Faculty Evaluation

Training for Reviewers
Fall 2023

Presenters:

Marian Bruce, Director of Faculty Services

Andre Rosay, Associate Dean, College of Health

What we will cover today

- Overview of process
- Evaluation Criteria
- File Contents
- Review Procedures

Faculty Evaluation

Process

Changes with the 2022-2024 UNAC CBA

- Non-tenure track (term) Assistant and Associate Professors may apply for promotion at any time (no requirement for 5+ years in rank)
- Change to language peer review committees reviewing non-tenure track files (article 9.2.7):

"The unit peer review and MAU peer review committees for review of non-tenure track term bargaining unit members for promotion will be constituted in the same manner as described in Article 9.2.6 with the exception that the five (5) unit peer review committee members may include one (1) or more non-tenure track term bargaining unit members at equal or higher rank."

Levels of Authority in Reviews
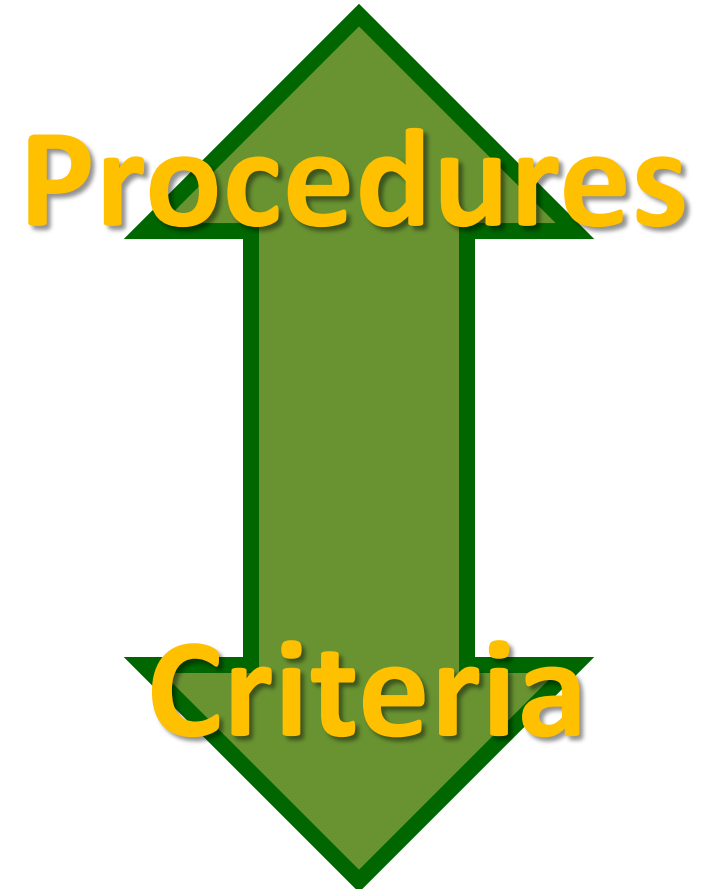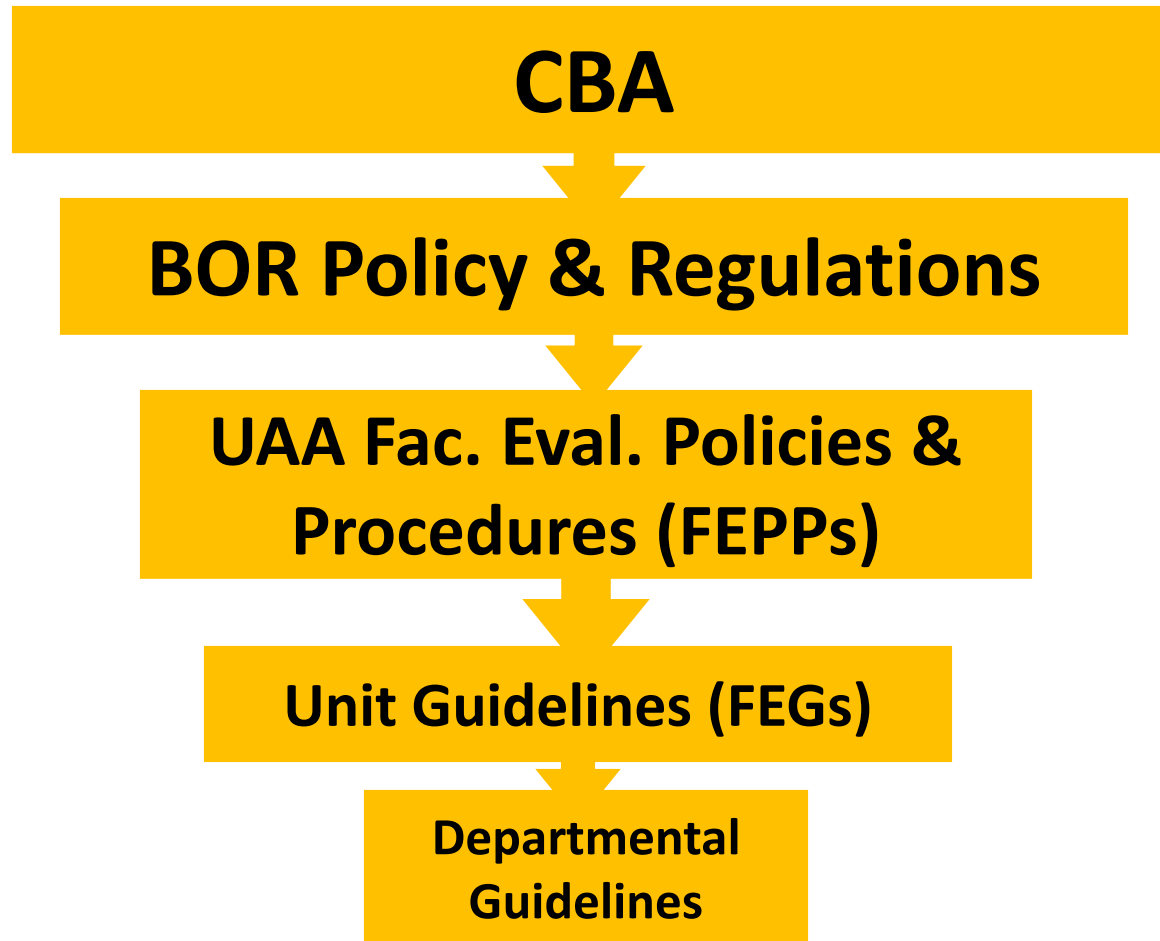
Reviews	Reviewers
Annual Review	• **Dean, Campus Director, or designee**
4th Year Comprehensive	• **College Peer Review** • **Dean*** • **UFEC** • **Provost (beyond only by faculty request)**
Tenure, Promotion to Associate Professor	• **College Peer Review** • **Dean*** • **UFEC** • **Provost** • **Chancellor**
Promotion to Professor	• **College Peer Review** • **Dean*** • **UFEC** • **Provost** • **Chancellor**
Comprehensive Post-tenure Review	• **College Peer Review** • **Dean, Campus Director or designee** • **Beyond if unsatisfactory**

