This document is to be used in conjunction with UA Board of Regents' policies and UAA policies. If there is a conflict between the policies and the Justice Center Criteria and Procedures for Faculty Reappointment, Promotion, and Tenure, the policies will prevail. Approved by the Provost, 1998.

CRITERIA AND PROCEDURES FOR FACULTY REAPPOINTMENT, PROMOTION, AND TENURE

Justice Center, University of Alaska Anchorage

The following criteria and procedures apply to tenure track faculty members in the Justice Center. They are complementary and subordinate to UAA policies and procedures on retention, promotion, and tenure contained in the faculty handbook. The criteria and procedures are presented in six sections as follows:

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I. INITIAL FACULTY APPOINTMENTS

A. TERMINAL DEGREE

The terminal degree for all disciplines at the Justice Center is the doctorate appropriate to the discipline.

Initial tenure track appointments will be made at the level of Assistant Professor or higher rank.

B. FACULTY WORKLOADS

Tenure track faculty members of the Justice Center are expected to function under either a bipartite or a tripartite workload agreement. A bipartite agreement typically involves 80 percent teaching and 20 percent service. A tripartite appointment can consist of any combination of research, teaching, and service approved in workload agreements and/or employment contracts.

Variations in the distribution of activities may occur as faculty undertake extramurally funded research, perform assigned administrative duties, and/or undertake other special project assignments.

II. RETENTION OF NON-TENURED FACULTY

The criteria used for evaluation of each faculty member's annual performance shall be consistent with the criteria used for consideration of promotion and tenure. The retention review will include a review by a committee of peers and take into account:

1. The specific workload agreement of the faculty member;
2. The faculty member's annual activity report;
3. The current rank and years of experience of the faculty member;
4. The quality and quantity of performance;
5. The progress of the faculty member toward promotion/tenure as indicated by successful teaching, service, and (as appropriate) research.

III. PROMOTION TO ASSOCIATE PROFESSOR

A. TIME IN RANK

Candidates must have at least five years at the rank of Assistant Professor. At least three of the five years in rank must have been at the University of Alaska Anchorage. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

B. TEACHING

1. Candidates must provide evidence of successful teaching at the college/university level. The candidate's teaching activities shall include the following:
    a. Teaching formal classroom undergraduate and/or graduate courses for which university credit is given;
    b. Advising students and/or assisting potential students;
    c. Program, curriculum, and/or course development;
    d. Professional development may include but is not limited to such forms as completion of additional coursework, efforts to improve instruction, and involvement in instructional activities of professional associations.
2. The candidate's teaching activities may also include but are not limited to the following:
    a. Teaching noncredit courses, lectures, seminars, or training sessions;
    b. Development of new and/or special courses or teaching aids such as manuals, guides, and media presentations;
    c. Supervising practicum students or internships, serving on graduate committees, and/or advising student clubs or honor societies.

Evaluations of a candidate's teaching activities may take into account the level of contribution to the school's instructional mission as indicated by such factors as the number of preparations, differing class characteristics, and advising large numbers of students.

C. SERVICE

Candidates must provide evidence of successful service both to the university community and outside the university. Active service, considering both the nature and quantity of services rendered, is considered more important than mere membership on multiple committees. Service activities include the following:

1. Service to the university, to the school, and/or to the unit in such forms as contributions to the work of committees of - and/or performance of special assignments for — the Senate, Assembly, Chancellor, Vice Chancellor, or Dean;

2. Service to the profession in such forms as membership, participation, and leadership in professional societies or associations; organizing conferences and meetings; reviewing manuscripts; and serving on journal boards of review;

3. Service in a professional capacity to government, business, and members of the general public in such forms as unpaid consulting and participation as a member of boards, commissions, committees, and task forces.

Candidates for promotion to Associate Professor shall provide evidence of activity in the first service category and at least one other service category.

Service may also include general community service unrelated to the faculty member's profession; however, reviewers should give greater weight to the faculty member's professional services.

D.RESEARCH

Candidates holding tripartite appointments must provide evidence of successful research activities. Research activities include the following:

1. Publications subject to external review or refereeing such as books, journal articles, articles in edited works, and monographs;

2. Technical research reports produced under a faculty member's workload agreement in fulfillment of the provisions of research-related grants and contracts funded by UAA and non-UAA sources;

3. Other research activities such as papers presented at professional conferences, non-refereed journal and conference publications, research findings of internally funded projects, journal notes and comments, significant newspaper and trade journal articles, research proposals, and ongoing research projects.

