

Faculty Handbook 2024-2025

SECTION 1

GOVERNANCE AND ADMINISTRATION

1.01 Board of Trustees

The University of Montevallo is governed by a Board of Trustees composed of the Governor of the State, who is ex-officio President of the Board; the State Superintendent of Education, who is ex-officio member of the Board; four members serving from the State-at-Large and one member from each congressional district appointed by the Governor, subject to confirmation by the State Senate, for staggered terms of 12 years. An executive committee of five members is designated by the President of the Board, one of the five members being named as Chair of the Executive Committee and another as Vice Chair. Five members constitute a quorum of the Board.

The Board of Trustees administers the University through its chief executive officer, the President of the University, who acts as a representative of the Board in policy and procedural matters. All authority of persons attached to the University or employed by the University, in any capacity, is derived either directly from the Board of Trustees, under the law of the State of Alabama, or through the Board's chief executive officer, the President of the University, acting as a representative of the Board.

1.02 Delegation of Authority

- The Board of Trustees (via UM [Policy 01:001](#)) has delegated authority to the President to exercise the following powers and duties and to delegate the same to designated administrative officials of the University:
 - appointment, acceptance of resignation, termination, or other changes in status of personnel, including the determination of job descriptions;
 - compensation of personnel;
 - suspension or disciplinary action against personnel;
 - establishment and elimination of personnel positions and their alignment in organizational framework;
 - approval of travel and contractual obligations, such as equipment purchases, services, institutional memberships, intercollegiate athletics, construction, and moving expenses;
 - determination of which officials shall have authority to act as President, in his or her absence and in what order;
 - the making of changes in the annual UM Operating Budget, as required by changing circumstances, within the confines of past practice, broad policy parameters inherent in each budget, and major revenue and expenditure totals--subject to Trustee non-concurrence (Such changes are reported to

- the Board in connection with the presentation of quarterly financial and other reports which Trustees receive);
- setting charges and making changes in UM charges for such items as reproduction of transcripts, duplication and printing charges, vending machine charges, library fines, orientation fees, parking and related fees and fines, and other such charges;
 - development and implementation of policies and procedures required to administer effectively all of the operational affairs of the University.

1.03 University Administration (Refer to [Appendix E](#) - University of Montevallo - University of Montevallo Organizational Chart)

President: Responsibility for the total operation of the University rests with the President of the University as the chief executive officer of the University. The President delegates to the various officers and committees authority and responsibility for accomplishing the duties assigned to them.

The following officers are members of the President's Executive Cabinet:

The Provost and Senior Vice President for Academic Affairs (Provost/Sr. VPAA) reports to the President and is the principal advisor on academic matters and, in the President's absence, serves as Acting President.

The Provost/Sr. VPAA is the principal academic officer of the University and has overall administrative responsibility for academic programs and support services as well as for policies, procedures, planning, budgeting, and personnel matters in the four colleges; the Library; the Registrar's Office; the Falcon Success and Learning Enrichment Center; the Honors Program; Service Learning and Community Outreach; the Malone Center for Excellence in Teaching; the Office of Partnerships and Outreach; TRIO Programs; the Graduate Studies Program and the Division of Information Services and Technology. The Provost/ Sr. VPAA coordinates and monitors campus planning processes and maintains, supervises, and coordinates a comprehensive institutional assessment program, including assessment of instructional programs and student learning outcomes. The Provost/Sr. VPAA also coordinates and oversees regional and programmatic accreditation activities.

Senior Chief Financial Officer and Treasurer: The Senior Chief Financial Officer and Treasurer serves as the President's principal advisor concerning finances and business-related matters. The Senior Chief Financial Officer and Treasurer acts as a fiscal agent for separately-funded programs which fall under the broad umbrella of the University. In connection with the above, this officer has responsibility for personnel, policy, and programs within the Division of Business Affairs and supervises and coordinates the following service areas: Controller's Office, University Accounting, Purchasing and Payables, Payroll, Cashier's Office, Bookstore, and Dining Services.

