The University of Alabama at Birmingham

School of Engineering Faculty Handbook and Policies

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0.0 Introduction

A. School of Engineering Foreward

The *School of Engineering Faculty Handbook and Policies* is based upon the *UAB Faculty Handbook and Policies* and follows its organization and outline. The *School Handbook* can have more specific or restrictive policies than the parent document, and, in cases where the *School Handbook* is silent, the *UAB Faculty Handbook* governs. The hyperlinks to the *UAB Handbook and Policies* correspond to the subdivisions in the online version of this document.

The caveats contained in the forward to the *UAB Faculty Handbook* regarding faculty being subject to the most recent version, conflicts with current Board of Trustees' policies, and the presence of many other institutional policies apply equally to this document.

1.0 Organization

1.2 Governance

1.2.2.1 Faculty Participation in Shared Governance

1.2.2.1.2 Faculty Representation and Participation on Academic Unit or Departmental Committees

A. School of Engineering Committees

The following section has specific information on the School Committees, with the exception of committees involved in promotion and tenure, which are addressed separately.

The following are the six standing committees for the School of Engineering.

- Faculty Affairs Committee
- Academic Affairs Committee
- Undergraduate Programs Committee
- Graduate Programs Committee
- Research Committee
- Academic Rank and Tenure Review Committee (See section 2.11.1)

This section describes the role and the membership of each committee. Amendments to this document may be proposed by the Dean or by any standing committee and shall become effective following the approval of a majority of the Faculty Affairs Committee and subsequently by the faculty of the School of Engineering.

The following items apply to all School of Engineering committees:

- Standing committees are formed at the beginning of the academic year.
- Members shall be elected or assigned according to each standing committee's guidelines.
- There is no restriction on consecutive terms of service for any committee member.
- A committee meeting may be called by the Dean, the Chair of the committee, or a majority of the members of a committee.
- A vacancy in a position shall be filled according to the procedures for each standing committee.
- No committee member with a conflict of interest or the appearance of a conflict of interest shall participate in committee discussions and actions.

1. Faculty Affairs Committee

The Faculty Affairs Committee shall:

- Provide advice and assistance to the Dean and Department Chairs on faculty matters.
- Review faculty personnel policies and procedures within the School of Engineering.
- Suggest changes in policies, procedures, and practices within the School of Engineering on behalf of the faculty.
- Make recommendations to the Dean concerning faculty appeals and complaints referred to the committee by the Dean.

- Work with the Faculty Senate if necessary to fill positions on the Faculty Senate and/or its committees.
- Meet at least once each semester, and at least once with the Dean during each academic year.

The Faculty Affairs Committee will be composed as follows:

- The Faculty Affairs Committee shall have a member from each department selected from non-administrative, full-time, faculty members for a two-year term.
- The Dean shall appoint one non-administrative, full-time, faculty member for a two-year term.
- The Dean may appoint non-voting ex officio members in consultation with the committee.
- The committee shall elect a Chair from among its tenured membership.

2. Academic Affairs Committee

The Academic Affairs Committee shall:

- Advise the Dean on academic and student issues having school-wide impact.
- Initiate and oversee the selection of recipients of student and faculty scholarships, awards, and honors as assigned by the Dean.
- Have the authority to appoint ad-hoc committees to aid in the selection process for scholarships, awards, and honors, especially as dictated by the articulation of a particular scholarship, award, or honor.
- Make recommendations to the Dean concerning a student academic appeal or complaint referred to the committee by the Dean.

The Academic Affairs Committee will be composed as follows:

- The Academic Affairs Committee shall have a member from each department selected from non-administrative, full-time, faculty members for a two-year term.
- The Dean shall appoint one non-administrative, full-time, faculty member for a two-year term.
- The Dean may appoint non-voting ex officio members in consultation with the committee.
- The committee shall elect a Chair from among its membership.

