



**THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM**

Knowledge that will change your world

**COLLEGE OF ARTS AND SCIENCES
FACULTY HANDBOOK**

Submitted as approved by the faculty

R. L. Paloffs

[Dean]

Date: 4/6/18

Approved by Senior Vice President and Provost

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Senior Vice President and Provost

Date: 4/16/18

Faculty Handbook

Revised May 2014



7/14/14

Dr. Linda C. Lucas
Provost

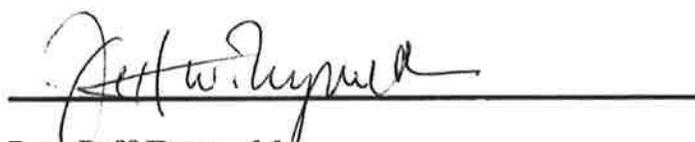
Date



5/30/14

Dr. Robert E. Palazzo
Dean

Date



7-16-14

Dr. Jeff Reynolds
Chair, Faculty Affairs Committee

Date



Faculty Handbook

(Revision as of April 28, 2014 and approved by FAC and CAS Faculty)

(Revision as of October 2012 and approved by FAC, CAS Faculty & Dean)

Preamble

The UAB College of Arts and Sciences (CAS) Faculty Handbook provides guidance to CAS faculty and administrators on matters that are unique to CAS faculty. Nothing in this Handbook is intended to supersede or in any way alter the policies and procedures of the UAB Faculty Handbook.

The initial version of the CAS Handbook followed the College's creation on January 1, 2010. The Handbook will continue to evolve as the College evolves. The CAS Faculty Affairs Committee will be responsible for proposing future revisions to the Handbook as needed. Each approved version of the CAS Handbook will be available electronically to the CAS faculty and will be printed, bound, and deposited in Sterne Library for permanent archiving.

Shared Governance

Faculty members and administrators in the College of Arts and Sciences will act in accordance with the Shared Governance statement passed by the UAB Faculty Senate at its April 12, 2011, meeting. This statement can be found in Section 1 of the UAB Faculty Handbook and Policies.

CAS Faculty Affairs Committee

The Faculty Affairs Committee (FAC) will serve as the primary faculty committee for CAS. The FAC will:

- Provide advice and recommendations to the Dean of CAS on matters of concern to the faculty.
- Perform periodic reviews of the CAS Faculty Handbook and develop proposed revisions to the Faculty Handbook. A simple majority of the Faculty Affairs Committee, who vote in the affirmative, will be considered approving the proposed revision on behalf of the CAS faculty. If the proposed revision is substantive, then the Faculty Affairs Committee will submit the proposed revisions to a vote of the entire faculty of the College of Arts and Sciences for final approval. A simple majority of the voting CAS faculty, who vote in the affirmative, will be considered approving the revision. For a revision not to be considered substantive, two-thirds of the members of the FAC who attend the meeting must vote in the affirmative that the revision is not substantive in nature. (A quorum for the meeting will be $\frac{1}{2} + 1$ of the entire membership of the FAC.)
- Review CAS policies and procedures periodically.
- Review matters related to faculty affairs as directed by the UAB Faculty Handbook, including departmental criteria and procedures for new appointments, reappointments, promotions, awards of tenure, sabbaticals, and leaves of absence.
- Facilitate the annual membership selection for the CAS Promotion & Tenure and the Curriculum & Education Policies Committees by May 15 of each year.
- Suggest new standing and *ad hoc* faculty committees as needed.

Each department will elect a tenured faculty member as its representative to the FAC. In cases where there are no eligible tenured faculty, a non-tenured full-time faculty member may be elected. Another faculty member of that department may substitute for the elected representative when they are unable to attend an FAC meeting. Substitutes may vote at any meeting which they attend. It is the responsibility of the elected member and the substitute to be informed on the issues that will be covered in a given meeting. Department chairs are ineligible for service on the CAS FAC as are CAS faculty who serve in administrative positions at the college level or higher.

FAC terms are for two years. Half of the membership will rotate off the committee each year. Members are eligible for reappointment once, and they may not serve more than two consecutive terms without rotating off the committee. Term of service begins August 15th. Each department shall submit the name of its representative to the Dean's office by May 15 of the same calendar year.

The FAC membership will elect the FAC chair from its membership at its first meeting in the Fall. The Chair will be a voting member.

