

CITY OF

UNIVERSITY OF ALABAMA ASSOCIATION

[REDACTED]

FACULTY REVIEW

PROCEDURES

**AND
GUIDELINES**

FOR THE

**COLLEGE OF CAREER AND VOCATIONAL
EDUCATION**

THE UNIVERSITY OF ALASKA, Fairbanks, Alaska, Department of Career and Vocational Development

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INTRODUCTION

This document is to be used with the UAA and Board of Regents policies. If there is a conflict between the CCVE document and the policies, then the policies will prevail.

Current UAA Policy requires Schools and Colleges to detail Procedures and Guidelines for the Faculty Review Process as it relates to Promotion and Tenure. This document has been prepared by a special Task Force representing vocational faculty within the University of Alaska Anchorage, College of Career and Vocational Education. These Procedures and Guidelines are designed to provide working definitions, as well as elaboration and clarity, to the UAA Policies and Procedures Relating to Appointment, Review, Promotion and Tenure.

Guidelines are consistent with the current UAA policies as well as Board of Regents policies.

Task Force on Promotion and Tenure

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TITLE REVIEW PROCESS

1. Order of the CCVE faculty review process.
 - a. Anchorage Campus
 - i. Division Chairperson
 - ii. The Peer Review Committee
 - iii. The Dean of CCVE
 - iv. UAA Faculty Review Committee **
 - v. Vice Chancellor Academic Affairs **
 - vi. Chancellor **
 - b. Extended Site Campuses
 - i. Campus Director

- iii. The Dean of CCVE
- iv. UAA Faculty Review Committee **
- v. Vice Chancellor Academic Affairs **
- vi. Chancellor **

Committee members must have tenure and rank at or above the rank to

It is assumed that the level of service will vary among faculty but each member will make at least a minimum contribution in this area and should work with their supervisor in defining the level and mix of service. Service may include the following but is not limited to:

UNIVERSITY SERVICE

Service to the university can occur at many different levels. The following list is not exhaustive nor is it expected that faculty will serve at all levels. University service includes:

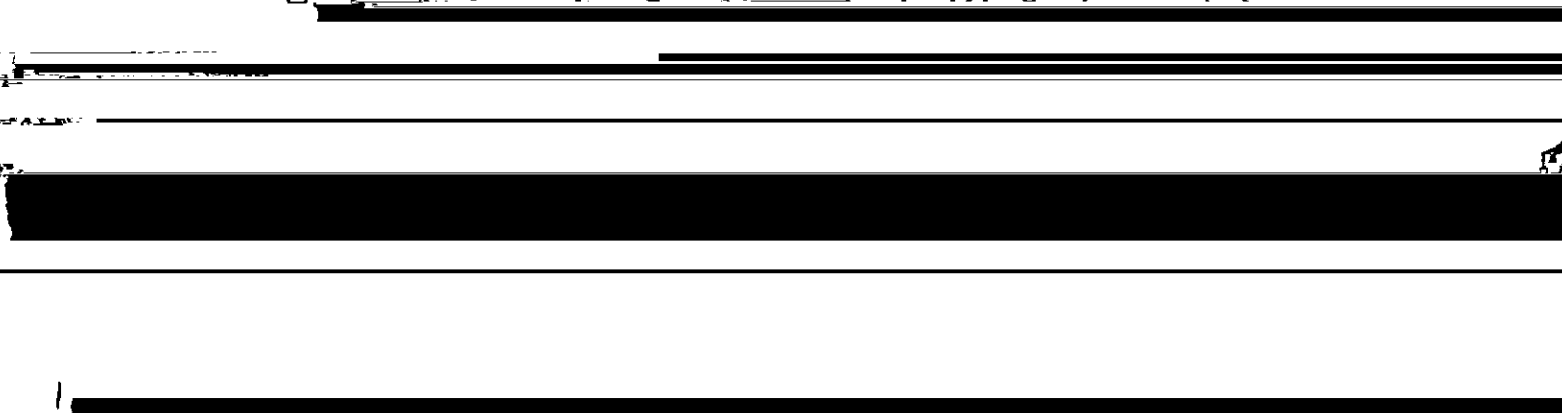
Department

- Provides advising to students in both academic and occupational areas.

