Faculty Evaluation Training for File Submitters

Spring 2023

Marian Bruce, Faculty Services
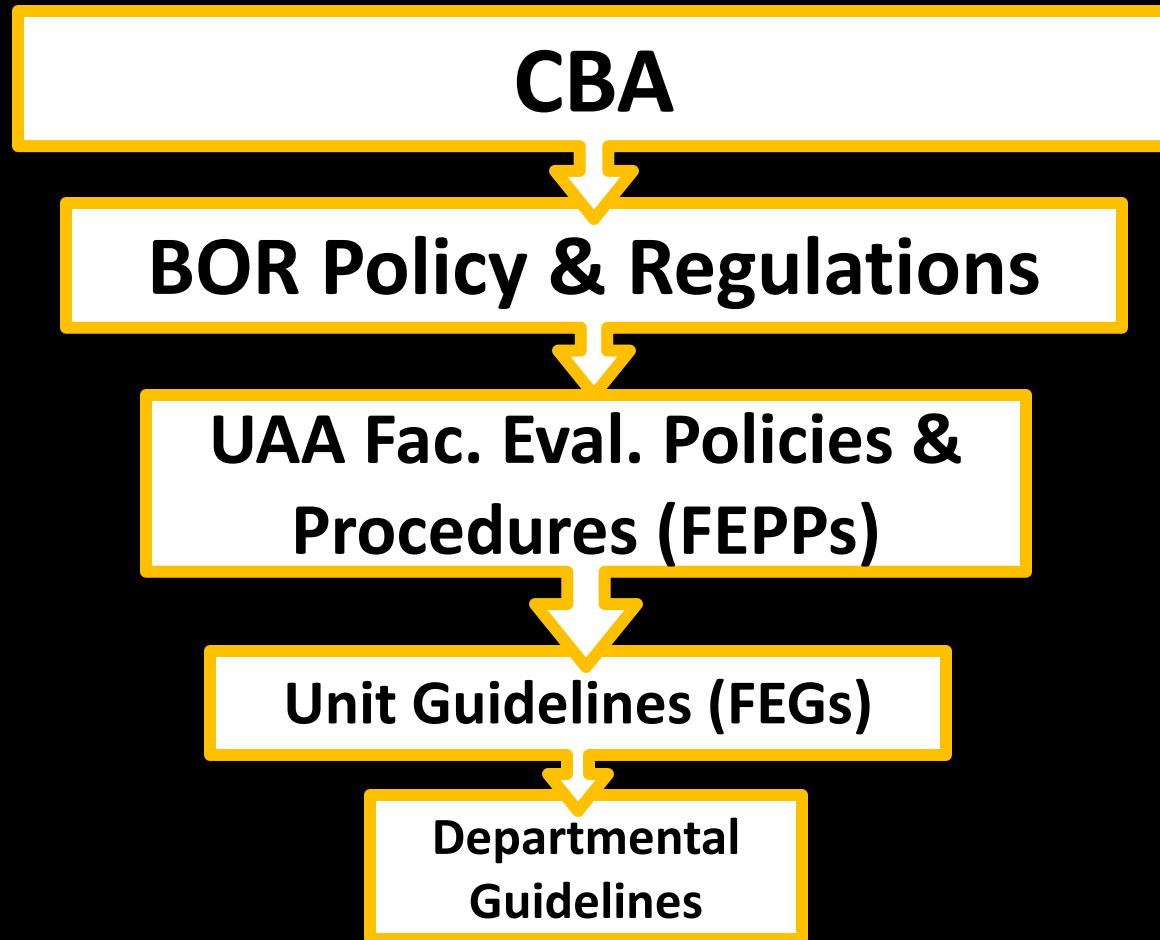
Andre Rosay, College of Health

Agenda: What we will cover today

1. Overview of review process

2. Evaluation Criteria

3. Content of Review Files

4. Notes on Policy & Procedure

Faculty Evaluation

1: Overview

Overview: Levels of Authority in Reviews

CBA

↓

BOR Policy & Regulations

↓

UAA Fac. Eval. Policies & Procedures (FEPPs)

↓

Unit Guidelines (FEGs)

