



The University of Akron  
Buchtel College of Arts and Sciences

Date: December 21, 2020

TO: John Wiencek  
Executive VP & Provost

FROM: Joe Uργο  
Acting Dean

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SUBJECT: Reappointment Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the  
Department of Criminal Justice Studies on December 17, 2020

I have approved all attached guidelines and criteria.


If you concur, we ask that you also approve the guidelines and criteria.

  
Department Chair

12-21-2020  
Date

  
Dean Buchtel College of Arts & Sciences

12/21/2020  
Date

  
Exec VP & Chief Admin Officer Provost

1/17/2021  
Date

## **Criteria for Reappointment, Tenure and Promotion in the Department of Criminal Justice Studies**

**Approved by department faculty on December 17, 2020**

### **Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures, and required materials for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure / promotion relevant to the discipline (s) represented in the academic units listed above. These criteria may include quantitative and / or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

### **1. Annual Reappointment:**

Standards for Reappointment: All faculty reappointments shall conform to these guidelines. In the case of assistant professors, the criteria shall be progress toward meeting the guidelines for tenure and promotion to associate professor within the remaining probationary period.

### **2. Indefinite Tenure and Promotion to Associate Professor**

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor.

A. Teaching: All candidates recommended for tenure and promotion to Associate Professor must have demonstrated teaching effectiveness. In addition to the quantitative departmental teaching evaluations, the minimum criteria for teaching effectiveness can be demonstrated in a number of ways, including but not limited to:

- a. Evidence of teaching innovations and techniques, including new course preparation;
- b. Evidence of mentorship of students (e.g. chairing honor's projects, independent studies);
- c. Peer review reports of the senior faculty;
- d. Receipt of teaching awards or grants.

B Research/Scholarly Activity: The successful candidate must demonstrate a significant, sustained, independent program of research and growth over time in regard to the quality and import of these contributions along with a promise of productivity after tenure. The candidate's scholarly efforts shall result in professional publications and presentations of significant quality. These may include scholarship of teaching and learning. The criteria for evaluating research applies to all colleagues, tenure track and non-tenure track (when an NTT chooses to be research active and research is included in their most recent letter of appointment). At the same time, because of the teaching load differential, the application of these criteria to research productivity in NTT files should be clearly specified in the most recent letter of appointment to ensure fairness. This specification can include recognizing in the letter of appointment the value of

practitioner-oriented scholarly productivity.

The candidate's scholarly progress will be measured by the items listed below.

Quantity of Publications (including peer-reviewed journal articles, book chapters in books, edited books, published book reviews, and textbooks). The candidate is expected to produce a minimum of three, peer-reviewed scholarly publications during the probationary period. A book-length scholarly manuscript may satisfy this criteria depending on the other factors listed below (i.e., b-g).

- a. **Authorship.** Single authorship and/or a significant pattern of senior authorship are signs of independent scholarship. An authorship pattern in which a candidate moves progressively from junior author, with a senior colleague to single authorship or senior author with colleagues or students is more indicative of an independent research program than an authorship pattern in which the candidate is junior author publishing exclusively with senior colleagues.
- b. **Funding.** Applying for/or receiving funding to support research activities results in scholarly activity so efforts toward grant-seeking will be judged in terms of the degree to which they contribute to the candidate's scholarly trajectory. It is recognized that disciplines vary in terms of the availability of research funds so the role of attracting funding in a candidate's career development, will vary.
- c. **Publication outlets.** The subfields and disciplines encompassed by an interdisciplinary program such as this one have different appropriate publication outlets. Each has its own significant journals and presses and there are also high-quality journals that cross-cut. The candidate's publication record, will be evaluated based on the candidate's ability to publish in significant, peer-reviewed outlets, within her or his own field (e.g. sociology, criminology, criminal justice, political science, law & society, the scholarship of teaching and learning). Publication outlets may be judged by a number of criteria including but not limited to, whether the outlet is an official journal of a scholarly association or is a university or academic press; rejection rate; readers' reviews; and/or demonstrated quality of editor or editorial board.
- c. **Quality.** The candidate's scholarly publications will be evaluated for evidence of growth, impact on the field, and future promise. Evaluation will take into consideration theoretical, methodological, and/or substantive contributions in the candidate's field including scholarship of teaching and learning. Positive published reviews of work and awards for published work, will be seen as additional indicators of publication quality.
- f. We recognize the importance of faculty work toward the betterment of criminal justice organizations through action research, evaluation, and

the provision of and participation in professional development.

