

**COUNSELING FACULTY EVALUATION PROCEDURES  
FOR  
RETENTION, PROMOTION, TENURE AND PERIODIC REVIEW**

**1. THE COUNSELING FACULTY REVIEW PROCESS**

*The steps in the review process are as follows:*

- Step 1 (For Advising and Counseling Center Faculty)  
Elected Counseling Faculty Chair, if applicable;  
  
(For non-Advising and Counseling Center Faculty)  
Review by direct supervisor;
- Step 2 Peer Review Committee;
- Step 3 Dean of Students;
- Step 4 University-wide Faculty Evaluation Committee;
- Step 5 Vice Chancellor for Student Services;
- Step 6 Chancellor

Candidates at extended colleges are reviewed by their direct supervisor. In addition to the formal written evaluation, an oral interview occurs at this time.

**1.1 Review Procedures**

The review is restricted to (1) material in the ... (2) ...



recommendation for retention does not necessarily imply satisfactory progress toward promotion and tenure, but reviewers shall comment specifically on these matters. All retention reviewers will consider the faculty member's performance from the time of initial appointment or last promotion, whichever applies.

### **3.2 Promotion:**

Promotion recommendations for eligible faculty members will be based on criteria given in this document. The review period is the time since initial appointment or the

candidate's last promotion, whichever applies.

### **3.3 Periodic Reviews of Tenured Faculty:**

Tenured Faculty will be reviewed periodically to determine whether or not the candidate continues to meet promotion criteria. For a description of the candidate's current...

discipline or appropriate field; for Bipartite workload faculty, a Master's degree. For either workload, the appropriate field shall be Counseling, Psychology, Social Work, Guidance and Counseling, College Student Personnel Administration, or Rehabilitation Counseling, or other counseling related field.

2. Documented evidence of potential for successful counseling/teaching and service.
3. If the applicant has a Tripartite workload, potential for successful research/creative Activity must also be demonstrated

**Application of the Criteria**

[Redacted content]

Alaska Anchorage under terms of the Board of Regents' Policy 04.11.01, July 1, 1987.

2. Documented evidence of exemplary counseling/teaching and service.
3. If the candidate has a Tripartite workload, documented evidence of exemplary research/creative activity should be included.
4. Five years at the rank of Associate professor, of which three must be at UAA.

**Application of the Criteria**

The key term in the evaluation is "exemplary," which is taken to mean "serving as a positive model for the profession." The candidate must demonstrate through the promotion file that each component of his or her workload meets this requirement. If so,

the recommendation shall be to promote. If the recommendation is against promotion, the

8. Guest lecturing to classes in other university departments

9. Designing and providing orientation to new students

10. Providing crisis intervention counseling

11. Designing and delivering counseling services to special student populations, i.e.,

Alaska Native, disabled, or other economically disadvantaged, etc.

*Service to the community* is by definition service which is not compensated except as part of the normal University compensation. It is composed of two types:

Professional community service is a contribution made by a faculty member which required competence and skills in his or her profession. General areas of professional service include: technical assistance, evaluation, non-research

organizational leadership due specifically to one's professional skills and background and other activities which demonstrate the professional skills

8. Verification of certificates, licenses, degrees and courses

9. Student evaluation summaries of Advising/Counseling for the review year

(applicable to beginning 1990-91)