PROFESSIONAL SERVICE

Compensated Professional Service

Professional activity and consulting service is composed of compensated professional activity



professional community service as described below.

Uncompensated Professional Service

Service to one's profession relates to or contributions in organized activities of the faculty member's discipline. This includes membership, leadership, and participation in professional societies, associations, conferences, and meetings.

COMMUNITY SERVICE

generally view these standards as neither too lenient nor too harsh. Unless explicit statements

- Development of Non-traditional teaching activity – distance delivery and course/curriculum development.
- Development of technological delivery methods of education – Computer Based instruction, Computer Aided Instruction, Multimedia, Video, CD Rom, Laser Disk, or networks.

RESEARCH/CREATIVE PRODUCTS

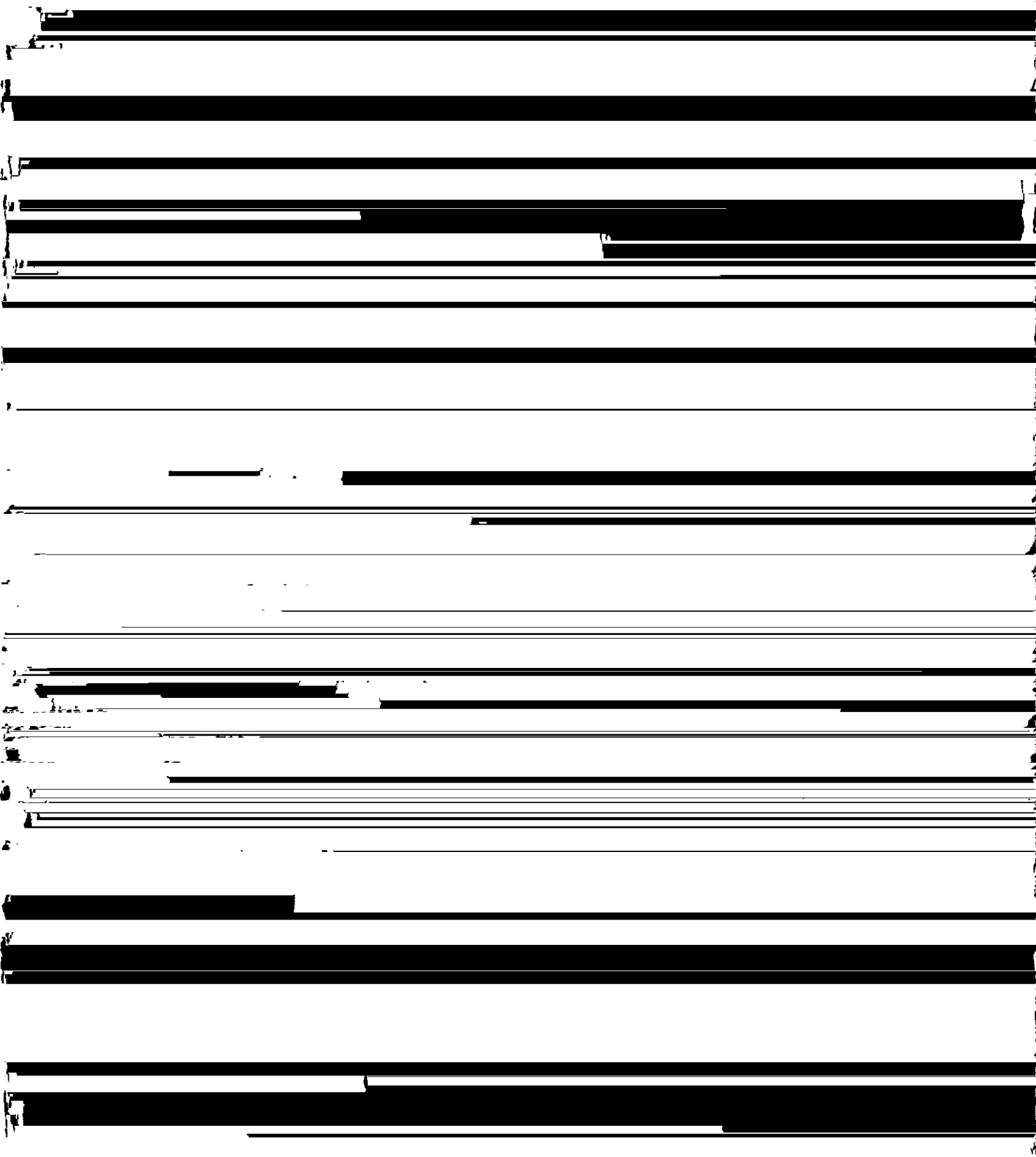
There exists a continuum of research/creative products ranging from papers presented at local meetings to publication of a major book. All types of research/creative productivity are to be valued, but some types will receive greater recognition than others.

