

## **Developing Departmental Guidelines**

### **UNF – UFF Collective Bargaining Agreement 2017-2020**

#### **Before You Begin:**

Consider the *purpose* of departmental guidelines under the [CBA \[Article 9.1\]](#).

Acquaint yourself with the *process* for development of guidelines under the [CBA \[Article 9.2 and Article 9.7\]](#)

#### **Getting Started:**

Familiarize yourself with the selected articles in the [CBA](#) that you are creating guidelines for: Performance Evaluations [[Article 18](#)], Evaluations for Library Faculty [[Article 19](#)], Tenure [[Article 20](#)], Promotions for Tenure-Earning and Tenured Faculty [[Article 21](#)], Promotions for Library Faculty [[Article 22](#)], Promotions for Instructors and Lecturers [[Article 23](#)], Promotions for Clinical Faculty [[Article 24](#)].

Consider [guidelines](#) that have been accepted by other departments and approved by the administration.

Examine both the *academic standards* and *required evidence* provided for in the articles that you are creating guidelines for and clarify them as described for your own discipline and department.

#### **Questions:**

Should you have questions, [please contact UNF-UFF](#).