November

Holidays Coming!
Upcoming Elections!!
Many Important Agenda Items
Promotion & Tenure Timelines

Faculty Association

LUNCHEON BUFFET MEETING

DATE:    Thursday, November 5th, 2015
TIME:    12:15 P.M.
PLACE:   Talon Room, Osprey Commons Bldg 16, 4th Floor
Holidays Coming!

Veteran’s Day on Wednesday, Nov 11

Thanksgiving on Thursday through Saturday, Nov 26-28

Faculty Association Website:  www.unf.edu/unffa/

APC Home Page
http://www.unf.edu/unffa/APC/APC_Home.aspx
Legislative Calendar
http://www.unf.edu/unffa/LegislativeCalendar/Legislative_Calendar_Index_By_Year.aspx
Faculty Association Minutes
http://www.unf.edu/unffa/minutes/Faculty_Association/Faculty_Association_Minutes_Index.aspx
Question & Response
http://www.unf.edu/unffa/Question_Response/Questions__Response_Index.aspx
Faculty Awards
http://www.unf.edu/unffa/Awards/Faculty_Award_Guidelines.aspx
FACULTY ASSOCIATION MEETING AGENDA

November 5, 2015

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES – October 1, 2015 (2 minutes)

III. ANNOUNCEMENTS (5 minutes)

IV. STANDING COMMITTEE REPORTS & NEXT MEETING (2 minutes per report)
   - Academic Programs Committee – Michael Bovenzi (Thurs, 11/5 @ 10 AM – OFE/FA Conf Rm)
   - Academic Standards Committee – Steven Williamson (Fri, 11/20 @ 12 PM – OFE/FA Conf Rm)
   - Adjunct Affairs Committee – Elizabeth Gregg (TBD)
   - Budget Advisory Committee – Richard Patterson/Alan Harris (Thurs, 11/19@ 11 AM – COAS Conf Rm)
   - Campus Technology Committee – Donna Mohr (Fri, 11/20 @ 10 AM – OFE/FA Conf Rm)
   - Faculty Affairs Committee – David Fennier/Gordon Rakita (Thurs, 11/12@ 12:15 PM – OFE/FA Conf Rm)
   - Faculty Enhancement Committee – Paul Eason (Wed, 11/4@ 10 AM – OFE/FA Conf Rm)
   - Nominations and Elections Committee – Pingying Zhang (TBD)
   - Research Council – Aisha Johnson (TBD)
   - Strategic Planning Advisory Committee – Pali Sen (Tues, 11/3@ 12:15 PM – OFE/FA Conf Rm)
   - Support Services Committee – Luke Cornelius (Tues, 11/24@ 1 PM – 12/2405A)
   - Executive Committee – Scott Hochwald (Tues, 11/17@ 12:15 PM – OFE/FA Conf Rm)

V. SPECIAL REPORTS (10 minutes)
   - UNF President – John Delaney
   - Legislative Liaison Report – Janet Owen
   - United Faculty of Florida – John White
   - Development Engagement – Joshua Merchant

VI. QUESTION AND ANSWER PERIOD (10 minutes)

VII. CONSENT AGENDA
   (There is no consent agenda item for November Faculty Association Meeting.)

VIII. LEGISLATIVE CALENDAR (5 minutes to reorder list) (20 minutes to act immediately on or remove item)

IX. ADJOURNMENT
Agenda Item #1- FA 15-05R : Submitted by the Executive Committee

RESOLUTION - OPPOSING GUNS ON CAMPUS

University of North Florida
Faculty Association

RESOLUTION
OPPOSING GUNS ON CAMPUS

WHEREAS, there have been over two-dozen instances of unauthorized firearm use for either assault or suicidal purposes at American universities in the past three years, including at University of Central Florida (2013) and Florida State University (2014),

WHEREAS, colleges and universities have a legal and moral duty to adopt policies to promote a safe environment for students, faculty, and staff,

WHEREAS, even on gun-free campuses students, faculty, and staff, are at times exposed to threats and retaliation from disgruntled and/or disturbed individuals.

THEREFORE, BE IT RESOLVED that the Faculty Association at the University of North Florida opposes any legislation that enables individuals other than sworn law enforcement officers to carry concealed weapons or firearms on our campuses.

Passed on 2/5/2015
Approved by President Delaney on 2/11/2015
Agenda Item # 2 - FA 15-35: Submitted by the Academic Programs Committee

College of Arts and Sciences
Communication Department
(Graduate)

New Degree Program Request:

Add a new degree-major program
Proposal for Master of Science - Communication Management Major - Graduate

Log Number: 201501-43

Summary of the Changes:
We propose an interdisciplinary M.S. in Communication Management. The Department of Communication will provide the core courses, and students will choose from one of five concentrations, which will come from the Coggin College of Business, the MPA program of the Department of Political Science and Public Administration, the College of Education and Human Services, and the Brooks College of Health. The 12-credit concentrations will be: Business, Nonprofit Management, Public Management, Leadership, and Public Health. The M.S. in Communication Management will be 36 hours in total and will include a thesis option and an applied research project option. The M.S. in Communication Management will be focused on teaching students how to be managers/leaders in communication companies (such as a public relations firms, advertising agencies, news outlets, or production companies). In addition, M.S. in Communication Management graduates can find employment in leadership positions at government agencies, healthcare companies, and businesses that have an in-house public relations/public information department. The M.S. in Communication Management can also prepare students for doctoral programs. Student will learn media management, strategy, metrics, economics, and business/communication ethical and legal issues. Interviews and surveys of alumni, students, and the Department of Communication’s Professional Advisory Board indicate high demand for the M.S. in Communication Management. No new lines are requested. No additional library resources are needed. Costs include money for several adjuncts to cover undergraduate classes currently being taught by faculty designated to teach classes in the M.S. in Communication Management.

