  
Date

Eli Capilouto  
Provost

July, 2007  
Date

## **MISSION STATEMENT**

The School of Arts and Humanities of the University of Alabama at Birmingham is central to the fulfillment of the university's mission to advance human knowledge and understanding. By providing an environment for research and creative endeavor, the School contributes to the creation, recovery and interpretation of knowledge and works of art. Through its educational programs it both imparts an understanding of what has been achieved in the past and draws students into the ongoing creative process as active participants.

The School of Arts and Humanities is an integral part of the liberal arts at UAB. One of the central aims of the liberal arts is to cultivate self-understanding, and to achieve this goal, the arts and humanities are essential. The School pursues this aim as a community of scholars and artists bound together by the highest standards of academic freedom and integrity in teaching, research and service.

In the School of Arts and Humanities, teaching, research, creativity, and service are not disparate goals but are closely related. Our programs are predicated upon the belief that effective teaching is the indispensable foundation of excellence in higher education. In this spirit, the School serves Alabama by offering educational opportunities, public performances and exhibitions, and by offering the benefits of scholarship and learning to society as a whole. Faculty share their expertise with the community through partnerships with community organizations and other cooperative endeavors. Perhaps most fundamentally, the mission of the School is focused on people. We are committed to the idea that liberal arts develop literate, thoughtful, aesthetically aware, and intelligent people who will continue to learn throughout their lives and who will take their places as valued citizens of Alabama and the larger world.

**BYLAWS**  
Of the Faculty of the School of Arts and Humanities  
The University of Alabama at Birmingham

Article I. Definition of the Faculty

All persons holding regular teaching or research appointments as Professors (including Distinguished, University, Endowed, and named Professors), Associate Professors, Assistant Professors, and Instructors on the faculty of the School of Arts and Humanities, University of Alabama at Birmingham, are voting members of the “Faculty” as this term is used in these Bylaws.

Regular faculty members may be tenured, tenure-earning, or non-tenure-earning. They do not include members with less than half-time or less than one-year appointments, such as Adjunct or Visiting faculty.

Article II. Offices of the Faculty

1. The Dean of the School of Arts and Humanities is the chief administrative officer of the faculty.
2. The Dean shall preside at meetings of the faculty. The Dean may appoint a parliamentarian and designate others to chair the meeting on occasions he/she deems appropriate.
3. The faculty shall elect one of its members as Secretary of the Faculty. It shall be the duty of the Secretary to keep minutes of the meetings of the faculty and to distribute these to the faculty no later than ten days following each meeting. The Secretary shall also assist the Dean in preparing the agenda for meetings of the faculty, and shall circulate the agenda at least one week prior to any meeting of the faculty.

Article III. Meetings of the Faculty

1. The faculty shall convene at least once in each of the fall and spring terms, at a time and place to be established by the Dean.
2. Meetings will also be held on the written request of one third of the faculty to the Dean.
3. Special meetings of the faculty may be held at the request of the President, Chancellor, Board of Trustees, Provost, or the Dean.
4. At all meetings, one half of the voting members of the faculty constitute a quorum.
5. Non-members of the faculty may be invited to attend and/or speak at meetings on the invitation of the Dean or 20 members of the faculty.
6. The rules contained in the edition of *Robert’s Rules of Order* current at the time of use shall govern the meetings of the faculty, unless they are waived by two-thirds consent, or are found to be in conflict with these Bylaws.

#### Article IV. Responsibilities of the Faculty

1. Responsibilities of the faculty are set down in the *UAB Faculty Handbook*. Faculty members are in part responsible for recommendations for the governance of the School of Arts and Humanities, the advising of the Dean, and duties related to faculty appointments, as stated in the *UAB Faculty Handbook* or other official statements of policy of the University of Alabama at Birmingham.
2. The faculty may delegate the administration and formation of its policies to duly constituted committees, such as those authorized by the *UAB Faculty Handbook*.
3. The faculty may establish such committees as it deems necessary to exercise its responsibilities. The Dean may establish such committees as he/she deems proper, and appoint their members.

#### Article V. Amendments

1. Subject to appropriate approval, these Bylaws may be amended by a two-thirds vote at any meeting, provided that a copy of the proposed amendment shall have been sent to every member of the faculty at least one week in advance.
2. These Bylaws become effective upon approval by the President.

## **FACULTY POLICIES**

### **New Faculty Appointments**

The recruitment and evaluation of candidates for faculty positions shall involve the Department Chair, the full-time faculty, and the Dean.

Decisions regarding new appointments shall involve the Chair and appropriate faculty, with the approval of the Dean, the offer being contingent on final approval of the President. Tenure may be recommended for new appointees above the rank of assistant professor only after review by the appropriate faculty.

Throughout the faculty recruitment and appointment process, all policies and procedures of Equal Opportunity/Affirmative Action, UAB hiring policies, and government regulations shall be followed.

The School of Arts and Humanities has detailed and specific procedures for the conduct of faculty searches and appointments, copies of which are available in the departments and from the Dean's Office. Before beginning a faculty search, department chairs and search committee chairs should study these thoroughly.

Following a departmental recommendation, the Chair shall make a recommendation to the Dean. Prior to any offer of appointment, the Chair shall discuss the appointment, including the salary and terms of appointment, with the Dean. Upon their agreement, a letter of appointment shall be prepared and co-signed by the Chair and the Dean.

### **Personnel Files**

For each faculty member, information relating to academic background, department service, and professional performance is to be maintained in separate files. These files are to be updated once a year on the basis of information furnished by the Department Chair and the faculty member.

### **Confidential Professional File**

Access is limited to the Chair, the Dean, and the individual faculty member. Included in the file are such materials as vita, transcripts, letters, records of promotion and salary, copies of letters of evaluation, student evaluations (subject to departmental policy), annual activities reports, and other pertinent documents. Only after allowing the faculty member to review the content of the materials to be forwarded may the Department Chair forward materials from this file to Department and School Tenure and Promotion Committees.

### **Teaching Evaluation**

On an annual basis, faculty members should prepare information concerning their effectiveness as teachers. This information may be used at any time to evaluate a faculty member's teaching, but will primarily be consulted during consideration for retention, promotion, or tenure.

### Student Evaluation

Each department shall have an appropriate instrument or instruments to record evaluations by students of teaching, which must include the School-wide instrument. An additional departmental evaluation of teaching may be developed by the faculty of the Department. Such evaluations must be presented to the School Faculty Affairs Committee and approved by the Dean.

The student evaluations should be administered near the end of each term and should be conducted as outlined below in order to ensure the confidentiality of the students' responses and to ensure the impartiality of the application of these evaluations. Faculty should describe the procedure prior to administration of the evaluations. Forms are available from department offices.

#### Guidelines for Student Evaluation:

- A responsible student should be assigned to distribute the student evaluation forms and to administer the process.
- The instructor should not be present in the classroom during the evaluation process.
- The assigned student should collect the evaluation forms, place them into an envelope and seal it, then return them to a designated secure area in the departmental office.
- The instructor may not examine the student evaluations for any course prior to submitting the grades for that course.
- Tenure-earning faculty will save all evaluations collected prior to the award of tenure. All subsequent evaluations will be maintained until the faculty member's promotion to the next rank. In no case should student evaluations be retained for a period of less than three years. At no time may a class set of evaluations be edited or destroyed in part.
- The student evaluation forms are to be retained in accordance with departmental standards for the review procedures associated with promotion, tenure and annual evaluations.
- All original student evaluations will be retained in the departmental office where the faculty may view them upon request. Faculty may also request copies of student evaluations for their personnel files.

