

The UAF Faculty Senate passed the following at Meeting #189, March 4, 2013:

MOTION:

The UAF Faculty Senate moves to approve the Library Science Unit Criteria.

EFFECTIVE: Fall 2013

RATIONALE: The committee assessed the unit criteria submitted for review by Library Science

With some minor revisions, the unit criteria were found to be consistent with UAF guidelines.



President, UAF Faculty Senate

APPROVAL: 

Chancellor's Office

DATE: 5 March 2013

UAF REGULATIONS FOR THE APPOINTMENT AND EVALUATION OF FACULTY
AND **LIBRARY SCIENCE** UNIT CRITERIA STANDARDS AND INDICES

JANUARY 2013

THE FOLLOWING IS AN ADAPTATION OF UAF AND BOARD OF REGENTS'
~~CRITERIA FOR ANNUAL REVIEW, PRE-TENURE REVIEW, POST-TENURE REVIEW,~~

PROMOTION AND TENURE SPECIFICALLY DEVELOPED FOR USE IN
EVALUATING **LIBRARY SCIENCE** FACULTY. ITEMS IN BOLDFACE ARE THOSE
SPECIFICALLY ADDED OR EMPHASIZED BECAUSE OF THEIR RELEVANCE TO
THE DEPARTMENT'S FACULTY, AND BECAUSE THEY ARE ADDITIONS TO UAF
REGULATIONS.

CHAPTER I

Purview

The University of Alaska Fairbanks document, "Faculty Appointment and Evaluation Policies," supplements the Board of Regents (BOR) policies and describes the purpose, conditions, eligibility, and other specifications relating to the evaluation of faculty at the University of Alaska Fairbanks (UAF). Contained herein are regulations and procedures to guide the evaluation processes and to identify the bodies of review appropriate for the university.

The university, through the UAF Faculty Senate, may change or amend these regulations and procedures from time to time and will provide adequate notice in making changes and amendments.

These regulations shall apply to all of the units within the University of Alaska Fairbanks, except in so far as extant collective bargaining agreements apply otherwise.

The provost is responsible for coordination and implementation of matters relating to procedures stated herein.

RECOGNIZED QUALIFICATION FOR ACADEMIC LIBRARIANS. IN SOME CIRCUMSTANCES A MASTER'S OR DOCTORAL DEGREE IN A SPECIFIED

FIELD MAY SERVE AS AN ALTERNATIVE. 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.

CHAPTER III

Periodic Evaluation of Faculty

A. General Criteria

Criteria as outlined in "UAF Faculty Appointment and Evaluation Policies," Chapter IV, **AND LIBRARY SCIENCE UNIT CRITERIA AND INDICES**, evaluators may consider, but shall not be limited to, whichever of the following are appropriate to the

for a member's professional obligations, mastery of subject matter, effectiveness in

TEACHING WORKLOADS FOR LIBRARY SCIENCE FACULTY VARY

USUALLY FROM A BASE OF 1-2 UNITS PER YEAR. INSTRUCTION MAY ALSO INCLUDE CONTACT WITH STUDENTS OR OTHER AUDIENCES THROUGH DISTANCE DELIVERY, WORKSHOPS, SEMINARS, TRAINING AND PUBLIC PRESENTATIONS.

1. Effectiveness in Teaching

Evidence of excellence in teaching may be demonstrated through, but not limited to, evidence of the various characteristics that define effective teachers. Effective teachers:

a. are highly organized, plan carefully, use class time efficiently, have clear objectives, have high expectations for students **AND OTHER AUDIENCES:**

b. express positive regard for students, develop good rapport with students **AND OTHER AUDIENCES AND** show interest/enthusiasm for the subject;

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 observation(s),

d. peer/department chair evaluation of classroom(s)

AND OPTIONALLY:

PEER/DEPARTMENT CHAIR EVALUATION SUMMARY FORMS DESIGNED BY LIBRARY

**LIBRARY SCIENCE RESEARCH MAY INCLUDE SCHOLARSHIP OF
DISCOVERY AND INTEGRATION INVOLVING THE DEVELOPMENT,
EVALUATION AND INCORPORATION OF NEW IDEAS INTO EXISTING
SYSTEMS OF KNOWLEDGE- SCHOLARSHIP OF INSTRUCTIONAL**

**APPLICATION ESPECIALLY ADDRESSING SPECIFIC LIBRARY,
ARCHIVAL OR CURATORIAL PRACTICES AND THEIR RESULTS.**

1. Achievement in Research, Scholarly and Creative Activity
Whatever the contribution, research, scholarly or creative activities must have one or more of the following characteristics:
 - a. They must occur in a public forum.

g. Citations of research in scholarly publications.

h. Published abstracts of research papers

i. Reprints or quotations of publications, reproductions of art works and descriptions

of interpretations in the performing arts, these materials appearing in reputable works of

j. Prizes and awards for excellence of scholarship.

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

l. Development of processes or instruments useful in solving problems, such as computer programs and systems for the processing of data, genetic plant and animal material, and where appropriate obtaining patents and/or copyrights for said development. **PEER-REVIEWED ADAPTATIONS OF NEW TECHNOLOGY**

itself provides that its faculty assumes a collegial obligation for the internal functioning of the institution; such service is identified as "university service."

LIBRARY SCIENCE WORKLOAD.

1. Public Service

Public service is the application of teaching, research, and other scholarly and creative

2. University Service

University service includes those activities involving faculty members in the governance

institutes. It includes non-instructional work with students and their organizations. Examples of such activity include, but are not limited to:

a. Service on university, college, school, institute, or departmental committees or governing bodies.

b. Consultative work in support of university functions, such as expert assistance or

**MANAGEMENT OR ADMINISTRATIVE ACTIVITIES:
RESPONSIBILITIES MAY INCLUDE: BUDGETING; SUPERVISING AND
EVALUATING STAFF; STRATEGIC AND OTHER LONG-TERM
PLANNING; DEVELOPMENT OF POLICIES AND PROCEDURES; DATA
ANALYSIS, AND REPORT WRITING RELATED TO THE
FUNCTIONING OF THE LIBRARY.**

INFORMATION TECHNOLOGY:

INFORMATION TECHNOLOGY INVOLVES ASSESSMENT AND

**IMPLEMENTATION OF CURRENT TECHNOLOGIES PERTAINING TO
THE LIBRARY'S INFRASTRUCTURE AND OPERATIONS. THIS
INCLUDES THE PLANNING, CREATION, INSTALLATION AND**

MAINTENANCE OF SOFTWARE, HARDWARE, DESIGN, AND

ARCHITECTURE; AND DEVELOPMENT OF OPERATIONAL POLICIES.

ii. INTERACTING WITH STATE AND FEDERAL AGENCIES AND WITH THE PUBLIC ON COLLECTIONS-RELATED ISSUES;

iii. PROMOTING USE OF THE COLLECTIONS THROUGH LOANS, EXCHANGES, AND VISITING RESEARCH ACTIVITIES;

iv. DIRECTING COLLECTIONS MANAGERS, STUDENT EMPLOYEES,

v. CREATING EXHIBITS AND EDUCATIONAL ACTIVITIES AND

Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements. In formulating criteria, standards and indices