

thesis resulting from that research. Faculty members may also wish to act as consultants on classified research projects not involving the use of University facilities.

For reasons such as the above, proposals to conduct classified and proprietary research will be reviewed on a case-by-case basis by the university campus chancellor. With disclosure to the Faculty Senate, an Faculty Research Oversight Committee will advise the chancellor by means of a finding arrived at by a review following the guidelines set forth below.

Basic Principles

The UAF mission statement proclaims that the University of Alaska Fairbanks is "the nation's northern most Land, Sea and Space Grant university and international research center, [which] advances and disseminates knowledge through creative teaching, research and public service with an emphasis on Alaska, the North and their diverse peoples" (BOR policy 10.01.03). Through exercising the fulfillment of that mission, the university has made possible relationships with government and industry presenting intellectual and professional opportunities to faculty and students that they would not otherwise have. Concomitant with the open and full pursuit of that mission comes our understanding that the pursuit of knowledge must be tempered by ethical obligations to society hence our concern with an ethical approach to permitting classified and proprietary research on campus.

Definitions

Classified Research: Research that has a security classification established by a federal agency. Various agencies of the federal government may designate some federally sponsored research project, either all or a portion of a particular project, as Top Secret, Secret, or Confidential. Under the terms of this policy, research projects so designated are considered classified.

Proprietary Research: Industrially sponsored proprietary research for which the sponsor requires a delay in publication of the results after submission of the final report.

Faculty Research Oversight Committee

The Faculty Senate shall establish a Faculty Research Oversight Committee as a standing committee of the senate to review all classified and proprietary proposals, grants, and contracts according to the guidelines listed below and to advise the chancellor of their compliance or lack thereof with university policy. Membership on the committee shall be limited to 9 senators, with no more than 2 members being from the same unit. A Facilities Security Officer shall be an ex-officio member of the committee. The committee will also include someone from the Office of Sponsored Research and a designee of the chancellor as ex-officio members. Committee membership must broadly represent the university community.

Guidelines for the Faculty Research Oversight Committee for Reviewing Classified or Proprietary Research Proposals

Proposal review requires that each principal investigator prepare a short non-classified or non-proprietary description and title for the project that can be publicly reviewed. The following will apply to such statements. The Facilities Security Officer must participate in the review process to clarify questions pertaining to classified material.

1. The university will undertake only those contracts and activities that do not compromise the safety and/or well being of Alaskans and that honor existing agreements with the diverse peoples of Alaska.
2. The university will under no circumstances enter into any agreement or contract for which the direct primary purpose of the research or application of the results is the destruction of human life or harm to humans.

3. The university will make every reasonable effort to keep classified information and activities separate from the normal academic functions of the university.
4. No thesis or project that may not be published because it contains federally classified or proprietary information will be accepted toward fulfillment of the requirements for an advanced degree.
5. For proprietary research the university will not enter into or renew any contract or accept any grant that prohibits the open publication or dissemination of research results within a reasonable period, typically (and expected to be) no more than 60 days or a period negotiated at the time of contract.
6. No university courses given for degree credit shall be classified in any part.
7. The university will not accept any contract that cannot be publicly acknowledged. The university will maintain an open record of all classified and proprietary research contracts.
8. The university will permit the participation of faculty members in classified research of their c

sometimes arises, for instance, in connection with consulting work. This policy is directed towards maintaining a separation between classified information and the teaching and research functions of the university.

The UAF Faculty Senate passed the following at its Meeting #122 on April 5, 2004:

Resolution:

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Whereas current University practice does not allow a person to register for a class if there is an outstanding parking ticket even if the ticket is being contested, and

Whereas such a practice constitutes an undeclared qualification for course registration that is not stated in the catalog, and

Whereas students are being denied access to the University because of this practice, now

Therefore be it resolved that the Faculty Senate requests that the Business Office, Registrar, and Parking Services end this practice and sever all connections between parking violations and student registration.