CAS Promotion and Tenure Committee, Suggested Timeline, and Procedures

The CAS Promotion and Tenure Committee is a standing faculty committee of the CAS. The committee's role, membership, and procedures are described below. Within the general guidelines of both the UAB and the CAS Faculty Handbooks, departments should determine their own procedures for department-level Promotion and Tenure review.

Committee's Role

The role of the committee is to evaluate candidates for promotion and/or tenure based on departmental, college, and university criteria.

Committee Membership

The CAS Promotion and Tenure (P&T) Committee will be composed of twelve tenured faculty members. Nine of the committee members are to be elected by a vote of the entire CAS faculty and three of the committee members are to be appointed by the Dean of CAS. No department may have more than one member on the P&T Committee.

Membership on the Committee will be for a three-year term. Three elected and one appointed committee members will rotate off the P&T Committee each year. Terms begin August 15th and end August 14th.

The elected members on the Committee shall consist of three members from the arts and humanities departments, three members from the social and behavioral sciences departments, and three members from the mathematics and natural sciences departments to ensure an elected representation across the various disciplinary areas of CAS. Two of the three elected members from each of these disciplinary areas should hold the rank of Professor to ensure adequate voting representation from each disciplinary area for promotion applications to that rank.

The Dean's appointments to the P&T Committee should address the need for a diverse committee, for balance across the CAS discipline areas, and for ensuring an adequate number of faculty at the rank of Professor to vote on promotion to that rank.

Election and appointments of members to the P&T Committee are to occur in the Spring Semester preceding their term of service, which begins August 15th.

Each full-time regular CAS faculty member may vote for as many nominees as there are P&T Committee vacancies in each of the three disciplinary areas. The nominee in each of the three disciplinary areas receiving the largest number of votes will be elected to serve a three-year term. If there are remaining vacancies in a disciplinary area, the next largest vote getter will serve the next longest term and so on, until all vacancies are filled. If there is more than one nominee from a department, then only the nominee from that department who receives the most votes shall be elected to the committee. The FAC will supervise the election of members to the P&T Committee and will resolve any ties that affect committee membership.

Any elected P&T member unable to serve out the term to which s/he has been elected will be replaced by a nominee in the same disciplinary area receiving the next largest number of votes in the annual P&T Committee election for the remainder of the term of service if the vacancy is announced prior to the election. Otherwise, the replacement will be appointed by the Dean from the same disciplinary area for the remainder of the current year. If any years of term of service remain beyond the current year, at the next P&T election there will be an additional vacancy in that disciplinary area for the remainder of the term.

Any appointed P&T member unable to serve out his/her term will be replaced by the Dean for the remainder of the term of service.

Department chairs are ineligible for service on the P&T Committee as are CAS faculty who serve in administrative positions at the college level or higher.

The Committee will elect its chair, who will be a voting member of the Committee. The chair must hold the rank of professor.

arts & humanities departments:

art & art history, communication studies, English, foreign languages & literature, music, philosophy, theatre

mathematics and natural sciences departments:

biology, chemistry, computer & information sciences, mathematics, physics

social & behavioral sciences departments:

anthropology, government, history, justice sciences, psychology, social work, sociology

Suggested Timeline*

June 1 Department Chair sends list of the names of potential candidates for Promotion and Tenure to the CAS Dean.

February 1 Department forwards a complete set of requested promotion/tenure materials of candidate to the CAS Dean.

*Departments will establish their own internal timelines in order to meet the February 1 deadline. The deadline for the receipt of the recommendation letter from the CAS Promotion and Tenure Committee to the CAS Dean will be determined by the Dean and the chair of the CAS Promotion and Tenure Committee.

Promotion and Tenure Procedures

The promotion and/or tenure application process for all faculty including non-tenure earning faculty shall begin at the CAS departmental level with a review by the department Promotion and Tenure committee of the application materials provided by the candidate. The candidate can find instructions and information about the documentation that s/he should submit as part of the application on the Provost's website. In accordance with UAB Faculty Handbook, the department will request a minimum of three letters of evaluation of the candidate's promotion and/or tenure application from reviewers external to UAB qualified to review the candidate's qualifications. These letters will become part of the application and of the departmental review leading to its recommendation.

Each candidate will be judged by the criteria outlined in the UAB, CAS, and departmental Faculty Handbooks in the areas of teaching, scholarship, and service in proportion to their relative importance to each academic rank, to the type of appointment held by the faculty member, and to the program priorities of the appointing unit. Each candidate shall be evaluated in these areas by colleagues at UAB as well as by the external reviewers. In the area of teaching, student evaluation should also be solicited.

