UAF REGULATIONS FOR THE APPOINTMENT AND EVALUATIONS OF
FACULTY
AND MUSIC 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 MUSIC DEPARTMENT. 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.

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, 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.

PROFESSIONAL PERFORMANCE EXPECTATION DOCUMENT SUMMARY
OF UNIT CRITERIA DESIGNATIONS AND
PROFESSIONAL EXPECTATIONS

I. TEACHING
   A. LOCAL AND SURROUNDING COMMUNITY

II. RESEARCH
   B. STATEWIDE; MOSTLY OUTSIDE THE LOCAL COMMUNITY

III. UNIVERSITY AND PUBLIC SERVICE
   C. NATIONAL OR INTERNATIONAL, MOSTLY OUTSIDE OF THE STATE.

LECTURER (NON-TENURE) IA
INSTRUCTOR (NON-TENURE) IA
INSTRUCTOR (TENURE) IA, IIA, IIB, IIIA
ASSISTANT PROFESSOR (TENURE) IA, IIA, IIB, IIIA
ASSOCIATE PROFESSOR (TENURE) IA, IIA, IIB, IIC, IIIA, IIIB
PROFESSOR (TENURE) IA, IIA, IIB, IIC, IIIA, IIIB

PROFESSIONAL VISIBILITY EXPECTED FOR PROMOTION TO DIFFERENT ACADEMIC RANKS
CRITERIA FOR TENURE ARE ASSUMED TO BE THE SAME AS THOSE USED FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR.
CANDIDATES FOR PROMOTION ARE EXPECTED TO HAVE A RECORD OF RECENT PROFESSIONAL ACTIVITIES BEYOND THE PROFESSIONAL RECORD USED TO ACHIEVE PROMOTION TO PREVIOUS RANK.

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.

STATEMENT OF PURPOSE

THE STANDARDS PRESENTED IN BOLD CAPITALS AS ADDED OR EMPHASIZED FOR THE DEPARTMENT OF MUSIC HEREAFTER IN THIS DOCUMENT ARE DRAWN FROM THE PEER UNIT CRITERIA (REV. 1996), WHICH STATES IN PART:

THESE UNIT CRITERIA ARE TO SUPPLEMENT THE UNIVERSITY OF ALASKA FAIRBANKS POLICIES AND REGULATIONS FOR THE EVALUATION OF FACULTY FOR PROMOTION AND TENURE (HEREAFTER REFERRED TO AS THE "UNIVERSITY POLICIES AND REGULATIONS") AND TO CLARIFY THEIR APPLICATION TO FACULTY OF THE UAF DEPARTMENT OF MUSIC. THESE UNIT CRITERIA ARE AN ADDENDUM TO THE UNIVERSITY POLICIES AND REGULATIONS.

THESE CRITERIA DEFINE FOR THE UNIVERSITY PROMOTION/TENURE REVIEW COMMITTEE THE KINDS OF MUSIC PERFORMANCE AND CONDUCTING EVENTS THAT ARE MOST APPROPRIATELY ASSIGNED TO THE CATEGORIES OF TEACHING, RESEARCH AND SERVICE.


A REVIEW CAN BE A SIGNIFICANT PART OF A PERFORMER'S PROFESSIONAL RECORD; HOWEVER, THE LACK OF A PRINTED REVIEW
FOR ANY ONE CONCERT SHOULD NOT BE CONSTRUED AS A NEGATIVE ASSESSMENT OF THE WORK OF THE ARTIST. THE ARTIST HAS NO CONTROL WHETHER A REVIEWER IS PRESENT OR WHETHER A REVIEW IS ULTIMATELY PRINTED.

EACH LIVE PERFORMANCE IS ITSELF A SEPARATE CREATIVE ACT WHERE THE PROFESSIONAL RISK IS NOT REDUCED BY THE FACT THAT THE SAME PROGRAM MAY HAVE BEEN DONE PREVIOUSLY IN ANOTHER LOCATION.