The UAF Faculty Senate passed the following at its Meeting #122 on April 5, 2004:

MOTION:

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The UAF Faculty Senate moves to amend Section 3 (Article V, Committees, E. Standing) of the bylaws to establish a standing "Unit Criteria Committee."

CAPS = Additions

[[]] = Deletions

3. THE UNIT CRITERIA COMMITTEE WILL REVIEW PROPOSED UNIT CRITERIA FOR EVALUATION OF FACULTY SUBMITTED BY THE VARIOUS PEER-REVIEW UNITS OF UAF, AND TO WORK WITH THE HEADS OF THOSE UNITS (OR THEIR DESIGNEES) TO ENSURE THAT THEIR CRITERIA ARE CONSISTENT WITH CRITERIA DEFINED IN THE UAF FACULTY APPOINTMENT & EVALUATION POLICIES & REGULATIONS "BLUE BOOK". THE COMMITTEE WILL ALSO REVIEW PROPOSED CHANGES TO THE "BLUE BOOK."

TO ENSURE THAT PERSPECTIVES FROM ACROSS UAF ARE REPRESENTED, MEMBERSHIP WILL CONSIST OF FACULTY SENATORS, WITH ONE MEMBER DRAWN FROM EACH OF THE FOLLOWING SCHOOLS/COLLEGES: CLA CRA/CES CSEM SFOS ENGINEERING AND ONE FROM SNRAS, SOED, OR SOM.

EFFECTIVE: Immediately

RATIONALE: Currently the Senate has an Ad Hoc committee that fulfills this responsibility. That committee is composed of members drawn from the Senate's other standing committees, with the result that members of the Unit Criteria committee are effectively pulling double duty. It is apparent that the work done by this committee will be ongoing, as each unit develops criteria and is required to renew them via the Faculty Senate every five years.

The UAF Faculty Senate passed the following at its Meeting #122 on April 5, 2004:

MOTION:

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The UAF Faculty Senate moves to approve the Unit Criteria for the Science and Engineering units of CSEM. These criteria shall remain in effect in the event that there is a dissolution of CSEM until such time as the units develop criteria of their own.

EFFECTIVE: Immediately, Upon Chancellor Approval

RATIONALE: The committee assessed the unit criteria submitted by the College of Science, Engineering, and Mathematics (CSEM). With some changes, agreed upon by the school representative, the unit criteria were found to ~~comply~~ conform with UAF guidelines.

There is a proposal to move Engineering into a new College of Engineering and Mining. These criteria will continue to be in effect until each of the separate units develop criteria of their own.

March 8 2004
UAF REGULATIONS FOR THE EVALUATION OF FACULTY:
ANNUAL REVIEW, PRE-AND POST-TENURE,
PROMOTION, TENURE REVIEW
AND
COLLEGE OF SCIENCE, ENGINEERING AND MATHEMATICS
UNIT CRITERIA

THE FOLLOWING IS AN ADAPTATION OF UAF AND BOARD OF REGENTS (BOR) CRITERIA FOR ANNUAL REVIEW, PRE- AND POST-TENURE, PROMOTION, AND TENURE REVIEW, SPECIFICALLY DEVELOPED FOR USE IN EVALUATING FACULTY IN CSEM. ITEMS IN BOLDFACE CAPITAL LETTERS ARE THOSE SPECIFICALLY ADDED OR EMPHASIZED BECAUSE OF THEIR RELEVANCE TO CSEM FACULTY, AND BECAUSE THEY ARE ADDITIONS AND CLARIFICATIONS TO UAF REGULATIONS. The CSEM Mathematical, Statistics and Computer Science Disciplines Criteria are submitted as a separate document.

I. Purview

The University of Alaska ~~is~~ ^{is} ~~the~~ ^{the} ~~of~~ ^{of}

A. Criteria for Initial Appointment. Minimum degree, experience and performance requirements are set forth in UAF Faculty Policies, Chapter IV. Exceptions to these requirements for initial placement in academic rank or special academic rank positions shall be submitted to the chancellor or chancellor's designee for approval prior to a final selection decision.

