Criteria for Personnel Decisions: Guiding Principles
An advisory document prepared by the Personnel Policies Council
Reported out to Faculty Assembly on 2/26/2018

The Personnel Policies Council recommends that all department criteria guidelines follow these six principles:

1. **Written guidelines for the five criteria must be readily accessible to all faculty.** (Best practice would include a department-shared folder in Google Drive.) Departments should also consider creating an informal document to complement the criteria guidelines. This document would be referenced in the criteria guidelines but housed separately for updates, and include department expectations about days on campus, office hours, grading practices, textbook selection, folder preparation, etc.

2. **Guidelines should be revisited on a regular basis.** It may be easiest to align guideline review with program review.

3. **Each department needs to address the five criteria with sufficient specificity,** particularly in detailing expectations for the three traditional categories of teaching, research, and service. What “counts” in the department? How are accomplishments documented? How are specific accomplishments weighted?

4. **In departments with faculty that are assigned significant interdisciplinary responsibilities,** it is essential to address how the criteria expectations are amended to include these responsibilities. Examples include the importance of different types of scholarship, and stressing reasonable service expectations across multiple academic units. It may be appropriate for department guidelines to require an external review from other interdisciplinary scholars at specific points in the retention and promotion processes. [Note: Revisions to the Faculty Bylaws, Appendices B and D, passed on 2/12/2018 describe how to include interdisciplinary responsibilities in personnel decisions.]

5. In the interest of continuity with leadership changes, understandings about the contributions of various activities to a promotion and/or continuing appointment case should be documented among the candidate, department and personnel chairs, and the appropriate dean.

6. **All departments should discuss their guidelines with the appropriate dean** to ensure consistency of expectations in the personnel process.