

The following was passed at Faculty Senate Meeting #221 on March 6, 2017:


**MOTION:**

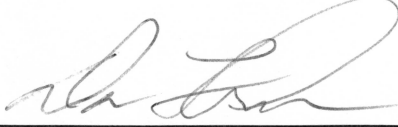
The UAF Faculty Senate moves to approve the Unit Criteria for the Department of Alaska Native Studies and Rural Development.

EFFECTIVE:            Fall 2017  
                              Upon Chancellor Approval

RATIONALE:            The committee assessed the unit criteria submitted by the Department of Alaska Native Studies and Rural Development. Revisions were agreed upon by the department representatives and the Unit Criteria Committee, and the unit criteria were found to be consistent with UAF guidelines.

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 2017-03-06  
President, UAF Faculty Senate

APPROVAL:   
Chancellor's Office

DATE: March 14, 2017

DISAPPROVED: \_\_\_\_\_  
Chancellor's Office

DATE: \_\_\_\_\_

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See the attached DANSRD Unit Criteria

**UAF REGULATIONS FOR THE APPOINTMENT AND EVALUATIONS OF FACULTY  
AND DEPARTMENT OF ALASKA NATIVE STUDIES AND RURAL DEVELOPMENT  
(DANSRD) UNIT CRITERIA, STANDARDS, AND INDICES**

*THE FOLLOWING IS AN ADAPTATION OF UAF AND BOARD OF REGENTS' CRITERIA FOR ANNUAL REVIEW, PRE-TENURE REVIEW, POST-TENURE REVIEW, PROMOTION, AND TENURE, SPECIFICALLY ADAPTED FOR USE IN EVALUATING THE FACULTY OF THE ALASKA NATIVE STUDIES AND RURAL DEVELOPMENT DEPARTMENT/S. ITEMS IN BOLDFACE ITALICS ARE THOSE SPECIFICALLY ADDED OR EMPHASIZED BECAUSE OF THEIR RELEVANCE TO THE DEPARTMENT'S/S' FACULTY, AND BECAUSE THEY ARE ADDITIONS TO UAF REGULATIONS.*

*“Our mission is to increase cultural awareness and strengthen leadership capacity for rural and Indigenous communities in Alaska and the Circumpolar North through degree programs that promote academic excellence, personal development, professional skills, global awareness and respect for Indigenous cultures and commitment to community.”*

*Rural development (RD) is an applied program that is made available at both baccalaureate and graduate levels to students on the Fairbanks campus, across the state, and beyond using a combination of high quality, innovative delivery methods including intensive seminars, audioconferencing, web-based teaching and other distance technologies.*

*Alaska Native Studies (ANS) is an academic program available at the baccalaureate level as both a major and a minor. Students take advantage of the same delivery methods as RD, and DANSRD faculty teach courses in both programs. Students from ANS are encouraged to take RD courses (e.g. as a minor sequence) and vice-versa with the result that both programs produce well rounded graduates.*

*Both programs encourage national and international engagement with Indigenous scholars and political leaders. Guests from Indigenous communities outside the state deliver lectures to students in both programs, and faculty maintain active connections with international counterparts. International students attend both RD and ANS courses.*

*As an academic discipline, rural development is a rapidly expanding field with an increased number of universities offering post- baccalaureate opportunities for study. DANSRD offers a unique opportunity for Alaska's students to connect to peers in the field and share new ideas to benefit rural communities and enhance their careers.*

*DANSRD serves a large body of non-traditional students and their communities. The program often employs innovative methods to ensure that these students get the most out of their education, and that their communities benefit from department research and scholarly activity. These methods are reflected throughout our unit criteria.*

*The department often looks to trusted peers from within the communities served for expert review and objective evaluation of its work. These peers possess knowledge and expertise that may or may not be directly tied to formal education. In many cases Indigenous leaders have earned their positions through learning from a wide range of sources over many years. This kind of learning and oversight is essential to DANSRD.*

*DANSRD's mission identifies specific indigenous populations at community, regional and statewide levels. When DANSRD provides professional expertise to these communities it is not merely a general pro-bono benefit to society at large. Rather, it is a research or scholarly activity within the mandate of the DANSRD mission, and not an act of service.*

