

UAS Staff Council Agenda

February 21, 2012 @ 8:30 am

*****NOTE: Don't forget to make the name web-compatible and save to the Web Upload Area on the day you distribute the agenda to the Council.*****

Location: Novatney Conference Room (Juneau) • Room 110 (Sitka) • P515 (Ketchikan)

Toll-Free Number¹: 800-893-8850 **Participant PIN:** 8036459

1. Call to Order and Roll Call

- | | |
|--|--|
| <input type="checkbox"/> Gwenna Richardson, President (Absent) | <input type="checkbox"/> Marianne Ledford, Ketchikan Member-at-Large |
| <input type="checkbox"/> Mae DelCastillo, Vice-President | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large |
| <input type="checkbox"/> Debbie Muller, Secretary | <input type="checkbox"/> Members of the Public: |
| <input type="checkbox"/> Michelle Pennoyer, Juneau Member-at-Large | |

2. Adopt the Agenda

3. Adopt the Minutes for January & February

4. President and/or Vice-President Report

- Chancellor's Meeting (See attachment)
- Staff Alliance Meeting
- System Governance Meeting (did not attend but see the agenda and attachments)

5. Committee Checkin

- | | |
|--|--------------------|
| a. Communication: Debbie | Next Meeting Date: |
| b. Healthcare: Elizabeth | Next Meeting Date: |
| c. Training: Dayna | Next Meeting Date: |
| d. Wellbeing: Marianne,
Michelle, and Kim | Next Meeting Date: |

6. Campus Reports

- Juneau – M. Pennoyer
- Ketchikan – M. Ledford
- Sitka – K. Davis

7. Other Business

- Staff Makes Students Count (see attachment in the Staff Alliance attachments)
- Expressing (Mae)

8. Public Comment

9. Adjournment

10. Next Meeting Date: March 27, 2012

Attachments:

- Alert Sign Up
- Expressing and Additional Info

¹ Note that this conference line has limited capacity; we encourage people to attend the local meeting with their campus representative.

- How to send an emergency alert
- January minutes from Staff Alliance
- Staff Alliance Meeting Agenda & Attachments
- System Governance agenda
- 2011 December Minutes_Draft
- 2011 Fall Retreat Minutes_Draft2
- 2012 January Minutes_Draft



HELPDESK

TEXT MESSAGE ALERTS

 Search

- IT HELPDESK HOME
- ACCOUNTS
- COMPUTERS
- CONFERENCING
- COURSEWORK
- EMAIL
- FAQ LIST
- PHONES
- TRAINING
- SECURITY AND POLICIES
- STAFF & ADMIN RESOURCES
- SITEMAPS
- WHALEPRINT
- HELP DESK STAFF
- TEXT MESSAGE ALERTS**

Text Messages from UAS



What are text messages?

You can sign up up to receive alerts from UAS. These alerts are sent to a cell phone that you specify through text messages (aka Short Message Service or SMS). These are short messages with a variety of information from UAS.

- Safety & Closure Alerts by Campus
- Campus Announcements
- Class Grades
- Class Announcements
- Class Assignments

How do I sign up?

You can start text messaging and select which messages you receive through [Messaging Options](#) in your UAS Online profile.

1. Provide your cell number, choose your prvider, and click **Send Code**
2. Some text will be sent to your cell, type this into the **Registration Code** field
3. Select **What types of messages** you want to receive and click **OK**

Where is my provider?

If your cell phone provider is not listed, please contact the [Helpdesk](#).

The Helpdesk will need to know who your provider is, and what your SMS address is (available from your cellular service provider).

Home ▾
@Admin Tools ▾
@Scratch ▾
@UAS Online Tools ▾
Blank ▾
@Chats ▾
New Tab

Michael Ciri >>
 Email/Calendar >
 Files >
 Portfolio >
 Logout >>

x MCTEST-01 TEST
x MACIRI-TEST01 BBSANDBOX
x PE103-J09 Spring-2012
x UAS Online! Course Browser

ADD STUFF >

Text Messaging Options

Verify Text Messaging Number

To enable text messaging, you will need to verify that the system is able to correctly send you a text message. Enter your number and provider and press the "Send Code" button. The system will send a text message with your registration code.

10 digit number: Provider:

Registration Code:

What types of messages do you want to receive?

Campus Safety / Closure Alerts: Juneau Ketchikan Sitka

Campus Announcements: Juneau Ketchikan Sitka

UAS Online Changes: Class Grades Class Announcements Class Assignments

AA/EOE & Safety Info. | © 2008 Mobile Site | Feedback | Contact UAS | Helpdesk | UA Online

Accredited: Northwest Commission on Colleges and Universities

Hello everyone,

Just a quick update and info:

Deb and Marsha have generously offered a **temporary space** for nursing mothers (staff and students) next door to their Mourant conference room while Chancellor Pugh looks into providing a committed space to comply with the FLSA (Fair Labor Standards Act). Please feel free to distribute this information to any staff employees or students that you may know who need this private space. *Thank you Deb, Marsha, and Chancellor Pugh for **listening** yesterday and taking immediate action.*

Updates on the academic calendar (website will be updated momentarily):

February 27, 2012 – Summer 2012 Priority Registration for UAS Program Students

March 12, 2012 – Summer 2012 Open Registration for ALL students

March 19, 2012 – Fall 2012 Class Schedule Web Search Available

DID YOU KNOW?

Juneau Watershed Partnership (JWP)

Fundraising: Did you know your Alaskan and Proud (A&P) grocery receipts add up to benefit Juneau's watersheds? JWP collects and returns A&P receipts for cash: A&P Generously donates 1% of every receipt returned to protect and restore Juneau's watersheds with us. Save and return your receipts to JWP and help us raise funds.

[\(http://www.juneauwatersheds.org/\)](http://www.juneauwatersheds.org/) *There will be an envelope available at the Novatney copier room for your receipts and send it off to JWP after the end of each month.*

Have a wonderful afternoon~

Mae

How to send an emergency alert

All,

If you are receiving this message, then you are authorized to send alert messages.

Given the heavy snowfall, there is a chance that UAS may need to send a campus closure / safety alert. While the need may not arise, it would be good to review how alert messages are sent.

Attached is a word document that illustrates how to send an alert through the UAS system. For convenience, you can link directly to the system by clicking:

<http://uas.alaska.edu/pub/sendalert>

When an alert is sent, each alert subscriber will receive:

1. A text message,
2. An email message,
3. A UAS Online web popup.

If you have any questions regarding this system, please contact the IT Helpdesk (helpdesk@uas.alaska.edu).

- Michael

UNIVERSITY *of* ALASKA

Staff Alliance

DRAFT MINUTES

Tuesday, January 17, 2012, 10:00am-12:00noon

1. Call to Order and Roll Call

2011-2012 Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council (FAI)

Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly (FAI)

Melodee Monson, President, UAA APT Council, (ANC)

Craig Mead, President, UAA Classified Council (ANC)

Pips Veazey, President, UAF Staff Council (FAI)

Gwenna Richardson, President, UAS Staff Council (Ktchn)

Mae Delcastillo, Vice President, UAS Staff Council (JUN)

Erica Kurowski, Vice President, Statewide Administration Assembly (ANC)

Pat Ivey, Executive Officer, System Governance

Tara Ferguson, Director, Compensation

2. Adopt Agenda

MOTION: PASSED

“The Staff Alliance moves to adopt the agenda for the January 17, 2012 meeting. This action is effective January 17, 2012.”

3. Approve Minutes

3.1 Approve November 8, 2011 Minutes.

MOTION: PASSED

The Staff Alliance moves to approve the minutes for the November 8, 2011 meeting as amended. This action is effective January 17, 2012.”

3.2 Approve December 6, 2011 Minutes.

4. Welcome new Staff Alliance member
Members introduced themselves to new Staff Alliance member Mae Delcastillio, new vice president of the UAS Staff Council.
5. Chair's Report
There has been no word on the status of the policy and regulation review.

Guest and Public Comments.
There were no guest or public comments
6. Strategic Direction Questions
Schedule a strategic planning session for the Staff Alliance with Paula Donson. Monique Musick will follow up with Paula Donson regarding issues and updates.
 - Send changes to questions to Juella Sparks.
 - Have Dr. Julius clarify to whom correspondence to Paula Donson should be sent.
7. Educational Benefit Status report
The Staff Alliance resolution was disapproved by President Gamble who indicated the matter should go to the System Governance Council which meets January 23. Juella Sparks will speak with Donald Smith about deadlines.
8. Staff Alliance Committees and Working Group Reports: 1) Opportunity to share items that require immediate attention; 2) To accommodate extended guest time for this meeting, please review attached written reports for more general update information.
 - 8.1 Staff Health Care Committee
Chair: Craig Mead, ancim@uaa.alaska.edu
SA Members: Erica Kurowski, elkurowski@alaska.edu
Monique Musick, mmusick@alaska.edu
Gwenna Richardson, girichardson@uas.alaska.edu
 - 8.2 Compensation Working Group
Chair: Erica Kurowski, elkurowski@alaska.edu
Co-Chair: Maria Russell, mtrussell@alaska.edu

The FY13 UA budget request contains a 3.5 percent salary increase for non covered employees.
9. External Administration Committee/Council Reports: 1) Opportunity to share items that require immediate attention; 2) To accommodate extended guest time for this meeting, please review attached written reports for more general update information.

9.1 Human Resources Council

Liaison: Monique Musick, mmusick@alaska.edu
1st Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu
2nd Alternate: Juella Sparks, jtsparks@alaska.edu

Erica Van Flein has been appointed Benefits Director to replace Mike Humphrey. Responsibilities of her previous position have been outsourced to a contractor recommended by Alyeska.

9.2 Business Council – ON HIATUS PENDING HIRING OF NEW CFO

Liaison: Craig Mead, ancim@uaa.alaska.edu
1st Alternate: Pips Veazey, adveazey@alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

9.3 IT Executive Council - ITEC – OIT Review Attachment

Liaison: Pips Veazey, adveazey@alaska.edu
1st Alternate: Melodee Monson, anmam@uaa.alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

The ITEC meeting was cancelled.

9.4 Student Services Council

Liaison: Melodee Monson, anmam@uaa.alaska.edu
1st Alternate: Monique Musick, mmusick@alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

SSC has not met but is meeting this Thursday.

9.5 Tuition Task Force

Liaison: Juella Sparks, jtsparks@alaska.edu
Alternate: Mary McRae Miller mmcrae1@uas.alaska.edu

Mae Delcastillo was appointed as alternate to replace Mary McRae Miller.

9.6 Joint Health Care Committee

Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu
Voting Member Lisa Sporleder 2010-2012, lesporleder@alaska.edu
Alternate: Craig Mead, ancim@uaa.alaska.edu

A written report was attached to the agenda. The tobacco surcharge is not going forward for now but the university will no longer hire anyone who uses tobacco products.

9.7 Retirement committee

Liaison: Erica Kurowski, elkurowski@alaska.edu
Alternate: Pips Veazey, adveazey@alaska.edu

No meetings were held

9.8 Educational Benefits Project Team

Liaison: Juella Sparks, jtsparks@alaska.edu

1st Alternate: Mary McRae Miller, mmcrae1@uas.alaska.edu

2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

There was nothing to report.

9.9 Other External Committees/Reports/Assignments

10. Staff Governance Reports

10.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo

Mae Delcastillo was elected vice president of the UAS Staff Council. Gwenna Richardson replaced Mary McRae Miller as President. The Staff Council meets next on January 24.

10.2 UAA Classified Council, APT Council: Melodee Monson and Craig Mead

The Classified Council and APT Council have not met since the last Staff Alliance meeting.

10.3 UAF Staff Council: Pips Veazey and Juella Sparks

Staff who teach as adjunct faculty will be paid differently. Training will be provided.

10.4 Statewide Administration Assembly: Monique Musick and Erica Kurowski'

SAA is looking for feedback on the policy review and drafted its own tuition waiver resolution for first reading. SAA is working on a budget brown back, longevity awards and updating its web site.

11. Other Items of Concern

- Calendar Dr. Julius on all Staff Alliance meetings.
- Send copies of all agendas to Dr. Julius, Donald Smith, Tara Ferguson and Jennie Grieve
- Mae Delcastillo replaced Mary McRae Miller as alternate on the compensation working group.

12. Agenda Items for Next Meeting (February 14, 2012)

- Invite Chris Christensen and Michelle Rizk. If they cannot attend, invite them to the March retreat.

- Get feedback from Chris on whether or not to meet in Juneau
- Constitution and bylaws
- Web Site
- Education Benefits
- If there is no reason to meet in Juneau the Staff Alliance will hold its spring retreat in Anchorage March 22 and 23. President Gamble gave options of either March 20, 21 or March 23 and will be advised that the Alliance has chosen March 23.

13. Comments

There were no additional comments.

14. Adjourn

15. The meeting was adjourned at 11:59am.

UNIVERSITY *of* ALASKA

Staff Alliance

Agenda

Tuesday, February 14, 2012, 9:00-11:00am – note time change

Bridge: 1-800-893-8850 Pin: 4236369

1. Call to Order and Roll Call

2011-2012 Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council (FAI)

Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly (FAI)

Melodee Monson, President, UAA APT Council, (ANC)

Craig Mead, President, UAA Classified Council (ANC)

Pips Veazey, President, UAF Staff Council (FAI)

Gwenna Richardson, President, UAS Staff Council (KTN)

Mae Delcastillo, Vice President, UAS Staff Council (JUN)

Erica Kurowski, Vice President, Statewide Administration Assembly (ANC)

2. Adopt Agenda

3. Approve Minutes – *in process; to be distributed separately*

4. Chair's Report

Policy and Regulation Review Status, Constitution and Bylaws, Website,
Future Funding of Staff Reps to JHCC,

5. Guest and Public Comments

6. Strategic Direction Questions; Update

Attachment 6.

7. Staff Make Students Count Awards 2012

Attachment 7.

8. Human Resources Issues

8.1 Staff Pay Scale Report; Request

Attachment 8.1

8.2 Tobacco Free Hiring

8,3 Education Benefit Update

9. Governance Transition

10. March Retreat March 22-23, 2012, Anchorage

11. Staff Alliance Committees and Working Group Reports

11.1 Staff Health Care Committee

Chair: Craig Mead, ancim@uaa.alaska.edu

SA Members: Erica Kurowski, elkurowski@alaska.edu

Monique Musick, mmusick@alaska.edu

Gwenna Richardson, gjrichardson@uas.alaska.edu

11.2 Compensation Working Group

Attachment 11.2

Chair: Erica Kurowski, elkurowski@alaska.edu

Co-Chair: Maria Russell, mtrussell@alaska.edu

12. External Administration Committee/Council Reports: 1) Opportunity to share items that require immediate attention; 2) To accommodate extended guest time for this meeting, please review attached written reports for more general update information.

12.1 Human Resources Council – INACTIVE

Liaison: Monique Musick, mmusick@alaska.edu

1st Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

2nd Alternate: Juella Sparks, jtsparks@alaska.edu

12.2 Business Council – ON HIATUS PENDING HIRING OF NEW CFO

Liaison: Craig Mead, ancim@uaa.alaska.edu

1st Alternate: Pips Veazey, adveazey@alaska.edu

2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

12.3 IT Executive Council

Liaison: Pips Veazey, adveazey@alaska.edu

1st Alternate: Melodee Monson, anmam@uaa.alaska.edu

2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

12.4 Student Services Council

Attachment 12.4

Liaison: Melodee Monson, anmam@uaa.alaska.edu

1st Alternate: Monique Musick, mmusick@alaska.edu

2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

12.5 Tuition Task Force

Liaison: Juella Sparks, jtsparks@alaska.edu

Alternate: Mary McRae Miller mmcrae1@uas.alaska.edu

12.6 Joint Health Care Committee

Attachment 12.6

Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu

Voting Member Lisa Sporleder 2010-2012, lesporleder@alaska.edu
Alternate: Craig Mead, ancim@uaa.alaska.edu

12.7 Retirement committee

Liaison: Erica Kurowski, elkurowski@alaska.edu
Alternate: Pips Veazey, adveazey@alaska.edu

12.8 Educational Benefits Project Team

Liaison: Juella Sparks, jtsparks@alaska.edu
1st Alternate: Mary McRae Miller, mmcrae1@uas.alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

12.9 Other External Committees/Reports/Assignments

13. Staff Governance Reports

- 13.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo
- 13.2 UAA Classified Council, APT Council: Melodee Monson and Craig Mead
- 13.3 UAF Staff Council: Pips Veazey and Juella Sparks
- 13.4 Statewide Administration Assembly: Monique Musick and Erica Kurowski

14. Other Items of Concern

15. Agenda Items for March Spring Retreat

16. Comments

17. Adjourn

Attachment 6.



Patricia Ivey <pmivey@alaska.edu>

Fwd: Final listening session questions

1 message

Juella Sparks <jtsparks@alaska.edu>

Thu, Feb 2, 2012 at 10:16 AM

To: Patricia Ivey <pmivey@alaska.edu>, Kim Fackler <kkfackler@alaska.edu>

Document to be included as an attachment to next agenda.

Thanks, J

----- Forwarded message -----

From: **Paula Donson** <pmdonson@alaska.edu>

Date: Tue, Jan 24, 2012 at 9:34 AM

Subject: RE: Final listening session questions

To: Juella Sparks <jtsparks@alaska.edu>

Juella:

I have attached the questions that we are using at the Staff Listening Sessions scheduled this semester. As you can see when you review the questions, we did not alter the revised questions that you returned to us. Again, thank you for your help in forging these items and if you have other ideas or changes we would like to hear them. They may already be posted in advance on the Strategic Direction site. In addition, we provide the questions to the Community Campus Directors who are assisting us in organizing our sessions.

Regards,
Paula

Paula Donson, Ph.D.
Associate Vice President of Academic Affairs
The University of Alaska
Statewide Systems, BOB Suite 209A
1815 Bragaw Street
Anchorage, AK 99508

Phone: [907.786.7729](tel:907.786.7729)

Email: pmdonson@alaska.edu

-----Original Message-----

From: Juella Sparks [mailto:jtsparks@alaska.edu]

Sent: Monday, January 23, 2012 3:39 PM

To: Paula Donson

Subject: Final listening session questions

Paula,

According to your online schedule you have started the internal sessions. Can you please share your final listening session questions for staff with Staff Alliance?

Staff Questions: Internal Listening Session

1. What is the University doing well to hire and retain staff who are dedicated to support students and university stakeholders? What could it do better?
2. What could be done internally to assist the staff in providing better service to all of its stakeholders?
3. Are you an alum of the university; if not, have you taken classes at the University? **This question is related to the administration's recent proposed changes to the tuition benefit and demonstrating the importance of this benefit to staff.**
4. What factors (resources, limitations, etc.) influence your ability to support student success [or, possibly "more students completing faster"] in your job?
5. How do you think the University can better meet the needs of students?
6. Have we missed anything pertinent to our efforts in setting strategic directions for this university?



This is the 14th annual UA President's "**Staff Make Students Count**" awards for outstanding service to University of Alaska students. The purpose of this award is to recognize staff who have provided outstanding service to students anywhere in the UA system.

Service to students may include service as part of the job or as volunteer service, either directly or indirectly to current or prospective students. Letters from students are encouraged.

All regular full-time permanent and part-time permanent exempt and non-exempt staff employed by the University of Alaska are eligible to be nominated. Nomination packets, once submitted, are the sole basis for award consideration.

Award recipients receive an award plaque presented at a Board of Regents' meeting, \$1,000 and two domestic airline vouchers. All nominees receive a certificate of nomination. The UA President will present the awards at a Board of Regents' meeting.

Deadline for submitting nominations: March 9, 2012

UAA nominations should be sent to "Staff Make Students Count Awards"
UAA Governance Office
3211 Providence Drive, ADM 214
Anchorage, AK 99508

UAF nominations should be sent to "Staff Make Students Count Awards"
UAF Governance Office
312H Signers' Hall, P.O. Box 757780
Fairbanks, AK 99775

UAS nominations should be sent to "Staff Make Students Count Awards"
UAS Staff Council
Attention: Gwenna Richardson
11120 Glacier Highway
Juneau, AK 99801

Statewide Administration nominations should be sent to "Staff Make Students Count Awards"
Statewide Administration Assembly
P.O. Box 757780
Fairbanks, AK 99775

*Please complete this form and submit it together with a letter of nomination containing a description of the service provided to students, and at least three letters of endorsement from those knowledgeable of the contribution made by the nominee. Nomination packets, once submitted, are the sole basis for award consideration. **Failure to follow instructions exactly may mean rejection of the nomination.***

Name of Nominee _____
Position: _____ **Campus:** _____
Address _____

Telephone: _____ **Fax:** _____
E-mail: _____

For administrative use by local staff governance offices only:

Nominee's Length of Service as verified by Human Resources through Banner HR: _____

2012 Staff Make Students Count Award *FACT SHEET*

What is the purpose of this award?

To recognize staff who have provided outstanding service to students anywhere in the UA system.. Each recipient receives an award plaque, \$1,000 and two domestic airline vouchers. All nominees receive a certificate of nomination. The university president will present the awards at a Board of Regents meeting.

Who is eligible and how do I apply?

All regular full-time permanent and part-time permanent exempt and non-exempt staff employed by the University of Alaska are eligible to apply. Service to students may include service as part of the job or as volunteer service, either directly or indirectly to current or prospective students. Please complete the nomination form and submit it with a letter of nomination containing an explanation of the service provided to students and three letters of endorsement from those knowledgeable of the contribution made by the applicant/nominee.

How many awards will there be?

Up to four individuals can be awarded; one each for the University of Alaska Fairbanks, the University of Alaska Anchorage, the University of Alaska Southeast, and Statewide Programs and Services, provided there are nominations from each one, and the nominations meet the criteria and deadlines.

Applications for award must include:

- * Letter of nomination and rationale for nomination
- * Completed nomination form.
- * At least three letters of endorsement from those knowledgeable of the contribution made by the applicant/nominee.
- * Letters from students are encouraged.

Where can we get the nomination form and where do we submit it?

Copies will be sent to all units through the local staff governance office. The form is also located on line at <http://gov.alaska.edu/staff/studentscount/2012/nomform.pdf>. Nomination packets, once submitted, are the sole basis for award consideration.

Forms must be submitted to the local staff governance office at each MAU as listed on the nomination form.

Timelines:

- | | |
|-------------------|--|
| March 22, 2012 | Deadline for submitting nominations to local governance groups. |
| March 25-April 12 | Local staff governance groups meet with student leaders and together, make recommendations and send all nominations to System Governance Office. |
| April 16 | Recommendations are forwarded by System Governance Office to the UA President. |
| May 6 | President sends notice to award recipient(s). |
| TBA | President presents awards to recipient(s) at a Board of Regents' meeting. |



Nominate today!

Subject: Fairbanks Pay Scale
Date: Fri, 13 Jan 2012 15:56:38 -0900
From: Mike Cox <mjcox@alaska.edu>
To: fystaff@uaf.edu, adveazey@alaska.edu, juella.sparks@alaska.edu

Hi there,

I have some questions regarding the Fairbanks pay scale and am not sure where to start.

Fairbanks has recently made a couple of lists, one being the coldest city in the US in which to live and another as one of top 10 most expensive cities in which to live (Anchorage was not on either list). There was also an article in the News Miner discussing the cost of electricity in Fairbanks compared to the other cities and villages in the state. Fairbanks again, is near the top of the list. Electric here is 67% higher than Juneau and 58% higher than Anchorage. (Links are below that reference what I'm quoting)

A few years ago gas and heating oil were reasonably priced. That is not the case any longer and our heating bills have increased dramatically in the interior. Anchorage has cheap natural gas and cheap electric. Fairbanks does not. The utilities in Anchorage are reasonably priced. In Fairbanks, they are not.

