

## DEPARTMENT/UNIT POLICY CHECKLIST 2012

Your department/unit:

**1. Does your department/unit have formal policies, procedures and/or guidelines for faculty in the following areas?**

*Please mark 'x' where applicable, provide written policies as PDF or Word document together with this completed checklist, and indicate if the documents are attached in following table.*

No	Yes	<i>policy attached</i>	<i>Formal policies, procedures or guidelines</i>
			<b>Hiring:</b> strategy and guidelines for procedures of recruiting and hiring of faculty
			<b>Merit:</b> formal policy governing the assessment for merit/PSA awards
			<b>Mentoring:</b> formal policy/program regarding mentoring among faculty
			<b>Workload:</b> formal policies/procedures governing workload and communicating work expectations (such as service and teaching load, 'academic deliverables')
			<b>Teaching Release:</b> formal policy governing teaching releases
			<b>Resources:</b> committee and/or formal policies governing the allocation of resources such as access to/assignment of technician support, teaching assistants, or other unit resources for faculty
			<b>Space:</b> committee and/or formal policy governing the allocation of space for faculty, graduate students and post-doctoral fellows/research associates

**2. Tenure and Promotion: How are criteria and expectations for tenure and promotion communicated to faculty in your department?**

**3. Leadership: What leadership opportunities do you have for faculty members in your department and how are those decided?**

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4. **Awards:** Do you have a committee or person responsible for award nominations of faculty members?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

5. **Leaves:** For what type of leaves does your department/unit have a formal policy (including criteria for approval, teaching and research support for faculty during leaves, etc.) beyond UBC policy?

<i>Type of Leave</i>	<i>Policy</i>		
	<i>No</i>	<i>Yes</i>	<i>documents attached</i>
Maternity/parental and adoptive leave			
Study leave (sabbatical)			
Leave for improving qualifications (for full-time teaching faculty)			
Leave without pay or benefits			
Administrative leaves			
other leave – please specify:			
other leave – please specify:			

6. **Do you communicate your departmental policies and guidelines through your (internal) website?**

*Please check No or Yes and indicate website link if applicable. A screen grab or copy of the index page would be greatly appreciated.*

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

URL: \_\_\_\_\_