*Given the applied nature of the program, faculty members may from time to time have greater or lesser than average assignments in research. In these cases, expectations of them should be adjusted accordingly, using the level of activity specified in the annual workload assignment as the prime determinant.*

*The following is an adaptation of UAF and Regents' criteria for promotion and tenure specifically developed for use in evaluating the faculty in the department of Alaska Native studies and rural development (DANSRD). Items in bold italics are those specifically added because of their relevance to the departmental mission. These unit criteria are for use in all evaluations of faculty.*

## CHAPTER I

### Purview

The University of Alaska Fairbanks document, "Faculty Appointment and Evaluation Policies," supplements the Board of Regents (BOR) policies and describes the purpose, conditions, eligibility, and other specifications relating to the evaluation of faculty at the University of Alaska Fairbanks (UAF). Contained herein are regulations and procedures to guide the evaluation processes and to identify the bodies of review appropriate for the university.

The university, through the UAF Faculty Senate, may change or amend these regulations and procedures from time to time and will provide adequate notice in making changes and amendments.

These regulations shall apply to all of the units within the University of Alaska Fairbanks, except in so far as extant collective bargaining agreements apply otherwise.

The provost is responsible for coordination and implementation of matters relating to procedures stated herein.

## **CHAPTER II**

### **Initial Appointment of Faculty**

#### **A. Criteria for Initial Appointment**

Minimum degree, experience and performance requirements are set forth in “UAF Faculty Appointment and Evaluation Policies,” Chapter IV. Exceptions to these requirements for initial placement in academic rank or special academic rank positions shall be submitted to the chancellor or chancellor’s designee for approval prior to a final selection decision.

#### **B. Academic Titles**

Academic titles must reflect the discipline in which the faculty are appointed.

#### **C. Process for Appointment of Faculty with Academic Rank**

Deans of schools and colleges, and directors when appropriate, in conjunction with the faculty in a unit, shall observe procedures for advertisement, review, and selection of candidates to fill any vacant faculty position. These procedures are set by UAF Human Resources and the Campus Diversity and Compliance (AA/EEO) office and shall provide for participation in hiring by faculty and administrators as a unit.

#### **D. Process for Appointment of Faculty with Special Academic Rank**

Deans and/or directors, in conjunction with the faculty in a unit, shall establish procedures for advertisement, review, and selection of candidates to fill any faculty positions as they become available. Such procedures shall be consistent with the university’s stated AA/EEO policies and shall provide for participation in hiring by faculty and administrators in the unit.

#### **E. Following the Selection Process**

The dean or director shall appoint the new faculty member and advise him/her of the conditions, benefits, and obligations of the position. If the appointment is to be at the professor level, the dean/director must first obtain the concurrence of the chancellor or chancellor’s designee.

#### **F. Letter of Appointment**

The initial letter of appointment shall specify the nature of the assignment, the percentage emphasis that is to be placed on each of the parts of the faculty responsibility, mandatory year of tenure review, and any special conditions relating to the appointment.

This letter of appointment establishes the nature of the position and, while the percentage of emphasis for each part may vary with each workload distribution as specified in the annual workload agreement document, the part(s) defining the position may not.

## **CHAPTER III**

### **Periodic Evaluation of Faculty**

#### **A. General Criteria**

Criteria as outlined in “UAF Faculty Appointment and Evaluation Policies,” Chapter IV, *and DANSRD unit criteria, standards and indices*, evaluators may consider, but shall not be limited to, whichever of the following are appropriate to the faculty member’s professional obligation: mastery of subject matter; effectiveness in teaching; achievement in research, scholarly, and creative activity; effectiveness of public service; effectiveness of university service; demonstration of professional development and quality of total contribution to the university.

For purposes of evaluation at UAF, the total contribution to the university and activity in the areas outlined above will be defined by relevant activity and demonstrated competence from the following areas: 1) effectiveness in teaching; 2) achievement in scholarly activity; and 3) effectiveness of service.

#### **Bipartite Faculty**

Bipartite faculty are regular academic rank faculty who fill positions that are designated as performing two of the three parts of the university’s tripartite responsibility.

The dean or director of the relevant college/school shall determine which of the criteria defined above apply to these faculty.

Bipartite faculty may voluntarily engage in a tripartite function, but they will not be required to do so as a condition for evaluation, promotion, or tenure.

