

Section 706.1 and 706.2 (Department Guidelines for Lecturers and Timeline for Implementation of Changes)

(Approved 7/19/2021)

706 Establishment and Approval of Departmental Criteria and Evaluation Procedures

Should they choose to do so, Departments may develop specific criteria and evaluation procedures regarding appointment, service salary increase, and elevation to a higher salary range that are appropriate to the Department and that are consistent with University-wide criteria and procedures and with the Faculty Collective Bargaining Agreement.

- a. Department criteria, policies, and procedures, even if unchanged, will be reviewed in their entirety every five (5) years to assure consistency with College and University policies and procedures and the Faculty Collective Bargaining Agreement. This review will begin no later than the fall of the fifth academic year. After approval by tenure-track faculty in a Department vote, the procedures will be forwarded to the College Committee for review, and then be submitted to the Personnel Planning and Review Committee for review and approval. If substantive changes are made to the personnel procedures during the College or University review, the tenure-track faculty of the Department must vote to approve the modified document. Procedures not forwarded to, and approved by, the College Committee and the Personnel Planning and Review Committee at the five-year limit will revert to Section 700.

Should such specific criteria and evaluation procedures be developed by the Department, these criteria and evaluation procedures and any subsequent revisions or amendments to them must be approved by the College Dean and by the Personnel Planning and Review Committee, and may be reviewed by the College Personnel Committee if it so chooses. Review procedures and review timelines will be those of Section 612.5.2.f of the University Administrative Manual, Section 600, wherein the term "College Personnel Committee" will be replaced by the term "College Dean."

- a. 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. During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures will be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria. All faculty members appointed after the approval at the University level of the new College Personnel Procedures will be evaluated under these new criteria.