

**CRITERIA FOR  
RE-APPOINTMENT, PROMOTION AND TENURE**

**SCHOOL OF ENGINEERING  
UNIVERSITY OF ALASKA ANCHORAGE**

**Approvals:**

**John A. Olofsson, Chair  
School of Engineering  
Peer Review Committee**

**Robert J. Lee, Dean**

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CRITERIA FOR RE-APPOINTMENT, PROMOTION AND TENURE

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The criteria listed below are intended to be applied specifically to tenure track faculty members of the School of Engineering. References to engineering activities, products and accomplishments are intended to include all disciplines of Engineering and Geomatics. If

peer review committee. All faculty are required to submit an Annual Activity report apart from that which is required for the Review Process described herein.

#### A) REVIEW PROCESS FOR NON-TENURED FACULTY

The annual review process for non-tenured faculty is designed to nurture and guide junior faculty, to assist them in attaining their highest professional capabilities, and to help them direct their efforts in ways that bring maximum benefit to themselves, the School of Engineering, the University of Alaska and the people served by the university. The following are the levels of

review are available to non-tenured faculty in the School of Engineering:

**Administrative Review:** All non-tenured faculty will be reviewed annually by the Dean of the School of Engineering.

**Peer Review:** When required by contract, or when requested by the faculty member, a peer review will be conducted. Peer review provides faculty colleagues the opportunity to evaluate and comment on a faculty member's progress and suggest activities in all areas of evaluation. When not mandated by contract, but requested by the faculty member, the findings of the peer

## B) THE PROMOTION/TENURE REVIEW PROCESS

Each candidate for promotion or tenure shall submit a file documenting her or his activities and accomplishments that are to be considered in reaching a tenure or promotion decision. These files must, as a minimum, contain all of the information required in UA and UAA policies, and the faculty member's initial appointment letter, including any special conditions.





The Peer Review Committee members shall review the files of each candidate. Each member of the Peer Review Committee shall read each candidate's file in depth. When each member of the committee has read the file, the committee shall meet as a body to discuss the contents of the file and to reach any conclusions concerning recommendations for promotion/tenure. This meeting is open to the candidate and the candidate is encouraged to attend. A typed report of the committee's finding on each recommendation of promotion or tenure shall be prepared and signed by the Chair of the committee.

Candidates for promotion/tenure shall be informed when the report of the committee is complete. Candidates shall then have an opportunity to read the report of the peer review committee and to respond in writing to the findings of the committee.

After the candidate has reviewed and has had the opportunity to respond to the findings of the Peer Review Committee, the candidate's file will be reviewed by the Dean of the School of Engineering. The findings of the Dean shall be recorded and included in the candidate's file.

Candidates for promotion and/or tenure shall be informed when the report of the Dean is complete. Candidates shall then have five days to read the report of the Dean and to respond to the next level in writing to the findings of the Dean.

After the candidate has reviewed the report, and has had the opportunity to respond to the findings of the Dean, the candidate's file will be transferred to the Office of Academic Affairs for review by the University Wide Faculty Evaluation Committee and for subsequent review by



evaluation and arrive at recommendations concerning retention of faculty, the Dean of the School of Engineering and, when appropriate, the Dean Review Committee will review each

faculty member's file of activity and accomplishment, keeping in mind:

- 1) The specific workload agreement of the faculty member and activities and

NOTE: The activities listed above are not shown in order of importance.

In evaluation of the above evidence, the reviewers may consider the number of students taught, the complexity of the material, the sophistication and effectiveness of the teaching methods employed, the learning outcomes accomplished by the students, and other similar objective and subjective criteria, as assessed by the students, other faculty, and/or practitioners in the subjects covered.

## 2) SERVICE

Candidates must provide evidence of the potential to perform service, both to the university community and outside of the university. Services provided outside of the university community must be related to the candidate's professional discipline. Service activities may include but

- a) Membership on boards, commissions, committees, etc.
- b) Holding office (i.e., President, Chair, Director, V.P., etc.) in professional organizations, on boards, commissions, committee, etc.
- c) Service in capacity of editor or reviewer of professional publications, research proposals, etc.
- d) Non-remunerated professional services rendered.
- e) Spoken or written communication in a public forum in support of the engineering profession, the School of Engineering or the university.
- f) Service on graduate committees.

## 3) RESEARCH/CREATIVE ACTIVITIES

Candidates with a research workload component must provide evidence of the potential to perform research within their discipline. This evidence may be in the form of detailed plans to undertake research or creative activities that will result in outcomes such as those listed below, or others that are determined to be valuable by the Dean and the candidate.

- j) Successful contribution to research/creative activity assignments within the School of Engineering or the university
- k) Develop or conduct specific training programs to meet public or industry needs.
- l) Develop innovative engineering educational materials to be used locally or offered through distance delivery.

C) PROMOTION TO ASSOCIATE PROFESSOR

TIME IN RANK

Candidates must have at least 5 years at the rank of Assistant Professor. At least 3 of the 5

TEACHING

research proposals, etc.

- d) Non-Remunerated professional services rendered
- e) Spoken or written communication in a public forum in support of the engineering

- e) Service on graduate committees.

## RESEARCH/CREATIVE ACTIVITIES

Candidates with a research workload component must provide evidence of research activities reviewed and accepted by peers in the discipline of the candidate. Research activities may include but shall not be limited to the following:

- a) Publications in refereed professional journals
- b) Books published by publishing houses
- c) Refereed monographs published by publishing houses
- d) Papers appearing in refereed, published proceedings from national/international conferences.
- e) Receipt of funds from competitive sources, both inside and outside of the university, with which to conduct research, training or other creative activities.
- f) Reviewed technical reports written in fulfillment of the provisions of research related grants and contracts.
- g) Preparation and submission of research proposals to funding organizations
- h) Technical papers presented at national conferences.
- i) Documentation of the application of engineering resulting in a contribution to a worthwhile effort within the profession, the community or the state.
- j) Successful contribution to research/creative activity assignments within the School of



Candidates for promotion shall provide evidence of proficiency in the following areas:

- 1. [Redacted]
- 2. [Redacted]
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## SERVICE

Candidates must provide evidence of exemplary service both within and outside the university. Services provided outside of the university community must be related to the candidate's professional discipline. Service activities may include but shall not be limited to the following:

- a) Membership on boards, commissions, committees, etc.
- b) Holding office (i.e., President, Chair, Director, V.P., etc.) in professional organizations, on boards, commissions, committees, etc.
- c) Service in capacity of editor or reviewer of professional publications, research proposals, etc.

NOTE: Articles, books, monographs, and/or papers which have been accepted for

B) AWARD OF TENURE AT THE RANK OF ASSISTANT PROFESSOR

In the case of candidates for tenure who are at the level of Assistant Professor, each candidate's file will be reviewed by the Dean Review Committee and by the Dean of the