### Colleague Evaluation

Each department should include methods for peer evaluation such as:

- Examination by colleagues of course content and materials—syllabi, hand-outs, exams, quizzes and other appropriate determinants of course content.
- Evaluation by colleagues observing one's teaching, viewing videotapes of one's class, or using any other appropriate means.
- General reputation as a teacher among students and faculty.

## **Faculty Evaluations**

The work of each faculty member is to be periodically evaluated. Each department is urged to define further specific policies and procedures for such evaluations.

Faculty evaluations in the School of Arts and Humanities are of two kinds—formal and informal. In all reviews and prior to review faculty members should be given sufficient notice and time to bring their personnel files up to date.

### **Formal Evaluations for Retention, Tenure and Promotion**

Each faculty member who is being considered for tenure, retention, or promotion shall be given a formal review, culminating in a letter of recommendation from the Department Chair to the Dean. All full-time faculty of the department shall be given the opportunity to discuss recommendations for retention, tenure, and promotion with the Chair. All full-time tenured and tenure-earning faculty shall have the opportunity to vote on recommendations for retention, while only full-time tenured faculty will have the opportunity to vote on recommendations for tenure. Only full-time faculty at or above the rank in question shall be given the opportunity to vote on recommendations for promotion.

### **Informal Evaluations to Assist Professional Growth**

The primary purpose of informal reviews is to encourage and assist individual faculty members in their professional development and progress, and to keep them informed about the quality of their work as it is perceived by their colleagues and Chair. It is the responsibility of each department to provide informal reviews annually for all non-tenured and tenured faculty other than Chairs who have not been otherwise formally evaluated within that time. A written report of the essential conclusions of the informal evaluation shall be given to the individual faculty member and a copy placed in the confidential professional file. The copy placed in the confidential professional file shall be signed by the individual faculty member to acknowledge his/her reading of the report.

## **Criteria for Retention, Promotion and Tenure**

In teaching, research/creative activities, and service, the School of Arts and Humanities distinguishes between activities that constitute ordinary performance of duty and the various means by which a faculty member may exceed these minimal requirements and demonstrate degrees of excellence.

Candidates for tenure must demonstrate excellence in the three areas of teaching, research/creative activities, and service. Continuing excellence within the three areas is required for promotion to the higher ranks. An individual will be judged by these criteria in proportion to their relative importance to each academic rank and to the program priorities of the appointing unit.

### **Teaching:**

The minimum classroom obligations of teaching faculty include careful preparation for scheduled classes, consideration of academic policies and departmental programs in structuring course content, and meeting all classes except when unavoidably absent.

The minimum obligations of the teaching faculty also include cooperation in staffing the necessary service courses of the department, maintaining required files, writing letters of recommendation for students, and keeping scheduled office hours.

Degrees of excellence in teaching may be demonstrated by such things as:

- Ratings and evaluations of students and faculty.
- Offering a variety of courses demonstrating competence in a broad range of ideas and subject matter.
- Development of new courses which contribute significantly to the curriculum.
- Extracurricular educational activities with students and faculty.
- Receiving teaching awards, distinguished teaching fellowships or professorships, or receiving similar kinds of recognition.

Documentation of teaching excellence should include not only copies of student teaching evaluations but also such items as peer review, copies of syllabi and course handouts, a complete listing of all courses taught, evidence of course development and innovative teaching, and evidence of grading policies and practices.

#### Research/Creative Activities

All faculty members are minimally expected to continue educational and professional growth, follow current developments in their fields of interest, and participate in scholarly activities including research/creative activities sponsored by the departments, the School, and the University.

Excellence in research/creative activities will be determined by the worth and number of the faculty member's contributions such as:

- Published scholarly books, articles, and other literary works.
- The creation, presentation, and publication of new works in the fields of art, music, literature, theatre, dance, and audio-visual productions.
- Performances in music, theatre, and dance.
- Workshops directed, papers presented, and consultations.
- Awards or grants received from within or from outside the University.
- Service as an officer or committee member of professional organizations.
- Participation in professional meetings, seminars, institutes, and other similar professional activities.

#### Service

All faculty members are minimally expected to perform all assigned duties relating to the academic operations of the various departments, the School of Arts and Humanities, and the University, including regular attendance at departmental and school-wide faculty meetings.

Excellence in service may be demonstrated by the degree and quality of the following:

- Work on standing or *ad hoc* committees or organizations of the various departments, the School, or the University, especially those having important and demanding responsibilities.

- Service to agencies or groups within or outside the University which involve one's professional competencies.
- Administration of special grants and programs.
- Work with students in such areas as publications, student government, academic and social organizations.

In documenting service activities, those which are considered to be especially significant should include an explanation of that significance.

### **Retention Decisions**

Retention concerns the reappointment of faculty members during the probationary period prior to tenure.

Faculty members appointed to a tenure-earning position are informally reviewed annually during their probationary period. These faculty members are reviewed formally for retention in accordance with the terms of their appointment. Such reviews are to be in accordance with this document and with the *UAB Faculty Handbook* (Section 2.6.7). Faculty members and Chairs are required to meet specified deadlines for proper notification in each instance.

For tenure track faculty, in making a recommendation regarding retention, the chair shall meet with all the full-time faculty of the department, other than the candidate under consideration, in a review session culminating in a vote of the tenured and tenure track faculty. For non-tenure track faculty retention recommendations, the chair shall meet with all the full-time faculty of the department, other than the candidate under consideration, in a review session culminating in a vote of the tenured, tenure track and non-tenure track faculty. The Chair shall then write a personal recommendation regarding retention, which must report the vote of the faculty. The candidate shall be informed of the recommendation of the Chair and the vote of the faculty as soon as possible.

When a Chair intends to recommend non-reappointment, notification of that intention must be given to the Dean as required by the *UAB Faculty Handbook*. A faculty member may appeal the decision of the Department Chair to the Dean. The Dean shall review the report of the Chair and the appeal, if any, from the candidate. The Dean may refer the case to the Committee on Promotion and Tenure.

The faculty member shall be informed, in writing, of the reasons for the non-reappointment.

### **The Process of Reviewing Candidates for Tenure and/or Promotion of Tenure Track and Tenured Faculty**

1. The Department shall notify the candidate by letter that he/she has reached the appropriate time to apply, except in cases where the candidate has been allowed to apply for early tenure and/or promotion (August 1 of each year).
2. The candidate shall return a letter to the Chair indicating that he or she is applying for tenure and/or promotion (August 10 of each year).

