

**DUE: APRIL 30**

When creating/revising your department's unit standards, make sure to include definitions and descriptions of standards for the following:

- **Promotion, Tenure, and Salary**
  - merit
  - normal increase
  - less than normal increase
- **General Activities**
  - classroom performance
  - student advising
  - scholarly publication or creative works
  - participation in professional organizations/societies, receipt of awards in recognition of professional accomplishments, or speaking engagements related to one's professional field
  - professional service demonstrated by consulting or other outside work for agencies, communities, schools, etc.; serving on advisory boards; and service on campus committees
  - research efforts related to grants, contracts, direction of student research, or professional research efforts incident to publication
- **General Education Activities**
- **Academic Appointments**
- **Documentation to Support Evaluation of Teaching, Research/Creative, and/or Public Service**
- **Standards/Procedures for Evaluation of Individuals on Grants, Contracts, or Other Work Assignments Outside the Normal Academic Activities of the Unit**
- **Ensure Peer Review**
- **Ensure Consultation**

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**CBA section 10.00:** The University Standards Committee shall work with units to bring the Unit Standards into compliance pursuant to Section 10.250. [The University Standards Committee shall have the responsibility of reviewing the unit standards on a five-year cycle, taking a fifth of the unit standards each year. Recommendations for change of the unit standards may be submitted to the Standards Committee by the unit faculty, the chairperson, the appropriate dean, or the Provost. The unit faculty, department chairperson, the University Standards Committee, the appropriate dean, and Provost must approve any proposed change. Any changes in unit standards resulting from this process shall not take effect until twelve (12) months after the decision, unless agreed otherwise by the unit faculty, the dean, and the Provost.]

CBA section 10.120: If the Standards Committee does not approve any specific set of unit standards within forty (40) working days of submission by the unit, those standards shall be forwarded directly to the Provost for consideration.

**Procedures:**

Units should submit a paper and electronic copy of their revised unit standards, with the signature page signed by the department chair and academic dean, to the Faculty Senate and the Provost's office.

The electronic file will be disseminated to the members of the Unit Standards Committee (USC) and the USC chair will direct the members to review the document and communicate concerns.

The USC chair will communicate any concerns/comments to the unit and ask for revisions if necessary. Once the committee approves the standards, the chair will sign the signature page and notify the unit of its approval. The Faculty Senate administrative assistant will forward the standards to the Provost's office. The Provost has 15 working days to approve, reject, or request modifications by the unit.

**[Examples of Unit Standards from all departments:](http://www.umt.edu/provost/faculty/deptreports/default.php)** <http://www.umt.edu/provost/faculty/deptreports/default.php>