

# UNAC Faculty Evaluations Planner

(See UNAC CBA <http://www.alaska.edu/labor/unac/UNAC-2014-2016-CBA.pdf>)

COMPREHENSIVE REVIEWS		
Project Phase	Start	End
*Deadline to Advise Dean/Director (in writing) Intent to Stand for Tenure or Promotion in Upcoming Academic Year. Unit Member must submit complete CV and a list of two external reviewers. <sup>(1)</sup>		5/14/16 ----- 5/13/17
Unit Member's Submitted CV is Distributed by Dean/Director to External Reviewers and up to two Additional External Reviewers Selected by Dean/Director		6/30
Evaluation Files Workshop at Convocation		8/16
External Reviewers Submittal Deadline		9/1
Deadline for Dean/Director to Forward External Reviews (and Notice of Number Requested and Received) to Unit Member		9/8
*Unit Member Submits Comprehensive Evaluation File to Provost Office <sup>(2)</sup> (Per Appendix G: UAS Faculty Handbook)		9/12
Evaluation File Submitted to Peer Committees		9/13
Peer Committee Review Period and Deadline for Recommendations to Provost's Office w/copy to Unit Member	9/13	10/13
Deadline for Unit Member to Submit Written Comments on Peer Committee Recommendation to the Provost's Office		10/20
Dean/Director Review Period and Written Recommendations Due to Provost	10/20	1/5/17
Deadline for Unit Member to Submit to the Provost any Written Comments in Response to Dean/Director's Recommendation		1/12
Evaluation File Submitted to MAU Peer Review Committee <sup>(3)</sup>		1/12
MAU Committee's Review Period and Recommendations Due to Provost	1/12	3/1
Deadline for Unit Member to Submit to the Provost any Written Comments in Response to MAU Peer Review Committee's Review		3/6
Deadline for Provost to Review and Make Written Recommendation to Chancellor, w/copy to Unit Member	3/6	3/30
Deadline for Unit Member to Submit Written Comments in Response to Provost's Review to Chancellor		4/5
Chancellor Reviews File, Recommendation of Provost, and Notifies Unit Member of Decision (See UNAC CBA Appeal Procedures, Article 7.3)	4/5	5/1/17

ANNUAL REVIEWS	
Unit Member <u>not under comprehensive review</u> submits to Dean/Director a current CV and Annual Activity Report and brief self-evaluation narrative.	9/10
Dean/Director due date to provide written statement regarding sufficiency of Unit Member's performance in response to Annual Activity Report.	1/5/17

SABBATICALS & EMERITUS	
*Sabbatical Leave Application Due to Dean/Director (cc: Provost's Office)	10/3
*Dean/Director forwards Sabbatical Recommendations to Provost's Office for distribution to Review Committee	10/24
Review Committee forwards Sabbatical Recommendations to Chancellor (cc: Provost's Office)	12/14
Emeritus Nominations Due to Provost's Office	1/5
*Chancellor's Decision on Sabbatical Requests Deadline	1/23
MAU Committee's Emeritus Recommendations Due to the Provost	3/1
Provost Emeritus Recommendations forwarded to Chancellor	3/10
Chancellor's Decision on Emeritus Nominations Deadline	3/15

2016-2017

May	June	August
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December	January	February
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March	April	May
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

\* Per revised CBA, any deadlines which fall on a Saturday or Sunday are extended to the subsequent Monday.

## LEGEND

<div></div>	= Unit Member Action	<div></div>	= Other Action
<div></div>	= Committee Action	<div></div>	= Provost Action
<div></div>	= Dean/Director Action	<div></div>	= Chancellor Action
<div></div>	= Provost's Office		

### UNAC Faculty Review Schedule (4<sup>th</sup>, 7<sup>th</sup> Years of Service & 6<sup>th</sup> Year Post-Tenure)

The collective bargaining agreement with United Academics provides that faculty shall be reviewed annually, and comprehensively evaluated regularly. This schedule depicts the various project phases and important milestones. (Article 9.2.1 and 9.2.2)

<sup>(1)</sup> External reviews are required only for tenure or promotion reviews.

<sup>(2)</sup> The Provost has been deemed the 'designee' by Deans & Directors (see UAS Handbook and CBA).

<sup>(3)</sup> If the overall evaluation of the post-tenure review by the unit peer review committee and the Dean/Director is satisfactory, the review proceeds no further and is complete. (Article 9.2.5a)