* For Community Campus faculty, Campus Director provides review prior to the Dean.

Schedule for Reviews

--Campus director's review come between college peer review and dean's review
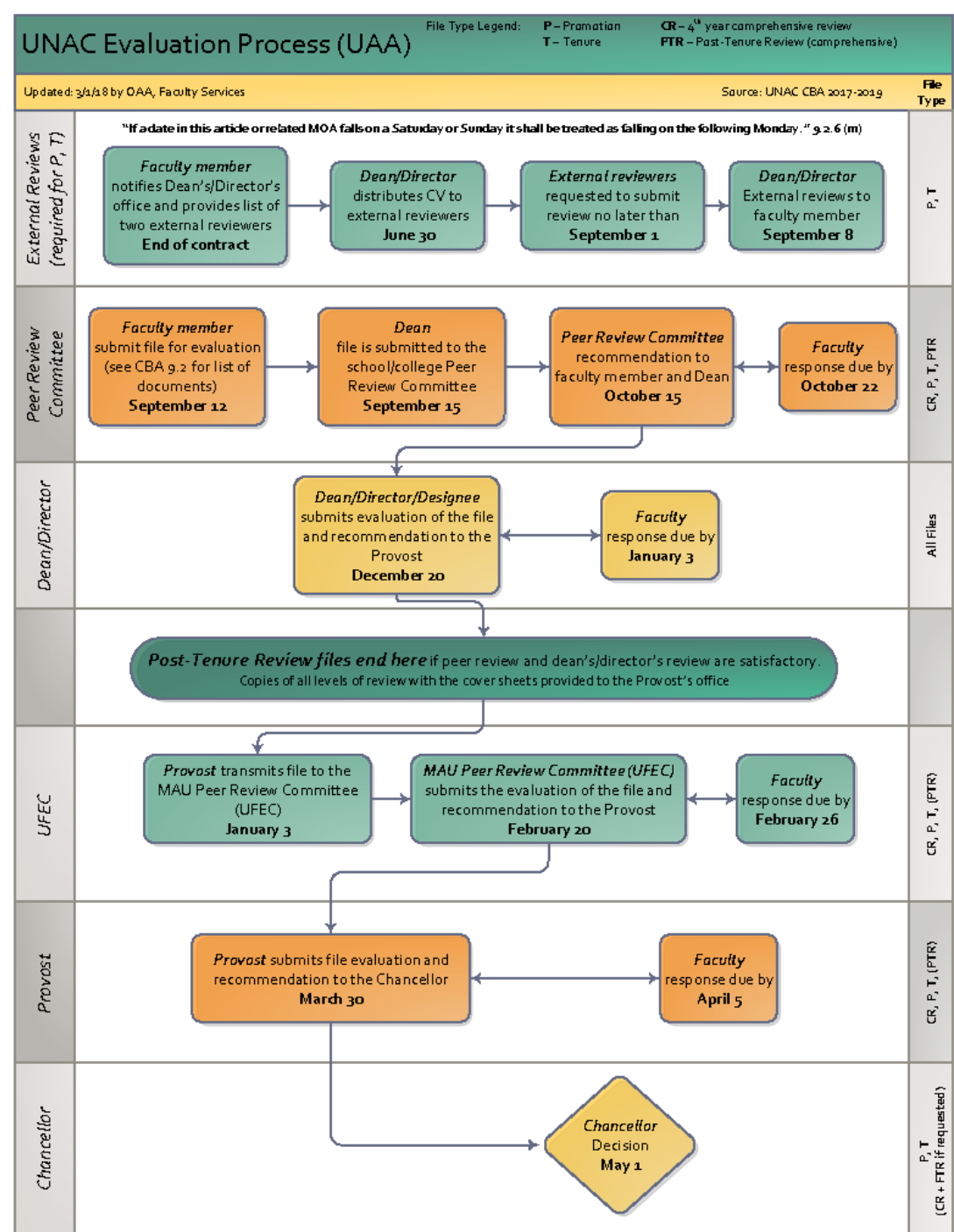
File Coversheet

--file type
--rank, discipline
--years in rank
--period of review
--special conditions

UNIVERSITY OF ALASKA ANCHORAGE
FACULTY EVALUATIONS
2023-24 SUMMARY REPORT
PERIOD OF REVIEW: AY18-20 TO AY22-23

Candidate Name: John Smith

Current Rank/Discipline: Assistant Professor / English

Department: English **Joint appt?** no

College: College of Arts and Sciences **Extended Campus:**

Years in Current Rank*: 4
*Years in tenure-track/tenured at current rank only, not including years of credit towards tenure (see special conditions below)

Initial Appointment Date as tenured/tenure-track: 8/12/2019

Workload Category: tripartite **Union or Non-represented:** UNAC

STATE FILE TYPE: tenure and promotion to Associate Professor

INDICATE COLLEGE/UNIT EVALUATION GUIDELINES TO BE USED:

_____ **2018 College of Arts and Sciences FEGs**

_____ **2022 College of Arts and Sciences FEGs** **Faculty Initials:** _____

Rules regarding the selection of college/unit guidelines are on page 29 of the UAA Faculty Evaluation Policies and Procedures: https://www.uaa.alaska.edu/academics/faculty-services/faculty-evaluation/FEPPrev050819.pdf

Special Conditions of Employment (e.g., years of credit towards tenure, initially hired as Associate Professor, etc.)