My point to all of this is that Fairbanks is on the same pay scale as Anchorage. I am wondering if anyone has recently looked at this? As little as a few years ago this made sense given the lower cost of gas and heating oil. However, today the cost of utilities and heating a home in Fairbanks is creating a huge burden our budgets. We do not have the cheaper options that Anchorage residents have. The price of gas and heating oil is not going to drop. If anything it is going to go up and strain our budgets even more.

My question is who do we ask to look into the pay scale? Given our high cost of living in the interior, I believe we should receive a geographical differentiation in our pay. I have no idea how much of a differentiation we should receive but I don't think it is fair for Fairbanks employees to receive the same amount of pay as Anchorage employees when our utilities costs are so much higher here.

I would appreciate you looking into this and letting me know if there is someplace I need to start with asking these questions.

Thank you,
Mike

<http://www.alaskadispatch.com/article/fairbanks-ranked-among-top-10-most-expensive-us-cities>

http://newsminer.com/pages/full_story/push?blog-entry-Fairbanks+electric+rates+now+equal+or+surpass+that+in+many+villages+where+power+subsidies+apply%20&id=16515824&instance=blogs_editors_desk

\$67 Juneau
\$71 Anchorage
\$112 Fairbanks (67% higher than Juneau and 58% higher than Anchorage)

Staff Alliance - Staff Compensation Working Group Meeting DRAFT Agenda
 Monday February 6th, 2012 1:30pm - 3:00pm
 Bridge: 1-800-893-8850 Pin: 4236369

Compensation Working Group Members:

<p>SAA Monique Musick mmusick@alaska.edu Erica Kurowski elkurowski@alaska.edu Dana Platta daplatta@alaska.edu James Milburn jdmilburn@alaska.edu</p>	<p>UAA Brian Brubaker brian.brubaker@uaa.alaska.edu Craig Mead cimead@uaa.alaska.edu Melodee Monson anmam@uaa.alaska.edu Gary Foster GFoster@matsu.alaska.edu</p>
<p>UAS Nicole A Duclos nicole.duclos@uas.alaska.edu Mae Delcastillo madelcastillo@uas.alaska.edu Gwenna Richardson gwenna.richardson@uas.alaska.edu</p>	<p>UAF Robert Mackey III ermackeyiii@alaska.edu Dawn Dearing dmdearing@alaska.edu Maria Russell mtrussell@alaska.edu Brad Krick bpkrick@alaska.edu</p>

1. Roll Call
2. Introduce new members
3. Review Agenda
4. Google Document - Questions RE: Compensation
5. FY 14 Placeholder
 - April/May BOR take action on the FY 14 Operating & Capital Budget Request Guidelines. This may be a good time for us to submit a recommendation.
 - What data may be helpful to look at.
6. COLA
 - Was changed in the early '00s to no longer give Fairbanks and Juneau a COLA. Should this be re-evaluated?
7. Revisit Our Goals
 - Looking ahead at FY 14 Budget**
 - FY 14 Placeholder**
 - Be aware of Health Care increases in FY 13 (Bi-Weekly Deduction rate)
 - Longevity Acknowledgement
8. Compensation in other organizations
 - A. State vs. UA
 - B. Other comprable University's vs. UA
 - C. Private sector vs. UA
 - D. Things to look at when comparing
 1. Benefits
 2. How do they recognize longevity
 3. Method of increases

**STUDENT SERVICES COUNCIL
JANUARY 19, 2012
AUDIO CONFERENCE**

The Student Services Council met by Audio Conference 1/19/2012. Mike Sfraga, Jessie Grant, Joe Nelson, Barbara Hegel, Saichi Oba, Robert Bachman and Melodee Monson were in attendance. The agenda was approved as amended with the addition of the employee dependent tuition waiver.

The Tuition Task force has not met since the end of November and will be getting back on schedule again.

UAS update: Enrollments are down a little, probably due to enforcing admissions deadline. There has been a heavy focus on at risk students through an early alert program through UAOnline internally managed. SAT and ACT requirements will be enforced again in the fall. Have been testing as many Juniors as possible at the Juneau Douglas High School with the Accuplacer test and have been encouraging the students to take math in their senior year. The power went down the first day of classes causing some disruption.

The Governor's State of the State message introduced an Alaska Performance Scholar student.

Statewide update: Focus is still on the Listening Sessions. The sessions will start internal listening at the end of January.

The Legislature is becoming a focus, and Chris Christensen will be advocating for the University. Michelle Rizk will handle any financial questions. President Gamble will also be in Juneau to address committees, along with Carla Beam. There has already been one hearing on the Alaska Performance Scholarship to look for long term funding possibilities.

Jeannie Phillips has retired for working for the Board of Regents and will be working for the Fairbanks campus.

The BOR Regulation and Policy review is coming to a conclusion at the end of the month. Feedback is going to Dan Jullius who is coordinating the collection of comments and edits. Each campus is working on their own perspective and will submit for compilation.

There are changes in the FERPA regulations, mostly regarding how institutions share information on students, specifically regarding longitudinal databases to share data. Campuses should look at the notices they give to students regarding FERPA notice.

UAF update: Its cold. The new transfer student orientation was very successful.

Emergency Alert Effort: There has been a discussion on Fairbanks emergency alert notification. There are about 400 people who have signed up for text notifications, which is a low number. There is a concern that there is not a good notification system unless you seek it out to sign up.

They are looking at pushing texts to cell phones, which creates the problem on how to get cell phone numbers, and if it could be required when registering, and if there is an opt out option. This should be a system wide effort, not just a Fairbanks effort.

UAS has a home grown system for emergency alerts, which is an opt in program. There are currently under 200 subscribed to the system. There is a reminder on the portal to sign up, but it has to be redone every semester.

There needs to be a conversation with General Council, Chancellors and Executive Staff to see about setting up a mandatory program with an opt out option. Each MAU should have the ability to set up their own system.

Alaska Performance Scholarship Outcome Report. The report was sent in draft form and a copy of the final report will be distributed when completed. There are 850 students on the scholarship.

Transfer Credit: The Registrars, Student Services Council and Vice Chancellors will meet next week to discuss transfer of credit. Transfer of credit is of concern to the President, some of the Board of Regents and has been showing up in listening sessions. There is also concern in the Legislature. The campuses do a good job of transfer credit and we are restricted by procedures in faculty senate. The President wants a focused discussion on this topic and maybe breaking it down to transfer of credit within the UA system and transfer of credit outside the system. Hoping to have an analysis done by April.

The Advising White Paper is on hold and will be presented at a later meeting.

Tuition rates will be discussed at the next meeting.

Employee dependent tuition waiver – dependents are not being held to the same standard as other students. This is being looked at still.

Respectfully submitted by Melodee Monson.

**JOINT HEALTHCARE COMMITTEE
JANUARY 18, 2012
AUDIO/VIDEO CONFERENCE**

The agenda and attachments for the meeting are available at <http://www.alaska.edu/benefits/joint-health-care-committ/1-18-2012/>.

The meeting opened with 13 members present. Also present were Cyndee West, Erika Van Flein, Timothy Armbruster and David Hinckley. The agenda was approved as changed. Changes included moving addition of review of the JHCC website and Voluntary enrollment. The minutes were approved as amended.

The 300K committee hasn't met recently. There is an email ready to be sent out regarding the group wellness opportunity. The email should be sent out through the benefits listserv with the updated forms and flyer attached to the email. The forms should also be posted on the JHCC and Wellness websites.

The JHCC Branding Committee has not met, but will meet soon to discuss what is reasonable to bring forward.

Timothy Armbruster presented on the JHCC Charter Committee. The committee will work on a draft for the next meeting. Don Smith requested reasoning for having a Charter. The history regarding the charter was discussed. The Charter defines ground rules and was in place before the CBA language was developed. The charter helps structure and facilitate the operation of the committee, helps avoid conflict, and defines having a chairperson. The charter does not expand the scope of the committee.

The 50/50 program was discussed. WIN can administer the health reimbursement at no cost if the JHCC provides a comprehensive list of what will be accepted for reimbursement. A sub-committee was set to make the list of acceptable items. JHCC members are invited to send suggestions to the sub-committee by the end of January. The list will be discussed at the February meeting with the finalized list going to WIN by February 15. The program will be promoted by WIN in March to run April 1-30.

WIN uses a standardized form to collect biometric data through their wellness events. Other screeners may use different forms or data sets, which may not be compatible. Self-reported data is not very useful either. If this is tied to Get The Point, there could be an additional cost involved. The committee discussed holding costs down and moving to just a 50 program for health reimbursement items only.

A motion was made to implement the \$50 reimbursement program with a specific list of reimbursable items to be finalized February 9th and administered by WIN with no charge for the implementation and requiring no biometric data.

The motion failed with a 6 yea to 4 nay votes. (not 2/3).

The committee continued discussing the purpose of the 300K funding and how a new motion to separate the 50/50 would relate to the October motion on the 50/50 program. Since the motion was

not passed, the October motion stands, but the second 50 for biometric data would be void because of the cost.

The motion was then made to reconsider the motion just made. The reconsideration passed 9-2.

The motion was reworded as:

Due to the costs associated with biometric data verification, implement the \$50 reimbursement program with a specific list of reimbursable items to be finalized February 9th and administered by WIN with no charge for the implementation and excluding biometric data and supersedes the October motion regarding the 50/50 program.

Discussion surrounded verified biometric data collection, the use and the mistrust of specific memberships with the University collection of biometric data, and how to get statistically accurate data.

The motion passed 9-2.

Online Weight Management – Erika requested the committee to make a motion on what to do with this item. After discussion on options for web based weight management programs, Erika was requested to see if other options besides Weight Watchers could be listed on the website. If Weight Watchers was chosen it would offer a reduction in costs to University employees. There would be no cost to the Health Plan for the Weight Watchers option.

Website – Discussion was held on what needs to be updated on the website. Leslie can do the updates if she is given the information

Voluntary enrollment. It was requested that language used in other plan designs to address cost shifting to the University plan from other plans be investigated and to see if Premera can administer tracking this.

Comments. The hiring of non-tobacco users was addressed in regard to current employees who use tobacco products applying for other University position. Since the current employee is already grandfathered in, they would not be subject to the non-use rule. The UAKjobs interface is still being configured to address this.

Lisa will not be at the vendor summit meeting and Abel will chair the meeting.

The meeting ended with a short discussion regarding using the 100% wellness benefit loophole and educating plan users and care providers. Much of the problem revolves around how the care provider bills Premera.

The Vendor Summit will be in Anchorage on February 8 & 9.

The March Numbers Meeting and Cost Projections will be in Fairbanks on March 1 & 2.

Respectfully submitted by your JHCC representatives.

UNIVERSITY *of* ALASKA

System Governance Council

System Governance Council

Monday, January 23, 2012

2:30-4:30pm

Bridge# 1-800-893-8850, Pin 6484987

Fairbanks site: Butrovich Building, Room 109

Fairbanks participants join the meeting on site

Note to participants: Please state your name prior to speaking during President Gamble's visit.

Draft Agenda

1. Call to Order and Roll Call
Voting Members:
Joe Hayes, Chair; Executive Director, UAF Alumni Association
Pips Veazey, Vice Chair; President, UAF Staff Council
Nalinaksha Bhattachayra, President, UAA Faculty Senate
Ryan Buchholdt, President, Union of Students of UAA
Cathy Cahill, President, UAF Faculty Senate
Keni Campbell, Manager, UAS Alumni Association
Julia Martinez, Senior Alumni Relations Director, UAA
Gwenna Richardson, President, UAS Staff Council
Craig Mead, President, UAA APT Council
Daniel Monteith, President, UAS Faculty Senate
Monique Musick, President, Statewide Administration Assembly
Christine Pennington, Vice President, Kodiak College Student Government
Ed Sugai, President, United Students of UAS-Sitka
Heidi Swan, Vice President, Kachemak Bay Branch Student Association

Staff:
Pat Ivey, Executive Officer, System Governance
2. Adopt Agenda
3. Approve Minutes Separate Attachments
4. Chair's Report
- 5. President Gamble, 3:00PM**
6. Strategic Direction Status <http://www.alaska.edu/shapingalaskasfuture/>
7. Employee Education Benefits; staff governance motions Attachment 7.
8. Legislative Outlook; FY13 UA Budget
http://www.alaska.edu/swbir/budget/publications/redbook/FY13_Annual_Budget_Book.pdf
9. Policy and Regulations Review-input as of Jan 18 Attachment 9.
See also existing <http://www.alaska.edu/bor/policy-regulations/>

10. Stay on Track; Compete to Complete <http://www.alaska.edu/stayontrack/>
11. System Governance Reports
 - 11.1 Coalition of Student Leaders
 - 11.2 Faculty Alliance
 - 11.3 Staff Alliance
12. Local Governance Reports
 - 12.1 UAS
 - 12.2 UAA
 - 12.3 UAF
 - 12.4 SW
13. Other Items of Concern
14. 'Agenda Items for Next Meeting, February 27, 2012 via audio conference
15. Comments
16. Adjourn

UNIVERSITY of ALASKA

Staff Alliance

Received

DEC 05 2011

Office of The President

SA Motion 2011-9

MOTION: Relating to Opposing Altering the UA Employee Tuition Waiver and Requesting Reconsideration of Proposed Changes to Tuition Waiver for Dependents.

"The Staff Alliance moves to agree in full with the UAF Staff Council Resolution Opposing Altering the UA Employee Tuition Waiver that is attached. Staff Alliance also requests that the proposed changes to the Tuition Waiver Benefit for Dependents be reconsidered. This action is effective November 8, 2011."

Rationale for this action:

In addition to the problems with regards to Satisfactory Academic Progress (SAP) rules for financial aid, Staff Alliance would like to point out additional specific problems that add restrictions and unnecessary rules to a benefit that is highly valued by staff. Some problems that Staff Alliance members have identified include:

- 1) SAP will not cover 500-level (CEU) courses
- 2) SAP will not cover academic year-long courses
- 3) SAP requires a student be admitted to a degree, but SAP states that dependents using a tuition waiver don't have to be admitted. Lack of a declared degree makes some of the rules unenforceable.

Signed: [Signature]
Chair, Staff Alliance

11/29/11
Date

For UA President's Use:

Check one: Approved Modification Recommended Disapproved *

Signed: [Signature] 12/16/11
President, University of Alaska Date

President's Comments on Recommended Modification or Disapproval:

* The tuition waiver benefit is an issue that affects employees throughout the UA system. I therefore recommend SA advance its motion / concerns on this issue to the System Governance Council.

Resolution Opposing Altering the UA Employee Tuition Waiver

In response to calls to alter the University of Alaska Tuition Waiver program, the UAF Staff Council reviewed available research concerning the program for signs of abuse, waste, and relative importance to the University of Alaska Staff.

WHEREAS, Regents policy 04.01.010 includes providing “for continuing opportunities for training and development” as part of the Human Resources Mission Statement; and

WHEREAS, in response to Representative Anna Fairclough, the University of Alaska Statewide Planning and Institutional Research Office conducted an Employee Education Benefit Analysis that examined FY06 through FY10; and

WHEREAS, this research found that “providing an employee education benefit is a customary practice in both public and private higher education institutions”; and

WHEREAS this research found that the overwhelming majority of all higher education institutions, including 50% of all public institutions, provide educational benefits to their employees; and

WHEREAS, this research found that the tuition waiver benefit only accounts for “approximately 6 percent of the total UA student population” and that “persons using the UA Employee Tuition Waiver had a successful completion rate of 80%”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “attracts and retains staff/faculty” and “sustains a competitive position in relation to other universities”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “provides required work-related training and skill upgrades without additional training costs”; “provides financial support to educational delivery” and “keeps training dollars at the university”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “increases the university’s human capital and encourages skill development”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “expands staff understanding of the university’s mission and programs”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it provides staff contact among both faculty and students”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it is “consistent with Board of Regents’ position on the value and commitment to higher education”; and

WHEREAS, this research concluded that the tuition waiver is important to the University of Alaska System because it “keeps students/dependents in-state”; and

WHEREAS, the University of Alaska customarily provides tuition waivers to a number of other groups: including citizens 65 and older and qualified participants in the UA Scholars program; and

WHEREAS, the University of Alaska Staff have seen significant increases in Healthcare benefit costs, layoffs, the loss of step-increases and other significant downward economic pressures since FY 2007;

THEREFORE, LET IT BE RESOLVED:

The UAF Staff Council finds no statistically significant failure of courses that creates the need for change to the UA Employee Tuition Waiver benefit according to the FY06 - FY10 data provided and does not support altering the employee tuition waiver for non-represented staff as described in May 3rd, 2011 email message.

LET IT BE FURTHER RESOLVED:

The UAF Staff Council considers the employee tuition waiver a valued benefit for non-represented staff of UAF and will engage in further research, as this issue requires.

LET IT BE FURTHER RESOLVED:

The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program, and

BE IT FINALLY RESOLVED, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

The UAF Staff Council unanimously approved the following resolution on October 19, 2011:

Resolution #2011-221-1: Resolution Opposing Altering the UA Employee Tuition Waiver

In response to calls to alter the University of Alaska Tuition Waiver program, the UAF Staff Council reviewed available research concerning the program for signs of abuse, waste, and relative importance to the University of Alaska Staff.

WHEREAS, Regents policy 04.01.010 includes providing “for continuing opportunities for training and development” as part of the Human Resources Mission Statement; and

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BE IT FINALLY RESOLVED, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

Signed: 
President, UAF Staff Council

10.19.11
Date

Distribution: Staff Alliance, Pat Ivey, Beth Behner,
CC/ Chancellor Rogers, President Gamble



UAS STAFF COUNCIL RESOLUTION AY12-01

Approved December 9, 2011

TO: Patrick Gamble, President University of Alaska

VIA: Juella Sparks, Chair Staff Alliance

CC: John Pugh, Chancellor University of Alaska Southeast
Dr. Dan Monteith, President Faculty Senate/Alliance

DATE: 9 December 2011

RE: Employee Tuition Waiver Benefit Changes

UAS Staff Council fully supports the Staff Alliance Resolution on “Employee Tuition Waiver Benefit Changes” (attached) and the UAF Staff Council “Resolution Opposing Altering the UA Employee Tuition Waiver” (attached).

In addition to those identified in the UAF Staff Council and Staff Alliance resolutions, UAS Staff Council has the following concerns:

- Application of SAP to dependents under the proposed regulation and possible future changes applying SAP to employees
- FERPA issues related to release of student records to HR without consent
- Flexibility for supervisors to waive six month waiting period for new hires
- Lack of an appeals policy specific to tuition repayment
- Insufficient time frame for employee input into proposed regulatory changes

We believe that the University is best served by encouraging maximum availability and use of the tuition waiver benefit for employees and their dependents. We believe that the University benefits from the tuition waiver in several ways such as:

- Attracting and retaining quality employees in a cost-effective manner
- Contributing to enriched student-university relationships when students attend alongside employees and dependents
- Increasing the quality of customer service that the University provides

In order to support the best interests and long term viability of the University, employees request clarification of the rationale and basis of the proposed changes to R04.06.010. We challenge the assumption that the proposed changes will result in significant cost savings. We will continue to work with the Administration through shared governance to strengthen the University.

This resolution passed unanimously on December 9, 2011.

Mary McRae Miller, President, UAS Staff Council

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THEREFORE, LET IT BE RESOLVED:

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LET IT BE FURTHER RESOLVED:

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LET IT BE FURTHER RESOLVED:

The UAF Staff Council supports further data-driven review of this benefit and a cost/benefit analysis of the proposed changes to the UAF Tuition Waiver program, and

BE IT FINALLY RESOLVED, that at this time, the UAF Staff Council requests that the University of Alaska Board of Regents reject any changes to the UA Tuition Waiver.

Signed: 
President, UAF Staff Council

10.19.11
Date

Distribution: Staff Alliance, Pat Ivey, Beth Behner,
CC/ Chancellor Rogers, President Gamble

UNIVERSITY *of* ALASKA

Staff Alliance

SA Motion 2011-9

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“The Staff Alliance moves to agree in full with the UAF Staff Council Resolution Opposing Altering the UA Employee Tuition Waiver that is attached. Staff Alliance also requests that the proposed changes to the Tuition Waiver Benefit for Dependents be reconsidered. This action is effective November 8, 2011.”

Rationale for this action:

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Signed: 
Chair, Staff Alliance

11/29/11
Date

For UA President's Use:

Check one: Approved Modification Recommended Disapproved

Signed: _____
President, University of Alaska Date

President's Comments on Recommended Modification or Disapproval:

Resolution Opposing Altering the UA Employee Tuition Waiver

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Attachment 9.



Patricia Ivey <pmivey@alaska.edu>

Project Due January 31 Reminder; policy and regulation revisions

Daniel Julius <djjulius@alaska.edu>

Thu, Jan 19, 2012 at 1:08 PM

To: Carla Beam <cjbeam@alaska.edu>, Donald Smith <dsmit226@alaska.edu>, Myron Dosch <myron.dosch@alaska.edu>, Saichi Oba <stoba@alaska.edu>, Frederick Villa <fvilla@alaska.edu>, Gwen Gruenig <gdgruenig@alaska.edu>, Michelle Rizk <marizk@alaska.edu>, Paula Donson <pmdonson@alaska.edu>, karl.kowalski@alaska.edu, Kate Ripley <klripley@alaska.edu>, Kit Duke <kduke1@alaska.edu>, Patricia Ivey <pmivey@alaska.edu>, Russell O'Hare <rjohare@alaska.edu>, Chris Christensen <cschristenseniii@alaska.edu>
Cc: "Jeannie D. Phillips" <snjdp@alaska.edu>, Dianne Milke <dmlilke@alaska.edu>, Morgan Dufseth <mdufseth@alaska.edu>, Brandi Berg <brberg@alaska.edu>

Here are comments to date Provost Henrichs has received from folks around the system on the BOR regulations/policy review project. Our deadline remains January 31st when all comments/changes are due to her. I thought you would be interested in seeing the format being used for Chapters 4 and 10.

It will be very helpful for you to get your comments to her prior to January 31st if possible. My sense is that you should not worry too much about format. Provost Henrichs has suggested that changes/comments made by highlighting and deletions are best, tracked changes are more difficult to incorporate because she is in the process of merging many comments (harder to do with tracked changes).

Thank you. I hope everyone is on schedule. If you anticipate problems please let me know asap.

Daniel J. Julius

Vice President for Academic Affairs and Research

University of Alaska System

Yukon Drive, 202-I Butrovich Bldg.

Fairbanks, Alaska 99775-5000

ph. [907-450-8018](tel:907-450-8018)

fax. [907-450-8002](tel:907-450-8002)

daniel.julius@alaska.edu

www.alaska.edu/research/

Attachment 9.

From: Susan Henrichs [mailto:smhenrichs@alaska.edu]

Sent: Wednesday, January 18, 2012 3:43 PM

To: Daniel Julius; Richard A Caulfield; Michael A Driscoll; Dan Monteith; Catherine Cahill; JOHN PETRAITIS; Helena Wisniewski; Mark Myers

Cc: Morgan Dufseth

Subject: Compiled policy and reg input

All:

This has all the comments received to date, plus the full text of Chapter 4 and Chapter 10.

There are a few scattered comments on other sections, which are noted, but those sections are not included in the document.

Sorry this did not reach you earlier. It took quite awhile to assemble.

Susan



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REGENTS' POLICY PART IV – HUMAN RESOURCES Chapter 04.04 - Faculty

FACULTY

P04.04.010. Academic Freedom.

Nothing contained in regents' policy or university regulation will be construed to limit or abridge any person's right to free speech or to infringe the academic freedom of any member of the university community.

(06-20-97)

P04.04.020. Construction.

This chapter and university regulation shall govern the university system and the institutions therein, regulating the matters contained herein as authorized by law. Nothing contained in this chapter shall be construed to restrict the power of the board to periodically alter, amend, revise, or repeal the provisions hereof in whole or in part from time to time.

(07-01-89)

P04.04.022 . Application.

This chapter and the university regulation promulgated under it shall apply to the university system and are designed and intended for use with appropriate policies and procedures developed for each university and community college, which the board will also approve. These policies and procedures may differ from each other in their provisions, but no provision of regents' policy and university regulation may supersede the application of the this^[JAH1] chapter or university regulation.