3. Undergraduate Programs Committee

The Undergraduate Programs Committee shall:

- Facilitate the coordination of the operation and delivery of the School of Engineering's undergraduate offerings for effectiveness and efficiency.
- Make recommendations concerning various issues of undergraduate education including advising, experiential learning, retention, outreach, class schedules, addition or deletion of undergraduate courses, prerequisites for courses, and service courses.
- Approve faculty credentials for all undergraduate courses.
- Make recommendations about changes in undergraduate programs.
- Formulate policy that will maintain and improve the standards and quality of undergraduate education.
- Manage selection of School of Engineering representative to the Undergraduate Curriculum Committee.

- Recommend new technologies and facilities for the enhancement of existing technology and facilities for undergraduate education and training.

The Undergraduate Programs Committee will be composed as follows:

- The Undergraduate Program Director from each program.
- The Dean may appoint one full-time faculty member for a two-year term.
- The Dean may appoint non-voting ex officio members in consultation with the committee.
- The committee shall elect a Chair from among the faculty members of the committee.

4. Graduate Programs Committee

The Graduate Programs Committee shall:

- Facilitate the coordination of the operation and delivery of the School of Engineering's graduate offerings for effectiveness and efficiency.
- Approve faculty credentials for all graduate courses.
- Make recommendations about changes in graduate programs.
- Make recommendations about other graduate education activities such as certification and professional development.
- Formulate policy that will maintain and improve the standards and quality of graduate education.
- Manage selection of School of Engineering representative to the Graduate Curriculum Committee and Graduate School Advisory Committee.
- Recommend new technologies and facilities for enhancement of existing technologies and facilities for graduate education and training.

The Graduate Programs Committee will be composed as follows:

- The Graduate Program Director from each degree program shall be a member, with masters and doctoral programs of similar names being treated as one.
- The MEng Degree program will select one of the concentration directors as its representative. The other MEng program directors may attend the meeting but do not vote.
- The Dean may appoint one full-time faculty member for a two-year term.
- The Dean may appoint non-voting ex officio members in consultation with the committee.
- The committee shall elect a Chair from among the faculty members of the committee.

5. Research Committee

The Research Committee shall:

- Provide advice and recommendations regarding the School of Engineering and UAB Research Policy and Strategic Planning.
- Present an annual review of the School of Engineering Research performance to the Dean.
- Identify and address obstacles to research productivity and recommend solutions.
- Provide advice and recommendations to continually improve proposal submission collaboration between Engineering Investigators and Research Administrators.
- Provide advice and recommendations regarding the School of Engineering Research Incentive Programs.

- Provide advice and recommendations for enhancements to the Research section of the School of Engineering website.
- Provide advice and recommendations regarding the School of Engineering Research Mentoring Program.
- Communicate important research-related information (policies, procedures, opportunities, and updates) to Departmental faculty and staff.

The Research Committee will be composed as follows:

- Associate Dean for Research (Chair).
- One faculty member from each Department appointed by the Chair.
- One member selected by the Director of EITD.
- Director of Administration and Fiscal Affairs.
- Research administration staff appointed by the Director of Administration and Fiscal Affairs.
- Director of Communications.
- The Dean may appoint non-voting ex officio members in consultation with the committee.

6. Academic Rank and Tenure Review Committee (See section 2.11.1)

B. Departmental Committees

The Departmental Academic Rank and Tenure Review Committee is described in section 2.11.2.

Departments may act as a committee of the whole or otherwise implement committees, task forces, or other structures to facilitate the mission of the department.