Executive Vice President for Enrollment and Student Affairs/Dean of Students: The Executive Vice President for Enrollment and Student Affairs/Dean of Students reports directly to the President and is responsible for the overall development and

implementation of the University's undergraduate recruitment programs and for guidance to and supervision of the units within the Division of Student Affairs. The Executive Vice President for Enrollment and Student Affairs/Dean of Students provides oversight for Admissions, Counseling Services, Career Development Center, Department of Public Safety, Disability Support Services, Health Services, Housing and Residence Life, Student Life, Student Conduct, and Student Financial Aid.

Senior Vice President for Administration and Liaison to the Board of Trustees: The Senior Vice President for Administration and Liaison to the Board of Trustees reports to the President and directs the executive functions of the President's office and serves as liaison and recording secretary to the Board of Trustees. The Senior Vice President for Administration and Liaison to the Board of Trustees provides oversight for the Student Employment Office, the Montevallo M.A.D.E. program, Equal Opportunity, Human Resources and Risk Management, Physical Plant, and the Alabama Traffic Safety Center.

Vice President for Athletics & Special Programs: The Vice President for Athletics & Special Programs reports to the President and is responsible for overseeing the operations of the intercollegiate athletic program and the Student Activity Center.

Executive Vice President for Advancement, Government Relations and Special Initiatives: The Executive Vice President for Advancement, Government Relations and Special Initiatives reports to the President and sets the course and direction for activities related to principal prospects for major and planned giving; serves as the governmental relations liaison, acting as an advocate for the University at federal, state, and local levels; and provides guidance to and supervision of Advancement and the Office of Sponsored Programs, Facility and Event Scheduling, and Foundation Accounting.

The following staff join the members of Executive Cabinet and the President of Faculty Senate in serving as members of the President's Cabinet:

Academic Deans: The Academic Deans of the Colleges of Arts and Sciences, Business, Education and Human Development, and Fine Arts report to the Provost/Sr. VPAA and provide leadership in curriculum offerings and instruction. Specific responsibilities assigned to the Deans include the following: general supervision over instructional matters including instructional personnel; analysis and evaluation of instruction and recommendations of changes to improve academic opportunities for students; counseling students and faculty in matters relating to instruction; applying academic regulations to individual cases as conditions require; establishing class schedules, approving student programs of study, and generally directing academic affairs within their respective colleges; and performing other duties as assigned by the Provost/Sr. VPAA.

Director of Falcon Success and Learning Enrichment Centers: The Director develops, coordinates, and manages a wide range of student success activities across campus aimed at improving the University's retention and graduation rates. Serves as point of contact for students and faculty/staff regarding retention risk factors; identifies at-risk

students and assures individualized outreach to develop individual plans for success; and monitors and records progress.

Director of Public Safety/Chief of Police: The Director reports to the Dean of Students and develops, organizes, directs, supervises, and evaluates all aspects of the Department of Public Safety. This officer ensures the protection, security, and safety of all students, faculty, staff, visitors, property, and facilities while administering the overall operation of the campus Police Department.

Director of the Physical Plant: The Director of the Physical Plant reports to the Vice President for Business Affairs and serves as the principal advisor for facilities. The Director is responsible for maintenance of buildings and grounds and for supervision of the following areas: Central Receiving, Construction and Renovation, Inventory Control, Campus Utilities, Housekeeping and Grounds, and the Motor Pool.

Chief Diversity and Inclusion Officer: The individual in this position reports to the President and serves as the principal advisor and organizer for matters related to minority and diversity affairs.

Registrar: The Registrar reports to the Provost/Sr. VPAA and is responsible for all activities related to course registration and for the accuracy and security of student academic records.

Faculty Senate President: The President of the Faculty Senate is the designated spokesperson for the Faculty when addressing the President of the University, the Board of Trustees or the Provost and Sr. Vice President for Academic Affairs on matters of importance to shared governance.

Staff Senate President: The President of the Staff Senate is the designated spokesperson for the Staff Senate, which serves as an advisory board, making recommendations to effect positive and constructive changes in accordance with the University's mission, vision, values, and Strategic Plan.

1.04 Academic Administration

Academic Deans: (See description in [Section 1.03](#) above.)

Academic Department Chairs report to the Dean of the College and are responsible for management of the department to include recruitment, supervision and evaluation of faculty and staff; periodic curricular review and revision; budget and facilities management; and program assessment.

