

**University of Alaska
Anchorage College of Health
Department Of Human Services**

**Criteria and
Guidelines For
Faculty Evaluation**

This document is to be used in conjunction with the UNAC Collective Bargaining Agreements, the University of Alaska Board of Regents' policies, College of Health policies for tenure and promotion, and the UAA Faculty Evaluation Guidelines.

These guidelines are Approved by the Department of Human Services faculty on March 26, 2018

Approved by Associate Dean Andre Rosay, College of Health March 28, 2018

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July 31, 2018

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INTRODUCTION

This document defines the policies and procedures in the Department of Human Services in the College of Health, University of Alaska Anchorage for promotion and tenure. Materials contained in this document conform to the University of Alaska Board of Regents, University of Alaska Anchorage, and faculty guidelines and policies related to faculty evaluation. Nothing in this document is intended to be in violation of Regent or University policy. If negotiated bargaining unit agreements or University policies are in conflict with these guidelines, the agreements and University policies shall take precedence. It is recommended that faculty review those policies.

The workload assignments for faculty in the Department of Human Services are bipartite. The workload type and components are defined in faculty appointments at the time of hire. Modifications may be established between the faculty member and the appropriate university administrative officer (Chair, Dean, Provost). Bipartite faculty workloads consist of teaching and service responsibilities. All faculty activities must relate to departmental goals. The faculty evaluation process consists of a thorough review of performance of each of the components contained in the Workload Agreement.

Bipartite appointments in the Department of Human Services are human services professionals engaged in the delivery of human services education. All faculty, regardless of appointment are committed to adhering to the standards published by the Council for Standards in Human Service Education (CSHSE). All faculty members of the Department of Human Services have responsibilities to their colleagues in the department, students, the University, and the community. These responsibilities include that the Human Services Department faculty adheres to and functions within the parameters established by the Council for Standards in Human Services Education. The terminal degree for bipartite faculty in the Department of Human Services is a Master's degree in the discipline or appropriate field.

When evaluating faculty, it is recognized that the Human Services Department is small and subsequently faculty members typically carry significant workload responsibilities which include but are not limited to:

1. Multiple responsibilities for conducting two degree programs, (AAS and BHS) one occupational endorsement, and one minor program. The size of the department necessitates a collegial team dynamic where faculty work consistently together to plan, schedule, produce and complete department objectives. This includes working together on numerous department committees, program assessments and accreditation projects. The department of Human Services fosters a collegial environment where faculty is available to colleagues and students. Due to the size of the department, faculty will be assigned many responsibilities with other faculty to keep the department operating efficiently to accomplish the department mission and goals.
2. Human services education requires intensive skill in academic preparation. Faculty are involved in complex academic advising, supervisory and teaching responsibilities.

3. Both the Associate of Applied Science degree in Human Services and the Bachelor degree in Human Services are regulated by CSHSE. Both programs are under the direction of the program coordinators who are under the direction of the department chair. Faculty will avail themselves to the direction of the coordinators and department chair in order to accomplish the academic mission of the programs.
4. Human Services educators provide educational guidance, creative activities and service in their professional community.
5. The Human Services program offers the Baccalaureate in Human Services as the terminal degree for the program.

As the only nationally accredited human services program in the state of Alaska, the Department of Human Services faculty also oversee and consult with the faculty of community campus partners in our MAU. As a result the department's major focus is upon teaching and service.

Teaching Activities

The Department of Human Services faculty have a responsibility to provide quality Human Services education. In addition to regular classroom instruction faculty are required to schedule academic advising sessions, develop and/or revise curriculum, participate in accreditation preparation, teach practicum (field experience), develop new courses based on team input, and participate in new student recruitment and orientation efforts.

Service Activities

Human services faculty perform elected, appointed, or voluntary service to the department, college, university, and community in a variety of ways at various levels. Human services faculty serve on community boards and/or participate in valuable community/state or national activities. Faculty committee participation must have a direct correlation to the field of Human Services and be appropriate to act as a University representative to the community.

FACULTY EVALUATION PROCESS

All Department of Human Services faculty holding faculty appointments are subject to a process of evaluation defined in the respective Collective Bargaining Unit Agreements. The evaluation process is instituted for the purpose of self-improvement and determination of appropriateness to proceed toward tenure, and for tenure and promotion. The criteria established for evaluation shall be based upon teaching and service. Deadlines, policies and procedures for the evaluation process for faculty are found in the United Academics Collective Bargaining Agreement and the UAA Faculty Evaluation Policies and Procedures.

WORKLOAD COMPONENTS

Teaching Defined

Teaching is the act of imparting knowledge and/or skill through instruction; to assist another person to learn through example or experience. There are multiple ways in which the Department of Human Services faculty teach both in and out of the classroom, on and off campus. Components of teaching may include, but are not limited to the following:

1. Formal classroom teaching, including campus, distance and off-campus courses where University credit is given and the number of student contact hours is defined.
2. Individualized instruction, including independent and directed study.
3. Student advising of currently or soon to be enrolled students.
4. Program and curricula development.
5. Course development and revision.
6. Development of distance education courses.
7. Instructional materials, manuals and media development and presentations.
8. Other teaching experiences such as short courses or guest lectures.
9. Supervision of student field practicum placement.
10. Supervision or mentoring of new or adjunct faculty.
11. Preparation of assessment, program review and/or accreditation materials.

Service Defined

Professional Service relates to leadership contributions and activities of the faculty member's discipline. Professional service includes membership, leadership, participation in professional societies, associations, conferences, meetings, committees, and reviews. Professional service can also include service on an editorial board or as a contributing reviewer. Service to the Community is the rendering of professional expertise to individuals and organizations outside the University but not including professional associations. Community service is not limited to Anchorage, but includes individuals and organizations within the state, national or international communities. State and nonprofit organizations will frequently receive services from the Human Services Department. In order for community service activities to receive evaluation credit, they must be related to the faculty member's academic field or must be of such a nature as to utilize the professional knowledge of the faculty member.

Creative Activity

A creative activity is the production of new knowledge or skills through a creative activity. Faculty members may choose to engage in creative activities. Such activities may support teaching but may not include those activities that are normally considered part of the teaching workload. Tenure-track faculty may establish a scholarly agenda outlining a vision of scholarly work to be completed during a given 3 to 5 year period

Evidence Submitted by Faculty Member in all categories for the review can be found in the United Academics CBA and the UAA Faculty Evaluation Policies and Procedures.

Faculty members are encouraged to provide more than required course lists, syllabi and

University of Alaska Anchorage administered student evaluations. The faculty member is encouraged to organize appropriate materials for review by attaching a short self-evaluation that catalogs the materials and comments on noteworthy features. The materials assembled by the faculty member should reflect instructional activities during the appropriate evaluation period. Contents of the file will depend on whether the faculty member is progressing towards tenure, is applying for tenure and/or promotion, or is undergoing a post-tenure review. Faculty must organize their file in accordance with the United Academics Collective Bargaining Agreement and the latest version of the University of Alaska Anchorage Faculty Evaluation Policies and Procedures.