History
Considered for and passed first read in FSEC, 11/15/24
Considered initially for second read in FS, on 01/07/25
Continued consideration for second read in FS, 02/21/25
Passed second read unanimously in FS, 02/21/25.
Held for consideration by admin pending consideration of Chapter 3 (SB 480/FSR 24/25-06).

Faculty Senate Resolution 24/25-04

2024 Revision of Faculty Handbook Chapter 4 and Related Appendices

Whereas the in-force Chapter 4 of the Faculty Handbook has incorrect presentation due to changes in names of offices and programs at UAH, and

Whereas UAH emphases in certain areas have changed since the last time Chapter 4 of the Faculty Handbook was modified, and

Whereas that Chapter 4 is thus in need of update, and

Whereas the Faculty Senate has in the past proposed text revising that Chapter 4, and

Whereas the previously proposed revisions did not reach a state of final approval, and

Whereas UAH's current Provost expressed an interest in re-starting the process to revise Chapter 4 that led to Faculty Senate members discussing with the Provost modifications to Chapter 4 of the Faculty Handbook that could update certain components and streamline other components of that Chapter, and

Whereas those discussions with the Provost also produced suggestions to merge all of the Faculty Handbook Appendix A and Appendix B contents into Chapter 4 of the Faculty Handbook, and

Whereas those discussions led to the Faculty Senate Handbook Committee diligently considering specific revisions of Chapter 4 of the Faculty Handbook, and

Whereas the in-force Section 8.1.4 of the Faculty Handbook has material that is better-placed with related material in Chapter 4 of the Faculty Handbook, and

Whereas the Faculty Senate Handbook Committee has now completed drafting text for Chapter 4 that attempts to address the core issues that emerged during its considerations,

Therefore be it resolved that the text that follows the "be it finally resolved" phrase below, will, upon final adoption and official acceptance of this resolution, become the new, in-force Chapter 4 of the Faculty Handbook, and

Be it further resolved that, upon final adoption and official acceptance of this resolution, the prior Appendices A and B and Section 8.1.4 of the Faculty Handbook will be removed from the Faculty Handbook, and

Be it further resolved that, upon final adoption and official acceptance of this resolution, the necessary web sites and hard copy records shall be updated to reflect the deletion of Faculty Handbook Appendices A and B and Section 8.14 and to reflect the below Chapter 4 text, and

Be it further resolved that this action on Faculty Handbook Chapter 4, Appendix A, Appendix B, and Section 8.1.4 shall be duly noted in the Faculty Senate records, and

Be it further resolved that the Faculty Senate shall, upon final adoption and official acceptance of this resolution, commence any additional parliamentary steps necessary to achieve modification of its bylaws, standing rules, and/or processes, to be in accord with the contents of Faculty Handbook Section 4.10, as listed below, and

Be it finally resolved that said Faculty Handbook Chapter 4's new text is that which follows this phrase.

Chapter 4

Organization of Academic Affairs

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4.2 Academic Colleges and Schools

4.3 Responsibilities and Duties of a Dean

4.3.1 Selection and Appointment

4.3.2 Fifth-Semester (Interim) Review to Evaluate a Dean

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4.1 Introduction

The Provost and Executive Vice President for Academic Affairs is the chief academic officer of the university. Reporting to the Provost are the

associate/assistant provosts, the deans of the colleges, the Director of the Library, the Dean of Graduate School, and academic directors.

Major functions include:

(1) setting requirements for operating expenses, equipment, staff, and plant;
(2) developing and recommending to the President of budgets for the academic divisions, departments, and academic support areas, specifically including budgetary oversight for academic colleges and support areas;
(3) coordinating all instructional and degree-granting activities in undergraduate, graduate, and professional disciplines and fields within the university and with the System Vice Chancellor for Academic and Student Affairs and the Alabama Commission on Higher Education; and
(4) reviewing and approving consulting contracts or other outside employment of faculty, as well as faculty leaves and faculty exchanges.

Through delegated authority from the President, the Provost approves appointments, promotions, tenure awards, sabbaticals, and terms of employment of faculty and staff within all academic units, with procedures for these areas following the details in Chapter 7 (and other chapters and appendices) of this Handbook.

Those reporting to the Provost provide academic leadership to their unit and are accountable to the Provost. Academic leads have academic and administrative responsibility for ensuring the quality and effectiveness of the unit's mission and functions including but not limited to the unit's functional, administrative, instructional, research, and service components.