1.3 Mission

2.0 Faculty Appointments, Promotions, Tenure, Resignation, Termination, and Grievance

2.1 UAB Equal Opportunity Policy

2.2 Faculty Rights and Responsibilities

2.3 Faculty Senate

2.4 UAB Faculty Policies and Procedures Committee

2.5 Types of Faculty Appointments

2.5.1 Primary Faculty Appointments

2.5.2 Secondary Faculty Appointments

2.5.3 Non-Academic Appointments

2.5.4 Part-Time Tenure-Earning and Tenure Appointments

2.5.5 Non-Tenure-Earning Faculty Appointments

In addition to the modifiers Clinical, Research, and Teaching described in the UAB Faculty Handbook, a non-tenure-earning faculty member with a track record of exceptional achievements in industry relevant to the mission of the School of Engineering may be appointed as a Professor of Practice in order to pursue teaching or research duties, with appropriate approvals from Departmental and School Rank and Tenure Committees, the Dean, and the Provost as specified in Sections 2.10-2.12.

2.5.6 Graduate Faculty Appointments

School of Engineering Process

The Graduate Programs Committee is responsible for reviewing chair or program director nominations for Graduate Faculty Appointments prior to forwarding to the Graduate School.

2.5.7 Temporary Faculty Appointment and Reappointment

2.6 Faculty Ranks

2.6.3 Associate Professor

School of Engineering Description

Individuals holding the rank of Associate Professor should have demonstrated high-quality, nationally recognized contributions, the promise of continued professional growth, and an academic record comparable with those of Associate Professors in the same discipline at peer institutions.

2.6.4 Professor

School of Engineering Description

Individuals holding the rank of Professor should have demonstrated nationally and internationally recognized excellence, evidence of significant professional growth and achievement since promotion to Associate Professor, and an academic record comparable with those of Professors in the same discipline at peer institutions.

2.7 Titles for Academic Librarians

2.8 Special Faculty Ranks and Appointments

2.9 Faculty Credentials

School of Engineering Process

The Undergraduate Programs Committee and Graduate Programs Committee review the qualifications of part-time faculty teaching undergraduate and graduate courses, respectively. The committee is to consider the course content, the prospective instructor's CV, and the nomination document from the chair or program director. In the case of a graduate course, this review also functions as a recommendation for graduate faculty status.

2.10 Specific Criteria for Appointment, Promotion, and Award of Tenure

School of Engineering Criteria

Consistent with the UAB Faculty Handbook, the promotion of tenure-track or tenured faculty is based on an evaluation of contributions in all three areas of our mission: teaching, scholarly activities, and service. The promotion of non-tenure-earning faculty is based on contributions in the areas of responsibility specified in their appointment letter, which are often focused primarily on teaching or primarily on research.

Promotion to Associate Professor and award of tenure require high-quality, nationally recognized contributions, the promise of continued professional growth, and an academic record comparable with those of successful Associate Professors in the same discipline at peer institutions. Promotion to Professor requires nationally and internationally recognized excellence, evidence of significant professional growth and achievement since promotion to Associate Professor, and an academic record comparable with those of successful Professors in the same discipline at peer institutions.

No single set of metrics or criteria can be prescribed for all candidates. However, the following sections provide a non-exhaustive list of examples of metrics and data that can provide evidence of effectiveness in teaching, scholarly activity, and service in Engineering.

2.10.1 Effectiveness as a Teacher

Both classroom teaching and individual mentoring in the research lab or on independent projects are considered when evaluating teaching. Evidence of teaching effectiveness may include:

- Peer evaluation of teaching performance based on class observation, review of course materials, and other supporting documents.

- Student mastery of material from courses taught by the faculty member as evidenced by outcomes assessment and/or performance in subsequent courses, jobs, or other settings.
- Evidence from teaching evaluations of use of effective teaching methods, ability to motivate and inspire students, etc.
- Evidence of using professional development opportunities such as workshops and seminars to improve teaching effectiveness, course outcomes, etc.
- Departmental, School, University, or national/international awards for teaching and mentoring.
- Publications on teaching and pedagogy, leadership of externally funded educational programs, teaching of workshops, or other evidence of leadership in education.
- Number of graduate students trained and the achievements by those students (e.g. publications, awards, etc.) that reflect effective mentoring.
- Number of undergraduate students supervised in independent, design, and/or research projects, and achievements by those students that reflect effective mentoring.