3. The Chair shall send a letter to all tenured faculty, as well as to the candidate, asking for names, addresses, e-mail addresses, and basic qualifications of potential external reviewers to serve as reviewers for the candidate in the department (August 15 of each year). All receiving the letter will be asked to ensure that potential external reviewers are at a rank at or above that for which the candidate is applying. Additionally, potential external reviewers should not have had association with the departmental candidate as a teacher, fellow faculty member, student, or student colleague.
4. The Chair selects at least three, and as many as six, potential external reviewers from the names that have been provided by the tenured faculty, the Chair, and the candidate being reviewed. At least one external reviewer will be selected from the list provided by the candidate and at least one will be a name provided by the faculty (August 20). Four external reviewers are required for this review.
5. The departmental candidate will sign a release, in which the candidate states whether he or she will or will not see the external reviews (August 21). Should a candidate elect not to sign such a document, the Chair may go on to seek potential external reviewers, but must notify the external reviewers that *their letters may be seen by the candidate*. This notification should be highlighted and emphasized in the letter to external reviewers. Either the signed release, or the signed disagreement to have such a release, will become part of the candidate's record.
6. The Chair seeks external reviewers (August 25).
7. Once external reviewers have been selected, the candidate should prepare materials for external reviewers. The materials should include, but not be limited to, copies of all publications, creative work, and current vita. A candidate's package must provide evidence that describes the significance of the venue (journal, theatre, publisher, concert hall, gallery, broadcast network, etc) in which the candidate's body of work has appeared. In some disciplines, acceptance rates or other numerical data may suffice, where in other fields, the reputation of others whose work has appeared there may be used. External reviewers evaluate only research/creative achievement and may evaluate service, but not teaching. These materials should be prepared and mailed with a cover letter from the Chair which states what the department would like to have evaluated with a deadline date of October 1 (this should be done by September 1).
8. The departmental/school file should be prepared with a deadline of October 15. This file should contain, but not be limited to, all materials sent to external reviewers, as well as copies of student evaluations and copies of student grades (with names and social security numbers omitted). Additional peer or chair reviews as well as letters from students may be included. Any appropriate materials concerning service should also be included. Should any of these documents not be included, the candidate's decision not to include will become part of the record. The departmental Chair will conduct a final check of the file prepared by the candidate to make sure it is complete.

9. The department shall meet to discuss the candidacy. All faculty and the Chair may participate in the meeting; however, only those holding tenure and who are at or above the rank for which the candidate is applying may ultimately vote. Following this procedure, the voting faculty, including the Chair, discusses the candidacy. Following this meeting, the Chair of the department shall leave the room and the committee will take its vote (November 1).
10. A letter stating the committee's position on the candidacy is written by a senior faculty member. Such letter is addressed to the Dean, but submitted to the Chair. The letter must contain the faculty vote (November 15).
11. The Chair will write a letter expressing his/her evaluation of the candidacy. Once this letter is written, all appropriate persons will sign off on the submission form for tenure and/or promotion (December 15). If either the department vote favors tenure/promotion OR the Chair favors tenure/promotion, the package is forwarded to the Dean's Office. If there is a negative departmental vote and the Chair does not approve tenure and/or promotion, only the letters will be forwarded to the Dean's Office. The responsibility of notification to the candidate and to the Dean is that of the Chair. Under ordinary circumstances, once the Chair has completed the Chair's letter to the Dean, a candidate will receive notification through copies of both letters.
12. The Candidate's Packet

The candidate's packet for tenure and/or promotion should contain, but is not be limited to, the following:

1. Current curriculum vitae.
2. Cover letter.
3. All annual reports and chair's response to those annual reports.
4. Copies of all publications in their published form (while photocopies are sufficient for viewing, the School committee will want an actual copy of the book or journal).
5. Copies of video productions or grant proposals.
6. Explanations of acceptance rates of journal articles or videos.
7. Explanations of procedures for securing book contracts, theatre contracts, or acceptance rates at galleries or concert venues.
8. Acceptance rate of publishers or acceptance rates at galleries, concerts, or performance venues.
9. All teaching evaluations.
10. Statistical summary of teaching evaluations.
11. Grades of students in classes (with names and social security numbers omitted) or summary of grades for each class.
12. Explanations and arguments for any unusual documents in the packet.

## Tenure Decisions

A faculty member eligible for tenure must receive a formal review and a tenure decision before the end of the sixth year of service, in time for any notice of non-reappointment to comply with the standards set forth in the *UAB Faculty Handbook*. A faculty member may receive a formal review and a tenure decision earlier than the sixth year of service only if a shorter tenure earning period has been stipulated, in writing, at the time of the faculty member's initial tenure-earning appointment.

### Review Committees and Behavior of Candidates

The candidate may supply names, positions, addresses, telephone numbers, and email addresses for reviewers, which should be given to the Chair. The candidate should not recommend individuals who were graduate school colleagues, teachers, students, or co-authors. Mentoring committees can help the candidate develop a list of possible reviewers. During the process of the review, the candidate should not personally contact any external reviewer at any stage. The Chair alone is responsible for securing these evaluations.

Reviewers should be given copies of the School-wide and University-wide criteria for tenure and should be asked specifically to evaluate the candidate in light of those criteria. The Chair's letter of recommendation to the Dean must indicate how the reviewers have been chosen, and must be accompanied by a vita for each reviewer.

In the case of a positive recommendation, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School's Committee on Promotion and Tenure for consideration. The Committee on Promotion and Tenure may seek additional information about a candidate for promotion or tenure by asking the Chair or other members of the faculty of the candidate's department to meet with the Committee to provide this whenever the Committee deems it appropriate. The Committee shall write its recommendation to the Dean. The Dean, after appropriate consultations, shall report his/her decision to the candidate, the candidate's Department Chair, and the Provost.

A candidate who has received a negative departmental decision may appeal that decision to the Dean. In that case, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School's Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate, the candidate's Chair, and the Provost. If the decision is not appealed, no further action will be taken.

The *UAB Faculty Handbook* allows for review of the tenure decision in the terminal year, but only in cases where there is substantial new evidence in support of candidacy for tenure.

## **Promotion Decisions**

Only in exceptional cases may a faculty member be reviewed for promotion to Professor before serving three full years as Associate Professor. The procedure for external evaluation for such a proposed promotion shall be identical to that described above. In making a recommendation regarding promotion, the Chair shall consult with all full-time faculty in the department, and shall then meet with the faculty of the department who are of the rank or above that for which the candidate is being considered. This department group shall meet in a formal review session culminating in a vote, without the Chair present. The Chair shall then write a personal recommendation regarding promotion and report the vote taken in the meeting. This information should be sent to the Dean no later than the end of January. The candidate shall be informed in writing of this action as soon as possible.

All comments regarding reviewers and content of the Chair's letter apply as described above in the tenure consideration process. The University-wide criteria for promotion to Professor include having earned a national reputation.

In the case of a positive recommendation from the department, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School's Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate and the candidate's Department Chair, and to the Provost in the case of a positive decision.

In the case of a negative recommendation from the department and Chair, no further action will be taken unless the candidate appeals. In the case of a split decision, both letters shall be forwarded to the Dean and the Promotion and Tenure Committee for further review.

In the case of a negative decision that has been appealed by the candidate, the report of the Department Chair shall be reviewed by the Dean and, at his/her discretion, forwarded to the School's Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision, and reasons for the decision, in writing, to the candidate and the candidate's Department Chair, and to the Provost in the case of a positive recommendation. If a negative decision by the Dean is not appealed, no further action will be taken.

## **Non-Tenure-Earning Faculty**

Persons appointed to non-tenure-track full-time or half-time positions shall have an initial appointment of one year. If reappointed, their term of reappointment shall be for two years. A person may be reappointed three times for such two-year terms. Review for reappointment for a fifth term shall take place in the sixth year of service. Such reappointments shall be for three years and are renewable for an unlimited number of times.

