

University of Alaska Anchorage
College of Health

Institute for Circumpolar Health Studies

Approved by Institute for Circumpolar Health Studies Faculty on March 5, 2018

Approved by COH Associate Dean Andre Rosay - March 24, 2018

Approved by Interim Provost John Stalvey – July 31, 2018

Criteria and Guidelines
for
Faculty Evaluation, Tenure, and Promotion

Introduction

The Institute for Circumpolar Health Studies was created by the Alaska State Legislature in 1988 (AS 14.40.088) to develop new solutions to health problems in Alaska and the north. The mission of the Institute is to improve the health of peoples of Alaska and other circumpolar areas through instruction, information services, and basic and applied research in health and medicine.

The Alaska Statutes (AS 14.40.088) specifically directs ICHS to: "...provide a mechanism for communication and cooperation between the University and the Commissioner of Health & Social Services in addressing the needs of Alaskans for health care services, opportunities for education in medical and health sciences, and other mutual concerns."

Faculty members in the ICHS may have either tripartite (teaching, research, and service) or bipartite (research and service) workloads. Faculty members are expected to have terminal degree (PhD, DrPH, or MD) in the field of public health, epidemiology, health sciences, anthropology, biostatistics, psychology, addiction studies, environmental health, geography or a related field.

Teaching Activities

Faculty may teach academic courses or provide other types of educational activities related to research methods, program evaluation, public health, or special areas of expertise such as alcohol and addiction, social determinants of health, violence prevention, health and health care policy, and health needs assessment.

Research Activities

ICHS focuses on applied health research with particular emphasis on upstream determinants of health, both physical and social, and topics of interest and importance in Alaska. While many definitions of research exist, the ICHS generally uses the US Department of Health and Human Services definition of research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Examples of systematic investigations include:

- surveys and questionnaires
- interviews and focus groups
- analyses of existing data or biological specimens
- epidemiological studies
- evaluations of social or educational programs
- cognitive and perceptual experiments
- medical chart review studies

ICHS expects faculty members to contribute to existing projects and to help initiate new projects. Faculty research activities include writing white papers and grant proposals, developing project plans and budgets, and leading scientific project activities. ICHS faculty members may be subject matter experts in a particular area such as addiction or health disparities or they may have specific areas of technical expertise such as biostatistics.

Research products that can be used to document research activity include:

- Published manuscripts
- Funded research proposals
- Peer reviewed presented abstracts at a professional meeting or conference
- Invited presentations
- Unpublished reports to funders and community members
- Evidence of community-based participatory project planning such as meeting minutes or progress report documenting scoping work
- White papers
- Unfunded grant proposal (with plans for revision and resubmission, reworking for another funding opportunity, or documented lessons learned)

The faculty member should list the research activities engaged in during the review period including a brief description of each project, a description of the individual's activities and responsibilities on the project, and documentation of those activities. Examples of documentation include the research products listed above. In addition, documentation of meeting important project milestones may also be appropriate to include when working on larger, long term projects (typically 3 to 5 years in duration) for which project results may not be available for publication or presentation during the early years of the project.

In most cases, faculty will be working on projects with other faculty and research staff. Therefore, it is important to delineate the faculty member's contribution to the project. Faculty members are encouraged to submit supplemental information that will assist reviewers in evaluating the quality and impact of the research.

Service Activities

Faculty members provide University, Professional, and Public service. According to the UNAC Collective Bargaining Agreement, University Service includes "other tasks as deemed necessary by the University". Given ICHS's focus on applied research, necessary University service tasks for ICHS faculty include:

- Advancing community-engagement and supporting external partnerships
- Fulfilling health-related University commitments to the State of Alaska or Municipalities as established through a Memorandum of Understanding or Memorandum of Agreement

Review Criteria

These criteria are ICHS-specific and supplement University of Alaska Anchorage and CBA criteria.

Evaluation of Faculty for Renewal of Appointment

New faculty, that is those faculty members in their first 2 or 3 years at ICHS, are expected to contribute to existing projects and develop white papers that will lead to new projects or grant proposals. By the time of the comprehensive 4th year review, a faculty member hired at the level of Assistant Professor should have:

- Made important scientific contributions to one or more ICHS research projects
- Submitted at least one successful externally funded grant proposal or be included as key personnel on two or more successful externally funded grant proposals
- Been a first author on at least one peer-reviewed publications and a co-author on additional peer-reviewed publications
- Been a first author on at least one peer-reviewed abstract presented at a professional conference and a co-author on additional presentations

Promotion from Assistant Professor to Associate Professor

To show sustained, high quality applied health research, the faculty member should have:

- Established an area of health research expertise. This area of expertise can be either in a particular subject area or in a methodological area.
- Initiated one or more externally funded research projects or played a key role in multiple externally funded projects.
- Published research findings in peer reviewed journals and presented findings at regional and national professional conferences

Promotion from Associate Professor to Professor

To show sustained high quality and significant research the faculty member should:

- Independently initiate externally funded research projects involving additional faculty and staff or serve as key personnel on multiple larger externally funded research projects
- Demonstrate continued productivity through peer-reviewed publications and presentations at regional and national professional conferences
- Serve on regional and national research review boards and committees
- Provide consultation on area of expertise within and outside of the University
- Mentor junior faculty in research

Appointment as Distinguished Professor

Faculty with a record of rare and extremely significant applied health research activities of importance to the health of Alaskans may be nominated for a tenured appointment of

Distinguished Research Professor. Faculty with a record of rare and extremely significant leadership and service contributions to the health of Alaskans may be nominated for a tenured appointment of Distinguished Service Professor.

Appointment as Professor Emeritus or Emerita

Retiring tenured full-time faculty at the rank of Professor with a sustained record of outstanding applied health research and significant contributions to improving the health of Alaskans may be appointed as Professor Emeritus/Emerita. In exceptional circumstances, non-tenured faculty or faculty other than Professors with a sustained record of outstanding applied health research and significant contributions to improving the health of Alaskans may also be nominated for Professor Emeritus/Emerita.

Faculty receiving recognition as Professor Emeritus/Emerita will be invited to continue engagement with ICHS through continued participation on research teams, mentoring, and membership on ICHS Advisory panels.

Mandatory Reviewer Training

It will be the ICHS Director's responsibility to ensure that all ICHS faculty who serve as reviewers attend the required mandatory reviewer training.