#### **B. Criteria for Instruction**

A central function of the university is instruction of students in formal courses and supervised study. Teaching includes those activities directly related to the formal and informal transmission of appropriate skills and knowledge to students. The nature of instruction will vary for each faculty member, depending upon workload distribution and the particular teaching mission of the unit. Instruction includes actual contact in classroom, correspondence or electronic delivery methods, laboratory or field and preparatory activities, such as preparing for lectures, setting up demonstrations, and preparing for laboratory experiments, as well as individual/independent study, tutorial sessions, evaluations, correcting papers, and determining grades. Other aspects of teaching and instruction extend to undergraduate and graduate academic advising and counseling, training graduate students and serving on their graduate committees, particularly as their major advisor, curriculum development, and academic recruiting and retention activities.

##### **1. Effectiveness in Teaching**

Evidence of excellence in teaching may be demonstrated through, but not limited to, evidence of the various characteristics that define effective teachers. Effective teachers

- a. are highly organized, plan carefully, use class time efficiently, have clear objectives, have high expectations for students;
- b. express positive regard for students, develop good rapport with students, show interest/enthusiasm for the subject;
- c. emphasize and encourage student participation, ask questions, frequently monitor student participation for student learning and teacher effectiveness, are sensitive to student diversity;
- d. emphasize regular feedback to students and reward student learning success;
- e. demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level;
- f. regularly develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design;
- g. may receive prizes and awards for excellence in teaching;
- h. *demonstrate ability to teach effectively through the simultaneous use of more than one delivery method, e.g, courses with students in the classroom and in attendance via other means of distance delivery at the same time.*

*Specific DANSRD criteria for teaching for appointment or promotion to:*

*A. Assistant professor: evidence of teaching ability as well as commitment toward continual improvement in areas involving distance delivery and online learning must be provided.*

*B. Associate professor: the record must show that the material taught is contemporary and relevant, and that the presentations stimulate the learning process. Evidence of the expected quality of instruction may include, but is not limited to, course and/or curriculum development, innovative approaches to instruction, effective guiding and mentoring of students, and effective teaching performance in classroom settings and by distance delivery modalities. There must be evidence of supervision of graduate student research as a major committee chair/member.*

*C. Professor: significant contributions to the instructional program are expected. These may include, but are not limited to, contributions to major improvements in course and/or curriculum offerings, development of new courses and/or delivery approaches, ability to motivate and/or inspire students, and exemplary training of graduate students. There should be a record of successful completion of graduate work by his or her students. It is expected that assessment of teaching by students and faculty will demonstrate consistently high quality performance.*

## 2. Components of Evaluation

Effectiveness in teaching will be evaluated through information on formal and informal teaching, course and curriculum material, recruiting and advising, training/guiding graduate students, etc., provided by:

a. systematic student ratings, i.e. student opinion of instruction summary forms,

**and** at least two of the following:

b. narrative self-evaluation,

c. peer/department chair classroom observation(s), *including seminar/distance instruction*

d. peer/department chair evaluation of course materials *and excellence in development/utilization of course materials.*

### C. Criteria for Research, Scholarly, and Creative Activity

Inquiry and originality are central functions of a land grant/sea grant/space grant university and all faculty with a research component in their assignment must remain active as scholars. Consequently, faculty are expected to conduct research or engage in other scholarly or creative pursuits that are appropriate to the mission of their unit, and equally important, results of their work must be disseminated through media appropriate to their discipline. Furthermore, it is important to emphasize the distinction between routine production and creative excellence as evaluated by an individual's peers at the University of Alaska and elsewhere.

*Considering the DANSRD mission and discipline, therefore, the locus and audience for DANSRD research expands to include Native and rural communities and/or constituencies. The key to research/scholarly/creative activities is that these activities should be applicable to the mission of the unit and also that the results of these activities should be disseminated through media accessible to and utilized by those whom they are intended to benefit. Certain activities and definitions, therefore, have also been expanded to reflect DANSRD's particular mission "...to strengthen leadership capacity for rural and indigenous communities in Alaska and the Circumpolar North through degree programs that promote academic excellence, personal development, professional skills, global awareness, respect for Indigenous cultures and commitment to community." Further, there is often an overlap between research and public service such that the results of DANSRD's research, scholarly and creative activities directly benefit Alaska's Native and rural communities as much as they do the university community.*