PERFORMERS ARE EVALUATED AND CHOSEN FOR PROFESSIONAL MANAGEMENT SPONSORSHIP AFTER A SCREENING PROCESS THAT PARALLELS THE REVIEW PROCESS USED FOR PRINTED FORUMS. VITAE AND RECORDINGS OF PRIOR CONCERTS ARE CAREFULLY EVALUATED BY SPONSORS BEFORE CONTRACTUAL TERMS ARE AGREED UPON. THE VALUE OF UNIVERSITY AND PUBLIC SCHOOL SERVICE IN MUSIC IS FULLY RECOGNIZED. IN MANY ASPECTS OF MUSIC PERFORMANCE, SERVICE REPRESENTS A MAJOR PART OF THE PROFESSIONAL TIME COMMITMENT, EVEN FOR FACULTY WITH HEAVY TEACHING LOADS. MUSIC FACULTY PARTICIPATION IN SUCH EVENTS BRINGS FAVORABLE NOTICE TO THE INSTITUTION AS A WHOLE. FINALLY, PUBLIC PERFORMANCE OR EXHIBITION ACTIVITY WAS DESCRIBED AS THE APPROPRIATE RESEARCH PRODUCT FOR THE DISCIPLINE. CHANCELLOR PATRICK O'ROURKE WROTE, IN A MEMORANDUM TO THE EXECUTIVE COUNCIL IN 1985:
"EACH FACULTY MEMBER MUST BE INVOLVED IN SOME EFFORT TO MAKE A VALID CONTRIBUTION TO THE BODY OF KNOWLEDGE IN HIS/HER OWN DISCIPLINE. THIS CONTRIBUTION CAN BE MADE IN A VARIETY OF WAYS: RESEARCH AND PUBLICATION IN LEARNED JOURNALS, MONOGRAPH PUBLICATIONS, PAPERS AT PROFESSIONAL MEETINGS, SCULPTING, PAINTING, MUSIC COMPOSITION, AND OTHER PERFORMANCE MEDIA WHICH MAY BE APPROPRIATE TO THE DISCIPLINE. THE MEDIUM IS NOT NEAR AS IMPORTANT AS THE EFFORT TO MAKE A CONTRIBUTION."

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.

ADDITIONAL TEACHING ACTIVITIES IN THE DEPARTMENT OF MUSIC MAY INCLUDE: 1) EVALUATION OF STUDENTS IN MUSICAL PERFORMANCES GIVEN IN THE COURSE OF THEIR DEGREE PROGRAM, SUCH AS JURIES, RECITAL PRE-HEARINGS AND RECITALS; 2) MUSIC PERFORMANCE OR CONDUCTING ACTIVITIES BY FACULTY DONE AS AN EXTENSION OF FORMAL INSTRUCTION IN A UNIVERSITY COURSE FOR CREDIT. THIS MAY INCLUDE ACTIVITIES SUCH AS MASTER CLASSES, STUDIO TEACHING AS PART OF SOLO-ENSEMBLE EVENTS, AND NON-SOLO PARTICIPATION IN PERFORMANCES BY UNIVERSITY ENSEMBLES OFFERED AS COURSES FOR CREDIT. THESE ACTIVITIES MAY OCCUR AT LOCAL, STATE OR NATIONAL/INTERNATIONAL LEVELS.

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.

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),

d. peer/department chair evaluation of course materials.

e. FOR MUSIC PERFORMANCE OR CONDUCTING ACTIVITIES BY FACULTY DONE AS AN EXTENSION OF FORMAL INSTRUCTION IN A UNIVERSITY COURSE FOR CREDIT, METHODS FOR EVALUATION AT THE STATE AND NATIONAL/INTERNATIONAL LEVELS MAY BE IN THE FORM OF OPINIONS GIVEN BY PROFESSIONAL PEERS ON SITE, AND MAY ALSO BE MEASURED BY WHATEVER METHODS FOR EVALUATION ARE IN PLACE FOR A PARTICULAR EVENT.

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.

