

Tips for Revising Unit Criteria

When in doubt about what you are doing and how to do it, contact the chair of the Faculty Senate Unit Criteria Committee. Committee information is posted online at: <http://www.uaf.edu/uafgov/faculty-senate/committees/>, or contact Emily Perryman at the Faculty Senate Office at 474-7964.

1. Make sure you are working from the most recent UAF-wide criteria located in the Blue Book (UAF's Policies and Regulations for the Evaluation of Faculty) dated May 2002 and amended May 2004.
2. Do not alter the structure and organization of the criteria.
3. Do not use colored type font; use black fonts only.
4. As a general rule, you may add to the criteria but not delete things from them.
5. Your additions should not dilute the criteria. For example, if the criteria say that performance may be measured by any two of the following four items, you should not add to the four. Instead you should indicate that "additional indicators of performance or quality include x, y and z."
6. Put any additions that you make to the criteria in ***Bold Italics*** so that the committee can quickly identify them.
7. If you have a question or are hesitant about something, please contact the Unit Criteria Chair before spending a lot of time going down an uncertain road. The Unit Criteria Committee members are happy to assist you throughout the process.