- g. Other supporting materials. The candidate is encouraged to include reports and evidence of application of research or work outside the academy that demonstrates the extent of their scholarly/ research activity.
- C. Service: All candidates recommended for tenure and promotion to Associate Professor must have demonstrated appropriate levels of departmental, college, university, and public service. In general, service expectations for NTTs focus on department level service.
- a. Such service is revealed by active participation in:
    - i. Department committees;
    - ii. College committees;
    - iii. University committees;
    - iv. Discipline-related committees;
    - v. Other administrative tasks that may be defined by the Chair; or
    - vi. Service outside of the university. Such service may derive from appointment, election or volunteering.
  - b. It is expected that candidates seeking promotion to Associate Professor and tenure will demonstrate service to the department through membership on committees as needed every year. Additionally, tenure track candidates are expected to serve as a member of at least one college or university committee for at least two of their probationary years. It is recognized that service activities should be lighter for new faculty and should gradually increase in number and/or level of responsibility over time.
- D. All candidates recommended for tenure and promotion to Associate Professor shall exhibit high ethical and professional standards. Evidence of the lack of such standards is a documented violation of the university policies identified in the RTP article of the CBA.
- E. In addition, all candidates for tenure and promotion to Associate Professor are expected to be active members of professional associations in their area of expertise. Evidence of significant professional activities, professional development, and professional honors may be considered as evidence of public service and minimum productivity.

### **3. Promotion to Professor**

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

Promotion to Professor requires that the candidate shows continuing progress in research, teaching, and service. Additionally, the candidate is expected to show evidence of leadership in teaching, research and service. The Promotion to Professor

Committee shall consider the candidate's leadership roles in these areas in the context of the candidate's entire career and may place emphasis on different areas in light of the individual candidate's specific trajectory.

- A. **Teaching Expectations.** In addition to ongoing success in teaching as described under the guideline for Tenure and promotion to Associate Professor, the successful candidate for Professor must demonstrate leadership in teaching. Leadership may be evidenced by supervision of student research, curricular development, or other appropriate activity.
- B. **Scholarship/Research Expectations.** Candidates should continue to produce peer-reviewed publications and seek external funding appropriate to the nature of the scholarship. Such scholarship may include the scholarship of teaching. The nature and number of the publications for promotion to Professor shall not be less than specified under Tenure and promotion to Associate Professor above (i.e., a minimum of 3 peer-reviewed scholarly publications), and these publications must be subsequent to the candidate having attained the rank of Associate Professor with Tenure. In addition, the candidate will demonstrate leadership in research/ scholarship which may include editing a journal, editorial board membership, review panel participation, mentoring of junior scholars, etc.
- C. **Service Expectations.** Candidates are expected to show continued service in keeping with the criteria for promotion to Associate Professor with Tenure. Additionally, the tenure track candidate is expected to take on leadership roles within that service including but not limited to chairing or co-chairing committees, participating in the organization of professional activities at the regional, state, national, and/or international level.

#### **4. Materials for External Review**

To maintain a quality standard relative to comparable universities and colleges, external review is required for the granting of tenure and promotion.

- A. A candidate shall provide the department chair with a list of at least three potential external reviewers: Reviewers cannot be former advisors, mentors, or co-authors on scholarly projects.
- B. The external reviewers will be sent a file of the candidate's supporting material that will constitute the basis of assessment for the external reviewer in rendering their expert opinion upon the suitability of the candidate for tenure and promotion.

The file will include a letter of instruction from the committee chair to the external reviewer, requesting the review, explaining the criteria for tenure and promotion detailed in this document, and identifying a date by which the assessment should be completed

and returned.

- a. The file for the external reviewers also will include copies of the following materials from the RTP file:
  - i. The current vita;
  - ii. The narrative statement by the candidate addressing the meeting of University-wide standards and the criteria specified here;
  - iii. Samples of scholarship, which may include copies of peer-reviewed articles, book chapters, specific material from published books and other monographs, and other scholarly work. Although all the reviewers shall receive the same material, depending upon the specific expertise of the respective reviewer, s/he may only need to comment on areas where they believe it appropriate. The scope and extent of the scholarly materials that will be sent to the reviewers will be determined and agreed, jointly, by the candidate and the committee and may include a partial sample or the total body of scholarly materials from the candidate's RTP file.