

COLLEGE OF EDUCATION  
RTP PROCEDURES  
Proposal to the College of Education, The University of Akron  
December 7, 2001  
Approved by the College Council, December 7, 2001

## SECTION I: INTRODUCTION

### A. Purpose

1. It is the purpose of this document to provide a set of uniform procedures for the determination of reappointment, tenure, and promotion for the College of Education.
2. These guidelines are consistent with and subordinate to the Faculty Manual of The University of Akron. These procedures shall be reviewed each year and modified as necessary to ensure continued consistency with the Faculty Manual.
3. The purpose and procedures in these guidelines and the manner in which they are employed within a decision-making process should be consistent with the Statement of Goals of the College of Education.
4. Faculty in each department (academic unit) shall adopt a set of procedures consistent with both the Faculty Manual and this document. Each academic unit will, annually, review its procedures to ensure continued conformance with this document. Each Department Chair shall, annually, on or about September 15 of each year, send a copy of the currently-used procedures to the College Tenure and Promotion Committee (CTPC) for its use. The format and structure of the dossier shall be uniform across all academic units. However, each academic unit shall determine which elements of the dossier are required for each candidate to document their teaching, research and service. It is not expected that the candidate will be required to provide evidence for each and every element in the dossier.

## SECTION II: GENERAL PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION

Recommendations to the Dean regarding reappointment, tenure, and/or promotion are the professional responsibility of the departmental RTP Committee, the Department Chair, and the College Tenure and Promotion Committee (CTPC).

### A. General Procedures

1. Members of the College shall be elected at-large by the regular faculty in the Spring of each year to serve the following year. Members must be tenured at the time of election and must have at least one year of service to The University

of Akron at the time of election. Those with decanal rank and those providing separate tenure and promotion recommendations regarding candidates are not eligible for election to the committee. The Committee duties are described below.

2. The chairs of the departmental RTP Committees will be elected in the Spring of each year to serve the following year. The regular faculty shall elect members of the CTPC at large from tenured faculty.
  3. Early each Fall the Dean will call an informational meeting of the five members of the CTPC (and replacements, if members are unable to serve) and the departmental chairs and the Departmental RTP Committee Chairs. At this Fall meeting, the Dean will review the RTP procedures as written in the present document and appendices. The Dean will also present the RTP calendar to the CTPC and the departmental chairs. The departmental chairs shall assure calendar distribution to all faculty no later than April 15 of the Spring Semester preceding application for reappointment, tenure, and promotion. Special rules (see University policy) apply for purposes of reappointment in the first year of service. The candidate shall present a request for reappointment, tenure and promotion, in writing, by the last instructional day of the Spring Semester, following notification by the Department Chair. The CTPC shall elect a chair from the five faculty members composing the committee.
  4. Within each department, the elected chair of the departmental RTP Committees will conduct and record RTP activities including the committee meetings and voting. The departmental RTP chair, with the committee, will also formulate and approve the letter of recommendation. These letters are then forwarded to the Department Chair and candidate, along with dossier(s) of the candidate(s). The Chair then provides a separate recommendation that is forwarded to the Dean and the College-wide Tenure and Promotion Committee. The department chair forwards the dossier(s) to the Tenure and Promotion Committee who review the procedures and criteria, and forward their recommendation and the candidates' dossier(s) to the Dean. The Department Chair and the College-wide review committee make separate recommendations to the Dean. Responsibilities of the departmental RTP Committee chair are found in Section D of this document.
- B. Initiating Action Regarding RTP
1. The Dean will present the RTP calendar to the Department Chairs and faculty in accordance with the timelines given in the University policy.
  2. The Department Chair is responsible for initiating the following actions: (a) notify eligible faculty of timelines of reappointment, tenure, and promotion; and (b) set up first meeting of the Departmental RTP Committee. To comply with the University Faculty Manual (3359-20-03 and 3359- 25-037), tenure track faculty applying for promotion to Associate Professor and tenure shall make

such application by the last instructional day of the candidate's 10th regular semester in rank in the tenure track, at the latest unless the member has applied for earlier tenure as provided by the Faculty Manual or the candidate has received, due to extenuating circumstances, a one-year extension of the probationary period, as provided in the Faculty Manual. It is recommended that the Dean consult with the Departmental RTP Committee in making this recommendation. The chair will also assure that the RTP Committee is in place by the Spring of each academic year and functioning according to the RTP calendar. Candidates may apply for early tenure once, without penalty, provided the RTP Committee approves their early application. See the University policy (3359-20-037).

