



The University of Akron  
Buchtel College of Arts and Sciences

Date: October 20, 2023

TO: Provost Wiencek

FROM: Dean McKinney

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SUBJECT: Unit NTT Evaluation Guidelines and Criteria

The attached revised guidelines were approved by the faculty in the Department of Anthropology on October 20, 2023.

I also approve these guidelines and criteria.

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

Department Chair

10/20/23

Date

Dean Buchtel College of Arts & Sciences

10/20/2023

Date

Exec VP & Chief Admin Officer

10/23/2023

Date

**Criteria for Reappointment and Promotion of Non-Tenure Track Bargaining Unit Members**  
**Department of Anthropology**  
**Buchtel College of Arts and Sciences**

**Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention and Promotion of Non-Tenure Track (NTT) Bargaining Unit members and should be referred to for such matters. This document serves to enumerate the minimum criteria for promotion relevant to the discipline represented in the academic unit 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.

**I. Annual Reappointment**

**A. Teaching**

All candidates shall demonstrate the quality of their teaching through student evaluations and, if desired, peer evaluations. The evaluations used for this purpose are those developed and approved by the Department of Anthropology (see Article 29 of the CBA). Scores on the majority of student evaluations should meet or exceed the department mean for the courses taught. Peer evaluations, if completed, should reflect a positive evaluation of the candidate's teaching. Candidates shall also report their assigned student contact hours, as well as any other load-hour arrangements, and samples of syllabi and assignments.

**B. Service**

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the appointment letter. Effectiveness may be demonstrated by letters of support from within and/or outside the department, peer evaluations, or other supporting documents supplied by the candidate.

**C. Research**

Candidates are not required by contract to provide evidence of research. For those who choose to provide evidence of activities beyond the appointment letter, the Department of Anthropology values a variety of research contributions to the field, including the scholarship of teaching. All such evidence can be provided in supplemental materials for consideration.

When required by the candidate's letter of appointment, candidates will provide evidence of research activity as identified in the appointment letter. This may include but is not limited to copies of manuscripts/publications, grant applications, presentations, and/or any other professional data the candidate wishes to submit.

**D. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct" (see Article 13, Section 3).

**II. Promotion to Associate Professor of Instruction**

### **A. Teaching**

For promotion to Associate Professor of Instruction or Practice, the candidate should provide evidence of growth and development in teaching innovation and/or effectiveness since initial hire. In addition to continuing to meet or exceed the departmental mean on quantitative teaching evaluations, this 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., membership on or chairing honor's projects, independent studies); (c) optional peer review evaluations by senior faculty; (d) qualitative feedback from students; (e) participation and demonstrated impact of teaching-related workshops, services, and/or trainings; (f) receipt of teaching awards or grants.

### **B. Service**

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the appointment letter. Effectiveness may be demonstrated by letters of support from within and/or outside the department, peer evaluations, or other supporting documents supplied by the candidate.

### **C. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct" (see Article 13, Section 3).

## **III. Promotion to Professor of Instruction**

### **A. Teaching**

For promotion to Professor of Instruction or Practice, the candidate should provide evidence of growth and development in teaching innovation and/or effectiveness since the previous promotion. In addition to continuing to meet or exceed the departmental mean on quantitative teaching evaluations, the criteria for teaching excellence 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., membership on or chairing honor's projects, independent studies); (c) optional peer review evaluations by senior faculty; (d) qualitative feedback from students; (e) participation and demonstrated impact of teaching-related workshops, services, and/or trainings; (f) receipt of teaching awards or grants.

### **B. Service**

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the appointment letter. Effectiveness may be demonstrated by letters of support from within and/or outside the department, peer evaluation, or other supporting documents supplied by the candidate.

### **C. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under “Professional Conduct” (see Article 13, Section 3).

#### **IV. Supplemental Guidelines**

##### **A. Policies and Procedures for Personnel Decisions**

###### **1. Invitation to Appear**

- a. Faculty members who wish to be considered for reappointment and/or promotion shall be invited to meet with the Department’s NTT Evaluation Committee.

###### **2. Procedures for personnel decisions**

- a. Members of the Department’s NTT Evaluation Committee shall follow the processes and procedures outlined in Article 29 of the CBA.