

**MOTION:**

The UAF Faculty Senate moves to approve the revised Unit Criteria for the Cooperative Extension Service.

EFFECTIVE:     Fall 2013  
                  Upon Chancellor Approval

RATIONALE:     The committee assessed the unit criteria submitted by the  
~~Cooperative Extension Service. Revisions were agreed upon by the department~~

**UAF REGULATIONS FOR THE APPOINTMENT AND EVALUATIONS OF FACULTY  
AND COOPERATIVE EXTENSION SERVICE UNIT CRITERIA, STANDARDS, AND  
INDICES**

*ANNUAL REVIEW, PRE-TENURE REVIEW, POST-TENURE REVIEW, PROMOTION, AND TENURE, SPECIFICALLY ADAPTED FOR USE IN EVALUATING THE FACULTY OF THE COOPERATIVE EXTENSION SERVICE DEPARTMENT. ITEMS IN BOLDFACE ITALICS ARE THOSE SPECIFICALLY ADDED OR EMPHASIZED BECAUSE OF THEIR RELEVANCE TO THE DEPARTMENT'S FACULTY, AND BECAUSE THEY ARE ADDITIONS TO UAF REGULATIONS.*

**CHAPTER I**

**Purview**

The University of Alaska Fairbanks document, "Faculty Appointment and Evaluation Policies," supplements the Board of Regents (BOR) policies and describes the purpose, conditions, eligibility, and other specifications relating to the evaluation of faculty at the University of Alaska Fairbanks (UAF). Contained herein are regulations and procedures to guide the evaluation processes and to identify the bodies of review appropriate for the university.

The university, through the UAF Faculty Senate, may change or amend these regulations and procedures from time to time and will provide adequate notice in making changes and

initial placement in academic rank or special academic rank positions shall be submitted to the chancellor or chancellor's designee for approval prior to a final selection decision.

**B. Academic Titles**

Academic titles must reflect the discipline in which the faculty are appointed.

**C. Process for Appointment of Faculty with Academic Rank**

Deans of schools and colleges, and directors when appropriate, in conjunction with the faculty in a unit, shall observe procedures for advertisement, review, and selection of candidates to fill any vacant faculty position. These procedures are set by UAF Human Resources and the Campus Diversity and Compliance (AA/EEO) office and shall provide for participation in hiring by faculty and administrators as a unit.

**D. Process for Appointment of Faculty with Special Academic Rank**

Deans and/or directors, in conjunction with the faculty in a unit, shall establish procedures for advertisement, review, and selection of candidates to fill any faculty positions as they become available. Such procedures shall be consistent with the university's stated AA/EEO policies and shall provide for participation in hiring by faculty and administrators in the unit.

**E. Following the Selection Process**

~~For each faculty member and administrator 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

For purposes of evaluation at UAF, the total contribution to the university and activity in the areas outlined above will be defined by relevant activity and demonstrated competence from the following areas: 1) effectiveness in teaching; 2) achievement in scholarly activity; and 3) effectiveness of service.

### **Bipartite Faculty**

Bipartite faculty are regular academic rank faculty who fill positions that are designated as performing two of the three parts of the university's tripartite responsibility.

The dean or director of the relevant college/school shall determine which of the criteria defined above apply to these faculty.

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, PARAPROFESSIONAL ADVISING AND TRAINING, training graduate students and serving on their graduate committees, particularly as their major advisor, curriculum development, and academic recruiting and retention activities.

STANDARD ACADEMIC TEACHING IS NOT A COMMON FORM OF INFORMATION DELIVERY IN THE COOPERATIVE EXTENSION SERVICE. INSTRUCTION OFTEN INCLUDES CONTACT WITH CLIENTELE THROUGH DISTANCE DELIVERY METHODS, WORKSHOPS, SEMINARS, TRAINING AND PUBLIC INFORMATION EVENTS. A 10% (4 UNIT) TEACHING LOAD IN EXTENSION IS CONSIDERED 45 TO 50 HOURS TEACHING IN FRONT OF A GROUP

### **1. Effectiveness in Teaching**

Evidence of excellence in teaching may be demonstrated through but not limited to.

b. express positive regard for students BECOME FAMILIAR WITH THEIR

**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

AUTHORSHIP OF CES PUBLICATIONS OR ARTICLES WITHIN CES PUBLICATIONS OF HIGH QUALITY BASED ON ORIGINAL OR APPLIED RESEARCH WHICH MEETS THE CRITERIA SET FORTH IN CHAPTER III C 1

OF THIS DOCUMENT.

- 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 before learned societies that accept papers only after

rigorous review and approval by peers.

- d. Exhibitions of art work at college selection for these exhibitions being based on

itself provides that its faculty assumes a collegial obligation for the internal functioning of the institution; such service is identified as "university service."

\* CES FACULTY WORK IS COUNTED AS PUBLIC SERVICE EVEN THOUGH THE UNIVERSITY MAY CHARGE A FEE FOR SOME ACTIVITIES. THESE FEES ARE NECESSARY TO RECOVER COSTS SUCH AS THOSE FOR ROOM RENT, PRINTED MATERIALS PROVIDED TO PARTICIPANTS, EQUIPMENT, AND OTHERS AND

BY INDIVIDUAL FACULTY.

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 that extend the faculty member's professional, academic, or leadership



- i. Training and facilitating AT PUBLIC FORUMS, GROUP MEETINGS AND PUBLIC EVENTS.
- j. Radio and TV programs, newspaper articles and columns, CES publications, newsletters, films, computer applications, teleconferences and other educational media, INCLUDING WEB SITES DESIGNED AND/OR MANAGED BY FACULTY. CONTENT MAY RESULT FROM COMMUNITY INTEREST OR ISSUES..
- k. Judging and similar educational assistance at science fairs, state fairs, and speech, drama, literary, and similar competitions.

L. ENGAGE THE PUBLIC IN ASSESSING RESEARCH NEEDS - AND COMMUNICATE THOSE NEEDS TO THE APPROPRIATE RESEARCH UNITS.

M MANAGING PARAPROFESSIONAL AND/OR VOLUNTEER PROGRAM TO

HELP EXTEND CES RESOURCES OR DEVELOP LEADERSHIP SKILLS.

i. Mentoring.

j. Prizes and awards for excellence in university 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.

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 INDICES FOR COOPERATIVE EXTENSION SERVICE ACTIVITY,**

AND/OR EFFECTIVENESS OF SERVICE ACTIVITIES.

4. DOCUMENTING PUBLIC NEEDS AND ENGAGING THE RESOURCES OF THE UNIVERSITY AND OTHER ENTITIES IN MEETING THOSE NEEDS.

SERVICE ACTIVITIES

**FULL PROFESSOR:** EVIDENCE OF LEADERSHIP IN THE SERVICE AREA IS EXPECTED. SIGNIFICANT CONTRIBUTIONS MAY INCLUDE:

<sup>1</sup> INVITATIONAL SERVICE ON NATIONAL OR INTERNATIONAL

BOARDS, PUBLICATION & GRANT REVIEW COMMITTEES, AWARD COMMISSIONS OR SCHOLARSHIP COMMISSIONS.

2. NATIONAL LEADERSHIP IN A PROFESSIONAL ORGANIZATION.

3. RECOGNITION THROUGH INVITATIONAL SPEAKING ENGAGEMENTS WHICH CONSTITUTE PUBLIC SERVICE SUCH AS KEYNOTE