Decisions on the appointment and retention (reappointment) of non-tenure-track faculty members shall be made in accordance with appropriate departmental procedures.

### Promotion of Non-Tenure-Earning Teaching Faculty

1. For a career teaching appointment, promotion may occur by demonstrating excellence solely in teaching.
2. The primary criterion for promotion in these appointments is excellence in teaching, as determined by faculty in one's department, student evaluations, written reports by reviewers in the department, and reputation in the School.
3. For a career teaching appointment, a candidate for promotion may demonstrate the national recognition that is mentioned in the *UAB Faculty Handbook* by means that may include, but are not limited to, the following: written commendation of teaching by professors in the same field from other institutions, alumni and others; invited teaching at other institutions; admission to competitive development programs such as those of the National Endowment for the Humanities; nationally recognized success of students; publication, exhibitions, and performances that enhance teaching or are about teaching. However, fulfillment of any or all of these achievements may augment, but may not supplant, the requirement for teaching excellence as described in 2.
4. A department *may* also count excellence in service in considering promotion for those in teaching appointments, especially if such service is part of the person's original appointment or job description.

### Promotion of Non-Tenure-Earning Research Faculty

1. For a career research appointment, promotion may occur solely by demonstrating excellence in research.
2. The primary criterion for promotion in these appointments is excellence in research, as determined by national criteria of research.
3. For a career research appointment, a candidate for promotion may demonstrate the national recognition that is mentioned in the *UAB Faculty Handbook* by means that may include, but are not limited to, the following: publication in journals utilizing blind submission and peer review in the candidate's primary field or fields; obtaining grants awarded through a competitive, national process with blind referees; being invited to present results of research at prestigious national meetings; and publication of books of scholarly merit.
4. A department *may* also count excellence in service in considering promotion for those in research appointments, especially if such service is part of the person's original appointment or job description.. However, excellence in service may only augment, but may not supplant, the requirement for excellence in research described in 2 and 3.

### Participation of Non-Tenure-Earning Faculty in Decisions about Promotion of Non-Tenure Earning Faculty

Full-time, non-tenure-earning faculty should be included in discussions concerning candidates in the department coming up for retention, tenure, and promotion. However, such faculty may vote only in cases regarding other non-tenure-earning faculty of the same kind (teaching or research) and at or below their own rank.

When a non-tenure earning faculty member applies for promotion, a non-tenure-earning faculty member should be elected for that case for the Promotion and Tenure Committee as a voting member. Another should be appointed by the Dean. The School shall elect ex-officio members for this purpose who, upon approval of this Manual, become members of the Promotion and Tenure Committee under the terms described above.

### Promotion of Non-Tenure-Earning Teaching Faculty without Terminal Degrees in their Field

1. Instructors without the usual terminal degree in their fields, in cases of exceptional professional development, may apply for, and be promoted to, assistant professor. In such applications, professional development must be demonstrated at the level of one holding the relevant terminal degree. Candidates for promotion should demonstrate professional commitment and growth, as well as a very high level of excellence in teaching and service, sustained over at least six years at UAB, such that the review of application for promotion would occur in the seventh year.
2. Departments may institute stricter policies for promotion, including but not limited to a requirement for a terminal degree as a condition of being hired at, or promoted to, the rank of Assistant Professor.

### Term-Appointment Faculty

Persons appointed as term-appointment faculty are those appointed to teach only a specific course or courses. Such appointments are usually characterized as “part-time” by the School, although the term “part-time” carries a different meaning within the University’s Human Resource System.

The Chair of a department makes such appointments with the concurrence of the Dean. Term-appointment faculty shall have their teaching evaluated by their students as provided for in this Manual. These evaluations shall be reviewed and preserved in such place and for such time as written departmental policies shall decree. A term-appointment instructor appointed for a third term shall have a written evaluation of his or her teaching by a full-time member of the faculty.

## **Annual Faculty Evaluations**

The department chair is responsible for conducting an annual evaluation of all regular faculty (non-tenure-earning, non-tenured, tenure-earning, and tenured) to discuss such topics as the faculty member's professional development, to provide feedback concerning performance and productivity, to discuss departmental goals and to discuss ways in which the department and the faculty member can work cooperatively to assist the faculty member in achieving his/her professional goals.

The chair is responsible for maintaining an activity file for each faculty member that documents faculty activities in the area of teaching, research/scholarly activity, and service. This file is to be updated at least once a year on the basis of information furnished by the department chair and the faculty member.

## **Faculty Course Load**

The teaching load for full-time, tenured faculty and tenure-earning faculty is a base of eight courses (24 credit hours) for the nine-month academic year. However, to provide for active pursuit of scholarship or creative activity, administrative responsibilities, or special obligations to the department, School, university, community, or profession, tenured and tenure-earning faculty receive reductions of teaching loads of at least two courses per year in order to fulfill these obligations.

Full-time, non-tenure-earning faculty appointments normally include a teaching load of eight courses for the 9-month academic year. Other responsibilities for which non-tenure earning faculty may receive reductions of teaching load shall be determined either in the initial letter of appointment or through later recommendation of both the Departmental Chair and Dean.

As with any policy, specific circumstances related to the terms of faculty appointment may justify making adjustments on a case-by-case basis. Any significant variation in those terms, including teaching load, must be approved by the Department Chair and Dean.

## **Overload Teaching**

University policy requires that all teaching assignments undertaken for extra compensation must have the approval of the appropriate Department Chair and the Dean of the School of Arts and Humanities.

Overload teaching must not interfere with the regular assignments of the faculty member.

A faculty member may be approved to teach one overload course during the 9-month academic year. Only under special circumstances may a faculty member teach two courses per year as an overload. The departmental Chair will consult with the Dean to determine the number of overload courses taught during a specific semester. In principle, overload teaching assignments should be distributed equally among the faculty who desire to teach such overloads and who also possess the appropriate expertise to teach such courses.

The rate of compensation for overload teaching may differ from the rate paid for the regular faculty appointment.

### **Summer Teaching**

Employment during summer sessions cannot be guaranteed. If all faculty members in a department are not needed for a summer term, selection of those who will teach is made by the department chair and the dean. In principle, summer teaching assignments should be distributed equitably among faculty who desire them.

Summer teaching will be compensated at a specified rate and is based on the faculty's nine-month salary. Currently, per-course compensation is set at 9% of the nine-month salary although this could vary depending on the availability of funds. Summer employment can be instruction, service, or the assignment of other responsibilities, and is subject to department chair and dean approvals.

### **Class Size and Cancellation**

Limited resources of the School make it impracticable to offer classes for which there is little demand. The minimum class sizes set forth below are generally desirable:

- Courses numbered below 400                      10-15 students
- Courses numbered 400 to 599                      8-10 students

Exceptions to these sizes will be made in the following cases:

- Courses which are part of a new program.
- Courses which are offered in lower-enrollment class periods.
- Courses which are necessary for students to complete a major or minor.
- Studio or lab courses that are limited by the size of the teaching facility.
- Studio or lab courses that require specialized, one-on-one training.
- The low enrollment of a given class is offset by a large enrollment in another class taught by the same faculty member.

