

*Anthropology Unit Criteria*  
*Approved May 4, 2020 at Faculty Senate Meeting #248.*

## Chapter III: Faculty Evaluation

### A. Purpose

*Excerpted from the "University Policies and Procedures (The Faculty Blue Book)" Chapter III A.*

It is the policy of the university to evaluate faculty on the basis of the criteria identified below. Evaluations shall appraise the extent to which each faculty member has met the performance assignment, the extent to which the faculty member's professional growth and development have proceeded, and the prospects for the faculty member's continued professional growth and development. Evaluations shall also identify changes, if any, in emphasis required for promotion, tenure and continued professional growth and may result in the initiation of processes to improve performance.

For purposes of evaluation at UAF, the total contribution to the university and activity in the areas outlined below will be defined by demonstrated competence from the following areas:  
1) effectiveness in teaching; and/or 2) achievement in research, scholar-

**D. Criteria for Instruction**

A central function of the university is instruction of students in formal courses and

and at least two of the following that are supported with evidence that is not solely in the narrative self-evaluation:

- peer classroom observation(s) and evaluation of lecture(s),
- peer evaluation of course and compiled materials,
- pedagogical organization as evidenced through peer evaluation of course syllabi,
- documented use of best practices in teaching through external or peer review,
- evidence of meeting course-level student learning outcomes, which may include student pre/post tests,
- evidence of pedagogical training with peer or external reviewed and documented outcomes as implemented in the classroom

Individual units may choose to require particular items from this list through their unit criteria.

**E. Criteria for Research, Scholarly, and Creative Activity**

Inquiry and originality are central functions of a land grant/sea grant/space grant university and all faculty with a research component in their assignment must remain active as scholars. Consequently, faculty are expected to conduct research or engage in other scholarly or creative pursuits that are appropriate to the mission of their unit, and equally important, results of their work must be disseminated through media appropriate to their discipline. Furthermore, it is important to emphasize the distinction between routine production and creative excellence as evaluated by faculty peers at the University of Alaska and elsewhere.

1. \_\_\_\_\_

- b. Competitive grants and contracts to finance the development of ideas or projects and programs, these grants and contracts being subject to rigorous peer review and approval.
- c. Presentation of research papers before learned societies that accept papers only after rigorous review and approval by peers.
- d. Exhibitions of art work at galleries, selection for these exhibitions being based on rigorous review and approval by juries, recognized artists, or critics.
- e. Performances in recitals or productions, selection for these performances being based on stringent auditions and approval by appropriate judges.
- f.

- p. All scholarly publications shall be considered significant. This includes not only the writing of journal articles but also book chapters.*
- q. Contributions as editor or guest editor of books and journal volumes that substantially advance research in the discipline shall be evaluated in terms of the editor's contribution, to be delineated in the narrative portion of the tenure/promotion file.*
- r. Multiple-authored, peer-reviewed publications shall be evaluated in terms of the author's contribution, to be delineated in the narrative statement of the promotion and tenure file.*
- s. Curators at the University of Alaska Museum with a faculty appointment in Anthropology typically have a portion of their workload assigned to the department. The department will evaluate the curator's record of research.*

Individual units may choose to require particular items from this list through their unit criteria.

**F. Criteria for Public, University and Professional Service**

Public service is intrinsic to the land grant/sea grant/space grant tradition, and is a fundamental part of the university's obligation to the people of its state. In this tradition, faculty providing their professional expertise for the benefit of the university's external constituency, free of charge, is identified as "public service." The tradition of the university itself provides that its faculty assumes a collegial obligation for the internal functioning of the institution; such service is identified as "university service."

Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements. In formulating criteria for evaluation, promotion, and tenure, individual units should include examples of service activities and measures for evaluation appropriate for that unit. Effectiveness in public, university and professional service may be demonstrated through, e.g., appropriate letters of commendation, recommendation, and/or appreciation, certificates and awards, media presence and other public means of recognition for services rendered.

1. Public Service

Public service is the application of teaching, research, and other scholarly and creative activity to constituencies outside the university.