MUSIC PERFORMANCE ACTIVITIES AS PART OF RESEARCH/SCHOLARLY ACTIVITY

DEFINITION: FORMAL CONCERTS GIVEN CLEARLY INDEPENDENTLY OF FORMAL INSTRUCTION OR SERVICE ACTIVITIES. SHALL INCLUDE PERFORMANCE OF MUSIC CREATED THROUGH ELECTRONIC MUSIC SYNTHESIS.

LOCAL: FACULTY SOLO RECITALS, CHAMBER MUSIC, AND SOLO CONCERTO EVENTS WHERE THE VISIBILITY OF THE EVENT IS LIMITED TO THE LOCAL COMMUNITY.

METHOD FOR EVALUATION: BASED UPON OPINIONS EXPRESSED BY
MUSIC FACULTY, OR BY MEMBERS OF THE PERFORMING/FINE ARTS/JB PROMOTION & TENURE REVIEW COMMITTEE.

STATEWIDE: SIMILAR EVENTS WHERE THE VISIBILITY OF THE EVENTS EXTENDS BEYOND THE COMMUNITY BUT APPEARS LIMITED TO THE CONFINES OF THE STATE

METHOD FOR EVALUATION: FACULTY WHO DO MUCH PERFORMING SHOULD BE EXPECTED TO HAVE RECEIVED SOME PRINTED PRESS REVIEWS FOR SOME OF THE CONCERTS. UNSOLICITED WRITTEN COMMENTS MAY ALSO BE USED TO SUBSTANTIATE THE IMPACT AND SUCCESS OF THE PERFORMANCE.

NATIONAL/INTERNATIONAL: SIMILAR EVENTS GIVEN MOSTLY AT NATIONALLY OR INTERNATIONALLY RECOGNIZED FORUMS. A FORUM LOCATED IN THE STATE SUCH AS THE FAIRBANKS SUMMER ARTS FESTIVAL, THE ANCHORAGE FESTIVAL, OR THE SITKA FESTIVAL MAY BE INCLUDED IN THIS CATEGORY IF THE PROFESSIONAL VISIBILITY OF THE INDIVIDUAL IS JUDGED TO GO BEYOND THE STATE. ALSO INCLUDES FACULTY PARTICIPATION AT AN INTERNATIONALLY KNOWN MUSIC ENSEMBLE OR AT A NATIONALLY VISIBLE PROFESSIONAL FORUM. INCLUDES SOUND RECORDINGS COMMERCIALY AND DISTRIBUTED BEYOND THE STATE.

METHOD FOR EVALUATION: FACULTY ENGAGED IN SUCH ACTIVITIES ARE EXPECTED TO HAVE ACCUMULATED REVIEWS FOR SOME OF THE EVENTS, IF THEY APPEARED AS A SOLOIST. FOR EVALUATION OF NATIONALLY RELEASED SOUND RECORDINGS, THE EXISTENCE OF PRINTED REVIEWS WOULD REFLECT SIGNIFICANCE OF THE PRODUCT IN THE PROFESSIONAL WORLD.

MUSIC CONDUCTING ACTIVITIES DEFINED AS PART OF RESEARCH/SCHOLARLY ACTIVITY

DEFINITION: FORMAL CONCERTS GIVEN INDEPENDENTLY OF FORMAL INSTRUCTION AND INDEPENDENT OF SERVICE ACTIVITIES, EXCEPT WHERE NOTED BELOW.

LOCAL: CONDUCTING OF NON-CREDIT PRODUCING DEPARTMENT-SPONSORED MUSIC ENSEMBLES GIVEN LOCALLY. CONDUCTING OF
FACULTY CHAMBER RECITALS GIVEN LOCALLY WOULD BE CONSIDERED PART OF THIS CATEGORY.

METHOD FOR EVALUATION: BASED PRIMARILY UPON OPINIONS BY MUSIC UNIT FACULTY WHO ATTENDED THE PERFORMANCE. PRINTED REVIEWS WOULD NOT NORMALLY BE EXPECTED. THE PROVISION TO ALLOW OCCASIONAL CREDIT-PRODUCING EVENTS INTO THE CATEGORY IS NOT TO BE MISUNDERSTOOD TO MEAN THAT ANY SUCCESSFUL COURSE RELATED PERFORMANCE MAY BE AUTOMATICALLY INCLUDED IN THIS CATEGORY. THE ASSERTION BY THE CANDIDATE THAT THE "EXCEPTIONALLY FAVORABLE" TEST WAS MET WOULD NEED TO BE SUPPORTED BY DEPARTMENTAL PEER REVIEW AND CHAIR EVALUATIONS.