B. Academic Titles. Academic titles must reflect the discipline in which the faculty are appointed and reside within a specific discipline. Units wishing to appoint academic rank faculty within schools and colleges to titles must have the concurrence of the specific discipline in which the title resides.

C. Process for Appointment of Faculty with Academic Rank. Deans of schools and Colleges, and directors when appropriate, in conjunction with the faculty in a unit shall establish procedures for advertisement, review and selection of candidates to fill any faculty positions as they become available. Such procedures shall be consistent with the University's affirmative action policies and shall provide for participation in hiring by faculty and administrators as a unit.

D. Process for Appointment of Faculty with Special Academic Rank. Deans and/or directors, in conjunction with the faculty in a unit, shall establish procedures for advertisement, review, and selection of candidates to fill any faculty positions as they become available. Such procedures shall be consistent with the University's stated affirmative action policies, and shall provide for participation in hiring by faculty and administrators in the unit. These procedures shall be on file in the Chancellor's Office.

F. The highest and best qualified candidate for each discipline shall be recommended by the search committee to the Chancellor's Office for final approval.

3. "Special academic ranks." Ranks held by persons having the following title and the qualification specified:

Lecturer: employed to teach full- or part-time or titles of academic rank preceded by:

Adjunct: employed to teach on or more courses up to 15 credit hours per year, or other academic assignment at less than 50 percent of a full-time appointment

Visiting: employed to perform the faculty functions expected of academic rank for a specific period

Clinical: special category reserved for practitioners in the health care delivery professions.

These titles denote special academic rank exclusively. The title of instructor may also be a title for special academic rank at the discretion of the policies and procedures approved for each university or when included in the description of membership in the relevant Article of a collective bargaining agreement.

4. "Tenure." The statute univervan#usiucrt-tat

- d. emphasize regular feedback to students and reward student learning success
- e. demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level
- f. regularly develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design
- g. may receive prizes and awards for excellence in teaching

Specific Engineering criteria for teaching performance before appointment or promotion to:

Assistant Professor: Evidence of teaching ability and a commitment to a quality teaching program in the department

Associate Professor: The record must show that the material taught is contemporary and relevant and that the presentations stimulate the learning process. Evidence of the expected quality of instructional performance may include (but is not limited to) course and/or curriculum development, novel approaches to instruction, versatility in instructional assignments, effective guiding and mentoring of individual students, and effective classroom teaching performance.

Professor: Significant contributions to the instructional program are expected. These may include contributions to major improvements in course and/or curriculum offerings, ability to motivate and/or inspire students, and exemplary training of graduate students. Both faculty and students must consider the teaching performance to be high quality.

Specific Sciences criteria for teaching performance:

Assistant Professor: Evidence of teaching ability and a commitment to a quality and current teaching program in the department.

Associate Professor: The record must show that the teaching material is contemporary and relevant and that the presentations stimulate the learning process. Evidence of the expected quality of instructional performance may include (but not is limited to) course and/or curriculum development, novel approaches to instruction, versatility in instructional assignments, effective guiding and mentoring of individual students, and high quality classroom teaching performance.

Professor: Significant contributions to the instructional program are expected. These may include contributions to major improvements in course and curriculum offerings, ability to motivate or inspire students, and exemplary training of graduate students including success in graduating students. Both faculty and students must consider the teaching performance to be of high quality.

2. Components of Evaluation

Effectiveness in teaching will be evaluated through information on formal and informal teaching, course and curriculum material, recruiting and advising, training/guiding graduate students, etc., provided by:

- a. systematic student ratings, i.e. student opinion of instruction summary forms, and at least two of the following:
- b. narrative self-evaluation,
- c. peer/department chair classroom observations,

d. peer/department chair evaluation of course materials.

C. 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 an individual's peers at the University of Alaska, Fairbanks, and elsewhere.

