
CHAPTER III:

UAA POLICIES AND

PROCEDURES RELATING TO

APPOINTMENT, REVIEW,

PROMOTION, AND TENURE

**This chapter has been replaced by the
University of Alaska Anchorage Faculty Evaluation
Policies and Procedures
Adopted June 6, 2012**

(This chapter to be used only for evaluations of 'grandfathered' faculty as per
https://www.uaa.alaska.edu/academics/faculty-services/faculty-evaluation/_documents/clarification-memo-on-new-fegs-2-22-13.pdf)

**CHAPTER III: UAA POLICIES AND PROCEDURES RELATING TO APPOINTMENT,
REVIEW, PROMOTION, AND TENURE**

Approved by Board of Regents, December 15, 1988

The following University of Alaska Anchorage policies and procedures regarding faculty appointment, review, promotion, and tenure are to be used in conjunction with the Regents' Policies relating to appointment, review, promotion, tenure, and sabbatical leave. If there appears to be a conflict between the policies, the Regents' Policies will prevail. Unless otherwise explicitly stated, the following assumptions and principles shall guide the application of these UAA policies and procedures.

- A. The University of Alaska Anchorage has a tripartite responsibility for teaching, research/creative activity, and service. Individual schools and colleges have, as a minimum, a bipartite responsibility, including teaching and service, but may, depending on their mission, assume a tripartite responsibility. Creative activity refers to such things as producing original works or performances in art, literature, and the performing arts. Research refers to the acquisition of knowledge, information, or data and the synthesis of that knowledge, information, or data into published works.
- B. It will be the responsibility of each school and college, in concert with the overall mission of the University of Alaska Anchorage, to define the proportion of the efforts of its individual faculty to be expended in teaching, research/creative activity, and service.
- C. The apportionment of effort under a bipartite or tripartite workload responsibility shall be set forth in writing in the job description used for the initial hire and in the annual workload description. The job description and the annual workload description will identify the areas of activity to be evaluated for promotion and tenure.
- D. Individual faculty appointed to UAA *ON OR BEFORE JULY 1, 1987*, shall have bipartite or tripartite workload responsibilities that reflect their historical workloads consistent with the position they held before restructuring. Individual faculty appointed to UAA *AFTER JULY 1, 1987*, shall have their bipartite or tripartite workload responsibilities defined at the time of initial hire.
A faculty member will retain his/her bipartite or tripartite workload responsibility established at the time of hire or under this policy as long as he/she continues to hold a faculty appointment unless it is changed by mutual agreement between the faculty member and the appropriate dean or director.
- E. Calculating "time in rank" for years of service of a former community college faculty member shall be as follows: total years in lanes A and B shall count for time in rank as instructor; total years in lane C shall count for time in rank as assistant professor; total years in lanes D and E shall count for time in rank as associate professor.
- F. "Terminal Degree" shall mean degrees at the doctoral level in the discipline unless otherwise specifically noted by the school or college, and approved by the University-wide Faculty Evaluation Committee and the Vice Chancellor for Academic Affairs. Designation or revision of appropriate terminal degrees in related disciplines or appropriate terminal degrees other than at the doctoral level shall be subject to review and approval at the department, school or college, and university-wide levels. Designation of the appropriate terminal degree(s) other than the doctorate, for a particular discipline area shall be initiated by the faculty at the departmental level, shall be based on national standards, and shall be approved through a process determined by the school or college. A master's degree in the discipline or appropriate field shall be considered the terminal degree for former community college faculty who transferred to the University of Alaska Anchorage under terms of Board of Regents' Policy 04.11.01 July 1, 1987.
- G. There will be one set of tenure-track ranks. The four academic ranks will be instructor, assistant professor, associate professor, and professor.
- H. Consistent with the policies of the Board of Regents and University of Alaska Anchorage, individual schools and colleges shall determine the qualitative criteria for