↓

Departmental Guidelines

Procedures

Criteria

Overview: New CBA

- A new UNAC CBA has been negotiated

- No changes to the evaluation process or the required file contents except:

  - Non-tenure track/term faculty (Assistant and Associate Professors) no longer have to wait five years before applying for promotion (see Article 9.2.7

  - Peer review committees may have more than one NTT/term faculty member, and a term faculty member may serve in lieu of a tenured member to evaluate NTT/term faculty files

Overview: Faculty Deadlines

- Before the end of the academic year contract, faculty who intend to stand for promotion and/or tenure must
  - notify the dean of their intent to stand for tenure
  - submit CV
  - Submit the names and contact information for 2 external reviewers
- Last day of contract for AY22-23: Sat, May 13, 2023 (deadline to notify is 5pm on Monday, May 15)
- Files due September 12th at 5pm
- Review bodies vary by type of review file (e.g., Annual vs. Promotion vs. Post-tenure)
  - Optional responses from faculty under review – the CBA establishes a period for response after each level of review
- Faculty member is notified of the Chancellor's decision by May 1.

Overview: Review Body Workflow

Reviews	UNAC + UAA FEPPs
Annual Review	• Dean, Campus Director, or designee
4th Yr Comprehensive*	• College Peer Review • Dean • UFEC • Provost (+ Chancellor at faculty request)
Tenure*	• College Peer Review • Dean • UFEC • Provost • Chancellor
Promotion*	• College Peer Review • Dean • UFEC • Provost • Chancellor
Comprehensive post-tenure review*	• College Peer Review • Dean • If unsatisfactory: UFEC, Provost (+ Chancellor at faculty request)
* Community Campus faculty are reviewed by their Campus Director prior to review by the Dean.	

Faculty Evaluation

2: Criteria

Cover Sheet

- Cover sheets will be provided to you prior to the submission deadline

- Check that information on it is correct

- Faculty indicate which unit guidelines they want to use.

- Grandfathering rules on college/unit evaluation guidelines that may be used are on the UAA FEPPs page 29

UNIVERSITY OF ALASKA ANCHORAGE
FACULTY EVALUATIONS
2022-23 SUMMARY REPORT
PERIOD OF REVIEW: _____

Candidate Name: _____

Current Rank/Discipline: _____

Department: _____ Joint appt? _____

College: _____ Extended Campus: _____

Years in Current Rank*: _____
 *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: _____

Workload Category: _____ Union or Non-represented: _____

STATE FILE TYPE: _____

INDICATE COLLEGE/UNIT EVALUATION GUIDELINES TO BE USED:

UAA FEPPs & _____ College/Unit Guidelines   Faculty Initials: _____
(Write year of college/unit FEGs)

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.)

_____
_____
_____
_____
_____
_____

Focus of Evaluation

- Fulfillment of Workloads (1 year past snapshots)
- Extent of professional growth & development across review period (trend)
- Prospects for continued professional growth and development (future)
- Changes or improvements required in past reviews for tenure, promotion, and continued professional growth (adjustments)
- Processes available to assist in improving performance.

Key Terms for Faculty Evaluation

- **UAA FEPPs**

  - **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) terms in the *"Findings or Conclusions"*
    - avoid ambiguous terms
      - *"outstanding," "remarkable," "unlike others in the field"*

Key Terms for Faculty Evaluation

- **UAA FEPPs: Key general terms**
  - *Old "success" → new "effectiveness"*
  - *"Evidence" of...*
    - accomplishments in the various components of the workload
    - *"sustained"* or *"continuing"* performance
    - *quality & significance*
      - *impact*
      - *leadership*
      - *recognition from peers or community external to UAA*
    - a *marked strength* in at least one area of workload

Key Terms for Faculty Evaluation

- **UAA FEPPs: Key terms by rank**
  - **Assistant Professor: Evidence of...**
    - *effectiveness* in each area of workload;
    - *promise of continuing achievement*

  - **Tenure & Promotion to Associate: 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.*

Workload-wide Benchmarks & Criteria in UAA FEPPs (Handouts)

Page and paragraph numbers reference the locations in the Faculty Evaluation Policies & Procedures (FEPPs).

