

The UAF Faculty Senate moves to approve the Unit Criteria for the Department of Alaska Native Studies and Rural Development.

**EFFECTIVE:** Fall 2011  
Upon Chancellor Approval

**RATIONALE:** The committee assessed the unit criteria submitted by the Department of Alaska Native Studies and Rural Development. Revisions were agreed

UNIVERSITY OF ALASKA FAIRBANKS  
REGULATIONS FOR THE EVALUATION OF FACULTY  
AND  
DEPARTMENT OF ALASKA NATIVE STUDIES AND RURAL DEVELOPMENT

OPPORTUNITY FOR ALASKA'S STUDENTS TO CONNECT TO PEERS IN THE FIELD AND SHARE NEW IDEAS TO BENEFIT RURAL COMMUNITIES AND ENHANCE THEIR CAREERS.

DANSRD SERVES A LARGE BODY OF NON-TRADITIONAL STUDENTS AND THEIR COMMUNITIES. THE PROGRAM OFTEN EMPLOYS INNOVATIVE METHODS TO ENSURE THAT THESE STUDENTS GET THE MOST OUT OF THEIR EDUCATION, AND THAT THEIR COMMUNITIES BENEFIT FROM DEPARTMENT RESEARCH AND SCHOLARLY ACTIVITY. THESE METHODS ARE REFLECTED THROUGHOUT OUR UNIT CRITERIA.

THE DEPARTMENT OFTEN LOOKS TO TRUSTED PEERS FROM WITHIN THE COMMUNITIES SERVED FOR EXPERT REVIEW AND OBJECTIVE EVALUATION OF ITS WORK. THESE PEERS POSSESS KNOWLEDGE AND EXPERTISE THAT MAY OR MAY NOT BE DIRECTLY TIED TO FORMAL EDUCATION. IN MANY CASES INDIGENOUS LEADERS HAVE EARNED THEIR POSITIONS THROUGH LEARNING FROM A WIDE RANGE OF SOURCES OVER MANY YEARS. THIS KIND OF LEARNING AND OVERSIGHT IS ESSENTIAL TO DANSRD.

DANSRD'S MISSION IDENTIFIES SPECIFIC INDIGENOUS POPULATIONS AT COMMUNITY, REGIONAL AND STATEWIDE LEVELS. WHEN DANSRD PROVIDES PROFESSIONAL EXPERTISE TO THESE COMMUNITIES IT IS NOT MERELY A GENERAL PRO-BONO BENEFIT TO SOCIETY AT LARGE. RATHER, IT IS A RESEARCH OR SCHOLARLY ACTIVITY WITHIN THE MANDATE OF THE DANSRD MISSION, AND NOT AN ACT OF SERVICE.

GIVEN THE APPLIED NATURE OF THE PROGRAM, FACULTY MEMBERS MAY FROM TIME TO TIME HAVE GREATER OR LESSER THAN AVERAGE ASSIGNMENTS IN RESEARCH. IN THESE CASES, EXPECTATIONS OF THEM SHOULD BE ADJUSTED ACCORDINGLY, USING THE LEVEL OF ACTIVITY SPECIFIED IN THE ANNUAL WORKLOAD ASSIGNMENT AS THE PRIME DETERMINANT.

THE FOLLOWING IS AN ADAPTATION OF UAF AND REGENTS' CRITERIA FOR PROMOTION AND TENURE SPECIFICALLY DEVELOPED FOR USE IN EVALUATING THE FACULTY IN THE DEPARTMENT OF ALASKA NATIVE STUDIES AND RURAL DEVELOPMENT (DANSRD). ITEMS IN CAPITAL LETTERS ARE THOSE SPECIFICALLY ADDED BECAUSE OF THEIR RELEVANCE TO THE DEPARTMENTAL MISSION. THESE UNIT CRITERIA ARE FOR USE IN ALL EVALUATIONS OF FACULTY.

## **Chapter I**

### **Purview**



The dean or director shall appoint the new faculty member and advise him/her of the conditions, benefits, and obligations of the position. If the appointment is to be at the professor level, the dean/director must first obtain the concurrence of the chancellor or chancellor's designee.

#### **F. Letter of Appointment**

The initial letter of appointment shall specify the nature of the assignment, the percentage emphasis that is to be placed on each of the parts of the faculty responsibility, mandatory year of tenure review, and any special conditions relating to the appointment. This letter of appointment establishes the nature of the position and, while the percentage of emphasis for each part may vary with each workload distribution as specified in the annual workload agreement document, the part(s) defining the position may not.

