

The UAF Faculty Senate passed the following at its Meeting # 96 on



## III. Procedures

A. A student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision.

1. Notification of the decision on the appeal must be provided to the Provost within 15 days from the first day of instruction of the semester in which the decision takes effect.

~~The Provost~~ The Provost may, at the discretion of the Provost, extend the deadlines in extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the Provost, after review of supporting documentation provided by the student, may adjust the deadlines accordingly. An extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.

3. The Provost will request the appropriate department chair or dean to conduct an informal review of the decision and a determination of whether the original decision should be

of the UAF Faculty Appeals and Oversight Committee.

- c. One tenure track faculty member from outside the college or school in which the decision was made. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.
  - d. The fifth member to be appointed by the Provost will be a non-voting student representative.
  - e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
  - f. The department chair of the program in which the decision was made will act as the program's monitor of all proceedings.
3. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's formal request.
- a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
  - b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
  - c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
    - 1) This is not the first properly prepared request for appeal.
    - 2) The request was not made within the policy deadlines.
  - d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department head and dean within five days of the decision, and will state clearly the reasoning for the dismissal of the request.
4. Acceptance for consideration of the student's request will result in the following:
- a. A request for and receipt of a formal response from the program to the student's allegation.
  - b. A second meeting scheduled to meet within 10 days of the decision to review the request.
    - 1) The student and a representative of the program will be invited to attend the meeting.
    - 2) The meeting will be closed to outside

participation, and neither the student nor instructor may be accompanied by an advocate or representative. Other matters of format will be announced in advance.

- 3) The proceedings will be tape recorded and the tapes will be stored with the campus Judicial Officer.
- 4) The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.

5. The final decision of the committee will be made in private by a majority vote.

- a. Actions which the committee can take if it accepts the student's allegation may include, but are not limited to, the following:
  - 1) direct the program to reconsider the decision,
  - 2) provide a final alternative decision.
- b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions.
- c. A formal, written report of the decision must be forwarded to the student, program/department chair, dean and Provost within five days of the meeting. The Provost shall then be responsible for communicating the decision to other relevant offices (e.g., Admissions, Registrar).
- d. The decision of the committee is final.

C. The entire process must be completed by the end of the semester in which the decision first took effect.

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The UAF Faculty Senate passed the following at its Meeting # 96 on September 25, 2000:

NOTION  
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The UAF Faculty Senate moves to amend the UAF Faculty Apn A

removed from the last "Blue Book" due to an erroneous belief that the faculty union contracts rendered them void or redundant in the "Blue Book". This is emphatically not the case, and so we have reinserted the relevant paragraphs on Unit Criteria from the previous "Blue Book".

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[[ ]] = Deletion  
CAPS = Addition

III. PERIODIC EVALUATION OF FACULTY

B. UNIT STANDARDS AND INDICES. UNIT STANDARDS AND INDICES ARE THE RECOGNIZED VALUES USED BY A FACULTY WITHIN A SPECIFIC DISCIPLINE TO ELUCIDATE, BUT NOT REPLACE, THE GENERAL FACULTY CRITERIA ESTABLISHED IN A., ABOVE, FOR EVALUATION OF FACULTY PERFORMANCE ON AN ONGOING BASIS AND FOR PROMOTION, TENURE AND SABBATICAL REVIEW

UNIT STANDARDS AND INDICES MAY BE, BUT ARE NOT REQUIRED TO BE, DEVELOPED BY THOSE UNITS WISHING TO DO SO. UNITS THAT CHOOSE NOT TO DEVELOP DISCIPLINE-SPECIFIC UNIT STANDARDS AND INDICES MUST FILE A STATEMENT SO STATING WITH THE CHANCELLOR'S OFFICE WHICH SHALL SERVE AS THE OFFICIAL REPOSITORY FOR APPROVED UNIT STANDARDS AND INDICES.

UNIT STANDARDS AND INDICES, IF DESIRED, WILL BE DEVELOPED BY THE FACULTY IN A DISCIPLINE. AFTER APPROVAL BY A MAJORITY OF THE DISCIPLINE FACULTY, THE UNIT STANDARDS AND INDICES WILL BE REVIEWED AND APPROVED BY THE COGNIZANT DEAN WHO WILL FORWARD THE UNIT STANDARDS AND INDICES TO THE PROVOST. THE PROVOST WILL REVIEW FOR CONSISTENCY WITH POLICY AND WILL FORWARD THESE STANDARDS AND INDICES TO THE SENATE FOR ITS AND THE CHANCELLOR'S APPROVAL.

UNIT STANDARDS AND INDICES WILL BE REVIEWED PERIODICALLY BY THE FACULTY OF THE UNIT. REVISION OF UNIT STANDARDS AND INDICES MUST FOLLOW THE ESTABLISHED REVIEW PROCESS. IF THE UNIT STANDARDS AND INDICES ARE NOT REVISED, A STATEMENT OF REAFFIRMATION OF THE CURRENT UNIT STANDARDS AND INDICES MUST BE FILED WITH THE CHANCELLOR'S OFFICE, FOLLOWING THE REVIEW

UNIT STANDARDS AND INDICES, WHEN DEVELOPED BY THE FACULTY AND APPROVED BY THE SENATE AND THE

- A. Linkage of Promotion/Tenure. An award of tenure is concurrent with promotion and vice versa. Any faculty member applying for promotion to the associate level must also apply for tenure; and a faculty member at the rank of assistant professor may not apply for tenure without concurrently seeking advancement to the rank of associate professor.
  
- B. Faculty with Academic Rank
  - 1. Criteria and Eligibility. A record of continuing effective performance shall be expected. Procedures, performance criteria and requirements are set forth in the applicable

