



The University of Akron  
Buchtel College of Arts and Sciences

Date: October 10, 2024

TO: Provost Wiencek

FROM: Dean McKinney

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SUBJECT: Unit NTT Evaluation Guidelines and Criteria

The attached guidelines were approved by the faculty in the Myers School of Art on April 24, 2024.

I approve these guidelines and criteria.

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

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Department Chair

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10/10/2024

Date

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Dean Buchtel College of Arts & Sciences

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10/11/2024

Date

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Exec VP & Provost

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10/11/2024

Date



The University of Akron  
Buchtel College of Arts and Sciences

**Criteria for Reappointment and Promotion  
of Non-Tenure Track Bargaining Unit Members  
in the Mary Schiller Myers School of Art  
Buchtel College of Arts and Sciences  
April 22, 2024**

**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. Materials for Evaluation**

1. The file for the NTT Evaluation Committee will include the following materials:

- a. CV
- b. Narrative of statement by the candidate addressing the meeting of University-wide and academic unit criteria
- c. Table of Contents
- d. All previous reappointment recommendation letters
- e. Initial Letter of Appointment and all subsequent letters of appointment
- f. Evidence of effective teaching
- g. Evidence of scholarship/creative activity—only if specified in most recent appointment letter
- h. Evidence of service if listed in the current letter of reappointment
- i. Relevant Unit NTT Evaluation Guidelines

**B. Teaching**

Candidates for reappointment shall demonstrate a history of effective teaching with a teaching portfolio containing the following:

1. Documentation for each course taught that represents the candidate's pedagogy and student learning. At a minimum, this shall include course syllabi, examples of student work, and sample instructional materials.
2. Student evaluations from all courses taught. Student evaluations must include all written comments until successful promotion to Associate Professor of Instruction or Practice. Letters of support from Myers alumni may supplement the university-mandated evaluations; to avoid any potential conflict of interest, letters of support may not be solicited from current students.
3. Peer evaluations (observations of classroom teaching) by Myers faculty, as applicable.
4. Evidence related to teaching not already included in the teaching portfolio, as needed.

Effective teaching is evidenced by the following:

1. Student evaluations: while the School recognizes the limitations and inherent biases in student evaluations, they offer important feedback on the classroom experience. Mean quantitative score for all questions is expected to be at a 3 or higher on a 1-5 scale. If the candidate falls below the student evaluation standard stated above, the faculty member and School Director will develop a teaching improvement plan to be implemented the following year. For those seeking promotion, quantitative scores are expected to be near or above the mean for the School.

2. Positive peer teaching evaluations.

3. Syllabi and teaching materials that follow School templates, where applicable, and evidence the alignment of classroom activities and assignments with the course learning objectives.

4. Concern for and maintenance of a safe classroom environment, as applicable.

The following can also offer evidence of effective teaching, and may be addressed in the teaching portfolio as appropriate:

1. Effective use of visiting artists and scholars to enhance the learning environment;

2. Enrichment of the learning environment with field trips and educational travel;

3. Establishment of a learning environment that promotes skills, thinking, and creativity;

4. Integration and support of university-wide initiatives in the classroom, such as inclusive teaching or community-based experiential learning;

5. Evidence of student success (such as, but not limited to: receipt of scholarships and grants; admission to graduate programs; solo exhibitions; participation in juried exhibitions; internships and employment in the field);

6. Innovations in pedagogy developed and introduced;

7. Contribution of significant new knowledge to the course and/or subject matter through related personal and/or professional research;

8. Curricular development;

9. Attendance and participation in conferences, courses, and workshops on teaching;

10. Efforts to stay current in one's discipline.

### **C. Service**

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.

Candidates who are not contractually obligated engage in service are not required to provide evidence of service, but may do so as supplemental materials.

### **D. Scholarly Research and Creative Accomplishments**

When required by the candidate's letter of appointment, candidates will provide evidence of research activity as identified in the appointment letter.

Candidates who are not contractually obligated to engage in research activities are not required to provide evidence of research, but may do so to provide complementary materials to their teaching portfolio.

### **E. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct."

## **II. Promotion to Associate Professor of Instruction or Practice**

### **A. Teaching**

For promotion to Associate Professor of Instruction or Practice, the candidate should provide evidence of growth and development in teaching practice and/or effectiveness since initial hire. Evidence and criteria for effective teaching and required teaching portfolio contents are outlined in Section 1.B

### **B. Service**

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

Candidates who are not contractually obligated engage in service are not required to provide evidence of service, but may do so as supplemental materials.

#### **C. Scholarly Research and Creative Accomplishments**

When required by the candidate's letter of appointment, candidates will provide evidence of research activity as identified in the appointment letter.

Candidates who are not contractually obligated to engage in research activities are not required to provide evidence of research, but may do so as supplemental materials.

#### **D. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct."

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

#### **A. Teaching**

For promotion to Professor of Instruction or Practice, the candidate should provide evidence of ongoing growth and development in teaching practice and/or effectiveness since the previous promotion. Evidence and criteria for effective teaching and required teaching portfolio contents are outlined in Section 1.B. When applying for promotion to Professor, the School does not require the inclusion of student comments in the teaching portfolio.

#### **B. Service**

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

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

#### **C. Scholarly Research and Creative Accomplishments**

When required by the candidate's letter of appointment, candidates will provide evidence of research activity as identified in the appointment letter.

Candidates who are not contractually obligated to engage in research activities are not required to provide evidence of research, but may do so as supplemental materials.

#### **D. Professional Conduct**

All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct."

### **IV. Supplemental Guidelines**

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

1. Faculty members who wish to be considered for reappointment and/or promotion shall be invited to meet with the Myers NTT Evaluation Committee.
2. Procedures for Personnel Decisions

Members of the School's NTT Evaluation Committee shall follow the processes and procedures outlined in the CBA.

- a. Those NTT faculty whose workload consists entirely of teaching shall be evaluated entirely in terms of teaching. Those NTT faculty whose letters of appointment include formal duties other than teaching (service, such as class coordination, and or research) shall be evaluated on all formal duties, with the final assessment based on weights proportional to the workload distribution.
- b. For candidates at the rank of Assistant Professor of Instruction or Practice, the evaluation period is from the time of hiring to the time of application for Reappointment or Promotion. For candidates at the rank of Associate Professor of Instruction or Practice, the evaluation period is from the time of previous Reappointment to the time of application for Reappointment or Promotion.
- c. The Myers NTT Evaluation Committee Chair will establish a Committee for Peer Evaluation for each NTT faculty member standing for reappointment or promotion. The CPE is responsible for peer evaluation of the candidate's application and shall present a summary of the data provided by the candidate to the entire Myers NTT Evaluation Committee to facilitate discussion during its review session of each candidate. The CPE will consist of 3 members of the Myers NTT Evaluation Committee including at least one non-tenure track BUF, when feasible. A new CPE for each candidate will be established annually. The Myers NTT Evaluation Committee review sessions will be held up to two weeks prior to the recommendation being sent to the Director of the Myers School of Art. The committee's work is complete when the NTT evaluation Committee Chair submits its recommendation to the Director of the Myers School of Art.

**Version date: April 22, 2024**

**Myers vote 13 ayes, 1 nay, 1 abstention**