The structure of academic affairs is shown below.

4.2 Academic Colleges and Schools

Within Academic Affairs, there are six colleges: Arts, Humanities, and Social Sciences; Business; Education; Engineering; , Nursing; and Science. Graduate School and Honors, each with a dean, and the Library are also located in Academic Affairs. All colleges except Nursing contain departments headed by chairs who report to the dean. Each college administers courses of instruction leading to the baccalaureate degree and furnishes courses of instruction and faculty in support of graduate degrees administered by Graduate School. Academic units serve the dual functions of administering courses of instruction leading to degrees and of administering faculty, students, staff, and physical plant.

4.3 Responsibilities and Duties of a Dean

As the chief administrative and academic officer of a college or school , a dean is responsible for the administration of operations and activities of the college or school. Deans function under the supervision of the Provost and sit on the Council of Deans. A dean holds a tenured faculty appointment in an academic department. The appointment may potentially continue for up to five years; however, the dean is subject to reassignment at any time by the Provost with the concurrence of the President, after consultation with the faculty of the college.

An academic dean is responsible for strategic planning for the college, for the administration of college operations, and for leadership of the college and its faculty, staff and students. The dean has overall responsibility for instructional, research, and service programs; college student services and academic advising; faculty and staff personnel procedures; and budgetary matters. The dean and faculty shall consult regularly on college policies, programs, and procedures.The dean provides leadership through systematic communication with faculty and students in the college; university colleagues; alumni; the community; and the disciplines or professions. Major functions of the dean include:

(1) providing leadership to department and program chairs, faculty, and staff in the development, operation, and improvement of academic and research programs;
(2) developing and recommending to the Provost budgets for departments, programs and academic support areas;

(3) providing comprehensive programs of academic advising that involve the faculty and academic advisors and support the University's student recruitment and retention programs;
(4) recommending to the Provost actions on appointments, promotions, tenure, sabbaticals, and terms of employment of faculty and staff within the college;
(5) reviewing and recommending action by the Provost on faculty leaves and faculty exchanges.

4.3.1 Selection and Appointment

Primary responsibility for the selection and retention of deans rests with the Provost. Whenever it becomes appropriate to select a dean, the Provost appoints a representative search and screen advisory committee.Typically the committee is composed of seven to eleven members, and the majority of the committee is selected from the full-time faculty of the college affected, to include one or more department chairs, with other university personnel making up the balance. Usually the Provost appoints a staff member from the Office of the Provost to provide liaison and logistical support to the committee. The Provost appoints the chair of the committee, who is typically at the dean level or above.

The committee conducts a national search unless limited by fiscal restraints or other considerations as deemed appropriate by the administration, in which case the search may be limited to internal candidates. The committee establishes procedures that provide for participation in the process by the department chairs of the appropriate college, full-time faculty of that college, the Provost, the President, faculty and deans outside the college, and other internal and external constituencies . The committee's findings of acceptable candidates are transmitted in writing to the Provost for consideration.

The Provost will review the committee's list of acceptable candidates for suitability for appointment and consult with the President as needed. . In the event that no acceptable nominee is available, the search may be extended or begun anew or an interim appointment may be made as described in the section below on incapacity and temporary appointments.

Appointment as a dean is indefinite as to duration, but a dean is subject to annual reviews, interim reviews, and a comprehensive review every fifth year. The appointment may be terminated pursuant to the procedures set forth below.

4.3.2 Fifth-Semester (Interim) Review to Evaluate a Dean

The provost performs an annual review of each dean during the spring semester., after which the Provost counsels each dean regarding his or her relative strengths and weaknesses.

In the fifth semester following each appointment or comprehensive review of a dean, the Provost will conduct an interim review by sending each full-time faculty member a survey (including questions consistent with those used on the fifth year evaluation form) seeking opinions on the performance of the dean. The replies from faculty will be returned directly and privately to the Provost's Office and kept in that office in the strictest confidence. After the evaluation questionnaires have been reviewed, the Provost will prepare a written evaluation and discuss the faculty input with the incumbent dean.

4.3.3 Fifth-Year (Comprehensive) Review to Evaluate a Dean

During the
first semester of every fifth year of continuing appointment, the Provost will initiate a comprehensive review to evaluate the performance of the dean. Evaluation of a general nature--such as quality of leadership, judgment, and initiative --may be supplemented by specific criteria related to the achievement of college goals and objectives. The process requires that all analyses be supported by appropriate documentationand that evaluations be based exclusively upon the consideration of professional standards of performance.