### **Chapter III**

#### **Periodic Evaluation of Faculty**

##### **1. General Criteria**

Criteria as outlined in "UAF Faculty Appointment and Evaluation Policies," Chapter IV,

Bipartite faculty may voluntarily engage in a tripartite function, but they will not be required to do so as a condition for evaluation, promotion, or tenure.

## **B. Criteria for Instruction**

A central function of the university is instruction of students in formal courses and supervised study. Teaching includes those activities directly related to the formal and informal transmission of appropriate skills and knowledge to students. The nature of instruction will vary for each faculty member, depending upon workload distribution and the particular teaching mission of the unit. Instruction includes actual contact in classroom, correspondence or electronic delivery methods, laboratory or field and preparatory activities, such as preparing for lectures, setting up demonstrations, and preparing for laboratory experiments, as well as individual/independent study, tutorial sessions, evaluations, correcting papers, and determining grades. Other aspects of teaching and instruction extend to undergraduate and graduate academic advising and counseling, training graduate students and serving on their graduate committees, particularly as their major advisor, curriculum development, and academic recruiting and retention activities.

### **Effectiveness in Teaching**

Evidence of excellence in teaching may be demonstrated through, but not limited to, evidence of the various characteristics that define effective teachers. Effective teachers

- a.** are highly organized, plan carefully, use class time efficiently, have clear objectives, have high expectations for students;
- b.** express positive regard for students, develop good rapport with students, show interest/enthusiasm for the subject;
- c.** emphasize and encourage student participation, ask questions, frequently monitor student participation for student learning and teacher effectiveness, are sensitive to student diversity;
- d.** emphasize regular feedback to students and reward student learning success;
- e.** demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level; AND DEMONSTRATE ABILITY TO TEACH EFFECTIVELY THROUGH THE SIMULTANEOUS USE OF MORE THAN ONE DELIVERY METHOD, E.G, COURSES WITH STUDENTS IN THE CLASSROOM AND IN ATTENDANCE VIA OTHER MEANS OF DISTANCE DELIVERY AT THE SAME TIME;
- f.** regularly develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design;

**g.** may receive prizes and awards for excellence in teaching.

**SPECIFIC DANSRD CRITERIA FOR TEACHI**

d. peer/department chair evaluation of course materials, AND excellence in development/utilization of course materials,

### **C. Criteria for Research, Scholarly, and Creative Activity**

Inquiry and originality are central functions of a land grant/sea grant/space grant university and all faculty with a research component in their assignment must remain active as scholars. Consequently, faculty are expected to conduct research or engage in other scholarly or creative pursuits that are appropriate to the mission of their unit, and equally important, results of their work must be disseminated through media appropriate to their discipline.

CONSIDERING THE DANSRD MISSION AND DISCIPLINE, THEREFORE, THE LOCUS AND AUDIENCE FOR DANSRD RESEARCH EXPANDS TO INCLUDE NATIVE AND RURAL COMMUNITIES AND/OR CONSTITUENCIES. THE KEY TO RESEARCH/SCHOLARLY/CREATIVE ACTIVITIES IS THAT THESE ACTIVITIES SHOULD BE APPLICABLE TO THE MISSION OF THE UNIT AND ALSO THAT THE RESULTS OF THESE ACTIVITIES SHOULD BE DISSEMINATED THROUGH MEDIA ACCESSIBLE TO AND UTILIZED BY THOSE WHOM THEY ARE INTENDED TO BENEFIT. CERTAIN ACTIVITIES AND DEFINITIONS, THEREFORE, HAVE ALSO BEEN EXPANDED TO REFLECT DANSRD'S PARTICULAR MISSION "...TO STRENGTHEN LEADERSHIP CAPACITY FOR RURAL AND INDIGENOUS COMMUNITIES IN ALASKA AND THE CIRCUMPOLAR NORTH THROUGH DEGREE PROGRAMS THAT PROMOTE ACADEMIC EXCELLENCE, PERSONAL DEVELOPMENT, PROFESSIONAL SKILLS, GLOBAL AWARENESS, RESPECT FOR INDIGENOUS CULTURES AND COMMITMENT TO COMMUNITY." FURTHER, THERE IS OFTEN AN OVERLAP BETWEEN RESEARCH AND PUBLIC SERVICE SUCH THAT THE RESULTS OF DANSRD'S RESEARCH, SCHOLARLY AND CREATIVE ACTIVITIES DIRECTLY BENEFIT ALASKA'S NATIVE AND RURAL COMMUNITIES AS MUCH AS THEY DO THE UNIVERSITY COMMUNITY.

