

**University of Alaska
Anchorage College of Health
Department Of Human Services**

**Criteria and
Guidelines For
Faculty Evaluation**

This document is to be used in conjunction with the UNAC Collective Bargaining Agreements, the University of Alaska Board of Regents policies, College of Health policies for te

TABLE OF CONTENTS

Introduction.....	3
Teaching Activities.....	4
Service Activities	4
Faculty Evaluation Process	4
Workload Components.....	5
Teaching Defined	5
Service Defined.....	5
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WORKLOAD COMPONENTS

Teaching Defined

Teaching is the act of imparting knowledge and/or skill through instruction; to assist another person to learn through example or experience. There are multiple ways in which the Department of Human Services faculty teach both in and out of the classroom, on and off campus. Components of teaching may include, but are not limited to the following:

1. Formal classroom teaching, including campus, distance and off-campus courses where University credit is given and the number of student contact hours is defined.
2. Individualized instruction, including independent and directed study.
3. Student advising of currently or soon to be enrolled students.
4. Program and curricula development.
5. Course development and revision.
6. Development of distance education courses.
7. Instructional materials, manuals and media development and presentations.
8. Other teaching experiences such as short courses or guest lectures.
9. Supervision of student field practicum placement.
10. Supervision or mentoring of new or adjunct faculty.
11. Preparation of assessment, program review and/or accreditation materials.

Service Defined

Professional Service relates to leadership contributions and activities of the faculty member's discipline. Professional service includes membership, leadership, participation in professional societies, conferences, and other professional activities.

University of Alaska Anchorage administered student evaluations. The faculty member is encouraged to organize appropriate materials for review by attaching a short self-evaluation that catalogs the materials and comments on noteworthy features. The materials assembled by the faculty member should reflect instructional activities during the appropriate evaluation period. Contents of the file will depend on whether the faculty member is progressing towards tenure, is applying for tenure and/or promotion, or is undergoing a post-tenure review. Faculty must organize their file in accordance with the United Academics Collective Bargaining Agreement and the latest version of the University of Alaska Anchorage Faculty Evaluation Policies and Procedures.