(Master of Science in Communication Management Proposal Attachment)

Agenda Item # 3 - FA 15-36: Submitted by the Academic Programs Committee

College of Arts and Sciences
Sociology, Anthropology, and Social Work Department
(Graduate)

New Degree Program Request:

Add a new degree-major program
Proposal for Master of Social Work (MSW)- Social Work Major - Graduate
Log Number: 201508-4

Summary of the Changes:
The University of North Florida (UNF) Department of Sociology, Anthropology, and Social Work proposes to launch an accredited Master of Social Work (MSW) degree during the 2017-18 academic year. The MSW was added to UNF’s New Degree Program Master Plan in 2011. The Bachelor of Social Work (BSW) program was added to the Master Plan the same year. Since then, the Department has successfully implemented the BSW program, which admitted its first class in fall 2013 and graduated 20 BSW students in spring 2015. The BSW is making timely progress toward accreditation by the Council on Social Work Education (CSWE), having been granted candidacy in October 2013. Full accreditation of the BSW Program is anticipated in fall 2015. Implementing the BSW Program has allowed us to develop infrastructure and expertise that will facilitate a successful MSW program at UNF.

We are proposing both Traditional and Advanced Standing MSW programs. The Traditional Program will require 60 credit hours, and will admit students without a BSW degree from an accredited program. The Advanced Standing program will require 38 credit hours and is available to select students entering with a BSW from an accredited program (we anticipate admitting many UNF BSW students). The curriculum includes 900 hours of field education in accordance with the accreditation standards of CSWE. The program will offer a single concentration, in advanced generalist practice.

The UNF MSW program will prepare students with the requisite theoretical knowledge, skills, and ethical framework for advanced social work practice with diverse client systems across practice settings. UNF MSW students will be uniquely trained through an integrated curriculum that merges historically disparate “clinical” and “administrative” social work practice roles in a more contemporary and transformative approach to social work practice and social change, emphasizing the social and economic well-being of those who are vulnerable, marginalized or oppressed. All MSW students will demonstrate advanced mastery of ten Core Competencies dictated by the Council on Social Work Education, which will allow them to assume clinical and administrative social work practice roles upon graduation. Students who wish to pursue licensure as clinical social workers after graduation will have the necessary course preparation and field experience to do so.

Social workers routinely provide services in the areas of child welfare, housing assistance, disaster relief, mental health, substance abuse, crisis intervention, vocational training, hospice and palliative care, juvenile justice and corrections, and victim advocacy. Demand for social workers is increasing nationally, statewide, and regionally. The State of Florida grants title protection to the social work profession: individuals who do not hold a BSW or MSW from an accredited institution are prohibited from calling themselves “social workers” or working in many social work positions (Section 491.016, F.S.). The 2014 Child Welfare bill (CS/SB 1666) granted hiring preference to social workers as child protective investigators, and set a goal that social workers constitute half of all child protective investigators by 2019. Each of these legislative acts has increased demand for undergraduate and graduate social work degrees from accredited institutions. To pursue clinical licensure in the State of Florida, Social Workers must hold a Master’s Degree from a CSWE-accredited program that includes substantial clinical coursework. Graduates of the proposed program will be qualified to meet these conditions for employment and advancement in the field of social work.

Northeast Florida human services agencies that hire large number of social workers, including Florida’s Department of Children and Families (DCF), Children’s Home Society, Jewish Family and Community Services, Daniel, and United Way, have attested that a UNF MSW program would have a positive impact on their ability to recruit qualified staff and serve their client populations. As detailed in the New Degree Program application, these organizations expressed unanimous support for development of an MSW at UNF, citing the ability of the program and its graduates to better serve the organizations’ missions and clients.

The proposed MSW program will require four additional Social Work faculty. The faculty size is stipulated by the accrediting body CSWE, which requires six faculty be primarily assigned to an accredited MSW program. We will reassign two of our current faculty to reach the full complement of six. We will also require a half-time
administrative support position, which will be reassigned from elsewhere in the College of Arts and Sciences. Additional expenses include those associated with CSWE accreditation and membership and support of the field education component. The proposed budget accounts for any new library resources that would be required for the MSW program. (Master of Social Work in Social Work Proposal Attachment)

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**Agenda Item # 4 - FA 15-37: Submitted by the Academic Programs Committee**

**College of Arts and Sciences**

(Undergraduate)

**Log Number: 201508-1 Languages, Literatures and Cultures – Undergraduate**

<table>
<thead>
<tr>
<th>Add a new course</th>
<th>Introduction to Electronic Textual Editing (3 crs)</th>
<th>DIG</th>
<th>Junior (3xxx)</th>
<th>XXX</th>
</tr>
</thead>
</table>

**Prerequisites:**
None

**Co-requisites:**
None

**Course Description:**
This workshop-style course introduces students to methods of Digital Humanities research through hands-on work in the transcription/digitization, regularization, and encoding of manuscript or rare print texts. Students may also annotate and/or compose introductions to the texts in question, a process which may involve historical and/or bibliographical research. Specific requirements will vary by term, according to the particular material under consideration. Students’ work may eventually form part of online publications carried out in collaboration with the Thomas Carpenter Library or other institutions. Students will be graded on their participation in course sessions, on the quality of their editorial work, and on oral presentations and reflective writing assignments in which they will synthesize their learning.

**Prerequisite:** Sophomore standing.

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**Log Number: 201508-23 School of Music – Undergraduate**

<table>
<thead>
<tr>
<th>Change an existing course</th>
<th>Opera Workshop (Opera Ensemble)</th>
<th>MUO</th>
<th>Junior (3xxx)</th>
<th>503</th>
</tr>
</thead>
</table>

This request is to change MUO 3503: Opera Ensemble (formerly Opera Workshop - see package #201501-12) from a fixed credit course to a variable credit course by creating a 0-credit option. By creating a 0-credit option (in addition to the current 1-credit option), students in the Bachelor of Music Performance program who have already met the opera ensemble requirement for their degree may continue to register for this course without incurring the Excess Hour Surcharge. This change will not affect the Program of Study or the credit hours for any degree.

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**Log Number: 201508-24 School of Music – Undergraduate**

Change a degree-major-concentration of an existing program

Post-Baccalaureate Certificate - Certificate Music Program Major
Summary of the Changes:
This package seeks to revise the Certificate Requirements for the Post-Baccalaureate Certificate in Music Performance. The Certificate Requirements that are currently provided in the catalog were based on this being a two-year program. They state that the certificate is 48 credits, but do not actually list any specific requirements. The revised Certificate Requirements, which have been attached, change this to a one-year program that requires a minimum of 8 music credits (plus performance requirements). They also specify what the requirements actually are. In addition, the name of the major has been changed from "Certificate Music Program" to "Performers Certificate Program" in order to specify that this is a degree in music performance. Since many of the students who participate in this program are international, having more detailed Certificate Requirements provided in the catalog will expedite the visa process both for students and for the UNF International Center.