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- initial appointment, reappointment, tenure, and promotion to each rank.
 - I. To be tenured, candidates must meet criteria for tenure in all areas of faculty responsibility specified in the faculty member's workload agreements for the evaluation period since initial appointment to an academic rank.
 - J. To be promoted, candidates must meet the minimum qualifications for the rank being considered and must meet the criteria in all areas of faculty responsibility specified in the faculty member's workload agreements for the evaluation period since the prior promotion or since initial appointment to an academic rank if there has been no promotion.
 - K. Except as specified elsewhere, faculty may stand for promotion and tenure at any time, provided they are reviewed for tenure by the end of their seventh year. If tenure is not awarded by the end of the seventh year, the faculty member shall be given a one-year, terminal appointment.
 - L. No person holding any academic rank may be appointed to tenure without faculty review.

Appointment to Tenure

A faculty member may request an evaluation for award of tenure during any year of service. However, a faculty member must be reviewed for tenure in accordance with the following:

- A. Initial appointment to full professor. Faculty initially appointed to the rank of full professor will be awarded tenure at the time of appointment.
- B. Initial appointment to associate professor. Initial appointment to the rank of associate professor may be made with or without tenure. Faculty receiving such appointment without tenure must be reviewed for tenure no later than the fourth (4th) consecutive year of service. Appointments to associate professor may continue beyond the fifth (5th) year only with tenure.
- C. Promotion to associate professor. Non-tenured faculty undergoing review for promotion to associate professor must also be reviewed for tenure. Promotion to associate professor cannot be made without prior or simultaneous award of tenure.
- D. Initial appointment to assistant professor. All non-tenured faculty appointed at the rank of assistant professor must be reviewed for tenure no later than the seventh (7th) consecutive year of service.

- E. Initial appointment to instructor. Tenure may be awarded to faculty holding the rank of instructor. Time in the rank of instructor shall count toward tenure.
- F. Change in bipartite or tripartite workload category prior to tenure. Faculty who desire to change the designated bipartite or tripartite workload category before being awarded tenure are required to meet the criteria for initial appointment to the rank in the workload category to which they wish to change. Such faculty, to be eligible for appointment to tenure, shall have three (3) years of service in the workload category under which the application is made, including the two (2) years immediately prior to the year of consideration.
- G. Change in bipartite or tripartite workload responsibility after tenure. Tenure, once granted, shall not be affected by a change in bipartite or tripartite workload responsibility.
- H. Denial of tenure. Faculty who are not awarded tenure by the end of their mandatory year of review shall be offered a terminal appointment for one additional year of service. A faculty member may stand for tenure prior to the mandatory year of review. In so doing, the candidate may withdraw at any step in the process prior to review by the Chancellor. If the decision of the Chancellor is to deny tenure, the faculty member shall be given a terminal appointment.

Special provisions applying to the integration of former community college faculty:

Former community college faculty who were appointed to the University of Alaska Anchorage under terms of Board of Regents' Policy 04.11.01 may apply for tenure at the rank to which they were appointed on July 1, 1987. To be eligible for tenure, a faculty member must present evidence of successful service in all areas specified in the faculty member's workload agreements during the years prior to being considered for tenure and the workload agreement in effect during the year of review for tenure.

For the purpose of review for tenure and promotion, the awarding of a continuing appointment shall be deemed evidence of "successful" years of service for those years prior to July 1, 1987.

In accordance with Board of Regents' Policy 04.11.01, and the Regents' Policies relating to appointment, review, promotion, tenure, and

sabbatical leave approved on September 23, 1988, former community college faculty must stand for tenure no later than the 1993-94 academic year. If tenure is not awarded, the faculty member shall be offered a terminal appointment for one additional year of service. A faculty member may elect to stand for tenure at any time prior to the 1993-94 academic year. In so doing, the candidate may withdraw at any step in the process prior to review by the Chancellor. If the decision of the Chancellor is to deny tenure, the faculty member shall be offered a terminal appointment.

Special provision applying to former UAA faculty:

Time in rank of instructor on or after July 1, 1989, shall count toward tenure. Tenure may be awarded to faculty holding the rank of instructor.