_____
_____
_____
_____
_____
_____

Unit Guidelines (FEGs)

Per the UAA FEPPs (page 29), faculty must select one of the following:

- The college/unit FEGs in effect during their first year:

  as tenure-track, in current rank, or following last post-tenure review, whichever is relevant

OR

- The current college/unit FEGs

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Faculty Evaluation

Criteria

Focus of Evaluation

- Fulfillment of Workloads
- Extent of professional growth and development across review period
- Prospects for continued professional growth and development
- Changes or improvements required in past reviews for tenure, promotion, and continued professional growth
- Processes available to assist in improving performance

Key Terms for Faculty Evaluation

- **When preparing their files, faculty candidates are advised to**
  - know the descriptors for performance at their current rank
  - know the descriptors at the next rank (if applicable)
  - use the vocabulary of the FEPPs in their self-evaluations
- **When writing reviews, reviewers have greatest impact if they**
  - are expressed in the language of the FEPPs
  - use that language (key terms) in the *"Findings or Conclusions"*
  - avoid ambiguous terms
    - *"outstanding," "remarkable," "unlike others in the field"*

Key Terms for Faculty Evaluation

- **In the UAA FEPPs**
  - *"Effectiveness"*
  - *"Evidence"*
  - Evidence of *"sustained"* or *"continuing"* performance
  - Evidence of *quality & significance*
    - *impact*
    - *leadership*
    - *recognition from peers or community external to UAA*
  - Evidence of *marked strength* in at least one area of workload

Key Terms for Faculty Evaluation

- **In the UAA FEPPs: Key Terms**

  - **Assistant Professor: Evidence of…**
    - *effectiveness* in each area of workload;
    - *promise of continuing achievement*

  - **Tenure, Promotion to Associate Professor: Evidence of…**
    - ***sustained*** *record of effectiveness;*
    - *emerging recognition*
    - *Marked strength in one area of the WL*

  - **Promotion to Professor: Evidence of….**
    - *sustained **excellence**;*
    - *leadership;*
    - ***external*** *recognition*
    - *Marked strength in one area of the workload.*

Benchmarks & Criteria in the UAA FEPPs (Handouts)

Page and paragraph numbers reference the locations in the UAA FEPPs.

Standards, Benchmarks, Guidelines for Faculty Review (new)

	Assistant Professor	Associate Professor	Professor	Emeritus	Distinguished
Academic credentials in the discipline	professional or craft certification or terminal degree (p.22, ¶3)	terminal degree (p.22, ¶1)	terminal degree (p.21, ¶3)	• Full Professor (p.21, ¶1) • 10 years at UA immediately prior to retirement (p.21, ¶1) • In exceptional circumstances, faculty whose academic credentials made them ineligible for rank of full Professor (p.21, ¶1)	action by Board of Regents on recommendation of Chancellor and President (p.21, ¶2)
Standards of Review	Evidence of or definite promise of high-quality and significant scholarly achievement appropriate to disciplinary expectations (p.22, ¶3)	Clear and convincing evidence of high quality and significant scholarly achievement (p.22, ¶1)	Clear and convincing evidence of an extensive record of high quality and significant scholarly achievement (p.21, ¶3)	Sustained record of high quality scholarly accomplishment (p.20, ¶5)	
	Continuous professional growth (p.22, ¶4)	Strong record of professional growth (p.22, ¶2)	Sustained professional growth (p.21, ¶4)	Sustained contributions to the mission, reputation, and quality of the university (p.20, ¶5)	
	Promise for continuing achievement (p.22, ¶4)	Promise for continuing achievement (p.22, ¶2)	Promise for continuing achievement (p.21, ¶4)		
		Marked strength in at least one component of faculty responsibility (p.22, ¶2)	Marked strength in at least one component of faculty responsibility (p.21, ¶4)		
		Emerging recognition within profession, craft or academic field by peers or community members external to the institution (p.22, ¶1)	Recognition within profession, craft, or academic field by peers or community members external to the institution (p.21, ¶3)		
			Record of effective leadership in university affairs or professional endeavors (p.21, ¶4)		

Benchmarks & Criteria in the UAA FEPPs (Handouts)

Page and paragraph numbers reference the locations in the UAA FEPPs.

