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To: Provost, Sam Gingerich
University of Alaska Anchorage

Fr: Kimberly Swiantek,
UAA Governance Office

Re: Revisions to the Faculty Evaluations Guidelines: Union Service and Emeritus Status

On May 1, 2015 the Faculty Senate approved changes to the Faculty Evaluations Guidelines including service regarding Union/Union-related business as well as the definition and appointment of Emeritus.

Please see the enclosed documents for more information.

If I may be of further assistance, please let me know.

Provost

☒ Approved ☐ Disapproved

Comments:

Sam Gingerich, Provost

5/4/2015

Date

Chancellor

☒ Approved ☐ Disapproved

Comments:

Tom Case, Chancellor

21 May 2015

Date

c. Service

Public, professional, and University service are 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, as appropriate to their discipline, craft or professional field, and the mission of their department, unit, campus and the University.

Public, professional and university service can generally be demonstrated through the following broad categories. However, service activities within these categories can take a number of forms beyond those listed below. Units may identify additional forms of service and/or place different emphasis and value on certain categories to reflect the particular needs and concerns of their respective discipline, craft, or professional fields.

Public Service

(1) Service to Society:

Writing for popular and non-academic publications directed to specialized audiences; guiding technology transfer activities; collaborating or partnering with governments, education, health, cultural or other public institutions; committing expertise to community agencies or civic groups; testifying before legislative or congressional committees; providing public policy analysis, program evaluation, technical briefings for local, state, national, or international governmental agencies; serving on public boards, task forces, or committees; developing and offering training or professional development workshops and other demonstrations or dissemination of professional methods or techniques.

(2) Community Engaged Service:

As a form of public service to society, community-engaged service is distinguished by its focus on collaborative, jointly developed projects designed to apply concepts, processes, or techniques to community identified issues, concerns, or problems, which result in community change and development. It should be noted here, however, that the nature of community engaged practice is often integrative across the components of one's work in teaching, academic research or creative activity, and service. Therefore, depending on the breadth, form, and focus of the work, a community engaged service activity may combine with or result in scholarly outcomes or products that could additionally or alternatively be represented as an aspect of teaching, or within a category of academic research and creative activity.

Professional Service

Faculty members engaged in professional service use their academic training, professional expertise, and experience to serve the discipline or society, while contributing to the institutional mission. The diversity of external needs, as well as faculty expertise and experience, leads to many different forms of professional service. Nevertheless, there are common distinguishing characteristics that define such service:

- Utilizes a faculty member's academic, craft or professional expertise;
- Contributes to the discipline, craft, or professional field and/or the audience or clientele; and
- Demonstrates a clear relationship between the service activities and the goals and mission of the department, college, campus, or University.

Service to the Discipline, Craft or Professional Field

Writing peer reviews for discipline, craft or professional publications and funding organizations; performing editorial assignments for discipline, craft or professional publications; participation in academic, craft or professional conferences as panel organizer and/or discussant; providing professional reviews or critiques of materials at the request of discipline, craft, or professional colleagues at other universities or institutions; serving as an officer, or in another leadership capacity, for local, state, or national discipline, craft or professional organizations or associations.

University Service

University service includes service to the department, college, campus or University. Faculty members engaged in university service contribute to the shared governance system and institutional development through a variety of activities, including:

(1) Governance:

Fulfilling administrative or other directed responsibilities at the department, college, campus or university level, such as department chair, academic program coordinator, or center director; contributing to department, college, campus, ~~or~~ University or union policy development and governance activities; collaborating within and across campus communities on projects, initiatives, and other University-wide activities.

(2) Academic and Faculty Development:

Mentoring other faculty members; participating in faculty, administrator, or staff search committees; organizing, directing and/or implementing faculty development activities; organizing, directing, and/or implementing academic development activities; and participating in academic program development and accreditation activities.

(3) Student Success Support:

Sponsoring student organizations; developing outreach activities and programs that enhance the University's ability to serve the needs of a diverse and non-traditional student body; developing and maintaining services and programs that support student engagement with the curriculum; facilitating activities that integrate residential living and learning on campus, or engage non-resident students in campus activities.

