



**Northern Illinois
University**

College of Liberal Arts and Sciences

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August 17, 2012

MEMORANDUM

To: Department Chairs & Division Directors
College of Liberal Arts and Sciences

From: Christopher K. McCord
Dean

Re: Personnel Regulations

According to section 6.21 of the NIU Constitution & Bylaws, “Departments shall provide faculty members with statements of criteria and policies for various personnel actions, the types of evidence to be evaluated, the procedures to be followed in making personnel recommendations – including provisions for student participation in the personnel process – and dates for compliance...” Each new faculty member, appointed on a regular faculty contract, shall be given a copy of these and all other pertinent college and university personnel policies when employed.”

Per agreement with the Provost’s Office, departments will have discharged their responsibilities if they provide a list of the relevant documents to faculty members and make these documents available for inspection. If, however, a faculty member requests a copy of any of these documents, the department should provide one.

The list of relevant personnel documents at the College, University, and Board of Trustees levels is as follows:

Board of Trustees Regulations, Article III (The Board of Trustees and NIU)

<http://www.niu.edu/board/regs/introduction.shtml#anchor564500>

NIU Constitution and Bylaws

http://www.niu.edu/u_council/constitution/index.shtml

Academic Policies and Procedures Manual, Section II

<http://www.niu.edu/provost/policies/index.asp#II>

Working Rules for the University Council Personnel Committee
<http://www.niu.edu/provost/policies/appm/II18.shtml>

CLAS Policies, Procedures, and Criteria Concerning Personnel Recommendations
http://www.niu.edu/clas/audience/faculty/Personnel_Policies_and_Procedures.pdf

Working Rules of the CLAS College Council, Procedures on Appeal of Department Recommendation
<http://www.niu.edu/clas/audience/faculty/appeal.shtml>

Equally important are your departmental personnel documents. At a minimum, each faculty member should be provided with a copy or a website reference of any departmental documents that deal with

- annual merit reviews
- annual reviews of progress toward tenure
- tenure and promotion reviews.

Let me also remind you that you must provide up-to-date copies of these departmental documents for the College office and that any **substantive** changes in departmental personnel practices and policies must be approved by the College Council.

cc: Raymond Alden, Executive Vice President and Provost

CKM/rdp