2.10.2 Effectiveness in Scholarly Activities

Evidence of effectiveness in scholarly activities may include:

- Publications in refereed journals and conference proceedings.
- Editorship or authorship of books, reports, and other work products.
- Impact of published work as assessed by citations, impact factors, and other metrics.
- Competitive funding awarded as PI or co-PI.
- Involvement in funded research as investigator and/or consultant.
- Entrepreneurial activities through scholarly works.
- Patents, copyrights, and/or invention disclosures.
- Original engineering design work.
- Assessment of quality and impact of scholarly work by expert colleagues in the field.
- Recognition of research excellence through awards and honors conferred by professional/scientific institutions or organizations.

2.10.3 Effectiveness in Service Activities

Evidence of effectiveness in service activities may include:

- Documented contributions and impact through service to local, national, and international technical, professional, and service organizations.
- Documented contributions and impact through service on Departmental, School, and UAB committees.
- Organizing national and international professional conferences.
- Serving as an editor, editorial board member, or reviewer for technical/scientific journals.
- Participation in external grant review committees or study sections.
- Organizing or participating in outreach activities such as K-12, summer camps, community, etc.

2.11 Procedure and Committee Review for Promotion and Tenure

2.11.1 School, College, or UAB Libraries Committees

School of Engineering Academic Rank and Tenure Review Committee

The School Academic Rank and Tenure Review Committee shall:

- Review all recommendations for promotion to the academic rank of Assistant Professor, Associate Professor and Professor.
- Review all recommendations for the award of tenure.
- Verify that the actions of a departmental academic rank and tenure review committee are consistent with this document, the *UAB Faculty Handbook and Policies,* and any other applicable UAB policy.
- Evaluate the qualifications of the candidate in all reviews to verify that they satisfy the "School of Engineering Criteria for Appointment, Promotion, and Award of Tenure" in this document and "Specific Criteria for Appointment, Promotion, and Award of Tenure" in the *UAB Faculty Handbook and Policies*.
- Conduct reviews of progress toward award of tenure as outlined in Section 2.15.7.
- Conduct reviews of progress toward promotion as outlined in Section 2.16.1.
- Review all offers of initial appointment at the rank of Associate Professor or Professor prior to the approval of such offers by the Dean.
- Review all offers of initial appointment with tenure prior to the approval of such offers by the Dean.
- Provide the Dean with a written recommendation and vote in the case of each review.

The School Academic Rank and Tenure Review Committee shall consist of:

- A non-administrative (see Appendix 1 for definition), full-time, tenured, full professor elected from each department for a two-year term. If a department does not have an eligible faculty member, it will elect a willing, full-time, tenured full professor from another department in the School of Engineering.
- Members of this committee will have no clearly established conflict of interest.
- The committee shall elect a Chair from among the voting members of its membership.

Note that members of the School of Engineering Academic Rank and Tenure Review Committee may not participate in any Departmental Academic Rank and Tenure Review Committee deliberations.

2.11.2 Departmental Policies and Committees

A. Departmental Academic Rank and Tenure Review Committee

The Departmental Academic Rank and Tenure Review Committee shall:

- Review all applications for the award of the academic rank of Associate Professor or Professor.
- Review all applications for the award of tenure.
- Review all offers of initial appointment with or without tenure at the rank of Associate Professor or Professor prior to the approval of such offers by the Dean.
- Conduct reviews of progress toward award of tenure as outlined in Section 2.15.7.
- Conduct reviews of progress toward promotion as outlined in Section 2.16.1.

- Evaluate the qualifications of the candidate to verify that they satisfy the School of Engineering Criteria for Appointment, Promotion, and Award of Tenure" in section 2.15.8.1 and "Specific Criteria for Appointment, Promotion, and Award of Tenure" in the *UAB Faculty Handbook and Policies*.
- Provide to the Department Chair with a written recommendation and vote in the case of each review.

