



Overview of review process

Evaluation Criteria

Content of Review Files

Notes on Policy & Procedure

## Changes in provisions of the CBA

Faculty formerly under UAFT are now members of UNAC.\*

UNAC members have a new CBA with some modifications in procedures effective Fall 2018.

### Authority:

1. CBA
2. BoR Policy & Regulations
3. UAA Policy & Guidelines
4. Unit Criteria

procedures



criteria

\*It is anticipated that Dev Ed faculty remaining in UAFT will merge to UNAC in the near future – check with your union

For all faculty, modifications of dates and deadlines

For former UAFT faculty, changes in the process:

May be changes in the sequence of review (for example, post-tenure reviews include review by college peer review committee)

Requirement of external reviews for tenure or promotion

Before the end of contract, faculty must notify the dean of their intent to stand for tenure and/or promotion

Last day of contract for AY17-18: May 12, 2018 (deadline to notify is 5pm on Monday, May 14)

Faculty who intend to stand for tenure and/or promotion must submit CV + name and contact information for 2 external reviewers

File due September 12

Optional responses – CBA provides for response after each level of review


\*



Most faculty now covered by “new” Faculty Evaluation Processes and Procedures (FEPPs).

Applicable guidelines noted on coversheet.

Use old unit guidelines with old UAA guidelines (Chapter III Faculty Handbook)

Memo clarifying adoption dates and grandfathering.  
Faculty Services Evaluation Page:

<http://www.uaa.alaska.edu/facultyservices/tenure/index.cfm>







Fulfillment of Workload Agreements

Extent of professional growth and development

Prospects for continued professional growth and development

Changes or improvements required for tenure, promotion, and continued professional growth.

Processes available to assist in improving performance.

## Old Guidelines

Assistant Professor level: "potential for success"

Tenure & Promotion to Associate: "success"

Promotion to Professor: "exemplary" in each area of the workload

New FEPPs:

Assistant Professor: effectiveness in each area of workload; promise of continuing achievement

Tenure & Promotion to Associate: sustained record of effectiveness; emerging recognition

Promotion to Professor: sustained excellence; leadership; external recognition

Marked strength in one area of the workload.



Current CV

Annual Activity Report (form on Faculty Services site)

Summary/review of each area of workload

Teaching

Service

Research/Creative Activity (if applicable)

Self-evaluation

Other material at the discretion of the faculty member  
(for example, additional documentation of faculty  
development or effectiveness in teaching)

Syllabi

Course Assessment

Curriculum development

Evaluation of performance based upon the allocation of effort specified in the approved Workload Agreement.

Approved Workload = signed by the dean

Dean's response to Annual Activity Reports becomes part of the comprehensive file.

Annual review not required for faculty undergoing fourth-year, tenure, promotion, or post-tenure reviews



Fourth-year Comprehensive Review

Tenure and/or promotion to Associate Professor

Promotion to full Professor

Comprehensive Post-tenure Review

CBA provides a list of required documents

In addition, materials specified by the MAU (UAA) or disciplinary unit (college or department)

In addition, materials added at the discretion of faculty member

Documentation limited to the period under review.

1. Current CV
2. All workload agreements for period under review
3. Cumulative activity report for period under review
4. All activity reports for period under review + responses from the Dean (or designee)
5. Self-evaluation

Summarize each applicable area of workload, focusing on significant contributions or achievements.

Teaching

Service

Research/ Creative Activity

Address professional development (new technology, CAFÉ training, webinars, disciplinary development)

Articulate professional agenda or goals

Identify and explain "marked strength"

If

## 6. Evidence of teaching effectiveness

- List of courses taught (indicate new preps)

- Representative syllabus for each course taught

- Summarized teaching evaluations for the period

- Other evidence at the discretion of the faculty member

- Some suggestions:

  - Evaluation by peers

  - Innovations in pedagogy; high-impact practices

  - Evidence of student success (student research, awards, publication, scholarships, exit tests)

  - Explanation of course assessment and student learning outcomes (most important assignments, aggregate student performance data, impact on instruction)

  - Development of curriculum or revision of existing courses

  - Mentorships and advising





## 8. Service

Documentation of nature and impact of service.

Extent of service appropriate to the type of review.

Possible areas of service:

Department

University

Professional (disciplinary, regional, national)

Public/Community (professionally related; not just good citizenship)



9. Findings & recommendations of most recent comprehensive review, if applicable
10. Verification of degrees, certificates, or licenses
11. Initial letter of appointment (if needed to document prior years of service)

14. For tenure and/or promotion only, letters from at least two exfr7(viir)10(er)1:(t )JTJETØMC /P ÅMC6D 5BDC q0

External = outside of the UA system

Select reviewers with standing in the discipline.

External reviewers are likely to be more influential if they are full Professors or have stature in the discipline

They may be less influential if they have a close professional connection with the candidate under review

CBA specifies that Dean distributes CV to external reviewers by June 30.

Faculty member should communicate and follow up with faculty-selected reviewers.





Wolf e File may be submitted in the E