(Visit our website: www.unf.edu/unffa/ for the program of study)

Log Number: 201508-6  Political Science and Public Administration – Undergraduate

<table>
<thead>
<tr>
<th>Change an existing course</th>
<th>Third World Politics</th>
<th>CPO Senior (4xxx)</th>
<th>034</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am requesting that CPO4034, which is currently listed as &quot;Third World Politics,&quot; be renamed to the more appropriately titled, &quot;Politics of Developing Countries.&quot; The term &quot;Third World&quot; is no longer relevant; it referred to a tertiary distinction during the Cold War era in which the world was roughly divided among the Western &quot;first world&quot; (i.e. US, Canada, Western Europe), the Communist Bloc &quot;second world&quot; (i.e. USSR, China, and Cuba), and remaining non-aligned countries known as the &quot;third world.&quot; Given that we are decades removed from the end of the Cold War, our courses should reflect the current state of affairs. The University of Florida has termed CPO4034 &quot;Politics of Developing Nations.&quot; It is important that this course is described in line with current standards in scholarship and practice so as to avoid any confusion when students are enrolling in classes. This change will also require that the course description be altered accordingly.</td>
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<tr>
<td>New Course Description:</td>
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<tr>
<td>Prerequisite: CPO2002 or consent of instructor. The subject of this course is political and economic development among countries within the developing world, emphasizing the economic, social, and psychological conditions affecting their political and economic status.</td>
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</table>

Agenda Item # 5 -FA 15-38: Submitted by the Academic Programs Committee

College of Arts and Sciences
(Graduate)

Log Number: 201508-16  School of Music – Graduate

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Conducting Concentration

Summary of the Changes:
Most of the changes to the Program of Study in this package are simply rearranging courses between terms to accommodate faculty schedules and departmental conflicts. However, there are six changes that affect degree requirements:
1) Instead of MUG 6205 (Advanced Choral Conducting) being required in term 1, students will now take one of
MUG 6205 or MUG 6305 (Advanced Instrumental Conducting) in term 1 and the other course in term 3.
2) In terms 1-3, students may now take any 6000-level Applied Instrument course. In other words, they are no longer restricted to MUG 6206 [Applied Choral Conducting] or MUG 6306 [Applied Instrumental Conducting].
3) Students are no longer required to take the 2-credit course MUG 6957 (Graduate Conducting Recital) in terms 2 and 3.
4) MUG 6954 (Graduate Conducting Lecture Recital), which is required in term 4, is being changed from a 0-credit course to a 1-credit course.
5) MUN 6466 (Instrumental Ensemble Performance) is being removed as a large ensemble option for each term.
6) The Literature Course option (MUL 6645 [Choral Literature] or MUL 6567 [Instrumental Literature]) has been moved from term 4 to term 2.
Because of these various changes, the number of elective hours in term 3 has been increased from 1 credit to 4 credits (so that the total number of credit hours for the degree equals 36). These changes will provide students with a greater degree of flexibility in taking courses that meet their individual musical needs, and also eliminates redundancies in the required courses for the degree.
(Visit our website: www.unf.edu/unffa/ for the program of study)

<table>
<thead>
<tr>
<th>Change an existing course</th>
<th>Grad Cond Lecture Recital</th>
<th>MUG Graduate (6xxx)</th>
<th>954</th>
</tr>
</thead>
<tbody>
<tr>
<td>The credits for this course are being changed from 0 credit to 1 credit. This is to reflect the fact that the course constitutes a significant requirement within the MM degree in Conducting. No other changes are being made to this course.</td>
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</tbody>
</table>

**Log Number: 201508-17   School of Music – Graduate**

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Jazz Studies Concentration

**Summary of the Changes:**
There are two changes to the Program of Study in this package: 1) the Music History/Theory requirement (MUH 6684 [Perspectives in Music History] or MUT 6761 [Perspectives in Music Theory]) is being removed from term 3 and added to term 4 to accommodate faculty schedules and departmental conflicts, and to accommodate this change in the Program of Study, MUS 6901 (a 3-credit Directed Individual Study) has been removed from term 4 and added to term 3; and 2) the number of elective credits in term 4 are being reduced from 3 to 1 so that the total credit hours for that term add up to 9.  (Visit our website: www.unf.edu/unffa/ for the program of study)

**Log Number: 201508-18   School of Music – Graduate**

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Piano Concentration

**Summary of the Changes:**
The Music History/Theory requirement (MUH 6684 [Perspectives in Music History] or MUT 6761 [Perspectives in Music Theory]) is being removed from term 3 and added to term 4 to accommodate faculty schedules and departmental conflicts. Meanwhile, to accommodate this change and to ensure that each term adds up to 9 credits in the Program of Study, the Piano Pedagogy Seminar (MVK 6650) is being removed from term 4 and added to term 3.  (Visit our website: www.unf.edu/unffa/ for the program of study)
Log Number: 201508-19  School of Music – Graduate

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Strings Concentration

Summary of the Changes:
There are two changes to the Program of Study in this package: 1) the Music History/Theory requirement (MUH 6684/MUT 6761) in term 3 is being switched with the Advanced Pedagogy Course requirement (MVS 6653/6654) in term 4 to accommodate faculty schedules and departmental conflicts; and 2) the Orchestra requirement (MUN 6215) is being specified as 1 credit rather than 0-1 credits in all four terms to avoid confusion with registration. (Visit our website: www.unf.edu/unffa/ for the program of study)

Log Number: 201508-20  School of Music – Graduate

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Woodwinds, Brass, & Percussion Concentration

Summary of the Changes:
There are two changes to the Program of Study in this package: 1) the Music History/Theory requirement (MUH 6684 [Perspectives in Music History] or MUT 6761 [Perspectives in Music Theory]) is being removed from term 3 and added to term 4 to accommodate faculty schedules and departmental conflicts; and 2) the Electives requirement (MUH 6000-6999 or MUS 6000-6999) is being removed from term 4 and a new Electives requirement (any 5000- or 6000-level music course) is being added to term 3. The expansion of the Electives requirement to allow any 5000- or 6000-level music course will bring this particular Program of Study in line with all the other Master of Music degree programs. (Visit our website: www.unf.edu/unffa/ for the program of study)