Candidates for promotion to Associate Professor shall provide evidence of significant activity in the first research category and at least one other research category, including evidence of independent research effort.

E. PRESENTATION OF EVIDENCE

The faculty member is responsible for making sure that the evaluation file is complete. The review period is considered to start at the time the faculty member was first appointed to the rank of Assistant Professor at UAA or another institution. The review period ends on the last day of the tenth week of the summer session in the last academic year to be considered in the review. Materials pertaining to this period can be added to the evaluation file at any time prior to the deadline for submission of the file. The faculty member can add materials such as letters of reference and notices of acceptance for journal publications to the file at a later point if the candidate states in the original file that these materials are expected.

Candidates for promotion to Associate Professor are expected to be recognized by peers outside UAA for their contribution to their discipline or profession. The candidate should provide evidence of such recognition where appropriate in the evaluation file.

1. The following must be included in the evaluation file for promotion to Associate Professor:
    a. Workload agreements for each year of the review period;
    b. Annual activity reports for each year of the review period;
    c. Current vita containing complete citations for publications:
    d. Copies of annual reviews for each year of the review period;
    e. Copies of all past promotion and tenure summary evaluations and recommendations;
    f. Student course evaluation summaries for all courses taught within the review period;
    g. Summaries of the number of courses taught within the review period and a summary of the total number of students advised;
    h. Course syllabi for the courses taught during the review period;
    i. A listing of all service projects undertaken or conducted during the evaluation period and the level of the faculty member's contribution;
    j. If appropriate, a listing of all research undertaken during the evaluation period, the source and amount of funding, and the level of the faculty member's contribution;
    k. At least two letters of recommendation from peers not associated with the University of Alaska Anchorage. This requirement does not preclude anyone from writing a letter on behalf of the candidate;
    l. At least two letters of recommendation from faculty working within the University;
    m. A self-review, including brief statements which show how specific components of the file demonstrate successful teaching, service, and (as appropriate) research.

2. The faculty member is invited, in addition, to include in the evaluation file evidence

of successful teaching, service, and research. This evidence may include but is not limited to the following:

a. Descriptions of innovative teaching methods and steps taken to evaluate the effectiveness of these methods;
b. Evaluation of teaching by colleagues and past students;
c. Samples of course materials;
d. Letters from government agencies, businesses, and members of the general public served during the review period;
e. Examples of research methods and findings;
f. Reviews of research products by peers.

IV. PROMOTION TO PROFESSOR

Appointment to the rank of Professor is the highest award that the University can confer upon a faculty member. The award of this rank will be recommended by the Justice Center only in those cases in which the faculty member's record, when taken as a whole, demonstrates exemplary performance.

A. TIME IN RANK

Candidates must have at least five years at the rank of Associate Professor. At least three of the five years in rank must have been at the University of Alaska Anchorage. The basis for exception shall be outstanding academic performance and/or outstanding professional experience.

B. TEACHING

1. Candidates must provide evidence of exemplary teaching at the college/university level. The candidate's teaching activities shall include the following:

a. Teaching formal classroom undergraduate and/or graduate courses for which University credit is given;
b. Advising students and/or assisting potential students;
c. Program, curriculum, and/or course development;
d. Professional development may include but is not limited to such forms as completion of additional course work, efforts to improve instruction, and involvement in instructional activities of professional associations.

2. The candidate's teaching activities may also include but are not limited to the following:

a. Teaching noncredit courses, lectures, seminars, or training sessions as a part of the normal workload;
b. Development of new and/or special courses or teaching aids such as manuals, guides, and media presentations;
c. Supervising practicum students or internships, serving on graduate committees, and/or advising student clubs or honor societies.

Evaluations of a candidate's teaching activities may take into account the level of contribution to the school's instructional mission as indicated by such factors as the number of preparations, differing class characteristics, and advising large numbers of students.

C. SERVICE

Candidates must provide evidence of exemplary service both to the university community and outside the university. Active service, considering both the nature and quantity of services rendered, is considered more important than mere membership on multiple committees. Service activities include the following:

1. Service to the university, to the school, and/or to the unit in such forms as contributions to the work of committees of—and/or performance of special assignments for—the Senate, Assembly, Chancellor, Provost, or Dean;

2. Service to the profession in such forms as membership, participation, and leadership in professional societies or associations; organizing conferences and meetings; reviewing manuscripts; and serving on journal boards of review;

3. Service in a professional capacity to government, business, and members of the general public in such forms as unpaid consulting and participation as a member of boards, commissions, committees, and task forces.

