

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

THE FOLLOWING IS AN ADAPTATION OF UAF AND BOARD OF REGENTS POLICY ON PROMOTION

*, AND TENURE, SPECIFICALLY ADAPTED FOR USE IN EVALUATING
THE FACULTY OF THE **COOPERATIVE EXTENSION SERVICE** DEPARTMENT/S.
ITEMS IN BOLDFACE ITALICS ARE THOSE SPECIFICALLY ADDED OR
EMPHASIZED BECAUSE OF THEIR RELEVANCE TO THE DEPARTMENT'S/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.

CHAPTER II

Initial Appointment of Faculty

A. Criteria for Initial Appointment

Minimum degree, experience and performance requirements are set forth in “UAF Faculty Appointment and Evaluation Policies,” Chapter IV. Exceptions to these requirements for 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

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.

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, evidence of the various characteristics that define effective teachers. Effective teachers

- a. are

and at least two of the following:

- b. narrative self-evaluation,
- c. peer/department chair classroom observation(s),
- d. peer/department chair evaluation of course materials.

E. DOCUMENTATION OF THE IMPACTS RESULTING FROM TEACHING ACTIVITY SUCH AS KNOWLEDGE GAINED OR CHANGES IN BEHAVIOR OR ATTITUDES OF STUDENTS THROUGH POST INSTRUCTION EVALUATIONS, SURVEYS, AND TESTIMONIALS.

F. REPEATED INVITATIONS TO TEACH IN A COMMUNITY REFLECTS ENGAGEMENT AND EFFECTIVENESS IN TEACHING.

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. Furthermore, it is important to emphasize the distinction between routine production and creative excellence as evaluated by an individual's peers at the University of Alaska and elsewhere.

COOPERATIVE EXTENSION SERVICE FACULTY HAVE LIMITED OPPORTUNITIES TO CONDUCT TRADITIONAL RESEARCH AND VERY LIMITED ACCESS TO LABORATORIES AND GRADUATE STUDENTS. ADDITIONALLY, BIPARTITE FACULTY MAY OR MAY NOT HAVE A RESEARCH OBLIGATION.

- a. They must occur in a public forum

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.

M. MANAGING PARAPROFESSIONAL AND/OR VOLUNTEER PROGRAM TO HELP EXTEND CES RESOURCES OR DEVELOP LEADERSHIP SKILLS.

N. RESPONSE IN EMERGENCY SITUATIONS RENDERED IN AN EXTENSION ROLE, TO CLIENTELE WHICH FACED THE EMERGENCY.

2. University Service

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:

- a. Service on university, college, school, institute, or departmental committees or governing bodies.
- b. Consultative work in support of university functions, such as expert assistance for specific projects.
- c. Service as department chair, PROGRAM CHAIR, OFFICE COORDINATOR or term-limited and part-time assignment as assistant/associate dean in a college/school.
- d. Participation in accreditation reviews.
- e. Service on collective bargaining unit committees or elected office.
- f. Service in support of student organizations and activities.
- g. Academic support services such as library and museum programs.
- h. Assisting other faculty or units with curriculum planning and delivery of instruction, such as serving as guest lecturer.
- i. Mentoring.
- j. Prizes and awards for excellence in university service.

3. Professional Service

- a. Editing or refereeing articles or proposals for professional journals or 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.

4. 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 tyi5. appuC /H1 <</MH1 1 Tf 0 1() sntvern s4(n)-4

**5. DOCUMENTING IMPACTS WHICH RESULT FROM ENGAGED
PUBLIC SERVICE ACTIVITIES**

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

1. 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
KEY-NOTE ADDRESSES AT CONFERENCES, MEETINGS AND EVENTS
NOT SPONSORED BY CES.