STATEWIDE: SIMILAR EVENTS WHERE THE VISIBILITY EXTENDS BEYOND THE COMMUNITY (E.G., IF TELEVISED TO THE GENERAL PUBLIC, OR IF NOTED IN OUT-OF-TOWN PRESS).

METHOD FOR EVALUATION: FACULTY DO MUCH CONDUCTING WOULD BE EXPECTED TO HAVE RECEIVED SOME PRINTED REVIEWS FOR SOME OF THE CONCERTS. LETTERS OF APPRECIATION, OR OTHER UNSOLICITED WRITTEN COMMENTS RECOGNIZING THE MERIT OF THE PERFORMANCES, COULD ALSO BE USED TO SUBSTANTIATE THE IMPACT AND SUCCESS OF THE PERFORMANCE.

NATIONAL: SIMILAR EVENTS GIVEN MOSTLY AT NATIONALLY OR INTERNATIONALLY RECOGNIZED FORUMS. MAY INCLUDE LOCAL PERFORMANCE IF VISIBILITY IS JUDGED TO EXTEND TO BEYOND THE STATE. ALSO INCLUDES FACULTY CONDUCTING APPEARANCES WITH A NATIONAL, OR INTERNATIONALLY, KNOWN MUSIC ENSEMBLE OR AT NATIONALLY, OR INTERNATIONALLY, VISIBLE CONCERT FORUMS. SOUND RECORDINGS COMMERCIALLY MARKETED AND DISTRIBUTED BEYOND THE STATE WOULD ALSO BE INCLUDED IN THIS CATEGORY.


THE PRINCIPAL DETERMINANT FOR CATEGORIZING CONDUCTING EVENTS DESCRIBED ABOVE IS THE SCOPE OF THE PROFESSIONAL VISIBILITY ACHIEVED BY THE PERFORMANCE, AND TO A LESSER DEGREE, WHERE THE PERFORMANCE ACTUALLY TOOK PLACE.
SPECIAL RECOGNITION SHOULD BE GIVEN TO THOSE PERFORMANCES WHICH
1) EXPOSED THE CONDUCTOR TO CRITICAL PUBLIC EVALUATION BY
PROFESSIONAL PEERS,
2) MAJOR STATEWIDE EVENTS IN WHICH THE CONDUCTOR WAS
ELECTED
FROM A NATIONAL OR INTERNATIONAL POOL OF CONDUCTORS, OR
3) WHERE THE CONDUCTOR PLACED WELL IN A FORMAL
COMPETITION OR
IN A SIMILAR JURIED EVALUATION PROCESS.

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 external to this institution so as to allow an
      objective judgment.

   1. IN THE ABSENCE OF PUBLISHED REVIEWS, THE
      DEPARTMENT CHAIR OR THE DEPARTMENT PEER REVIEW
      COMMITTEE COULD (AT THEIR DISCRETION) SOLICIT
      OPINIONS FROM KNOWLEDGEABLE PERSONS WHO
      ATTENDED OUT-OF-TOWN PERFORMANCES. FACULTY
      MEMBERS DESIRING TO ENGAGE LOCAL PEERS SHOULD
      DISCUSS SPECIFICS WITH THE DEPARTMENT HEAD WELL
      IN ADVANCE OF THE CONCERT EVENT.

