

SCHOOL OF NURSING  
FACULTY EVALUATION PROCEDURES AND CRITERIA  
FOR RETENTION, PROMOTION, TENURE, AND PERIODIC REVIEW

This document is to be used in conjunction with the UA Board of Regents' policies, University Regulation, and the UAA Policies. If there is a conflict between the policies and the School of Nursing Faculty Evaluation Procedures and Criteria for Retention, Promotion, Tenure, and Periodic Review, the policies will prevail.

Approved for Implementation August 2004

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Dr. Theodore L. Kassier, Interim Provost

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## **2.0 CRITERIA FOR PROMOTION**

### **2.1 Promotion to Assistant Professor**

#### 2.1.1 Criteria for promotion to Assistant Professor:

- a. Appropriate degree, as described in 3.8.1 of this document;
- b. Evidence of potential for successful teaching and service;
- c. If the applicant has a Tripartite workload, potential for successful research/creative activity; and
- d. Three years at the rank of instructor.

#### 2.1.2 Application of the criteria:

The key concept in the evaluation is “potential for successful teaching, service, and/or research.” The candidate must demonstrate through the promotion file that each component of his or her workload meets the minimal requirements for the next level. If so, the recommendation shall be to promote. If the recommendation is against promotion, the reviewer shall state objectively how the candidate fails to meet the requirements.

### **2.2 Promotion to Associate Professor**

#### 2.2.1 Criteria for promotion to Associate Professor:

- a. Appropriate degree, as described in 3.8.1 of this document;
- b. Evidence of successful teaching and service;
- c. If the candidate has a Tripartite workload, evidence of successful research/creative activity;
- d. Five years at the rank of Assistant Professor, of which three must be at UAA.

#### 2.2.2 Application of the criteria

The key concept in the evaluation is “successful teaching, service, and/or research.” The candidate must demonstrate through the promotion file that each component of his or her workload meets the minimal requirements for the next level. If so, the recommendation shall be to promote. If the recommendation is against promotion, the reviewers shall state objectively how the candidate fails to meet the requirements.

## **2.3 Promotion to Professor**

### 3.1.2 Service criterion

Demonstrates participation in professional organizations and school-wide committees, which may be evidenced by:

- a. Contributes

- a. Serves on school/department committees.
- b. Advises student organizations.
- c. School representative to a University committee.
- d. Gives presentations to community groups.
- e. Develops instructional programs for community groups.
- f. Serves as a consultant to colleagues at a local level in areas of expertise.
- g. Earns commendation for service contributions from recognized source external to the University.
- h. Participates on committees within a professional or community organization.
- i. Contributes locally to the body of clinical nursing practice.
- j. Maintains national certification, advanced practice authorization or other credentials in specialty area.
- k. Is recognized locally as an expert in a field of study.

### 3.2.3 Research/creative activity criteria

Has an identified area of research interest and demonstrates productivity in research and/or scholarly activities, individually and/or in collaboration with colleagues, which may be evidenced by:

- a. Defined area of research (pilot project or more advanced study) in which individual has command of literature and appropriate design and research methods.
- b. Reports ongoing or completed studies through presentations or poster session.
- c. Critiques of research projects by peers and others reflects competence.
- d. Implements pilot projects or more advanced studies independently or in collaboration with colleagues.





- e. Authors chapter for book.
- f. Research proposals for external support are approved and/or funded.
- g. Non-research manuscripts are published as monographs, book sections, or as articles.
- h. Reputation as an expert researcher is initiated.
- i. Serves as a

- h. Contributes significantly to a major policy-making body of a service oriented community organization.
- i. Contributes nationally/internationally to the body of teaching practice in the area of clinical expertise.
- j. Is recognized nationally/internationally as an expert.
- k. Provides leadership on national clinical specialty committees.
- l. Provides leadership in the clinical specialty within multidisciplinary committees.
- m. Is recognized as an expert and consultant nationally/internationally in the area of the clinical specialty.

