

(Sample Cover Sheet for Personnel Document)

Personnel Document
On Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive
Appointments, Promotion, Tenure,
Annual Review, and Post-Tenure Review of Faculty
And for Appointment and Annual Review of Non-Classified Staff

[Name of Unit]

This document governs the [Name of Unit] in the selection, retention, promotion, granting of tenure to, and evaluation of faculty and in the selection and evaluation of non-classified staff, effective [date of implementation, following president’s approval]. It has been approved by the [Name of Unit], the Dean, the Provost, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These policies are required to be consistent with the policies of the university as set forth in Board of Trustees policy 405.1 and in three campus policy statements: (1) Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Promotion and Tenure, (2) University Professorships, and (3) Distinguished Professorships. In case of conflict, the board policy, the campus policy, the school, college, or library policy, and the department policy shall have authority in that order. Copies of these documents are available online, as referenced in the *Faculty Handbook*, at the UA web site <http://uark.edu/admin/vcalsey/>

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

APPROVALS

Department Chair	Date
Dean	Date
Provost	Date
Chancellor	Date
President	Date

10/26/09