Log Number: 201508-21  School of Music – Graduate

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Voice Concentration

Summary of the Changes:
There are three changes to the Program of Study in this package: 1) the Music History/Theory requirement (MUH 6684 [Perspectives in Music History] or MUT 6761 [Perspectives in Music Theory]) has been moved from term 3 to term 4 to accommodate faculty schedules and departmental conflicts; 2) the number of elective credits in terms 3 and 4 have been adjusted so that the credit hours for each term add up to 9; and 3) the language requirement has now been specified as a prerequisite to reflect the fact that undergraduate courses cannot count toward the credit hours for a graduate degree. The precise wording in the Program of Study for this last change is: "Appropriate level of language course will be determined by the voice faculty at the entrance audition. Students must complete language prerequisites before graduation."
(Visit our website: www.unf.edu/unffa/ for the program of study)

Log Number: 201508-22  School of Music – Graduate

Change a degree-major-concentration of an existing program
Master of Music - Music Performance Major Voice Concentration

Summary of the Changes:
This package is requesting that MUO 6655 (Opera Ensemble) be changed from a 2-credit course to a 1-credit course. Due to miscommunication, this course was created as a 2-credit course; however, it is listed in the Program of Study for the M.M. degree in Voice as a 1-credit course. As a 2-credit course, it has the potential to increase the
required credit hours for the degree from 36 to as much as 40 (since it is an ensemble option for each of the four terms). Reducing it to a 1-credit course will ensure that the degree only requires 36 credit hours. Because of this change, the course can now be repeated for a maximum of 4 credits rather than a maximum of 8 credits. (Please Note: The Program of Study that is attached to this package is from the current catalog. I have submitted a separate package - Log #201508-21 - that is revising separate parts of this POS. However, the revised POS will still have this course listed as a 1-credit ensemble option.) (Visit our website: www.unf.edu/unffa/ for the program of study)

<table>
<thead>
<tr>
<th>Change an existing course</th>
<th>Opera Ensemble</th>
<th>MUO Graduate (6xxx)</th>
<th>655</th>
</tr>
</thead>
<tbody>
<tr>
<td>As explained in the Program Action Request, this package is requesting that MUO 6655 (Opera Ensemble) be changed from a 2-credit course to a 1-credit course so that it conforms to the Program of Study for the M.M. degree in Voice.</td>
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**Agenda Item # 6 -FA 15-39:** Submitted by the Academic Programs Committee

**Brooks College of Health**

(Graduate)

**Log Number:** 201505-5  **Clinical and Applied Movement Sciences** – Graduate

**Terminate a degree-major-concentration of an existing program**

Master of Science in Health - Health Science Major Orthopedic Physical Therapy Concentration

**Summary of the Changes:**

We no longer offer this program of study. The terminal degree for physical therapy is the Doctor of Physical Therapy. No one has enrolled in this master's program in over ten years.

(Visit our website: www.unf.edu/unffa/ for the program of study)
Agenda Item # 7- FA 15-40: Submitted by the Academic Standards Committee

Acceptance of Online Course Credit Completed Prior to Initial Enrollment

Rationale:
It is at the request on Enrollment Services per BOG Rule 6.020 College Credit for Online Courses Completed Prior to Initial Enrollment. The purpose of the proposed policy is to enable admitted students to earn appropriate credit for online coursework completed prior to the initial term of enrollment.

Policies & Regulations

<table>
<thead>
<tr>
<th>Subject: Acceptance of Online Course Credit Completed Prior to Initial Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>Revised Date</td>
</tr>
<tr>
<td>Responsible Division/Department:</td>
</tr>
<tr>
<td>Academic Affairs/Enrollment Services</td>
</tr>
</tbody>
</table>

I. OBJECTIVE & PURPOSE
The basis for this regulation can be found in the Florida Board of Governors BOG 6.020 College Credit for Online Course Completed Prior to Initial Enrollment, which governs the evaluation and acceptance of coursework through online courses. All University policies and procedures that results in a less stringent application of this requirement shall be superseded.

II. STATEMENT OF POLICY
Undergraduate, degree-seeking students who are admitted to the University and who have completed online college level courses prior to initial enrollment may request that the University evaluate that coursework to determine if credit may be awarded. These credits may include, but are not limited to, massive open online courses (MOOCs).

A student wishing to have online coursework evaluated for the purpose of receiving credit, must inform an academic advisor after admission and prior to matriculation (initial enrollment) at the University. The student must provide an official transcript, including but not limited to, Florida public post-secondary official transcript or American Counsel for Education (ACE) recommendation transcript reflecting the award of credit. Transferability and degree applicability of the coursework will be determined with the same processes and criteria as other transferred courses.

(1) If the online college coursework did result in credit hours awarded by the institution offering the online course, but did not transfer for credit at the University, award of credits must meet the following
conditions:

a. University faculty have determined the online course content and learning outcomes to be comparable to a course offered at the institution;
b. Online courses meet the quality and regional accreditation standards intended for a transfer course; and
c. The subject area faculty have determined that the online course is relevant to the student’s intended program of study.

(2) If the online college coursework did not result in credit hours awarded by the institution offering the online course the student must provide the following information for evaluation by a UNF faculty member within the discipline of the content of the coursework:

a. A syllabus for the course;
b. Credentials of the faculty teaching the course;
c. Course objectives and learning outcomes for the course; and
d. Any other information being requested by the faculty member within the discipline to determine mastery of course learning outcomes.

A student may appeal the faculty decision by following the normal University procedure.
**Agenda Item # 8- FA 15-41: Submitted by the Academic Standards Committee**

**Academic Standing**

**Rationale:**

The Academic Standard Committee is attempting to revise the policy of the Academic Standing in order to allow the retention of FTIC students to help our funding metrics.

