

**Procedure**                      **Operating Procedures and  
Guidelines for Unit Standards  
Review**

Procedure Number: 501.10  
 Date Adopted: 3/13/08  
 Last Revision: 9/10/15  
 References: UFA [Collective Bargaining Agreement](#)  
 Approved by: Unit Standards Committee

The role of the University Standards Committee (heretofore USC) is to assure that unit standards are clear and at a minimum meet and comply with the standards outlined in the Collective Bargaining Agreement (CBA). This ensures that a unit’s standards don’t violate contract. USC must approve any proposed changes in accordance with the CBA. A copy of the approved standards and any communications to the unit should be filed in the Faculty Senate Office. The process outlined below is to be understood jointly with the CBA. Units are requested to keep unit standards concise and limit description of procedural details in the unit standards document. Further information about the Unit Standards Procedures are outlined on the [Office of the Provost’s Unit Standards webpage](#).

The objective of the USC is to look at each unit’s standards from an outsider’s point of view and from the perspective of a newly hired faculty member (.5 FTE and above). The USC evaluates the clarity of the Unit Standards in relation to the CBA and make recommendations based on elements that seem unclear (or don’t take into consideration changes to the CBA that may have occurred since the unit’s standards were last evaluated by the USC).

A new faculty member needs to know specifically what he/she needs to do to earn promotion and tenure as well as be competitive for merit awards, and the medium for articulating those expectations is the unit standards. Expectations not articulated in the unit standards are not part of a faculty member’s evaluation. Additionally, tenured faculty members looking for promotion to Full Professor and competitive merit awards need to have a clear sense of the metrics used to determine if they have met those required benchmarks. The USC helps Units craft standards that accurately reflect what the Unit values across rank and across the areas of teaching, research/creative activities, and service.

**Timeline** (effective 2016-17):

Date		
<b>February 1</b>	Provost informs units (dept. chairs) that the unit’s standards will be reviewed during the subsequent academic year.	Unit standards are up for review every five years (CBA 10.250).
<b>April 30</b>	Unit sends standards to the dean for review.	The dean signs the signature page and forwards to the Provost.

<b>Sept. 30</b>	The unit sends an electronic copy of unit standards that need to be reviewed to the Office of the Provost along with the paper signature page signed by the department chair and the dean.	The Provost promptly sends the electronic copy to the Faculty Senate Office for distribution to members of the USC. The Provost may send comments to the USC. Unit standards received after this deadline may be scheduled for review in the following academic year.
<b>Nov. 30</b>	USC reviews and signs unit standards and/or informs unit, dean and Provost of changes to be made to the document. The Faculty Senate Office maintains files of communications to units.	If suggested changes are substantial, USC may inform the unit that the department chair and dean should again sign the revised unit standards document
<b>Feb. 15</b>	Unit forwards adjusted standards document to Provost.	In the adjusted document submitted to the Provost, units are required to underline changes made to the document based on USC requests.
<b>By end of spring semester</b>	Provost approves unit standards and/or informs unit, dean and USC of changes to be made to the document. The effective date of reviewed unit standards is 12 months after approval by the Provost unless otherwise agreed (CBA 10.250).	Approved standards are posted to the Office of the Provost's website.