Academic Program Coordinators: The Academic Program Coordinator reports to the Department Chair and works with program faculty, the Chair and the Dean to ensure that program curricula are current; are aligned with institutional mission and accepted standards of practice and/or scholarship; are responsive to student needs; and are approved through the established curriculum governance/approval process. Program Coordinators also ensure that reports regarding program design, implementation, and

assessment are thorough and are submitted on schedule and that program assessment data are collected and analyzed systematically and thoroughly.

Director of Carmichael Library: The Director of Carmichael Library reports to the Provost/Sr. VPAA and is responsible for administering the Library in a manner supportive of student and faculty needs.

Director of Engaged Education and Public Service: The Director of Engaged Education and Public Service reports to the Provost/Sr. VPAA and oversees outreach initiatives designed to promote engaged education and public service at the University of Montevallo. Opportunities include service learning, including public-service oriented internships and professional development opportunities for students; connecting academics and practitioners; dual enrollment; and convening events and forums on issues of critical public importance that bring together community and student audiences. The Office of Engaged Education and Public Service plans, schedules, and implements engaged learning and public service activities appropriate to student needs.

Director of Falcon Success and Learning Enrichment Centers: (See description in [Section 1.03](#) above.)

Director of Graduate Studies: The Graduate Studies Director reports to the Provost/Sr. VPAA. The Graduate Studies office supports students through the admission process as they apply to the graduate program of their choice and throughout their program as they progress to graduation. Our goal is to collaborate with students and their families, as well as faculty, staff, alumni, and members of the larger community through recruiting, admission application assistance, scholarship applications/awards, academic progress monitoring, and graduation. Our goal is to guide students seamlessly through the admission and enrollment processes.

Director of the Honors Program: The Honors Program Director reports to the Provost/Sr. VPAA and is responsible for supervising the organization and delivery of the University Honors Program in collaboration with faculty and staff.

Director of the Malone Center for Excellence in Teaching: The Director of the Malone Center reports to the Provost/Sr. VPAA and plans, organizes, implements and assesses programs and activities that will enhance faculty development and teaching excellence.

Registrar: (See description in [Section 1.03](#) above.)

1.05 The Faculty Senate

Faculty members have an obligation to be informed about issues affecting the greater good of the University community and to become involved in decision-making, especially regarding academic affairs. The faculty's role as active participants in University governance is assured through the Faculty Senate's Constitution and Bylaws. The Faculty Senate, with elected representatives from faculty ranks, is an advisory body to the President and the Board of Trustees and is a recognized channel of communication between faculty and administration. The Faculty Senate makes

recommendations to the President on academic matters and other issues of importance to faculty. In addition to these elected positions, faculty are participating members on University committees. The Faculty Senate also serves as a committee on committees and annually reviews the University committee structure, recommending changes in committees and committee memberships. (Refer to [Policy 02:200.](#)) Appendix A contains the Senate's Constitution and Bylaws.

1.06 Administrative Councils and Committees

Administrative Council

Membership is comprised of members of the President's Cabinet, Academic Deans, Department Chairs, and other supervisory staff and faculty as determined by the President. Facilitates exchange of information and open channels of communication among administrators, faculty, and staff. Reports to the President.

The Council of Deans, chaired by the Provost/Sr. VPAA, facilitates coordinated planning and regular exchange of information among academic administrators.

The Council of Department Chairs reports to the Provost/Sr. VPAA and facilitates exchange of information and promotes collaboration among Department Chairs.

The Graduate Council reports to the Provost/Sr. VPAA and is responsible for establishing general institutional requirements (both quantitative and qualitative) for admission, retention, and completion.

Administrative Committees

College of Arts and Sciences Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

College of Business Learning Assurance Committee

Assures COB compliance with AACSB accreditation standards, reviews curricular issues in the college, and serves as a liaison between the COB and the rest of the University. Reports to the Dean of the Stephens College of Business.

College of Education and Human Development Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments for non-teacher education programs. Provides feedback regarding curriculum and policy changes for teacher education programs [Note: These changes are first acted upon by the Teacher Education Committee (TEC) which is the autonomous governing body for all programs that fall under the auspices of the state code for teacher education.] Monitors activities that affect more than one department. Provides feedback regarding COE operations and university-wide concerns.

