



## Unit Standards Review and Approval Worksheet

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**Department:**

**Year:**

The University Faculty Association Collective Bargaining Agreement (CBA) 10.130 gives the Unit Standards Committee (USC) responsibility for reviewing each unit's standards on a 5-year rotating cycle. The USC is appointed by the Faculty Senate and is guided by Faculty Senate Procedure 501.10.

The objective of the USC is to review submitted 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 standards in relation to the CBA and makes recommendations based on elements that are unclear or do not reflect changes to the CBA that may have occurred since the unit's standards were last evaluated.

A faculty member needs to know the expectations to earn promotion and tenure as well as to be competitive for merit and outstanding performance awards. The medium for articulating these expectations is the unit standards. The USC helps units craft standards that accurately reflect what the unit values and expects across rank and across the areas of teaching, scholarship/creative activity, and service.

The USC reviews standards against criteria provided in CBA 10.120.3.c to ensure they:

- Are consistent with University Standards (CBA)
- Address the general activities of teaching, scholarship, and service
- Address participation in general education activities
- Address all academic appointments to the unit covered under the CBA
- Specify the documentation or other evidence required to support evaluation of teaching, scholarship/creative activity, and/or public service
- Specify, where appropriate, special standards and special procedures for the evaluation of individuals on grants, contracts, or other work assignments outside the normal academic activities of the unit, including but not limited to adjunct research faculty
- Guarantee peer review
- Ensure consultation between faculty members and chairpersons or deans before each individual recommendation is made final
- Specify criteria used to determine less than normal, normal, above normal, and outstanding

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This USC worksheet is intended to be read alongside the unit's standards as submitted to the USC, as both documents may contain comments, questions and recommended edits.

Once the standards have been revised, please return to:

- the Unit Standards Committee, OR
- the Office of the Provost