Benchmarks & Criteria – new FEG

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)		

Component-Specific Benchmarks & Criteria in UAA FEPPs (Handouts)

Page and paragraph numbers reference the locations in the Faculty Evaluation Policies & Procedures (FEPPs).

Items without references are CAS-specific

Teaching	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.			
Rank	Assistant Professor	Associate Professor	Professor	Emeritus
Criteria	*Sustained record of effectiveness in teaching* (p.22,¶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)	*Sustained record of effectiveness in teaching* (p.22,¶2) 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	*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) • 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	
Service	"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.			
Rank	Assistant Professor	Associate Professor	Professor	Emeritus
Criteria	*Public, professional & university service activities appropriate to discipline, mission, and rank* (p.16,¶1) Exemplified by evidence of: • developing record of university, professional, and public service • positive impact or outcome (p.20,¶2)	*Service contributions appropriate to discipline, mission, and rank* (p.16,¶1) Exemplified by evidence of: • increasing involvement (p.16, ¶1) in selected areas of service • positive impact or outcome (p.20,¶2)	*Effective leadership in University affairs and in a range of professional service activities* (p.21,¶3) Exemplified by evidence of: • leadership in selected areas of service (p.21,¶4) • positive impact or outcome (p.20,¶2)	
Research or Creative Activity	"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.			
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* Exemplified by: • high-quality & significant products, artifacts, creative works or performances appropriate to discipline (p. 14,¶4; p. 18, footnote 14)	*Generation and dissemination (p.14) of disciplinary knowledge of high quality and significance* 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)	*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 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

3: Content of Review Files

Annual Reviews

- **Content (input)**
  - **Current CV**
  - **Annual Activity Report form**
    - **Summary of each area of workload**
      - Teaching
      - Service
      - Research/Creative Activity (if applicable)
    - **Self-evaluation (more about this later)**
  - **Other materials at the discretion** of the faculty member
    - E.g., materials on teaching, research, service
    - 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.

<u>Attach a current Vitae</u>

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.
Click here to enter text.

3. List products of research/creative activity. Include complete references of published materials and the status of material "in preparation" or "in review".
Click here to enter text.

SERVICE

1. List all university/college/departmental service activities. Include service as chair and estimate the number of hours per week spent in this activity.
Click here to enter te...

2. List all PROFI...
week engaged in this a...
Click here to enter te...

3. List all other c...
Click here to enter te...

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

- **Feedback (output)**
  - **Dean, Director or Designee's evaluation of annual performance**
    - **Is based on:**
      - **assignments in the approved Workload**
        - » Approved WL = signed by 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
- Tenure and Promotion Review
- Promotion Review
- Comprehensive Post-tenure Review

UNIVERSITY OF ALASKA ANCHORAGE
FACULTY EVALUATIONS
AY18-19 FINDINGS AND RECOMMENDATIONS
THROUGH THE Click here to enter text. PERIOD

Review Body: Click here to enter text.

Candidate Name: Click here to enter text.   **Current Rank/Discipline:** Click here to enter text.

College/School: Click here to enter text.   **Extended Campus:** Click here to enter text.

Workload Category: Click here to enter text. **(TRI, BIA or BIV)**

Years in Current Rank*: click here to enter years
*Years in tenure-track/tenured only, not including years of credit towards tenure – see special conditions on coversheet

Initial Appointment Date as tenured/tenure-track: click here to enter date

REVIEW FOR: 4th Year Comprehensive ☐ Tenure ☐   Promotion ☐
Comprehensive Post-Tenure ☐   Emeritus ☐

The FINDINGS AND RECOMMENDATIONS must include summaries of evidence used to determine whether or not the candidate meets the specified criteria, as outlined in Board of Regents' Policies, UAA Policies and Procedures and approved school, college, or individual unit criteria and procedures.

Click here to enter review.

_____   _____
Reviewer Signature   Date

_____   _____
Candidate Signature Acknowledging Review   Date

Comprehensive (multi-year) Reviews

- **CBA provides**
  - a list of required documents (next slides),
  - plus provision for materials…
    - specified by the MAU
      - UAA's FEPPs specify some additional materials
      - Limited to materials from the period under review
    - specified by unit guidelines (e.g., college and department)
    - added at the discretion of faculty.

