

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF ALASKA
and the
ALASKA COMMUNITY COLLEGES' FEDERATION OF TEACHERS,
AFT LOCAL 2404

Re: Faculty Evaluation Process at UAA

It is agreed and understood between the parties that the following process shall be followed for the comprehensive evaluation of Faculty Members during the 1998-1999 academic year at UAA and that the process in effect for the 1999-2000 academic year shall be as provided in the Collective Bargaining Agreement or as otherwise mutually agreed by June 30, 1999.

1. **Evaluation Process for Retention, Promotion, Tenure, and Post Tenure Review**

(Note: If a filing date falls on a Saturday, the due date is the Friday before; and if the filing date falls on a Sunday, the due date is the Monday after.)

- September 28th: The Faculty Member shall submit the full file for evaluation to the Dean or Director or, if the Faculty Member is on an extended campus, to the Campus Director/President. The file shall contain materials appropriate for the purpose of the review being conducted.
- October 7th: The Extended Campus Director/President shall provide a review and recommendation to the Department Chair. The Faculty Member shall have 5 days to respond to the next level.
- October 14th: The Department Chair shall provide a review and recommendation to the Dean or Director. The Faculty Member shall have 5 days to respond to the next level.
- October 16th: The Dean or Director shall submit the file to a peer review committee.
- October 25th: The peer review committee review and recommendation, without individual attribution, shall be provided to the Dean or Director, with a copy to Faculty Member.
- October 31st: The Faculty Member shall submit any comments in response to the peer review to the Dean or Director.
- December 5th: The Dean or Director shall complete a review and prepare recommendations to the Chief Academic Officer (CAO) with a copy to the Faculty Member.

- December 12th: The Faculty Member may submit to the CAO a response to the Dean or Director's recommendation.
- December 17th: The CAO shall submit the file to a MAU Peer Review Committee.
- February 7th: The MAU Peer Review Committee shall provide its review and recommendation to the CAO, without individual attribution.
- February 14th: The Faculty Member may submit to the CAO a response to MAU Peer Review Committee's recommendation.
- March 30th: The CAO shall review the file and make a recommendation. The CAO shall provide a completed review and recommendation to the Chancellor, with a copy to the Faculty Member.
- April 5th: The Faculty Member may submit to the Chancellor a response to the CAO's recommendation.
- May 1st: The Chancellor shall review the file and make a decision regarding the Faculty Member's performance, i.e. whether to grant retention, promotion and/or tenure, or to determine whether the Faculty Member's performance is satisfactory and notify the Faculty Member of the decision.

2. Peer Review Committee Composition

Peer review committees shall be established according to the process in place for the 1997-1998 academic year.

The parties agree that this agreement is non-precedent setting and is not intended to establish a binding practice between the parties beyond the term of this agreement.

FOR THE UNIVERSITY OF ALASKA:

FOR ACCFT:

Jim Johnson 9-25-98
Signature Date

[Signature] 9/25/98
Signature Date

* My Signature is contingent upon acceptance by United Academics of the MOU between that Union and our University, which was presented to ACCFT for review earlier today.

[Signature]