Within all CAS departments, departmental Promotion and Tenure committee members shall adhere to the following guidelines:

- Only tenured members of departmental Promotion and Tenure Committees regardless of rank may vote on tenure applications in accordance with the UAB Faculty Handbook.
- Only tenured faculty may vote on promotion applications of tenure-earning and tenured faculty.
- Only full-time faculty members at or above the rank to which the candidate under consideration is to be appointed or promoted may vote on such applications.
- The departmental Promotion and Tenure Committee will vote by secret ballot.
- The departmental Promotion and Tenure Committee will vote for promotion separate from a vote for tenure if a candidate is applying for Promotion and Tenure at the same time.
- An affirmative recommendation for promotion or tenure by the departmental Promotion and Tenure Committee requires positive votes from a simple majority of its voting members.

Letters of review written by department Promotion and Tenure committees and by department chairs should be written so that faculty from any of the diverse disciplines in the CAS can clearly understand the requirements for promotion (and awarding of tenure, if applicable) as set out in the department Promotion and Tenure policies. These letters should also address the reasons why the department committee or department chair felt that the candidate has or has not met those requirements.

It is the department chair's responsibility to ensure promotion and/or tenure applications are complete in accordance with the Provost's guidelines and submitted to the CAS Dean on time.

(In the future, CAS should delineate college-wide criteria and standards for promotion and/or tenure for the different faculty ranks and titles and include them in this paragraph.)

Regarding CAS Promotion and Tenure Committee members voting on promotion and/or tenure:

- Each CAS Promotion and Tenure Committee member must be present for the committee's discussion to place his/her vote.
- All CAS Promotion and Tenure Committee members regardless of rank may discuss and vote on all tenure applications.
- Only CAS Promotion and Tenure Committee members holding the rank of professor may discuss and vote on applications for the rank of professor, although P&T Committee members and/or departmental P&T committee representatives not holding the rank of professor may be solicited for advice and clarification.
- A CAS Promotion and Tenure Committee member may vote on a candidate's application for promotion and/or tenure both in their own department and as a member of the CAS Promotion and Tenure Committee.
- The CAS Promotion and Tenure Committee will vote by secret ballot.
- The CAS Promotion and Tenure Committee will vote for promotion separate from a vote for tenure if a candidate is applying for Promotion and Tenure at the same time.
- An affirmative recommendation for promotion or tenure by the CAS Promotion and Tenure Committee requires positive votes from a simple majority of its voting members.

Faculty members charged with writing letters to the Dean of CAS based upon the discussion and vote of the CAS Promotion and Tenure Committee should consider including the following in crafting each letter: an evaluation of the process; an evaluation of the candidate's scholarship, teaching, and service as appropriate to the candidate's faculty title; a review of the external reviewers' letters, department committee's letter, and department chair's letter; the CAS Promotion and Tenure Committee's vote; and the substantive issues that relate to the vote.

Only the candidate may add information to his or her application materials once it is submitted at the beginning of the Promotion and Tenure review process. If a candidate's vitae has work listed as "submitted" or "in review" that gets accepted (or rejected) at any point in the review process, the candidate should update the CAS Promotion and Tenure Committee by inserting the new information into his/her application materials and making a note of such within the application.

Candidates for promotion and/or tenure should be informed in writing of all decisions at each point of the review process, up to and including the decision of the CAS Promotion and Tenure Committee. The reporting of decisions must be done in such a way as to protect the confidentiality of the process. The UAB Faculty Handbook states that deans will inform candidates of their review decisions.

A candidate may choose to withdraw his/her application from the review process at any point.

In accordance with the UAB Faculty Handbook, the CAS Promotion and Tenure Committee will review all potential offers for a faculty member proposed to be hired with tenure at UAB. In such reviews, all P&T Committee members may discuss and vote on applications for tenure. If the hire is at the full professor level, only P&T Committee members holding the rank of professor may discuss and vote on rank, although P&T Committee members and/or departmental P&T committee representatives not holding the rank of professor may be solicited for advice and clarification.

The CAS Promotion and Tenure Committee will not address re-appointments of non-tenure earning faculty. This is a Departmental matter.