The Departmental Academic Rank and Tenure Review Committee shall consist of:

- All non-administrative (see Appendix 1 for definition) faculty members of rank equal or greater than that sought by the candidate. They shall also have tenure if the candidate is seeking tenure.
- Members of this committee will have no clearly established conflict of interest.
- Note that a department may have several Academic Rank and Tenure Review Committees if candidates are at multiple ranks and/or tenure statuses.
- The committee shall select a Chair from its membership.
- In the event less than 3 members from the department are eligible to serve on a given Departmental Academic Rank and Tenure Review Committee, the eligible members and department chair are to select a qualified UAB faculty member (or members) from outside the department to reach a committee size of three.

B. External Evaluation Letters

External review letters are an important input in the rank and tenure review process. They should be more than a recitation of the candidate's CV and, instead, contain a critical assessment of the candidate's professional accomplishments, and in the case of tenure decisions, prospects for future professional accomplishments.

External reviewers should:

- have recognized achievements within the candidate's declared area(s) of expertise, or closely aligned with such area(s);
- when employed in a university setting, be at a rank equal to or higher than the rank to which the candidate is applying;
- address the candidate's academic attributes;
- have no conflict of interest; and
- be from an institution of appropriate quality.

External reviewers should not be:

- affiliated with UAB;
- a close personal friend, relative, or colleague of the candidate;
- in a financial relationship with the candidate;
- a current or recent student or mentor of the candidate;
- a current or recent co-author, collaborator, or co-investigator of the candidate.

A minimum of 3 external evaluation letters are required for all tenure and/or promotion reviews. Candidates should suggest 3-6 evaluators who meet the requirements given above. The Departmental Academic Rank and Tenure Review Committee and/or chair should identify additional qualified external evaluators. Letters should be requested from individuals on these two lists, with the expectation that not all evaluators will respond in a timely fashion.

Candidates who wish to include letters of support from other UAB faculty, collaborators, or current or former students should place these in the appropriate sections related to teaching, research, and service, depending on the focus of the letter.

2.12 Initial Appointments of Faculty

2.13 Reappointment and Non-Reappointment of Non-tenured Faculty

2.14 Annual Faculty Evaluations

2.14.1 Process for Annual Evaluations

School of Engineering Process

Each faculty member will be evaluated annually by the Department Chair or designate. This evaluation is the basis for allotting merit salary adjustments and will be included in tenure/promotion dossiers.

The annual review has several purposes. First, the faculty member's past performance is evaluated relative to the requirements of the program and the development of the individual as a professional and an academician. Second, the Department Chair makes specific recommendations concerning improvements and ways in which activities can be redirected to better suit the requirements of the program and the interests and/or strengths of the faculty member.

The steps in the evaluation process are as follow. Dates may be adjusted to meet university deadlines.

- Each faculty member submits a completed Faculty Information Form (FIF) outlining professional and academic activity using the most recent form by May 15. The FIF describes the activities from the previous summer, fall, and spring terms.
- Draft evaluations are to be discussed with the Dean or designate prior to sharing with the faculty member to ensure reasonable consistency within departments and the school.
- The results of the evaluation will be discussed with the faculty member between August 15 and September 15. The faculty member may wish to respond in writing to the evaluation, which will be included with the electronic file.

2.14.3 Appeals of Annual Faculty Evaluation

School of Engineering Process

The faculty member may appeal their evaluation in writing to the Dean if disagreements cannot be resolved by the Chair. The appeal must be submitted within 10 working days of discussing the evaluation with the Chair and describe in writing the areas of disagreement with supporting documentation. The faculty member, Chair, and Dean then meet to resolve the appeal. The written responses will be included in the electronic file.

2.15 Tenure

2.15.4 Tenure-earning Period

School of Engineering Tenure-Earning Period

For any faculty member appointed to a regular tenure-earning faculty position in the School of Engineering, the non-tenured probationary period will not exceed a total of seven years at UAB. If tenure has not been awarded by the end of the sixth year of service at UAB, appointment for a seventh year will be a terminal appointment.