Candidates for promotion to Professor shall provide evidence of activity in the first service category and at least one other service category.

Service also may include general community service unrelated to the faculty member's profession: however, reviewers should give greater weight to the faculty member's professional services.

D. RESEARCH

Candidates holding tripartite appointments must provide evidence of exemplary research activities. Research activities shall include the following:

1. Publications subject to external review or refereeing such as books, journal articles, edited works, and monographs;

2. Technical research reports produced under a faculty member's workload agreement in fulfillment of the provisions of research-related grants and contracts funded by UAA and non-UAA sources;

3. Other research activities such as papers presented at professional conferences, non-refereed journal and conference publications, research findings of internally funded projects, journal notes and comments, significant newspaper and trade journal articles, research proposals, and ongoing research projects;

Candidates for promotion to Professor shall provide evidence of significant activity in the first research category and at least one other research category, including evidence of independent research effort.

E. PRESENTATION OF EVIDENCE

The faculty member is responsible for making sure that the evaluation file is complete. The review period is considered to start at the time the faculty member was first appointed to the rank of Associate Professor at UAA or another institution. The review period ends on the last day of the tenth week of the summer session in the last academic year to be considered in the review. Materials pertaining to this period can be added to the evaluation file at any time prior to the deadline for submission of the file. The faculty member can add materials such as letters of reference and notices of acceptance for journal publications to the file at a later point if the candidate states in the original file that these materials are expected.

Candidates for promotion to Professor are expected to be recognized by peers outside UAA for their contribution to their discipline or profession. The candidate should provide evidence of such recognition where appropriate in the evaluation file.

1. The following must be included in the evaluation file for promotion to Professor:
    a. Workload agreements for each year of the review period;
    b. Annual activity reports for each year of the review period;
    c. Current vita containing complete citations for publications;
    d. Copies of annual reviews for each year of the review period;
    e. Copies of all past promotion and tenure summary evaluations and recommendations;
    f. Student course evaluation summaries for all courses taught within the review period;
    g. Summaries of the number of courses taught within the review period and a summary of the total number of students advised;
    h. Course syllabi for the courses taught during the review period;
    i. A listing of all service projects undertaken or conducted during the evaluation period and the level of the faculty member's contribution;
    j. If appropriate, a listing of all research undertaken during the evaluation period, the source and amount of funding, and the level of the faculty member's contribution;
    k. At least two letters of recommendation from peers not associated with the University of Alaska Anchorage. This requirement does not preclude anyone from writing a letter on behalf of the candidate;
    1. At least two letters of recommendation from faculty working within the University;
    m. A self-review, including brief statements which show how specific

components of the file demonstrate successful teaching, service, and (as appropriate) research.

2. The faculty member is invited, in addition, to include in the evaluation file evidence of successful teaching, service, and research. This evidence may include but is not limited to the following:
    a. Descriptions of innovative teaching methods and steps taken to evaluate the effectiveness of these methods;
    b. Evaluation of teaching by colleagues and past students:
    c. Samples of course materials;
    d. Letters from government agencies, businesses, and members of the general public served during the review period;
    e. Examples of research methods and findings;
    f. Letters from contacting or granting agencies concerning research conducted during me review period;
    g. Reviews of research products by peers.

V. CRITERIA FOR TENURE

A. ASSISTANT PROFESSOR
Candidates for tenure who are at the level of Assistant Professor will be reviewed for evidence of sustained, long-term success in teaching, service, and (as appropriate to the candidate's workload) research at the level of Assistant Professor and the prospects for the faculty member's continued professional growth and development.

B. ASSOCIATE PROFESSOR
Candidates for tenure who are at the level of Associate Professor will be reviewed for evidence of sustained, long-term success in teaching, service, and (as appropriate to the candidate's workload) research at the level of Associate Professor and the prospects for the faculty member's continued professional growth and development.

C. PROFESSOR
Candidates for tenure who are at the level of Professor will be reviewed for evidence of sustained, long-term success in teaching, service, and (as appropriate to the candidate's workload) research at the level of Professor.