The fifth year comprehensive review is conducted by a committee composed of five to seven members selected by the provost. The majority of the membership of the committee must be tenured, research or clinical full-time

faculty who are not serving as chairs/administrators. The Committee must include one or more department chairs/administrators from within the college as well as a faculty representative from another college. For the dean of the Graduate School , the committee will be chosen from relevant campus-wide faculty pools. The Provost appoints the committee chair. The committee will assess the dean's leadership qualities, professional competency, and working relationships.

Department chairs of the college, all eligible faculty of the college, faculty and deans outside the college, staff and students within the college, and other appropriate groups will participate in the evaluation process. The Provost's Office will develop a standard evaluation form in consultation with the Personnel Committee of the Faculty Senate. It should contain both quantitative and qualitative items as well as a summary item for an overall rating of the dean. Survey
responses and other inputs will be anonymous, unless a respondent requests otherwise. Completed evaluation forms should be transmitted directly and privately to the Provost's Office. All evaluations and assessments must be held in the strictest confidence by each member of the committee and by the Provost's Office. The committee transmits the evaluations input that it has collected and a written report of its finding and recommendations to the Provost. The Provost, with the concurrence of the President, will make a decision on the continuation or reassignment of the dean.

After the review is complete, the Provost will discuss both (1) the recommendations and the findings of the review committee and (2) the response of the Provost and the President to those recommendations and findings with the incumbent dean. A written report may be requested by the dean.

The provost communicates any actions resulting from the review process to the faculty of the college.

4.3.4 Reassignment of a Dean

Reassignment of a dean may occur as a result of the formal five-year review process. Reassignment of a dean prior to the formal five-year review process typically would occur only upon consultation between the Provost and President with the dean and with a review committee as appropriate. The decision to reassign a dean ultimately rests with the Provost.

Reassignment of a dean prior to the formal five-year review process may be initiated by the Provost with the concurrence of the President, upon petition of a majority of the faculty of the college, or upon petition of a majority of the chairs of the departments within the college. As appropriate, a review will be undertaken by a committee selected in the manner prescribed in the preceding section on review to evaluate a dean, and in accordance with the procedures prescribed herein, including the requirements of written findings and recommendations, which will include a recommendation on either continuation or reassignment of the dean. In the event that the Provost rejects the recommendation, an explanation will be provided to the review committee and the petitioners as appropriate.

4.3.5 Incapacity and Temporary Appointment of a Dean

In the event of unexpected vacancies caused by untimely resignation, illness, death, or other causes, the Provost will appoint an individual on acting status.Such an appointment will not exceed one academic year. The Provost will consult with the college's department chairs, faculty, the deans, and other appropriate individuals in determining whom to appoint.

4.3.6 Selection and Appointment of an Associate or Assistant Dean

Assistant or associate deans or assistant deans are appointed by the dean after consulting with the Provost and the faculty of the affected college. The appointment may potentially continue for up to five years: however, an assistant or associate dean is subject to reassignment at any time by the

dean. Typically the appointment of an assistant or associate dean occurs as the result of an internal search; however, external searches may be conducted with the prior written approval of the Provost. Assistant or associate deans assist the dean with planning, budget development, personnel matters, student and faculty recruitment and retention, undergraduate and graduate program administration, development, assessment, academic advising, research, and supervision of support functions. An assistant or associate dean holds an academic appointment in the college in which he or she serves.

4.3.7 Review to Evaluate an Associate or Assistant Dean

During the first semester of every fifth year of continuing appointment of an associate or assistant dean, the dean of the college will initiate a comprehensive review to evaluate his or her performance. The dean will establish procedures that ensure participation in the evaluation process by the department chairs within the college, faculty of the college, and appropriate individuals outside the college with whom the associate or assistant dean interacts.

The dean, with the concurrence of the Provost, will make a decision on the continuation or reassignment of the assistant or associate dean.

The dean communicates any actions resulting from the review process to the faculty of the college.

4.4 Establishment, Review, and Dissolution of a Department

A department may be formed only within a college or school. The department is both an academic unit and an administrative unit of the college or school. A department has a sufficient number of faculty to be a viable organizational unit and typically offers at least one major or program for an undergraduate or graduate degree.