College of Fine Arts Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

1.07 University Committees (See [Appendix F](#) – University Committee Structure document.)

University committees provide a means by which faculty, staff, and students may participate in the formulation of policies and procedures. Decisions should be made cooperatively among the administration, faculty, staff, and students when possible and appropriate.

Committee appointments are made for three-year terms, in general, by the President, who also appoints committee chairs. An individual may be reappointed to a committee but is limited to two terms. The Faculty Senate and the Provost/Sr. VPAA (with exceptions as indicated below) make annual recommendations to the President for membership on the University committees as indicated in the committee descriptions below. Faculty will have the opportunity to volunteer for service on the specific committees for which Faculty Senate recommends membership.

The Faculty Senate maintains a list of faculty members not assigned to any standing committee. Recommendations for faculty membership on committees created during the year or for temporary members requested by sub-committees of standing committees should be made by the Faculty Senate only after consulting the list.

The Faculty Senate and the Provost/Sr. VPAA also review annually the existing standing committees and recommend to the President the continuation or elimination of those committees and any related changes thought to be desirable. The President may also request the Senate to form and populate a committee based on emerging needs. Each committee shall periodically review its charge and recommend any desired revision of the charge to (as appropriate) the administrator to whom it reports and to the Faculty Senate, with final approval made by the President.

Communication Structure

In order to ensure open communication, all committees shall keep minutes of their meetings. The minutes shall reflect the attendance of members. An official copy of minutes shall be submitted by each committee to (as applicable) the administrator to whom it reports, the Faculty Senate, the SGA, and the President. Minutes shall also be kept in a dedicated site for informational purposes, to facilitate the exchange of information and to assure continuity in the work of each committee.

Executive Affairs Committees

Administrative Assessment Committee: Assures that all members of the UM community have equal opportunity to evaluate the effectiveness of leadership and to anonymously

convey their evaluations to the appropriate administrators. Reports to the President and the Faculty Senate.

Admissions Committee: Assesses and recommends changes to admissions policies. Reports to the President and the Faculty Senate.

Black Heritage Committee: Enhances understanding and appreciation by the University community of contributions made by African-Americans to American and world civilizations. Reports to the President and Faculty Senate.

College Night Committee: Provides oversight of the annual all-student production/activities. Reports to President.

Concert and Lecture Committee: Reviews proposals for campus concerts and lectures and recommends allocation of funds for the purpose. Reports to the President.

Dancy Lecture Committee: Organizes and hosts the Dancy Lecture Series. Reports to the President.

Disability Compliance Committee: Monitors and maintains compliance with 504/ADA mandates across campus in matters relating to Academics, Facilities and Employees. Reports to the President.

Diversity Task Force: Reviews, makes suggestions, and implements practices that help the University recruit and retain a diverse workforce and student population and fosters initiatives that promote an inclusive campus environment. Reports to the President.

Emergency Operations Team: Conducts continuous planning and training to minimize the risk of personal injury and property loss from critical incidents, emergency situations and disasters. Supports the welfare of the campus community as a whole and works within a plan in accordance with appropriate laws, regulations, policies and best practices to respond to such events.

Faculty Salary Committee: Reviews results of faculty salary studies each year and provides input on salary administration. Reports to the President.

Faculty Grievance Committee: Ensures that faculty grievances are addressed and that recommendations are made to the President. Also examines the faculty grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes. Reports to the President.

Hallie Farmer Lecture Committee: Organizes and hosts the Hallie Farmer Lecture Series. Reports to the President.

Intercollegiate Athletics Committee: Provides general oversight to the University's program of intercollegiate athletics and assures compliance with NCAA rules and regulations. Reports to the President.

Staff Grievance Committee: Ensures that staff grievances are addressed and that recommendations are made to the President, to whom the committee reports. Also examines the staff grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes.

Strategic Planning Committee: Reviews the University mission and vision statements and oversees the strategic planning process, including development of a five-year strategic plan and a cycle for implementation.

Sustainability Committee: Oversees environmental issues on campus, and integrates sustainable development into all aspects of campus life, including physical and academic. Reports to the President, Provost/VPAA, VP for Business Affairs, and Faculty Senate.

