

Part II

SUGGESTIONS FOR PREPARATION OF FILES FOR 4TH YEAR PRE-TENURE COMPREHENSIVE AND DIAGNOSTIC REVIEW

A. General Comments

The most important elements in a 4th Year Comprehensive Review file are your performance and accomplishments in the teaching, research, and service areas of responsibility consistent with the expectations of your position. Second only to that is the file you assemble to present your work. Your file will be read by a number of people who may know little about your discipline and perhaps may not know you or your work. Your file should clearly present your record to those people.

Some specific kinds of information and some special forms are required contents in every file, and the order of their placement in the file is clearly listed on the "4th Year Comprehensive and Diagnostic Review Materials Checklist" (see Part III). Each item on the Checklist should have its own tab/divider that is clearly and visibly labeled so that reviewers can easily navigate your file.

Required content also includes student evaluation results (i.e., Student Opinion of Instruction surveys, also known as Instructional Assessment Surveys) and all administrator evaluations that you have received during your appointment as an assistant professor at UAF (this may or may not include evaluative comments from your department chair, depending on your unit). You are responsible for gathering these materials and including them in your file.

In addition to required content, you may include anything else you desire in your file, but you should keep in mind that a number of people must review a large number of files in a short time. Materials included should significantly add to the understanding of the nature of your position and your performance and achievements. Quantity and weight of supplementary information generally do not advance the strength of your application. Although the following are "comments and recommendations," not instructions, they do constitute useful advice from faculty and administrators who have reviewed files in the past:

- "Yellow sheets" containing student comments submitted as part of the IAS process are not very useful to reviewers.
- Two or three representative course syllabi are probably enough to satisfy the requirement and to give the relevant information to reviewers.
- Two or three examples of products (e.g., journal articles) from your research/scholarly/creative activities would be useful, at least to your unit peer review committee, but there is no need for a more complete set of "products" in the file. This includes programs and documentation from

artistic and musical performances/exhibitions and other creative products. It has also been noted that since reviews are under time constraints, slides, picture CDs, audio CDs, and other media that requires equipment are not very useful to reviewers.

- Include all written administrator evaluations (and responses) that you have received since your faculty appointment at UAF.

You are urged to make a photocopy of your file when it is complete and before you submit it. After the review process, the majority of your file is permanently archived at the Rasmuson Library, with limited access. All materials that are removed from your file for archiving will be replaced with photocopies to the best of our ability. The portions of your file that are not archived will be returned to you with the photocopied items the following Fall.

All materials in your file should be placed in a **2-inch, 3-ring binder** to assure that the file remains intact through all the transfers among reviewers. Your binder should have rigid sides (no cardboard or flimsy plastic) and have rings that close securely. This binder should provide ample room for your file materials and needs to also allow some extra room for the materials that will be added later in the process (i.e., recommendations and responses). Your binder should be clearly labeled on **both** the cover and spine with your name, current title, academic unit and/or institute, department (if applicable), and the type of the review (i.e., John Doe, Associate Professor, College of Liberal Arts, Music Department, 2002-03 Promotion Review).

The use of clear plastic page sleeves in your review file is prohibited effective AY2009-2010. Plastic sleeves may appear in your review file **ONLY** if used to include single items that are originals, are of unusual size, or cannot otherwise be hole-punched or duplicated. If your file is submitted with plastic sleeves on every page, it will be returned to you and you will be asked to resubmit it without the sleeves.

B. Parts of the File

Following are comments that address the various parts of the file as listed on the Checklist. Each item on the Checklist should have its own tab/divider that is clearly and visibly labeled so that reviewers can easily navigate the file. For clarity, the numbers correspond to the numbers on the checklist.

1. **4th Year Comprehensive and Diagnostic Review Materials Checklist.** This form not only lists the materials to be included; it also sets forth the sequence in which the materials are to be assembled in the binder.

Please note that *the form, itself, is the first item in the file.* The unit member should fill in the information requested at the top of the form and check off those items included (Numbers 1 through 7) at the time the file is submitted to the Dean or Director.

2. **Summary of Recommendations Form.** Please completely fill out the

personal information at the top of the form as requested; please type this information onto the form if possible. Do not mark any part of the chart at the bottom of the page.