**Policies & Regulations**

Academic Affairs: Enrollment Services

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**Academic Standing**

<table>
<thead>
<tr>
<th>Number</th>
<th>2.0610P</th>
<th>□ New Policy</th>
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</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>3/1/2011</td>
<td>□ Major Revision of Existing Policy</td>
</tr>
<tr>
<td>Revised Date</td>
<td>2/18/2014</td>
<td>□ Minor/Technical Revision of Existing Policy</td>
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<tr>
<td>Responsible Division/Department</td>
<td>Academic Affairs / Enrollment Services</td>
<td>□ Reaffirmation of Existing Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Repealed Policy</td>
</tr>
</tbody>
</table>

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**I. OBJECTIVE & PURPOSE**

To establish a policy defining academic progress as it is indicated on student records and how the status will affect a student's academic progress at the university.

**II. STATEMENT OF POLICY**

**Good Academic Standing:** Undergraduate students who possess both a current semester Grade Point Average (GPA) and total institutional GPA of 2.0 or above (All Teacher Education majors need a GPA of 2.5 or above in both GPAs and indicated above) are considered to be in Good Academic Standing.

**Academic Probation:** An undergraduate student who fails to maintain good academic standing will be placed on academic probation and referred to an academic advisor. Academic probation is a warning (Teacher Education majors must see the College of Education and Human Services Probation/Suspension section of the catalog for the College's probation policy.) Transcripts will reflect probations.

**Academic Suspension and Dismissal:** If both the Current Term and Total Institutional GPA fall below 2.0 at the end of a semester in which a student is on Academic Probation, then the student will be eligible for suspension. (Teacher Education majors must see the College of Education and Human Services Probation/Suspension section of the catalog for the College's probation policy.)
If suspended, the student will be dropped from any course for which he/she is currently registered and denied the opportunity to re-enroll. The duration of suspension varies by college. E-mail notification is sent by Enrollment Services Processing to students who are placed on suspension. Written notification may additionally be sent to students from their respective college or the Academic Center for Excellence (ACE). Transcripts will reflect suspensions.

A suspended student who desires to be re-admitted to the same major field as when last enrolled may do so upon the written recommendation of the advisor, the department chair, and/or departmental committee designated by the Department and College in which the student was last enrolled at the time he or she was suspended. The dean may deny a student's continued registration in the department. A student who is suspended from a degree program at UNF who wishes to be re-admitted into another UNF degree program must have the re-admission approved by the appropriate advisor, the department chair, or departmental committee of both programs. Re-admission procedures vary by college.

Degree-seeking UNF students (except for Teacher Education majors) who receive credit for upper-level course work at another institution while suspended from UNF may transfer these credits back to UNF only with the permission of the appropriate UNF advisor, department chair, or departmental committee.

FTIC students are expected to maintain Good Academic Standing in their initial matriculation term. Students who do not maintain Good Academic Standing will be required to meet with their academic advisor to review their future schedule prior to the start of the next applicable term.
Agenda Item# 9 – FA 15-42: Submitted By the Faculty Affairs Committee:

Faculty Affairs Committee Charge Update Proposal

Faculty Association Bylaws Amendment: FIRST READING

Faculty Affairs Committee Charge Update Proposal
The committee voted to amend its charge to reflect name changes in the Faculty Commons (to Faculty Lounge) and removes BOR/UFF by adding Collective Bargaining.

ARTICLE VI COMMITTEES
Section 4. – F.

The Faculty Affairs Committee (FAC) shall review and recommend policies and practices with regard to faculty assignments and released time, faculty evaluation, promotion and tenure, ethics, affirmative action, academic freedom and teaching issues; the organization and/or re-organization of academic units; the use of the Faculty Commons/Faculty Lounge; and such other matters that customarily concern the regular faculty. The Committee shall approve all proposed recipients of honorary degrees from the University. The Committee shall also review, on request, unresolved differences between regular faculty members and the administration and make appropriate recommendations, except in instances that are clear violations of the BOR/UFF Collective Bargaining Agreement and are addressable through the grievance process.
Agenda Item# 10 -FA 15-43: Submitted By the Faculty Affairs Committee

Proposed New Bachelor’s Honorary Degrees

Recommendation:

The Faculty Affairs Committee recommends the creation of a process for the University to bestow honorary Bachelor of Arts or Bachelor of Science degrees. The new proposed policy language for the Faculty Handbook is to be inserted after the criteria for honorary doctoral degrees.

Current Policy Language

8.8 Honorary Degrees (formerly 8.7)

Candidates for an honorary degree (LittD/Doctor of Letters; ScD/Doctor of Science; PedD/Doctor of Pedagogy) may be nominated by any dean of one of UNF’s five colleges. Nominations will be accompanied by supportive data which should include (1) resume, (2) an explanation of why the award should be given, and (3) names and addresses of distinguished persons in a position to provide an objective evaluation of the recommendation. The Faculty Affairs Committee of the Faculty Association shall screen all nominees. The name of any nominee receiving approval of a two-thirds majority of the committee shall be forwarded to the Executive Committee of the Faculty Association; upon a positive majority vote by the Executive Committee, the nomination shall be forwarded to the President of the University for consideration and disposition.

Criteria for Recognition:

- Excellent character exemplifying ethical conduct and values consistent with the University of North Florida; and
- Extraordinary achievement or distinction in the arts and sciences, education, the professions, public service, philanthropy, or private enterprise; and
- One of the following:
  - Distinction on a national or international level
  - A history of support of UNF
  - A record of distinguished contributions to the northeast Florida region

New Proposed Policy Language for the Faculty Handbook:
(to be inserted after the criteria for honorary doctoral degrees with blue font)

8.8 Honorary Degrees (formerly 8.7)

Candidates for an honorary degree (LittD/Doctor of Letters; ScD/Doctor of Science; PedD/Doctor of Pedagogy) may be nominated by any dean of one of UNF’s five colleges. Nominations will be accompanied by supportive data which should include (1) resume, (2) an explanation of why the award should be given, and (3) names and addresses of distinguished persons in a position to provide an objective evaluation of the recommendation. The Faculty Affairs Committee of the Faculty Association shall screen all nominees. The name of any nominee receiving approval of a two-thirds majority of the committee shall be forwarded to the Executive Committee of the Faculty Association; upon a positive
majority vote by the Executive Committee, the nomination shall be forwarded to the President of the University for consideration and disposition.

