

# Preparation for Faculty Evaluation

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# Agenda

- Overview of review process
- Evaluation Criteria
- Content of Review Files
- Notes on Policy & Procedure

# Authority

- Changes in provisions of the CBA
  - Faculty formerly under UAFT are now members of UNAC.\*
  - UNAC members have a new CBA with some modifications in procedures effective Fall 2018.

- Authority:

- |    |                          |            |
|----|--------------------------|------------|
| 1. | CBA                      | procedures |
| 2. | BoR Policy & Regulations | ↑          |
| 3. | UAA Policy & Guidelines  | ↓          |
| 4. | Unit Criteria            | criteria   |

\*It is anticipated that Dev Ed faculty remaining in UAFT will merge to UNAC in the near future – check with your union

# Changes in the Governing CBA

- For all faculty, modifications of dates and deadlines
- For former UAFT faculty, changes in the process:
  - May be changes in the sequence of review (for example, post-tenure reviews include review by college peer review committee)
  - Requirement of external reviews for tenure or promotion

# Faculty Deadlines

- Before the end of contract, faculty must notify the dean of their intent to stand for tenure and/or promotion
- Last day of contract for AY17-18: May 12, 2018 (deadline to notify is 5pm on Monday, May 14)
- Faculty who intend to stand for tenure and/or promotion must submit CV + name and contact information for 2 external reviewers
- File due September 12
- Optional responses – CBA provides for response after each level of review

Reviews	UNAC + UAA FEPPs
Annual Review	<ul style="list-style-type: none"> <li>• Dean, director, or dean's designee</li> </ul>
4 <sup>th</sup> Yr Comprehensive	<ul style="list-style-type: none"> <li>• College Peer Review</li> <li>• Dean</li> <li>• UFEC</li> <li>• Provost (+ Chancellor at faculty request)</li> </ul>
Tenure	<ul style="list-style-type: none"> <li>• College Peer Review</li> <li>• Dean</li> <li>• UFEC</li> <li>• Provost</li> <li>• Chancellor</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>• College Peer Review</li> <li>• Dean</li> <li>• UFEC</li> <li>• Provost</li> <li>• Chancellor</li> </ul>
Comprehensive post-tenure review	<ul style="list-style-type: none"> <li>• College Peer Review</li> <li>• Dean</li> <li>• If unsatisfactory: UFEC, Provost (+ Chancellor at faculty request)</li> </ul>

\* For Community Campus faculty, the inclusion of Campus Directors into the review process is being discussed, and will need to be approved by the union. Watch for more information.

# Evaluation Criteria

# Old or New Faculty Evaluation Guidelines

- Most faculty now covered by “new” Faculty Evaluation Processes and Procedures (FEPPs).
- Applicable guidelines noted on coversheet.
- Use old unit guidelines with old UAA guidelines (Chapter III Faculty Handbook)

Memo clarifying adoption dates and grandfathering.  
Faculty Services Evaluation Page:

<http://www.uaa.alaska.edu/facultyservices/tenure/index.cfm>

# Grandfathering of Unit Guidelines

- Many unit guidelines are being revised in 2018
- Faculty requesting review for promotion/tenure may use the unit criteria in effect during 1<sup>st</sup> year of tenure-track, or those in effect during year of review (FEPPS, page 29-30).
- Post-tenure reviews may use criteria in effect following last major review, or during year of review.
- Indicate which unit guidelines you want used on coversheet.