Items without references are CAS-specific

		Teaching activities "create and maintain instructional environments that promote student learning and the attainment of UAA's Instructional Learning Outcomes…. It is expected that teaching will be demonstrated through some combination of one or more of …six aspects" (p. 13). See p. 13-14 for a detailed list of teaching activities.			
Teaching					
Rank		Assistant Professor	Associate Professor	Professor	Emeritus
Criteria		*Sustained record of effectiveness in teaching* (p.22, ¶4)	*Sustained record of effectiveness in teaching* (p.22, ¶2)	*Sustained record of excellence in teaching* (p.21, ¶4)	
		May be demonstrated by evidence of: • command of subject matter (p.13, ¶1) • continuous growth in subject field (p.13, ¶1) • maintenance of instructional environment that promotes achievement of student learning outcomes (p.13, ¶1)	May be demonstrated by evidence of: • command of subject matter (p.13, ¶1) • continuous growth in subject field (p.13, ¶1) • instructional environment that promotes student learning outcomes (p.13, ¶1) • involvement in instructional activities such as curriculum development, mentoring, tech. innovation, or high-impact teaching practices • increasing involvement in review and assessment of student learning outcomes	May be demonstrated by evidence of: • command of subject matter (p.13, ¶1) • continuous growth in subject field (p.13, ¶1) • instructional environment that promotes student learning outcomes (p.13, ¶1) • leadership in curriculum development, mentoring, technological innovation, or high-impact teaching practices • leadership in definition, review and assessment of student learning outcomes	

		"Participation in public, professional, and University service is essential to creating an environment that supports scholarly excellence, enables shared governance, meets the internal operational needs of the University, and enhances the region, state, and world. All faculty members are expected to engage in public, professional, and university service activities, with increasing involvement at higher ranks…." (p. 16). See p. 16-18 for a detailed list of service activities.			
Service					
Rank		Assistant Professor	Associate Professor	Professor	Emeritus
Criteria		*Public, professional & university service activities appropriate to discipline, mission, and rank* (p.16, ¶1)	*Service contributions appropriate to discipline, mission, and rank* (p.16, ¶1)	*Effective leadership in University affairs and in a range of professional service activities* (p.21, ¶3)	
		Exemplified by evidence of: • developing record of university, professional, and public service • positive impact or outcome (p.20, ¶2)	Exemplified by evidence of: • increasing involvement (p.16, ¶1) in selected areas of service • positive impact or outcome (p.20, ¶2)	Exemplified by evidence of: • leadership in selected areas of service (p.21, ¶4) • positive impact or outcome (p.20, ¶2)	

		"Reviewers will evaluate a faculty member's work based on the outcomes of that work as evidenced by products, artifacts, or creative works appropriate to the faculty member's discipline, craft, or professional field…. It is expected that academic research and creative activity will be demonstrated through some combination of one or more of… six categories. However, units may include different examples of work within the categories or place different emphasis and value on certain categories to reflect the particular needs and concerns of their respective discipline, craft, or professional fields" (p. 14-15). See p. 15 for a detailed list of research and/or creative activities.			
Research or Creative Activity					
Rank		Assistant Professor	Associate Professor	Professor	Emeritus
Criteria		*Generation and dissemination* (p.14) *of knowledge within the discipline, craft, or academic field as defined by the appropriate scholarly community*	*Generation and dissemination* (p.14) *of disciplinary knowledge of high quality and significance*	*Extensive* (p.21, ¶3) *and sustained* (p.21, ¶4), *generation and dissemination* (p.14) *of high quality and significant disciplinary knowledge, recognized by peers or constituencies outside the institution* (p.21, ¶3)	
		Exemplified by: • high-quality & significant products, artifacts, creative works or performances appropriate to discipline (p.14, ¶4; p. 18, footnote 14)	Exemplified by: • high-quality & significant products, artifacts, creative works or performances (p.14, ¶4; p.18, note 14) • evidence of emerging level of recognition by professional peers external to the institution (p.22, ¶1)	Exemplified by: • high-quality and significant products, artifacts, creative works or performances (p.14, ¶4; p.18, footnote 14) • Evidence of recognition by professional peers external to the institution (p.21, ¶3)	