TO KEEP DANSRD TRUE TO ITS MISSION, APPROPRIATE DISSEMINATION OF RESULTS WILL INCLUDE REPORTING TO AND INFORMING COMMUNITY, REGIONAL AND STATE ORGANIZATIONS SUCH AS ALASKA NATIVE appropriate to the

## **1. Achievement in Research, Scholarly and Creative Activity**

Whatever the contribution, research, scholarly or creative activities must have one or more of the following characteristics:

- a. They must occur in a public forum.
- b. They must be evaluated by appropriate peers
- c. They must be evaluated by peers AS DEFINED ON PAGES ONE AND TWO external to this institution so as to allow an objective judgment.
- d. They must be judged to make a contribution TO THE COMMUNITIES SERVED BY DANSRD AND TO THE UNIVERSITY.

## **2. Components of Research, Scholarly and Creative Activity**

Evidence of excellence in research, scholarly, and creative activity may be demonstrated through, but not limited to;

- a.** Books, reviews, monographs, bulletins, articles, MANUALS, NEEDS ASSESSMENTS, PROGRAM EVALUATIONS, ANNOTATED BIBLIOGRAPHIES, TRANSLATIONS AND TRANSCRIPTIONS, proceedings and other scholarly works published by reputable journals, scholarly presses, and publishing houses, OR BY LEGAL, INDUSTRY OR GOVERNMENT PUBLICATIONS that accept works only after rigorous review and approval by peers in the discipline OR OTHER APPROPRIATE JUDGES.
- b.** Competitive grants and contracts to finance the development of ideas these grants and contracts being subject to rigorous peer review and approval.
- c.** Presentation of research papers, DVDs, OR INVITED PAPERS before learned societies that accept papers only after rigorous review and approval by peers OR OTHER APPROPRIATE JUDGES. SUBMISSION OF RESEARCH PROPOSALS AND/OR THE COMPLETION OF CONTRACTED RESEARCH REPORTS TO AGENCIES AND FUNDING SOURCES, FORMAL PRESENTATIONS OF RESEARCH/INFORMATION TO ALASKA NATIVE ORGANIZATIONS SUCH AS ALASKA FEDERATION OF NATIVES, REGIONAL CORPORATIONS, TRIBAL COUNCILS, RESULTS OF COMMUNITY PLANNING PROCESSES AS REPORTED TO COMMUNITY ENTITIES, DEVELOPMENT OF PLANNING PROCESSES REVIEWED BY COMMUNITY BOARDS, DRAFTING AND SUBMITTING REGULATORY PROPOSALS ON BEHALF OF PARTNER COMMUNITIES, ETC.

**d.** Exhibitions of art work at galleries, selection for these exhibitions being based on rigorous review and approval by juries, recognized artists, critics.

**e.** Performances in recitals or productions **ESPECIALLY IN THOSE PLAY OR DANCE PRODUCTIONS THAT PRESENT INDIGENOUS MATERIALS INCLUDING THEATER/DRAMA/FESTIVAL OF NATIVE ARTS/CAMA-I, AND OTHER STATEWIDE FESTIVALS**, selection for these performances being based on stringent auditions and approval by appropriate judges.

**f.** Scholarly reviews of publications, art works and performance of the candidate.

**g.** Citations of research in scholarly publications **AND PUBLICATIONS OF SPECIAL INTEREST TO NATIVE AND RURAL CONSTITUENTS AND/OR CONSTITUENCIES.**

**h.** Published abstracts of research papers.

**i.** Reprints or quotations of publications, **CATALOGING AND ARCHIVING DATA COLLECTIONS OF DANCE/PERFORMANCE VIDEO AND AUDIO TAPES**, reproductions of art works, and descriptions of interpretations in the performing arts,

**N. NON-REFEREED JOURNAL ARTICLES AND MONOGRAPHS INCLUDING AUTHORSHIP OF A BOOK OR MAJOR REFERENCE IN THE FACULTY MEMBER'S AREA OF A SCHOLARLY ACTIVITY.**

**SPECIFIC CRITERIA FOR RESEARCH PERFORMANCE FOR PROMOTION OR APPOINTMENT TO:**

**A. ASSISTANT PROFESSOR: EVIDENCE OF ABILITY TO ESTABLISH A VIABLE RESEARCH PROGRAM IN THE AREA OF SPECIALIZATION MUST BE PROVIDED.**