(07-01-89)

P04.04.030. Definitions.

In this chapter, unless otherwise specified or the context requires otherwise,

- A. "academic ranks" means the ranks held by persons having the title of professor, associate professor, and assistant professor; which titles denote academic rank exclusively; the title of instructor may also be a title of academic rank at the discretion of the policies and procedures approved for each university; subject to the provisions of E. of this section;
- B. "faculty" means those persons who have accepted and hold appointment to academic rank or special academic rank;
- C. "non-tenure track position" means a position that does not provide a faculty member any rights to consideration for appointment to tenure;
- D. "policies and procedures approved for each university" means those policies and procedures designed by each university for its own use and approved by the board;

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- E. "special academic ranks" means those ranks held by persons having a title or a qualification to a title specified in this paragraph; these titles denote special academic rank exclusively:
1. "adjunct" means a person employed to teach one or more courses up to 15 credit hours per year, or other academic assignment at less than 50 percent of a full-time appointment;
 2. "affiliate" means a person in voluntary faculty service, not employed by the university;
 3. "clinical" means a person in a special category reserved for practitioners in the health care delivery professions;
 4. "instructor" means a faculty member employed to teach and perform other faculty functions as assigned;
 5. "lecturer" is a person employed to teach full- or part-time;
 6. "Research" means a person in a position supported primarily by grant funding;
 7. "visiting" means a person ÷ employed [JAH2]to perform the faculty functions expected of academic rank for a specific period; F. "tenure" means the status of holding a faculty appointment on a continuing basis following evaluation and award according to the terms of P04.04.040.B;
- G. "tenure track position" means a position that may lead to consideration for appointment to tenure as described in the policies and procedures approved for each university; a tenure track position will require the performance of faculty function at least 50% of full-time; for exceptional cases, and when in the judgment of the chancellor the best interests of the university will be served, a faculty member may be appointed to a tenure track position at less than 100% but more than 50% of a full-time appointment;
- H. "university" means any one of the three universities within the University of Alaska.

Cross-reference: For other definitions applicable to this chapter, see P04.04.040.

(07-01-89)

P04.04.040. Appointment Categories.

The following categories of appointment shall be used to fully specify the type of appointment and associated rights:

- A. Type of Position
1. Tenure track position. Faculty appointed to tenure track positions either hold tenure or may become eligible for consideration for appointment to tenure under

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the conditions stated in P04.04.045. Time spent in these positions shall be counted towards the maximum time by which a tenure track appointee must be considered for tenure for continuation of employment. Faculty appointed to tenure track positions shall have titles of academic rank.

2. Non-tenure track position. Faculty appointed to non-tenure track positions have no rights to consideration for appointment to tenure, nor does time spent in these positions count toward tenure except as otherwise agreed between faculty and the hiring authority in writing at the time of hire into a tenure track position^[SMH3]. Faculty appointed to these positions shall have titles of special academic rank.

B. Tenure Status

A faculty member appointed to a tenure track position may receive tenure only under the conditions of P04.04.045 and 04.04.050.

C. Faculty rank and title.

1. Academic rank. Titles of academic rank shall be the same throughout the university system with the exception of the use of the title "instructor" as set out in 3. below. ^[JAH4]Titles designating academic rank exclusively are: assistant professor, associate professor, and professor.
2. Special academic rank. Titles of special academic rank shall be the same throughout the university system with the exception of the use of the title "instructor" as set out in 3. below. ^[JAH5]Titles designating special academic rank exclusively are: lecturer and titles of academic rank preceded by the terms adjunct, affiliate, visiting, research, or clinical.
3. Instructor. The title "instructor" is to be used for those faculty employed to teach and perform other faculty functions as assigned. A university may, in accordance with the policies and procedures approved for that university, use the title of instructor as a title of academic rank or special academic rank, but not both.

D. Continuing and fixed term appointments

1. Continuing appointment. A continuing appointment is one that is expected to continue unless a faculty member is terminated in accordance with P04.04.047. Continuing appointments shall be given with appointment to academic rank and tenure track positions, with or without tenure. A continuing appointment may be appropriate for an appointment to special academic rank. Continuing ^[JAH6]appointments may be made for up to three years in duration. Appointment may be renewed subject to limitations imposed by P04.04.045.
2. Fixed term appointment. A fixed term appointment is one that is expected to expire at the end of a specified period of up to three years unless renewed or terminated

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early in accordance with P04.04.047. Such appointments may not be made for periods longer than three years, but may be renewed^[SMH7]. Fixed term appointments may be given to a faculty member appointed to special academic rank.

3. Terminal appointment. A terminal appointment is a non-tenure track fixed term appointment used when a decision has been made to terminate a faculty member at the end of the next appointment.

E. Appointments of distinction for faculty.

1. Distinguished Professors. Tenured appointment as distinguished professor may be made by the president, subject to a process of review and recommendation established by the chancellor of the MAU in which the faculty member holds tenure.
2. Distinguished Visiting Professors. Appointment as distinguished visiting professor shall be made by the chancellor, following consideration of recommendations of the faculty. Such appointment shall be reported to the president and shall be a non-tenure track appointment for a period of time not to exceed three years. These appointments are renewable indefinitely.
3. Professor Emeritus or Emerita. Appointment as professor emeritus or emerita is an honor conferred by the chancellor, following consideration of recommendations by the faculty, upon an outstanding retiree of the university as described in Policy and Regulation 04.04.070 – Emeritus Status.

(04-14-05)

P04.04.041. Appointment Year and Appointment Obligation.

- A. Unless the terms of appointment otherwise provide, the normal appointment year shall be from July 1 to June 30 or a portion thereof, regardless of payroll mode. The duration of appointment obligation may be for a full year or less as follows:

1. Fiscal year obligation. An obligation of service for the full fiscal year, i.e., twelve months;
2. Academic year obligation. An obligation of service for the academic year as set by each university or community college;
3. Institutional year obligation. An obligation of service for any period less than a full year, other than the academic year.

- B. Academic year and institutional year faculty may be required to serve at dates necessitated by a unit's operating requirements.

(04-15-04)

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P04.04.042. Faculty Obligation.

- A. Faculty obligation may include teaching, research or other scholarly and creative activity, public service, university service and other duties and responsibilities required of a faculty member during the appointment year, and shall be consistent with academic rank and professional or disciplinary field.
 - B. A faculty member shall not engage in outside activities that interfere with or are inconsistent with the performance of faculty obligation or are determined to run counter to the provisions of the AS 39.52 (Alaska Executive Branch Ethics Act) or P04.10.030 or R04.10.030 governing conflict of interest.
- (04-15-04)

P04.04.043. Method of Appointment.

All appointments shall be made by the chancellor or the chancellor's designee in accordance with this chapter, university regulation and procedures approved for each university.

(04-15-04)

P04.04.045. Tenure.

- A. Tenure is established to assure the academic community an environment that will nurture academic freedom by providing employment security.
- B. The responsibilities rights and privileges of tenure are:
 1. Performance: A tenured faculty member has a responsibility to maintain high standards of professional performance and conduct.
 2. Appointment: An appointment with tenure shall be an appointment to academic rank which shall not be affected by changes in such rank and shall be continued until resignation, retirement, or termination. The award of tenure guarantees continuing appointment for at least nine months per year. Any change in fraction of full-time appointment as a tenured faculty member must be by mutual consent of the university and the faculty member. The award of tenure does not exempt a faculty member from changes in policies and procedures approved for each university.
 3. Locus of tenure: Faculty are tenured within an academic unit or units of a university of the University of Alaska system.
- C. Tenure is not received automatically. It is awarded only following careful consideration of an applicant faculty member in accordance with the methods described in this chapter and the policies and procedures approved for each university. Following consideration of the recommendations of the faculty, the chancellor may grant tenure to faculty who are

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qualified.

D. Eligibility for consideration for award of tenure:

1. Criteria. Tenure may be awarded to faculty appointed to a tenure track position and any academic rank. Tenure is not awarded to faculty members holding special academic rank.
2. Conditions. A faculty member may request an evaluation for award of tenure during any year of service. However, a faculty member must be reviewed for tenure in accordance with the following:
 - a. Initial appointment to full or associate professor. An initial appointment to the rank of professor may be made with or without tenure. However, faculty receiving such appointments without tenure must be reviewed for tenure no later than the second consecutive year of service. Appointments to full professor may continue beyond the third year only with tenure. Initial appointment to the rank of associate professor also may be made with or without tenure. Likewise, faculty receiving such appointments without tenure must be reviewed for tenure no later than the fourth consecutive year of service. Appointments to associate professor may continue beyond the fifth year only with tenure.
 - b. Promotion to associate professor. Non-tenured faculty undergoing review for promotion to associate professor must also be reviewed for tenure. Promotion to associate professor cannot be made without prior or simultaneous award of tenure.
 - c. Review of assistant professor. All non-tenured faculty appointed at the rank of assistant professor must be reviewed for tenure no later than the seventh consecutive year of service in this rank. Service in this rank or in a combination of this rank and a tenure track appointment as instructor may continue beyond the eighth year only with tenure.
 - d. Review of instructor. Faculty with the title of instructor may be reviewed for tenure only if the title is one of academic rank according to policies and procedures of an individual university. In this case faculty must be reviewed for tenure no later than the seventh consecutive year of service in this rank. Service in this rank may continue beyond the eighth year only with tenure if the title is one of academic rank.
3. Years of Service
 - a. Toward mandatory review. In computing total consecutive years of service for determining the time of mandatory tenure review, periods of leave at full salary and sabbatical leave will be included. Periods of leave of

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absence at partial or no salary shall not be included unless requested by the faculty member and approved at the time the leave is granted. However, regardless of inclusion in the computation of total years, leave of absence shall not be deemed an interruption of otherwise consecutive service. Years of service preceding a break in consecutive years of university employment may be counted only upon agreement between the faculty member and the university at the time of re-employment.

- b. Partial year of service. A partial year of service which includes at least one semester of full-time faculty service, as in a mid-year appointment, will be included as a full year of service in computing the time of mandatory tenure review **only if this year has been requested in writing at the time of appointment and counted toward the time of mandatory tenure review**^[SMH8] and (UNAC 9.3.4.d) determining eligibility for any sabbatical leave.

- E. Failure to receive tenure. A faculty member must stand for tenure in the mandatory review year as defined in D.2 of this section. If tenure is not awarded, the faculty member shall be offered a terminal appointment for one additional year of service. A faculty member may stand for tenure prior to the mandatory year of review. In so doing, the candidate may withdraw at any step in the process prior to review by the chancellor. If the decision of the chancellor is to deny tenure, ~~shall be offered a terminal appointment~~ **the faculty member may continue to serve in a tenure track position but may not stand again for tenure prior to the mandatory year of review.**^[SMH9]

- F. A faculty member who is offered tenure by a university pursuant to this policy but who declines to accept it may continue to be employed in a manner to be determined by the chancellor of each university.

(04-15-04)

P04.04.047. Termination of Faculty Appointment.

- A. Termination is the severance of the employment relationship of a faculty member which is based on a decision to discontinue an existing employment relationship. Faculty may be terminated under any of the conditions set out in this section.

- B. Non-retention. Non-retention follows a decision not to continue the employment of a non-tenured faculty member in a tenure track position or of a faculty member holding special academic rank and a continuing appointment. The chancellor or the chancellor's designee will notify the faculty member of this decision in writing **not less than:**^[SMH10]
 - 1. three months prior to the end of an appointment expiring at the end of a faculty member's first year of uninterrupted service within the university system, but not later than March 1 for appointments ending in May, June, July or August;

 - 2. six months prior to the end of an appointment expiring after the completion of

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one, but not more than two, years of service within the university system, but not later than December 15 for appointments ending in May, June, July or August;

3. twelve months prior to the expiration of an appointment after two or more years of uninterrupted service within the university system.
- C. Failure to receive tenure. Following a decision not to award tenure in the mandatory year for tenure review, the faculty member will receive notice at least twelve months prior to the end of the academic or fiscal year of final service.
- D. Retirement. Retirement eligibility is determined by the Teachers Retirement System, the Public Employees Retirement System of the State of Alaska, or the University of Alaska Optional Retirement Plan. Faculty planning to retire shall notify their supervisor as soon as possible prior to the anticipated retirement date.
- E. Resignation. A faculty member intending to resign from employment with the university system shall file with the appointing authority a written resignation stating the effective date. A faculty member is expected to provide notice adequate to allow for his or her orderly replacement.
- F. **Discontinuance of program.** [SMH11] When a decision is made to discontinue a program following program review as specified in R10.06.010, a good faith effort must be made to place tenured faculty in another program where appropriate. The chancellor or the chancellor's designee will notify each faculty member of the decision to terminate employment in writing not less than:
1. Three months prior to the end of the academic or fiscal year of a faculty member's first year of uninterrupted service within the university system, but not later than March 1 for appointments ending in May, June, July or August.
 2. Six months prior to the end of the academic or fiscal year after the completion by a faculty member of one, but not more than two, years of service within the university system, but not later than December 15 for appointments ending in May, June, July or August.
 3. Twelve months prior to the end of the academic or fiscal year after two or more years of uninterrupted service within the university system.
 4. Should the program be reactivated within two years, a tenured faculty member shall be invited to return to the program faculty **prior to hiring new full-time faculty.** [SMH12] The faculty member must notify the university of the decision to decline or accept within 30 days of receipt of this invitation.
- G. **Reduction in program.** [SMH13] When a decision is made to reduce a program following program review under R10.06.010, a good faith effort must be made to retain tenured faculty in preference to non-tenured faculty, or to place tenured faculty in another

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program where appropriate. The chancellor or chancellor's designee will notify each faculty member of the decision to terminate employment in writing not less than:

1. Three months prior to the end of the academic or fiscal year of a faculty member's first year of uninterrupted service within the university system, but not later than March 1 for appointments ending in May, June, July or August.
 2. Six months prior to the end of the academic or fiscal year after the completion by a faculty member of one, but not more than two, years of service within the university system, but not later than December 15 for appointments ending in May, June, July or August.
 3. Twelve months prior to the end of the academic or fiscal year after two or more years of uninterrupted service within the university system^[SMH14].
 4. Should the program be expanded within two years, tenured faculty members shall be invited to return to the program faculty **prior to hiring new full-time faculty members**^[SMH15]. The faculty member must notify the university of the decision to decline or accept within 30 days of receipt of this invitation.
- H. Financial exigency. Following a declaration of financial exigency under P04.09 and related university regulation, faculty members are entitled to a minimum of 60 calendar days notice in advance of the cessation of their employment.
- I. Cause. Faculty may be dismissed immediately for cause. In this section, "cause" means some substantial shortcoming that renders continuance in employment detrimental to appropriate discipline and efficiency of service including incompetency, neglect of duty, unprofessional conduct, or other conduct that interferes substantially with the continued performance of duties. "Cause" may also include physical or mental incapacity.

(04-15-04)

P04.04.050. Evaluation of Faculty.

- A. It is the policy of the university to evaluate faculty on a schedule to be set as appropriate for and by each university according to regents' policy and procedure. Such evaluation shall be the responsibility of the chancellor or the chancellor's designee.
- B. The purpose of evaluation pursuant to this chapter shall be the appraisal of:
1. the extent to which the faculty member has met the professional obligation;
 2. the extent to which the faculty member's professional growth and development has proceeded;
 3. the prospects for the faculty member's continued professional growth and development; and

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4. the identification of changes, if any, in emphasis required for such growth.
- C. Written documentation of the evaluation shall be made available to the faculty member concerned. These evaluations shall play a major part in determining if the faculty member will receive renewal of employment or be promoted or tenured.
- D. In conducting evaluations pursuant to this chapter, faculty and administrative evaluators may consider, but shall not be limited to, the criteria set out in D1.-7. of this subsection as appropriate to the faculty member's professional obligation. In addition, units may elaborate in writing on these or other criteria that take into account the distinctive nature of the discipline or special university assignment. Criteria may include:
1. mastery of subject matter, demonstrated by such things as advanced degrees, licenses, certifications, awards, honors and reputation in the subject matter field;
 2. effectiveness in teaching, demonstrated by such things as: evaluation by peers; reaction of students as determined by surveys and classroom and laboratory observations; development of improved teaching materials and processes; development of new courses; advising of students; assessments of student achievement; and participation in necessary and routine duties that support classroom performance;
 3. scholarly and creative activity, which is activity beyond the development of curriculum demonstrated by such things as: success in developing and carrying out significant applied and basic research; work in contributing to the arts; publication in advancing knowledge; and reputation among colleagues and peers both within and without the university;
 4. effectiveness of public service, demonstrated by such things as: professionally related and publicly recognized service to constituencies external to the university, including public and private sector groups, governmental agencies, elementary and secondary schools, boards, commissions, committees, public interest groups, community groups, businesses, and urban and rural residents; successful design and implementation of technology-transfer programs to external constituencies; application of directed research to the needs of constituencies; recognition, awards, and honors from constituent groups; and reputation among peer deliverers of public service;
 5. effectiveness of university service, demonstrated by such things as: work on university committees and task forces; participation in faculty governance; colleague assistance; administrative work; and work with students beyond formal teacher-student relationships;
 6. professional development, demonstrated by such things as: research and other scholarly and creative activity; continuing education or other activities to keep abreast of current developments in the faculty member's fields; and ability to successfully handle increased responsibility in the faculty member's professional

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obligation;

7. total contribution to the university, demonstrated by overall contribution to the mission of the university system and of the individual unit.

(12-11-90)

P04.04.052. Evaluation of Faculty for Tenure.

- A. Evaluation of non-tenured faculty for tenure shall be in accordance with this chapter and the policies and procedures approved for each university. The chancellor may award tenure to such faculty as are, in the chancellor's opinion, qualified and for whom tenure would be consistent with institutional need and mission. The chancellor shall give consideration to the recommendations of faculty and other appropriate sources.
- B. Faculty holding academic rank shall be eligible for evaluation for tenure in accordance with P04.04.045 and 04.04.050.
- C. Policies and procedures approved for each university shall delineate the exclusive process by which the applicant may seek reconsideration of a decision not to award tenure. The process shall allow the applicant to appeal to the president only in those instances in which the chancellor's action is inconsistent with the recommendations of the reconsideration review body appropriate for each university.

(07-01-89)

P04.04.054. Evaluation of Faculty for Renewal of Appointment.

- A. Evaluation of non-tenured faculty for renewal of appointment shall occur at regular intervals in accordance with this chapter and the policies and procedures approved for each university. The chancellor or the chancellor's designee may reappoint such faculty as are, in the chancellor's or designee's opinion, qualified and for whom reappointment would be consistent with institutional need and mission. The chancellor or designee shall give consideration to the recommendations of faculty and other appropriate sources as well as to the operating requirements of the university.
- B. All non-tenured faculty holding academic rank or special academic rank are eligible for evaluation for reappointment and must be evaluated in accordance with the terms and conditions of their appointment and with the provisions of P04.04.050 and the policies and procedures approved for each university.
- C. Policies and procedures approved for each university shall delineate the exclusive process by which a faculty member denied reappointment may seek reconsideration of the decision.

P04.04.056. Evaluation of Faculty for Promotion.

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- A. Evaluation of faculty for promotion shall be in accordance with this chapter and the policies and procedures approved for each university. Following the recommendations of the faculty, the chancellor may promote faculty for whom promotion would be consistent with institutional need and mission.
- B. Faculty are eligible to request consideration for promotion to the next highest rank in accordance with P04.04.050 and the policies and procedures approved for each university.
- C. Policies and procedures approved for each university shall delineate the exclusive process by which the applicant may seek reconsideration of a decision not to promote. The process shall allow the applicant to appeal to the president only for decisions regarding promotion to full professor and only in those instances in which the chancellor's action is inconsistent with the recommendations of the reconsideration review body appropriate for each institution.

P04.04.060. Sabbatical Leave.

- A. Sabbatical leaves for professional development may be made available to faculty with academic rank who meet the requirements set forth in this section. The objective of sabbatical leave is to increase the faculty member's value to the university and thereby improve and enrich its programs.
- B. Sabbatical leaves shall be granted for study, formal education, research and other scholarly and creative activity, or other experience of professional value and may include associated travel.
- C. Faculty holding academic rank who will have completed at least five consecutive years of service within the university system shall be eligible for consideration to take sabbatical leave during the sixth or subsequent year of service. Applicants who will have completed at least five consecutive years of service within the university system from the date of return from any previous sabbatical leave shall be eligible to be granted another sabbatical leave to be taken during the sixth or subsequent year. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included. A partial year of service which includes at least one semester of full-time faculty service may be included as a full year of service for the purposes of eligibility for sabbatical leave if also counted as time towards mandatory tenure review. The faculty member must apply for such inclusion in writing. Periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included but shall not be deemed an interruption of otherwise consecutive service.
- D. Sabbatical leaves may be granted for one academic year or an equivalent period at rates not to exceed six months salary or for one semester or an equivalent period at rates not to exceed one semester's salary. Faculty may, with the prior approval of the chancellor, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the

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purposes of their sabbatical leaves. In such cases, the chancellor may adjust the sabbatical leave salaries to reflect such income provided that total earnings for the leave period are not less than full salary had the recipient not been on leave. A faculty member on a terminal appointment loses any rights to a sabbatical leave.

- E. Applications for sabbatical leaves shall be submitted to the chancellor through channels and procedures contained in approved policies and procedures. Each application shall include a statement outlining the program to be followed while on sabbatical leave and indicating any prospective income from outside of the university system.
- F. The recipient is obligated to return to the university for further service of at least one appointment period. Failure of the recipient to fulfill this obligation will require the full and immediate repayment of salary and benefits received from the university while on leave, except in extenuating circumstances acceptable to the chancellor.
- G. A written report detailing the professional activities and accomplishments for which the leave was granted and specifying the sources and amounts of additional funds secured for this period shall be submitted by the recipient to the chancellor within three months after returning from leave.
- H. Consistent with provisions of D. of this section, the chancellor may approve such sabbatical leave as the chancellor deems appropriate. A record of such leaves shall be reported to the president annually.
- I. Vacation and sick leave credits shall not be accrued or used during sabbatical leave.
(06-08-90)

P04.04.062. Time Off in Lieu of Annual Leave.

Faculty will receive time off rather than annual leave. [SMH16]

(06-20-97)

P04.04.070. Emeritus Status.

Emeritus status is an honor conferred by the chancellor upon the outstanding retirees of the university and not an automatic recognition of services rendered. The perquisites [JAH17] of emeritus status will be as provided by university regulation.

(06-20-97)

BOR Policies Compilation of Edits**REGENTS' POLICY
PART V – FINANCE AND BUSINESS MANAGEMENT
Chapter 05.10 - Tuition and Student Fees****P05.10.080. Tuition and Fee Waivers.**

The president or designee may award tuition or student fees when such action is determined by the president to be in the best interest of the university.

Regular tuition shall be awarded for Alaska residents who are otherwise age eligible to receive full social security retirement benefits, who register on a space available basis; that is, when courses can accommodate such students in addition to other enrolled students. Individuals who were eligible for senior citizen tuition awards on September 21, 2005 under the previous regents' policy shall continue to be eligible for the award.

Regular tuition, nonresident tuition surcharges, and for-credit course fees will be awarded for an eligible dependent child under age 24 or spouse of a peace officer, fire fighter, or member of the armed services as described in AS 14.43.085 who was killed or died of injuries sustained in the line-of-duty, or is listed as missing-in-action or a prisoner-of-war. The deceased or missing person, at the time of the injury or incident, must have been an Alaska resident and:

1. a member of the Alaska National Guard, Alaska Naval Militia, or the armed services of the United States;
2. employed by a federal, state, or municipal fire department, or performing duties for a regularly organized volunteer fire department registered with the state fire marshal; or
3. a state trooper, municipal police officer, village public safety officer, U.S. marshal or deputy marshal, corrections officer, or officer whose duty is to enforce and preserve public peace.