**DRAFT**

UNIVERSITY OF ALASKA ANCHORAGE  
FACULTY EVALUATIONS  
2018-19 SUMMARY REPORT

Candidate Name: \_\_\_\_\_ UA Email: \_\_\_\_\_

Current Rank/Discipline: \_\_\_\_\_ (i.e., Assistant Professor of Chemistry)

College: \_\_\_\_\_ Extended Campus: \_\_\_\_\_

Years in Current Rank\*: \_\_\_\_\_

\*Years in tenure-track/tenured at current rank only, not including years of credit towards tenure – see special conditions below

Initial Appointment Date as tenured/tenure-track: \_\_\_\_\_

Workload Category:  Tripartite  Bipartite Academic  Bipartite Vocational

Union:  UNAC  Non-Represented

SELECT FILE TYPE (if tenure AND promotion, check both boxes):

Review for:  Annual (tenure-track faculty)  Comprehensive Post-Tenure  
 4<sup>th</sup> Year Comprehensive  Emeritus  
 Tenure  Promotion

INDICATE UAA POLICIES/UNIT EVALUATION GUIDELINES TO BE USED\*:

Old UAA/old Unit  New FEPPs/pre-2018 unit  New FEPPs/2018 unit

Faculty Initials: \_\_\_\_\_

*\*Grandfathered faculty may choose OLD or NEW UAA policies/guidelines. Faculty hired after July 2013 must use NEW. Faculty who were evaluated under new in a previous review cycle must continue to use new.*

Special Conditions of Employment (e.g., years of credit towards tenure, initially hired as an Associate, etc.)

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RECOMMENDATIONS:

Reviewer's Initials and Date						
	Campus Director, if applicable	College Peer Review Committee	Dean	University-wide Committee	Provost	Chancellor
Initial YES						
Date						
Initial NO						
Date						

# Focus of Evaluation

- Fulfillment of Workload Agreements
- Extent of professional growth and development
- Prospects for continued professional growth and development
- Changes or improvements required for tenure, promotion, and continued professional growth.
- Processes available to assist in improving performance.

# Evaluation Criteria

- Old Guidelines

Assistant Professor level: “potential for success”

Tenure & Promotion to Associate: “success”

Promotion to Professor: “exemplary” in each area of the workload

# Evaluation Criteria

New FEPPs:

- Assistant Professor: effectiveness in each area of workload; promise of continuing achievement

Tenure & Promotion to Associate: sustained record of effectiveness; emerging recognition

Promotion to Professor: sustained excellence; leadership; external recognition

Marked strength in one area of the workload.

# Contents of Review Files

# Annual Reviews

- Current CV
- Annual Activity Report (form on Faculty Services site)
  - Summary/review of each area of workload
    - Teaching
    - Service
    - Research/Creative Activity (if applicable)
  - Self-evaluation
  - Other material at the discretion of the faculty member (for example, additional documentation of faculty development or effectiveness in teaching)
    - Syllabi
    - Course Assessment
    - Curriculum development

# Notes on Annual Reviews

- Evaluation of performance based upon the allocation of effort specified in the approved Workload Agreement.
- Approved Workload = signed by the dean
- Dean's response to Annual Activity Reports becomes part of the comprehensive file.
- Annual review not required for faculty undergoing fourth-year, tenure, promotion, or post-tenure reviews

# Comprehensive (multi-year) Reviews

- Fourth-year Comprehensive Review
- Tenure and/or promotion to Associate Professor
- Promotion to full Professor
- Comprehensive Post-tenure Review

# Overview of Comprehensive Review Files

- CBA provides a list of required documents
- In addition, materials specified by the MAU (UAA) or disciplinary unit (college or department)
- In addition, materials added at the discretion of faculty member
- Documentation limited to the period under review.

# Comprehensive Review Files

## Required documents (CBA + MAU)

1. Current CV
2. All workload agreements for period under review
3. Cumulative activity report for period under review
4. All activity reports for period under review + responses from the Dean (or designee)
5. Self-evaluation

# Notes on Self-Evaluation

- Summarize each applicable area of workload, focusing on significant contributions or achievements.
  - Teaching
  - Service
  - Research/ Creative Activity
- Address professional development (new technology, CAFÉ training, webinars, disciplinary development)
- Articulate professional agenda or goals
- Identify and explain “marked strength”
- If feedback from dean, director, or designee has noted areas for improvement, a summary of progress in addressing those areas must be included

# Required documents for comprehensive review

## 6. Evidence of teaching effectiveness

- List of courses taught (indicate new preps)
- Representative syllabus for each course taught
- Summarized teaching evaluations for the period
- Other evidence at the discretion of the faculty member