2.15.7 Review for Progress Toward Award of Tenure

School of Engineering Process

Interim reviews are mandatory for faculty eligible for tenure and will be carried out not less than every two years. The Department Chair will initiate the review within the department.

This interim review is conducted in a manner similar to tenure and/or promotion reviews carried out by the Departmental Academic Rank and Tenure Review Committee, the Chair, and the School Academic Rank and Tenure Review Committee. The dossier should be prepared in the Provost's required format with all parts required except for external evaluation letters. Written reports will be prepared by each committee and the chair.

The purpose of the evaluation is not to reach a positive or negative recommendation but to provide guidance relative to progress being made toward satisfaction of the criteria for tenure and/or promotion in the areas of teaching, scholarship, and service. The written reports will be given to the faculty member, the Dean, and added to the faculty member's file. If the faculty member has not performed at the levels expected in areas of teaching, scholarship, and/or service, a plan to improve the faculty member's performance will be developed. This document will be developed by the Chair and faculty member, with progress to be monitored during subsequent annual evaluations and reviews for progress toward award of tenure.

2.15.8 Review for Award of Tenure

2.15.8.1 Departmental and School, College, or UAB Libraries Committee Review

School of Engineering Process

The UAB Faculty Handbook and Policies specifies the sequence of events documented below. As a consequence, candidates for promotion and/or tenure are strongly encouraged to coordinate application package submission with the Dean's office and the Department Chair to ensure all deadlines are met. Departments will form Departmental Academic Rank and Tenure Review Committees and select a committee chair shortly after candidate nominations so that committees can review candidate packages and confirm use of the Provost's required format. The review process for promotion to academic ranks of Assistant Professor, Associate Professor, or Professor and/or conferral of tenure will follow the steps listed below. Faculty with conflicts of interest shall not participate in any step of the process.

- Departmental Committee Review. See Departmental Academic Rank and Tenure Review Committee duties and members in Section 2.11.2.A.

- Department Chair Review. Upon receipt of the Departmental Academic Rank and Tenure Review Committee assessment, the Department Chair in which the applicant holds their primary appointment will review the application package and provide a separate written assessment and recommendation. The application package with all assessments will be forwarded to the Dean's office by the deadline.
- School Committee Review. See School of Engineering Academic Rank and Tenure Review Committee duties and members in Section 2.11.1. This committee has the authority to return the candidate's package to the department for corrections or additional information.
- Dean Review. The Dean will consider the reviews of each application package from the preceding steps. When there is concurrence between all completed reviews and the Dean, the application package with the Dean's recommendation will be forwarded to the Provost's office. If the Dean does not support the recommendations, the Dean shall provide notification of their decision to the school committee, department chair, department committee, and the faculty member within two weeks of their review. The Dean shall inform the faculty member in writing of the reasons for not awarding promotion and/or tenure if the Dean did not forward a positive recommendation to the Provost, in accordance with the UAB Faculty Handbook (Section 2.15.8.3). This will allow the candidate to make an appeal to the Provost, if desired, following the procedures described in the UAB Faculty Handbook (Section 2.17).

The deadlines for the steps in the tenure and promotion for current faculty are given below. Extenuating circumstances beyond the candidate's control, such as delays in external evaluation letters, may allow these deadlines to be relaxed. However, all parties should be made aware of situation.

- September 1 – Chairs notify the Deans' office of candidates being considered for promotion and/or tenure.
- October 1 – Candidate(s) submit compete dossier to the Department Chair who solicits letters from external evaluators.
- November 15 – Deadline for submission of completed dossier including the letters from external evaluators to the Departmental Academic Rank and Tenure Committee for review.
- January 15 – Deadline for submission of completed dossier to Dean's office including Departmental Academic Rank and Tenure Committee and department chair recommendation letters for promotion and/or tenure. Dean's office gives the School Academic Rank and Tenure Committee access to the dossier.
- March 1 – Deadline for the School Academic Rank and Tenure Committee to complete its review and add a recommendation letter for promotion and/or tenure.
- April 15 (approximate) – Dean submits complete dossier with their recommendation letter for promotion to Provost's office. This deadline is not flexible.