**B. ASSOCIATE PROFESSOR: THE FACULTY MEMBER MUST HAVE ESTABLISHED AN APPROPRIATE RESEARCH PROGRA**

## **1. Public Service**

Public service is the application of teaching, research, and other scholarly and creative activity to constituencies outside the University of Alaska Fairbanks. It includes all activities which extend the faculty member's professional, academic, or leadership competence to these constituencies. It can be instructional, collaborative, or consultative in nature and is related to the faculty member's discipline or other publicly recognized expertise. Public service may be systematic activity that involves planning with clientele and delivery of information on a continuing, programmatic basis. It may also be informal, individual, professional contributions to the community or to one's discipline, or other activities in furtherance of the goals and mission of the university and its units. Such service may occur on a periodic or limited-term basis. Examples include, but are not limited to:

- a.** Providing information services to adults or youth.
- b.** Service on or to government or public committees, OR OTHER GOVERNMENTAL BODIES INCLUDING TRIBAL G

## **2. University Service**

- a.** University service includes those activities involving faculty members in the governance, administration, and other internal affairs of the university, its colleges, schools, and institutes. It includes non-instructional work with students and their organizations. Examples of such activity include, but are not limited to:
- b.** Service on university, college, school, institute, or departmental committees or governing bodies, APPOINTMENT TO INTERNAL EDITORIAL BOARDS AND SCHOLARSHIP SELECTION COMMITTEES
- c.** Consultative work in support of university functions, such as expert assistance for specific projects.
- d.** Service as department chair or term-limited and part-time assignment as assistant/associate dean in a college/school.
- e.** Participation in accreditation AND UNIT AND CAMPUS WIDE EVALUATION reviews.
- f.** Service on collective bargaining unit committees or elected office.
- g.** Service in support of student organizations and activities.
- h.** Academic support services such as library and museum programs.
- i.** Mentoring
- j.** Assisting other faculty or units with curriculum planning and delivery of instruction, such as serving as guest lecturer.
- k.** Prizes and awards for excellence in university service.

## **3. Professional Service**

- a.** Editing or refereeing articles or proposals for professional journals or organizations.
- b.** Active participation in professional organizations.
- c.** Active participation in discipline-oriented service organizations.
- d.** Committee chair or officer of professional organizations.
- e.** Organizer, session organizer, or moderator for professional meetings.

f. Service on a national or international review panel or committee, AND APPOINTMENT TO PROPOSAL EVALUATION/GRANT SELECTION COMMITTEES.

### **Evaluation of Service**

Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements. In formulating criteria, standards and indices for evaluation, promotion, and tenure, individual units should include examples of service activities and measures for evaluation appropriate for that unit. Excellence in public and university service may be demonstrated through, e.g., appropriate letters of commendation, recommendation, and/or appreciation, certificates and awards and other public means of recognition for services rendered.

SPECIFIC DANDSRD CRITERIA FOR SERVICE PERFORMANCE FOR APPOINTMENT OR PROMOTION TO:

A. ASSISTANT PROFESSOR: NONE IN ADDITION TO UAF CRITERIA

B. ASSOCIATE PROFESSOR: POSITIVE CONTRIBUTIONS TO DEPARTMENTAL AND/OR UNIVERSITY MATTERS, EFFECTIVE PROFESSIONAL CONTRIBUTIONS TO THE PUBLIC, AND EFFECTIVE SERVICES TO THE PROFESSION ARE EXPECTED. EXAMPLES WOULD INCLUDE FACILITATION SUPPORT FOR THE ANNUAL FESTIVAL OF NATIVE ARTS, ACTIVE PARTICIPATION IN PROFESSIONAL ORGANIZATIONS AND SERVICE ON BOARDS OF NATIVE AND OTHER ORGANIZATIONS.

C. PROFESSOR: EVIDENCE OF LEADERSHIP IN THE SERVICE AREA IS EXPECTED. SIGNIFICANT CONTRIBUTIONS TO THE DEVELOPMENT OF DEPARTMENTAL AND/OR UNIVERSITY PROGRAMS INCLUDING COMMITTEE LEADERSHIP OR UAF SERVICE COMMITTEES ARE EXPECTED. EFFECTIVE APPLICATION OF SERVICE INCLUDES, BUT IS NOT LIMITED TO, REVIEWING PROPOSALS, REFEREEING MANUSCRIPTS, AND EDITING FOR PROFESSIONAL ORGANIZATIONS OR PUBLICATIONS. A PROFESSOR'S SERVICE MAY INCLUDE THE MENTORING OF JUNIOR FACULTY THAT LEADS IN TURN TO GREATER SERVICE ON THEIR PART.