1. Achievement in Research, Scholarly, and Creative Activity

Whatever the contribution, research, scholarly or creative activities must have one or more the following characteristics:

- a. They must occur in a public forum,
- b. They must be evaluated by appropriate peers,
- c. They must be evaluated by peers external to this institution so as to allow an objective judgment,
- d. They must be judged to make a contribution.

2. Components of Research, Scholarly and Creative Activity

Evidence of excellence in research, scholarly, and creative activity may be demonstrated through, but is not limited to:

- a. Books, reviews, monographs, bulletins, articles, proceedings, and other scholarly works published by reputable journals, scholarly presses, and peer-reviewed journals that are published in their disciplines and fields of study.

l. Awards of special fellowships for research or artistic activities or selection of tours of duty at special institutes for advanced study

m. Development of processes or instruments useful in solving problems, such as computer programs, SOPHISTICATED COMPUTER MODELS THAT HELP IN THE UNDERSTANDING OF COMPLEX SYSTEMS, and systems for the processing of data, genetic plant and animal material, and where appropriate, obtaining patents and/or copyrights for said development.

Specific criteria for Engineering research performance before promotion or appointment to:

Assistant Professor: Evidence of the ability to establish a viable research program in the area of specialization, normally a sub discipline of engineering (with the option of research in engineering education in certain circumstances).

Associate Professor: Must have established an appropriate research

D. Criteria for Public and University Service and PROFESSIONAL SERVICE
Public service is intrinsic to the land grant/sea grant/space grant tradition,

Examples of service activities appropriate for faculty in engineering include (but are not limited to):

- K-12 and/or informal engineering education
- Presentation of engineering to the public.
- Measures of effectiveness of performance include (but are not limited to):
- Accomplishments of the effort for organization to which service was provided
- Opinions of clients served and/or colleagues involved in delivery of service.

Specific Sciences criteria for science service performance:

Assistant Professor: None in addition to UAF criteria.

Associate Professor: Positive contribution to departmental and/or university matters, effective professional contributions to the public, and/or effective service to the profession are expected.

Professor: Evidence of leadership in the service area is mandatory. Significant contributions to the development of departmental and/or university programs are expected, including service to the general public and Alaska teachers.

Measures of effectiveness of performance include (but are not limited to):

- Accomplishments of the effort of organization to which service was provided.
- Official recognition of quality of service (e.g., awards, letters of recommendation).
- Opinions of clients served and/or colleagues involved in delivery of service.

E. Curation

Curators at the University of Alaska Museum (UAM) can hold a tenure-track faculty position. Rank and tenure are held within departments at UAF, and Curators are thus treated as joint appointments between a department and UAM. As is the case for all tenure-track faculty at CSEM, Curator's performances are evaluated on the basis of their activities in teaching, research and service.

1. Curation involves the management and development of a formally recognized University collection that exists to serve as a research resource for students and researchers at university, state, national, and international levels. Examples of curatorial activities include, but are not limited to:

- a. maintaining, enhancing, and enlarging the collection (includes computerization and database development, archival upgrades, specimen conservation and identification, and adding specimens or objects to existing collection)
- b. interacting with state and federal agencies and with the public on collections-related issues
- c. facilitating collections use through loans, exchanges, and visiting researchers
- 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

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 a 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.

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

1. 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.

2. Curators will ensure that all records and field notes concerning collection materials are maintained in the collection in a professional fashion and meet or exceed documentation standards for their respective discipline.

3. Curators will maintain current accession files, deaccession files, and catalogues of objects in their collections. They will develop electronic databases with appropriate formats that follow data standards of the respective discipline and UAM.

4. Curators will develop, maintain, and revise written policies and procedures for the care and protection of objects or specimens in their collections.

c. Curators will take part in interpretive activities of the Museum in order to fulfill the Museum's mission to present and apply the 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 of small policies

Professor and Curator

Significant development of the collections under the Curator's care is expected. This