Reviewed by: Elisa Mattison, Director of the Graduate School (esmattison@uaa.alaska.edu)

Comments: Change wording from "tuition waivers" to "tuition awards". Money changes accounts; the balance on a student's account does not go away with a "waive".

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REGENTS' POLICY PART IX – STUDENT AFFAIRS Chapter 09.05 - Employment of Students

PART IX – STUDENT AFFAIRS Chapter 09.05 - Employment of Students

P09.05.010. General Statement: Employment of Students.

Reviewed by: Elisa Mattison, Director of the Graduate School (esmattison@uaa.alaska.edu)
Comments: No mention is made or provisions/regulations for graduate or undergraduate assistantships (research or teaching).

REGENTS' POLICY PART IX – STUDENT AFFAIRS Chapter 09.04 - Education Records

P09.04.030. Composition of Education Records.

- A. Education records are those records directly related to a student and maintained by the university. Education records may be located in several different offices, depending upon the type of record. Education records include, but are not limited to:
1. academic evaluations, including student examination papers, transcripts, test scores and other academic records;
 2. general advising records;
 3. disciplinary records;
 4. financial aid records, including student loan collection records; and
 5. employment records of students whose employment is contingent on their status as students, for example, work-study. [JAH18]
- B. Documents and materials not considered part of the education record will be established by the president in university regulation. [JAH19]

(06-10-04)

P09.04.040. Annual Notification of Rights.

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Students enrolled in or registered with the university will be informed annually of their rights under FERPA. The president will establish in university regulation the content of the notification, such means and timing of distribution as are reasonably likely to inform students of their rights, and the procedures for exercising such rights. [JAH20]

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REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.02 - Academic Administrative Organization

P10.02.010. Academic Organizational Structure.

The university academic administration is organized into the three major administrative units: the University of Alaska Anchorage (UAA); the University of Alaska Fairbanks (UAF); and the University of Alaska Southeast (UAS). Each MAU will have the primary responsibility for ensuring that the educational needs of its assigned service area are met, utilizing not only its own educational resources but also those available throughout the university. As provided by the following policies, the academic administration of the university may be further structured into community colleges and academic units.

(12-08-05)

P10.02.020. Scope and Responsibility of the Academic Administration.

- A. As the executive officer of the board and the chief executive officer of the university, the president will be responsible for the efficient and effective operation and management of its educational programs. The president will recommend the structure of the academic administration to be established by the board. The president will approve the appointment of the academic officers and faculty of the university unless such responsibility is delegated elsewhere in regents' policy or in university regulation.
- B. As chief executive officer of an MAU, the chancellor will appoint a chief academic officer for the MAU, following consultation with the president and the board in accordance with the bylaws of the board on university personnel. This officer will be responsible for supervision and implementation of the academic programs of the MAUs.
- C. The MAU chief academic officers will also be responsible for advising the chancellors and the chief academic officer on the needs and condition of the academic programs of the MAUs as well as the need for the addition or deletion of programs in an MAU service area.

(12-08-05)

P10.02.040. Academic Unit Establishment, Major Revision, and Elimination.

- A. Academic units are created within the university for the purposes of instruction, research, advanced study, or economic development. All such units, at any level of the university structure, must provide for the effective management and productivity of their activities. Degree and Certificate programs approved by the board or president in accordance with P10.04.020 may be offered only within accredited units.

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- B. Campuses, schools, colleges, and designated research institutes and academic units with systemwide responsibilities may not be created or eliminated without board approval. Academic units at lower levels, such as part of a college, school, or research institute, or centers, may be created or eliminated by the president at the request of a chancellor with notification to the board, or at the discretion of the president, by the board. The president will determine when a revision to an academic unit is sufficiently major to require approval by the board. Elimination or major revision of a unit at any level will require a program review as specified in P10.06.010 and university regulation.
- C. Faculty from more than one MAU may be affiliated with a unit, following agreement between the appropriate chancellors and the president as appropriate, as to the type of affiliation, accreditation requirements, and other contractual obligations.
- D. Approval of the board is required to create units as specified in this section and to eliminate or significantly modify the following University units:

UNIVERSITY OF ALASKA ANCHORAGE

Community Campuses

Kenai Peninsula College
 Kachemak Bay Branch
 Kodiak College
 Matanuska-Susitna College
 Prince William Sound Community College

College of Arts and Sciences

Alaska State Climate Center (AS 14.10.085)

College of Business and Public Policy

College of Health

School of Allied Health
 School of Nursing
 Institute for Circumpolar Health Studies (AS 14.40.088)
 School of Social Work
 WWAMI School of Medical Education

College of Education

Office of the Vice Provost for Research and Graduate Studies

Graduate School

Interdisciplinary Studies
 Office of Sponsored Programs
 Office of Grants and Contracts
 Research Compliance Office [SMH21] [SMH22]

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School of Engineering

Community and Technical College
Chugiak/Eagle River Campus
University Center Campus

UNIVERSITY OF ALASKA FAIRBANKS

College of Engineering and Mines

Mineral Industry Research Laboratory (AS 14.40.115)[SMH23]
Center for Mineral Resources College of Liberal Arts
Alaska Native Languages Center (AS 14.40.117)[SMH24]

College of Natural Science and Mathematics

College of Rural and Community Development

Bristol Bay Campus, Dillingham
Chukchi Campus, Kotzebue
Interior-Aleutians Campus, Hq Fairbanks
Kuskokwim Campus, Bethel
Northwest Campus, Nome
Community and Technical College, Fairbanks

Cooperative Extension Service

School of Education

School of Management

School of Natural Resources and Agricultural Sciences

School of Fisheries and Ocean Sciences

Fishery Industrial Technology Center, Kodiak (AS 16.52.010-070)[SMH25]
Kodiak Center for Seafood and Marine Science
Institute of Marine Science (AS 14.40.080)
Seward Marine Center

Geophysical Institute

Alaska Earthquake Information Center (AS 14.40.075)
Alaska Volcano Observatory (AS 14.40.075)

Institute of Arctic Biology

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International Arctic Research Center

Arctic Region Supercomputing Center

Office of Electronic Miniaturization^[SMH26]

Rasmuson Library

University of Alaska Museum of the North

UNIVERSITY OF ALASKA SOUTHEAST

Juneau Campus

Ketchikan Campus

Sitka Campus

School of Management

School of Arts & Sciences

School of Career Education

School of Education

(06-03-11)

P10.02.060. Community College Establishment and Elimination.

- A. Community colleges may be created or eliminated on approval by the president and board. A community college will report through a chancellor and comply with regents' policy and university regulation as well as with that MAUs applicable rules and procedures. The president, after recommendation from the chancellor, will appoint a campus president for the community college and determine the administrative structure within which the campus president reports. The chancellor will ensure that the community college faculty and staff are involved in the development of MAU rules and procedures that apply to or affect the community college.
- B. Existing community colleges are:
- University of Alaska Anchorage:
Prince William Sound Community College
- C. Community colleges will be formed from pre-existing extended colleges or campuses. An extended college or campus may be considered for community college status after a minimum of three years operation if growth projections are sufficient to warrant community college status. Factors to be considered in proposals for the formation of a new community college or its continuation will include the following:
1. Academic and Non-Degree Programs:

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- a. a community college will be expected, at a minimum, to provide an academic transfer program, a career and vocational program, remedial and developmental education, a student services program, and a program of community services and continuing education;
 - b. a community college will develop its own academic programs in accordance with regents' policy and university regulation; board approved programs will be at the certificate and associate degree level, and coordinated where appropriate with the programs of the sponsoring university; coordination is also expected with the sponsoring university to facilitate the offering of baccalaureate and master's programs in the community college service area;
2. Service Area and Student Base: a community college will establish a service area supportive of a minimum student full-time equivalent (FTE) base of 300.
 3. Staffing: all community colleges, regardless of enrollment, will have basic start-up and continuing staff described in university regulation.
 4. Agreement with Local Qualified School Districts or Political Subdivisions: a community college will be established, operated, and maintained under a cooperative agreement with local qualified school districts or political subdivisions, in accordance with AS 14.40.560-14.40.640 (the Community College Act) and any other applicable requirements established by board. This agreement will include an acceptable cost-sharing plan for defraying the ongoing operational costs of the community college. At a minimum, however, the local community's ongoing contribution must be one-third of the total operating budget, and cover the direct instructional and administrative costs for non-degree college programs and activities.

(12-08-05)

P10.02.070. Accreditation.

- A. The University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, Prince William Sound Community College, and other community colleges, if established, will each, based on its own merits and the quality of its programs, seek and maintain accreditation from the Northwest Commission on Colleges and Universities.
- B. Individual program accreditation by professional accrediting bodies should be sought when meeting such accreditation standards is consistent with the goals of the university.

(12-08-05)

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REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.03 - Degree, Certificate and Award Approval

P10.03.010. Degree and Certificate Candidate and Recipient Approval.

- A. Candidates for degrees and certificates approved by the board will be recommended by the faculties and academic deans, certified by the registrars as having met all applicable requirements for the degree or certificate, and endorsed by the respective chancellor and by the president. All degrees and certificates are conferred by the board.
- B. The official lists of degree and certificate recipients will be established by the chancellors immediately after the official closing date of each term. The combined lists for the spring and preceding fall and summer terms will be transmitted by the president to the board after the spring session. This official list of degree and certificate recipients will be presented to the board for their approval at the next regularly scheduled meeting.

(02-16-96)

P10.03.020. Honorary Degrees.

Honorary degrees may be conferred upon approval of the Board of Regents.

Nominations for award by a university campus will follow the process as outlined below.

A. Criteria

The criterion for individuals to receive an honorary degree from the University of Alaska is evidence of a significant and lasting contribution to the university, to the State of Alaska, or to the individual's discipline or profession.

B. Campus Procedure

The chancellors of each MAU will establish a faculty committee and a procedure for nominating individuals for honorary degrees that provides for an open process for suggesting prospective nominees, and respect for a prospective nominee's privacy. Each year the chancellors may forward the nominee's names and supporting information to the president. No current regent or current university employee may be a prospective nominee.

C. President Review

The president will investigate the qualifications and character of each nominee. The president may forward nominees for an honorary degree to the board.

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D. Board of Regents' Conferral

The board may award an honorary degree to a nominee. The board will confer each honorary degree at the MAU that grants the degree. An honorary degree may not be awarded in absentia, but may be awarded posthumously if the board approved the recipient before their demise.

(09-25-09)

P10.03.030. Meritorious Service Awards.

Meritorious service awards may be conferred upon approval of the Board of Regents.

A. Criteria

The criterion for individuals to receive a meritorious service award from an MAU is evidence of significant public, academic, volunteer or philanthropic service to the MAU or one of its community campuses, or to an Alaska community.

B. Campus Procedure

The chancellors of each MAU will establish a meritorious service award committee and a separate procedure for nominating individuals for meritorious service awards that provides for an open process for suggesting prospective nominees and respect for a prospective nominee's privacy. No current regent may be a prospective nominee. Each year each chancellor may nominate individuals to receive a meritorious service award and forward the names and supporting information to the president.

C. President Review

The president will investigate the qualifications and character of each nominee. The president may forward nominees for a meritorious service award to the board.

D. Board of Regents' Conferral

The board may award a meritorious service award to a nominee. The board will confer each meritorious service award at the MAU that grants the award. A meritorious service award may not be awarded in absentia, but may be awarded posthumously if the board approved the recipient before their demise.

(09-25-09)

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REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.04 - Academic Programs

P10.04.010. Academic Program Integration.

- A. The University of Alaska will endeavor to provide access for the citizens of the state to a broad array of instructional programs and to facilitate student progress toward achievement of academic goals. To provide access without unnecessary duplication of programs, each MAU will have the responsibility of serving both local and statewide constituencies. Each MAU will contribute to the integrated instructional program of the university through practices such as:
1. sharing intellectual and material resources;
 2. collaboration among units in teaching, research/creative activity, and public service;
 3. establishing common curricula or reciprocity agreements for meeting general education core requirements and core requirements for similar academic degrees and certificates;
 4. coordinated planning to assure orderly and efficient changes in educational programs in response to shifts in the needs of the state and its people; and
 5. employing alternative delivery methods where academically appropriate and cost effective to improve educational opportunities.
- B. The faculty and academic officers of the university will be collectively responsible for establishing and maintaining procedures to affect these practices, in accordance with applicable regents' policy and university regulation.

(02-16-96)

P10.04.020. Degree and Certificate Program Approval.

All program additions, deletions, major revisions, or the offering of existing programs outside the State of Alaska, requires approval by the board. The board delegates approval authority of occupational endorsements and workforce credentials to the president.

(12-08-05)

P10.04.030. Credit Hour Requirements for Degree and Certificate Programs.

- A. The minimum number of credits that may be required by a degree or certificate program will be, for each level:

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Occupational Endorsement	9 credits
Certificate	30 credits
Associate degree	60 credits
Bachelor's degree	120 credits
Master's degree	30 credits
Graduate Certificate	12 credits
Post-Baccalaureate Certificate	24 credits

- B. The maximum number of credits that may be required by a degree or certificate program will be, for each level:

Occupational Endorsement	29 credits
Certificate	60 credits
Associate degree	75 credits
Bachelor's degree	132 credits
Master's degree	45 credits
Graduate Certificate	29 credits
Post-Baccalaureate Certificate	60 credits

- C. The actual number of credits required for each degree and certificate, including prerequisites for required courses, will be specified in the current catalog of each university or community college.
- D. The president may make exceptions to minimum or maximum credit hours for individual programs on the recommendation of the appropriate MAU faculty senate and chancellor.
- E. Non-credit only workforce credentials have no minimum or maximum number of continuing education units or contact hours.
- F. While no minimum ^[SMH27] or maximum credit hours are required for the doctorate, a student is expected to be affiliated with the university for at least two years and complete all requirements for the degree within ten years.

(12-08-05)

P10.04.040. General Education Requirements.

University general education requirements will provide a nucleus of a broad cultural background that includes a critical awareness of the human heritage, of the challenging requirements and opportunities of the present and future, and of the complexities and possibilities of the human mind and personality. Each MAU will have a common core of general education requirements consisting of a minimum of 34 credits of coursework distributed among categories as described in the accompanying university regulation. This core will be the minimal requirements for the general education curriculum for baccalaureate degrees. The definitions of distribution categories for the common core of general education requirements and the distribution of credit among these categories will be established by university regulation, following review by the faculty and the MAU chief academic officers and the recommendation of the chancellors.

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(02-16-96)

P10.04.050. Discipline Course and Credit Hour Requirements.

Courses and credit hour requirements will be established by each MAU for each degree and certificate program approved by the board and will be published in current catalogs.

(02-16-96)

P10.04.060. Transfer of Credit.

- A. To serve students who obtain their college education from two or more institutions, the university will provide transfer processes that:
1. enhance the ability of students to achieve their educational goals;
 2. expand student access to the educational opportunities in the university ; and
 3. recognize the distinction and maintain the integrity of individual degree programs.
- B. It is in the interest of both the student and the university that its universities accept in transfer as much credit as is appropriate to the student's new degree and graduation requirements. To further facilitate student ability to benefit from the range of academic offerings available within the university system, the maximum articulation possible among degree and certificate programs will be sought. Information on course transfer and articulation among the programs of the universities and community colleges will be published in their catalogs.

(02-16-96)

P10.04.062. General Education Coursework Transfer.

- A. The general education requirements for each university and community college will include a common core of coursework constructed in part to facilitate transfer of general education credit among the universities and community colleges.
- B. A student who has completed the general education requirements at one system university or community college and transfers to another system university or community college will be considered to have completed the general education requirements at all University of Alaska universities and community colleges.
- C. A student who has completed some of the general education requirements at one **university system** university or community college will have those credits count toward fulfillment of the same categories of general education requirements outlined in the common core at all University of Alaska universities and community colleges. This applies even if there is no directly matching coursework at the institution to which the student transfers. This statement will be published in each university and community college catalog.

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P10.04.064. Degree and Certificate Credit Transfer.

- A. Articulation agreements developed for transfer of credit between universities to meet degree or certificate requirements or for joint delivery of similar programs will be approved by the appropriate chancellors. They will be made readily available to advisers and students.
- B. Admission of students to degree and certificate programs will be subject to completion of appropriate prerequisites, to timely completion of application procedures, and to space availability.
- C. Students will fulfill the graduation requirements of the university and the requirements of the certificate or degree program from which they expect to graduate.
- D. University system universities and community colleges are encouraged to develop degree programs that build upon a student's prior experience. Such degrees may include:
 - 1. associate of applied science degrees, which build upon a student's previous training, or
 - 2. baccalaureate programs, which build upon certificate and associate programs.

(02-16-96)

P10.04.070. Non-Traditional Learning.

Each MAU, in recognition of the validity of credit for experiential learning, credit for prior learning, and credit by examination, may provide students the opportunity to apply for such credit in subjects which fall within the institution's regular curriculum.

(02-16-96)

P10.04.080. Developmental and Remedial Education.

To assist students in the successful completion of their educational goals, universities and community colleges of the University of Alaska will make available developmental and remedial courses in basic skills.

(02-16-96)

P10.04.090. Evaluation of Student Performance and Course Level Definitions.

The university will establish in university regulation a common grading system [SMH28] and course level definitions applicable across the university system to use in the evaluation of student performance. Student grade point averages will also be computed by a common methodology established in university regulation.

(06-10-04)

BOR Policies Compilation of Edits**P10.04.100. Academic Calendar.**

The academic calendar for each university campus will provide for a fall and spring semester of not less than fifteen weeks of instruction, which may include examination days. Class schedules must provide for a minimum of 750 minutes of instruction per credit hour.

(02-16-96)

P10.04.110. Inter-Institutional Delivery of Courses and Programs.

- A. The MAUs will cooperate in the establishment and delivery of educational courses and programs to promote access to a quality education, minimize ineffective duplication of effort, and ensure the effective use of university resources. Inter-MAU use of faculty expertise, specialized equipment, and library collections will be promoted and collaboration with other colleges and universities will be sought.
- B. Each MAU will develop rules and procedures to provide students opportunities for academic advising prior to registration. These rules and procedures will be reviewed by the university's chief academic officers collectively in order to promote maximum facilitation and coordination of systemwide advising.
- C. Procedures governing the development and sharing of courses and programs will be outlined in university regulation.

(02-16-96)

P10.04.120. Reserve Officers Training Corps (ROTC).

Reserve Officers Training Corps (ROTC) programs may be offered as a contractual arrangement with the federal government.

(04-19-96)

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(09-25-09)

REGENTS' POLICY
PART X – ACADEMIC POLICY
Chapter 10.05 - Admission and Graduation Requirements

P10.05.010. Enrollment and Admission Requirements.

The University of Alaska will have an open enrollment policy allowing students to register for courses for which they have an adequate background. Requirements for admission into courses will be limited to those that indicate a student is sufficiently prepared. Additional requirements may be made for formal admission into degree and certificate programs approved by the board as well as other training programs. Requirements for enrollment in classes and admission into programs will be recommended by the program faculty and approved by the MAU chief academic officer.

(02-16-96)

P10.05.020. Grade Point Average Requirements^[SMH29].

Minimum grade point averages required for degrees will be:

Certificate	2.00 (C)
Associate degree	2.00 (C) overall and in major field
Bachelor's degree	2.00 (C) overall and in major and minor field
Master's degree	3.00 (B) overall
Doctor's degree	3.00 (B) overall

(02-16-96)

P10.05.030. Residency Requirements.

- A. In order to satisfy the residency requirements for the degree or certificate program from which a student wishes to graduate, students will be required to earn credits from the university or community college offering the program as specified in university regulation.
- B. More residency credit requirements to meet program accreditation standards may be established following recommendation by the program faculty and the chancellor and approval by the president.
- C. If a program is delivered collaboratively, credit from each participating institution will be counted toward fulfillment of residency requirements unless specified in collaborative agreement. Residency requirements will be specified in catalogs.

(04-14-05)

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P10.05.040. Residence Eligibility for the WWAMI Medical Education Program.

- A. The criteria for eligibility for the WWAMI Medical Education Program will be as set out in Alaska statutes and/or regulations.

- B. The WWAMI Program Eligibility Committee will consider the evidence of eligibility and will determine whether the applicant has met the residence eligibility requirements as defined in the Alaska Statutes and/or the Alaska Administrative Code for Alaska WWAMI. As of September 2008, those are located at 20 AAC 19.030. The applicant will bear the burden of proving that the eligibility requirements have been met.

(09-19-08)

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REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.06 - Academic Program Review

P10.06.010. Academic Program Review.

- A. In accordance with P10.04.020, it is the responsibility of the board to review and cause the initiation, augmentation, reduction or discontinuance of programs according to the mission of the university and its constituent institutions. This includes a degree or certificate program approved by the board.
- B. Each MAU will conduct assessments of all instructional, research, and service programs with respect to quality, efficiency, and contribution to mission and goals. Assessments of instructional programs will include analysis of educational effectiveness as an essential part of the ongoing continuous improvement and accreditation processes. Assessments will be conducted at a minimum of every five years. [SMH30] Occupational endorsements and workforce credentials approved by the president will be subject to review at the MAU level.
- C. Exceptional reviews may be conducted as needed, to respond to issues including but not limited to specific academic or budgetary concerns. An expedited review process tailored to the particular circumstances shall be used for exceptional reviews.

(12-08-05)

P10.06.020. Educational Effectiveness.

- A. To improve the effectiveness of its educational programs and the fulfillment of its mission and objectives, each MAU will regularly undertake studies of the impact of its academic programs on its students and graduates.
- B. MAUs will describe achievements expected of their students and adopt reliable procedures for assessing those achievements. [Assessment practices will be coordinated among MAUs.] [SMH31] An annual report on the implementation and results of assessment practices will be provided to the board. Assessment outcomes will be used in program and institutional planning.

(04-19-96)

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REGENTS' POLICY

PART X – ACADEMIC POLICY

Chapter 10.07 - Research, Scholarship and Creative Activity

P10.07.010. Role of Research, Scholarship and Creative Activity.

- A. In recognition of the importance of research, scholarship, and creative activity as central to its mission, and as a service to the community, the University of Alaska will require a commitment to research, scholarship, or creative activity as appropriate to each faculty member's performance assignment.
- B. The university will foster an environment supportive of conducting research, scholarship, and creative activity and broadly disseminating its results in the tradition of academic freedom and its corresponding responsibilities. Publication and dissemination of the results of research projects will be accomplished without excessive or inappropriate prohibitions. Research techniques will not violate established professional ethics pertaining to the rights and welfare of human and animal subjects^[SMH32].
- C. The allocation of space, facilities, funds, and other resources for these activities will be based on the scholarly and educational merit of a proposal and the appropriateness of the work to the mission of the MAU where it will be conducted.

(04-19-96)

P10.07.020. Sponsored Projects Submittal and Acceptance.

- A. To strengthen its ties with government, industry, the community, and other academic institutions, the university will engage in activities sponsored by external entities. Such sponsored research, scholarship or creative activity will be conducted in accordance with regents' policy, university regulation, applicable laws and regulations, and MAU rules and procedures.
- B. Since sponsors may operate within a proprietary or classified environment while universities function on the principle of free inquiry and open expression, the president will encourage collaborative work which facilitates s beneficial arrangements with sponsors and protects the basic tenets of universities.
- C. All proposed sponsored projects will be reviewed for constraints on disclosure and dissemination of the results of the work. After review of the proposed project and review of the constraints on disclosure and dissemination of the results of the work, the chancellor or chancellor's designee may approve entering into contractual agreements for classified or proprietary work under governmental or private sponsorship^[SMH33].

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- D. Faculty members and graduate students may conduct classified or proprietary research that has been approved by the chancellor, but theses or dissertations that cannot be published or disseminated because of classified or proprietary research will not be accepted in satisfaction of degree requirements.

(04-19-96)

P10.07.030. Security Clearances.