Promotion of Non-tenure-earning faculty

Requests for promotion of non-tenure-earning faculty must come before the CAS Promotion and Tenure Committee and will be handled by that committee according to the Promotion and Tenure section of this Handbook. The process for promotion will follow the same procedure as outlined in this section, Promotion and Tenure Procedures. Each candidate shall be judged by the criteria outlined in the UAB, CAS, and departmental Faculty Handbooks in the areas of teaching, scholarship, and/or service in proportion to their relative importance to the academic rank of the promotion, to the type of appointment held by the faculty member, and to the program priorities of the unit. In accordance with UAB Faculty Handbook, a minimum of three letters of evaluation of the candidate's promotion application will be solicited from reviewers external to UAB qualified to review the candidate's qualifications.

CAS President's Award for Excellence in Teaching Committee

The CAS Dean's office will choose five former CAS recipients of the *President's Award for Excellence in Teaching* to review nominations for the award and to select the CAS recipient. The committee will elect its own chair, who will be a voting member.

CAS Curriculum and Educational Policies Committee

The primary responsibility of the Curriculum and Educational Policies Committee (CEPC) will be to review all proposals regarding CAS-wide educational policies and initiatives, and to make recommendations to the Dean including any timelines with respect to their implementation. The CEPC will also review proposals for new programs (majors, concentrations, minors, certificates, departmental honors curricula, online programs, etc.), as well as substantive curricular modifications to existing programs and majors, and make recommendations to the Dean when warranted. The initiative for curriculum proposals and revisions rests with the individual departments and programs within the College of Arts and Sciences and such proposals are to be forwarded to the Dean and CEPC by the Chair(s) of the department(s).

Membership:

- CAS Curriculum and Educational Policies Committee shall consist of nine members elected for three year terms. Terms shall be staggered so that one-third of the members are elected each year.†
- The Committee shall consist of one member from the Arts, two members from the Humanities, two members from the Life Sciences, two members from the Physical Sciences & Mathematics, and two members from the Social Sciences.*
- Committee members from each discipline area shall be elected by the full-time faculty in that discipline area, e.g., the member from the Arts will be elected by the faculty from the departments in the Arts.*
- Committee members shall include not more than one member from any department.
- Committee members shall serve for three-year terms beginning August 15th. If a member is unable to fulfill the remainder of his/her term, a replacement will be elected by the faculty in the discipline area of the committee member in which the vacancy occurred.
- Out of the nine members elected to the CEPC, three members shall serve on the UAB Academic Programs Review Committee (APRC). Three alternates shall also be selected. The election of persons to fill the vacancies on the APRC will be done by the CEPC membership at its first meeting of the academic year.
- Committee members shall not serve for more than two consecutive terms.
- Committee members shall be full-time CAS faculty members from any rank and tenure status.
- The Committee shall have a Chair and a Chair-Elect. The Chair-Elect shall serve as the Vice-Chair in the year preceding their term as Chair. The Chair/Chair-Elect of the Committee shall be elected by the committee membership at the first meeting of the academic year.
- The CAS Associate Dean of Undergraduate Academic Affairs shall serve on the CEPC in an ex-officio capacity.
- Nominations may come from the faculty in each disciplinary area and voting by the faculty will occur within each disciplinary area by May 15th for the selection of new members for the CEPC.

Discipline Area and Departments:

Arts: Art & Art History, Music, Theatre

Humanities: Communication Studies, English, Foreign Languages & Literature, History, Philosophy

Life Sciences: Biology, Psychology

Physical Sciences: Chemistry, Computer & Information Sciences, Mathematics, Physics

Social Sciences: Anthropology, Government, Justice Sciences, Social Work, Sociology

Note: The classification of departments within a discipline area is based on similarity of programs and types of degree programs offered at UAB. Committee membership from each discipline area was

apportioned on the basis of number of undergraduate majors, graduate enrollment, and credit hour production.

† From the initial Committee membership in 2012-13, one representative from the Humanities, from the Life Sciences, and from the Social Sciences shall each serve a three year term, one representative from the Arts, from the Life Sciences, and from the Physical Sciences shall each serve a two year term, and one representative from the Humanities, from the Physical Sciences, and from the Social Sciences shall each serve a one year term.

Sabbaticals

A regular faculty member is eligible for a Sabbatical after six academic years of full time service. The College of Arts and Sciences defines one academic year of full time service as a full-time load for two semesters. Sabbaticals are requested by the faculty member and must be approved by the Chair and Dean.