

Preparation of a file for evaluation can be a bit unnerving and is always a major chore for candidates. The unnerving part is that candidates are seldom sure about what to include and what to leave out. Obviously one does not want to leave out important things which peers, the department chairs, extended college directors, the dean, and all the others involved in the review process might find valuable and informative. On the other hand, the file should not be too large. This brief set of suggestions is designed to help faculty members who are preparing a file for evaluation make reasonable decisions on what to put into the file and how to organize it.

In preparing a file, keep in mind that it is just one of many being prepared for review. During a typical year at UAA, it is expected that approximately 40 to 50 faculty members will be applying for promotion and/or tenure, and that even more will be undergoing retention and periodic review. With that many to read, reviewers will appreciate well-organized and succinct files.

One way to keep the file concise is to remember that the normal period of review for promotion and/or tenure is from five to six years. That is the period of time on which to concentrate and for which to provide succinct information. Significant items prior to the review period may be briefly outlined in the Vita. (Note: The review period for tenured faculty members undergoing periodic review will be from the full academic year just prior to the date of the award of tenure or the last review, whichever is more recent. Promotion consideration will cover the period from the last promotion or, in cases where there have been no promotions, from the date of initial appointment as a faculty member. Tenure considerations will cover the total period from the date of initial appointment as a tenure-

FILE ORGANIZATION: Nothing may be added to the file after it has been submitted for review without

Statement of Application

What is the file being submitted for?

Promotion

Tenure

Post Tenure

Retention

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Current Vita

SELF-REVIEW:

Self-Reviews often cause consternation on the part of the candidates for promotion and/or tenure. One never knows what to write. The best guidance is to be truthful, brief, and positive. One to three pages should suffice in providing information to reviewers about the candidate's views of him- or herself as a faculty member.

GOALS AND OBJECTIVES:

This section is easier than the Self-Review. It should be brief and to the point, consisting of one to three pages. Simply relate the desired and expected accomplishments for the next couple of years in the areas of teaching, research/creative activity (if applicable), and service

PAST REVIEWS

They are required. Put them in sequentially and without comment.

SUMMARY OF TEACHING ACTIVITIES:

A one- or two-page summary of courses taught during the review period, broken down by year and semester. Other teaching-related activities such as developing lab manuals, preparing special courses, implementing new teaching techniques, etc. should be briefly summarized.

STUDENT EVALUATIONS OF TEACHING:

At the UAA MAU, provide the computer summary sheets here for the review period only. Be sure to include all of

COURSE SYLLABI:

Provide syllabi for each of the courses taught during the review period. This gives the reviewers some input as to how well the candidate's teaching activities are organized.

SUMMARY OF RESEARCH/CREATIVE ACTIVITIES:

Note: These comments and suggestions apply principally to faculty members on tripartite workload agreements; however, some bipartite faculty engage in research/creative activities during the review period and should report them.

This is a critical part of the review file, and it should be treated accordingly. Keep in mind that reviewers want to know what has been done in the way of research/creative activities during the review period. They do not usually want to see the actual output (i.e., actual books, monographs, paintings, music, etc.). Rather, they want to see a well-organized list of accomplishments. Some faculty submit boxes of books, papers, etc. expecting that reviewers would wish to read all of it. Reviewers do not have the time or the inclination, and often they may not have the vocabulary because the work is out of their field. Reviewers generally prefer a list in the evaluation file. If more is needed as backup material, it may be submitted as supplementary information.

Some helpful lists that might be provided for reviewers are as follow:

1. List of research/creative activity projects conducted at UAA during the review period.
2. List of research/creative activity projects conducted at other institutions during the review period.
3. List of research/creative activity proposals submitted during the review period.
4. List of research/creative projects funded during the review period and the amount of funds and funding agencies.
5. List of published books including the name of the publisher, dates, etw]TJ 0 0 Td ()Tj 0.001 Tc -0.3

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SUMMARY OF PUBLIC SERVICE ACTIVITIES:

Public service is an important part of every faculty member's employment at UAA. (Note: When the legislature funds this institution, it expects to see some service flow from the institution to the public without charges and hassles. So this is the place to provide reviewers with a list of all of the good things that have been done, within the field of the candidate's knowledge, to aid the general public. Church activities and being a scoutmaster don't count for much here. What counts more is serving on municipal and state committees, being a technical reference source, an art critic, a speech tournament official, etc.)

SUMMARY OF PROFESSIONAL ACTIVITIES:

Provide a list of all of the professional societies to which one pays dues each year and similar professional organizations (even if they don't charge dues).

Paid consultation should be listed here. Some folks are concerned about showing consulting as an activity. Most reviewers look upon paid consulting as a form of recognition of worth. So it is a positive thing to list. Specific amounts of compensation need not be listed. However, listing clients is not necessarily a bad idea, particularly if the clients include prestigious companies.

Note: Professional registrations or certifications may be included here, but also be sure to include them in the vita.

ANNUAL WORKLOAD AGREEMENTS:

These are required. They should be included without comment, but do organize them in sequential order.

ANNUAL ACTIVITY REPORTS:

These are required. Just include them in sequence and without comment.

ADDITIONAL HINTS:

1. The total thickness of the complete file should be no more than one or two inches. Any thicker than that is a waste of time for both the preparer and the reviewer.
2. Do not include personal pictures.