Initial Appointment: Tripartite Academic

The criteria listed below are intended as the minimum for determining eligibility for initial appointment. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. Exceptions to the minimum time in rank, or terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Instructor

Competence in the profession or discipline and the ability to effectively communicate training and subject matter to others. Appointees will hold minimum credentials appropriate to the discipline, such as professional certifications or licensure or appropriate academic degrees.

Assistant Professor

Terminal degree in the discipline or appropriate field **and** evidence of a potential for successful teaching, service, and research/creative activity.

Associate Professor

Terminal degree in the discipline or appropriate field **and** five (5) years of successful performance at the rank of assistant professor, including evidence of accomplishment in the area of research/creative activity.

Professor

Initial appointment to the rank of professor is an extraordinary event. A professor may be appointed based on exemplary academic performance. Terminal degree in the discipline or appropriate field and national or international reputation for excellence within the discipline or field as demonstrated by evidence of outstanding performance in teaching, service, research/creative activity **or** a national or international reputation for excellence within the discipline or field relevant to the proposed assignment may be grounds for such an appointment.

Initial Appointment: Bipartite Academic

The criteria listed below are intended as the minimum for determining eligibility for initial appointment. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. Exceptions to the minimum time in rank, or terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Instructor

Competence in the profession or discipline and the ability to effectively communicate training and subject matter to others. Appointees will hold minimum credentials appropriate to the discipline, such as professional certifications or licensure or appropriate academic degrees.

Assistant Professor

Master's degree in the discipline or appropriate field **and** two (2) years of documented successful teaching and service.

Associate Professor

Master's degree in the discipline or appropriate field **and** eight (8) years of successful teaching and service in an appropriate institution of higher education and evidence of professional development in the area of teaching or pedagogically related activities or creativity. Up to three (3) years of programmatic graduate study beyond the master's degree in an appropriate discipline may be substituted in partial fulfillment of the eight (8) years requirement.

Professor

Initial appointment to the rank of professor is an extraordinary event. A professor may be

appointed based on exemplary academic performance **and** terminal degree in the discipline or appropriate field **and** evidence of outstanding teaching or teaching related activity as evidenced by recognition by peers outside the institution, such as national or international awards for teaching or innovation in teaching, or the development of pedagogical materials adopted for use at other institutions of higher education **or** a national or international reputation for excellence within the discipline or field relevant to the proposed assignment may be grounds for such an appointment.

Initial Appointment: Bipartite Vocational Education

The criteria listed below are intended as the minimum for determining eligibility for initial appointment. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. In special cases, 5-year degrees or certified advanced professional competency may be substituted for advanced degrees. Exceptions to the minimum time in rank, or terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Instructor

Competence in the profession or discipline and the ability to effectively communicate training and subject matter to others. Appointees will hold minimum credentials appropriate to the discipline, such as professional certifications or licensure or appropriate academic degrees.

Assistant Professor

Bachelor's degree in the discipline or appropriate field **and** two (2) years of documented successful teaching and/or related work experience beyond the apprentice level in an area directly related to the faculty appointment.

Associate Professor

Master's degree in the discipline or appropriate field **and** three (3) years of documented successful teaching **or** Bachelor's degree plus 30 semester hours of systematic study in a closely related discipline area, at least 15 of which are at the graduate level, or an equivalent amount of professional/technical recurrent training at an

appropriate level **and** five (5) years of documented professional experience beyond the apprentice level in an area directly related to the faculty appointment.

Professor

Initial appointment to the rank of professor is an extraordinary event. A professor may be appointed based on exemplary academic performance **and** Master's degree in vocational education or other appropriate field **and** six (6) years of outstanding documented teaching and/or professional experience beyond the apprentice level in an area directly related to the faculty appointment **or** a national or international reputation for excellence within the discipline or field relevant to the proposed assignment may be grounds for such an appointment.

Promotion: Tripartite Academic

The criteria listed below are intended as the minimum for determining eligibility for consideration for promotion. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. Exceptions to the minimum time in rank, terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Assistant Professor

Meet criteria for initial appointment to assistant professor.