Listed below are examples of research/creative productivity. Some products may vary greatly in the weight they receive depending on their scope. For example, in some disciplines the dollar value of a funded grant proposal may be a factor in the evaluation of the proposal. The quality of research/creative products will be given careful consideration and may result in a particular research/creative product receiving more or less recognition than indicated by the following list. All review stages are to avoid a mechanical application of the list below.

- Books (authored or edited)
- Refereed Monographs
- Funded Research proposals
- Refereed journal Articles
- Articles in Edited Books
- Refereed proceedings
- Laboratory Manuals and Instructional materials for Publication
- Non-Refereed journal Articles
- Reviews of Articles for Publication or Conference Presentation
- Reviews of Computer Software or hardware
- Journal Comments and Notes
- Non-Refereed proceedings
- Cases Published
- Research Reports
- Paper Presented at a Professional Meeting
- Annotated Bibliography
- Translations, Collections, Bulletins, Synopses, Abstracts, Books of Readings, Manuals, Journal Comments and Notes
- Newspaper Editorials, Articles
- Grant proposals
- Receipt of extramural funding
- Final report for a grant

PREPARING THE ACTIVITY REPORT RESEARCH/CREATIVE SECTION:

Following the guidelines summarized in this text, research/creative activities and products



PROMOTION

MINIMUM CRITERIA

TRIPARTITE ACADEMIC

The criteria listed below are intended as the minimum for determining eligibility for consideration for promotion. However, it is specifically recognized that university programs

may require faculty whose education and/or experience may be different from the stated criteria. Exceptions to the minimum time in rank, terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for

exception shall be outstanding academic performance and/or outstanding professional experience.

Assistant Professor

Master's degree in the discipline or appropriate field

And

Documented evidence of successful college-level teaching and service

And

Five (5) years at the rank of assistant professor, of which three (3) must be at UAA***

PROFESSOR

Terminal degree in the discipline or appropriate field. A master's degree in the

community college faculty who transferred to UAA under terms of Board of Regents'
Policy 04.11.01 July 1, 1987 (see Appendix B)

And

Evidence of exemplary teaching and service

Master's degree in Vocational Education or other appropriate field

And

Evidence of exemplary teaching and service

And

Five (5) years at the rank of associate professor, of which three (3) must be at UAA***

***Calculating "time in rank" for years of service as a former community college faculty

years in rank as an instructor in lanes A and B shall count for time in rank as

instructor; total years in lane C shall count for time in rank as assistant professor; total years

SERVICE CRITERIA

Participates in planning and implementing professionally related or academic programs

Examples of accomplishments that would indicate "potential for success" attainment of criteria:

- Serves on committees
- Advises student organizations
- Participates in the planning or implementing of professional relevant special projects, programs, or curricular matter
- Contributes to the climate for growth of the Campus/College

TEACHING CRITERIA

Provides leadership and guidance regarding curriculum issues and in the development, delivery, and evaluation of educational activity.

Examples of accomplishments that would indicate "successful" attainment of criteria.

The following accomplishments are representative of "successful" performance of the above

[Redacted content]

- Provides leadership that generates a climate conducive to professional growth within the Campus/College.
- Serves on a major University committee.
- Serves as a University representative to a community, regional, or state organization.
- Actively participates in professional organizations.

RESEARCH/CREATIVE ACTIVITY CRITERIA

Initiates, designs, executes, and reports original research independently or in collaboration with others. Provides consultative assistance related to research to faculty and/or other professionals. Expertise is recognized within the community, region, and state.