The review of potential faculty being considered for appointments as Associate Professor, Professor, and/or with tenure are not subject to the above deadlines and should be completed as rapidly as possible while retaining necessary thoroughness.

2.15.10 Post-Tenure Review

2.16 Faculty Promotion

2.16.1 Review for Progress Toward Promotion

School of Engineering Process

Interim reviews for faculty eligible for promotion to Associate Professor (non-tenure-track), Professor (non-tenure-track), or Professor (with tenure) will be carried out not less than every three years. The Department Chair will initiate the review within the department. The process is identical to that described in *2.15.7 Review for Progress Toward Award of Tenure*.

2.17 Appeals

2.18 Termination of Employment of Tenured Faculty

2.18.3 Bona Fide Financial Crisis and Bona Fide Financial Exigency

2.18.4 Academic Program/Unit Closure

2.19 Grievances (Other Than Appeals)

School of Engineering Process

A faculty member with a grievance as defined by the *UAB Faculty Handbook and Procedures* should attempt to resolve the complaint with their Chair. Should these efforts be unsuccessful, the faculty member should file a written complaint with the Dean. The written grievance (1) should state, in detail, (a) the facts from which the grievance arose, (b) the process followed within the department to resolve the grievance, and (c) the results of the preliminary attempt to solve the problem and (2) should state a specific request for the relief sought. The written grievance must be submitted to the Dean within thirty calendar days after the faculty member has been unable to resolve the issue with the chair. The Dean has thirty calendar days to respond in writing to the grievance.

2.19.1 UAB Grievance and Termination Hearing Panel

2.20 Resignation

2.21 Retirement

2.22 Supervisors with Institutionally-Determined Conflicts

3.0 Other Faculty Rights and Responsibilities

3.1 Principles of Responsibilities

3.2 Academic Freedom

3.3 Political Activity

3.4 Fundraising

3.5 Maintenance of Ethical Standards When Conducting Teaching, Research, Scholarship, and Service Activities

3.6 Standards of Behavior

3.7 Nepotism

3.8 Equal Opportunity and Discriminatory Harassment Policy

3.9 Ownership of Intellectual Property Rights (Patent Policy)

3.10 Copyright and Trademarks

3.11 External and Internal Activities

3.12 Development and Ownership of Digital Media and Software

3.13 Acceptable Use of Digital Media and Software

3.14 Data Protection and Security

3.15 Execution and Review of Contracts for The University of Alabama at Birmingham

3.16 Extramurally Sponsored Programs

4.0 Holidays, Vacation, Sick Time, and Leaves

School of Engineering Policy on Documentation

Faculty members are expected to document sick time, vacation, personal days, professional leave (conferences and other UAB-related time off-campus), jury duty, and other time away using the Campus Time and Attendance System.

Part-time faculty (category 03) are required to report holidays and designated holidays.

4.1 Holidays

As reminder, the UAB Faculty Handbook and Policies specifies:

Full-time regular faculty with nine-month appointments have time-off during academic breaks pursuant to the terms of their appointments. Academic breaks are defined as the period of May 15 to August 15, Fall Break, the period between fall and spring semesters, and Spring Break. During academic breaks, faculty with nine-month appointments are not required to teach, conduct research, be on campus, or maintain communication with students or others at UAB. However, the period may be used for scholarly pursuit. Faculty members with nine-month appointments should expect that during academic breaks some responsibilities might arise that require communication with students or others at UAB or require their presence on campus. Such responsibilities should either be agreed in advance or be relatively infrequent and of an urgent nature.

