

Memorandum

To: UAF Faculty (Untenured – United Academics Unit Members)

From: Paul B. Reichardt
Provost

Date: May 29, 2001

Re: 2001-02 Annual Evaluation

It is once again time to begin the Annual Evaluation process. Materials for untenured faculty are included with this memo and are posted on the web with these materials. Included are the 2001-02 Annual Evaluation Schedule and an Annual Activities Report tabular form. The requirement for annual review of untenured faculty is in keeping with practices in place at UAF since 1989, and in accord with provisions as outlined in Article 9.21 of the United Academics Collective Bargaining Agreement.

If you are undergoing comprehensive review, or applying for tenure or promotion in the 2001-02 cycle, you are not required to submit materials for annual evaluation.

In accordance with terms of the collective bargaining agreements and past practices at UAF, I am recommending that Research Faculty and other non-tenure track faculty eligible for promotion under UAF policies and regulations also be evaluated at this time, as annual evaluations are a required part of the promotion process.

Attached is a tabular form on which to report your professional activities for the time period July 1, 2000 through June 30, 2001. In addition to the tabular form you are asked to submit a self-evaluation, which is an important part of the evaluation process. It should assess your success or difficulty in meeting expectations identified in your workload plan. Each evaluation file must also contain an updated vita. The deadline for submitting this information to your dean or director is **October 9, 2001**.

Evaluation of your performance will be provided in narrative form by your director and/or dean; and statements on evaluation of strengths, weaknesses, and overall professional progress are required.

For additional information or assistance please contact Hild Peters in my office at x5178 or fnhmp@uaf.edu.

Attachments:
2001-02 Annual Evaluation Schedule
Annual Activities Report