The performance and relevance of a department typically are reviewed at least every ten years or in conjunction with a department's professional accreditation review cycle, according to the description in the Comprehensive Program Review section of this Handbook. Findings and recommendations of review committees are submitted to the Provost. After consultation with faculty, the unit Chair, and the Dean, with the concurrence of the president, the Provost may recommend that a department be continued. Based essentially on educational considerations arising from the review, or for financial exigency reasons, the Provost may decide to reorganize, merge, or discontinue a program, department, or college. Examples of educational considerations include program viability, the need to avoid duplication, or to strengthen a related program, but do not include cyclical or temporary variations in enrollment. When the Provost, after consultation with the President, decides to reorganize, merge, or discontinue a program, department, or college, the Provost will seek the advice of administrators and faculty within the University, including the Faculty Senate and the appropriate faculty committee(s). The Provost will ensure that the faculty and staff who might be affected by the reorganization, merger, or discontinuance of programs are consulted before a final decision is announced. The decision will consider the needs of the current students and will provide every reasonable opportunity for the students currently enrolled in that program to graduate or transfer to another major with the intent not to slow their progress toward graduation and not to harm the students in any way. When the Provost announces a decision, the faculty of the program, department, or college affected by the decision have the option to file an appeal of the decision to the President within 30 days (expanded to 60 days for decisions made within 30 days of the end of spring semester or during summer). When the appeals period ends, if a final decision is reached to dissolve or merge the program, department, or college, a proposal will be forwarded to the Board of Trustees of The University of Alabama System for review and approval.

Before terminating full-time instructional faculty of the discontinued program, efforts will be made to place affected tenured faculty members in suitable available positions within the University. If a reasonable period of retraining of an affected faculty member would qualify that member for another available position at the University, then reasonable and appropriate institutional resources shall be considered. No full-time instructional faculty member shall

be terminated within less than 12 months from the date of The Board of Trustees' approval of the University's decision of financial exigency or program discontinuance. The University shall give reasonable assistance in the identification and facilitation of other employment opportunities.

4.5 Responsibilities and Duties of a Department Chair

A department chair provides academic and administrative leadership for the department. He or she represents the department faculty, functions under the supervision of the dean, maintains a suitable working relationship with the dean and department faculty, and is accountable to the University administration for implementing the plans, goals, and policies of the university. A chair's appointment is made by the dean with the concurrence of the Provost. The standard term of appointment is four years. Shorter terms may be considered in circumstances involving mid-term vacancies.

Department chairs are obligated to build a department strong in teaching capacity, in scholarship and/or creative activity, and in service. Department chairs are expected to be active participants in all departmental and college activities.

The chair has administrative responsibility for insuring the quality and effectiveness of the department's instructional, research, and service programs. Department chairs have the following responsibilities:

(1) the responsibility to provide leadership in formulating and in implementing departmental goals and long-range plans;
(2) to represent the department internally within administrative and governance structures of the university and externally with professional and community groups;

(3) to ensure that high standards are maintained in curricula, course content, and instruction while promoting student success and retention;
(4) to provide a communication link between and among the faculty and the other levels of administration;
(5) to prepare course schedules, assign courses and teaching loads, and recommend course scheduling to the dean within the context of meeting

student needs;(6) to develop an outstanding faculty of teacher-scholars by encouraging and facilitating their professional development; and
(7) to promote an academic environment that is scholarly and humanistic and that affirms the university's nondiscriminatory policies.

The chair’s obligation to follow the mission of the department, which is required to be aligned with the college and university missions, must be thoughtfully considered and respected by faculty and administration.

4.5.1 Selection and Appointment of a Department Chair

Department chairs are appointed for a term of four years by the dean of the college, with review and final approval by the provost. The appointment is made only after considering the evaluations and advice of the faculty of the department as described below. The appointment of a department chair occurs as the result of either a comprehensive external or internal search. At the beginning of the fourth year of a chair's term of office, or at other times when the position is vacant, the dean will meet with members of the department as a group to discuss the duties and responsibilities of the position and to determine whether to conduct an external or internal search. Conducting an external search is contingent upon the budget permitting the recruitment of a chair from outside the university.

The appointment will be a twelve-month appointment. The chair will continue to teach on a regular basis but with a reduced teaching load. The extent of the load reduction and the type of appointment is established for each department by the dean with the approval of the provost, and depends upon the size and scope of the department's activities.