*To keep DANSRD true to its mission, appropriate dissemination of results will include reporting to and informing community, regional and state organizations such as Alaska Native Corporation boards, the Alaska Federation of Natives, Alaska Native tribal organizations and international Indigenous organizations. These are the organizations where appropriate judges for DANSRD's work are found. All of these entities support media which*

*can publish or otherwise showcase the work of DANSRD faculty.*

**1. Achievement in Research, Scholarly and Creative Activity**

Whatever the contribution, research, scholarly or creative activities must have one or more of the following characteristics:

- a. They must occur in a public forum.
- b. They must be evaluated by appropriate peers.
- c. They must be evaluated by peers *including those defined on pages one and two* external to this institution so as to allow an objective judgment.
- d. They must be judged to make a contribution *to the communities served by DANSRD and to the university.*

**2. Components of Research, Scholarly and Creative Activity**

Evidence of excellence in research, scholarly, and creative activity may be demonstrated through, but not limited to:

- a. Books, reviews, monographs, bulletins, articles, *manuals, needs assessments, program evaluations, annotated bibliographies, translations and transcriptions*, proceedings and other scholarly works published by reputable journals, scholarly presses, and publishing houses, *or by legal, industry or government publications* that accept works only after rigorous review and approval by peers in the discipline *or other appropriate judges.*
- b. Competitive grants and contracts to finance the development of ideas, these grants and contracts being subject to rigorous peer review and approval.
- c. Presentation of research papers, *DVDs, or invited papers* before learned societies that accept papers only after rigorous review and approval by peers *or other appropriate judges. Submission of research proposals that reflect the rigor, detail, and expertise required by academic research/grant proposals and/or the completion of contracted research reports to agencies and funding sources, formal presentations of research/information to Alaska Native organizations such as Alaska Federation of Natives, regional corporations, tribal councils, results of community planning processes as reported to community entities, development of planning processes reviewed by community boards, drafting and submitting regulatory proposals on behalf of partner communities, etc.*
- d. Exhibitions of art work at galleries, selection for these exhibitions being based on rigorous review and approval by juries, recognized artists, or critics.
- e. Performances in recitals or productions, *especially in those play or dance productions that present indigenous materials including theater/drama/Festival of Native Arts/Cama-i, and other statewide festivals*, selection for these performances



- being based on stringent auditions and approval by appropriate judges.
- f. Scholarly reviews of publications, art works and performance of the candidate.
  - g. Citations of research in scholarly publications *and publications of special interest to Native and rural constituents and/or constituencies.*
  - h. Published abstracts of research papers.
  - i. Reprints or quotations of publications, *cataloging and archiving data collections of dance/performance video and audio tapes*, reproductions of art works, and descriptions of interpretations in the performing arts, these materials appearing in reputable works of the discipline.
  - j. Prizes and awards for excellence of scholarship.
  - k. Awards of special fellowships for research or artistic activities *including awards for the development of video tapes, websites & CDs which disseminate information about rural development and Alaska Native Studies*, or selection *for scholarships for participation in programs of advanced study* or of tours of duty at special institutes for advanced study.
  - l. Development of processes or instruments useful in *community planning, that will be reviewed by local resident boards as well as those useful in* solving problems, such as computer programs and systems for the processing of data, genetic plant and animal material, and where appropriate obtaining patents and/or copyrights for said development.
  - m. *Non-refereed journal articles and monographs including authorship of a book or major reference in the faculty member's area of a scholarly activity.*

*Specific DANSRD criteria for research performance for promotion or appointment to:*

*A. Assistant professor: evidence of ability to establish a viable research program in the area of specialization must be provided.*

*B. Associate professor: the faculty member must have established an appropriate research program that produces satisfactory publications in some or all of the publications noted in a through m in the above section, and have presented research results at professional meetings and other public forums. Such things as the submission of research proposals and acquisition of external research funding, the completion of contract research reports, and publication in conference proceedings constitute supplementary evidence that the research program is of high quality. The faculty member must show independence and leadership by the creation of research ideas that involve students.*

***C. Professor: the research program should have produced publications in refereed professional literature as well as other publications noted in a through m above, and there should be a record of student and/or junior faculty involvement. The publications should be of sufficient quality and quantity to demonstrate the existence of an on-going, professional, independent research program. Additional evidence must be provided showing that research has been presented to entities such as Indigenous organizations and tribal governments.***

#### **D. Criteria for Public and University Service**

Public service is intrinsic to the land grant/sea grant/space grant tradition, and is a fundamental part of the university's obligation to the people of its state. In this tradition, faculty providing their professional expertise for the benefit of the university's external constituency, free of charge, is identified as "public service." The tradition of the university itself provides that its faculty assumes a collegial obligation for the internal functioning of the institution; such service is identified as "university service."