   2. FOR CONDUCTING - IN THE ABSENCE OF PUBLISHED
      REVIEWS, THE DEPARTMENT CHAIR OR THE
      DEPARTMENTAL PEER REVIEW COMMITTEE COULD (AT
      THEIR DISCRETION), SOLICIT OPINIONS FROM
      KNOWLEDGEABLE PERSONS WHO ATTENDED OUT-OF-
      TOWN PERFORMANCES. SUCH EVALUATIONS, IF
      AVAILABLE, CAN SUPPLEMENT THE CANDIDATE'S
      PROFESSIONAL FILE. FACULTY MEMBERS DESIRING TO
      IMPLEMENT THIS EVALUATION TOOL SHOULD SUGGEST
      THE POSSIBILITY OF THE MUSIC EXECUTIVE WELL IN
      ADVANCE OF THE CONCERT ADVANCE. THE LACK OF
      EXTERNAL PEER EVALUATIONS SHOULD NOT REFLECT
      NEGATIVELY ON THE RECORD OF THE FACULTY
      CANDIDATE
d. They must be judged to make a contribution.

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, proceedings and other scholarly works published by reputable journals, scholarly presses, and publishing houses that accept works only after rigorous review and approval by peers in the discipline.

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 before learned societies that accept papers only after rigorous review and approval by peers.

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, selection for these performances being based on stringent auditions and approval by appropriate judges.

THE PRINCIPAL DETERMINANT FOR MEASURING THE IMPACT PLACEMENT OF AN EVENT IS THE SCOPE OF PROFESSIONAL VISIBILITY ACHIEVED. SPECIAL RECOGNITION WILL BE GIVEN TO THOSE PERFORMANCES WHICH

1) EXPOSE THE PERFORMER TO CRITICAL PUBLIC EVALUATION BY PROFESSIONAL PEERS, OR

2) MAJOR STATEWIDE EVENTS IN WHICH THE PERFORMER WAS SELECTED FROM A NATIONAL OR INTERNATIONAL POOL OF PERFORMERS,

OR

3) WHERE THE PERFORMER PLACED WELL IN A FORMAL COMPETITION, OR IN A SIMILAR JURIED EVALUATION PROCESS.

f. Scholarly reviews of publications, art works and performance of the candidate.

g. Citations of research in scholarly publications.

h. Published abstracts of research papers.
i. Reprints or quotations of publications, 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 or selection of tours of duty at special institutes for advanced study.

l. Development of processes or instruments 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.

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.

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.

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.

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.

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.

MUSIC PERFORMING ACTIVITIES DEFINED AS PART OF PUBLIC AND UNIVERSITY SERVICE DEFINITION: DEFINED AS THAT DONE IN A NON-SOLO CAPACITY TO SUPPORT DEPARTMENTAL ENSEMBLES, OR DONE AS PART OF UNIVERSITY PUBLIC RELATIONS EVENTS. PERFORMANCE DONE TO BENEFIT AN EXTRA-UNIVERSITY HOST OR SPONSOR, ESPECIALLY WHERE THE HOST OR SPONSOR IS PRINCIPALLY INVOLVED WITH ACTIVITIES OTHER THAN SPONSORSHIP OF THE PERFORMANCE ARTS.

LOCAL: PERFORMANCES GIVEN AT A MUNICIPAL EVENT, GIVEN TO BENEFIT OF A HOST OR SPONSOR SUCH AS SERVICE ORGANIZATION, CHURCH, PUBLIC SCHOOL OR PRIVATE BUSINESS. ALSO INCLUDES PERFORMANCES WITH MUNICIPAL NON-PROFIT PERFORMANCE GROUPS (E.G. MUNICIPAL BAND, LIGHT OPERA THEATRE, YOUTH ORCHESTRA) OR OTHER ACTIVITIES DONE AS PART OF PUBLIC RELATIONS EVENTS HELD LOCALLY.

METHOD FOR EVALUATION: SINCE SUCH ACTIVITIES ARE DONE TO BENEFIT THE SPONSOR OR HOST DIRECTLY, NO PRINTED REVIEW SHOULD BE EXPECTED. EVALUATION CAN BE BASED UPON THE OPINION OF FACULTY PEERS WHO ATTENDED THE EVENT. THERE IS
NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF.

