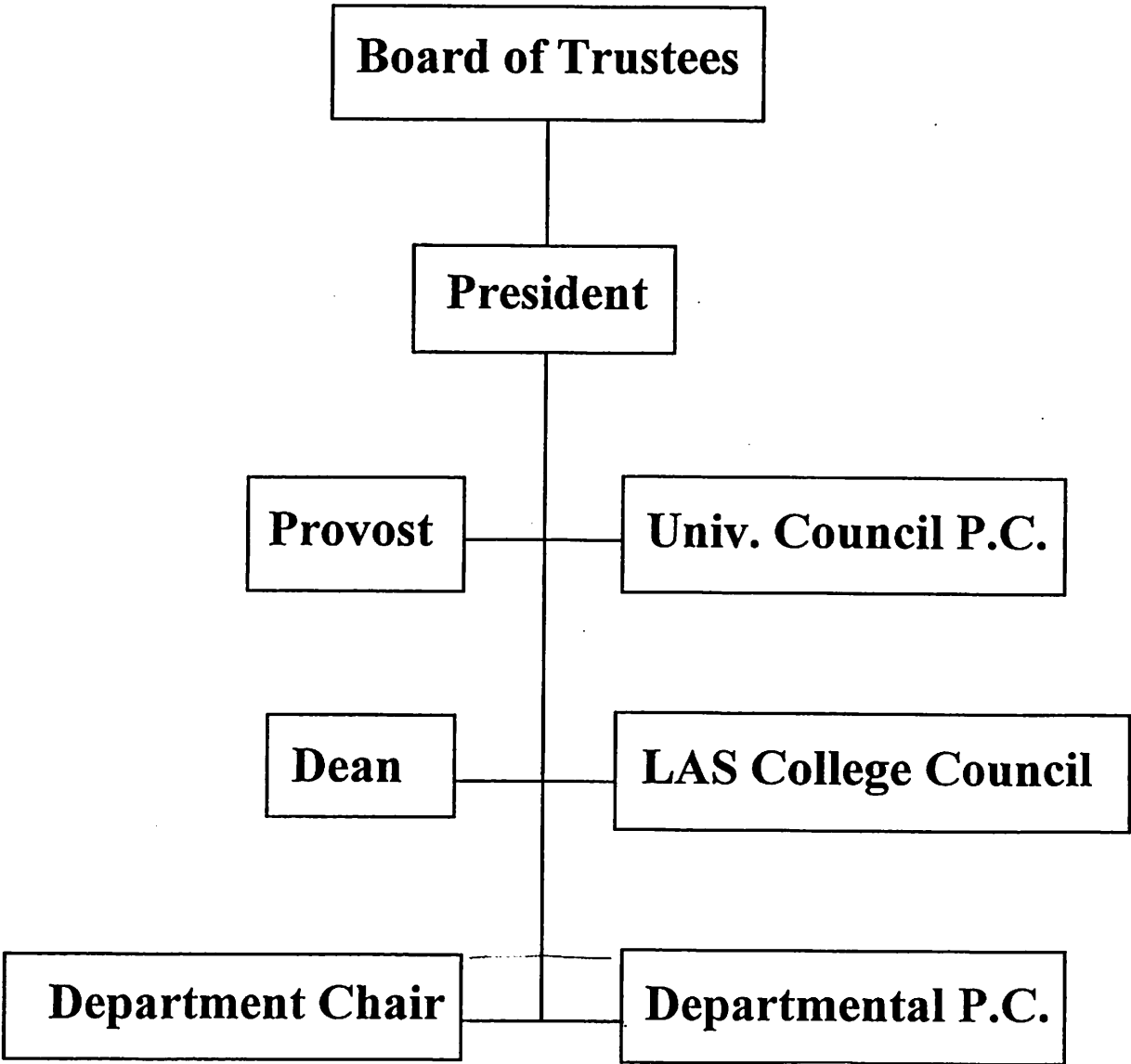


# OVERVIEW OF THE PERSONNEL PROCESS



## **UNIVERSITY DOCUMENTS**

Board of Trustees Governance Documents, Section II

NIU Constitution & By-Laws, Articles 5 and 6

UCPC Working Rules

## **COLLEGE DOCUMENT**

CLAS Policies, Procedures, and Criteria Concerning Personnel Recommendations

## **DEPARTMENTAL DOCUMENTS**

## **Knowing the Rules: Policies, Procedures, and Criteria**

The review process in your unit

- annual review
- three-year comprehensive review
- tenure/promotion review

The type of documentation the committee, the college, and the university will expect

The specific steps that will be followed by committee, the college, and the university

The criteria that will be used at each level to assess the quality of the materials that are provided

The relative weighting of various activities

Understand what your department regards as appropriate scholarly research

Understand what your department regards as public service that is part of one's professional activities

--adapted from R.M. Diamond, Preparing for Promotion and Tenure Review: A Faculty Guide (Bolton, MA: Anker Publishing Company, 1995), pp.4-6

## **The Basic Features of Scholarly and Professional Work**

The activity requires a high level of discipline-related expertise

The activity breaks new ground, is innovative

The activity can be replicated or elaborated

The work and its results can be documented

The work and its results can be peer-evaluated

The activity has significance and impact

--adapted from R.M. Diamond, Preparing for Promotion  
and Tenure Review: A Faculty Guide (Bolton, MA:  
Anker Publishing Company, 1995), pp.21

## **Developing Your Publication Record**

Strive for high quality, for significance, and for impact.

Treat writing as a regular part of your job.

Demonstrate a coherent, ongoing research agenda.

Apply for grants

Consult with your department chair regarding how various publication genres are valued

Publish from your dissertation [if consistent with departmental expectations--be sure to find out!].

When in doubt, publish articles instead of books before tenure.

Share your work in progress with colleagues in your field.

Use conferences as a writing deadline, for feedback, and for networking.

Become aware of the turn-around time typical of the journals in which you might publish.

Develop a tough ego to be able to handle negative reviews.

Be prompt about accommodating reviewer criticisms; don't let "revise and resubmit" opportunities slip through your fingers.

Avoid administrative and other distractions.

Ask senior colleagues about their expectations.

Pay attention to criticisms in your annual reviews.

## **Developing a Good Teaching Record**

Keep current in your field.

Teach to your strengths.

Treat students with respect.

Allocate time to students outside the classroom.

Develop motivational skills

Put student learning ahead of content coverage.

Pay attention to grading and student feedback.

Take student evaluations of your teaching seriously.

Do not take criticisms personally.

Troubleshoot teaching problems as quickly as possible.

Present yourself as a concerned and dedicated teacher.

Be conscientious about drafting your course syllabus.

Save course syllabi, class handouts, examinations, student evaluations, peer reviews of your teaching, and any supportive letters from students.