### C. Candidate Responsibility

1. Individual faculty members are responsible for initiating the following actions:
  - a. respond to department in writing to request reappointment, promotion, and/or tenure;
  - b. request an annual review and reappointment; or c) appeal the Dean's recommendation(s). Deadlines for all requests for review, reappointment, promotion and/or tenure are those given in the distributed schedule. Appeals should be made within one week following the action or recommendation of the Dean. Candidates appealing the Dean's decision must have ten working days to prepare their appeal but in no case later than Friday of week three of the Spring semester.
2. It is the candidate's responsibility to prepare a dossier of materials that support his or her application for reappointment, tenure, or promotion. (See Attachment B for guidelines on the preparation of the dossier.) Documentation shall be submitted to the Department Chair who will, in turn, ensure their submission to the Department RTP Chair by the date indicated on the RTP calendar. These documents will then be made available to members of the departmental RTP Committee.
3. The candidate, dean, and others shall submit the names of a sufficient number of faculty members from other institutions, who can comment on the quality of the candidate's work. At least three external reviewers are required. At least one of these three must be of the candidate's selection. The submission of names shall be completed by the last instructional day of the Spring Semester prior to year of consideration for tenure and promotion. The Chair of the Departmental RTP Committee is responsible for:
  - a. initiating contact with proposed outside reviewers to ensure their consent to be reviewers and to supply each reviewer[s] with candidate's materials to be assessed,
  - b. providing timelines for receiving reviews and (3) providing academic unit criteria along with instructions as to the form or format of the review.

4. If teaching evaluations are not available from the candidate directly, it is the responsibility of the Department Chair to make them available to the departmental RTP Committee.
5. Additional documentation may later be requested by a departmental RTP reviewing committee. The Department Chair is directed to assist the departmental RTP Committee in securing the needed data. Only the Candidate can delete data he or she provided.
6. The candidate has the right to examine any data he or she has not given the departmental RTP Committee and which may have been added to the dossier, and shall be provided that opportunity, by the Chair of the departmental RTP Committee before the departmental RTP Committee makes recommendations.

D. Department Faculty Committees

Although the Department Chair will subsequently submit a recommendation to the Dean, all other action taken at the department level will occur within faculty committees.

1. Membership on faculty committees shall be as follows:
  - a. Every committee must have at least three tenured voting members for retention and five tenured voting members for promotion and tenure. If fewer than three qualified members for retention and five for promotion and tenure are available from within the department, the Departmental RTP Committee shall nominate one or more members with appropriate credentials from another department in the college, or when appropriate, the university, to bring the number up to three for retention and five for promotion and tenure. These nominees shall be reviewed by the Departmental RTP Committee, and the candidate, and, when approved by each party, shall be appointed by the Dean to the committee.
  - b. At each committee's request, Chairs may attend meetings as a resource to answer questions posed by the candidate or the departmental RTP Committee, but may not vote. Faculty holding administrative positions of Assistant Dean or higher may attend, at the invitation of the committee, but will not be voting members.
2. Chairs of the Departmental RTP Committees
  - a. Each department RTP Committee selects its own chair during the Spring Term; the departmental RTP Committee chair will serve the following academic year. During promotion deliberations, the departmental RTP Committee chair must be tenured and at a rank higher than the rank of the candidate(s).
  - b. The Department Chair, if invited to committee meetings, may not serve as chair of the committee or vote.
  - c. The chair of the departmental RTP Committee is also a voting member.
  - d. The departmental RTP Committee chair is responsible for:
    - 1) Calling meetings;

- 2) Sending materials to external reviewers according to the University policy for RTP procedures;
  - 3) Assuring the meeting of scheduled deadlines;
  - 4) Keeping minutes and other records;
  - 5) Collecting and keeping secure all evidence;
  - 6) Writing the committee's recommendation;
  - 7) Meeting with the committee to review the final draft of letters containing committee recommendations;
  - 8) Conducting orientation for faculty in conjunction with Department Chair regarding RTP procedural guidelines and the preparation of the dossier;
  - 9) Submitting record of departmental RTP procedures and Criteria to the CTPC (tenure and promotion only).
  - 10) CTPC members shall not vote on or discuss applications emanating from their own departments. The CTPC shall invite the Departmental RTP Chair and/or the Department Chair and/or the candidate if the committee wishes more information.
3. Responsibilities of the Departmental RTP Committee
- a. General Procedures:

The RTP Committee will select three external reviewers from a list submitted by the candidate and others (see Rule 3359-20-037). The Chair of the RTP Committee will send the candidate's representative materials to the external reviewers. Materials will include at least a vita, two examples of scholarly work, representative course syllabi, and tenure and promotion criteria appropriate to the candidate and instructions to the external reviewer for the bases by which the materials shall be assessed. (tenure and promotion only).
  - 1) Each member of the departmental RTP Committee is responsible for reviewing all of the evidence presented to the RTP Committee.
  - 2) Each member of the departmental RTP Committee is expected to participate in or attend the deliberations of the committee in order to vote. The Committee may, in accordance with the University rule, make certain exceptions.
  - 3) Each member is expected to maintain professional decorum, to be responsible, and to maintain confidentiality.
  - 4) If the departmental RTP Committee believes that there is a need for additional evidence, it should request the departmental RTP Committee chair or the Department Chair to secure such evidence.
  - 5) A careful record of the departmental RTP Committee's deliberations shall be kept by the departmental RTP Committee Chair. All formal motions and recommendations shall be included in this record.
  - 6) Unless otherwise stated, the rules governing procedures shall be Robert's Rules of Order, in its most recently available version. In disputed cases, the Faculty Manual takes precedence.

4. Responsibilities of the College-wide Tenure and Promotion committee
  - a. The college wide review committees shall provide a separate and independent recommendation to each candidate for tenure and/or promotion. The order of recommendations is sequential, not hierarchical. The tenure and promotion guidelines for each college shall include procedures for constituting college-wide review committees.
  - b. In the College of Education, the college-wide review committee shall be composed of no fewer than five members elected at large from the tenured faculty of the college. These faculty shall be elected at or about the beginning of March of each year to serve the following year.
  - c. A committee member from the department of the candidate being considered shall be recused and not vote. If this results in fewer than five tenured faculty members, the College Tenure and Promotion Committee shall nominate, and Dean shall appoint, sufficient tenured faculty members (not of the candidate's department) to bring the number up to five. In the event there are fewer than five tenured faculty members, the CTPC shall nominate and the Dean shall appoint, tenured faculty from outside the College.
  - d. Members of the college-wide review committees shall meet the following criteria:
    - 1) Members of the college-wide tenure review committees shall be tenured faculty members.
    - 2) Members of the college-wide promotion-to-associate-professor review committee shall be tenured faculty holding the rank of associate professor or higher. In the case of a candidate applying for promotion to associate professor, but not applying for tenure, the review committee shall be the college-wide promotion-to-associate-professor review committee.
    - 3) Members of the college-wide promotion to professor review committee shall be tenured faculty holding the rank of professor or higher.
    - 4) Members of any college-wide review committee shall have completed at least one year of service at the University of Akron.
  - e. The College-wide review committee shall evaluate candidates' files and all previous recommendations to determine:
    - 1) that the candidate has satisfactorily met all approved tenure and/or promotion criteria established by the university and the academic unit
    - 2) that the departmental tenure and/or promotion committee and the department chair have followed all approved procedures in their evaluation of the candidate
    - 3) that the tenure and/or promotion committee and the department chair recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.
  - f. The College wide review committee shall not evaluate the merits of departmental guidelines or criteria.
  - g. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the dean for action.

- h. The college-wide review committee's written recommendation shall include in its findings that sections 3359-20-037-F-12-e-i, 3359-20-037-F-12-e-ii, and 3359-20-037-F-12-e-iii have been addressed.
    - 1) If the committee's recommendation is not consistent with the recommendations from the tenure and/or promotion committee, or from the department chair, the committee recommendation shall explain those inconsistencies.
    - 2) The college-wide review committee shall forward its recommendation to the dean, with copies to the department chair and the candidate.
- 5. Participation of the Candidate
  - a. In matters of reappointment, tenure, and promotion, the candidate shall meet with the departmental RTP Committee to discuss his or her dossier and other evidence.
  - b. The candidate may take this opportunity to make a formal brief presentation to the departmental RTP Committee highlighting his/her activities of the past year. The candidate may both receive and ask questions.
- 6. Voting Procedures
  - a. All members of the departmental RTP Committee except the ex-officio Department Chair may vote.
  - b. For a motion to pass, it must receive a simple majority (greater than 50%) vote of the Departmental RTP Committee members eligible. The Department Chair shall not be a member of this committee.
  - c. All balloting shall be by a secret, written ballot, and using the same type of pencil. The departmental RTP Committee chair shall make a reasonable attempt to secure absentee ballots; in order to be counted, absentee ballots must be received not later than 24 hours following the official voting and only under circumstances outlined in the University RTP Policy. The departmental RTP Committee Chair and one other member of the departmental RTP Committee shall count the ballots (including absentee) that have been received.
  - d. Procedures and criteria will be reviewed by the College RTP Committee (CTPC) before candidate recommendations are sent to the Dean.
  - e. If the recommendation of the Department Chair differs from that of the departmental RTP Committee, the Department Chair shall meet with the committee to discuss the recommendations.
  - f. The candidate shall receive in written form, either in the letter of recommendation or in a separate document, a summation of the committee's relevant proceedings along with commendations and recommendations. The candidate shall receive copies of every recommendation made at the time the recommendation is forwarded.
  - g. All reporting must be expeditious to allow sufficient (a minimum of 10 working days) time for the candidate to prepare and present an appeal from the decision of the Dean, should this circumstance occur.