### **E. Unit Criteria, Standards and Indices**

Unit criteria, standards and indices are recognized values used by a faculty within a specific discipline to elucidate, but not replace, the general faculty criteria established in B, C, D, above, and in "UAF Faculty Appointment and Evaluation Policies," Chapter IV for evaluation of faculty performance on an ongoing basis and for promotion, tenure, 4th

year comprehensive and diagnostic review (United Academics only), and post-tenure review.

Unit criteria, standards and indices may be developed by those units wishing to do so. Units that choose not to develop discipline-specific unit criteria, standards and indices must file a statement stating so with the Office of the Provost, which shall serve as the official repository for approved unit criteria, standards and indices.

A unit choosing to develop discipline-specific criteria, standards and indices shall have such criteria, standards and indices approved by a majority of the discipline faculty. The unit criteria, standards and indices will be reviewed and approved by the cognizant dean who will forward the unit criteria, standards and indices to the provost. The provost will review for consistency with BOR and UAF policies and will forward these criteria, standards and indices to the Faculty Senate, which shall review and approve all discipline-specific criteria according to a process established by the Faculty Senate.

Unit criteria, standards and indices will be reviewed at least every five (5) years by the faculty of the unit. When reorganization results in a unit's placement in another college/school structure, the cognizant dean, in consultation with the unit faculty shall review unit criteria, standards and indices and revise if warranted. Unit criteria, standards and indices approved by the Faculty Senate prior to a unit's reorganization shall remain in effect until reviewed and revised. Revision of unit criteria, standards and indices must follow the review process established by the Faculty Senate. If the unit criteria, standards and indices are not revised, a statement of reaffirmation of the current unit criteria, standards and indices must be filed with the Office of the Provost, following the review.

Unit criteria, standards and indices, when developed by the faculty and approved by the Faculty Senate, must be used in the review processes by all levels of review. Their use is NOT optional. It shall be the responsibility of the candidate for promotion, tenure, 4th year comprehensive and diagnostic review (United Academics only), and post-tenure review to include these approved unit criteria, standards and indices in the application file.

## **F. Annual Evaluation of Non-tenured Faculty with Academic Rank**

### **1. Process of Evaluation**

There will be annual evaluations of all untenured faculty members holding academic rank. Each faculty member shall submit a professional activities report to the campus director or college/school dean according to a schedule announced by the provost. The annual professional activities report will be accompanied by a current curriculum vita.

The evaluations performed by the campus director or college/school dean shall include explicit statements on progress toward meeting criteria for tenure and promotion in their written evaluations. The dean's/director's evaluation shall reference the faculty member's

workload agreement in commenting on progress. The director or dean shall provide a copy of a written evaluation to the faculty member.

In the case of a faculty member having a joint appointment, the dean will coordinate the review and recommendation with the DEAN/director as appropriate.

## **G. Periodic Evaluation of Tenured Faculty Members**

### **1. Frequency of Evaluation**

All tenured faculty at UAF shall be evaluated once every three years according to a schedule and process announced by the provost.

For tenured faculty with joint appointments, the cognizant dean will arrange a review that assures that all appropriate administrators provide a written evaluation of the faculty member. The dean will inform the faculty member of these arrangements.

### **2. Annual Activities Report**

All tenured faculty shall prepare a professional activities report annually and submit it to the dean or director according to a schedule announced by the provost.

## **H. Evaluation of Faculty with Special Academic Rank**

Special academic rank faculty are appointed for a specified period of time. They are to provide evidence of effectiveness in their assigned responsibilities during the term of their appointment when requested by their college/school dean or institute director according to the process set forth by the provost.

### **1. Process of Evaluation**

The college/school dean or institute director shall require an annual activities report of a faculty member who has an appointment renewed beyond the initial year of appointment. The review process outlined above for academic rank faculty shall apply. The optional process for the development and approval of the unit criteria, standards and indices as outlined above in Chapter III, E, shall also apply to the definition and evaluation of faculty in special academic rank positions.

The appointment to special academic rank shall terminate on the date specified in the letter of appointment, and implies no expectation of a subsequent appointment.