Criteria for Recognition:

- Excellent character exemplifying ethical conduct and values consistent with the University of North Florida; and
- Extraordinary achievement or distinction in the arts and sciences, education, the professions, public service, philanthropy, or private enterprise; and
- One of the following:
  - Distinction on a national or international level
  - A history of support of UNF
  - A record of distinguished contributions to the northeast Florida region

Candidates for an honorary bachelor’s degree (BA or BS) may be nominated by any dean of one of UNF’s five colleges. Nominations will be accompanied by supportive data which should include (1) resume, (2) an explanation of why the award should be given, and (3) names and addresses of distinguished persons in a position to provide an objective evaluation of the recommendation. The Faculty Affairs Committee of the Faculty Association shall screen all nominees. The name of any nominee receiving approval of a two-thirds majority of the committee shall be forwarded to the Executive Committee of the Faculty Association; upon a positive majority vote by the Executive Committee, the nomination shall be forwarded to the President of the University for consideration and disposition. No member of the UNF administration, faculty, or staff is eligible to receive an honorary bachelor from UNF. There should be a quota of no more than two honorary bachelor’s degrees a year for the university.

Criteria for Recognition:

- Character exemplifying ethical conduct and values consistent with the University of North Florida; and
- Achievement or distinction in the arts and sciences, education, the professions, public service, philanthropy, or private enterprise; and
- One of the following:
  - Evidence of strong support of UNF
  - A record of contributions to the northeast Florida region
**Agenda Item #11- FA 15-44: Submitted by the Faculty Affairs Committee:**

**ISQ Timing**

**Rationale:**

The Faculty Affairs Committee raised the issue of timing of deployment for the ISQs in the summer. Students can complete ISQ after final exams, and thus they know their final grade while filling out ISQs (in Summer B). ISQ can be completed before the end of the withdrawal period (in Summer A). If a student is failing and drops, but completes the ISQ before she/he withdraws, the results may skew.

**Recommendation:**

The Faculty Affairs Committee proposed adjusting the time. ISQs are open to be completed be from the day after the withdrawal date to prior to the last day of class. Further it was recommended that if the language in the new CBA is an impediment, than that language be amended.
Agenda Item #12- FA 15-45: Submitted by the Research Council

UNF Summer Scholarship Grants Proposed Policy – 12-Month Faculty

Recommendation:

The Research Council recommend that the Summer Scholarship Grants, beginning October 2016, permanent, 12-month faculty may apply for individual UNF Summer Scholarship grants under the following conditions:
(i) they are not allowed to use the funds for salary;
(ii) they have to get permission from their Dean for their proposed use of funds; and
(iii) they must have a research component to their job assignment.

For Reference:
(https://www.unf.edu/acadaffairs/development_grants/Faculty_Summer_Development_Grants_Program.aspx )

Faculty Development Grants (Scholarship) are provided by the Office of Academic Affairs to support research, scholarship, and creative activities. Academic Affairs regards it as important for the wellbeing of the university that these grants be widely distributed across the university’s disciplines, and that their use benefits the reputation of the university as well as the individual scholar or artist. As the program name suggests, Academic Affairs regards these grants as seed funding for developing new lines of inquiry, whether for collecting and analyzing pilot data, writing and publishing original scholarship, experimenting with innovative forms of creative expression, and/or preparing proposals for external funding. Academic Affairs is additionally interested in recognizing the value of faculty working with colleagues outside of their discipline or college. To encourage that collaborative desire, additional funding is available for interdisciplinary projects.

The grant program will provide support in the amount of $7,500 per funded individual project, or $10,000 each for up to three faculty members working together on selected interdisciplinary projects. Funds can be used to pay a stipend to faculty member(s) or can be used for travel, materials, student assistance, or other expenses related to project activities (see budget form for restrictions). To provide grant recipients with the greatest flexibility to achieve their goals, funds may be used any time from July 1, 2016 through the 2016–2017 academic year.

ELIGIBILITY

While applications are encouraged from junior faculty and faculty beginning new projects, all tenured faculty and tenure-earning faculty are eligible, subject to the restrictions below:

♦ Only tenured/tenure-track faculty are eligible for Scholarship grants. Grants may be held while on sabbatical; they may not be held while on leave of absence without pay.

♦ Faculty who have been awarded a Faculty Development Grant of any kind (Scholarship, Teaching, and/or Proposal Development) over the past two consecutive years must wait a year to be considered for another Faculty Development Grant of any kind.

♦ NEW FOR NEXT YEAR: In April 2015, the Faculty Association approved the following restriction on eligibility: Scholarship Grants are limited for faculty who already have received a previous award. Assistant Professors are allowed to receive a Scholarship Grant once every 2 years, Associate Professors once every 3 years, and Full Professors once every 4 years. This will not impact this year’s eligibility, but will be implemented in 2016.

♦ Applicants also must be nine-month in-unit faculty at time of application, and not otherwise already receiving guaranteed/endowed stipends/salary supplements to support their scholarly activities.

♦ Faculty (in-unit, out-of-unit, or non-UNF) otherwise ineligible due to any of the preceding requirements are welcome to collaborate on interdisciplinary projects and may be listed as participants, but can not be included in the calculation of the funding for the grant. Ineligible faculty on interdisciplinary projects are not allowed to receive salary from the grant funds, but may be involved in other grant expenditures (e.g., supplies, travel).

♦ Faculty who have previously received a Faculty Development Grant and who have not submitted a final or interim report satisfying the reporting requirements are ineligible.
♦ Faculty who intend to terminate employment or leave UNF, or faculty who are on administrative leave or terminal notice and will not receive a contract during the next academic year, are ineligible. Except in extenuating circumstances, failure to remain at UNF for at least one academic year following the award will require grant repayment.

♦ Faculty who intend to use the funds for summer salary will agree to teach no more than four credit hours. It is acceptable to teach in any one summer term (i.e., Summer A, B, or C) and still receive a Faculty Development Grant.

♦ Faculty can only submit one application per category (Teaching or Scholarship). Only one Faculty Development Grant from either category will be awarded per person.

♦ Interdisciplinary projects must cross two or more departments. While inter-collegiate projects are favored, projects that cross departments within a college are also eligible.