## 6. Appeals Procedures

- a. Committee Membership of the College Appeals Committee
  - 1) The College Appeals Committee shall consist of three members, one from each department except from which the appeal emanates. Each department will elect one representative and one alternate. Neither the chair of the departmental RTP Committee nor the Department Chair can serve on the College Appeals Committee.
- b. Any tenured faculty, except those faculty who hold administrative appointment or make separate candidate recommendations, may serve on the College Appeals Committee.
- c. When a faculty member appeals to the College Appeals Committee, the committee member from the applicant's department is excluded from the committee for that case.
- d. The Appeals Committee will elect its own chair, who shall conduct the business of the committee.
- e. After reviewing the evidence, the College Appeals Committee will recommend to the Dean that:
  - 1) the original decision be retained, or that
  - 2) the original decision be reversed, or that
  - 3) other options be explored to resolve the issue.
- f. A written report shall be submitted to the Dean, the Candidate, the RTP Departmental Committee (via the Departmental RTP Committee Chair), and the Department Chair.
- g. Every effort should be made to make a decision in time for deadlines, but it is noted, that in cases of appeal, the delay of an appeal past deadlines does not negate the appeal. It continues independently of the scheduled calendar.
- h. The duty of the College Appeals Committee is to ensure that relevant procedures have been properly applied. This Committee shall only examine procedural issues.

Beyond the College--See University Guidelines for the Appeal Procedure.



Professional conduct, as defined by The University of Akron policy on RTP; this and other relevant elements of University policy and the Faculty Manual may be found on the website of the Office of General Counsel of The University of Akron.

Professional conduct as defined in written standards including but not limited to the following:

- (i) Sexual harassment policy 3359-11-13
- (ii) Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct - policies and procedures 3359-11-17
- (iii) Affirmative action policy 3359-38-01
- (iv) Alcohol policy 3359-47-01
- (v) Drug-free workplace policy 3359-47-02
- (vi) "Statement on Professional Ethics" as published by the American association of university professors
- (vii) Other professional ethics policies as approved by the American association of university professors committee B on professional ethics published by the American association of university professors
- (viii) Disseminated codes of conduct as defined by relevant professional disciplines
- (ix) Disseminated codes of ethics as defined by relevant professional disciplines
- (x) Professional responsibilities as defined by 3359-20-04-H

## FORMAT OF DOSSIER

### COLLEGE OF EDUCATION Approved, December 7, 2001

#### THE DOSSIER

An introductory letter addressed to Department RTP Committee delineating the faculty member's candidacy shall accompany the dossier.

The format and structure of the dossier shall be uniform across all academic units. However, each academic unit shall determine which elements of the dossier are required for each candidate to document their teaching, research and service. It is not expected that the candidate will be required to provide evidence for each and every element in the dossier.

Copies of all other letters received from Department RTP Committee, Department Chair, and Dean regarding faculty member's candidacy in the past.

#### Table of Contents

Curriculum Vita - On the vita, follow APA format when listing articles. List published articles first, with most recent first; then list articles in press, articles under review, articles in progress, and then list grants funded, not funded, under review.

Executive Summary Covering Teaching Activity, Scholarly Activity, and Professional Service Activities

#### I. Teaching Activity

Begin this section with a narrative that includes candidate's philosophy of teaching and how the candidate applies his/her philosophy in the classroom. Then include an Executive Summary of candidate's teaching activity.

##### A. Classroom Performance

- List of graduate/undergraduate courses taught at The University of Akron.
- Evaluation data from peer(s) or peer committees--based on direct observation of classroom performance.
- The standard college student evaluations. (Type summary of student comments; include a graph summarizing your evaluations, as well as the university evaluation summary for each class.)