A vacancy for more than one calendar year is filled by the regular selection procedure, and the term of office will be four years. A vacancy for one calendar year or less is filled by an interim or acting chair appointed by the dean. The dean may make interim or acting appointments when it is necessary, after considering the advice of the faculty in the department. Alternate methods of discharging the duties of chairing and administering departmental resources may be adopted as a result of discussion among the department, the dean, and the provost.

4.5.2 External Search Process for a Department Chair

When an external search is conducted, the dean will meet with the members of the department as a group to discuss the duties and responsibilities of the position, and the size and composition of a representative search committee. Faculty members make recommendations to the dean in writing relative to appropriate committee membership and other matters discussed. Members of the search committee are appointed by the dean. Giving due regard to the advice of the faculty, the dean also appoints the chair of the search committee.

The search committee solicits nominations and applications and coordinates the departmental search process. If a member of the committee becomes a candidate, he or she may not continue as a committee member. The search committee, working in cooperation with the dean and with appropriate participation from constituent groups, establishes selection criteria, announces and advertises the position in a manner appropriate to the nature of the search and affirmative action guidelines, and coordinates the review of candidates for the position. Throughout the search process, the committee solicits, encourages, and provides for the participation of the faculty and other constituent groups. Faculty must have ample opportunity to review the credentials of qualified candidates. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those best qualified for the position; the committee and the dean will recommend candidates to be interviewed from this reduced list. Campus interviews must be authorized by the provost. Events to be arranged during the candidate's campus visit are similar to those arranged for faculty candidates. Interview schedules of candidates should allow for discussions with search committee members, individual faculty, students the dean, the Provost, and others as appropriate.

Following these interviews, the search committee obtains the views of the department faculty and appropriate constituent groups. The advice of the faculty is sought by individual written evaluations, or by expression of faculty sentiment at a called faculty meeting, or by such other means as the faculty and the search committee consider appropriate. General support of the departmental faculty is necessary for further consideration of a candidate. Upon completion of interviews and the selection process, the chair of the search committee submits to the dean a summary of the evaluations on each person interviewed. The dean confers with the Provost and extends a letter of offer to a candidate that the search committee deems acceptable. In the

event that the dean does not secure the appointment of a chair from the list of acceptable candidates, the dean will appoint an interim chair for up to one year, and a new internal or external search will be initiated.

4.5.3 Internal Search Process for a Department Chair

When an internal search is to be conducted, the dean meets with the department as a group to discuss the duties and responsibilities of the position. The committee consists of the full-time faculty of the department, excluding administrators above the level of department chair and internal candidates for the position. Giving due regard to the advice of the faculty, the dean appoints the chair of the search committee. Any tenured or tenure-earning faculty member in the department who is not under termination notice and who holds the rank of professor or associate professor is eligible to serve as committee chair; however, it is preferable that the chair be filled by a tenured faculty member.

The search committee, working in cooperation with the dean and with appropriate participation from constituent groups, establishes selection criteria and then solicits nominations. Each nominee presents a position paper supporting his or her candidacy and is interviewed by the faculty of the department and the dean. Interview schedules of candidates should allow for discussions with individual faculty, students, the dean, the Provost, as appropriate, and others.

Following these interviews, every reasonable effort should be made to obtain the views of the departmental faculty and appropriate constituent groups. The advice of the faculty is sought by individual written evaluations, or by expression of faculty sentiment at a called faculty meeting, or by such other means as the faculty consider appropriate. The recommendations of the faculty are determined by secret ballot. General support of the departmental faculty typically is necessary for further consideration of a candidate. Upon completion of interviews and the selection process, the chair of the search committee submits to the dean a summary of the evaluations on each candidate. If the dean is satisfied with the candidate(s) recommended by the department, he or she makes the appointment with the concurrence of the provost. If the dean does not accept the candidate(s) submitted by the department, he or she will convey the reasons in writing to the faculty of the

department. If the department and the dean continue to disagree on an acceptable candidate for chair, the Provost will resolve the issue.

4.5.4 Review to Evaluate a Department Chair

The dean performs an annual review to evaluate each chair in the college during the spring semester. The review is in writing and shall be based, at least in part, on faculty input. The dean counsels each chair regarding his or her relative strengths and weaknesses as set forth in the review. The dean forwards the evaluation to the Provost.