♦ Research Council members cannot apply for a Scholarship grant during their term on the committee, but may apply for a Teaching Grant.
QUESTIONS FORWARDED PENDING RESPONSES

QUESTIONER-I: Anonymous
DATE ASKED: October 1, 2015
FORWARDED TO: Earle Traynham
Provost & Vice President
Academic Affairs

QUESTION SYNOPSIS -I: Why do we have retention votes for Deans if the results are not going to be honored?

QUESTIONER-II: Anonymous
DATE ASKED: September 3, 2015
FORWARDED TO: Shari Shuman, Vice President
Administration & Finance

QUESTION SYNOPSIS -II: A concern was expressed about the steps in building 14.

QUESTIONER-III: Anonymous
DATE ASKED: September 3, 2015
FORWARDED TO: Earle Traynham
Provost & Vice President
Academic Affairs

QUESTION SYNOPSIS -III: UNF has a mandatory residency requirement for First Time In College (FTIC) students. Academic Affairs also wants to make sure that students can meet their General Education requirements through DL courses. Unfortunately not all disciplines are well-suited for DL. Exactly what population of students needs a DL path through General Education? Surely, we are not talking about the residents of the dorms. Also, how many students are in that population?

WRITTEN RESPONSES TO QUESTIONS

QUESTIONER: Scott Hochwald
DATE ASKED: April 2, 2015
WRITTEN RESPONSES: Shari Shuman, Vice President
Administration & Finance
QUESTION SYNOPSIS:
From Scott Hochwald—In the parking lot behind building 14, there are some roadside pavement markers that stick out a lot on one side, and people are tripping on them. He would like the issue addressed.
From Jose Franco: There seem to be an increase in amount of students skateboarding on 2nd floor walkways. Pali Sen expressed concern they will fall and break bones, which will impact their class attendance.

WRITTEN RESPONSE: Question in Parking Lot
Response from Shari Shuman, Vice President Administration & Finance

From: Shuman, Shari
Sent: Friday, October 02, 2015 11:00 AM
To: Klostermeyer, William; Lai-Chin, Fong Chuen
Subject: Faculty Association Questions

Please let me know if you have any questions or need additional information to the below responses. Thank you.

Question from April 15
From Scott Hochwald-In the parking lot behind building 14, there are some roadside pavement markers that stick out a lot on side and people are tripping on them. He would like the issue addressed.

Response:

1. Parking Services appreciates you bringing this to our attention. The issue was created by the line being 20 ft. long which placed the reflector beyond the rear of a parked car where pedestrians can potentially trip. This issue did not occur in spaces with lines that were 18ft. or shorter since parked vehicles would essentially block/cover any reflectors. The following actions were taken:
   Parking Services removed all the reflectors on all 20 ft. lines in lot 9.
2. Parking Services no longer uses reflectors except for ADA spaces, or fire hydrant locations.
3. These new specifications have been incorporated into our space guidelines for future projects.
4. The plan going forward is to remove existing reflectors only on lines discovered to be longer than 18ft, or when we redo a lot (i.e. new asphalt). A mark remains on the asphalt when a reflector is removed. We didn’t see a need to remove reflectors that were not a trip hazard and end up with an aesthetics issue.

Question from April 15
From Jose Franco-There seem to be an increase in amount of students skateboarding on 2nd floor walkways. Pali Sen expressed concern they will fall and break bones, which will impact their class attendance.

Response:
These comments were provided to the University Police Department. The Police are actively patrolling the covered walkways this semester stopping and providing warnings to students. In addition, they created a brochure with the skateboarding rules and hands them out to the students. If they get stopped
November 5, 2015

Please check all the written responses under “Questions and Responses” on the Faculty Association website: www.unf.edu/groups/unffa.

Please check the Faculty Association minutes website for Questions answered during the meeting:
http://www.unf.edu/unffa/minutes/Faculty_Association/Faculty_Association_Minutes_Index.aspx

INFORMATION ITEMS

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 Elections of the Nominations and Elections Committee
 2015-2016 Promotion and Tenure Timeline

Information Item# 1 - Submitted by the Nominations and Elections Committee:

Elections of Nominations and Elections Committee

The Online Elections for the upcoming vacancies for the 2016-2018 Nominations and Elections Committee (a Faculty Association Standing Committee) will be available on Monday, November 9, 2015 at 9:00 a.m. and end by following Monday, November 16 at 5:00 p.m. All faculty members will receive a survey ballot via campus email on the same day. Nominations would be accepted through Thursday, October 22, 2014 at 5 p.m. and then again from the floor at the November Faculty Association meeting on November 6th.

Positions available are for the calendar 2-year term, January 2016 to January 2018. No Association member may serve on more than two standing committees (excluding the Executive Committee) at one time nor serve more than two consecutive terms on any one standing committee.

One from College of Arts and Sciences
One from College of Education and Human Services
One from UNF Library
One from At-large (this position will hold vice-chair during 2016 and chair for 2017)

To nominate yourself or a willing colleague, give your nomination to any member of the Nominations and Elections Committee (COAS-Siho Nam, Suzie Weng, CCEC-William Dally, COEHS-Sophie Maxis, BCH-Chitra Balasubramanian, LIBRARY-Marielle Veve, Vice-Chair-Patrick Kreidl) or call your nomination to Dr. Pingying Zhang, chair of Nominations & Elections Committee, Associate Professor of Management Department, or via e-mail: pingying_zhang@unf.edu (ext 2249)
Information Item#2-Submitted by the Office of the Provost & Vice President

Promotion and Tenure Timeline

ACADEMIC YEAR 2015-2016

SCHEDULE OF DEADLINES FOR IMPLEMENTING THE GUIDELINES FOR PROMOTION AND TENURE

April 10, 2015
Chair notifies those department faculty members who are eligible for promotion and/or tenure of their eligibility.

No later than June 1, 2015
Eligible faculty members notify chair of their candidacy and begin preparing their dossiers. Dossiers must be compiled consistent with Section 19.8(c) of the BOT-UFF CBA.
Candidate forwards a list of between five and ten names of external reviewers to his/her chair who shall be responsible for choosing the individuals who will be requested to submit letters of evaluation.

No later than August 21, 2015
Chair notifies the department of those faculty members who have declared their candidacy. Chair invites departmental letters of recommendation which are due no later than September 25, 2015.