Associate Professor

Meet criteria for initial appointment to associate professor **or** terminal degree in the discipline or appropriate field **and** demonstrated evidence of successful college-level teaching, service, and research/creative activity **and** five (5) years at the rank of assistant professor, of which three (3) must be at UAA.

Professor

Terminal degree in the discipline or appropriate field **and** evidence of exemplary teaching, service and research/creative activity **and** five (5) years at the rank of associate professor, of which three (3) must be at UAA.

Promotion: Bipartite Academic

The criteria listed below are intended as the minimum for determining eligibility for

consideration for promotion. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. Exceptions to the minimum time in rank, terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Assistant Professor

Meet criteria for initial appointment to assistant professor. ***

Associate Professor

Meet criteria for initial appointment to associate professor **or** Master's degree in the discipline or appropriate field **and** documented evidence of successful college-level teaching and service **and** five (5) years at the rank of assistant professor, of which three (3) must be at UAA. ***

Professor

Terminal degree in the discipline or appropriate field. A Master's degree in the discipline or appropriate field shall be considered the terminal degree for former community college faculty who transferred to the University of Alaska Anchorage under terms of Board of Regents' Policy 04.11.01 July 1, 1987, **and** evidence of exemplary teaching and service **and** five (5) years at the rank of associate professor, of which three (3) must be at UAA. ***

Promotion: Bipartite Vocational Education

The criteria listed below are intended as the minimum for determining eligibility for consideration for promotion. However, it is specifically recognized that university programs may require faculty whose education and/or experience may be different from the stated criteria. In special cases, 5-year degrees or certified advanced professional competency may be substituted for advanced degrees. Exceptions to the minimum time in rank, terminal degree, or experience qualifications for rank must be fully justified through all review levels. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

Assistant Professor

Meet criteria for initial appointment to assistant professor **or** associate degree and competency-based professional credentials signifying recognized authority status in the

field **and** documented evidence of successful teaching and service **and** two (2) years at the rank of instructor. ***

Associate Professor

Meet criteria for initial appointment to associate professor **or** master's degree or bachelor's degree plus 30 semester hours of systematic study, at least 15 of which are at the graduate level, or an equivalent amount of professional/technical recurrent training at an appropriate level **and** documented evidence of successful teaching and service **and** five (5) years at the rank of assistant professor, of which three (3) must be at UAA. ***

Professor

Master's degree in Vocational Education or other appropriate field **and** evidence of exemplary teaching and service **and** five (5) years at the rank of associate professor, of which three (3) must be at UAA. ***

*** *Calculating "time in rank" for years of service as a former community college faculty member shall be as follows: total years in lanes A and B shall count for time in rank as instructor; total years in lane C shall count for time in rank as assistant professor; total years in lanes D and E shall count for time in rank as associate professor.*

Review Process

A. Roles of Schools and Colleges

1. School and college faculties will determine specific qualitative criteria consistent with Board of Regents' and UAA policies for appointment, retention, and promotion to each faculty rank and for tenure.
2. School and college faculties will establish school and college peer review processes, consistent with Board of Regents' and UAA policies, for faculty appointment, retention, promotion, and tenure recommendations and decisions.
3. Schools and colleges will submit qualitative criteria and review processes to the University-Wide Faculty Evaluation Committee and the Vice Chancellor for Academic Affairs for review and approval.
4. Schools and colleges will initiate faculty peer review and supervisory processes for initial appointments, workload description determinations and changes, and promotion and tenure decisions.