Persons who must have access to classified information shall be required to obtain a security clearance prior to gaining access, and shall be required to maintain eligibility for security clearance throughout the time when access is needed. All persons not cleared shall be denied access to classified information^[SMH34].

(04-19-96)

P10.07.040. Interaction Between University and Private Sector Research Interests.

The university and state and federal agencies may exercise their right to contract with each other for research and services that they are able to perform, whether or not the research or services could be performed by the private sector. The university will support joint research and service efforts involving MAUs and the private sector when such efforts are of mutual benefit. Application for and implementation of grants and contracts which have the potential for competition for grants with the private sector will be made in accordance with regents' policy, university regulation and MAU rules and procedures on competition with the private sector.

(04-19-96)

P10.07.050. Inventions, Patents, Copyrights, Trademarks and Other Intellectual Properties.

The president will promulgate university regulation to encourage and support intellectual activity by employees and students, and will detail rights and obligations concerning inventions, patents, copyrights, trademarks and other intellectual properties developed as a result of university support.

(06-20-97)

P10.07.060. Misconduct in Research, Scholarly Work and Creative Activity in the University.

- A. The research, scholarship, and creative activity of the university will be conducted in compliance with applicable laws and regulations. Instances of alleged or apparent misconduct in research, scholarly work, or creative activity will be promptly evaluated and resolved. Misconduct includes fabrication, falsification, plagiarism, or other practices that deviate from ethical standards and commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, scholarly work, or creative activity. Unintentional error or good faith differences in analysis, interpretation, or judgments of data will not be considered to be instances of misconduct.

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- B. Appropriate disciplinary actions, including dismissal for cause, will be taken against any person who commits misconduct in research, scholarly work, or creative activity. An academic degree will be denied to someone who commits misconduct in scholarly work or creative activity if the misconduct contributed to that degree. When warranted, an earned degree will be revoked when misconduct is established after the award of the degree.
- C. The president will promulgate university regulation to provide an exclusive review process for investigating allegations of misconduct in research, scholarly work, or creative activities and for taking appropriate personnel action.

(04-19-96)

P10.07.070. Human Subjects in Research.

The university will respect and protect the health, safety, and rights of individuals participating in research projects. ~~All human subjects will be afforded the opportunity for informed consent prior to participating in university research.~~ Actions of the university will conform to applicable laws and regulations regarding research on human subjects. The president will promulgate university regulation to implement this policy and ensure that appropriate procedures are undertaken to protect the rights and welfare of human subjects in research^[SMH35].

P10.07.0XX. Animal Subjects in Research.

The university will respect and protect the health and safety of all animal subjects used in research projects, including minimizing pain and suffering of animals at the termination of research projects. Actions of the university will conform to applicable federal, state, and local laws and regulations regarding the use of animal subjects in research. The president will promulgate university regulation to implement this policy and ensure that appropriate procedures are undertaken to safeguard the welfare of animal subjects in research^[SMH36].

P10.07.080. Agreements with External Academic and Research Entities.

In addition to grants, contracts, and purchase orders that govern the conduct of funded research, education, and services provided by and to the university, units of the university may enter into agreements with one or more external parties. These may take a variety of forms, including Memoranda of Agreement or Understanding, Cooperative Research and Development Agreements, Cooperative Agreements, and agreements to participate in the activities of external entities in accordance with their governance rules or by-laws^[SMH37]. All agreements with external academic or research entities will be reviewed by the university Office of the General Counsel prior to approval, when appropriate^[SMH38].

P10.07.0XX. Export Controls.

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The University of Alaska's policy is to fully and completely comply with all U.S. export control laws and regulations. All university personnel, including employees, visiting scholars and students, will comply fully with those laws and regulations implemented by the Department of Commerce through its Export Administration Regulations (EAR), the Department of State through its International Traffic in Arms Regulations (ITAR) and the U.S. Department of the Treasury through its Office of foreign Assets control (OFAC).

Reviewed by: Dr. Helena Wisniewski, VP for Research and Graduate Studies
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Comment: Suggest that each MAU put in place policies and procedures to ensure compliance, and provide seminars/training for faculty and administration.

Edited by: Diane McLean, Intellectual Property/Technology Transfer Officer
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Comments: The BOR's policies and regulations on Research, Scholarship and Creative Activity should also account for federal export controls laws and regulations.

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**REGENTS' POLICY
PART X – ACADEMIC POLICY**

Chapter 10.08 - Equal Educational Opportunity and Nondiscrimination

P10.08.010. Equal Educational Opportunity.

- A. The University of Alaska is committed to establishing equal educational opportunity, to opposing and prohibiting illegal discrimination in the provision of educational opportunities, and to eliminating illegal discriminatory educational practices. All academic decisions, including those affecting educational programs and activities available to a student, will be based on the student's qualifications, abilities, and performance, as appropriate. All academic decisions will conform with requirements of state and federal laws and regulations pertaining to non-discrimination and equal educational opportunity.
- B. The chancellors will be responsible for implementing this policy at their respective MAUs by developing programs to establish educational equity and equal educational opportunity.

(04-19-96)

P10.08.020. Selection of Textbooks and Educational Materials.

Faculty will select textbooks and other educational material on the basis of educational soundness and relationship to the subject material. Faculty will avoid material reflecting bias toward or against any person or group of persons based on their sex or protected status unless an explicit educational objective would require its use. This policy does not prohibit the use of literary and other creative works for instructional purposes, nor is it intended to restrict the acquisition of materials for library holdings.

(06-14-96)

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REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.09 - Endowed Chairs

P10.09.010. Establishment of the Sydney Chapman Chair in Physical Sciences at the University of Alaska Fairbanks. [SMH39]

- A. The board establishes the Sydney Chapman Chair in Physical Sciences at the University of Alaska Fairbanks, the support of which is governed by AS 14.40.282 and subsequent capital appropriations and private funds. This chair is established further to enhance the quality of teaching and research in areas of the physical sciences that are of special interest to the north. Appointments to this chair will honor and acknowledge the contributions of a distinguished physical scientist.
- B. An appointment to the Sydney Chapman Chair will be a term appointment subject to regents' policy, university regulation, and rules and procedures governing faculty appointments at the University of Alaska Fairbanks. The appointment may be renewable.
- C. Distinguished physical scientists to be eligible to hold this chair will be characterized primarily by their ability to discover and publicize new knowledge. Additionally, there must be a demonstrated ability and willingness to share this knowledge with students and colleagues through teaching and seminars. Finally, an appointee should also be able to stimulate students and colleagues to strive for excellence in their own scientific efforts.
- D. Verification of these characteristics will include acclaim by peers at the national and international level, professional awards and honors, editorial duties with prestigious scientific journals, and membership on important scientific committees. Both the quality and quantity of refereed publications will be considered in the selection.
- E. Appointments to the Sydney Chapman Chair will acknowledge the contributions of an outstanding resident professor or will be used to attract a distinguished physical scientist to the University of Alaska Fairbanks.
- F. Appointments to this chair will be approved in advance by the board following nomination and screening procedures by the faculty of natural sciences.
- G. The endowment principal and related income account are to continue to be managed and invested, in trust, by the University of Alaska Foundation in accordance with foundation policies and procedures. The foundation is requested:
 - 1. to set aside in an income account, all the spendable earnings, as defined by the Foundation's investment policy, on the endowment principal for expenditures in support of the chair as proposed by the chancellor and approved by the president; and
 - 2. to report to the board the amount of the endowment principal and its projected earnings whenever the board is requested to make another appointment to the

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Sydney Chapman Chair^[SMH40].

(11-21-97)

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UNIVERSITY REGULATIONS PART X – ACADEMIC POLICY

Chapter 10.02 - Academic Administrative Organization

R10.02.020. Scope and Responsibility of the Academic Administration.

The President of the University of Alaska may appoint a statewide Academic Council (SAC), composed of the chief academic officers of the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast, to assist in performing the functions of the University of Alaska chief academic officer set forth in Policy 10.02.02. The President may appoint staff from the Statewide Administration to serve as staff to the SAC, and assign Statewide Administration officers to meet with the SAC as needed. The SAC provides recommendations on matters of policy to the President; such recommendations will receive the review and advice of the Chancellors^[SMH41]. Members of the SAC will apprise the President and their respective Chancellors of other decisions of the SAC, and may implement the results of such decisions directly within their respective MAUs.

(02-16-96)

R10.02.040. Academic Unit Establishment, Major Revision, and Elimination.

The President must approve the establishment, elimination or major revision of academic units unless such authority has been delegated.

The academic structure of the University of Alaska is designed as described by the list below. The Statewide Office of Academic Affairs will periodically review the list with MAU Provost offices and update R10.02.04 as appropriate. Approval of academic units and the elimination and major revision of units listed below require approval of the President. Units designated “BOR” (listed in P10.02.04) also require Board of Regents’ approval. Authority to eliminate or substantially modify existing units may be delegated to the Chancellors for units designated with a “C”.

UNIVERSITY OF ALASKA ANCHORAGE - ACADEMIC UNITS

Community Campuses

- Kenai Peninsula College (BOR)
- Kachemak Bay Branch (BOR)
- Kodiak College (BOR)
- Matanuska-Susitna College (BOR)
- Prince William Sound Community College (BOR)
 - Cordova Extension Center
 - Copper Basin Extension Center

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College of Arts and Sciences (BOR)

Center for Behavioral Health Research and Services
Department of Anthropology
Department of Art
Department of Biological Sciences
Department of Chemistry
Department of Communication
Department of Creative Writing and Literary Arts
Department of English
Department of Geography and Environmental Studies
Department of Geology
Department of History
Department of Journalism and Public Communications
Department of Languages
Department of Mathematical Sciences
Department of Music
Department of Philosophy
Department of Physics/Astronomy
Department of Political Science
Department of Psychology
Department of Sociology
Department of Theatre/Dance

Environment and Natural Resources Institute

Arctic Environmental and Information Data Center
Alaska State Climate Center (BOR)
Alaska Natural Heritage Program

College of Business and Public Policy (BOR)

Department of Accounting
Department of Business Administration
Department of Computer Information Systems
Department of Economics
Department of Public Administration
Department of Logistics
Alaska Small Business Development Center
American Russian Center
Business Enterprise Institute
Center for Economic Education
Alaska Center for Supply Chain Integration
Institute of Social and Economic Research
Center for Economic Development
Center for Alaska Education Policy Research

College of Health (BOR)

Department of Human Services

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Department of Health Sciences
School of Allied Health (BOR)
School of Nursing (BOR)
 Alaska Center for Rural Health
School of Social Work (BOR)
Center for Human Development
Psychological Services Center
Justice Center
Institute for Circumpolar Health Studies (BOR)
 Center for Alcohol and Addiction Studies
WWAMI School of Medical Education (BOR)

College of Education (BOR)
 Department of Educational Leadership
 Department of Special Education
 Department of Teaching and Learning
 Professional and Continuing Education

School of Engineering (BOR)
 Department of Civil Engineering
 Department of Geomatics
 Department of Engineering and Science Management
 Department of Project Management
 Department of General Engineering

Community and Technical College (BOR)
 Aerospace Studies/AFROTC
 Aviation Technology Division
 Career and Technical Education Department
 Chugiak-Eagle River Campus (BOR)
 College Prep and Developmental Studies
 Computer and Electronics Technologies Division
 Construction and Design Technology Division
 Culinary Arts and Hospitality Services Division
 Elmendorf AFB
 Fort Richardson Army Post
 Health, Physical Education and Recreation Division
 Learning Resources Center
 North Pacific Fisheries Observer Training Center
 Transportation and Power Division
 University Center Campus (BOR)

Community Partnerships
 Center for Community Engagement and Learning
 Resource Solutions

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Center for Advancing Faculty Excellence

Consortium Library

Office of the Vice Provost for Research and Graduate Studies
 Graduate School
 Office of Sponsored Programs
 Office of Grants and Contracts

University Honors College

UNIVERSITY OF ALASKA FAIRBANKS – ACADEMIC UNITS^[SMH42]

Arctic Region Supercomputing Center (BOR)

^[SMH43]Center for Academic Technology

Center for Global Change and Arctic System Research

Center for Research Services

Intellectual Property and Licensing Commercialization^[SMH44]

Research Integrity Office

Biosafety Committee

Institutional Animal Care and Use Committee

Institutional Review Board

Sponsored Programs

Proposal Office

Veterinary Services

Animal Quarters

Robert G. White Large Animal Research Station

College of Engineering and Mines (BOR)

Computer Science^[SMH45]

Civil and Environmental Engineering Department

Environmental Engineering and Environmental Quality Science Program

Engineering and Science Management Program

Electrical & Computer Engineering Department

Mechanical Engineering Department

Mining and Geological Engineering Department

Petroleum Engineering Department

Institute of Northern Engineering

Advanced Materials Group

Alaska Center for Energy and Power

Alaska University Transportation Center

Arctic Engineering Research Center

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~~Arctic Energy Development Lab~~
~~Center for Mineral Resources~~^[SMH46]
~~Energy Research Center~~^[SMH47]
~~Mineral Industry Research Laboratory (BOR)~~^[SMH48]
 Petroleum Development Laboratory
 Water and Environmental Research Center

College of Liberal Arts (BOR)

Anthropology Department
 Art Department
 Communication Department
 English Department
 Foreign Languages & Literatures Department
 History Department
 Journalism & Broadcasting Department
 Justice Department
^[SMH49] ~~Library Sciences Department~~
 Military Science Department (BOR)
 Music Department
 Philosophy and Humanities Department
 Political Science Department
 Psychology Department
 Social Work Department
 Sociology Department
 Linguistics Program Department
 Theater Department
 Alaska Native Language Program
 Asian Studies
^[SMH50] ~~Honors Program~~
 Women's Studies
 Alaska Native Language Center (BOR)
 Center for Cross-Cultural Studies
 Alaska Native Knowledge Network
 Northern Studies

College of Natural Science and Mathematics (BOR)

Atmospheric Sciences Program
 Biology and Wildlife Department
 Chemistry and Biochemistry Department
^[SMH51] ~~Computer Science Department~~
 Geology and Geophysics Department
 Mathematics and Statistics Department
 Physics Department
 Advanced Instrumentation Lab
 Alaska Quaternary Center
 ESTES (Engineering, Science and Technology Experiment Station)

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College of Rural and Community Development (BOR)^[SMH52]

Academic Departments:

Alaska Native Studies and Rural Development Department
 Allied Health Department
 Applied Business and Accounting Department
 Arts and Letters Department
 Aviation and Trade Technologies Department
 Computer and Information Technology Systems Department
 Construction Management and Drafting Technology Department
 Culinary Arts and Hospitality Department
 Developmental Education and CRCD Math Department
 Emergency Services and Public Safety Department
 Indigenous, Community, and Tribal Programs Department
 Industrial Maintenance and Transportation Department
 Process Technology Department
 Science Department
 Social and Human Development Department

~~Alaska Native Studies~~

~~Allied Health Division~~

~~Business Technologies Division~~

~~First People Division~~

~~Department of Developmental Education~~

~~Adult Basic Education Program~~

~~Developmental English/Math/Science/Studies~~

~~Humanities Division~~

~~Industrial and Services Technologies Division~~

~~Math and Natural Sciences Division~~

~~Rural and Economic Development Division~~

~~Department of Alaska Native and Rural Development~~

~~Rural Education Division~~

~~Social Sciences Division~~

~~Rural Alaska Science and Mathematics Network~~

~~Rural Alaska Honors Institute~~

~~Center for Distance Education & Independent Learning~~

~~Rural Student Services~~

~~Rural Alaska Honors Institute~~

~~Cooperative Extension Service^[SMH53](federal mandate) (BOR)~~

~~District Offices: Anchorage, Bethel, Delta Junction, Fairbanks, Glenallen,
 Juneau, Nome, Palmer, Sitka, Soldotna, Tanana Chiefs Conference~~

~~Home Economics Program~~

~~Land Resources and Community Development Program~~

~~Mining Extension~~

Community Campuses:

Bristol Bay Campus, Dillingham (BOR)

BOR Policies Compilation of Edits

King Salmon Center

Togiak Center

Chukchi Campus, Kotzebue (BOR)

Interior-Aleutians Campus, Hq Fairbanks (BOR)

Aleutians/Pribilof Center

McGrath Center

Nenana Center

Tok Center

Yukon Flats Center

Yukon-Koyukuk Center

Kuskokwim Campus, Bethel (BOR)

Northwest Campus, Nome (BOR)

UAF Community and Technical College, Fairbanks (BOR)

Delta **Career and Advancement** Center

Bunnell House Early Childhood Lab School

Pipeline Training Center

~~Professional Development/Corporate Training~~

~~Small Business Development Center~~

~~Workforce Development/Training Program~~

Eielson AFB **UA Office**

Ft. Wainwright **UA Office**

Cooperative Extension Service (federal mandate) (BOR)

District Offices: Anchorage, Bethel, Delta Junction, Fairbanks, ~~Glenallen~~, Juneau, Nome, Palmer, Sitka, Soldotna/Kenai, ~~Tanana Chiefs Conference~~

~~Home Economics Program~~

~~Land Resources and Community Development Program~~

~~Mining Extension~~

Agriculture & Horticulture

Health, Home & Family Development

Natural Resources & Community Development

4-H & Youth Development

Cooperative Institute for Arctic Research

Experimental Program to Stimulate Competitive Research (EPSCoR)

Geophysical Institute (BOR)

Alaska Climate Research Center

Alaska Earthquake Information Center (BOR)

~~Alaska Office of Earth Science and Technology Organization~~

Alaska Satellite Facility

Alaska Space Grant ~~College~~ Program

Alaska Volcano Observatory (BOR)

~~Atmospheric Radiation Measurement~~

Atmospheric Sciences Group

BOR Policies Compilation of Edits

~~College International Geophysical Observatory~~
~~Computer Resource Center~~
~~EPRS Planetary Sciences Lab~~
~~Data Analysis Center~~
~~Digital Design Center~~
Education Group
~~Facility for Atmospheric Remote Sensing~~
~~Geochronology Laboratory~~
 GeoData Center
 Glaciology
~~High Frequency Active Auroral Research Program~~
~~Infrasound~~
~~International Observatory of the North~~
 Keith B. Mather Library
~~Magnetometer Array~~
 Map Office
 Poker Flat Research Range (BOR)
~~Radar Lab~~
 Remote Sensing
 Seismology
 Snow, Ice, and Permafrost Laboratories
Space Physics & Aeronomy
~~Super Dual Auroral Radar Network~~
 Tectonics & Sedimentation
~~Tsunami~~
~~Unmanned Aerial Vehicle~~
~~University Partnering for Operational Support~~
 Volcanology

Graduate School
 Interdisciplinary Studies

Idea Network for Biomedical Research Excellence, Alaska (INBRE)

Institute of Arctic Biology (BOR)^[SMH54]

Alaska Cooperative Fish & Wildlife Research Unit
 Alaska Basic Neuroscience Program
 Alaska Geobotany Center
~~Alaska Zoonotic Disease Center~~
 Bonanza Creek Experimental Forest and Long-Term Ecological Research Site
 Center for Alaska Native Health Research
Core Facility for Nucleic Acid Analysis
 IAB Research Greenhouse
 Resilience and Adaptation Graduate Program
~~Robert G. White Large Animal Research Station~~^[SMH55]
 IAB Research Greenhouse

BOR Policies Compilation of Edits

Spatial Ecology Laboratory

Toolik Field Station

~~[SMH56] Veterinary Services~~

~~Animal Quarters [SMH57]~~

International Arctic Research Center (BOR)

Geographic Information Network of Alaska

~~[SMH58] Geographic Information Network of Alaska~~

Office of Academic Achievement [SMH59]

Academic Advising Center

Honors Program [SMH60]

Office of Undergraduate Research and Scholarly Activity [SMH61]

~~Office of Electronic Miniaturization [SMH62] (BOR)~~

Office of International Programs and Initiatives

Rasmuson Library (BOR) [SMH63]

Acquisitions and Technical Services

Alaska and Polar Regions Collections and Archives

~~Alaska Film Archives~~

~~Alaska/Polar Periodical Index~~

~~Archives, Manuscripts and Photographs~~

~~Book Acquisitions~~

~~Digital Photographic Services~~

~~Micrographic Services~~

~~Oral History~~

~~Photography Lab~~

~~Project Jukebox~~

~~Rare Books and Maps~~

~~Bibliographic Access Management~~

Collections and Access Services

~~Division of Computing and Communication (merged with SW)~~

Information Technology

Library Science Department [SMH64]

Research, Instruction, and Outreach Services

School of Education (BOR)

Elementary Education Department

Secondary Education Department

Graduate Education Department

Office of Fieldwork Placement

Special Education Department

BOR Policies Compilation of Edits

School of Fisheries and Ocean Sciences (BOR)

Coastal Marine Institute

Fisheries Division

~~Fisheries Lab~~

Fisheries Program Office, Fairbanks

Juneau Center

~~Fishery Industrial Technology Center~~[SMH65]

Global Undersea Research Unit

Kasitsna Bay Laboratory

Kodiak Seafood and Marine Science Center

Institute of Marine Science (BOR)

~~Kasitsna Bay Lab~~~~Oceanography: Biological, Chemical, Fisheries, Geological~~~~Marine Mammal Co-op~~~~Microbial Chemistry~~~~Observing Radiation in our North Project~~

Marine Advisory Program

Bethel Unit

Cordova Unit

Dillingham Unit

Homer Unit

Ketchikan Unit

Kodiak Unit

Petersburg Unit

Unalaska Unit

Marine Science and Limnology Graduate Program

North Pacific Marine Research Program

Ocean Acidification Research Center

Sea Grant College Program

Seward Marine Center (BOR)

Pollock Conservation Cooperative Research Center

Rasmuson Fisheries Research Center

West Coast and Polar Regions Undersea Research Center

School of Management (BOR)

Accounting Information Systems Program

Business Administration Program

Economics Program

~~Resource Economics Graduate Program~~

Emergency Management Program

School of Natural Resources and Agricultural Sciences (BOR)

Forest Sciences Department

Geography Department

Plant, Animal and Soil Sciences Department

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Department of Humans and the Environment
Georgeson Botanical Garden
Agricultural and Forestry Experiment Station
~~Delta Research Site~~
Bonanza Creek Long Term Ecological Research Site
Fairbanks Experiment Farm
Palmer Center for Sustainable Living
Matanuska Experiment Farm
~~Nome Reindeer Research Site~~
Scenarios Network for Alaska Planning
~~Cooperative Extension Service~~ [SMH66]
~~Boreal Ecological Cooperative Research Unit~~
~~Alaska Sub-Arctic Agriculture Research Unit~~

Summer Sessions

University of Alaska Museum of the North (BOR)

University of Alaska Press

UNIVERSITY OF ALASKA SOUTHEAST – ACADEMIC UNITS

Juneau Campus (BOR)

School of Management (BOR)
Department of Business and Public Administration
Department of Information Systems

School of Arts & Sciences (BOR)
Department of Humanities
Department of Natural Sciences
Department of Social Sciences

School of Education (BOR)

School of Career Education (BOR)
Department of Applied Technical Education
Department of Health Occupations

William A. Egan Library

Ketchikan Campus (BOR)
Metlakatla / Craig Student Services
Klawock Center

Sitka Campus (BOR)

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Alaska Technology / Training Assistance Center

(06-17-11)

R10.02.060. Community College Establishment and Elimination.**A. Basic Staffing for Establishment and Continuation.**

A community college is expected to offer services and instruction to its students in at least the following areas: academic transfer programs, career and vocational programs, remedial and developmental education, community service programs, and continuing education programs. Support services for students, faculty and administration will also be provided.

The basic discipline areas necessary to support the academic and vocational programs should include: communications (English, speech, etc.), humanities, social sciences, mathematics and natural sciences, and vocational education areas.

The following model will guide the staffing of community colleges. Flexibility is allowed in FTE (full-time equivalent) positions. Models are as follows:

1. Faculty Staffing

	FTE Positions
Full-time and part-time faculty for communication, humanities, social sciences, mathematics and natural sciences, and vocational education areas.	18.0

At least one-half of the initial 18 FTE must be full-time faculty.