### 3.4.3 Research/Creative Activity Criterion

Independently (or as lead investigator) initiates, designs, executes, and reports original research. Expertise on research is recognized nationally. Research consultation is solicited by individuals beyond the local area (i.e., throughout the state or region). Achievement of the criterion may be evidenced by:

- a. Continues demonstration of productivity through publication in refereed professional journals and presentations at national and international conferences.
- b. Recognized by colleagues or experts as a senior researcher in areas of expertise.
- c. Appointed to regional and national research review boards and committees.
- d. Obtains significant external funding to support research interests.
- e. Reputation for outstanding scholarship at local, regional and national level.
- f. Serves as editor or on editorial board for professional journal.
- g. Mentors junior faculty.
- h. Authors a book.
- i. Participates in multidisciplinary committees to develop model policies for clinical practice,
- j. Has a documented pattern of leadership as chair and member of thesis committees, successfully guiding students through the research process.

### 3.5.0 Retention

All non-tenured, tenure-track faculty are subject to annual review for retention. A recommendation for retention does not necessarily imply satisfactory progress toward promotion and tenure, but reviewers shall comment specifically on these matters. Although retention reviews will consider the faculty member's performance from the time of initial appointment or last promotion, whichever applies, particular emphasis will be placed on the candidate's performance during the previous academic year.

### **3.6.0 Promotion**

Promotion recommendations for eligible faculty members will be based on criteria included in this document, as well as criteria included in Board of Regents' and UAA policies. The review period is the time since initial appointment or the candidate's last promotion, whichever applies.

### **3.7.0 Periodic reviews of tenured faculty not seeking promotion**

Reviewers will decide whether or not the candidate continues to meet the criteria for their current rank during the period since the candidate's last review. In accordance with Regent's policy and the applicable bargaining unit contract. The Director will notify faculty of the timeline for undergoing periodic review, which shall occur at least every three years.

### **3.8.0 Tenure**

The primary purpose of tenure is to assure the academic community of an environment that will nurture academic freedom by providing employment security to faculty members and faculty continuity to the university.

Tenure gives the full-time faculty member freedom to teach, to conduct research, pursue creative activity, and to engage in public service, but it does not release him or her from responsibility to maintain high standards of professional performance and conduct.

The awarding of tenure is a serious decision affecting both the individual faculty member and the University. Tenure is a privilege, not a right, and the standards demanded in achieving it are rigorous. "Adequate" or "competent" performance alone is not a sufficient basis for awarding tenure. Reviewers will consider not only the individual's continuing successful performance but also his or her contributions to the goals of the University as identified in its mission statement. The candidate must demonstrate past contributions and show potential for the future.

#### **3.8.1 Terminal degree**

- a. The terminal degree for faculty teaching in certificate and associate degree programs in nursing is the master's degree in nursing. The terminal degree for faculty with bipartite workload assignments in baccalaureate and master's programs in nursing science is the master's degree in nursing. For faculty with a tripartite workload assignment in the baccalaureate or master's programs in nursing science, the terminal degree is the doctorate in nursing or the master's degree in nursing and a doctorate in a related field. The doctorate should be in a discipline or profession relevant to the missions of the School of Nursing.

**4.0**



- d. Paid consulting service is composed of professional activity or consulting by a faculty member which falls within the guidelines and standards of the University of Alaska Anchorage. Professional and consulting services should be listed separately from professional and community service as described above. Professionally paid activities will be reviewed as to whether it constitutes service.

#### 4.2.2 Evidence of Service Activity

Faculty members are expected to document their service activities by presenting information about the time, effort and accomplishments associated with each. The faculty member's self-review should relate service activity to the requirements for the personnel decision under consideration.

### 4.3.0 The Review of Research/Creative Activity

Faculty members with tripartite workloads are expected to productively engage in research/creative activity.