The frequency with which a course is offered may be decreased if enrollment in that course consistently does not meet minimum requirements. If a course is canceled, an arrangement should be planned for redistribution of the affected faculty member's teaching load. The course must be made up no later than the end of the academic year following the academic year in which the course was canceled.

### **Teaching Responsibility, Office Hours, and Absence from the City**

A major responsibility of all faculty members, full-time, part-time and adjunct, is to provide high quality instruction to students. Thus, each faculty member is expected to meet all scheduled classes except under special circumstances and when approved by the Department Chair.

Students must have reasonable access to faculty members outside of regular class meetings. Faculty members are thus expected to maintain regular office hours consistent with departmental policy. If students cannot meet at regularly scheduled hours, or if a student's physical disability prohibits a student from coming to a faculty member's office, the faculty member should make every reasonable effort to meet the student at a mutually convenient time and place. Faculty should post office hours by the first day of each term. Office location and hours also should be printed on the syllabus for each course and kept on file with department staff.

Departments will provide part-time and adjunct faculty with space in which to hold office hours, as planned in conjunction with the department chair.

All faculty members must provide their department chairs with adequate and reasonable notification of absences from the city when such absences might have a bearing on the fulfillment of their professional and academic responsibilities. When such absences from the city occur, faculty must provide department chairs with sufficient information so that faculty can be contacted in the event of an emergency. Department chairs must notify the dean in advance of their absence and appoint an acting chair.

### **Consulting Activity**

The *UAB Faculty Handbook* provides basic guidance with respect to consulting activities outside and within UAB. In accordance with the *UAB Faculty Handbook*, permission must be obtained from the Dean of the School of Arts and Humanities prior to engaging in consulting activity. Requests should be addressed in writing to the appropriate Department Chair. The Department Chair's comments and recommendations will be forwarded to the Dean for final action. Changes in status with respect to consulting activities should be reported as they occur subsequent to this date.

### **Funding**

#### Budgetary Process

All requests for funding should be discussed with the Department Chair for inclusion in the regular budgetary process. The request may then be brought by the Chair to the Dean, requesting funding from the annual allocation or requesting special funding if possible. Normally, department budget requests are made to the Dean during the spring term, with the Dean making a proposal to the Provost on behalf of the School during early summer. Budgets normally come to the Schools late in the summer, although this schedule is dependent on the legislative schedule of the state government.

#### Extramural Support

All applications for extramural support of a University program or of a faculty member's scholarly/creative activities must be reviewed and approved by appropriate

University administration as specified in the *UAB Faculty Handbook*. Requests for approval should be channeled through the Department Chair, the Dean and other administrative offices as indicated on the internal checklist. Such approval is necessary for all applications, whether to state, federal or local governmental agencies or to private foundations or agencies. Faculty should prepare their applications allowing adequate time for review well in advance of the submission deadline.

#### Faculty Development Funds

Dependent upon availability of funds in any given year, support may be available from the Dean for faculty development projects such as improved technology, special training opportunities, or teaching resource acquisition. In such cases, proposals will be solicited and support awarded based on the quality of the proposal, School or departmental benefits, and availability of funds.

#### Ad Hoc Funding

On occasion, faculty members may need to request funding for special projects outside of the annual budget cycle. All such requests should be channeled through the Department Chair and, if approved, forwarded to the Dean. Funding cannot be guaranteed to meet such requests.

#### Services, Supplies, Equipment, Telephones and Reproduction

All requisitions for securing services, supplies and equipment must be approved by the Department Chair and the Dean. Departments are responsible for initiating and processing routine purchases in accordance with School and University policies and procedures. All commitments made or expenses incurred by individual faculty members for supplies, services or equipment must be approved in advance by the Department Chair.

Telephones are provided throughout the School for official and University-related communications, and the use of telephones for personal communication should be held to a minimum. Long distance calls are permitted only for University business. Department Chairs are responsible for reviewing and monitoring telephone usage and taking appropriate action to curtail abuses when necessary.

The reproduction of material for classes, research and administrative purposes should be done, as much as possible, on School and departmental machines to minimize cost. All reproduction costs will be charged against departmental budgets. As in other routine matters, Department Chairs are responsible for minimizing and correcting abuses.

## **Sabbatical Leave**

### Purposes

In general, sabbatical leave provides a faculty member time to work on projects which could not otherwise be reasonably or conveniently accomplished in conjunction with regular university duties. Specifically, a sabbatical leave is requested for such purposes as:

- Performing research/creative activities, acquiring significant instructional materials and/or identifying resources which requires travel beyond the local area.
- Improving skills in relevant areas of teaching and scholarship/creative activities which involves travel to attend seminars, classes, institutes, etc., sponsored by organizations located outside the immediate area.
- Preparing a significant manuscript for publication or a creative product for public presentation.

### Eligibility

To be eligible for sabbatical leave a tenured faculty member must have fulfilled all of the following:

- Provided six years of full-time service since initial appointment or last sabbatical leave. One year of full-time service is defined as performing a full-time academic load for at least two semesters.
- Served this time at the rank of assistant professor or above.
- Been awarded tenure.
- Established a record of contribution in scholarship/creative activities and/or instructional innovation appropriate to the level of appointment, with sabbatical plans directly related to this established record or to future interests.
- Made plans to serve at least one full academic year after the sabbatical leave before retiring from the institution.

### Process for Application Approval

Department chairs:

When a department chair intends to request sabbatical leave, the dean should be informed in writing of this intent by the end of the second full week of October of the year prior to the requested leave.

Faculty:

No later than November of the year preceding the proposed leave, faculty who meet the eligibility requirements listed above are required to notify, in writing, their respective chairs of their intention to apply for a sabbatical leave. The complete

application must be provided to the chair in time for the chair to meet the deadline set out below.

No later than the end of the second full week of January of the academic year preceding the proposed leave, a department chair must provide the dean with the complete sabbatical application as well as a written assessment of the department's ability to meet its academic and administrative responsibilities during the applicant's absence. The proposed leave must fit with general departmental and School needs; and a faculty member considering application is strongly advised to discuss these needs with the department chair at least one full academic year before the application process would begin.

#### Application Guidelines

The application for sabbatical leave should contain a full proposal indicating how the time will be spent for professional advancement, including:

- A complete statement of goals of the project.
- A description of the significance of the project in terms of professional development and/or the contribution to the appropriate field or research area.
- A description of how the goals are to be accomplished.
- A brief summary of the previous scholarship, creative work and instructional activity of the applicant, with some indication of how the sabbatical proposal relates to established patterns of professional activity and interest.
- If applicable, a brief description of applications to outside agencies for funds.
- An indication of steps taken to obtain authorization for utilization of facilities at another institution, if applicable. Copies of letters or invitations should be included.
- Applicants who have held previous UAB sabbatical awards should append to their applications the full reports submitted at the end of these prior sabbatical leaves, with additional explanation, if necessary, of the significance of the previous sabbaticals in terms of their subsequent scholarship/creative activity and professional development.

#### Pay and Funding

As established by the University, sabbatical leave provides full pay for one-half year or half pay for a full academic year. In the School of Arts and Humanities, a half-year is defined as one semester.

Fellowships, scholarships, grants-in-aid or additional employment may be procured to help cover the costs of expenses incurred as a result of the proposed sabbatical project. These expenses include such items as travel, secretarial assistance, tuition, research, and publication.