Comprehensive (multi-year) Reviews

- **Required contents** (CBA + UAA FEPPs):

  1. Current CV

  2. All workloads for the period under review.

  3. Annual Activity Reports

     - for all years in the period under review* and

     - responses from Dean (or Designee) to AARs as applicable.**

  4. A *Cumulative* Activity Report summarizing each area of the workload across the period of review

  5. Self-evaluation

*Files may not contain some AARs since faculty are not required to prepare/submit them if they submit a comprehensive file.

**Older AARs (circa 2013-2015) did not require a response from the Dean. See table on Faculty Svcs webpage

Comprehensive (multi-year) Reviews

- **Required content (a drill-down):**
  - **Notes on the Self-Evaluation**
    - Address each applicable area of the workload, focusing on significant contributions or achievements.
      - Teaching, Service, Research/ Creative Activity
    - Address professional development, e.g.,
      - new technology, CAFÉ training, webinars, disciplinary development
    - Articulate professional agenda or goals
    - Identify and explain "marked strength"
    - If prior feedback from dean, director, or designee noted areas for improvement, a summary of progress in addressing those areas must be included

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**
    6. **Evidence of teaching effectiveness, including**
        - List of courses taught (indicate new preps)
        - Representative syllabus for each course taught
        - Summarized teaching evaluations for the period (more on the next slide)
        - Other evidence at the discretion of the faculty member such as:
            – Evaluation by peers
            – Innovations in pedagogy; high-impact practices
            – Evidence of student success (student accomplishments, exit tests)
            – Discussion of course assessment and SLO's (linkage of assignments & SLO's aggregate student performance data, impact on instruction)
            – Development of curriculum or revision of existing courses
            – Mentorships and advising

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**
  6. **Evidence of teaching effectiveness (a drill down):**
     - **Notes on the Summary Teaching Evaluations:**
       – IDEA eval's are initiated for classes w/enrollment of 3 or more students.
         » If too few students participate, reports may not be generated or reliable.
         » If an IDEA report is generated, the overview should be included in the file.
       – Faculty should note and explain any missing course evaluations
         » do not need a note from Faculty Services
       – Faculty may also conduct & submit alternative surveys of student satisfaction
       – Faculty are responsible for demonstrating that they gather and consider student opinions.

Comprehensive (multi-year) Reviews

- **Required content (continued):**

  6. **Evidence of teaching effectiveness (another drill down):**
     - **What is considered to be "teaching"?**
       – Partially defined by P.3 of workload.
         » Instruction in regular courses (e.g., PSY A111)
         » Other instructional activities as defined by page 3 of the Workload Load form, including *"activities benefitting students' academic development"*
       – Instructional activities also defined in UAA FEPPs, pages 13-15

Excerpted from Article 13 of the UNAC Collective Bargaining Agreement, effective January 1, 2017, to December 31, 2019:

13.1.3 The workload may consist of three parts: teaching, research (which may include scholarship and and/or creative activity), and service.

a. Teaching: classroom, studio, laboratory, and distance delivery instruction in regular academic courses with assigned contact hours; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or program or substantial revision of an older course or program; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses, dissertations, and research/creative projects; supervision of undergraduate theses and research/creative projects; supervision of directed study through individualized courses; non-credit educational programs on-campus or elsewhere; and other activities benefiting students' academic development.

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**

  7. **Evidence of Research/ Creative Activity (as applicable)**

     - P3 of WL defines research/creative activity
       - and UAA FEPPs p 15-16
     - Describe products of research or creative activity
       - Publications
       - Grants awarded
       - Performances or exhibitions
     - Address progress in research/creative agenda
       - Manuscripts in draft? Under review? In revision?
       - Grant proposals submitted
       - Performances or exhibitions scheduled

b. **Research**: all professional activities leading to publication, performance or formal presentation in the UNAC member's field, or leading to external funding recognizing the UNAC member's current or potential contribution to that field. Such activities include: manuscript submission; grant/contract proposal submission; supervision of funded research projects; development and commercialization of intellectual property; additions to a portfolio; and other original contributions appropriate to the UNAC member's field.