4.2 Vacation Policy

4.3 Sick Time

School of Engineering Procedure for Summer

Faculty on nine-month appointments may accrue sick time during summer. Early in Fall semester, the Dean's office will determine the months of summer salary paid for each faculty member, multiply by 0.83, and request that number of sick days be added to the sick time balance in the Campus Time and Attendance system.

4.4 Sabbatical Leave

4.5.1 Personal Leave

4.5.2 Family and Medical Leave of Absence

4.5.3 Military Leave

4.5.4 Educational Leave

4.5.5 Modified Duties

4.5.6 Professional Leave

4.5.7 External Activity Leave

Appendix A - Faculty Grievance Procedures

Appendix B - Review of Recommendations for Termination for Cause of a Tenured Faculty Member

Appendix C - Review and Recommendations for Termination of a Faculty Member Due to a Bona Fide Financial Exigency

Appendix D - Recommended Guidelines for Annual Faculty Evaluation

Appendix E - FAQ - Best Practices for Promotion and Tenure

Appendix F - FAQ Conflict Resolutions

Appendix G - Guidance for UAB Internal Activities, External Activities, and Professional Public Service Activities

Appendix 1 – School of Engineering Administration

The Dean and Department Chairs are the designated academic administrators within the School of Engineering. As such, they are charged with the responsibilities listed below.

A. Department Chairs

Department Chairs are appointed by the Dean. They provide leadership for the academic departments and ensure that the vision and mission of the Department, the School of Engineering, and the University are pursued.

Each Department Chair shall:

- Manage departmental operations, budgets, and personnel fairly, transparently, and effectively.
- Promote a welcoming and positive environment for students, staff, and faculty.
- Lead the Department in developing and implementing new educational programs, research initiatives, and other efforts aligned with the vision and mission of the Department, the School of Engineering, and the University.
- Appoint undergraduate and graduate program directors for academic programs housed within the Department and oversee those programs in collaboration with the program directors.
- Oversee hiring, mentoring, development, evaluation, and promotion of faculty in consultation with the Dean.
- Complete annual reviews of departmental faculty and staff as well as interim and promotion and/or tenure reviews at specified intervals for departmental faculty.
- Comply with the *UAB Faculty Handbook and Policies*, The *School of Engineering Faculty Handbook*, and all other UAB policies and procedures.

B. Dean

The Dean shall provide leadership for the School of Engineering and ensure that the vision and mission of the School of Engineering and the University are pursued.

The Dean shall:

- Manage School operations, budgets, space, resources, and personnel fairly, transparently, and effectively.
- Promote a welcoming and positive environment for students, staff, and faculty.
- Lead the School in developing and implementing new educational programs, research initiatives, and other efforts aligned with the vision and mission of the School of Engineering and the University.
- Oversee hiring, evaluation, and promotion and tenure of faculty in collaboration with Department Chairs and relevant committees.
- Provide leadership in the areas of fundraising, alumni relations, community relations, and other external relations and serve as chief spokesperson for the School.
- Complete annual reviews of the Assistant/Associate Deans, Departmental Chairs, and the School of Engineering staff.
- Comply with the *UAB Faculty Handbook*, *The School of Engineering Faculty Handbook*, and all other UAB policies and procedures.

C. Assistant and Associate Deans

The Dean may appoint faculty members as Assistant or Associate Deans as needed to aid in the administration of the School of Engineering. At the time of appointment, the Dean shall describe the roles and responsibilities of these positions. The actions of these administrators shall comply with the *UAB Faculty Handbook and Policies, The School of Engineering Faculty Handbook and Policies,* and all other UAB policies and procedures.

D. School of Engineering Definition of Administrative Appointments

For purposes such as service on committees, faculty are considered administrative if they serve as Department Assistant/Associate/Vice Chair, Chair, Assistant/Associate Dean, or Dean or have full or part-time appointments in the office of the Provost, a Vice President, or the President.