3. **Special Unit Criteria, Standards and Indices.** If your department, college/school, or peer group has Unit Criteria, Standards, and Indices that have been officially approved by the UAF Faculty Senate and the chancellor, please include a copy in your file. Do **not** include drafts of unit criteria that have not been approved; include **only** faculty senate-approved documents. If you have any questions about whether or not special unit criteria exist for your discipline, please check with your dean/director or the Governance Office. Copies of current, approved Unit Criteria, Standards, and Indices can be obtained from the provost's website or the Governance office.
4. **Activities Report for 4th Year Comprehensive Review.** You will find the Activities Report form in Part III, item D. Listed below are the general topics for which you are asked to provide information. **Note that this format must be followed.** Your 4th Year Review Activities Report should include all material since your faculty appointment at UAF.

If you wish to include activities, publications, or other achievements on your 4th Year Activities Report that occurred prior to your UAF service, that is permissible, with the caveat that those items should be clearly identified and made visually distinct on your report. That is, there should be an explanation that accompanies each item, and they should appear in another font or be highlighted in a color. For example, if six publications from outside the review period were included on the report in a distinctly different font, the candidate would also provide a key/explanation as to when these achievements were made, which institution the candidate was affiliated with at the time, and why they were relevant to include on the report (i.e., the research was completed at another institution, but it was not actually published until service had begun at UAF; the item has recently received recognition; or the item still receives citations as a relevant publication in the field). Another option would be to instead address such items in the narrative self evaluation by briefly describing their significance and directing reviewers to previous accomplishments listed in the C.V.

Organization and Content of the Promotion/Tenure Activities Report

1. Personal Information

2. Workload

Table 2.1 Workload Summary

3. Teaching

Table 3.1: Instructional Activities.

Table 3.2: Graduate Committee Chair

Table 3.4: Student Advising - Graduate and/or Undergraduate

4. Research, Creative and Other Scholarly Activities

Table 4.1: Publications

Table 4.2: Publications IN PRESS

Table 4.3: Professional Creative Activities

Table 4.4: Sponsored Projects/Commissions

Table 4.5: Other Scholarly Work

Table 4.6: Conference/Meeting Participation

5. Public, University and Professional Service

Table 5.1: Public service

Table 5.2: University service

Table 5.3: Professional service

6. Professional Development

7. Honors and Awards

5. **Self-Evaluation.** It is your responsibility to prepare and include a self-evaluation of your contributions and achievements within each of the areas of responsibility required for your position. Your self-evaluation should focus on explaining how your activities and accomplishments demonstrate that you have met the relevant criteria (either the UAF criteria or the special unit criteria, standards, and induces in Section 3 of your file). It provides an opportunity for you to describe the expectations placed on you and your success in meeting those expectations, from your perspective.

In this self-evaluation, it is appropriate to note any special assignment or responsibilities and identify the nature of your position (tripartite or bipartite appointment or focused special academic rank). If your duties are strongly weighted in one area of responsibility, the reasons for this assignment can be explained here. It is also the appropriate place to note and adequately justify any exceptions to eligibility or procedural requirements reflected in your application.

Note that the emphasis for this part of the application is "self-evaluation," not a "narrative activities report."

6. **Peer, Student and External Evaluations.** The following items should be included in this section. Please note that UAF's criteria, found in the UAF *Regulations for the Appointment and Evaluation of Faculty* (the "Blue Book") require that effectiveness in teaching be evaluated through three total items: a) systematic student ratings, i.e., student opinion of instruction summary forms, **and at least two of the following**: b) a narrative self-evaluation (which is otherwise a required part of your file); c) peer/department chair classroom observation/s; or d) peer/department chair evaluation/s of course materials.

a) Past Evaluations.

- *For unit members undergoing promotion review only, please include copies of all past evaluations since the last promotion or the last six years, whichever comes first.*
- *For unit members undergoing tenure, or concurrent tenure/promotion review, please include copies of all past annual evaluations since initial hire.*

- b) Student evaluation (IAS) summaries. Please include copies of all IAS summaries for courses taught during this review period, organized chronologically, and include an explanation for any missing forms.
- c) Peer evaluation of teaching, if available.
- d) Course syllabi. Please include a representative sample of course syllabi for courses taught during this review period.
- e) Examples/Evidence of research/creative activities.
- f) External evaluation of service activities.
- g) External Reviews, Honors, and Citations.

7. Curriculum Vitae and External Review Letters.

- a) A current curriculum vitae must be included in this section.
- b) Letters received from external reviewers will be inserted in this section by the dean or director as received. Faculty members undergoing fourth-year retention review are exempt from the requirement for External Reviewers.

8-12. Levels of Review. Please refer to the Checklist. *You should prepare a separate, labeled divider for each review level indicated on Checklist items 8 through 12.* Place the appropriate "Candidate Response" form in the binder after the corresponding divider. The recommendation from each level of review will be placed in your file by the dean's office (first two levels) or the Office of the Provost (remaining levels of review).