

Revision of Policy on Periodic Review of College and Department Personnel Procedures
(Approved June 23, 2005)

Section 612.4.2.b.(5) of the *Administrative Manual* is revised as follows:

- (5) College criteria, policies, and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, PP&R at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b. (6) for effective date for new or revised criteria.

Section 612.4.2.b. (6) is added as follows:

- (6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the College for approval by the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Section 612.5.2. is revised as follows:

2. Responsibilities.

- a. The Department Committee...
- b. The Department Committee...
- c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:
 - (1) Criteria for retention, tenure, and promotion. . . .
 - (2) Procedures for evaluating teaching effectiveness. . . .
- d. Each Department Chair shall distribute a copy of approved procedures to all faculty members in the Department.
- e. Unresolved differences between a College Committee and a Department Committee shall be referred to the Personnel Planning and Review Committee.

- f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, the College Committee and PP&R at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

- g. If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the Department for approval by the College Committee and the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.