#### Report

A report of sabbatical activity must be submitted within three months after completion

of the sabbatical leave. It is submitted to the Department Chair, who reviews it, attaches an evaluation and sends it to the Dean. The Dean reviews it, attaches comments and submits it to the Provost. This report should contain:

- A brief description of the work accomplished, and an indication as to which goals set forth in the sabbatical application have been achieved.
- A description of the anticipated impact of work accomplished during the sabbatical leave on the long-term professional interests and goals of the faculty member.
- Copies or reprints or preprints of similar materials relevant to creative projects to document the work accomplished during the sabbatical leave. These will be returned to the faculty member.

### **Other Leaves of Absence**

The *UAB Faculty Handbook* states the complete policies, procedures, and qualifications concerning various kinds of leave, including sick leave and vacations. Please see it for details. Nothing in this Manual augments or subtracts from that University policy.

## ACADEMIC POLICIES

### Classes

#### Class Meetings

The full time allotted for each class session of the term should be utilized except in unusual circumstances. Unless there are reasons to the contrary, the first session of the term should be a full-length meeting.

#### Class Absences

Faculty members are expected to meet all classes except when unavoidably absent . When a faculty member is to have a planned absence, a teaching substitute or substitute activity for the class should be provided. When an unexpected and unavoidable absence arises, every effort should be made to see that the class is notified and, if possible, met and taught. Department chairs should be contacted for assistance as required. In any event, the department office should be notified of any class absences in order that inquiries may be answered.

### Final Examinations

Final examinations are to be given in the officially scheduled period and not during a regularly scheduled class period. Each course syllabus should include the date and time of the final examination. There are some instances, such as seminars and special projects courses, where a final examination may be inappropriate, and these classes are excepted from this policy.

### Grades

#### Grade Assignment

There are seven grades which may be assigned by faculty: A, B, C, D, F, I, and P. Each is fully described in the current *UAB Catalog*. When a student does not complete the course and does not officially withdraw from it, the appropriate grade to be assigned is F or I. An I (Incomplete) may be changed to another letter grade upon completion of the course by the end of the following academic term. If not officially changed by the instructor before the end of the following term, an I *automatically* converts to an F.

The Registrar will designate a W if a student withdraws from a course. An instructor may not assign a W on a grade sheet, even if the instructor knows that a student has withdrawn from the course.

Grade sheets must be filed electronically by the announced deadline. If there is to be a delay in reporting grades, the Registrar's office should be notified.

### Posting Grades

Because of privacy laws, posting students' grades is discouraged. Each student's permission must be secured in writing in order to post the grade, and a system whereby complete privacy is insured must be followed. Specifically, grades should not be posted by name, initials, or social security numbers.

### Changing Grades

As a safeguard against forgery, grade changes must be submitted on official forms signed by the instructor and available from department offices. Students may not deliver their own grade change forms.

### **Policy on Plagiarism**

Students should be made aware of the following guidelines, and they should be used to guide faculty practice. They are not meant to eliminate the discretion which the faculty must of necessity have in dealing with such matters.

#### School of Arts and Humanities GUIDELINES ON PLAGIARISM

Plagiarism is using the words or thoughts of another person without proper citation; specifically, it is submitting as one's own work any portion of a book, magazine, journal, handout, original creation, speech, lecture, oral communication, paper or examination written by someone else.

Plagiarism is a serious offense. All members of the educational community must carefully avoid plagiarism by fully acknowledging the sources of all statements, studies, projects and ideas which have been produced by another person.

A student who commits plagiarism should receive an F in the course in which the offense has been committed.

When a student is accused of plagiarism or other cheating, the Department Chair should be notified in writing with copies to the Dean, the Provost and the Registrar. If the faculty member wishes to recommend any other action than assigning an F, this recommendation should go to the Department Chair and the Dean. Students who wish to appeal the faculty member's action should go first to the Department Chair, then, if still dissatisfied, to the Dean, and then to the Provost.

## **Student Advising and Counseling**

### **Student Records**

Located in HB 302, the Advising Office for the School of Arts and Humanities houses academic information pertaining to students. The function of the office is to evaluate student records and to determine how the student stands in meeting academic requirements for graduation. The office advises students on general degree requirements, while the departments are expected to advise the majors in their departments.

### **Academic Advising**

Both faculty and students are welcome to consult with the School's advising office about general degree requirements. Final responsibility for transcript evaluation rests in that office. The associate dean coordinates academic advisement.

The responsibility for advising students regarding *departmental* requirements rests with the chairs and faculty of the departments with the support of the School's Academic Advisors. Faculty members should be cognizant of the requirements for majors and minors in their individual departments, and should be available for advising with regard to such matters, particularly several days before registration and during registration, when many students customarily seek advice.

The responsibility for advising students regarding *core and general* requirements rests with the School's Academic Advisors. They can provide data on course articulation among Schools within UAB as well as between UAB and other universities in Alabama and beyond. Students should be encouraged to discuss their academic progress regularly with an advisor.

### **Classroom Disruptions—Personal Counseling**

Occasionally, a student may make comments or take actions which cause a disruption in the classroom. Ideally, the faculty member should try to resolve the situation with the student in a private conference, if that fails to resolve the matter, or if the faculty member feels unqualified to handle the situation, the following resources may be used :

- Continued disruptive acts should be reported to the Dean, and to the Director of Student Programs, Student Life (HUC 110).
- If a student's conduct suggests emotional problems, the student may be referred to the Wellness Center or the Women's Center (HUC 460). An independent Campus Counseling Center is also available for students with personal problems. It is located at 1025 17th Street South. It is inappropriate, however, for the faculty member to demand that a student make an appointment with one of these services, or to make an appointment

for the student. It is also inadvisable for faculty members to act as personal or emotional counselors if they are not trained in those disciplines.

- In extreme or emergency situations, the UAB Police may be asked to deal immediately with the situation. The UAB Police are trained to deal with aggressive behavior, threats, violent or potentially violent situations, and cases of a severe emotional nature, such as suicide threats.
- For problems involving illicit drug use, alcohol and other substance abuse, or alleged sexual harassment, specific policies outlined in the *UB Faculty Handbook* should be followed.

### Career Counseling

Students may obtain career counseling at the Career Center, Suite 532, Hill University Center. A career development seminar for students in any department will be held upon invitation.

### **Curriculum Revisions and Class Schedules**

Revisions to the curriculum or proposals for new course offerings should be referred to the Department Chair for forwarding to the Dean and the Committee on Curriculum and Educational Policies.

To be included in a class schedule, a course must fit into one of the following three categories:

- The course appears in the current UAB catalog.
- The course has been deleted from the current catalog; however, it is being offered to accommodate students who need the course to complete degree requirements under a previous catalog.
- The course has been approved by the Dean for addition to the curriculum.

## **ADMINISTRATIVE POLICIES**

### **Affirmative Action Officer**

An Academic Affirmative Action Officer will be elected every two years from among the tenured faculty of the School of Arts and Humanities. The term of the appointee will be from September 1 of each year through August 30, with an appointment of 2 years.

The purpose of the Affirmative Action Officer is to assist the Dean and the chairs in ensuring that the University's equal opportunity and affirmative action regulations are followed in recruitment practices and in promotion and/or tenure decisions.

