

Proposed Changes to the Faculty Handbook

NOTE: Changes are being proposed to the UAS Faculty Handbook (outlined in red below). These changes are needed in order to fully implement a regional academic administrative structure and processes in advance of UAS' 2009 reaccreditation. Additionally, the changes create greater alignment to better ensure that all faculty are treated as peers, regardless of their physical location.

Who is affected by the changes and why? The United Academics contract contains explicit language regulating how the faculty evaluation process must deploy. By contrast, the ACCFT contract does not. Instead, it points to each MAU's policy (faculty handbook). The proposed changes to the faculty handbook will only affect tenured and tenure-track ACCFT faculty; bringing their evaluation processes more in alignment with their United Academics peers.

FACULTY EMPLOYMENT WORKLOAD

Workload

Annually faculty must complete a [workload plan](#), in consultation with their department chair and Dean or director and an [annual activity report](#). In addition, any applicable [ethics forms](#) need to be completed and submitted as situations arise and on an annual basis.

The committee recommends no changes be made to the existing wording in the current Faculty Handbook.

Workloads - [UNAC Guidelines](#) - [Collective Bargaining Agreement Article 13](#)

Workloads - [ACCFT Collective Bargaining Agreement Article 5](#)

FACULTY EMPLOYMENT EVALUATION

Evaluation Calendars

Alaska Community Colleges' Federation of Teachers (ACCFT)

Evaluation of ACCFT faculty for promotion, tenure and retention will be conducted according to the [Faculty Evaluations Planner](#).

The committee recommends no changes be made to the timeline in the existing Faculty Handbook.

United Academics

Evaluation of UNAC faculty for promotion, tenure and retention will be conducted according to the [United Academics Collective Bargaining Agreement](#) (Article 9) and the [Faculty Evaluations Planner](#).

Frequency of Evaluation

All regular non-tenured faculty members, tenured and non-tenured, will be evaluated annually by the Director for Ketchikan and Sitka faculty and the Dean for Juneau faculty.

All regular non-tenured faculty members in ACCFT ([Article 5](#)) will be evaluated through the full evaluation process in their **fourth third and fifth** year of service prior to the tenure consideration in their seventh year of service. Members in UNAC ([Article 9](#)) will be evaluated through the full evaluation process in their fourth year of service prior to the tenure consideration in their seventh year of service.

Tenured faculty members in ACCFT ([Article 5](#)) on the Ketchikan and Sitka campuses will receive an evaluation by their Campus Director at least every three years, while **Juneau faculty will be evaluated by their Dean at least every three years. Tenured faculty on all three campuses will be reviewed comprehensively every six years.]** For the comprehensive reviews, the unit member will submit only a complete CV and cumulative Annual Activity Reports. Such a review will consider the CV, Annual Activity Reports, interim evaluations and other appropriate information, and will proceed to the Provost. The review may proceed to the chancellor only at the request of the unit member. (This wording is similar to the wording for the United Academics tenured faculty members review).

Members in UNAC ([Article 9](#)) will receive an evaluation by the Dean or designee at least every three years and will be evaluated through the full evaluation process every 6 years.

Faculty members granted leave must make arrangements prior to taking leave to complete their evaluation files by the deadline for the beginning of the review process. Response times to evaluations will be extended by a minimum of two weeks for faculty on leave. Faculty members are advised against taking leave in a year in which they are scheduled to undergo the full evaluation process.

Service Credit

A partial year of service that includes at least one full semester of faculty service (e.g., as in a midyear faculty appointment) may be credited as a full year of service for purposes of eligibility for consideration for promotion, tenure, and sabbatical leave. If such credit is used for sabbatical leave, it must also be used for tenure. Such credit must be applied for in writing by the faculty member within six months of appointment.

FACULTY EMPLOYMENT EVALUATION COMMITTEES

Faculty Evaluation Committees

The ACCFT Faculty Evaluation Committee shall be composed of five tenured UAS faculty members, each selected in accordance with the following procedures:

1. Qualification for service occurs upon achieving tenured associate or professor status; a faculty member standing for evaluation, promotion, or tenure or applying for sabbatical leave is not eligible to serve on the Faculty Evaluation Committee.
2. Prior to August 15, the Provost's office shall provide the Juneau ACCFT Campus Representative with the following:
 - a) An updated service list of ACCFT Faculty Members being considered for review by the Faculty Evaluation Committee
 - b) A list of ACCFT Faculty Members that meet the Faculty Evaluation Committee requirements stated above.
3. Prior to fall convocation, the Juneau ACCFT Campus Representative shall select five members from service list of qualified ACCFT Faculty Members. In selecting these individuals, the following shall be considered:
 - a) Those serving shall normally serve for two consecutive years after which they would go to the end of the service list
 - b) Special circumstances provided a Faculty Member's Dean or Director will be considered in selecting Faculty Members for assignment to the Committee
 - c) Faculty Members not serving because of paragraph 1 above or other special reason maintain their position on a list until qualified or able to serve
 - d) Newly tenured faculty members at the rank of associate or professor are added to the bottom of the list before members of the concluding evaluation committee
 - e) At least one member shall be from an extended campus
 - f) All efforts shall be made to have no more than two Committee members that have no past experience
4. In the event that there are not five eligible ACCFT Faculty Members to participate on the Faculty Evaluation Committee, then tenured bipartite associate or professor teaching faculty from United Academics may be eligible to participate.

Faculty evaluation committees for UNAC are formulated according to the [collective bargaining agreement \(Article 9.2.5 \).](#)

The ACCFT Evaluation Committee shall be composed of five tenured associate or professor UAS faculty members, each selected in accordance with the following procedures:

1. Qualification for service occurs upon achieving tenured associate or professor status; a faculty member standing for evaluation, promotion, or tenure or applying for sabbatical leave is not eligible to serve on the Evaluation Committee.
2. Five members are selected from the top of randomly ordered service lists of those qualified.
3. Maintenance of the service lists is managed by the Faculty Senate President in association with the Provost with pertinent information supplied by the Dean and is arranged as follows:
 - (a) Those having completed service in a prior year are placed at the bottom of the list.
 - (b) Those not serving because of "(1)" above or other special reason maintain their position on a list until qualified or able to serve. Those required to serve in the stead of others will complete a two-year period of service on the committee.
 - (c) Those becoming tenured faculty members at the rank of associate or professor are added to the bottom of the list *before* members of the concluding evaluation committee.
4. Distribution of the five members shall be:
 - (a) comprised of five (5) bipartite faculty with at least one (1) bipartite member from an extended campus or vocational program.
 - (b) Alternates are selected from the top of the service lists from the appropriate category on an as needed basis.
 - (c) At the first meeting of the whole for the year, usually at the August convocation, the committee will elect a chair from its membership.

SABBATICAL LEAVE

FACULTY EMPLOYMENT LEAVES

Sabbatical Leaves ([BOR 04.04.060](#))

[NOTE: There are no changes to the language in this section. The Faculty Evaluations Planner will include an application deadline of 10/30. The evaluation committee will play no role in sabbatical leave requests. The Chancellor has designated the Provost the authority to make sabbatical leave decisions. Notification of sabbatical leave decisions is 2/1.]

Sabbatical leaves for professional development may be made available to unit members with a tenure track or tenure appointment who meet the requirements set forth below. Sabbatical leaves shall be granted for study, formal education, research and other scholarly and creative activity, or other experiences of professional value that meet the objectives of sabbatical leave and may include associated travel. The objective of such leave is to increase the unit member's value to the University and thereby improve and enrich its programs. A sabbatical leave shall be granted as a privilege, not a right. Such leaves shall be granted only when it is shown that the applicant is capable of using the time in a manner that shall increase the unit member's value to the University.

[Article 16.6 UNAC Collective Bargaining Agreement](#)

[Article 5.7 ACCFT Collective Bargaining Agreement](#)

Format for Sabbatical Leave Proposals: Sabbatical leave proposals shall be prepared in a typed memorandum of application of no more than five double-spaced pages and contain the following information:

1. How faculty member meets eligibility (include length of service, date since returning from last sabbatical leave, if any, and subject(s) of previous sabbatical leave(s)).
2. Term of leave requested.
3. Title and description of proposed study, investigation, or other effort:
 - a. Description.
 - b. Goals and/or objectives.
 - c. Schedule (timetable) of activities.
 - d. Funding information (include specific information on all applications for non-University funds and all other income related to or derived from activities carried out while on leave).
4. Contributions and/or benefits (please discuss each of the following in sufficient detail to evaluate the merit of your proposal):
 - a. What new skills, learning, or accomplishments are likely to result from successful completion of the sabbatical?
 - b. How important are these skills to the professional development of the faculty member?
 - c. What benefits will accrue to the University from these skills or accomplishments in future teaching, research or creative activity, and public service?
5. Necessity of the sabbatical for the proposed activities (please discuss in sufficient detail to evaluate the merit of your proposal):
6. Ability to accomplish objectives of proposal:
 - a. Current vita.

- b.** Letters indicating support from collaborating institutions (where applicable), investigators, or individuals.
 - c.** Other materials that support the proposal.