EXAMPLES OF ACCOMPLISHMENT THAT WOULD INDICATE "SUCCESSFUL" ATTAINMENT OF CRITERIA:

The following accomplishments are representative of "successful" performance of the above criteria. The list is not exhaustive, nor is it expected that faculty will accomplish all items. Rather, the quality and quantity of accomplishments is expected to increase with time in rank. The list is not a set of criteria nor is it exhaustive or weighted. The list is merely illustrative

The following accomplishments are representative of "exemplary" performance of the above criteria. The list is not exhaustive, nor is it expected that faculty will accomplish all items. Rather, the quality and quantity of accomplishments is expected to increase with time in rank. The list is not a set of criteria nor is it exhaustive or weighted. The list is merely illustrative and should serve as a guide for faculty and faculty evaluators.

- Receives positive student evaluations where positive student evaluations means that a majority of the student's evaluations were 3 or greater on a scale of 1 to 5.
- Requested by agencies and individuals outside the Campus/College as a visiting
[redacted] in curriculum/program development

- Functions as an evaluator for other teaching agencies.
- Serves as a leader in areas such as content, curriculum development, program planning, and evaluation.
- Elective courses or course sections are well subscribed to or requested.
- Receives recognition and honors for teaching excellence.
- Teaching innovations, media, or testing materials widely used.
- Widely recognized for expertise in discipline area.
- Colleagues document that the candidate's teaching has been facilitated by role
[redacted] modeling or by active assistance

Research/Creative Activity Criteria

Independently (or as lead investigator) initiates, designs, executes, and reports original research. Expertise on research is recognized nationally. Research consultation is solicited by individuals beyond the local area (i.e., throughout the state or region).

**EXAMPLES OF ACCOMPLISHMENTS THAT WOULD INDICATE
"EXEMPLARY" ATTAINMENT OF CRITERIA:**

The following accomplishments are representative of "exemplary" performance of the above criteria. The list is not exhaustive, nor is it expected that faculty will accomplish all items

APPOINTMENT TO TENURE

The primary purpose of tenure is to assure the academic community of an environment that will nurture academic freedom by providing employment security to faculty members and faculty continuity to the university. Tenure gives the full-time faculty member freedom to teach, to research, or to engage in public service, but it does not release him or her from responsibility to maintain high standards of professional performance or conduct.

To be eligible for tenure, a faculty member must present evidence of successful teaching and service as specified in the applicant's workload agreements or as reflected in the applicant's activity reports.

A faculty member may request an evaluation for award of tenure during any year of service. However, a faculty member must be reviewed for tenure in accordance with the following:

1. Initial appointment to full professor. Faculty initially appointed to the rank of full professor will be awarded tenure at the time of appointment.
2. Initial appointment to associate professor. Initial appointment to the rank of associate

APPENDIX A

INITIAL APPOINTMENT

TRIPARTITE ACADEMIC

The criteria listed below are intended as the minimum for determining eligibility for initial appointment. However, it is specifically recognized that University programs may require faculty whose education and/or experience may be different from the stated criteria.

~~Exceptions to the minimum time in rank, or terminal degree, or experience qualifications for~~

rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Instructor

Instructor

Competence in the profession or discipline and the ability to effectively communicate training and subject matter to others. Appointees will hold minimum credentials appropriate to the discipline, such as professional certifications or licensure or appropriate academic degrees.

Assistant Professor

And

Two (2) years documented successful teaching and service.

appropriate to the discipline, such as professional certifications or licensure or appropriate academic degrees.

Assistant Professor

Bachelor's degree in the discipline or appropriate field

And

Two (2) years documented successful teaching and/or related work experience beyond the apprentice level in an area directly related to the faculty appointment.

Associate Professor

Master's degree in the discipline or appropriate field

And

Three (3) years documented successful teaching

Or

Bachelor's degree plus 30 semester hours of systematic study in a closely related discipline area, or an equivalent amount of professional/technical recurrent training at an appropriate level.

And

**APPENDIX B
TERMINAL DEGREES**

COLLEGE OF CAREER AND VOCATIONAL EDUCATION

Appendix B lists the terminal degrees for all disciplines within the College of

**DEGREES SPECIFIC TO DISCIPLINE AND
THOSE DEGREES IN APPROPRIATE RELATED FIELDS**

Degrees will be in the specific disciplines, or in related fields, as noted below:

Air Traffic Control

Associate degree: Air Traffic Control or Professional Piloting

Food Service Technology
Associate degree: Food Service Technology.