Faculty Evaluation

Review Files

Annual Reviews

- **Current CV**

- **Annual Activity Report form**
  - **Summary of each area of workload**
    - Teaching
    - Service
    - Research/Creative Activity (if applicable)
  - **Self-evaluation**
  - **Other materials at the discretion** of the faculty member
    - more information ➔ more feedback

UNIVERSITY OF ALASKA ANCHORAGE
ANNUAL ACTIVITY REPORT FORM
ACADEMIC YEAR 2018-2019

Name: Click here to enter text. Current Rank/Discipline: Click here to enter text.
(e.g., Associate Professor of Chemistry)

School/College: Click here to enter text.

Attach a current Vitae

TEACHING

1. List all courses taught during the Fall, Spring and Summer Semesters immediately prior to this review.
SEMESTER   COURSE   NO/TITLE   CH   LEVEL   REQ/ELECT   CONTACT HRS
Click here to enter text.

2. List all INFORMAL teaching activities, including advising, graduate committee, membership, etc.
Click here to enter text.

3. List any other teaching activity, accomplishments, or achievements that should be included.
Click here to enter text.

CREATIVE ACTIVITY and RESEARCH

1. List current creative activity/research projects; estimate time involvement; list collaborating investigators; list any intra- and/or extra- mural funding.
Click here to enter text.

2. List proposals currently under review or in preparation, funding source(s), collaborating investigators, etc.

3.
of mater
Click her

1.
of hours
Click her

2.
week en
Click her

3.
Click her

4. List service to one's professional, memberships in professional societies, memberships in community, state, national organizations, editorial boards, etc.
Click here to enter text.

5. List all paid consulting activities.
Click here to enter text.

HONORS and PROFESSIONAL DEVELOPMENT

1. List all honors and recognitions.
Click here to enter text.

2. List all professional development.
Click here to enter text.

SELF-EVALUATION

1. Provide a brief self-evaluation.
Click here to enter text.

_____
Signature of Faculty

_____
Date

Annual Reviews

- **Dean, Director or Designee's evaluation of annual performance**
  - **Is based on:**
    - **assignments in the approved Workload**
      - Approved WL = signed by the dean (or designee).
    - **allocation of effort specified** in approved WL.
      - There is no template or standard for distribution of effort (e.g., 3:1:1)
      - WL assignments vary considerably
    - **Annual Activity Report** (AAR) submitted by the faculty member
  - **Becomes part of a comprehensive file.**

[Insert Letterhead here]

FACULTY ANNUAL EVALUATION
Evaluation Period: AY Academic Year

Faculty member name: [Faculty Member's Name]   Faculty member rank: Rank

Academic Unit: _____

Joint Appoint (Y/N):_____ at _____ % of appointment

Faculty Member AAR submission date: Date

Dean/Director or Designee AAR Review date: Date

Performance Summary: In accordance with Article 9.2.1[1] of the UNAC Collective Bargaining Agreement, I find [Dr./Ms./Mr.] [Last Name] to have [satisfactory/unsatisfactory] performance of the assigned workload in [all/most] aspects of the faculty member's appointment. Of note is that [he/she/they] …. *A paragraph that highlights strengths or shortcomings in the completion of the workload assignment and other professional responsibilities listed in Article 13.2. This paragraph does not repeat information already in the AAR unless it was noteworthy in some way. The paragraph includes comments on teaching, research and service. Required for Tenure Track Faculty: Identified feedback on elements of progress towards tenure. Optional for Tenured or non-tenure track faculty: Specific feedback on elements of progress toward promotion (check if required by internal policies of university or academic unit).*

Tenure Track Required: {[Dr./Ms./Mr.] [Last Name] should continue to refer to the [academic unit] criteria to ensure [he/she/they] will meet or exceed the standards of review.}