Upon approval of a position for recruitment, the Dean will notify the Affirmative Action Officer, who will then contact the appropriate Department Chair for service as a resource person in the recruiting effort. This service shall include careful review of affirmative action steps in the recruitment process, providing assistance in locating sources for reaching candidates who would fulfill affirmative action goals, and, whenever possible, attending meetings at which candidates are discussed to ensure that meeting participants are sensitive to affirmative action goals and procedures. To this end, Department Chairs will inform the Affirmative Action Officer of all meetings at which attendance may be appropriate.

The Affirmative Action Officer will be an ex officio member of all school committees involving recommendations for tenure and promotion.

### **Committees of the Faculty**

To aid in the efficient operation of the School, four standing committees have been formed. These are the Committee on Faculty Affairs, the Committee on Promotion and Tenure, the Committee on Curriculum and Educational Policies, and the Library Committee. Non-tenure earning faculty are eligible for service on all committees, except Promotion and Tenure for cases heard about tenure and promotion of tenure-earning faculty.

#### **Committee on Faculty Affairs**

##### **Function:**

- To assist departments in drafting personnel guidelines as required by the Manual, and to interpret the continuing implementation of the policies and procedures of the Manual.
- To initiate revisions in the official faculty policy of the School and submit them to the faculty for discussion and recommendation.
- To develop a slate of nominees for school committees and offices to be presented to the faculty at the appropriate spring meeting, obtaining prior consent from the nominees. Additional nominations may be received from the floor at the time of

the meeting. The committee will create an appropriate ballot for the election, over which the chair of the committee will preside. The committee chair will then provide an official report of the results of the election to the Dean.

- To discuss with the faculty and the administration any matters of general interest to the faculty, and to assist the Dean in the formulation of policies relating to faculty matters.

Membership: Nine full-time or half-time faculty members:

- Six elected by the faculty—three each year for two-year terms.
- Three appointed by the Dean—annually, with no more than two successive appointments.
- The School of Arts and Humanities Affirmative Action Officer, and Arts and Humanities Senators of the UAB Faculty Senate, as *ex officio* (non-voting) members.

Policies and Procedures:

- There are no tenure/non-tenure requirements for membership or voting. It is advisable, however, that there be adequate representation of both tenured and non-tenured faculty.
- The Committee shall elect its own chair.
- The Dean and the Associate Dean may attend, *by invitation*, the meetings of the Committee.
- The Committee shall meet at least once each term, and shall report its deliberations to the faculty.
- No more than three members from any given academic department may be elected or appointed to this committee.
- A faculty member may not serve simultaneously on both the Committee on Promotion and Tenure and the Committee on Faculty Affairs. An exception is the Affirmative Action Officer, who is an *ex officio* member of both committees.

#### Committee on Promotion and Tenure

Function: To advise the dean on personnel recommendations.

Membership: Eight or nine tenured or tenure-earning faculty members, including at least three professors:

- Four tenured members, elected by the faculty, for two-year terms (two members being elected each year).
- One tenure-earning member, elected by the faculty, for a one-year term.
- Two tenured members, appointed by the dean, for two-year terms (one member being appointed each year).
- In cases of promotion of non-tenure earning faculty, an elected member of the non-tenure-earning faculty will meet with the committee, as well as a similar member appointed by the dean, both for one-year terms.
- One tenure-earning member, appointed by the dean, for a one-year term.
- The dean's appointments are to be made after election of members by the faculty. In these appointments, the Dean should attempt to ensure that each department has representation and the committee is diverse in its composition.
- A ninth member, tenured or tenure-earning, may be appointed by the dean, from a department that is not otherwise represented, for a one-year term.
- The School of Arts and Humanities Affirmative Action Officer is an *ex officio* (nonvoting) member, who may participate only in discussions regarding matters of potential discrimination.

Policies and Procedures:

- Faculty members who have not completed one full year of faculty service in the School are not eligible for election or appointment to this committee.
- No more than two members from any one department may serve on the committee.
- No faculty member can serve simultaneously on both the Committee on Promotion and Tenure and the Committee on Faculty Affairs (except for the Affirmative Action Officer, who is an *ex officio* member of both committees).
- The dean shall not serve on this committee.
- No member may vote on a case emanating from his/her own department.
- Tenure-earning members elected or appointed to this Committee are not eligible to vote.
- In questions of promotion, only those members of the Committee shall vote who occupy the rank at or above that for which the faculty member is

being considered. Members may excuse themselves from any case in which they may have a prejudicial interest, but at least five members shall vote on matters of tenure, or promotion (except in cases of promotion to Professor, when at least three shall vote). When necessary, the Committee shall appoint, with the Dean's approval, replacements from the tenured faculty to consider the case in question. Such replacement appointments to the Committee are subject to all the restrictions stated above, except when no other eligible faculty are available.

- The Committee shall elect its own chair from among the tenured members of the Committee.

### Committee on Curriculum and Educational Policies

#### Function:

The CCEP reviews proposals for new and revised courses and programs, and makes recommendations to the Dean; the initiative for such curriculum proposals rests with the individual departments of the School which should forward proposals to the Dean and CCEP. The CCEP also makes recommendations with regard to the School's educational policies.

#### Membership: seven full-time faculty members:

- Four elected by the faculty—two each year for two-year terms.
- Three appointed by the Dean for two-year terms.
- The Dean and the Associate Dean shall serve on the committee as *ex officio* members without vote.
- Elections and appointments are to be handled so that the School's departments are fairly represented (one representative from each).

#### Officers:

At the organizational meeting, the committee members shall elect one person to serve as chair and another to serve as secretary.

### Library Committee

This committee discusses and makes recommendations on all matters pertaining to the School and Sterne Library. The Library Committee includes one member from each department, selected by recommendation of the department with the concurrence of the Dean. The committee elects its own Chair and Secretary.

### President's Excellence in Teaching Award Committee

This committee is an *ad hoc* committee which selects the School's recipient of the President's Excellence in Teaching Award. It is authorized by the Provost, reports to the Dean and is comprised of one member from each department elected by that department. It is responsible for soliciting nominations for the award and determining and implementing the selection procedure. Current Committee members and past award recipients are not eligible for nomination for the award.

The committee should be constituted, should elect its chair from among its members and should hold its preparatory meetings during the fall term so as to begin the selection procedure in early January. The usual deadline for submission of the recipient's name is approximately February 1. In making plans, the committee should be aware that authorization and operating procedures may be modified by the Provost as part of the larger University program for bestowing these awards.

### Dean's Advisory Committees

The Dean normally meets regularly with two committees for the purpose of enhancing communication within the School. Each department recommends one faculty member and one student to the Dean, who then constitutes a Dean's Faculty Advisory Committee and a Dean's Student Advisory Committee.

### Administrator Evaluations

#### Formal Evaluation of Dean

The dean will be evaluated formally by the faculty in the Spring term every third year of the dean's tenure. Such evaluation will be conducted as follows:

1. Each department will elect one representative (who may not be the department chair) to a School-wide committee called the Evaluation Committee. This committee will elect its own chair.
2. Each department will carry out its own evaluation of the dean. The proper procedure for conducting this evaluation is left to the determination of the department. The department's representative will convey its evaluation to the Evaluation Committee.
3. The Evaluation Committee will produce a written summary of the departmental evaluations, and will convey this summary together with the individual departmental evaluations to the dean.
4. The dean may respond in writing to the material received from the Evaluation Committee.
5. The departmental evaluations, the committee's summary, and the dean's response

will be forwarded by the Evaluation Committee to the provost. Copies of the committee's summary and the dean's response will be distributed to the members of the Evaluation Committee. The committee chair will retain copies of these and of the departmental evaluations. The copies retained by the chair will be available for inspection by faculty members upon request, but the evaluations may not be copied.