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- B. Appointment Process and Workloads
1. New Faculty Appointments. Job descriptions, rank determination, and the bipartite or tripartite workload responsibility shall be determined through consultation between the discipline/department faculty and the responsible administrator(s).
 2. Job descriptions, appointments, and workloads will be consistent with and contribute to school or college, departmental, and program missions developed in consultation with the faculty.
- C. Evaluation Process
1. Faculty members subject to evaluation reviews or eligible for promotion or tenure reviews will be notified by the Vice Chancellor for Academic Affairs (or designee) in advance to allow compilation of relevant review materials.
 2. Evaluation reviews will be based on each faculty member's performance in those areas of responsibility specified in the individual workload agreements and workload category apportionment for the review period.
 3. Non-tenured faculty will be reviewed for retention annually. Tenured faculty will be reviewed periodically, but not less frequently than every three years.
 4. The primary evidence for evaluation reviews will be contained or entered into the faculty member's evaluation file. The file will be maintained by the dean or director (or designee) in cooperation with the faculty member.
 5. The faculty member will have access to all information used in the evaluation, be notified of all recommendations, and have rights of rebuttal and appeal. There will be an opportunity to submit a written response to the recommendation at each review level for consideration at the next level of review, and an opportunity to appeal a negative decision by a dean or director regarding reappointment or a negative decision by the Chancellor regarding promotion or tenure, in the manner provided by the appeal policy contained elsewhere in this policy.
 6. Reviewers at each level will provide copies of their recommendations to all previous levels of review, as well as to the faculty member under consideration.
7. Steps in the review process will be as follows:
- a. Reappointment (and periodic reviews where applicable)
 - (1) Peer review(s) and chair/supervisor (if applicable), in the order established by the school or college.
 - (2) Dean or Director
 - b. Promotion and tenure reviews
 - (1) Peer review(s) and chair/supervisor (if applicable), in the order established by the school or college.
 - (2) Dean or Director
 - (3) University-Wide Faculty Evaluation Committee
 - (4) Vice Chancellor for Academic Affairs
 - (5) Chancellor
8. The calendar for the review process will be developed annually by the Office of the Vice Chancellor for Academic Affairs.
- D. Faculty Evaluation Files
1. The evaluation file for non-tenured faculty members subject to retention reviews and for tenured faculty members subject to periodic reviews must include, but is not limited to:
 - a. Workload agreement(s) for the review year(s),
 - b. Annual activity reports,
 - c. Self-review, including objectives for the current year,
 - d. Current vita,
 - e. For non-tenured faculty, copies of all past reviews; for tenured faculty, copy of last review (other reviews available upon request),
 - f. Student course evaluation summaries for the review year(s),
 - g. Course syllabi for the review year(s), and
 - h. Verification of certificates, licenses, degrees, and courses.
 2. The evaluation file for faculty members who are candidates for promotion or tenure is cumulative and must, in addition, include:
 - a. Further documentation of research/creative activity, teaching,

- and service corresponding to applicable workload agreements,
- b. Letters of recommendation from both internal (UAA) and external peers, and
- c. Copies of all review files since initial appointment for tenure review and/or copies of all review files since previous promotion or initial appointment, whichever applies.

E. Peer Review Committees

1. All peer review committees in schools and colleges will be established through a process agreed upon by the faculty members of the schools and colleges.
2. Promotion peer review committees in schools and colleges will consist of faculty members who are at or above the rank to which the candidate seeks promotion. Tenure peer review committees in schools and colleges will consist of tenured faculty members. Both conditions must be met when a faculty member is a candidate for both promotion and tenure.
3. The Faculty Senate shall establish one University-Wide Faculty Evaluation Committee consisting of a total of fifteen (15) tenured full professors, five (5) from each workload category (bipartite vocational, bipartite academic, and tripartite academic). No more than two (2) may be from an individual school or college. Tenured associate professors may be elected if there is an insufficient number of full professors to staff the committee.
The committee shall establish subcommittees composed of committee members for the purposes of evaluation of individual faculty. Each subcommittee shall include a majority of representatives from the same workload category as the faculty member being evaluated and at least one member from each of the other tracks.
4. The principal responsibilities of the University-Wide Faculty Evaluation Committee are:
 - a. To review school and college evaluation criteria and processes for consistency with Board of Regents' and University Policies, and to make recommendations to the Vice

Chancellor for Academic Affairs for any needed changes.

- b. To review the recommendations of school and college peer review committees and of deans and directors for their consistency with Board of Regents' and University Policies and with the requirements adopted by the schools and colleges.
- c. To make recommendations on faculty promotion and tenure to the Vice Chancellor for Academic Affairs.

