

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 those submitted every five (5) years pursuant to Blue Book regulations. They may also include those proposed by units for revision at other times. Special unit criteria may add to the standard template that is drawn from the Blue Book (available at the bottom of the page at <http://www.uaf.edu/provost/promotion-tenure/unit-peer-criteria/>) but may not alter its language or formatting.

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 committee should communicate with the Faculty Senate Coordinator and/or the committee chair to have their proposed criteria placed on the committee's agenda.
- 2) Units are strongly encouraged to submit criteria for review no later than the first meeting of spring semester so as to allow sufficient time to respond to the committee's comments.
- 3) Units are responsible for checking their document carefully to eliminate errors in grammar, usage, and formatting. Units are also responsible for proofing their proposed documents against the standard template available on the Provost's website. Special unit criteria may add to the template but may not alter its language or formatting. 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. 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 both the Unit Criteria committee and the Faculty Senate.
- 4) 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.