September 14, 2015
Candidate submits dossier to the department chair. Chair adds to the dossier the external letters of review which have been received.
After this date, no new material may be added to the dossier by the candidate except as provided below. Colleagues may review the completed dossier prior to writing letters of recommendation.

No later than September 25, 2015
Departmental letters of recommendation due. Chair places original letters in the dossier and provides copies of such letters to candidate who may, within five days, respond in writing to the letters.

No later than October 2, 2015
Candidate submits to the chair any written response to the departmental letters of recommendation.

October 5, 2015
Chair forwards the dossier, including departmental letters of recommendation and the candidate’s written response, if any, to the department promotion and tenure committee.

No later than October 16, 2015
Department committee provides its written assessment and recommendation to the candidate and the chair. Candidate then has five days to respond in writing to the committee’s written assessment and recommendation.

No later than October 23, 2015
Candidate submits to the chair any written response to the department committee’s written assessment and recommendation.

No later than November 2, 2015
Candidate meets with the chair to receive a copy of the chair’s written assessment and recommendation. Included in the chair’s written assessment is the vote of the tenured members of the candidate’s department. Candidate may, within five days, respond in writing to the chair’s written assessment and recommendation.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>No later than November 9, 2015</td>
<td>Candidate submits to the chair any written response to the chair’s written assessment and recommendation. If the candidate wishes, the chair then submits the dossier, including the candidate’s written response, if any, to the dean.</td>
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<td>No later than November 16, 2015</td>
<td>Dean jointly meets with the departmental committee and the chair if their recommendations do not agree.</td>
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<tr>
<td>No later than November 20, 2015</td>
<td>Dean meets with the candidate, upon his/her written request to discuss the recommendations of the department committee and the department chair and to correct any misunderstanding or misinformation.</td>
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<tr>
<td>No later than December 4, 2015</td>
<td>Dean provides the candidate with his/her written assessment and recommendation. Candidate may, within five days, respond in writing to the dean’s written assessment and recommendation.</td>
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<tr>
<td>No later than December 11, 2015</td>
<td>Candidate submits to the dean any written response to the dean’s written assessment and recommendation. If the candidate wishes, the dean then submits the dossier, including the candidate’s written response, if any, to the Provost for Academic Affairs.</td>
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<tr>
<td>No later than December 11, 2015</td>
<td>Provost meets with UNF-UFF President to discuss information he intends to present to the University Promotion and Tenure Committee.</td>
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<tr>
<td>No later than December 14, 2015</td>
<td>Provost meets with the University Promotion and Tenure Committee to explain and clarify its procedural and substantive responsibilities. The Provost makes the dossiers available to the Committee at this time. The UNF-UFF President shall attend that meeting as an observer.</td>
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<td>December 14, 2015 thru January 22, 2016</td>
<td>University Promotion and Tenure Committee reviews the dossiers and writes an assessment and recommendation on each candidate.</td>
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<tr>
<td>No later than January 22, 2016</td>
<td>Provost meets with the departmental committee, the chair, and the dean to discuss those cases in which their recommendations differ.</td>
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<td>No later than January 22, 2016</td>
<td>University Promotion and Tenure Committee provides its written assessment and recommendation to the candidate. The candidate may, within five days, respond in writing to the committee’s written assessment and recommendation.</td>
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<tr>
<td>No later than January 29, 2016</td>
<td>Candidate submits to the University Promotion and Tenure Committee any written response to the committee’s written assessment and recommendation. The committee then submits its written assessment and recommendation, including the candidate’s written response, if any, to the Provost.</td>
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<td>No later than February 5, 2016</td>
<td>Provost and University Promotion and Tenure Committee meet jointly to discuss the candidates.</td>
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<td>No later than February 12, 2016</td>
<td>Provost provides the candidate with his draft assessment. The candidate may, within five days, respond in writing to the Provost’s assessment, and may meet with the Provost during this five day period.</td>
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<td>No later than February 19, 2016</td>
<td>Candidate submits to the Provost any written response to the Provost’s draft assessment.</td>
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<td>If a faculty member applies for tenure during his/her fourth or fifth year of service, he/she may withdraw without prejudice before the Provost renders his/her recommendation. Such a withdrawal shall be allowed only once. When the faculty member applies for tenure in a subsequent year no withdrawal shall be allowed.</td>
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No later than February 26, 2016

Provost provides the candidate with his final assessment and recommendation. The candidate may, within five days, respond in writing to the Provost’s final assessment and recommendation, and may meet with the Provost during this five day period. A copy of the Provost’s final assessment shall be forwarded to the candidate’s dean and department chair, and to the chairs of the University P&T Committee and the department P&T Committee.

No later than March 4, 2016

Candidate submits to the Provost any written response to the Provost’s final recommendation.

No later than March 11, 2016

The Provost provides the dossiers with his final assessment and recommendation, and the candidate’s written response, if any, to the President.

No later than March 25, 2016

President shall forward a copy of his/her recommendation to the candidate, who shall have five (5) days from receipt to submit a written response before the President submits his/her recommendations to the Trustees.

No later than April 1, 2016

President takes final action on promotion cases, forwards positive tenure recommendations to the Board of Trustees for approval, and notifies each candidate in writing of the action taken. Copies of the President’s notification, whether positive or negative, shall be sent to the Provost, the chair of the University Promotion and Tenure Committee, the dean, the departmental chair, and the departmental committee chair, who shall share it with the committee members.

Following the submission of both the Provost’s final assessments and the recommendation to the President and the President’s subsequent recommendation to the Trustees, the Provost shall make a report to the faculty at large delineating the positive or negative recommendations, in comparison to those forwarded by the University Promotion and Tenure Committee, for promotion and for tenure and by rank within promotion and the number of withdrawals from the tenure process. The Provost shall also provide a report to the UFF delineating the positive or negative recommendations for tenure in comparison to those forwarded by the Department Promotion and Tenure Committee, the Department Chair, the Dean, the University Promotion and Tenure committee, the Provost and the President, by rank and college, and the number of withdrawals form the tenure process by rank and college.

On or before the June 2016 BOT meeting

Tenure decisions shall be made at the April or May BOT meeting but no later than the June BOT meeting.

Within ten days of the Board’s decision

The President notifies tenure candidates in writing of the Board’s decision.

Note: Deadlines may need to be adjusted in consideration of unanticipated circumstances.