



Unit Standards for: \_\_\_\_\_ Year: \_\_\_\_\_

**I: DEPARTMENTAL DISCUSSION**

***BETWEEN SEPTEMBER 15 AND NOVEMBER 30, 2008***

- Create/revise set of unit standards for department
- Chair approves and signs
- Dean approves, signs, and returns to Chair

**II: SUBMISSION FOR REVIEW**

***BY NOVEMBER 30, 2008***

- Chair sends approved paper and electronic copy to Faculty Senate office, and
- Sends approved electronic copy to the Provost's office

**<< Unit Standards Committee reviews department's unit standards >>\***

*If unit standards are approved by the USC, then the document is forwarded to the Provost for approval.*

**<< Provost reviews unit standards >>\*\***

*If Provost approves, then the unit standards are returned to department and a copy is and posted on Provost's website. Target date: April 1, 2009*

**<< Unit standards go into effect 12 months from Provost approval. >>**

**III: REVISION PROCESS (If required):**

***BY MARCH 15, 2009***

***A. If revisions are requested by the Unit Standards Committee\*:***

- Make revisions to document and return to Faculty Senate office, including electronic copy.

**<< Unit Standards Committee reviews document and forwards to Provost for approval >>**

***B. If revisions are requested by the Provost\*\*:***

- Make revisions to document and return to Provost's office, including electronic copy.

*If Provost approves, unit standards are returned to department and posted on Provost's website.*

**<< Unit standards go into effect 12 months from Provost approval. >>**

***NOTE: At each stage, the signature page must accompany the unit standards and an up-to-date electronic version must be submitted to the Provost.***