2. Academic Support, Student Services, and Institutional Support Staffing

	FTE Positions
Academic Support	
Academic Officer	1.0
Technical Support - Library	1.0
Clerical Support	3.0
Student Services	
Student Services Officer	1.0
Clerical Support	.5
Institutional Support	
President	1.0
Business Officer	1.0
Technical Support	3.0
Clerical Support	1.5

Total	13.0

B. Process for Establishing a Community College

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1. Preliminary Application

When qualified school districts or qualified political subdivisions (QSD/QPS) as defined in Alaska Statute 14.40.560-640, the Community College Act, express interest in the establishment of a community college, the Chancellor of the appropriate MAU, with the approval of the President, will forward a preliminary application to the Board of Regents. If the Board of Regents determines there is sufficient reason to proceed with the proposal, the Chancellor and the QSD/QPS may develop a proposal as outlined in the following section. The preliminary application should outline:

- a. the proposed service area for the community college and sufficient evidence to support expectation of a student base of 300 FTE;
- b. the additional services the QSD/QPS expect to receive from the formation of a community; and
- c. a proposal for support of the community college by the QSD/QPS.

2. Formal Application

Guidelines for proposals to the Board of Regents for approval of establishment of a community college are as follows.

a. Proposed Service Area and Enrollment Projections

All communities of the proposed service area for the community college should be listed with age population projections by five-year breakdowns, i.e., those 0-4 years old, 5-9, 10-14, etc., up to a category of those 65 years and over.

Contacts made with the community, other institutions in the service area, and any other individuals, groups or businesses should be listed and their outcomes described.

Proposed methods for educational delivery, including distance delivery, and the intended impact on the service area student base should be described.

If other educational facilities, public or private, are included within the proposed service area, present and projected enrollment of those facilities should be provided and the anticipated impact of those institutions on community college enrollments described.

Enrollment projections for five years based upon the population projections, the services desired by the community, and the services provided by any other educational institution in the area should be

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provided. The methods of population and enrollment projection should be explained.

b. Plans and Goals

A description of how the proposed plan and goals of the community college fit with both MAU and University of Alaska missions and planning assumptions should be provided.

c. Academic, Vocational, and Non-credit Programs

The formal Board of Regents approved associate degree and certificate programs desired by the service area should be described, as well as non-degree training and activities and other traditional community colleges services. Plans for offering these programs, including coordinated delivery of programs from other University of Alaska campuses, should be provided.

d. Citizen Involvement and Program Evaluation

An outline of the processes for citizen involvement in planning decisions for programs and services should be provided. Methods to be used in evaluating programs should be described.

e. Agreement with the Qualified School District(s) or Qualified Political Subdivision(s) (QSD/QPS).

In accordance with Alaska Statute 14.40.560-640, and Regents' Policy on community college establishment, an agreement with the appropriate QSD/QPS should be submitted. This agreement should include an acceptable cost-sharing plan for defraying one-third of the total operating budget.

The agreement should specify ways in which the QSD/QPS will share the costs of operation and student fees beyond that required in the Community College Act. Such things that may be included here are support for facilities, equipment, scholarship aid for students, part-time work for students, and cooperative educational-industry, work-study arrangements, and library resources.

f. First Five Year Cost Projections

Capital, operating, land acquisition, inflationary, and other costs associated with operating the community college for each of the first five years should be projected.

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g. Executive Summary

An executive summary of approximately one page should be provided.

(02-16-96)

BOR Policies Compilation of Edits**UNIVERSITY REGULATION****PART X – ACADEMIC POLICY****Chapter 10.03 - Degree, Certificate and Award Approval****R10.03.020. Honorary Degrees.**

Nominations for honorary degrees may be made by members of the Board of Regents, campus advisory councils, members of the university community, or citizens of the state. The MAU will acknowledge the receipt of such nominations to the nominator. The nominator may request to appear before the committee to speak to the nomination.

In order to afford members of the Board of Regents an opportunity to attend committee meetings if they wish, chancellors will notify the Board of Regents' Office of committee meeting schedules to be transmitted to members of the board.

The board will act on awards for the spring commencement at the first meeting of the board in the preceding fall semester. Under exceptional circumstances, the board will consider nominations submitted at other times.

In order to accommodate arrangements necessary to invite commencement speakers upon whom an honorary degree is to be conferred, or awardees who cannot immediately attend a commencement, nominations may be approved up to four years prior to the actual award. If the nominee has not accepted the award by that time, their name will be removed from the list of approved nominees.

Announcement of honorary degree recipients prior to the award ceremony will be at a time determined by the appropriate chancellor.

Honorary degrees will normally be awarded at a regular commencement ceremony, but other occasions may be substituted upon approval by the board.

Nominations will include a brief statement of the following information on each candidate:

1. name and pertinent personal information;
2. education (degrees received);
3. contributions to the university, and/or the state, or the nominee's discipline or profession;
4. rationale for recommendation for honorary degree;
5. person making the nomination; and
6. supporting letters.

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The type of honorary degree to be awarded should be one of the following:

Doctor of Laws (LL.D.)	for persons distinguished in general service to the state, to learning, and to humankind.
Doctor of Education (D.E.)	for persons who have distinguished themselves in the field of education.
Doctor of Fine Arts (D.F.A.)	for persons who have distinguished themselves in the fine arts, including artists and musicians.
Doctor of Letters (Litt.D.)	for persons distinguished in scholarly work of a somewhat restricted nature; usually conferred upon scholars in particular disciplines.
Doctor of Science (Sc.D.)	for persons who have made distinguished contribution and performed services in the sciences.
Doctor of Humane Letters (L.H.D.)	for persons who have distinguished themselves in the humanities.

(09-25-09)

R10.03.030. Meritorious Service Awards

Nominations for meritorious service award candidates may be made by members of the Board of Regents, campus advisory councils, members of the university community, or citizens of the state. The MAU will acknowledge the receipt of such nominations to the nominator. The nominator may request to appear before the committee to speak to the nomination.

Ordinarily a meritorious service award will be conferred within the academic year in which it is approved. A chancellor may request from the president, postponement to the following year.

Nominations will include a brief statement of the following information on each candidate:

1. name and pertinent personal information;
2. outstanding service to a local campus, extension service, or community;
3. rationale for recommendation for meritorious service award;
4. person making the nomination; and
5. supporting letters.

BOR Policies Compilation of Edits**UNIVERSITY REGULATION
PART X – ACADEMIC POLICY
Chapter 10.04 - Academic Programs****R10.04.020. Degree and Certificate Program Approval**

All degree and certificate programs must be approved by the Board of Regents prior to their being offered with the exception of Occupational Endorsements and Workforce Credentials. The President delegates approval authority for Occupational Endorsements and Workforce Credentials to the Chancellor.

Guidelines for the presentation of proposals to the Board of Regents to add, delete, or make major revisions in degree and certificate programs or to offer existing programs outside the State of Alaska are as follows.

- A. Proposals will be submitted to Statewide Office of Academic Affairs at least 60 days prior to a scheduled Academic and Student Affairs Committee meeting in order to allow for statewide review and lead time for distribution in the committee meeting agenda. Review of program proposals will focus on Alaska's need for the program, effective use of resources, and consistency with institutional mission and program priorities. The nature and extent of program duplication and coordination of delivery among the universities and community colleges will also be evaluated.
- B. Proposals for occupational endorsements and workforce credentials will be forwarded to SAC on a SAC approved summary form for review. All approved endorsements and credentials will be reported to the VPAA.
- C. New degree or certificate program proposals must address the following points:
 1. degree or certificate title, university or community college unit responsible for program (e.g. Bachelor of Arts in English, UAA);
 2. catalog descriptions of the program and of new or modified courses that constitute the major field of study;
 3. rationale for the new program and educational objectives, student learning outcomes and plan for assessment;
 4. relevance to the university or community college mission, goals, and objectives;
 5. collaboration with other universities and community colleges;
 6. demand for program (citing manpower studies or similar statistics), relation to state of Alaska long-range development, relation to other programs in the University of Alaska that may depend on or interact with the proposed program;

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7. effects of program on other academic units (e.g. GER course requirements)
 8. availability of appropriate student services for program participants.
 9. opportunities for research and community engagement for admitted graduate and undergraduate students;
 10. outline of schedule for implementation of the program;
 11. projection of enrollments (FTE (full-time equivalent) and headcount) and graduates over next five years;
 12. availability and quality and/or requirement for new faculty and/or staff to support the program;
 13. library, equipment, and similar resource requirement, availability, appropriateness, and quality;
 14. new facility or renovated space requirements;
 15. projected cost of of all required resources, revenue from all sources and a budgetary plan for implementing and sustaining the program;
 16. other special needs or conditions that were considered in the program's development (e.g. delivery mode, special faculty appointments, shared facilities, collaboration with other institutions);
 17. consultant reviews, reports from visitations to other institutions, or names and opinions of personnel consulted in preparing the proposal;
 18. concurrence of appropriate advisory councils; and
 19. A **Program Approval Summary Action Request** of two pages in a form acceptable to SAC.
- D. Program deletion proposals address the following points:
1. degree or certificate title, university or community college unit responsible for program;
 2. rationale for deleting the program (lack of relevance, drop in enrollment, loss of quality, cost containment, etc., as-determined through program review); and
 3. concurrence of appropriate advisory councils.

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E. Major revisions of program proposals must address the following points:

This applies to revision of degree or certificate programs that substantially alter the purpose of the program. It does not mean changes, additions, or deletion of a major or minor.

1. degree or certificate title, university or community college unit responsible for program;
2. rationale for revision (change in focus, demand, budget, etc. as determined through program review);
3. justification if the revision results in duplication of a program at another University of Alaska unit, and description of collaboration with other university and community colleges within the University of Alaska;
4. impact the revision will have on other programs within the University of Alaska (enhance, interact, result in deletion, etc.);
5. requirements the revision will have for addition of new faculty and staff, new library, equipment or related resources, or new or altered space;
6. budgetary impacts resulting from the revision;
7. concurrence of appropriate advisory councils; and
8. an executive summary of about one page.

F. For offering existing programs outside the state of Alaska, proposals must address the following points:

1. degree level, program, university or community college unit responsible for program;
2. educational objectives and rationale for offering program outside of Alaska;
3. relevance of offering to university or community college mission, goals, and objectives;
4. outline of schedule for implementation of program;
5. projection of enrollments (FTE and headcount) and graduates over next several years;
6. faculty availability and quality and/or requirement for new faculty and/or staff to support the proposed program;

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7. projection of costs and revenues and analyze the fiscal implications for the university unit and the campus program;
 8. provisions for student services, physical facilities, equipment, library, and learning resources;
 9. authorizations from governmental or other agencies (e.g. Northwest Association of Schools and Colleges, state higher education commissions) which will be needed to operate and grant degrees; and
 10. an executive summary of about one page.
- (12-03-07)

R10.04.030. Credit Hour Requirements for Degree and Certificate Programs.

Unless otherwise specified by the appropriate academic unit, a course may be used more than once for fulfilling degree, certificate, major, and minor requirements. Credit hours for such courses count only once toward total credits required for the degree or certificate.

(01-10-01)

R10.04.040. General Education Requirements.

- A. Categories for the Common Core of General Education Requirements for Baccalaureate Degrees
1. Oral Communication Skills

Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in orally communicating ideas in an organized fashion through instruction accompanied by practice.
 2. Written Communication Skills

Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in organizing and communicating
 3. Quantitative Skills

Courses that fulfill this requirement are those which emphasize the development and application of quantitative problem-solving skills as well as skills in the manipulation and/or evaluation of quantitative data.
 4. Natural Sciences

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Courses that fulfill this requirement are those that provide the student with broad exposure and include general introduction to the theory, methods, and disciplines of the natural sciences.

5. Humanities

Courses that fulfill this requirement are those that provide the student with an introduction to the visual arts and performing arts as academic disciplines as opposed to those that emphasize acquisition of skills. General humanities courses introduce the student to the humanistic fields of language, arts, literature, history, and philosophy within the context of their traditions.

6. Social Sciences

Courses that fulfill this requirement are broad survey courses which provide the student with exposure to the theory, methods, and data of the social sciences.

B. Credit Distribution for the Common Core of the General Education Requirements for Baccalaureate Degrees

Written Communication Skills	6 credits minimum
Oral Communication Skills	3 credits minimum
Humanities/Social Sciences	15 credits minimum
at least 3 credits in the arts	
at least 3 credits in general humanities	
at least 6 credits in the social sciences, from 2 different disciplines	
Quantitative Skills/Natural Sciences	10 credits minimum
at least 3 credits in mathematics	
at least 4 credits in the natural sciences, including a laboratory	
Total	----- 34 credits minimum

C. Assumptions Regarding General Education Requirements for Baccalaureate Degrees

1. All credits must be at 100 level or above.
2. Most requirements will be fulfilled at the 100 or 200 level. In some cases, upper division courses may meet the criteria.
3. Credit may be counted towards general education or a degree major requirement, but not both.
4. General education requirements may extend beyond the 34 credit minimum described by the common core outlined in this Regulation.

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(02-16-96)

R10.04.060. Transfer of Credit.

In accepting credits from regionally accredited colleges and universities in the United States, maximum recognition of courses satisfactorily completed will be granted to transfer students toward satisfying requirements at the receiving institution. Coursework must be at the 100 level or above to transfer and, from institutions outside the University of Alaska, must be completed with a grade of C or better. A student's entire transcript from any MAU within the University of Alaska will be transferred to another MAU, subject to applicability toward degree requirements and measures of academic performance as established elsewhere in Regents' Policy, University Regulation, and the rules and procedures of the MAU from which the student is to receive a degree or certificate.

In accordance with Policy 2.5, Transfer and Award of Academic Credit, of the Northwest Commission on Colleges and Universities (NWCCU), the accrediting commission for University of Alaska, MAUs will institute special steps for review of transfer credits from non-regionally accredited higher education institutions in the United States. While procedures differ somewhat among MAUs, the special steps will be designed to ensure that the accepted courses are equivalent in content, delivery and outcomes to the courses offered at that MAU. These procedures will be applied on a case-by-case basis on the request of a student who has applied and been admitted to the MAU. If the student transfers within the UA system these credits would be subject to review by each MAU based on existing transfer credit standards. As such, the course may or may not apply to discipline specific degree requirements in the same manner across the UA system.

(03-10-05)

R10.04.090. Evaluation of Student Performance and Course Level Definitions.**A. Grading System**

This regulation establishes the common grading system applicable across the University of Alaska. All course grades will be letter grades. While an MAU need not adopt for its use all the elements of the common grading system, only the elements included in the common grading system may be used for the evaluation of students.

The method of grading will be considered an integral part of the course structure and will be applied uniformly to all students in a course according to student status as credit or audit. Instructors will inform students of the grading mode(s) used in each course in a written course syllabus provided at the beginning of the course.

B. Grading Modes**1. Academic letter grades: A, B, C, D, F, including + and –**

These letter grades will carry grade points and will be used to calculate grade point averages (GPAs).

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2. Non-academic grades CR, NB, NC, DF, I, P, NP

These grades will not carry grade points and will not be used to calculate GPAs. These grades may be used to indicate academic progress.

a. Credit/No-Credit (Student Option)

A student-initiated grading option that encourages students to explore areas of interest not related to their academic major (i.e., undesignated electives). The instructor is not aware that this option has been selected by the student and grades the student using the grade mode approved for that course (A-F, P/NP, or P/F).

If the final grade is “P” or “C” or higher, a grade of “CR” is entered in the student’s transcript. If performance falls below that level (“D”, “F”, “NP”), neither the grade “NC” nor the course is recorded on the student’s transcript.

The student may elect the CR/NC option for one undesignated elective each semester during the first two weeks of the semester, with a maximum of 15 credits earned by this option applied to an Associate or Baccalaureate degree. Courses in a student’s major or minor, GER/core, or specific degree requirements are not allowed under this option. If a student later changes a major or minor and the course becomes a requirement, the course may be accepted in the new major or minor at the discretion of the new department. The CR/NC option is not available for graduate courses, nor can this option be used on courses repeated for GPA improvement. A student may either elect credit/no-credit status or change from it during the first two weeks of any regular semester for a prorated length of time in a compressed course period (e.g., the summer session or in any fall- or spring-semester course completed in less than the full duration of the semester by filing the appropriate forms.

b. Pass/No-Pass and Pass/Fail Grade Modes.

These grade modes are established at the time the course is approved and must apply to the class as a whole; it is not a student option. When a course is graded Pass/No-Pass or Pass/Fail, the faculty member must clearly explain this fact to the students at the beginning of the class. For performance comparison only, a grade of “P” (Pass) is considered equivalent to a grade of “C” or higher in undergraduate courses and a grade of “B” or higher in graduate courses. Pass/No-Pass and Pass/Fail grades are used to determine satisfactory academic progress and may be used to meet degree requirements. In the Pass/Fail grade mode, a “P” or “F” is recorded on the student’s transcript. A recorded “F” is used in computing the GPA.

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3. Registration status: AU, W

These grades do not carry grade points, are not used to calculate GPAs, and do not indicate academic progress.

C. Grades Definitions

1. A, including + and –

A grade of “A” indicates a thorough mastery of course content and outstanding performance in completion of all course requirements.

2. B, including + and -

A grade of “B” indicates a high level of acquired knowledge and performance in completion of course requirements.

3. C, including + and -

A grade of “C” indicates a satisfactory level of acquired knowledge and performance in completion of course requirements.

4. D, including + and -

A grade of “D”, the lowest passing grade, indicates a minimal level of acquired knowledge and minimal performance in completion of course requirements. It is generally not accepted to satisfy requirements in certain majors and in graduate programs.

5. F

A grade of “F” indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.

6. CR, or Credit

A grade of “CR” indicates that course credit was awarded under the credit/no-credit option and the student’s knowledge and performance was equivalent to a grade of “C” or higher.

7. P, or Pass

A grade of “P” indicates the satisfactory completion of course requirements under either the pass/fail or the pass/no-pass grade mode. For performance comparison

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only, a grade of “P” (pass) is considered equivalent to a grade of “C” or higher in undergraduate courses and a grade of “B” or higher in graduate courses.

8. NP, or No Pass^[SMH67]

A grade of “NP” indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.

9. DF, or Deferred

A grade of “DF” indicates that the course requirements may extend beyond the end of the course: e.g., thesis, project, research courses, internships, etc. A final grade and credit will be withheld without penalty until the course requirements are met within an approved time.

10. NB, or No-Basis

A grade of “NB” indicates that a student has not completed the coursework by the end of the semester. No credit is given nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for an Incomplete.

11. I, or Incomplete

A grade of “I” indicates that a student has not completed the coursework by the end of the course. A final grade and credit will be withheld without penalty until the course requirements are met within an approved time, not to exceed one year. After one year, the “I” becomes a permanent grade.

12. AU, or Audit

Audit is a registration status indicating that the student has enrolled for informational instruction only. No course credit is granted. The student may receive a “W” if he or she does not meet agreed-upon terms or attend the course being audited.

13. W, or Withdrawal

Withdrawal is a registration status that indicates withdrawal from a course after the official course drop date.

D. Computation of Grade Point Average (GPA)

1. Definition and application

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The grade point average (GPA) is a weighted numerical average of the grades earned in courses at the undergraduate or graduate level at an MAU within the University of Alaska.

Once a student completes a bachelor's degree, the student's GPA in future work is calculated only on the credits and grades earned since the baccalaureate was awarded. An exception is made if the student is officially admitted to a second bachelor's degree program. Undergraduate courses taken while in a graduate degree program, however, are calculated in the student's graduate GPA only if they directly apply to the graduate degree.

2. GPA Computation

- a. Grade points for each course are computed by multiplying the numerical value of the academic grade awarded, according to the chart below, by the number of credits attempted for the course.

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Numerical Equivalencies for Grades

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = 0.0		

- b. The cumulative GPA for each level (undergraduate or graduate) is calculated by dividing the number of grade points earned at that level by the total number of credits at that level for which an academic letter grade was awarded. Credits accepted in transfer from any institution outside the MAU are not used to calculate the student's cumulative GPA.
- c. Grades of AU, CR, DF, P, NP, I and W do not carry grade points and therefore are excluded from GPA calculations. Grades received for non-credit courses, 500 level courses, continuing education units (CEUs) and credit-by-examination are also excluded from GPA calculations.
- d. Although all grades (original and repeats) for a repeated course are included in the student's academic record, only the last grade earned for a course is used in the GPA computation, unless the course is one that may be repeated for credit.

3. Honors

- a. Graduation with Honors: Each MAU shall establish the criteria by which graduation with honors is determined, and may elect the method by which transfer credits from other institutions are used in this determination.
- b. Semester Honors: Each MAU shall determine the criteria by which semester honors (Dean's List, Chancellor's List, etc.) are determined, but a student's semester GPA for this determination shall include all letter grades awarded by any unit of the University of Alaska.

E. Course Definitions

1. Course identification system

Each course offered by the university will be identified by designators for MAU and department of origin and a three-digit number indicating the course level as defined in section B. below.

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F. Course numbering system

Courses offered by the University of Alaska will be numbered as follows.

1. Non-degree and preparatory courses.

001-049: Courses with these numbers are career development courses or community interest courses and are not applicable toward any degree or certificate program, even by petition.

Continuing education units may be awarded for completion of these courses. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's investigation and discovery are largely independent. The number of CEUs awarded is determined by the Chief Academic Officer (dean or director) of the offering unit. Fractional CEUs may be awarded.

050-099: Courses with these numbers provide basic or supplemental preparation for introductory college courses. They may be applicable to some department awarded certificates of completion in accordance with program requirements, but they are not applicable to transcripted certificates or to associate, baccalaureate, or graduate degrees, even by petition.

The student's effort is indicated by credit hours (as defined in section 2. below), which are not transcripted as academic credit unless the course includes a component for evaluation of student performance.

2. Academic Credit Courses

Courses with these numbers count toward undergraduate and graduate degrees and certificates as described below. Each course includes a component for evaluation of student performance. Student effort is indicated by credit hours. One credit hour represents three hours of student work per week for a 15-week semester (e.g., one class-hour of lecture and two hours of study or three class-hours of laboratory) for a minimum of 2250 minutes of total student engagement, which may include exam periods. Equivalencies to this standard may be approved by the chief academic officer of the university or community college. Academic credit courses are numbered as follows.

The numbering sequence signifies increasing sophistication in a student's ability to extract, summarize, evaluate and apply relevant class material. Students are expected to demonstrate learning skills commensurate with the appropriate course level, and to meet, prior to registration, prerequisites for all courses as listed with the course descriptions.

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a. Lower division courses usually taken by freshmen and sophomores

100-199: Courses with these numbers introduce a field of knowledge and/or develop basic skills and concepts, usually as foundation or survey courses. They are applicable to certificates, and associate and baccalaureate degrees, in accordance with certificate/degree requirements.

200-299: Courses with these numbers provide more depth than 100-level courses and/or build upon 100-level courses. These courses may connect foundation or survey courses with advanced work in a given field, require previous college experience, or develop advanced skills. They are applicable to certificates, and associate and baccalaureate degrees, in accordance with certificate/degree requirements.

b. Upper division courses usually taken by juniors and seniors

300-399: Courses with these numbers build upon previous course work and require familiarity with the concepts, methods, and vocabulary of a discipline. They are applicable to baccalaureate degrees and may be applicable to associate degrees, in accordance with degree requirements. These courses are not applicable to graduate degree requirements.

400-499: Courses with these numbers require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course material to solving complex problems, and generally require a substantial background of study in lower-level courses. These courses are applicable to baccalaureate degrees, in accordance with degree requirements. These courses may be applied to graduate requirements for some master's degrees with prior approval of the student's graduate study committee. However, a student may not apply a course to both a baccalaureate and a master's degree.

c. Graduate level courses

600-699: Courses with these numbers demand rigorous analysis, synthesis, and research skills. These courses are applicable to masters and doctoral degrees, in accordance with degree requirements. With prior approval of the major department they may be used to meet degree or graduation requirements for some baccalaureate degrees, but a student may not apply a course to both a baccalaureate and a graduate degree.

