

PART I

PROCESS AND PROCEDURES FOR PROMOTION AND/OR TENURE REVIEW

Information related to promotion and tenure review is included in the University of Alaska Fairbanks' *Policies and Regulations for the Appointment and Evaluation of Faculty*, also known as the "Blue Book," and in Article 9 of the collective bargaining agreement between the University of Alaska and United Academics-AAUP/AFT. Please review these documents carefully.

A. Eligibility Requirements

1. *For Tenure:*

Your mandatory year to stand for tenure is determined by your rank at the time of initial appointment. Faculty initially appointed to the rank of **professor** shall be reviewed for tenure no later than during the second consecutive year of service. Appointments may continue beyond the third (3rd) year only with tenure. Faculty initially appointed to the rank of **associate professor** shall be reviewed for tenure no later than during the fourth (4th) consecutive year of service. Appointments to associate professor rank may continue beyond the fifth year only with tenure. Faculty initially appointed to the rank of **assistant professor** shall be reviewed for tenure and concurrent promotion to associate professor* no later than during the seventh (7th) year of service. Service may continue beyond the eighth (8th) year only with tenure. Faculty of any rank may choose to stand for tenure during any year prior to the mandatory year of review.

*The "Blue Book" specifies a linkage of the award of tenure with promotion to the rank of associate professor. "An award of tenure is concurrent with promotion and vice versa. Any faculty member applying for promotion to the rank of assistant professor may also apply for tenure; and a faculty member at the rank of assistant professor may not apply for tenure without concurrently seeking advancement to the rank of associate professor."

It is solely the faculty member's decision whether or not to seek tenure prior to the mandatory year of review. If considering standing for tenure prior to the mandatory year, faculty should review their past performance evaluations and discuss readiness with their mentor, department chair, and dean and/or director.

2. *For Promotion*

The decision of whether to stand for promotion is at the discretion of each faculty member, with the exception of the mandatory linkage of associate professor with tenure as described above.

Please consult with your mentor, department chair, dean and/or director to decide the best application strategy for you.

B. Application Preparation and Submission

All of the materials that you need are located on the Provost's website. Part II of these Guidelines provides a detailed explanation of how to assemble your review file. Part III provides you with copies of all relevant materials and required forms.

C. The Review Process

1. Open Meeting Provisions

Evaluative meetings are not subject to the Alaska Public Meetings Act. Review committees shall annually determine whether discussions will be open or closed to the public and/or the candidate. The vote of the committee, however, shall take place in executive session and shall be closed to the public and the candidate. The vote and substantive statement shall be provided without individual attribution.

2. Review of Recommendations

Faculty members shall have an opportunity to review the recommendations at each review level, and to submit a response at each level. The review schedule (included in Part III) reflects candidate response periods after each recommendation, with the exception of the Chancellor's decision.

Materials may be added to the review file during the candidate response periods. A candidate may add materials to the review file outside of the response periods **only** if the information to be added is an update to an item already referenced in the prepared file. In this case, the candidate may add supporting documentation (for example, letters of acceptance of a manuscript or grant proposal awarded) at any time during the review process. Other information or documentation, including letters of support on behalf of the candidate, may be added **ONLY** as attachments to the candidate's response and must be submitted within the response period as denoted on the review schedule.

Forms for your responses are included in Part III; however, you are welcome to submit responses to recommendations in other formats, including electronically. In preparing your responses, you may submit whatever documentation you feel is essential to support your comments or point of view. Because these materials become a permanent part of the file and add to the amount of material to be considered by subsequent levels of review, they should be carefully and critically selected.

If you will be absent from campus for an extended period of time or at a point when a critical decision is to be made, you may delegate someone to act as your representative. If you wish to do so, please send a memo to the Office of the Provost identifying the individual and the time period for which this authorization is valid. The notice must be signed and dated by you. Notification of the completion of a recommendation will then be given to your designee, and it will be up to that individual to inform you and solicit your comments, or to act on your behalf.

3. Withdrawal of Candidacy

Should you choose to withdraw your candidacy at any time during the process, you must notify the Provost, in writing, and the Provost will advise your dean/director.

A faculty member may withdraw the file from consideration at any step in the process prior to review by the chancellor, **except in the following cases:**

- a. It is the candidate's mandatory year to stand for tenure,
- b. The candidate would otherwise be required to stand for 4th Year Comprehensive and Diagnostic Review, or
- c. When standing for promotion (only), the candidate would otherwise be required to stand for 6th Year Comprehensive Post-Tenure Review (in this case, the candidate may not withdraw the file prior to Provost review).

Withdrawal of candidacy during a mandatory review will result in the faculty member being issued a terminal contract for the following academic year.

A faculty member standing for tenure prior to the mandatory year of review may proceed through all steps in the process and may withdraw at any step in the process prior to review by the chancellor. If the file continues to the chancellor and if the decision of the chancellor is to deny tenure, the faculty member may continue to serve as a tenure track faculty member but may not stand again for tenure prior to the mandatory year of review. The decision of the chancellor in this instance is final.