F. Appeals (Exclusive process for reconsideration of reappointment, promotion, and tenure decisions.)

The Faculty Senate shall establish a Faculty Evaluation Appeals Committee of five (5) tenured faculty members, elected by the faculty for one (1) year terms. No one on a promotion and tenure committee at a prior level and no one standing for promotion or tenure is eligible to serve on the committee. To the extent that it is not inconsistent with this policy, the Faculty Evaluation Appeals Committee will operate according to the UA grievance procedures as contained in Board of Regents' Policy and University Regulations.

A faculty member denied reappointment may seek reconsideration of the dean's or director's decision by appealing to the Faculty Evaluation Appeals Committee. After reviewing the matter, the committee will make a recommendation to the dean or director. The dean's or director's final decision may be appealed to the Vice Chancellor for Academic Affairs only where the dean's or director's final decision is inconsistent with the recommendation of the Faculty Evaluation Appeals Committee.

A faculty member denied promotion or tenure may seek reconsideration of the decision by appealing to the Faculty Evaluation Appeals Committee. After reviewing the matter, the committee will make a recommendation to the

Chancellor. The Chancellor's final decision may be appealed to the President only in cases of denial of tenure or denial of promotion to full professor and where the Chancellor's final decision is inconsistent with the recommendation of the Faculty Evaluation Appeals Committee.

N.B. - By provision of Articles 6.1 and 6.5 of the collective bargaining agreement between the ACCFT and the University of Alaska, the above stated appeals process "...shall not apply to Faculty Members" (bargaining unit faculty). The exclusive review process for bargaining unit faculty is the grievance procedure set forth in Article 4 of the collective bargaining agreement.

**GUIDELINES FOR REVISIONS TO COLLEGE/SCHOOL CRITERIA AND
PROCEDURES FOR PROMOTION, TENURE, AND RETENTION REVIEWS**

1. All changes should be accompanied by a cover letter stating who is submitting the proposed changes.
2. Include documentation that the college/school has followed appropriate procedures and that the college/school faculty have approved the proposed revisions.
3. A copy of the entire document should be included showing new/changed text in bold text or in parentheses and noting what it will be replacing. Ease of reading will increase the committee's ability to respond quickly to proposed changes.
4. Include page numbers on all documents.
5. All revisions must be approved by the end of the spring semester for implementation the following fall. Proposed revisions should be submitted to the UFEC by February 15 of the year during which they are to be implemented. If new criteria and procedures are not approved by the end of the spring semester, the former criteria and procedures will be used for the next academic year.
6. After recommending proposed changes, the UFEC forwards their recommendations to the Provost.
7. UA and UAA policies and procedures always supersede college/school policies and procedures; therefore it is not necessary to reiterate them.

Approved by:
Faculty Senate
Provost Beverly Beeton
Chancellor Donald F. Behrend

**UAFT UNIVERSITY OF ALASKA ANCHORAGE
FACULTY WORKLOAD AGREEMENT**

ACADEMIC YEAR 2008-2009

Name _____ Current Rank/Discipline _____
(i.e., Associate Professor of
Chemistry)
School/College _____

WORKLOAD TYPE: _____ Bipartite Academic _____ Bipartite Vocational _____ Tripartite
Academic

In the left-hand column, enter the portion of the annual faculty five-part workload attributable to the teaching, service, research/creative activities and administrative/alternate assignment (the total annual faculty workload should total 5 parts).

_____ **TEACHING COMPONENT:**

	Course No.	Title	Credits
FALL	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
SPRING	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

_____ **SERVICE COMPONENT** (professional, university, community)

FALL _____

SPRING _____

RESEARCH/CREATIVE ACTIVITY COMPONENT

FALL

Extramurally funded (source, problem, topic or activity and percent of teaching time to be bought out) _____

University (problem/topic/activity) _____

SPRING

Extramurally funded (source, problem, topic or activity and percent of teaching time to be bought out) _____

University (problem/topic/activity) _____

ADMINISTRATIVE OR ALTERNATE ASSIGNMENT (Department Chair, program director, program development, etc.)