(4) Union/Union-related business

Serving in elected office as campus representatives, serving on joint labor-management committees and working groups/task forces, participating in contract negotiation activities, and other work as assigned by the Union

Listed below is new recommended language from the Provost that offers a slight modification to the language reviewed at the April Faculty Senate meeting:

(4) Union/Union-related business

Serving in elected office as campus representatives, member of a university appeals board, or university disciplinary committee, serving on joint labor-management committees and working groups/task forces. ; ~~participating in contract negotiation activities, and other work as assigned by the Union~~

I. ACADEMIC RANK, APPOINTMENT AND TENURE

Introduction

To be appointed to any faculty rank, a candidate must hold the appropriate professional or craft certification or terminal degree as defined by the accrediting agencies or associations in the respective professional, craft, or academic field. Regardless of the educational requirement or credential, the primary emphasis must rest on the individual's professional profile and the overriding necessity of maintaining well-qualified faculty within the unit and the University. The determination and definition of the appropriate professional or craft certification or terminal degree shall be made by the college in accordance with disciplinary requirements, faculty position, and University policies. Unit and department level guidelines should provide clear, objective criteria for each rank that are appropriate to the discipline and that conform to the guidelines in this document.

Definitions of Academic Ranks and Appointments

Emeritus. Appointment as Professor Emeritus/~~or~~ Emerita is an honor conferred upon retiring facultya retiree in recognition of a sustained record of outstanding scholarly and other accomplishments that has contributed to the mission, reputation, and quality excellence of the University of Alaska Anchorage (UAA). Appointment is made at the time of retirement or as near to it as may be practical, but no later than the date of the next commencement ceremony. The title Emeritus/Emerita is honorary and implies no stipend or salary.

Candidates for Emeritus appointment must be tenured, full-time faculty members who have attained at the rank of full-pProfessor and who haveare retiring after a minimum of 10 years atin the University of Alaska system with a clear record of superioroutstanding service to the academy immediately prior to retirement.

In exceptional circumstances, othernon-tenured faculty or faculty other than Professors, but who have an outstanding record of outstandingexemplary and meritorious service to the academy, members who have achieved the highest academic rank available to them based on their professional, craft, or academic credentials and position may also be nominated. After review by the peer groups~~Following the consideration and recommendation of the faculty review process,~~ the Chancellor will make the final appointment. If the previous reviewers disagree, the Chancellor will make the decision in the best interests of UAA.

Faculty receiving recognition as Professor Emeritus/Emerita serve as goodwill ambassadors for UAA and are invited to continue their engagement with the university in such areas as research, teaching, guest lecturing, mentoring new faculty and students, alumni activities, consulting on current UAA issues, sharing institutional memory, and generally promoting UAA as an institution of distinction.

Types of Evaluation

Professor Emeritus Review. ~~Faculty retiring from UAA~~ Upon retirement, a faculty member may be nominated ~~by peers or unit administrators~~ for appointment to the rank of Professor Emeritus/-or Emerita ~~Professor~~ by peers (including faculty retirees and emeriti) or unit administrators. Self-nomination is not appropriate for Emeritus status, but candidates would be expected to provide assistance in developing the dossier. The nominator(s) ~~ing body~~ will submit a dossier¹ providing documentation of scholarly and other achievements across the course of the candidate's career. The dossier ~~that~~ will be reviewed by peer review committees, unit administrators, the Provost, and the Chancellor. ~~The dossier shall provide evidence of the candidate's scholarly achievements across the course of his or her career. Reviewers determine~~ Based on the evidence presented, reviewers will determine whether the candidate has achieved a sustained record of outstanding scholarly and other accomplishments ~~that has~~ contributing to the mission, reputation, and quality of the University.

At a minimum, the dossier should include the candidate's curriculum vitae, voluntary and/or solicited letters of support, and select documentation of accomplishments that define sustained, outstanding performance. Additional evidence may include, but is not limited to:

- Broad internal and, when appropriate, external support for the nomination.
- Past reviews that demonstrate consistent performance at or above expectations for the rank of Professor.
- Documentation of significant accomplishments that are recognized outside UAA.
- Evidence of actions promoting UAA's reputation as an institution of quality and distinction.

For purposes of evaluation, a "sustained record of outstanding scholarly accomplishments" means that there is substantial evidence of maturity and growth over time. The record should have show significant impact on and relevance to both academy and society, and serve as an example for others. Largely, this determination will be made by peers and administrators at the unit level, where the criteria for outstanding will be defined.

¹ The contents of the dossier are not prescribed and are left to the discretion of the nominating body. However, the materials assembled in the dossier should provide sufficient evidence for the reviewers to determine the merit of the nomination.