OVERVIEW OF THE PERSONNEL PROCESS

Board of Trustees

President

Provost

Univ. Council P.C.

Dean

LAS College Council

Department Chair

Departmental P.C.
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

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

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.