Tenured or non-Tenure Track Optional: {[Dr./Ms./Mr.] [Last Name] should continue to refer to the [academic unit] criteria to ensure [he/she/they] will meet or exceed the standards of review.}

Optional: {I thank [him/her/them] for [his/her/their] continued service to [university] as [Rank] of [Discipline].} or {[Dr./Ms./Mr.] [Last Name] needs to schedule time with me to develop a plan to improve to a satisfactory level of performance.}

Signatures:

_____   _____
[Supervisor Name], [Supervisor Title]   Date
I acknowledge receipt of this evaluation and have:

_____

[1]9.2.1 paragraph 2: "The dean, director, or designee of the respective academic unit(s) will provide by January 15 a brief written statement regarding whether the UNAC member's performance was satisfactory or unsatisfactory …"

Comprehensive (multi-year) Reviews

- 4th year Comprehensive Review
  - progression toward tenure
  - usually occurs in 4th year reviewing three years of work
- Tenure and Promotion
- Promotion
- Comprehensive Post-tenure Review

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Special Conditions of Employment (e.g., years of credit towards tenure, initially hired as Associate Professor, etc.)

_____
_____
_____
_____
_____

Comprehensive (multi-year) Reviews

- **The UNAC CBA provides**
  - a list of required documents, plus
  - provision for materials…
    - specified by the MAU
      - UAA's FEPPs require some additional materials
    - specified by college/unit guidelines
    - added at the discretion of faculty

Comprehensive (multi-year) Reviews

- **Required content:**
  1. Current CV
  2. All workloads for the period under review
  3. Annual Activity Reports for all years in the period under review*
  4. All responses from the Dean (or designee) to AARs as applicable.**
  5. A *cumulative* Activity Report summarizing each area of the workload across the period of review

*Files may not contain a separate AAR for some years since faculty are not required to prepare/submit them if they submitted a comprehensive file.

**Older AARs did not require a response from the Dean.

Comprehensive (multi-year) Reviews

- **Required content (continued):**

    6. Summary teaching evaluations for period under review

    7. Representative syllabus for each course taught

    8. Findings and recommendations from the most recent comprehensive review (if applicable)

    9. Self-evaluation
        - if feedback from dean, director, or designee has noted areas for improvement, a summary of progress in addressing those areas must be included

    10. Verification of degrees, certificates, or licenses (usually a memo from Faculty Services, not required for post tenure reviews)

Comprehensive (multi-year) Reviews

- **Additional content:**
  - Other material at faculty member's discretion
  - Initial letter of appointment
    - only if needed to document "prior years of service/credit towards tenure"
  - For tenure and/or promotion only:
    - external review letters

Comprehensive (multi-year) Reviews

- **Additional content: External Review Letters**
  - *"External" = "outside of the UA system"*
  - Dean's office requests and receives letters from
    - Two faculty-selected reviewers and
    - Up to two Dean-selected reviewers
  - Letters received are provided to faculty member on September 8th for inclusion in the file
  - Dean's office documents for the file how many were requested and how many received
  - Letters are labeled to indicate whether reviewer was selected by faculty or dean

Post-Tenure Reviews

- Assesses whether evidence shows that performance continues to meet expectations.
  - Performance is *satisfactory* if it meets standards for the faculty member's <u>current</u> rank
- Evaluation of progress toward promotion, if applicable, is a separate judgment with separate feedback
- If the faculty member is applying for promotion during the year of their post tenure review, evaluations should address both
- No external reviews or letters of support

Faculty Responses/Adding Documents

- In general, the faculty member's file is complete at the time of submission, except for
  - reviews and
  - faculty responses as provided by the CBA
- At the time of a response,
  - a faculty member may submit additional evidence that was not available at the time of file submission if it relates to a scholarly accomplishment previously documented in the file
  - Faculty responses are submitted in a response step in ePortfolio
  - File continues forward with new material
  - File does not go backward to prior review bodies