#### 4.3.1 Examples of research/creative activities which lead to publication

- a. Research which consists of activities carried out with the primary intent to augment and develop knowledge in any field. In addition, activities which augment and develop knowledge, but are carried on with the primary intent or immediate consequence of practical application.
- b. Creative activities which represent the application of knowledge and capabilities in an innovative manner.
- c. Evidence of Research/Creative Activity in which faculty members will include information summarizing their research activities and their research productivity over the review period. The faculty member's self-review should relate evidence of creative activity in the file to the requirements for retention, promotion, tenure or periodic review.
  - 1. Research activities not presently represented in publications, presentations, or papers should be summarized. This may include research products completed but not reported, research products in progress, research proposals in preparation, or review of research proposals for funding agencies.
  - 2.

Refereed Monographs  
Approved or Funded Research Proposals  
Refereed Journal Articles  
Articles in Edited Books  
Refereed Proceedings  
Laboratory Manuals and Instructional Materials  
Non-Refereed Monographs  
Non-Refereed Journal Articles  
Reviews of Articles for Publication or Conference  
Presentation  
Reviews of Computer Software or Hardware Non-Refereed  
Proceedings  
Cases Published  
Research Reports  
Paper Presented at a Professional Meeting



- Summary list of courses taught at UAA
- Computer summary sheets for student course evaluations
- Course syllabi
- Summary of Research/Creative Activities
- Summary of UAA Service Activities
- Summary of Professional Activities
- Summary of Public Service Activities
- Summary of Professional Development
- Supporting Correspondence
- Verification of appropriate degree

It is recommended that the faculty member use a three-ring binder for the file. The different sections of the file should be organized with tab separators to allow reviewers to quickly find information and should correspond to the Table of Contents. A copy of the complete file should be kept by the faculty member.

#### **5.1.0 Annual Workload Agreements**

Past workload agreements for the review period are presented in sequential order.

#### **5.2.0 Annual Activity Reports**

Past activity reports for the review period.

#### **5.3.0 Goals and Objectives**

A concise presentation of the faculty member's short and long term plans for professional development are required to be presented.

#### **5.4.0 Self-Review**

The self-review is perhaps the most critical single document in the review file. In the self-review, the faculty member's case is presented by relating the specific information in the file to the requirements for the personnel decision under consideration. In addition, the self-review should relate directly the candidate's goals and objectives and how they were achieved.

#### **5.5.0 Past Reviews**

Past reviews in sequential order are included.

#### **5.6.0 Vita**

The vita is an especially critical document, providing information on the faculty member's education, professional development, creative accomplishments, and other

areas of professional activity. Several examples of well-prepared vitae are available for inspection in the Dean's office.

### **5.7.0 Summary of Teaching Related Activities**

A summary of courses taught during the period covered by the review should be presented. The list should be arranged chronologically by year and semester. Other relevant teaching activities are also summarized here.

### **5.8.0 Student Evaluations of Teaching**

Student evaluations (i.e., UAA generated student evaluations) of faculty members are to be included as part of a candidate's instructional ability. The evaluations will be used to assess the consistency of a candidate's instructional ability. Candidates may submit other forms of teaching evaluations (e.g., letters from students).

### **5.9.0 Course Syllabi**

The most recent course syllabus for each different course taught during the review period is provided.

### **5.10.0 Summary of Research/Creative Activities**

Present in chronological order an account of the research/creative activities accomplished during the review period. It is not necessary to include actual books, articles, paintings, etc., but these materials must be available to reviewers who wish to see them. The Director's office will receive bulky items and will forward them to the Dean's office, which will serve as a repository for bulky items during the review.

### **5.11.0 Summary of Service to the University**

Provide a list of relevant University services.

### **5.12.0 Summary of Professional Activities**

Provide a list of memberships in professional associations and any paid consulting activities.

### **5.13.0 Summary of Public Service Activities**

Present a list of those activities where the faculty member's professional expertise is the basis for public service.

### **5.14.0 Professional Development**