4. Evaluation Criteria

The criteria for promotion and tenure have been in place at UAF since 1989. The criteria emphasize attention to both the quality of performance demonstrated and the expectations for judging performance activities within the framework of each faculty member's particular assignment and workload distribution agreement. These criteria are listed in Chapter III of the "Blue Book," UAF's *Policies and Regulations for the Appointment and Evaluation of Faculty*, and are to be used at all times, even if special unit criteria exist. If your unit has Faculty Senate-approved Unit Criteria, Standards, and Indices, these criteria will be used in the evaluation of your file in addition to the general criteria. (One set of criteria does not replace the other.)

It is your responsibility to include in your application a narrative self-evaluation of overall contributions within each of the performance areas appropriate to your appointment. In addition, your self-evaluation should reference any special standards and/or expectations that are identified in your Unit Criteria, Standards, and Indices, if applicable. A copy of your unit's current, Faculty Senate-approved criteria, standards and indices should be placed in your file. Copies of current unit criteria, standards, and indices may be obtained via the Provost's website or the Governance Office.

Reviewers will be expected to support their recommendations with substantive statements and examples of how and to what extent you do or do not demonstrate the quality of performance or level of professional accomplishments of a tenure-track or tenured faculty member. These recommendations shall be made within the context of your particular appointment and the workload distribution agreement that is completed each year.

5. Closing of the File

The faculty member's file is closed at the time of submission and no new materials may be added to the main body of the file. The only exception is if the information to be added is an update to an item already referenced in the prepared file. In this case, the candidate may add supporting documentation (for example, as letters of acceptance of a manuscript or grant proposal awarded) at any time during the review process. *These items should be placed behind the most recent recommendation.* Other information or documentation, including letters of support on behalf of the candidate, may be added ONLY as attachments to the candidate's response and must be submitted within the response period as denoted on the review schedule.

Letters from external reviewers will be added by the dean/director in Section 7b of the file as they are received.

Access to the file will be limited to the faculty member and, during the official review periods established by the provost, the appropriate personnel at each review level (department chair, peer unit committee, dean and/or director, university - wide

promotion and tenure committees, provost, chancellor, and staff as designated at the level of review).

6. Levels of Review and Recommendation

The various levels of review are:

- a. Department Chair. Review of the candidate's file by the department chair is at the discretion of the dean.
- b. Unit-Peer Review Committee. Upon submission, your file will be forwarded to the Chair of the unit-peer review committee. Each unit-peer committee shall have written procedures explaining the way in which it will conduct the evaluation. A copy of these procedures may be obtained from the dean/director's office.

The committee will evaluate your file and prepare a recommendation for or against the award of tenure and/or promotion. A record of the vote, without attribution, and a written substantive rationale including the majority recommendation and the minority opinion shall be placed in the file. On or before the scheduled deadline, you will receive notification that the committee's recommendation is complete.

- c. Dean/Director Review. Following your receipt of the recommendation of the unit peer review committee, your file shall be conveyed to the dean/director of your college or school. If you hold a joint appointment, the academic director or dean of the second unit will have an opportunity to review your file. Please note that you will be provided a single review/comment opportunity even if there are two or more dean/director-level evaluations.

If you hold an appointment in one department/academic unit, and are affiliated with a second (e.g., School of Education faculty member who teaches at a rural campus), the dean of the second unit will have an opportunity to review your file. Please note that you will be provided a single review/comment opportunity even if there are two or more dean/director-level evaluations.

- d. University-Wide Review Committee. The committee members will review the applications individually and then schedule a series of meetings to discuss candidate's files. If the committee elects to allow open meetings, they will notify you of the date, place, and time during which your file will be considered and will give you an opportunity to request that this discussion be conducted in open or closed session.

The Committee will prepare a written recommendation with substantive rationale including the majority recommendation and minority opinion, and will include a record of the vote without individual attribution. The Office of the Provost will notify you when the committee's recommendation is available for your review.

- e. Provost's Review. The provost shall review all files. On or before the deadline indicated in the schedule, the provost will provide a written recommendation and rationale for or against promotion and/or tenure, and notify you that the recommendation is complete and available for your review.

The period scheduled for your review of the provost's recommendation is the last time when you may make the decision to withdraw your application for tenure without prejudice, if the application is prior to your mandatory year. If you elect to

withdraw at this time, please hand-deliver written notification to the provost on or before the date your comments are due. Please carefully review the withdrawal of candidacy section (C.3 above), especially if you are standing for tenure prior to your mandatory year of review.

- f. Chancellor's Review. On the date indicated in the review schedule, the Office of the Provost forwards the files to the chancellor for review. The chancellor will send you written notification of the decision. The Office of the Provost will prepare a public announcement of all those who are tenured and/or promoted.

D. Storage of Files

Except for supplementary information and original materials which you specifically request be returned to you (see "General Comments," Part II), the majority of your promotion/tenure file is permanently archived in the Rasmuson Library, with restricted access. The portions of your file that are not archived will be returned to you the following fall. You should have made a copy of your file prior to submitting it; however if you would like to have copy of any of the information in your file, please contact the Office of the Provost as soon as possible after the review process is complete to make these arrangements. In the future, should you need to gain access to your file once it has been archived, contact the Office of the Provost for access authorization.

E. Exceptions and/or Extenuating Circumstances

Any unusual situations not apparently covered by the documents governing promotion and tenure procedures, policies, and regulations should be brought to the attention of your dean or director for appropriate resolution. If an interpretation of university intent is required, the dean shall bring this matter to the attention of the provost.