Some suggestions:

Evaluation by peers

Innovations in pedagogy; high-impact practices

Evidence of student success (student research, awards, publication, scholarships, exit tests)

Explanation of course assessment and student learning outcomes (most important assignments, aggregate student performance data, impact on instruction)

Development of curriculum or revision of existing courses

Mentorships and advising

# Notes on Student Course Evaluations

- IDEA evaluations are initiated for classes with enrollment of 11 or more students. If too few students participate, reports may not be generated or may not be reliable. If an IDEA report is generated, the overview (first 2 pages) should be submitted.
- Faculty should note and explain any missing course evaluations.
- Faculty may conduct and submit alternative surveys of student satisfaction.
- Faculty are responsible for demonstrating that they gather and consider student opinions.

# Required documents for comprehensive review

## 7. Research/ Creative Activity (as applicable)

Describe products of research or creative activity

- Publications
- Grants awarded
- Presentations or exhibitions

Address progress in research/creative agenda

- Manuscripts in draft? Under review? In revision?
- Grant proposals submitted

# Required documents for comprehensive review

## 8. Service

Documentation of nature and impact of service.

Extent of service appropriate to the type of review.

Possible areas of service:

- Department
- University
- Professional (disciplinary, regional, national)
- Public/Community (professionally related; not just good citizenship)

## Required documents for comprehensive review

9. Findings & recommendations of most recent comprehensive review, if applicable
10. Verification of degrees, certificates, or licenses
11. Initial letter of appointment (if needed to document prior years of service)
12. Other material required by unit guidelines (if applicable)
13. Other material at faculty member's discretion

# Required documents for comprehensive review

## 14. For tenure and/or promotion only, letters from at least two external reviewers:

- Faculty must submit names of two external reviewers when they inform the dean of their intent to stand for tenure or promotion.
- Dean may select up to two additional external reviewers.
- Reviewers are asked to submit letters by September 1.
- External review letters are provided to the faculty member for inclusion in the file by September 8.
- Dean provides written notice of the number of reviews requested and the number received, for inclusion in the file. External letters are annotated to indicate whether Dean or faculty member selected the reviewer.

# Notes on External Reviewers

- External = outside of the UA system
- Select reviewers with standing in the discipline.
  - External reviewers are likely to be more influential if they are full Professors or have stature in the discipline
  - They may be less influential if they have a close professional connection with the candidate under review
- CBA specifies that Dean distributes CV to external reviewers by June 30.
- Faculty member should communicate and follow up with faculty-selected reviewers.

## Post-Tenure Review

- Assesses whether performance continues to meet expectations. Performance is satisfactory if it meets standards for the faculty member's current rank.
- Feedback on progress toward promotion, if applicable, is a separate judgment and does not affect the determination that performance is satisfactory at the current rank.
- No external reviews or letters of support

# Notes on Policy & Procedure

# File Presentation

- File may be submitted in the E-Wolf e-portfolio system
- Other electronic methods are being discussed (PDFs).
- The organization of the file should be clear and accessible. Provide a Table of Contents and bookmarks or tabs.
- Faculty should keep a personal copy of the complete file.

## Policies & Procedures

- File must be complete at the time of submission. Files will be reviewed as submitted.
- No “placeholders” allowed for missing material. At the time of a response, a faculty member may submit additional evidence that was not available at the time of file submission if it relates to scholarly accomplishments previously documented in the file.
- Faculty should communicate and follow up with the external reviewers they selected.

# Withdrawing a Comprehensive Review File

- If a comprehensive review is initiated at the faculty member's discretion, the file may be withdrawn at any point prior to the final level of review.
- The option to withdraw the file applies to
  - Tenure reviews prior to mandatory year except when tenure review was elected instead of a Fourth-Year Comprehensive Review.
  - Optional reviews for promotion
- If a file is withdrawn, the faculty member must submit an annual activity report by November 1.