Provided the chair wishes to be considered for reappointment for a subsequent term, the dean conducts a comprehensive review to evaluate the performance of the chair during the spring semester of the third year of the chair's term. This review includes written evaluations by members of the department, students majoring in the department, and individuals from other units of the university with whom the chair frequently interacts. The review process requires that all analyses be supported by appropriate documentation and that review be based exclusively upon the consideration of professional standards of performance.

During the comprehensive review, the evaluation and assessments provided by the various constituents will be collected by the dean and held in strict confidence. The dean will develop a summary of the evaluations and meet with the department chair to discuss the preliminary results of the review and to determine whether additional information should be sought. The chair will announce to the department and the dean at any point before the final report is complete if they decide to step down from the review process. Before the final report is to be delivered, the dean will meet in strict confidence with all full-time faculty in the department to discuss the preliminary findings and the proposed decision on reappointment. If they desire, full-time member(s) of the faculty may write a confidential opinion(s) to the dean’s summary, which are provided to the Provost, prior to the Provost making the decision. After the process is complete the dean communicates the results of the review to the departmental chair and to the Provost., No later than one month following the completion of the review the dean will report to the departmental faculty concerning the general results of the review. Personnel actions growing out of the review must have the concurrence of the Provost.

4.5.5 Reassignment of a Department Chair

In unusual circumstances a dean may, on his or her own initiative or at the request of the majority of the eligible departmental faculty, initiate an early review of a chair for possible reassignment. Those faculty eligible to participate formally in the request for an early review will be full-time faculty not under termination notice, excluding administrators above the level of department chair. In such a case, the chair in question and the departmental faculty will be informed by the dean that the chair's performance is being reviewed for possible reassignment. This review will follow the procedures set forth in the section on the "Review to Evaluate a Department Chair." Based on the results of this early review, a dean may remove a chair with the concurrence of a majority of the eligible departmental faculty and the Provost.

4.6 An Academic Program Outside the Departmental Structure

Occasionally the university needs to establish an academic program outside the departmental structure, typically for an interdisciplinary graduate program. A proposal for a new program must follow the current guidelines approved by the University and The Board of Trustees of the University of Alabama System A program may be formed within a college or between colleges. In the event faculty from two or more colleges are involved, the program proposal will identify one of the colleges as the primary college for administrative purposes. Faculty tenure is tied to departments rather than academic programs outside the departmental structure. The administrative officer of the program is its director and is appointed by the dean of the primary college with the concurrence of the Provost. The program director reports to the dean.The dean and the program director select faculty members to form a program committee. The program committee establishes academic policies and procedures for the program and acts on matters requiring faculty decisions pertaining to the program.

4.6.1 Responsibilities and Duties of a Program Director

The program director is expected to provide academic leadership for the program. The director is accountable to the dean of the primary college and to the university administration for implementing the policies, procedures,

and plans of the program. The director has administrative responsibility for ensuring the quality and effectiveness of the program's instructional, research, and service components. Other responsibilities are similar to those of department chairs.

4.6.2 Selection and Appointment of a Program Director

With the recommendation of the program faculty, a program director is appointed by the dean of the primary college with review and final approval by the Provost. The dean leads all formal meetings to consider a director. After the dean has met with the program faculty as a group to discuss the duties and responsibilities of the position, candidates are sought from the tenured faculty members in the program. If no suitable tenured candidate exists, a tenure-earning candidate may be considered. The faculty is given an opportunity to review the resumes of the candidates. The dean meets with program faculty members to solicit advice about the candidates. The recommendation(s) of the faculty is/are then determined by secret ballot.

In the event that the dean does not secure the appointment of a director from the list of candidates who have general faculty support, the search process shall be continued until a director acceptable to the faculty, dean and the Provost is successfully recruited.

A program director typically has a calendar-year appointment and is appointed to a four-year term of office. The director will continue to teach on a regular basis but with a reduced teaching load. The extent of the load reduction and the type of appointment is established for each program by the Provost upon recommendation by the dean and depends upon the size and scope of the program's activities.

Procedures for the reappointment and reassignment of program directors will follow those established for department chairs, as described in other sections of this chapter.

