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

Procedure Number:	501.10
Date Adopted:	3/13/08
Last Revision:	04/13/2023
References:	UFA CBA
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 the CBA. 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](http://www.umt.edu/provost/faculty/unitstandards/default.php) (<http://www.umt.edu/provost/faculty/unitstandards/default.php>).

The objective of the USC is to consider each unit's standards from an outsider's point of view and from the perspective of a newly hired faculty member (0.5 FTE and above). The USC evaluates the clarity of the Unit Standards in relation to the CBA and makes 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 faculty member needs to know specifically what they need to do to earn promotion and tenure as well as be competitive for merit and outstanding performance 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. The USC helps units craft standards that accurately reflect what the unit values across rank and across the areas of teaching, scholarship/creative activity, and service.

Timeline (effective 2023-2024):

Date	Action	Notes
February 1	Provost informs units (dept. chairs) that their unit's standards will be reviewed during the subsequent academic year.	Unit standards are up for review every five years (CBA 10.130). The Provost's Office maintains the shared electronic file, available to the Faculty Senate Office and the USC, that includes communications to units.
April 30	Unit sends standards to the dean for review.	.
By Sept 30	The dean reviews the standards and signals approval by signing the signature page and sending the page to the unit.	
Sept. 30	The unit sends the standards to the Office of the Provost along with the signature page signed by the department chair and the dean.	The Provost promptly places the standards into the appropriate electronic shared folder for access by the Faculty Senate Office and the USC. Unit standards received after this deadline may be scheduled for review in the following academic year.
Nov. 30	USC reviews and signs unit standards (indicating approval) and/or informs unit, dean and Provost of changes to be made to the document. If substantive changes are needed, the unit is requested to submit revised standards to the USC for a 2 nd review.	If suggested changes are substantial, the USC may inform the unit that the department chair and dean should again sign the signature page.
Feb. 15	Unit forwards standards document to Provost.	
By end of spring semester	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	Approved standards are posted to the Office of the Provost's Department Reports website.

	the Provost unless otherwise agreed (CBA 10.130).	
--	---	--