3. Professional Development Courses

500-599: Courses with these numbers are designed to provide continuing education for professionals at a post-baccalaureate level. These courses are not applicable to university degree or certificate program requirements, are not interchangeable with credit courses, even by petition, and may not be delivered simultaneously (stacked) with credit courses of similar content.

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Courses may be graded Pass/No pass or, if the course includes an evaluation component, by letter grading. The measurement of student effort is indicated by professional development credits. Each professional development credit awarded requires at least 12.5 hours of student engagement in a directed learning environment under the supervision of a qualified instructor. These courses are provided on a self-support basis.

(06-10-04)

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**UNIVERSITY REGULATIONS
PART X – ACADEMIC POLICY
Chapter 10.05 - Admission and Graduation Requirements**

R10.05.030. Residency Requirements.

Requirements for undergraduate degrees will be:

Associate degree	15 credits
Bachelor's degree	30 credits overall
	24 upper division credits
	12 credits in the major

[SMH68](04-14-05)

BOR Policies Compilation of Edits**UNIVERSITY REGULATION
PART X – ACADEMIC POLICY
Chapter 10.06 - Academic Program Review****R10.06.010. Academic Program Review.****A. Purpose**

This regulation suggests the elements each campus of the statewide system should employ in its review of academic programs.

B. Elements for Evaluation

The programs of each of the university's major units follow from its respective mission (Policy 01.01); changes in programs should be consistent with and guided by these mission statements.

The necessary elements that a unit should assess during the program review process include the following:

1. Centrality of the program to the mission, needs and purposes of the university and the unit;
2. Quality of the program, as determined by the establishment and regular assessment of program outcomes. Outcomes should be comprehensive, and indications of achievement should involve multiple measures and satisfy the properties of good evidence.
3. Demand for program services, as indicated by measures such as: credit hour production appropriate to the program's mission, services performed by the program in support of other programs, graduates produced, the prospective market for graduates, expressed need by clientele in the service area, documented needs of the state and/or nation for specific knowledge, data, or analysis, other documented need;
4. Program productivity and efficiency as indicated by courses, student credit hours, sponsored proposals and service achievements produced in comparison to the number of faculty and staff and the costs of program support;
5. Timeliness of an action to augment, reduce or discontinue the program;
6. Cost of the program relative to the cost of comparable programs or to revenue produced;
7. Unnecessary program duplication resulting from the existence of a similar program or programs elsewhere in the University of Alaska statewide system.

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C. Process

1. Each chancellor shall be responsible for setting an academic program review process in place at his/her campus or unit. Results of the process shall be utilized for budgeting and planning purposes of the unit and shall be reported to the Board of Regents upon their request.
2. Exceptional reviews shall be conducted in accordance with an expedited process developed by the chancellor and approved by the president on an ad hoc basis to meet the needs of the campus.

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UNIVERSITY REGULATION PART X – ACADEMIC POLICY

Chapter 10.07 - Research, Scholarship and Creative Activity

R10.07.020. Sponsored Projects Submittal and Acceptance.

C. Approval Process

R10.07.020. Sponsored Projects Submittal and Acceptance.

- A. In accordance with Regents' Policy 10.07.020, the University of Alaska will collaborate with external sponsors of classified or proprietary research when the relevant MAU chancellor or designee determines in writing that such collaboration is beneficial to national, state, or local, as well as university interests, and that such research can be conducted while protecting the basic tenets of universities. This determination shall be made in accordance with the procedures set forth in this regulation.
- B. Classified or proprietary research is subject to Regents' Policy, University Regulation, laws, regulations, and MAU rules and procedures applicable to research, provided, however, that the determination required by part A of this regulation, and any approvals related to the status of research as classified or proprietary, shall be subject solely to the process established by this regulation, and provided further that classified or proprietary research shall not by virtue of this regulation be subject to any policy, regulation or procedure that would require or result in unauthorized disclosure of classified or proprietary information.
- C. Approval Process
1. When required - Approval of the relevant MAU chancellor or designee must be obtained before:
 - a. Submission of a grant application or execution of a contract involving classified or proprietary research;
 - b. Expansion of the scope of existing sponsored research or contract to include classified or proprietary research; or
 - c. Material expansion of approved classified or proprietary research or contracts.
 2. Upon receipt of a request for approval, the chancellor or designee shall consult with the president or designee prior to initiating further review.
 3. An MAU which intends to engage in classified or proprietary research shall have a standing advisory committee. Alternatively, the MAU chancellor may designate a standing advisory committee at another MAU for this purpose. To the extent determined feasible by the chancellor, the committee shall review requests for

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approval and advise the chancellor. Ex officio members of MAU advisory committees shall include the vice president for Academic Affairs or designee, and the MAU vice provost for research or designee, or in the event that position or equivalent does not exist at the MAU, the provost or designee. The chancellor will appoint up to three tenured faculty members to the committee^[SMH69].

4. Individuals participating in the review and approval process for classified research must have appropriate security clearances to serve in the capacity indicated.
5. In determining whether to recommend or approve such research, the committee and the chancellor or designee shall consider the extent to which the proposal, grant, contract, or assignment:
 - a. Limits the publication or dissemination of results;
 - b. Advances important national, state or local interests;
 - c. Impacts public safety, the environment, or University security;
 - d. Entails substantial scholarly, scientific or educational benefits;
 - e. Impacts the academic environment of the University;
 - f. Provides an opportunity for substantial public service;
 - g. Impacts student or faculty participation or advancement;
 - h. Involves unique University capabilities;
 - i. Strengthens long term ties with government, industry and the community;
 - j. Entails unique security costs or considerations, poses difficulties in meeting the requirements imposed, or raises issues regarding allocation of costs and benefits;
 - k. Involves facilities provided by the granting agency;
 - l. Conflicts with other commitments of the University;
 - m. Could be accomplished using alternative means; and;
 - n. Involves other considerations of which the chancellor should be aware.
6. After considering any recommendations of the advisory committee, the chancellor shall make a written determination in accordance with this regulation.
7. The advisory committee and the chancellor shall maintain records of all classified and proprietary research that is reviewed. These records shall set forth only the general nature of the research, a summary of the committee recommendation, and the chancellor's determination. These summaries shall not include classified or proprietary information, and shall be available to the public to the extent allowed by law.

D. Definitions

1. Classified Research – Research conducted with or on behalf of a government agency, or service provided to or on behalf of a government agency, that will require government-issued security clearances for participation.

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2. Proprietary Research – research or services subject to a sponsorship agreement or contract which prohibits dissemination of information or delays publication or dissemination of results, or permits the sponsoring agency to prohibit or delay publication or dissemination of results, for more than 90 days after submission of the final report.
- E. Nothing in this regulation is intended to create, extend, or support an obligation of any kind enforceable against the university in an administrative or legal proceeding.
- (02-03-05)

R10.07.050. Inventions, Patents, Copyrights, Trademarks and Other Intellectual Properties

A. Introduction[SMH70]

This regulation is adopted to encourage and support **innovation** and creativity ~~activity~~ by employees and students that will result in IP that will benefit the state, and the country, for the public benefit, and will be deemed to be a part of the conditions of employment of every employee of the university and a part of the condition of enrollment and attendance at the university for every student.

B. Administration[SMH71]

1. All matters relating to inventions, patents, copyrights, trademarks and other intellectual properties in which the University of Alaska is in any way concerned will be administered by the president of the university or such person as the president may designate.
2. ~~The university president will designate to the Chancellors of each MAU the decision to appoint or approve a manger~~ **director** of Intellectual Property and Licensing, to assist the Vice Provost or Vice Chancellor for Research in the execution of ~~serve as the president's designee in executing all~~ activities pertaining to ~~all~~ university intellectual property. The manager of IP will report to the VP (VC) for research The manager of IP will assist the VP (VC) for Research with the following:
 - a. Waive university rights to an invention or other intellectual properties;
 - b. **Work with an attorney or patent agent** to Submit patent, copyright, trademark and license applications on behalf of the university and/or the author(s) or inventor(s);
 - c. Obtaining copyrights, trademarks and patents on behalf of the university and/or the author(s) or inventor(s);

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- d. Grant licenses on behalf of the university with the signature approval of the VP Ressearch;
 - e. Promote university intellectual property to Alaska firms to provide opportunities for Alaskan economic development;
 - f. Purchase licenses for non-university copyrighted material or patented inventions for university use and/or sub-license;
 - g. Grant use of copyrighted materials and patented inventions;
 - h. ~~(REMOVE) Execute on behalf of the university and/or the inventor(s) any agreements as may be appropriate;~~
 - i. Obtain and maintain requisite documentation as necessary in all matters concerning the management of intellectual properties;
 - j. Assist in the Execution royalty division agreements with the inventor(s) or author(s) on behalf of the university.
 - k. Seek out and recommend appropriate patent management and license marketing organizations, recommend to the president working contracts between such organizations and the university and transmit reports of invention(s) to such organizations;
 - l. Assure appropriate involvement of the inventor(s) in licensing and other commercial development activities;
 - m. Promote the marketing of university-trademarked products;
 - n. Receive, account for, and properly disperse all proceeds received pursuant to this policy;
 - o. Facilitate communication between all parties involved, and enforce the terms and conditions of these regulations; and
 - p. Prepare ~~and submit~~ an annual report on the university patent, copyright, trademark and license activities and finances to the president and the chancellors and prepare such other reports and perform such other functions as may be requested. ~~by the president.~~
3. ~~The~~^[SMH72] president will designate each MAU Chancellor or their designee to appoint an ~~Intellectual Property~~ ^[Committee]~~[SMH73]~~. ^[SMH74]The committee will be composed of the Vice Provost for Research or Vice Chancellor for Research, the ~~manager~~ ~~director~~ of Intellectual Property and Licensing and five members from the university faculty, and with the university general counsel serving as an ex-

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officio member. ~~The members will serve at the pleasure of the president, with the~~ normal term of appointment to be staggered 3-year terms. All members will serve without additional compensation. The Vice Provost for Research or Vice Chancellor for research will serve as chair, ~~president will appoint a member to serve as chair.~~

4. The Intellectual Property Committee will have the following responsibilities:^[SMH75]
 - a. To support, promote and encourage university personnel in the development of copyrightable and patentable intellectual properties, to promote the patenting of inventions and to encourage personnel in the creation of intellectual property.
 - b. To evaluate inventions and discoveries for patentability, and, where desirable, to consult such expertise as the committee may require to examine the merits of each potentially patentable invention.
 - c. To recommend to the VP or VC for Research ~~president or president's designee~~ applications for ~~patents~~^[SMH76].
 - d. To recommend to the ~~VP or VC for Research president or president's designee~~ the patent and related rights or equities held by the University of Alaska in an invention, and to review agreements with cooperating organizations, with respect to patent rights or equities.^[SMH77]
 - e. In the absence of overriding obligations to outside sponsors of research, recommend to the ~~VP or VC for Research president or president's designee~~ the release of patent rights to the inventor(s) in those circumstances where the university elects not to file a patent application and where no further research or development of that invention will be conducted involving university support or facilities. The university's decision not to elect to file a patent application will be made within a period not to exceed 90 days from the date of first submission of the inventor(s)' written statement of disclosure of an invention to the Intellectual Property Committee. In the event the university determines to not file a patent application or otherwise protect an invention, or fails to do so within 90 days of disclosure, or to discontinue efforts at marketing, upon request from the inventor, the university will, to the extent allowed by the federal government or other research sponsor, make reasonable efforts to release the invention to the ~~inventor~~^[SMH78].
 - f. To recommend to the ~~VP or VC for Research president or president's designee~~ licenses and related agreements entered into with other parties concerning patent and related property rights held by the university.

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- g. To review the procedures for the collection of royalties and fees and their distribution, and make recommendations to the VP or VC for research ~~the president or president's designee~~ for modification of procedures.
- h. To review situations of possible infringement of patent rights held by the university, and in association with the Office of the General Counsel, to recommend to the VP or VC for Research ~~president or president's designee~~ licenses ~~president or president's designee~~ negotiations, litigation, and settlement of matters arising therefrom.
- i. To assist university officers in negotiating with cooperating organizations concerning prospective rights to patentable inventions or discoveries made as a result of research carried out under grants, contracts or other agreements to be funded in whole or in part by such cooperating organizations, and assist university offices in negotiating institutional patent agreements or other agreements with federal agencies or other organizations regarding the disposition of patent rights.
- j. To recommend to the VP or VC for Research ~~president or president's designee~~ licenses ~~president or president's designee~~ appropriate exemptions from the agreement to assign inventions and patents to the university.^[SMH79]
- k. To make such reports and recommendations to the president as the president may direct.

C. Inventions and Patents^[SMH80]

1. The assignment of inventions and patents to the university, except for those resulting from permissible activities outside of university employment without the use of university facilities, will be mandatory for all university personnel, for persons not employed by the university but who use university facilities in the development of intellectual property, and for those who receive grant or contract funds through the university.

Exemptions from such assignments may be authorized in those circumstances where the mission of the university is better served by such action, provided that the overriding obligations to other parties are met and such exemptions are not inconsistent with other Regents' Policy or University Regulation.

2. University personnel and all those using university facilities in the development of intellectual property will immediately and properly disclose the conception and/or reduction to practice of potentially patentable inventions. Such disclosure will be made to the president or president's designee. Persons making disclosures will execute such declarations, assignments or other documents provided by the

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university as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent rights.

3. Subject to restrictions arising from overriding obligations of the university pursuant to grants, contracts or other agreements with outside organizations, the university agrees, for and in consideration of the assignment of patent rights, to pay annually to the named inventor(s), the inventor(s)' heirs, successors or assigns, a royalty share of the net proceeds received by the university for each patent or other intellectual property right assigned to the university, as shown below.

Total Net Royalty Per Invention (\$)	Inventor's Share (%)	University Share (%)
First \$10,000	100%	0%
> \$10,000	50%	50%

Where there are two or more inventors, each inventor will share equally in the inventor's share of net proceeds, unless all inventors previously have agreed in writing to a differing distribution of such share.

Distribution of the inventor's share will be made no less than annually. In the event of any litigation, actual or imminent, or any other action to protect patent rights, the university may withhold distribution of all royalty proceeds until resolution of the matter. Of the remaining net proceeds, the share will be distributed as determined by the president.

University proceeds from university inventions will be used for the support of university research and scholarly activities; however, exceptions may be granted by the president or president's designee.

D. Copyrights

1. University of Alaska students, faculty, and staff will abide by federal copyright law and will refrain from using copyright-protected materials in university-related activities unless prior appropriate permission or licensing has been obtained or unless such use is deemed permissible under the relevant exemptions outlined in the fair use provisions of the Copyright Act or the TEACH (Technology, Education, and Copyright Harmonization^[SMH81]) Act.

Because the legal use of copyright-protected materials for instructional purposes now involves institutional responsibility and oversight, the University of Alaska also commits: (1) to educate UA students, staff, and faculty on current copyright law, focusing on the guidelines and responsibilities of fair use and the TEACH Act; (2) to adopt and support instructional technologies that give faculty members the logistical means to comply with the specific material requirements of the

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TEACH Act; (3) to refrain from condoning or participating in the unlawful digitization, storage, copying, or dissemination of copyright-protected materials; and (4) to coordinate and mobilize university libraries, intellectual technology departments, distance education offices, and faculty instructors in the task of implementing the institutional practices and policies called for by the TEACH Act.

2. The president or president's designee will be responsible for the administration of the university copyright regulation and for securing copyrights in the name of the university. Revenues received through the licensing of copyrights will be shared with the author as follows: 50 percent to the author, 50 percent to the university on all proceeds. Exceptions to the above may be granted by the president in consultation with the Intellectual Property Committee.^[SMH82]
3. Ownership and disposition of copyrightable material: copyright ownership and the rights thereof are terms defined by federal law. The university believes that its copyright regulation objectives will best be attained within the context of the federal law by defining the equities of ownership of copyrightable material in terms of the following categories. Copyright ownership of all materials, which are developed with the use of university facilities, will reside with the university, except as follows:
 - a. The university will not assert ownership of copyrightable materials produced by faculty members as a part of their normal teaching and scholarly activities at the university and which do not result from project specifically funded in whole or in part by the university or by a sponsor of the university.
 - b. Copyright ownership of all materials which are developed in the course of, or pursuant to, sponsored research or other agreement(s) will be determined in accordance with the terms of those agreement(s) or, in the absence of such terms, the copyright will be the property of the university.
 - c. Copyrighted materials not within the provisions of categories "a" and "b" above will be the property of the university, except for theses; however, the author(s) of theses must, as a condition of a degree award, grant royalty-free permission to the university to reproduce and publicly distribute copies of the thesis.

E. Trademarks

All trademarks are the exclusive property of the university. No steps will be taken by university personnel for securing trademarks by usage or registration with respect to any university products resulting from the university's scholarly, research, athletic or other activities, except with the approval of the president or president's designee after consultation with the director of Intellectual Property and Licensing.^[SMH83] Applications for trademarks will be made on behalf of the university by the president or president's designee. Revenues received through the licensing of trademarks will be shared as

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determined by the president after consultation with the Intellectual Property Committee.^[SMH84]

F. Other Intellectual Property

Other forms of intellectual property, including those which may emerge in the future, will be administered by the president or president's designee after consultation with the Intellectual Property Committee in accordance with the regulations governing the university's interests in inventions, patents, trademarks and copyrights.

G. Definitions

As used in this regulation, the following terms have the meaning indicated:

Author - University personnel, singly or as a group, who produce written, visual or recorded materials.

Disclosure - A detailed, complete and accurate description of materials of an item of intellectual property.

Intellectual Property - Inventions, copyrights and copyrightable material, patents, trademarks and trade secrets.

Inventions - All inventions, discoveries, processes, methods, uses, products or combinations, or other intellectual properties, whether or not patented or patentable at any time under the U.S. Patent Act and the Patent Cooperation Treaty as now existing or hereafter amended or supplemented.

Net Proceeds - The gross receipts derived from trademarks, materials, inventions, discoveries and/or intellectual properties, including but not limited to, rents, royalties, dividends, earnings, gains and sale proceeds, less all costs, expenses and losses paid or incurred by the university in connection therewith, including, but not limited to, all direct costs and expenses, indirect costs and expenses as allocated and determined by the university, costs and expenses of obtaining, securing and protecting patents, copyrights and trademarks and all attorney's fees.

Trade Secret - Any information, device, method, formula, etc., whether or not copyrightable or patentable, which is not generally known or accessible apart from the university, and which gives competitive advantage to its owner.

Trademarks - Distinctive marks of authenticity such as words, letters, symbols, designs, etc., identifying the source producer or distributor of goods or services.

University Facilities - All university buildings, laboratories, classes, equipment and/or supplies, excluding libraries.

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University Personnel - Part-time, full-time, visiting and volunteer members of the faculty, staff, and all other agents and employees, undergraduate and graduate students, and postdoctoral fellows of the university.

Written Materials - All literary, dramatic and musical material or works, and all other works such as lab manuals, study guides and architectural designs published or unpublished, copyrighted or copyrightable at any time under the Federal Copyright Act as now existing or hereafter amended or supplemented.

(02-03-05)

R10.07.060. Misconduct in Research, Scholarly Work and Creative Activity in the University.

Note: This regulation is under examination for possible changes. Should there be a real or perceived conflict between it and current Regents' Policy, Regents' Policy will prevail.

A. Definitions

1. "Inquiry" means information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
2. "Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.
3. "Misconduct" includes fabrication, falsification, plagiarism, or other practices that deviate from ethical standards and practices commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, scholarly work, or creative activity. Honest error or honest differences in analysis, interpretation or judgments of data will not be considered to be instances of misconduct. (06-21-96)
4. "University resources" include all funds, gifts, grants or contracts administered by the University; all applications for such funds, gifts, grants or contracts; and University facilities, equipment and personnel.

B. Inquiries

1. All allegations or other evidence of possible misconduct for the individual units shall be directed to the designated university officials for their respective units:
 - a. University of Alaska Anchorage - Provost;
 - b. University of Alaska Fairbanks - Provost; [SMH85]
 - c. University of Alaska Southeast - Provost; and
 - d. University of Alaska Statewide - Assistant Vice President for Academic Affairs. [SMH86]

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2. Upon the receipt of an allegation or other evidence of possible misconduct, the designated university official receiving the matter shall initiate an inquiry [SMH87] by advising the researcher accused of misconduct of the allegation or evidence and by appointing not less than 3 nor more than 5 persons to conduct the inquiry. The persons appointed to the inquiry panel shall be generally knowledgeable in the subject matter of the type of research under review and shall be able to render an impartial judgment concerning the allegation.
3. The inquiry panel shall, to the maximum extent possible, protect the privacy of those who in good faith report apparent misconduct and afford the affected individual(s) confidential treatment. The affected individual(s) shall be advised of all meetings of the inquiry panel and shall be permitted to attend such meetings, be accompanied by an advisor of his or her choosing, and shall be offered an opportunity to comment on the evidence prior to the preparation of a report. An advisor shall be permitted to assist the affected individual(s); however, the advisor shall not be permitted to address the inquiry panel, unless, in the judgment of the panel, the opportunity of the affected individual(s) to present that person's case would be seriously affected by not permitting the advisor to speak.
4. Within 60 days of the initiation of the inquiry, unless circumstances warrant additional time, the inquiry panel shall prepare a written report stating what evidence was reviewed, summarizing relevant interviews and stating its conclusions. The individual(s) against whom the allegation was made shall be given a copy of the report and afforded not less than five (5) working days to respond. If the individual(s) responds in writing, that response shall be made a part of the record. If the inquiry exceeds 60 days, the report shall include an explanation for exceeding the 60-day period. The record of the inquiry shall be maintained by the designated university official for not less than three (3) years from its completion.
5. If the inquiry panel determines that there is no reasonable likelihood that misconduct has occurred and the designated university official concurs in the determination, the matter shall be dismissed in writing by the designated university official.

C. Investigations

1. If the designated university official determines that the findings of the inquiry panel provide sufficient basis to conclude that there is a reasonable likelihood that misconduct may have occurred, an investigation shall be undertaken within 30 days of the completion of the inquiry.
2. The designated university official shall initiate the investigation by advising the individual of the decision and by appointing not less than 5 nor more than 7 individuals possessing appropriate expertise to conduct an evaluation of the evidence. Persons possessing a real or apparent conflict of interest shall not

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serve. The affected individual(s) shall be afforded not less than three (3) days after the appointment of the investigation panel to seek the removal of any panel member because of an alleged conflict of interest. Such request for removal shall be submitted to the designated university official who shall decide whether removal is appropriate.

3. The investigation will normally include examination of all documentation, including, but not limited to, relevant research data and proposals, publications, correspondence and memoranda of telephone calls. Whenever possible, interviews shall be conducted of all individuals involved, either in making the allegation or against whom the allegation is made, as well as any other individual(s) who might have information regarding key aspects of the allegations. The investigation panel shall make complete summaries of the interviews, provide them to the interviewed party for comment or revision and include them as a part of the investigatory file. The affected individual(s) shall be advised of all meetings of the investigation panel and shall be permitted to attend such meetings, ask questions of persons being interviewed, present evidence and testimony on his or her own behalf, and be accompanied by an advisor of his or her choosing. An advisor shall be permitted to assist the affected individual(s); however, the advisor shall not be permitted to address the investigation panel, unless, in the judgment of the panel, the opportunity of the affected individual(s) to present that person's case would be seriously affected by not permitting the advisor to speak.
4. Within 100 days of the initiation of the investigation, the investigation panel shall prepare a written report stating how the investigation was conducted, how and from whom information was obtained relevant to the investigation, the findings, the basis for the findings, and the actual text or an accurate summary of the views of any individual found to have engaged in misconduct. This report shall include any comments of the affected individual(s) of the investigation concerning the report.
5. If the investigation panel determines that there is insufficient basis to determine by a preponderance of the evidence that misconduct has occurred, the matter shall be dismissed in writing by the designated university official. To the extent he or she can be identified, the person(s) who reported the allegation should be provided with the portions of the report that address his or her role and opinions in the investigation.
6. In the event no misconduct is found, the designated university official shall initiate efforts to restore the reputation of the person(s) alleged to have engaged in misconduct. Such efforts shall include, where applicable, notification to all inquiry and investigation panel members, all persons who were interviewed in any proceeding, any person who filed an allegation of misconduct and all other colleagues and journals whose research or publications were at issue in the course of the proceeding.