4.6.3 Changes in Curriculum

Proposals for undergraduate curriculum changes or new undergraduate programs are initiated in the department or program and agreed to by the academic department or program faculty and approved by the department chair. The proposals are reviewed and approved by the college curriculum

committee and college dean, then forwarded to the Provost with recommendations. Proposals then are referred to the Undergraduate Curriculum Committee of the Faculty Senate for review and recommendations. The Undergraduate Curriculum Committee submits its recommendations to the Provost for approval. Proposals for graduate curriculum changes or new graduate programs are initiated in the department or program and agreed to by the academic department or program faculty and approved by the department chair. The proposals are reviewed by the college curriculum committee and college dean and then forwarded to the Graduate School Dean for consideration by the Graduate Council. The Graduate Council reviews and makes recommendations regarding the proposals to the Graduate School Dean. The Graduate School Dean reviews the proposals, approves, and makes recommendations to the Provost. The Provost should be notified if a proposal for a new program, degree, concentration or certificate is being contemplated. All curriculum changes are approved by the Provost.

4.6.4 Cooperative, Joint, and Shared Programs

In keeping with stated policy of The Board of Trustees of The University of Alabama System, the University engages in cooperative, joint, and shared programs. Such programs shall follow the stated policy of The Board of Trustees of The University of Alabama System and the Alabama Commission on Higher Education Academic Policies/Operational Definitions.

4.7 Comprehensive Program Review

A comprehensive review to evaluate academic programs will be initiated by the provost or dean and undertaken by the department or program chair (or, for Nursing, Associate Dean), at least every ten years or in conjunction with a program's professional accreditation review cycle. As part of the review process, the unit conducts a self-study, and a review committee of faculty with at least one external participant writes reports addressing strengths and weaknesses of the program. Findings and recommendations are submitted to the Provost. Details of the review procedures and follow-up actions are in the

Manual for Comprehensive Academic Program Reviews found in the Office of Academic Affairs or offices of the deans.

4.8 Other Academic Units Reporting to the Provost

4.8.1 Institute for Science Education

The Institute for Science Education (ISEd) was established in 1990 to provide a mechanism to assist in solving problems in pre-college science and mathematics education. It works cooperatively with the Colleges of Science, Engineering, and Education. In carrying out its mission to provide leadership and coordination for projects and programs to effect improvement of pre-college science and mathematics education, the ISEd works closely with all appropriate elements of business, school systems, government, and industry.

4.8.2 Alabama Space Grant Consortium

The Alabama Space Grant Consortium includes eight Ph.D.-granting universities in Alabama, all with space-related research activities. UAH, a space grant university, is the lead institution. The Consortium awards fellowships, scholarships, and research grants and supports seminars, workshops, and educational outreach programs. There is an active program to recruit individuals from traditionally underrepresented groups into careers in aerospace science, technology, and allied fields.

4.9 Office of the Faculty Ombudsperson

The ombudsperson is a confidential resource to assist faculty and to facilitate the resolution of conflict. The ombudsperson promotes fair practices, respect between parties, effective communication, cooperation, and equity and civility in academic and work environments. The Ombudsperson is an autonomous and neutral party. The ombudsperson does not decide the outcome of a conflict, offer a binding recommendation, or serve as advocate for faculty in a formal grievance procedure. The ombudsperson aims for

understanding between and respectful treatment between parties with the hope of resolution of concerns and the development of a mutually agreed upon plan of action. The ombudsperson operates in confidence with the faculty person(s) and avoids disclosing information without permission to do so. Like other university employees, the Ombudsperson remains subject to university policies and laws that may require disclosure of otherwise confidential information in certain circumstances.

Faculty should contact the ombudsperson when:

- it is not clear where to turn or who to talk to about a University problem
- they need a confidential discussion about a work-related problem
- a University policy or procedure is perceived to have been unfairly applied to themselves or a colleague
- they need more information about faculty rights and University policies and procedures
- they need help in communicating or negotiating with other faculty, staff, or University administrators

The ombudsperson undergoes training provided by the International Ombuds Association and, further, adheres to the standards of practice and code of ethics of this organization. The Office of Academic Affairs will support the ombudsperson in training and continuing education as necessary, including membership in the International Ombuds Association.

The faculty ombudsperson is a tenured faculty member at the rank of Associate Professor or higher. The length of term is two academic years. It is expected that the Provost will provide the ombudsperson release time from one course for each semester of service.

Appointment of Faculty Ombudsperson

The names of candidates for ombudsperson will go to the Faculty Senate Executive Committee. The Executive Committee will conduct interviews of candidates and recommend a candidate to serve as Ombudsperson. The candidate selected by the Executive Committee must receive a majority vote of confirmation from the full Senate. The Faculty Ombudsperson shall report

to the Faculty Senate president during regular Faculty Senate meetings at the time of committee reports.