

## Advice for Units Submitting Criteria

Your faculty colleagues who work on the Unit Criteria Committee look forward to reviewing your documents. The criteria to be reviewed may include criteria submitted every five (5) years for cyclical review pursuant to Blue Book regulations; and criteria proposed by units for revision out of cycle to address the changing needs of the Unit (i.e. restructuring, renaming and/or changes to faculty responsibilities).

The committee works hard to make the review process run as efficiently as possible, and offers the following suggestions to facilitate review of your documents.

- 1) Units submitting criteria for review by the Unit Criteria Committee should communicate with the Faculty Senate Coordinator and/or the committee chair to have their proposed criteria placed on the committee's agenda. Contact information for the coordinator and committee chair can be found at: <https://www.uaf.edu/uafgov/faculty-senate/>.
- 2) Units are strongly encouraged to communicate regarding intent to submit during the fall semester of the academic year of review and have criteria for review no later than the first meeting of the spring semester so as to allow sufficient time to respond to the committee's comments, and pass through the Faculty Senate process. The Unit Criteria Committee operates on the academic calendar year and meets monthly September through April.
- 3) Departments whose criteria are being reviewed by the Unit Criteria Committee are encouraged to send a representative to the relevant meeting(s) to answer any questions that may arise. Although the committee designates a member to take minutes, these take some time to be confirmed and posted to the Faculty Senate website at <http://www.uaf.edu/uafgov/faculty-senate/meetings/>. Representatives of units should thus take notes on the committee's feedback if revisions are suggested.
- 4) When in doubt about what you are doing and how to do it, contact the chair of the Faculty Senate Unit Criteria Committee or the Faculty Senate Coordinator <https://www.uaf.edu/uafgov/faculty-senate/>. If you have a question or are hesitant about something, please contact the Unit Criteria Chair before spending a lot of time going down an uncertain road. The Unit Criteria Committee members are happy to assist you throughout the process.
- 5) Unit Criteria that arrive at the Faculty Senate office with multiple errors or with significant discrepancies from the Provost's template will be returned to departments for correction. Units are responsible for:
  - a. confirming internally that the proposed criteria have been reviewed and approved by all unit members (or representative subcommittee tasked for criteria updates);
  - b. checking their document carefully to eliminate errors in grammar, usage, and formatting;
  - c. proofing their proposed documents against the standard template available on the Provost's website.

- 6) To facilitate review, units should provide **both** a “clean” and a marked-up copy of their criteria (the latter showing changes from the previously approved version) to the Unit Criteria committee. The marked copy and the approved criteria will be shared at the Faculty Senate level.
- a. When possible, use the final approved Word file obtained either from the Faculty Senate Coordinator or from your Unit’s internal records. Make sure this is the approved file. Edit this file in track change mode to indicate the proposed changes for easy review by the committee and senate. If substantial edits are being made, please provide comments or an accompanying document or email to identify and explain the changes;
  - b. If the Word file is not available, please provide a marked PDF with explanation of the proposed changes.
- 7) Tips on preparing your revised criteria:
- a. Make sure you are working from the most recent Unit Criteria template located at the bottom of the UAF Provost Unit Criteria Page <https://www.uaf.edu/provost/promotion-tenure/unit-peer-criteria/>. This template was created based on the UAF-wide criteria identified in the Blue Book (UAF’s Policies and Regulations for the Evaluation of Faculty dated May 2002, amended May 2004);
  - b. Do not alter the structure, organization or formatting of the criteria template including any deletion of template text;
  - c. Special unit criteria should “elucidate, but not replace, the general faculty criteria” to “take into account the distinctive nature of the discipline or special university assignment.”
  - d. Special unit criteria may only add to the standard template. Content that is added to the criteria template shall be identified by ***boldface italics*** as indicated in the preamble of the template. Your additions should not dilute the criteria. For example, if the criteria say that performance may be measured by any two of the following four items, you should not add to the four. Instead you should indicate that “additional indicators of performance or quality include x, y and z.”;
  - e. Do not use colored type font or other font styles not designated in the template;

The clean document should be ready for submittal. Any changes to this document including formatting will require review and approval at each level.