STATEWIDE: SIMILAR PERFORMANCES GIVEN OUT OF TOWN. ALSO INCLUDES PERFORMANCES WITH DEPARTMENTAL-SPONSORED MUSIC ENSEMBLES ON TOUR IN THE STATE; PERFORMING AT MUSIC CLINICS AT STATE REGIONAL MUSIC FESTIVALS BY INVITATION, OR PERFORMING DONE AT PUBLIC SCHOOLS, FOR PURPOSES OF RECRUITMENT. LOCAL EVENTS MAY BE INCLUDED IN THIS CATEGORY IF THE EVENT DREW AN AUDIENCE WHICH IS STATEWIDE.

METHOD FOR EVALUATION: OPINION OF PROFESSIONAL PEERS ON SITE, IF SUCH OPINIONS ARE AVAILABLE. THE IMPORTANCE OF THE EVENT COULD BE ASSESSED ACCORDING TO THE PROFESSIONAL PRESTIGE OF THE SPONSOR OR THE HOST. THERE IS NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF.

NATIONAL OR INTERNATIONAL: SIMILAR EVENTS DONE OUTSIDE OF THE STATE. A LOCAL OR STATEWIDE EVENT MAY BE INCLUDED IN THIS CATEGORY IF THE EVENT DREW AN AUDIENCE WHICH WAS NATIONAL OR INTERNATIONAL IN SCOPE.

METHOD FOR EVALUATION: THERE IS NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF. THE IMPORTANCE OF THE EVENT COULD BE ASSESSED ACCORDING TO THE PROFESSIONAL PRESTIGE OF THE SPONSOR OR THE HOST.

MUSIC CONDUCTING ACTIVITIES DEFINED AS PART OF UNIVERSITY AND PUBLIC SERVICE DEFINITION: TO BENEFIT AN EXTRA-UNIVERSITY HOST OR SPONSOR, ESPECIALLY WHERE THE HOST OR SPONSOR IS PRINCIPALLY INVOLVED WITH ACTIVITIES OTHER THAN SPONSORSHIP OF THE PERFORMING ARTS.

LOCAL: PERFORMANCES GIVEN AT A MUNICIPAL EVENT SPONSORED BY A SERVICE ORGANIZATION, CHURCH, PUBLIC SCHOOL, OR PRIVATE BUSINESS. ALSO INCLUDES CONDUCTING MUNICIPAL BAND, LIGHT OPERA THEATER, YOUTH ORCHESTRA, CONDUCTING OF DEPARTMENTAL ENSEMBLES FOR PUBLIC SCHOOL MUSIC ENSEMBLES (INCLUDING THOSE OUT-OF-TOWN GROUPS WHICH WERE HOSTED Locally).
METHOD FOR EVALUATION: THERE IS NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF.

STATEWIDE FORUM: SIMILAR PERFORMANCES GIVEN OUT-OF-TOWN. ALSO INCLUDES CONDUCTING OF DEPARTMENT-SPONSORED MUSIC ENSEMBLE ON TOUR OF THE STATE. ALSO INCLUDES CONDUCTING OF MUSIC CLINICS AT STATE REGION FESTIVALS BY INVITATION AND OTHER CLINICS DONE AROUND THE STATE.

METHOD FOR EVALUATION: THERE IS NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF.

NATIONAL OR INTERNATIONAL: SIMILAR EVENTS DONE WHERE PROFESSIONAL VISIBILITY OF THE CONDUCTOR EXTENDS BEYOND THE CONFINES OF THE STATE OR LOCAL REGION. MAY INCLUDE BEING A CLINICIAN AT A NATIONALLY RECOGNIZED EVENT HELD LOCALLY, IF SPONSORS OF THE EVENT HAVE A PREVIOUSLY ESTABLISHED RECORD OF SELECTING CLINICIANS FROM A NATIONAL POOL.

METHOD FOR EVALUATION: THE IMPORTANCE OF THE EVENT COULD BE ASSESSED ACCORDING TO THE PROFESSIONAL PRESTIGE OF THE SPONSOR OR THE HOST. THERE IS NO FORMALIZED TOOL TO MEASURE QUALITY FOR SUCH EVENTS. THE INVITATION TO PARTICIPATE SHOULD BE JUDGED AS SIGNIFICANT IN AND OF ITSELF.