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs cont'd):**

  8. **Evidence of Service**
     - P3 of WL defines service (and UAA FEPPs p17-19)
     - Possible areas of service:
       – Department
       – University
       – Professional (disciplinary, regional, national)
       – Public/Community
         » professionally related;
         » not just good citizenship
     - Documentation of nature and impact of service.
     - Extent of service appropriate to the type of review where higher ranks have different expectations

c. **Service:**

1. Public service: in organized, non-remunerative, educational and consultative activities which devolve from a UNAC member's professional expertise and further the interests or prestige of the University;

2. University service: serving as department head/chair, program director, or governance officer; on administrative and governance, department, college, school or university committees; and performing other tasks as deemed necessary by the University. In addition, service will be recognized when a UNAC member serves as a member of the MAU appeals board, as a member of the MAU disciplinary committee or as a member of a joint labor-management committee or task force established by this Agreement. UNAC members who serve as the MAU grievance chair will receive service credit of up to three workload units.

3. Professional service: reviewing grant/contract proposals, serving as an editor and/or reviewer for a journal, serving as accreditation reviewer, serving on a professional licensing board, as an ad hoc reviewer in the UNAC member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, or other relevant activities.

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**

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

    10. Verification of degrees, certificates, or licenses
        - Memo from Faculty Services saying that official transcripts are on file

    11. Initial letter of appointment
        - only if needed to document prior years of service *("credit towards tenure")*

    12. Other material required by unit guidelines (if applicable)

    13. Other materials at the discretion of the faculty member

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**

  14. For tenure and/or promotion only, letters from at least 2 external reviewers:
      - "External" means external to the UA System
      - Faculty must submit names of two external reviewers when they inform the dean of their intent to stand for review
      - Dean may select up to two additional external reviewers.
      - Reviewers are asked to submit letters by September 1.
      - External review letters are provided to the faculty member by the Dean's office for inclusion in the file by September 8.
      - Dean provides written notice of the number of reviews requested and the number received, for inclusion in the file. External letters are annotated to indicate whether Dean or faculty member selected the reviewer.

Comprehensive (multi-year) Reviews

- **Required content (CBA + UAA FEPPs continued):**
  14. **External reviewers (a drill down):**
      - **Reviewers might be more persuasive if they**
        – Have standing in the discipline
          » e.g., at a higher rank than the candidate's rank
        – Do not have a close professional connection with the candidate under review.
      - **CBA specifies that Dean distributes CV to external reviewers by June 30.**
        – Faculty may want to prepare a special CV with additional information for this purpose
      - **Faculty member should communicate and follow up with faculty-selected reviewers**

Comprehensive (multi-year) Reviews

- **Post-tenure reviews: A drill down**
  - Assesses whether evidence shows that performance continues to meet expectations.
  - Performance is satisfactory if it meets standards for the faculty member's current rank.
  - Evaluation of progress toward promotion, if applicable, is a separate judgment with separate feedback.
  - No external reviews or letters of support

Faculty Evaluation

4: Some Policies & Procedures

File Presentation

- File must be submitted to the E-Wolf (ePortfolio) system
- Faculty will be given a cover sheet to include in the file before the submission deadline
- We recommend using the file template in ePortfolio to create your file, but this is not required
- An ePortfolio "assessment group" for each college will be created for faculty to submit to

Adding Documents

- In general, the faculty member's file is complete at the time of submission, except for
  - reviews by UAA review bodies and
  - faculty responses to UAA review bodies
- 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.
  - File continues forward with additional evidence
  - File does not go backward to prior review bodies so additional evidence is not seen by those bodies.

Withdrawing a Comprehensive Review File

- If a comprehensive review is *initiated at the faculty member's discretion*, the file may be withdrawn at any point prior to the final level of review.

- The option to withdraw the file applies to

  - Optional reviews for promotion

  - Optional tenure reviews prior to mandatory year

    - *except* when tenure & promotion review was elected *instead of a 4th Year Comprehensive Review.*

- If a file is withdrawn, the faculty member must submit an annual activity report by November 1.