- c. Service on accrediting bodies.
- d. Active participation in professional organizations.
- e. Active participation in discipline-oriented service organizations.
- f. Consulting.
- g. Prizes and awards for excellence in public service.
- h. Leadership of or presentations at workshops, conferences, or public meetings.
- i. Training and facilitating.
- j. Radio and TV programs, newspaper articles and columns, publications, newsletters, films, computer applications, teleconferences and other educational media.
- k. Judging and similar educational assistance at science fairs, state fairs, and speech, drama, literary, and similar competitions.
- l. Active engagement in public communication of discipline-based knowledge, defined as using the research methods, theories, and analytical frameworks of the discipline to make discipline-based research hods, them\$ \$

k. Invoicing, transferring and securing of funds for the University for contract work (lab fees, consultant work) and intellectual property fees and commercialization fees.

3. Professional Service

Professional service includes activities related to promoting a faculty member's profession or specialization, including service to professional associations and organizations. Examples of such activity include, but are not limited to:

- a. Editing or refereeing articles or proposals for professional journals or organizations.
- b. Active participation in professional organizations.
- c. Active participation in discipline-oriented service organizations.
- d. Committee chair or officer of professional organizations.
- e. Organizer, session organizer, or moderator for professional meetings.
- f. Service on a national or international review panel or committee.

*In addition to the service listed above, evaluation of the*

- d. maintaining appropriate permits (as needed for the collections);*
- e. supervising collections managers, student employees, and volunteers;*
- f. working with public program staff to create exhibits and educational activities appropriate to the collection;*
- g. pursuing funding for collections growth and maintenance; and*
- h. producing curatorial or collections-related publications, reports, and/or manuals.*
- i. Ensuring university compliance with state and federal laws that pertain to the collection.*

**2. Specific criteria for curatorial performance:**

**Assistant Professor and Curator**

***Evidence of curatorial ability and a commitment to developing and managing research collections relevant to the area of specialization includes the following:***

- a. Curators will develop the collections as permanent record of the natural and/or cultural diversity of Alaska and the circumpolar north and as a research resource for studies of biological and/or cultural diversity.*

*Collections care includes responsibility for the physical condition and storage of objects/specimens, corresponding documentation, budgetary management, and annual reports.*

- b. Curators will preserve the specimens, artifacts, objects, and material under their purview through the use of methods and techniques professionally accepted within their respective disciplines.*
- c. Curators will ensure that all records and field notes concerning collection materials are maintained in a secure fashion and meet or exceed documentation standards for their respective discipline.*
- d. Curators will maintain current accession files, deaccession files, and catalogues of objects in their collections. They will develop electronic databases with computer data formats that follow data standards of the respective discipline and UAM.*
- e. Curators will develop, maintain, and revise written policies and procedures for caution of objects or specimens in their collections.*

- f. Curators will take part in interpretive activities of the museum in order to fulfill the museum's mission to interpret the natural and cultural history of Alaska. In this regard, preparation of small exhibit is approximately the equivalent of publication of a professional article; Project direction of a large complex exhibit that includes preparation of a serious catalogue is approximately the equivalent of publication of a scholarly book.*
- g. Curators will actively prepare grant applications for external support for their curatorial activities and collection-based research.*

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**G. Unit Criteria**

*Excerpted from the “University Policies and Procedures (The Faculty Blue Book)” Chapter III C.*

Unit criteria are recognized values used by a faculty within a specific discipline to elucidate, but not replace, the general faculty criteria established in D, E, F, above for evaluation of faculty performance on an ongoing basis and for promotion, tenure, 4th year comprehensive and diagnostic review, and post-tenure review. Discipline based unit criteria should be fully aligned with the university-wide evaluation criteria in order to reflect the specific nature of individual disciplines.

Unit criteria when developed by the faculty and approved by the Faculty Senate, must be used in the review processes by all levels of review. Their use is NOT optional. It shall be the responsibility of the candidate for promotion, tenure, 4th year comprehensive and diagnostic review, and post-tenure review to include these approved unit criteria and all their workloads in the application file.