- Letters of support or recommendations.
- Documentation of nominations or recognition received for quality of instruction.
- Description of teaching activities by the candidate, including self-evaluation of teaching and reflections on curriculum development (videos, student portfolios, syllabi, and other material describing teaching performance).

#### B. Instructional Materials

- Evaluation data from peer(s) or peer committees, including review of course syllabi (and other course materials as appropriate) by reviewers in the field outside the institution.
- Complete and current course syllabi.
- Course materials such as: outlines, schedules or calendars, lesson plans, course packets, other materials made available to students.
- Documentation of use of a variety of instructional resources such as video or slide presentations, computer technology, speakers, excursions to enhance classroom presentations.

#### C. Teaching Service

- Student advisement: Documentation to include list of graduate and undergraduate advisees; letters from students or peers describing the nature and quality of that advisement; other service such as acting as advisor to groups or organizations; involvement in other student services; preceptor to students in the Honors Program.
- Student support: Description of activities to support student learning and engagement beyond classroom performance, written reports/letters from peers/students attesting to the nature and quality of these interactions.
- General support of the teaching mission of the department, college, and university through activities such as collaboration, mentoring, guest lecturing, peer evaluation, substituting in others' classes as needed or as requested. Description of activities; written reports; letters from peers/students attesting to the nature and quality of service.

#### D. Guiding Student Research and Scholarship

- Service on dissertation committees: Documentation to include number of committees on which the candidate has served, how many chaired, and

any unique contribution; names of students, with departments, dates, and dissertation titles; letters or other written documentation as to the nature and quality of service.

- Service related to masters' theses and problems: same as above.
- Service related to team projects, Honors projects, and independent studies: same as above.
- Co-published works/paper presentations, including program listing.
- Peer evaluation of instructor's work in this area.
- Awards received.

## II. Scholarly Activity

Begin this section with a narrative that includes candidate's philosophy regarding research, line of inquiry or areas of interest that have been a focus of candidate's efforts. The narrative should demonstrate the contribution the candidate's research has made to the profession. Then include an Executive Summary of candidate's scholarly activities. Follow APA format in listing articles, grants, etc.

### A. Writing and Publishing

- Books, chapters, book contracts, monographs, letters of acceptance.
- Copies of published works such as refereed abstracts and articles in refereed journals, book reviews, letters of acceptance, and information on journals.
- Outside reviewer evaluation of two publications/papers (reviewers selected with department chair approval).
- Documentation of established line of inquiry such as having works cited in books or journal articles.

### B. Presentation at Professional Meetings

- Papers presented or co-presented at regional, national, and international meetings.
- Meeting programs, description of refereed selection process.
- Letters of invitation/acceptance/thanks.

- Keynote speaker at local, state, regional, national, or international meeting.
- Facilitator, panel moderator, or panel member at local, state, regional, national, or international meeting.

#### C. Research and Grants

- Final or interim reports of research completed or in progress.
- Published work and papers presented based on research.
- Letters of notification of grants received/grant proposals under review.
- Letters of response to or supportive of the research.
- Notification of consideration/receipt of award for quality research, critical acclaim, or citation.
- Records documenting paid consulting/requested workshops.

#### D. Editorial Activities

- Editorial page (or copy) to reflect editorship/reviewer for editorial board/journal.
- Letter of invitation to serve on editorial board, reviewer of textbook material for publisher.
- Editorial page (or copy) to reflect editor/editorial board of newsletter/publication.

### III. Professional Service Activities

Begin this section with a narrative describing candidate's area of focus and types of service provided. Then include an Executive Summary of candidate's service activities.

#### A. Faculty Member Responsibilities

- Documentation of faculty member's participation in the work of the department, college, and university.

#### B. Professional Associations and Offices

- Correspondence from professional organizations/membership lists.

- Notification of election/appointment to office/position.
- Notification of eligibility or receipt of award.
- Reviews of refereed national meeting presentations.

C. University and College Service

- Documentation of activities such as serving on or chairing committees, attending college meetings, receiving grants/other financial support for the university or college, administrative positions, special assignments.
- Documentation of nominations or recognition of award for university/college service.

D. School and Community Service

- Documentation of school and community service, university-school projects.
- Letters of agreement/appreciation for contribution of professional expertise to commissions, committees, boards, State Department, free consulting.
- Documentation of nominations or recognition of award for community service.

Note: Provide complete and current curriculum vitae.