#### Formal Evaluation of Department Chairs

Informal advice to the chair is encouraged within each department. However, each chair shall be evaluated formally every three years and informally at his/her request. At the time of the formal review, the dean shall request from the full-time faculty within the chair's department a written assessment of the chair's administrative activities. Each department, independent of the chair, shall determine for itself the procedures for producing this assessment. The dean will prepare a written summary of the departmental assessment to be distributed to the members of the chair's department. The dean shall also issue to the chair a written evaluation based on the following: consultation with other chairs, faculty and students; the department assessment summary; and his/her own evaluation of the chair's administrative activity, teaching and scholarly activities.

#### Departmental Policy Statements

Each department of the School of Arts and Humanities shall adopt a written policy statement further spelling out the details of faculty policy within the department. These statements should be recommended through consultation of the Chair and department members, reviewed by the full department and adopted by a simple majority vote.

Departmental policy statements should be periodically reviewed, with revisions to be made by vote of a simple majority of the department.

Departmental policy statements and any revisions thereto must be consistent with the *UAB Faculty Handbook* and with School policy as determined and approved by the Faculty Affairs Committee and appropriate administrative officers.

#### Annual Reports

Department chairs are required to submit to the dean a summary and evaluation of the year's work of their departments. These annual reports include statements of the activities of the faculty members in their departments. In the preparation of these reports, each faculty member assists by compiling a list of professional activities during the preceding year and presenting to the chair an updated vita. Annual report forms may be obtained from the dean's office.

## **INFORMATION**

### **Library**

In the use of material housed in Sterne Library, the faculty has the privilege of checking out books for periods of two months (as opposed to two weeks for students).

For classes, books may be placed on reserve for different lengths of time: one day, three days, class-to-class, or one week. The reserve time may be as long as one quarter. Reserves may be designated “library use only.” The library requests that reserve lists be submitted at least one week prior to student use. The library also asks that reserve material be updated from time to time.

In addition to interlibrary loan, a cooperative program with Birmingham-Southern College, Miles College, Samford University, and the University of Montevallo has been set up so that students and faculty may use libraries at those schools.

### **Textbooks**

Texts and supplementary books for classroom use are ordered from the Blazer Bookstore. The faculty provides these orders by certain dates each term for use in the following term. Because the time needed to fill book orders varies widely among publishers, observance of the ordering deadlines will help ensure timely delivery of required materials.

State law requires that information on course textbook requirements be shared with any interested bookstore, such as Snoozy’s bookstore. The Blazer Bookstore is the legally designated source and will provide this information upon request. Faculty must not offer such information to other bookstores but should refer any requests to the Blazer Bookstore.

For various reasons, orders sometimes do not arrive before the term begins; therefore, faculty members are urged to check the shelves in the bookstore for holdings at least one week before class meets for the first time.

Desk copies should be secured several weeks ahead of the time needed. The department office has order forms for desk copies. These forms are sent to the publishers and sometimes take over a month to produce results. In an emergency, a desk copy may be secured from the Bookstore and then replaced when a copy comes from the publisher. Purchases in the Bookstore, including teaching materials, may not be charged to a School of Arts and Humanities account without prior approval.

### **Seminar and Conference Rooms**

The School has a Seminar Room, 424 Humanities Building, in which appropriate classes may be scheduled. Only seminar classes enrolling 14 students or fewer may be scheduled in this room, and scheduling should be done at the time of preparation of the relevant term’s class schedule. Other events may be scheduled in this room; however, classes will take precedence

in all cases. The room must be scheduled through the dean's office.

The dean's office conference room, 302 Humanities Building, may be scheduled for appropriate events, with the exception of classes. It, too, must be scheduled through the dean's office.

### **Teaching Aids and Audio/Visual Equipment**

Departments have audio/visual equipment such as CD players, VCRs, and tape recorders for use in the classroom. Additional equipment may be scheduled from Educational Technology Services (4-2379). ETS has a number of records, DVD's, compact discs, laser discs, and audio and video tapes that may be useful for classes. An annotated and indexed catalog is available from ETS. For most classrooms, delivery of A/V equipment can be provided by ETS; however, orders should be placed early enough to accommodate problems caused by an inability to deliver to a given location.

A video projector and laptop computer may be reserved through the Dean's Office.

The School of Arts and Humanities has additional video equipment for faculty use. Arrangements for the use of this equipment may be made through the Department of Communication Studies Television Studio (4-8914).

The slide collection (over 70,000 slides) of the Department of Art and Art History is available for faculty use under departmental rules.

### **Computer Maintenance and Training**

The dean's office staff includes technology specialists who provide support for all computer equipment in the School. This support can include system design, set-up, instruction, advice on selection, and repair. Support incurs no cost to the departments except for parts or other out-of-pocket expenses. Because of the amount of equipment, there may sometimes be limitations on the time which can be dedicated to any given request. All purchases of computers, software, printers, scanners, projectors, etc., must go through the dean's office.

### **Individually Designed Majors and Minors**

Proposals for individually designed majors and minors may be initiated by students wishing to achieve specific personal goals in their educational programs. All such proposals must be submitted through the Office of Academic Programs and Policy.

An individually designed major will consist of a minimum of 40 semester hours, of which at least 20 hours must be in courses for advanced undergraduates. The individually-designed minor will consist of a minimum of 24 hours, including at least 12 hours in courses for advanced undergraduates.

Individually designed majors and minors do not carry discipline names but will appear on the transcript under the designation "Individually Designed Major" or "Individually Designed Minor."

### **Credit by Portfolio**

Students seeking credit for life experience should be referred to the Credit by Portfolio program in the office of Academic Programs and Policy. Such credit requires departmental approval.

### **Student Honors**

In each department each spring, one undergraduate student and one graduate student (in departments offering graduate programs) are selected to receive the departmental outstanding student award. A similar process takes place School-wide through the Dean's Office based on departmental nominations. To ensure the credibility and significance of these awards, each faculty member is requested to make nominations to the appropriate chair.

Students are nominated by faculty members to be included in *Who's Who among Students in American Colleges and Universities* and for membership in Omicron Delta Kappa and Phi Kappa Phi. Faculty are encouraged to assist in bestowing these honors on those best qualified.

Honors programs exist in several departments in addition to a University-wide Honors Program. These programs are entirely separate from the student honors described above.

### **Birmingham Area Consortium for Higher Education (BACHE)**

BACHE (pronounced "Bach") is a local area consortium including Birmingham-Southern College, Miles College, Samford University, the University of Montevallo, and UAB. Through the consortium, students have opportunities to take classes and attend events at all of the other campuses. Faculty working in cooperation with colleagues at other member institutions have opportunities for joint projects, programs, grant applications and information exchange. School faculty are invited to explore possibilities which may only be available consortially. Further information is available through department offices and through the Dean's Office.