Threat Assessment Team: Works to improve community safety through collaborative and proactive identification, intervention, and management of situations that pose a threat to the safety or well-being of the campus as a whole.

Traffic Appeals Committee: Reviews complaints regarding traffic citations given on the University campus as well as changes in policies and procedures and cancellation of citations when appropriate. Reports to the President.

Academic Affairs Committees

Academic Advising, Support, and Intervention Committee: Monitors and develops procedures for improving the academic advising process. Reports to the Provost/Sr. VPAA and Faculty Senate.

Academic Integrity Council: A hearing body made up of trained faculty and staff that have the authority to investigate and adjudicate alleged violations of academic dishonesty and to impose sanctions for confirmed violations of the Academic Integrity Policy.

Distance Education Advisory Committee: Serves as an auxiliary group to the Technology Advisory Council and provides input and recommendations on matters relevant to the planning, implementation, and assessment of campus distance education efforts. Reports to the Provost/Sr. VPAA.

Faculty Development Advisory Committee: Makes recommendations on all aspects of faculty development funding. Reports to the Provost/Sr. VPAA and Faculty Senate.

Graduate Council: Makes recommendations on the establishment of new graduate programs, on revisions to curriculum and degree requirements for existing graduate programs and on policies governing graduate programs. Reports to the Provost/Sr. VPAA.

Human and Animal Subjects Research Committee: Ensures compliance of human and animal subjects research with applicable regulations and guidelines. Reports to the Provost/Sr. VPAA.

Institutional Effectiveness Committee: Monitors institutional effectiveness activities across the campus, determines when improvements are needed, and provides periodic feedback to University planners. Reports to the Provost/Sr. VPAA.

Library Committee: Researches the library needs for the University community and makes recommendations to the Director of Carmichael Library. Reports to the Provost/Sr. VPAA and Faculty Senate.

Montevallo Engaged Education Committee: Supports the integration of service activities in the academic curriculum through the development of experiential learning courses and other co-curricular experiences.

Peace and Justice Studies Committee: Guides and supports the interdisciplinary Peace and Justice Studies Program through curricular and development and approval; guest lecturing; community partnerships; program ambassadorship both on and off campus; and coordination of relevant events and activities.

Safe Zone Committee: Administers the Safe Zone training program, monitors concerns related to sexual orientation, gender identity, harassment, and/or discrimination on campus and brings issues to the attention of the administration. Reports to the Provost/Sr. VPAA.

Service Learning and Community Engagement Committee: Supports the integration of service activities into the academic curriculum through the development of service learning courses and co-curricular experiences. Reports to the Provost/Sr. VPAA.

Undergraduate Curriculum and Standards Committee: Approves new courses and course revisions that satisfy general education goals and requirements. Assesses the extent to which the general education program meets established goals. Approves changes to the undergraduate curriculum and to academic policies. Reports to Provost/Sr. VPAA.

University Writing Committee: Advances the cause of writing instruction across campus. Reports to the Provost/Sr. VPAA.

Information Services and Technology Committees

Technology Advisory Council: Considers, reviews, and recommends campus technology policies and procedures to the Chief Information Officer, to whom the Council reports.

Student Affairs Committees

Campus Life Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for students. Reports to the Dean of Students and Faculty Senate.

International Student Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for international students. Reports to the Provost/Sr. VPAA and the Dean of Students.

Student Publications Committee: Acts as the supervisory and policy-making body as well as the fiscal agent for all official University of Montevallo student publications (*The Alabamian*, the student newspaper; *Montage*, the yearbook; and *The Tower*, the student literary magazine). Advises students on producing publications, selects student publication editors and business managers, and prepares and oversees budgets for student publications. Reports to the Dean of Students.

University Conduct Council: Hears cases brought by the University against students or student organizations for alleged violations of University rules and/or the student conduct code per established judicial procedures. Reports to the Dean of Students or, in cases of academic dishonesty, to the Provost/Sr. VPAA.

Advancement and External Affairs Committees

Alumni Committee: Promotes the alumni program, both on and off campus, and assists the UM Alumni Office with events. Reports to the Director of Alumni Affairs.