Peer Committee Procedures

- **Conflicts of interest**
  - Disclosures of conflicts & committee decisions on recusal recorded in findings and recommendations
  - Faculty under review may request recusal
  - Provost resolves differences
- **Open or closed meetings**
  - decision of the committee – either open to all or closed to all
- **Peer reviews are signed by the chair** on behalf of the committee.
- **Confidentiality:** "All reviewers have an ethical responsibility to maintain the confidentiality of evaluation materials" (UNAC CBA 9.2)
- **Reviewers may not move, remove, retain, or copy any portion of the file**

Reviewing files in eWolf ePortfolio

- UAA main page – Quick Links (top right)
- Log on using your regular user id and password
- Instructions for reviewing files found on the Faculty Services webpage

  https://www.uaa.alaska.edu/academics/faculty-services/faculty-evaluation/training-materials.cshtml

Reviewing files in eWolf ePortfolio

- You will be assigned the assessment group(s) for the faculty you are reviewing
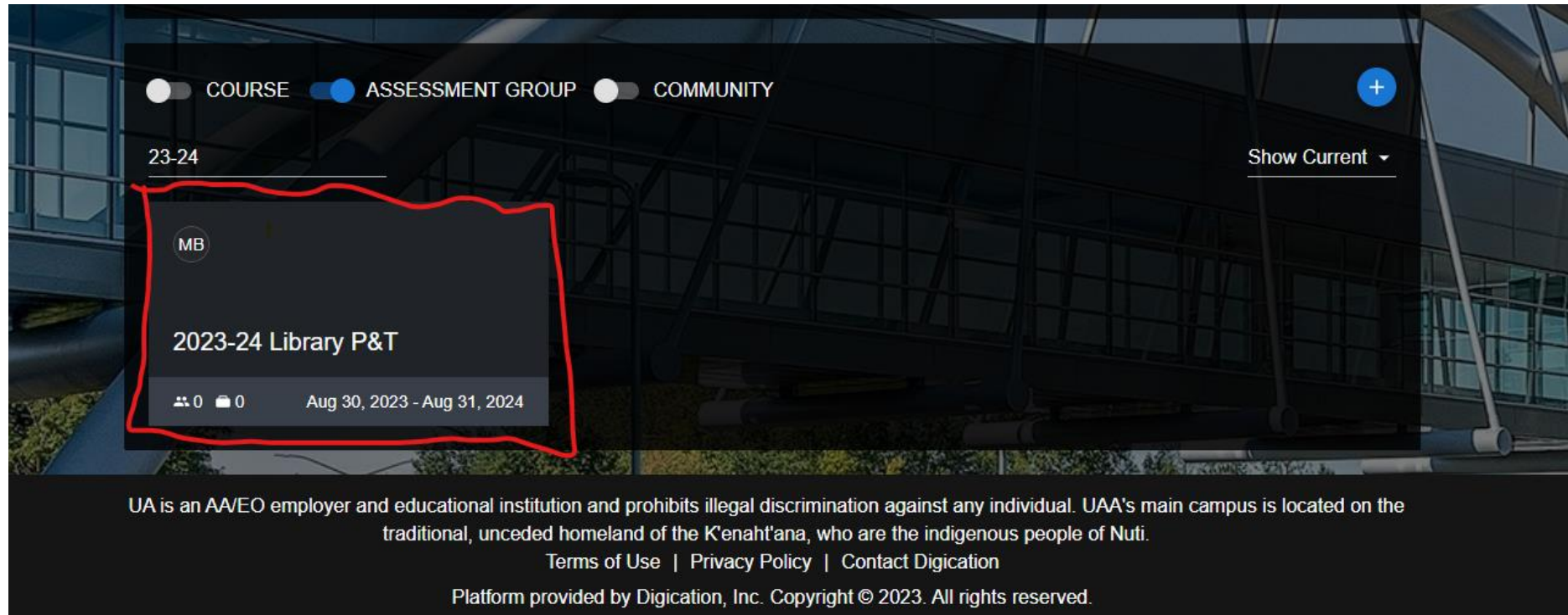
Reviewing files in eWolf ePortfolio

- If there are multiple files submitted, select the latest submission and ignore the rest

- Committee reviews are uploaded by the committee chair or by the Faculty Services Professional for your college

Questions?