FALL _____

SPRING _____

Is an overload assignment anticipated? Yes _ No ____ If so, please explain: _____

_____ **Total Annual Faculty Workload**

Faculty Member's Signature

Date

Chair/Supervisor Signature

Date

Dean's Signature

Date

**UNITED ACADEMICS UNIVERSITY OF ALASKA
FACULTY WORKLOAD
ACADEMIC YEAR 2008-2009**

Faculty Member: _____ Rank: _____

MAU/School/College: _____ Department: _____

In the determination of the workload for this faculty member (attached), I considered the workload proposal from the faculty member and the department head/chair in light of the following definitions and workload factors provided in Article 13 of the collective bargaining agreement between the University of Alaska and United Academics – AAUP/AFT:

A. Definitions

Teaching activity: 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 substantial revision of an older course; 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.

Research/creative activity: all professional activities leading to publication, performance or formal presentation in the unit member's field, or leading to external funding recognizing the unit member's current or potential contribution to their field. Such activities include: manuscript submission; grant proposal submission; supervision of externally funded research projects; development of patentable inventions; additions to a portfolio; and other original contributions appropriate to the unit member's field.

Service:

Public service: in organized, nonremunerative, educational and consultative activities, which devolve from a unit member's professional expertise and further the interests or prestige of the university.

University service: as department head, program director, or governance officer; on administrative and governance committees; in United Academics as a member of a committee, joint labor-management committee or task force established by this Agreement; and other tasks as deemed necessary by the university; and

Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit 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, etc.

B. Factors

Accountability; historical workloads; the missions and goals of academic units, including unit criteria developed for the evaluation of faculty; the level, duration, and mode of delivery of a workload activity; the requirements of externally funded contracts and grants; and whether an activity requires individual or group activity of extended contact hours.

C. Other Factors (please list)

Signature of Dean/Director

Date

**UNIVERSITY OF ALASKA
FACULTY WORKLOAD
ACADEMIC YEAR 2008-2009**

Faculty Member: _____ Rank: _____

MAU/School/College: _____ Department: _____

Fall Semester 2008

▪ **Teaching Activity**

Workload Units:

▪ **Research/Creative Activity**

Workload Units:

▪ **University and Public Service Activity**

Workload Units:

Total Fall Semester Workload Units: _____

Signature of Dean/Director

Date

Signature of Faculty Member

Date

**UNIVERSITY OF ALASKA
FACULTY WORKLOAD
ACADEMIC YEAR 2008-2009**

Faculty Member: _____ Rank: _____

MAU/School/College: _____ Department: _____

Spring Semester 2009

▪ **Teaching Activity**

Workload Units:

▪ **Research/Creative Activity**

Workload Units:

▪ **University and Public Service Activity**

Workload Units:

Total Spring Semester Workload Units: _____

Total Academic Year Workload Units: _____

Overload Workload Units (if any): _____

Signature of Dean/Director

Date

Signature of Faculty Member

Date

**UNIVERSITY OF ALASKA
FACULTY WORKLOAD
ACADEMIC YEAR 2008 - 2009**

Faculty Member: _____ Rank: _____

MAU/School/College: _____ Department: _____

Summer/Additional Assignment 2009

▪ **Teaching Activity**

Workload Units:

▪ **Research/Creative Activity**

Workload Units:

▪ **University and Public Service Activity**

Workload Units:

Total Summer/Additional Workload Units: _____

Signature of Dean/Director

Date

**UNIVERSITY OF ALASKA ANCHORAGE
ANNUAL ACTIVITY REPORT FORM**

ACADEMIC YEAR _____

Name _____ Current Rank/Discipline _____
(i.e., Associate Professor of Chemistry)
School/College _____

Attach a current Vitae

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
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2. List all INFORMAL teaching activities, including advising, graduate committee, membership, etc.

3. List any other teaching activity, accomplishments, or achievements that should be included.

HONORS and PROFESSIONAL DEVELOPMENT

1. List all honors or recognitions.

2. List all professional development.

Signature of Faculty

Signature of Dean

Date

Date