Compliance Certification Report Glossary of Terms and Style Manual

Definitions are, when possible, identical to the definitions used in the governing bodies and commissions that oversee, grant power to, and accredit the University of Alabama’s (UA) operation. When possible and practical, abbreviations and style are consistent with the UA Editorial Style Manual4 and are noted in parentheses following the term it abbreviates.

Governing Bodies and Commissions

Alabama Commission on Higher Education (ACHE): the ultimate power that approves of academic degree programs and grants The University of Alabama (UA) the authority to offer those various degree programs. ACHE is the coordinating board for higher education in the State of Alabama.

The Board of Trustees of the University of Alabama (Board): Although the official title of the Board was approved in 1940 (Code of Alabama, 1940, Title 52, Sec. 486) as “The Board of Trustees of the University of Alabama”, it is the active policy-making body for the entire University of Alabama System (System) and is ultimately responsible for the entire management and control over the activities, affairs, operations, business, and property of the System.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC): The regional body for the accreditation of degree-granting higher education institutions in the Southern states.

Institutions

Campus: The grounds and buildings of an institution of higher education.1

Component institutions: The University of Alabama System (System) includes the component universities of: The University of Alabama (University or UA), with headquarters at Tuscaloosa, Alabama; The University of Alabama at Birmingham (UAB), with headquarters at Birmingham, Alabama; and The University of Alabama in Huntsville (UAH), with headquarters at Huntsville, Alabama.3

Off-campus site: An instructional site that is located geographically apart from the main campus of the institution whereby a student can obtain 50 percent or more of the coursework toward a credential. The site is not independent of the institution’s main campus.2

University: Any institution of higher education usually composed of several schools and colleges. The institution normally confers undergraduate degrees, primarily the baccalaureate. It also may confer graduate degrees, such as masters, doctorates, and specialist in education, as well as one or more first professional degrees in fields such as law and medicine.1

University System: Two or more separately accredited colleges or universities under the governance of a single board and under the control or supervision of a single executive head.1

The University of Alabama (University or UA): Located in Tuscaloosa, Alabama, it is the flagship institution of higher education in the State of Alabama, and one of the component institutions of the University of Alabama System (System).
The University of Alabama System (System or UAS): The System charged with the responsibility of providing the State of Alabama with comprehensive undergraduate, graduate and professional programs and other instructional, research, and service programs, through the operation of major component universities or campuses. The System includes the component universities of: The University of Alabama (University or UA), with headquarters at Tuscaloosa, Alabama; the University of Alabama at Birmingham (UAB), with headquarters at Birmingham, Alabama; and the University of Alabama in Huntsville (UAH), with headquarters at Huntsville, Alabama.

**Personnel**

**Chancellor:** The chief executive officer of the University of Alabama System (System). The chancellor holds executive powers as are necessary for its appropriate governance.

**Executive Committee of the Board** (Executive Committee): A standing committee of the University of Alabama Board of Trustees (Board) composed of a chair, who shall be the President pro tempore of the Board, and the chairs of the Finance Committee, the Academic Affairs Committee, the Student Affairs Committee, and the Planning Committee, and two other members elected by the Board.

**Faculty:** Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, faculty may include deans, directors, or the equivalent, as well as associate or assistant deans and departmental or division heads.

**President:** Chief executive officer of any component institution of the University of Alabama System (System).

**President pro tempore:** One of The University of Alabama Board of Trustees (Board) members elected for a one year term to preside at all Board meetings in the absence of the Governor.

**President of the Board:** The Governor of the State of Alabama is the ex officio President of The University of Alabama Board of Trustees (Board). He or she presides at all Board meetings which he/she attends.

**President of The University of Alabama** (UA President or President): The chief executive officer of The University of Alabama (UA).

**Senior administrators:** This term refers to the senior administrators of The University of Alabama System (System). The senior administrators include the Chancellor, other University of Alabama Board of Trustees (the Board) officers and Vice Chancellors of the System, the Presidents and Vice Presidents of each component university and any others so designated in writing by the Chancellor.

**Academic Terms**

**Academic programs:** Educational Program for which academic credit is awarded.
College: An instructional unit within a university that usually includes several academic divisions and/or departments and is usually administered by a dean. Often, though not always, a college is a more prominent or inclusive unit than a school. As used here, the term "college" does not pertain to separate institutions known as colleges, such as junior college, community college, or technical college.¹

Correspondence education: Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.²

Distance education: Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD’s, and CD-ROMs if used as part of the distance learning course or program.²

Division: The UA Faculty Handbook defines the term as “any college or school headed by a dean”. Even though colleges and schools are technically defined as ‘divisions’, it is common place at the University for the Vice President offices to also be called divisions. This helps to simplify discussion of the University organization.

First-Time Undergraduates: Also known as first-time freshmen, students admitted to the university as degree-seeking students after graduating from high school without attending another higher education institution.

School: An instructional unit within an institution of higher education which usually encompasses a professional discipline such as medicine, engineering, education, etc. and which often includes several academic divisions and/or departments. A school is usually under the administration of a dean or director. Often, though not always, a school is less inclusive than a college.³

References: