UNIT STANDARDS REVIEW PROCESS

I: DEPARTMENTAL DISCUSSION BEFORE OCTOBER 30

☐ Department creates/revises unit standards for department
☐ Chair approves and signs, then submits to Dean

II: SUBMISSION FOR REVIEW BY NOVEMBER 30

☐ Dean approves and signs
☐ Chair submits electronic copy of standards and paper signature page to Provost’s Office

III: REVISION PROCESS (as required)

☐ Unit Standards Committee reviews department’s unit standards and requests revisions
☐ Department makes revisions to document and returns electronically to Provost’s office
☐ Office of the Provost reviews department’s unit standards and requests revisions
☐ Department makes revisions to document and resubmits electronically to Provost’s office
☐ Unit standards go into effect 12 months from Provost’s approval

At each stage, the paper signature page must be sent to the next reviewer.