##### **1. Public Service**

Public service is the application of teaching, research, and other scholarly and creative activity to constituencies outside the University of Alaska Fairbanks. It includes all activities which extend the faculty member's professional, academic, or leadership competence to these constituencies. It can be instructional, collaborative, or consultative in nature and is related to the faculty member's discipline or other publicly recognized expertise. Public service may be systematic activity that involves planning with clientele and delivery of information on a continuing, programmatic basis. It may also be informal, individual, professional contributions to the community or to one's discipline, or other activities in furtherance of the goals and mission of the university and its units. Such service may occur on a periodic or limited-term basis. Examples include, but are not limited to:

- a. Providing information services to adults or youth.
- b. Service on or to government or public committees ***or other governmental bodies including tribal governments, Alaska Native corporations, health corporations, etc.***
- c. Service on accrediting bodies.
- d. Active participation in professional organizations.
- e. Active participation in discipline-oriented service organizations.
- f. Consulting.
- g. Prizes and awards for excellence in public service.
- h. Leadership of or presentations at workshops, conferences, or public meetings.

- i. Training and facilitating.
- j. Radio and TV programs, newspaper articles and columns, publications, newsletters, films, computer applications, teleconferences and other educational media.
- k. Judging and similar educational assistance at science fairs, state fairs, and speech, drama, literary, and similar competitions.

## **2. University Service**

University service includes those activities involving faculty members in the governance, administration, and other internal affairs of the university, its colleges, schools, and institutes. It includes non-instructional work with students and their organizations. Examples of such activity include, but are not limited to:

- a. Service on university, college, school, institute, or departmental committees or governing bodies, *appointment to internal editorial boards and scholarship selection committees.*
- b. Consultative work in support of university functions, such as expert assistance for specific projects.
- c. Service as department chair or term-limited and part-time assignment as assistant/associate dean in a college/school.
- d. Participation in accreditation reviews *and unit and campus wide evaluation.*
- e. Service on collective bargaining unit committees or elected office.
- f. Service in support of student organizations and activities.
- g. Academic support services such as library and museum programs.
- h. Assisting other faculty or units with curriculum planning and delivery of instruction, such as serving as guest lecturer.
- i. Mentoring.
- j. Prizes and awards for excellence in university service.

## **3. Professional Service**

- a. Editing or refereeing articles or proposals for professional journals or organizations.
- b. Active participation in professional organizations.
- c. Active participation in discipline-oriented service organizations.

- d. Committee chair or officer of professional organizations.
- e. Organizer, session organizer, or moderator for professional meetings.
- f. Service on a national or international review panel or committee ***and appointment to proposal evaluation/grant selection committees.***

#### **4. Evaluation of Service**

Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements. In formulating criteria, standards and indices for evaluation, promotion, and tenure, individual units should include examples of service activities and measures for evaluation appropriate for that unit. Excellence in public and university service may be demonstrated through, e.g., appropriate letters of commendation, recommendation, and/or appreciation, certificates and awards and other public means of recognition for services rendered.

***Specific DANSRD criteria for service performance for appointment or promotion to:***

***A. Assistant professor: none in addition to UAF criteria***

***B. Associate professor: positive contributions to departmental and/or university matters, effective professional contributions to the public, and effective services to the profession are expected. Examples would include facilitation support for the annual Festival of Native Arts, active participation in professional organizations and service on boards of Native and other organizations.***

***C. Professor: evidence of leadership in the service area is expected. Significant contributions to the development of departmental and/or university programs including committee leadership or UAF service committees are expected. Effective application of service includes, but is not limited to, reviewing proposals, refereeing manuscripts, and editing for professional organizations or publications. A professor's service may include the mentoring of junior faculty that leads in turn to greater service on their part.***