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7. If the investigation panel determines that a preponderance of the evidence supports a conclusion that misconduct has occurred, the designated university official shall recommend to the appropriate chancellor or president an appropriate sanction or discipline, which may include termination. The affected individual(s) shall be advised of the recommendation and shall be afforded an opportunity to indicate to the chancellor or president in a meeting or in writing, or both, why the proposed action should not be taken. The chancellor or president shall then finally determine the appropriate sanction.

D. Notification of External Agencies

1. In cases where the alleged misconduct involves a research-related grant or cooperative agreement under the Public Health Services Act, the following notifications shall be made.
 - a. The designated university official shall notify the Office of Scientific Integrity in the Office of the Director of the National Institute of Health within 24 hours of obtaining any reasonable indication of a possible criminal violation.
 - b. The designated university official shall notify the Director of the Office of Scientific Integrity of the decision to initiate an investigation on or before the date the investigation begins. The notification should include the name of the person(s) against whom the allegation(s) has been made, the general nature of the allegation, and the Public Health Service application or grant number(s) involved.
 - c. The designated university official shall keep the Office of Scientific Integrity apprised of any developments during the course of the investigation which disclose facts that may affect current or potential Department of Health and Human Services funding for the individual(s) under investigation or that the Public Health Services needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.
 - d. The designated university official shall notify the Office of Scientific Integrity if the university plans to terminate an inquiry or investigation for any reason without completing all relevant requirements set forth in 42 CFR 50.103(d) by submitting a report of such planned termination, including the reason for such termination.
 - e. The designated university official shall submit the final report of the investigation to the Office of Scientific Integrity within 120 days of its initiation. If the report cannot be completed within the time limit, the designated university official shall submit to the Office of Scientific

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Integrity a written request for an extension and an explanation for the delay that includes an interim report of the progress to date and an estimate of the date of completion of the report and other necessary steps to be taken.

- f. The designated university official shall notify the Office of Scientific Integrity when it is determined that:
 - (1) there is an immediate health hazard involved;
 - (2) there is an immediate need to protect Federal funds or equipment;
 - (3) there is an immediate need to protect the interests of the person(s) making the allegation or of the individual(s) who is the subject of the allegation, as well as that person's co-investigators and associates, if any; or
 - (4) it is probable that the alleged incident is going to be reported publicly.

2. In cases where the alleged misconduct involves awards from the National Science Foundation, the following notifications shall be made.

- a. The designated university official shall notify the National Science Foundation immediate if an inquiry supports a formal investigation and shall keep the National Science Foundation informed during the investigation.
- b. The designated university official shall notify the National Science Foundation when it is determined that:
 - (1) the seriousness of the apparent misconduct warrants notification;
 - (2) immediate health hazards are involved;
 - (3) the National Science Foundation's resources, reputation, or other interests need protecting;
 - (4) Federal action may be needed to protect the interests of a subject of the investigation or of others potentially affected; or
 - (5) the scientific community or the public should be informed.

3. In cases where the alleged misconduct involves awards subject to notification requirements concerning misconduct related to that research, the notice requirements of the award shall be observed.

E. General Provisions

- 1. Once an inquiry or investigation has been initiated, it is expected that it will be completed with all issues pursued diligently. A decision to terminate an inquiry of investigation short of a final determination may only be made by the appropriate chancellor or president.

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2. This Regulation constitutes the exclusive review process for matters of alleged misconduct in university research and no decision arising from this regulation shall be subject to any other university review procedure, except for the discipline to be applied as a result of a finding of misconduct, which shall be subject to the appropriate Policy and Regulation.
3. The designated university official shall take such administrative action during a pending inquiry and investigation as may be appropriate to protect university resources.
4. Any person who in good faith alleges misconduct by another person shall not be subject to retaliation either by the university or by the person against whom the allegation is made. Allegations of misconduct not made in good faith shall subject the person making the allegation to disciplinary action.

(06-21-96)

R10.07.080. Agreements with External Academic and Research Entities.

No unit or individual below the level of the President or Chancellor may, without explicit approval of the President or Chancellor, develop or sign any agreement with an external academic or research entity on behalf of the university or any of its units.

An “agreement with an external academic or research entity” as used in this regulation means:

1. any agreement that would permit or require any university resources or employee to be used by an external university, college, or other research entity to perform duties for the external academic or research entity;
2. any agreement that would permit or require any university employee to collaborate in any research or academic activity with another university, college, or other research entity;
3. any agreement that would permit or require any resources or employees of any external university, college, or research entity to be used by this university;
4. any agreement between this university and an external academic or research entity to cooperate in obtaining one or more grants or conducting research or academic activities in the future; or
5. any agreement involving academic or research activity that involves the payment of money by either this university or another academic or research entity to the other.

The Chancellors for their MAUs and all units within them, and the President for units in statewide and for agreements at the University level, will determine the appropriate signatory authority for any agreement between any unit of the university and an external academic or research entity.

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All agreements with external academic or research entities will be reviewed by the university Office of the General Counsel prior to approval.

The Offices of the President or Chancellor, as appropriate, will retain original copies of all external agreements signed by themselves or representatives of their units, for a minimum of three years past the active duration of the agreement.

(12-08-05)

UAS Staff Council Agenda

December 9, 2011 @ 9:00 am

Location: Egan 211 (Juneau) • Room 110 (Sitka) • Paul 303 (Ketchikan)

Toll-Free Number¹: 800-893-8850 **Participant PIN:** 8036459

1. Call to Order and Roll Call

- Mary McRae Miller, President
- Gwenna Richardson, Vice-President
- Debbie Muller, Secretary
- Mischelle Pennoyer, Juneau Member-at-Large

- Marianne Ledford, Ketchikan Member-at-Large
- Kim Davis, Sitka Member-at-Large
- Mae Delcastillo, Vice-President-elect
- Members of the Public:

Juneau: Alison Caputo, Katie Bausler, Anita Parrish, Michelle Moffitt, Maria Moya, Hildegard Sellner, Dayna Mackey, Linda Blefgen, Stephanie Lokke, David Phillips, Ivan Hazelton, Dan Garcia

Sitka: Emy Roles, Denise Blankenship, Nicole Duclos, Cheryl Stromme, Marian Allen

2. **Adopt the Agenda** – Mischelle Pennoyer moved, Gwenna Richardson seconded, passed unopposed.
3. **Adopt the Minutes for November** – as amended...Kim Davis moved, Marianne Ledford **seconded**, passed unopposed.
4. **President's Report**
 - a. Listening Campaign
 - b. Tobacco Surcharge
 - c. Potential Salary Increase
 - d. Staff Alliance – additional ASEA charges, reiterate we have no opinion-just provide information
5. **Staff Compensation – handled above (4c)**
6. **Bylaws** – Gwenna Richardson moved, Kim Davis seconded that we move to January 2012 agenda, passed unopposed.
7. **Educational Benefit Resolution**

How do we want to respond to proposed upcoming changes to the benefit?

There was great input and discussion...a resolution was drafted and forwarded to President Gamble, through Juella Sparks, and copied to Chancellor Pugh.
8. **Committee Check-in – Tabled until January meeting** – motion by Mischelle Pennoyer, seconded by Marianne Ledford, passed unopposed.
 - a. Communication:
 - b. Healthcare:
 - c. Training:
 - d. Wellbeing:

Next Meeting Date: Dec. 14, 2011 at 10:00 a.m.

¹ Note that this conference line has limited capacity; we encourage people to attend the local meeting with their campus representative.

9. Campus Reports

- a. Juneau – M. Pennoyer – 2 Strategic Direction meetings, Dec. 15 Bill Ray Center & Auke Lake; Sound & Motion Event(s) at Egan, Holiday Tea
- b. Ketchikan – M. Ledford
- c. Sitka – K. Davis

10. Other Business

Tobacco Surcharge – Table until January meeting; Gwenna Richardson moved, Mischelle Pennoyer seconded, passed unopposed

- 11. Public Comment** - “in future discuss tuition waiver on time” – request to be proactive rather than reactive when this sort of issue comes up...public felt they weren’t given enough time to comment, etc.

- 12. Adjournment** – Mischelle Pennoyer moved, Kim Davis seconded, passed unopposed.

- 13. Next Meeting Date: January 24, 2012**

Attachments:

- DRAFT November Minutes

UAS Staff Council Minutes - Draft

November 15, 2011 @ 8:30 am

1. Call to Order and Roll Call

- Mary McRae Miller, President
- Gwenna Richardson, Vice-President
- Debbie Muller, Secretary
- Mischelle Pennoyer, Juneau Member-at-Large

- Marianne Ledford, Ketchikan Member-at-Large
- Kim Davis, Sitka Member-at-Large
- Members of the Public: Nicole Duclos, Anita Parrish, Gloria Merry, Linda Blefgen, Dana Mackey, Mae Delcastillo, John Pugh, Hildegard Sellner, Elizabeth Williams joined 9:00 a.m. from Bill Ray Center

2. **Adopt the Agenda** - no amendments to agenda, Kim Davis moved, Marianne Ledford seconded, motion passed unanimously.
3. **Adopt the Minutes for October** – no amendments to October minutes, Gwenna Richardson moved to adopt, Debbie Muller seconded, motion passed unopposed
4. **President’s Report** – tuition benefit – proposed changes, SW Staff Alliance and UAF Staff Council have developed resolutions to present to President Gamble...do we at UAS want to draft a resolution as well? See Other Business.

- 3.5% salary increase has made it through the 1st Governor red line, if want to send comments, concerns be sure to send from personal email – not allowed to do political stuff at/from work.
- President Gamble has called for a review of all SW policies. There will be a way to comment.
- Safety Dan Garcia has “Spikey’s” available, will send intercampus mail; if you see an area that needs attention – call Vicki Johnson in Juneau, Mike Funk in Ketchikan, Maintenance in Sitka
- Budget – took out everything else (besides salary increase) – 37 ½ million Capital for renew/remodel (this means no Freshman Dorm)
- SW Listening campaign with external stakeholders continue – Sitka Nov. 30, Ketchikan Nov. 28 Juneau Dec. 15 – 1 downtown, 1 Valley
- Listening Campaign for internal stakeholders will be in the Spring
- Vice Chancellor Carol Griffin retiring Dec. 16
- Beth Behner, Chief HR will retire in Dec.
- Julie Becker, Director of Risk _____ will retire in Feb. 2012
- 6 year course sequence, Barbara Hegel – work into degree
- Int’l Education Week
- Finish in 4 pledge – 50 from UAS, 61 from UAF
- Numbers up/using our support – disability, etc.
- Thanksgiving Dessert Wed. before to Jesse Grant
- There will be a change to System Governance Council Constitution – chairs will automatically have a vote and move from Government Relations to V.P. Academic Affairs (were assured there would be no change in ability to do it’s work)
-

5. **VP Elections** new Vice President-elect is Mae Delcastillo. We hope she can attend the Dec. meeting in Ketchikan. Would assume duties Jan. 1, 2012.

6. **Tobacco Surcharge** – do we want to draft a resolution or table until next month. The surcharge is \$600 per year. John Pugh says President Gamble is rethinking timing (this year) and sees it as a morale issue. Chancellor Pugh also said there are several areas that are more costly to the University than Tobacco users. Marianne Ledford had to leave at 9:20 a.m. before we reached voting. Kim Davis moved, Debbie Muller seconded to wait until next meeting to vote on drafting a resolution.

7. **Retreat Preparation** – Mary Miller sent out a draft agenda a couple weeks ago. At least 2 members hadn't received and requested agenda be resent.

8. **Committee Check In**

- a. Communication: There were issues with website that Nicole Duclos graciously offered to fix.

- b. Healthcare: Elizabeth & Gwenna – several meetings cancelled, Nov. 10 was last meeting...HRA/HAS topic – very complicated – a lot of tax rules and special items for veterans – probably won't happen until FY14

Changes in deductible & cost to employees – won't know until next year. System Governance said costs up about \$6 million this year. Michelle Revnick “usually goes up and down...should be down year, but not looking like it so far.”

- c. Training: Evaluation training was really good – 12 attendees, Dana Mackey agreed to chair the Staff Training Committee until May 2012
Need someone for Feb. and Mar. Chief Benefits Officer will speak in April

- d. Wellbeing: Next Meeting Date: will meet during retreat
Staff anniversary – samples ordered, Mischelle bringing to retreat, Marianne working with Kirk & other universities, John Pugh said possibility of day off would have to have commitment from dept. and work w/ cabinet (can't dip into leave pool). Other suggestions were to replace plaques/clock with dinner at Chancellors, or parking place close to building – no enforcement.
Student employee recognition has gone by the wayside. Chancellor Pugh will remind Kirk McAllister of discussions.

9. **Campus Reports**

- a. Juneau – M. Pennoyer – no report – Mischelle not in attendance
- b. Ketchikan – G. Richardson filled in – had Wellness end of Oct., degree seeking enrollment opened Nov. 14, November will have financial visits – TIA Creff, Fidelity, Pers/Ters
- c. Sitka – K. Davis – Wellness cholesterol and massages, degree enrollment opened, even with SW glitch – some classes already ½ full, Student Government having Thanksgiving meal 17 Nov. Photo shoot, Dec. 1 and there will be a Holiday Dinner and awards Dec. 2ⁿ

- 10. Other Business** – Tuition waiver issue – Legislature is where started – actual data on Fail Rate, Waiver students have a 2% fail rate which is 1/3 of the regular student rate of 6% - How can we help students fail less (what is different between “waiver students” versus “regular” ? Age and stage?

John Pugh – President Gamble is under pressure, if we don’t do something, we may lose the entire program – the individual, personal benefit is not what will sway the Legislature – we must make it “value added” to the University.

Possible suggestion – take away the opportunity for a waiver for 1 semester for failing

Be careful how it (suggestions or resolution) is framed.

Elizabeth Williams would serve if there is a committee organized.

Gwenna Richardson suggested that all the information be presented to the Staff and they be asked what they want. Kim Davis seconded that motion. Agreed would discuss feedback received at the December meeting. Decide if we’ll do a resolution, see if there’s a mandate.

Dana Mackey suggested we make sure UAS says something.

For Faculty new hires, 6 month waiting period can be waived.....

- Discussed briefly the Occupy Movement

- 11. Public Comment** – Gwenna thinks we should comment on Tobacco Surcharge, too. Discussed. Is Faculty Alliance opposed? Maybe we can work together? Petition against?
- 12. Adjournment** – Debbie Muller moved, Gwenna Richardson seconded. Passed unopposed.
- 13. Next Meeting Date: December 8, 2011 in Ketchikan**

UAS Staff Council Minutes- **draft**

Thursday December 8, 2011 9:00 a.m. – 5: 00 p.m.

Ketchikan Campus, Room 303

1. **8:00 a.m. Roll call**
 - Mary McRae Miller, President
 - Gwenna Richardson, Vice-President
 - Debbie Muller, Secretary
 - Mischelle Pennoyer, Juneau Member-at-Large
 - Marianne Ledford, Ketchikan Member-at-Large
 - Kim Davis, Sitka Member-at-Large
 - Mae Delcastillo, Vice-President-elect
 - Members of the Public: Dayna Mackey
2. **8:15 a.m. Campus tour by Gwenna and Marianne**
3. **9:00 a.m. – 10:00 a.m. Overview and discussion**
 - a. Staff Alliance/Council structure – local governance for non represented staff, eligible for benefits, Dan Julius, SW Staff person is Pat Ivey (Josh Luther, Kimberly Fakler) Alaska.edu, governance...Joella Sparks – Chair of Staff Alliance, Vice Chair – Monique Music (sp??)
 - b. Budget - \$8500.00
 - c. Current status and issues – tuition waiver, wage change issue on front burner...governor has to keep in...no firm commitment yet, bylaw changes to length of term, turnover coming up, touch on ASEA, opportunities missed & otherwise
 - d. **Tony Mansueto joined us for approx. 1/2 hour**
4. **10:00 a.m. – 12:00 p.m. Tuition waiver issue (Note: Break at 11 for 15 minutes)**
 - a. Review of proposed changes
 - b. Review of responses from staff
 - c. Create Staff Council response
 - d. Prepare for tomorrow's meeting
5. **12:00 p.m. – 1:00 p.m. Lunch**
6. **1:00 p.m. – 2:00 Raising interest in Staff Council and effectiveness of our work**

Moved to January meeting
7. **2:00 p.m. – 2:15 p.m. Break**

Gwenna took over and Mary worked on resolution
8. **2:15 p.m. – 3:45 p.m. Subcommittee reports**
 - a. Training Committee –FERPA suggestion – get Dayna Mackey access to SC-01 “test” course
 - b. Wellbeing Committee – Health, Morale, Grant money discussion w/Jim Danielson
 - c. Healthcare Committee – Tobacco (moved from Wellbeing) moved to January
 - d. Communication Committee – n/a
9. **3:45 p.m. – 4:00 p.m. Break**
10. **4:00 p.m. – 5:00 p.m. Individual time to work on a succession binder – opted not to do this**

UNIVERSITY *of* ALASKA

Staff Alliance

DRAFT MINUTES

Tuesday, January 17, 2012, 10:00am-12:00noon

1. Call to Order and Roll Call

2011-2012 Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council (FAI)

Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly (FAI)

Melodee Monson, President, UAA APT Council, (ANC)

Craig Mead, President, UAA Classified Council (ANC)

Pips Veazey, President, UAF Staff Council (FAI)

Gwenna Richardson, President, UAS Staff Council (Ktchn)

Mae Delcastillo, Vice President, UAS Staff Council (JUN)

Erica Kurowski, Vice President, Statewide Administration Assembly (ANC)

Pat Ivey, Executive Officer, System Governance

Tara Ferguson, Director, Compensation

2. Adopt Agenda

MOTION: PASSED

“The Staff Alliance moves to adopt the agenda for the January 17, 2012 meeting. This action is effective January 17, 2012.”

3. Approve Minutes

3.1 Approve November 8, 2011 Minutes.

MOTION: PASSED

The Staff Alliance moves to approve the minutes for the November 8, 2011 meeting as amended. This action is effective January 17, 2012.”

3.2 Approve December 6, 2011 Minutes.

4. Welcome new Staff Alliance member
Members introduced themselves to new Staff Alliance member Mae Delcastillio, new vice president of the UAS Staff Council.
5. Chair's Report
There has been no word on the status of the policy and regulation review.

Guest and Public Comments.
There were no guest or public comments
6. Strategic Direction Questions
Schedule a strategic planning session for the Staff Alliance with Paula Donson. Monique Musick will follow up with Paula Donson regarding issues and updates.
 - Send changes to questions to Juella Sparks.
 - Have Dr. Julius clarify to whom correspondence to Paula Donson should be sent.
7. Educational Benefit Status report
The Staff Alliance resolution was disapproved by President Gamble who indicated the matter should go to the System Governance Council which meets January 23. Juella Sparks will speak with Donald Smith about deadlines.
8. Staff Alliance Committees and Working Group Reports: 1) Opportunity to share items that require immediate attention; 2) To accommodate extended guest time for this meeting, please review attached written reports for more general update information.
 - 8.1 Staff Health Care Committee
Chair: Craig Mead, ancim@uaa.alaska.edu
SA Members: Erica Kurowski, elkurowski@alaska.edu
Monique Musick, mmusick@alaska.edu
Gwenna Richardson, girichardson@uas.alaska.edu
 - 8.2 Compensation Working Group
Chair: Erica Kurowski, elkurowski@alaska.edu
Co-Chair: Maria Russell, mtrussell@alaska.edu

The FY13 UA budget request contains a 3.5 percent salary increase for non covered employees.
9. External Administration Committee/Council Reports: 1) Opportunity to share items that require immediate attention; 2) To accommodate extended guest time for this meeting, please review attached written reports for more general update information.

9.1 Human Resources Council

Liaison: Monique Musick, mmusick@alaska.edu
1st Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu
2nd Alternate: Juella Sparks, jtsparks@alaska.edu

Erica Van Flein has been appointed Benefits Director to replace Mike Humphrey. Responsibilities of her previous position have been outsourced to a contractor recommended by Alyeska.

9.2 Business Council – ON HIATUS PENDING HIRING OF NEW CFO

Liaison: Craig Mead, ancim@uaa.alaska.edu
1st Alternate: Pips Veazey, adveazey@alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

9.3 IT Executive Council - ITEC – OIT Review Attachment

Liaison: Pips Veazey, adveazey@alaska.edu
1st Alternate: Melodee Monson, anmam@uaa.alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

The ITEC meeting was cancelled.

9.4 Student Services Council

Liaison: Melodee Monson, anmam@uaa.alaska.edu
1st Alternate: Monique Musick, mmusick@alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

SSC has not met but is meeting this Thursday.

9.5 Tuition Task Force

Liaison: Juella Sparks, jtsparks@alaska.edu
Alternate: Mary McRae Miller mmcrae1@uas.alaska.edu

Mae Delcastillo was appointed as alternate to replace Mary McRae Miller.

9.6 Joint Health Care Committee

Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu
Voting Member Lisa Sporleder 2010-2012, lesporleder@alaska.edu
Alternate: Craig Mead, ancim@uaa.alaska.edu

A written report was attached to the agenda. The tobacco surcharge is not going forward for now but the university will no longer hire anyone who uses tobacco products.

9.7 Retirement committee

Liaison: Erica Kurowski, elkurowski@alaska.edu
Alternate: Pips Veazey, adveazey@alaska.edu

No meetings were held

- 9.8 Educational Benefits Project Team
Liaison: Juella Sparks, jtsparks@alaska.edu
1st Alternate: Mary McRae Miller, mmcrae1@uas.alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu
- There was nothing to report.
- 9.9 Other External Committees/Reports/Assignments
10. Staff Governance Reports
- 10.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo
- Mae Delcastillo was elected vice president of the UAS Staff Council. Gwenna Richardson replaced Mary McRae Miller as President. The Staff Council meets next on January 24.
- 10.2 UAA Classified Council, APT Council: Melodee Monson and Craig Mead
- The Classified Council and APT Council have not met since the last Staff Alliance meeting.
- 10.3 UAF Staff Council: Pips Veazey and Juella Sparks
- Staff who teach as adjunct faculty will be paid differently. Training will be provided.
- 10.4 Statewide Administration Assembly: Monique Musick and Erica Kurowski
- SAA is looking for feedback on the policy review and drafted its own tuition waiver resolution for first reading. SAA is working on a budget brown back, longevity awards and updating its web site.
11. Other Items of Concern
- Calendar Dr. Julius on all Staff Alliance meetings.
 - Send copies of all agendas to Dr. Julius, Donald Smith, Tara Ferguson and Jennie Grieve
 - Mae Delcastillo replaced Mary McRae Miller as alternate on the compensation working group.
12. Agenda Items for Next Meeting (February 14, 2012)
- Invite Chris Christensen and Michelle Rizk. If they cannot attend, invite them to the March retreat.

- Get feedback from Chris on whether or not to meet in Juneau
- Constitution and bylaws
- Web Site
- Education Benefits
- If there is no reason to meet in Juneau the Staff Alliance will hold its spring retreat in Anchorage March 22 and 23. President Gamble gave options of either March 20, 21 or March 23 and will be advised that the Alliance has chosen March 23.

13. Comments

There were no additional comments.

14. Adjourn

15. The meeting was adjourned at 11:59am.