



The University of Akron
Buchtel College of Arts and Sciences

Date: December 1, 2021

TO: John M. Wiencek
Executive VP and Provost

FROM: Mitchell McKinney
Dean, Buchtel College of Arts and Sciences

SUBJECT: Reappointment and Promotion of Non-Tenure Track Guideline
and Criteria

The attached guidelines have been approved by the faculty of the
Department of Biology on November 17, 2021.

I have approved all attached guidelines and criteria.

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

Department Chair

12/1/2021

Date

Dean Buchtel College of Arts & Sciences

12/6/2021

Date

Executive VP & Provost

12/07/2021

Date

Criteria for Reappointment and Promotion of Non-Tenure-Track Bargaining Unit Members
Department of Biology
Buchtel College of Arts and Sciences, University of Akron
Approved by the faculty on 11/17/2021

1. Introduction: The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines, and procedures for the Retention and Promotion of Non-Tenure-Track Bargaining Unit members (NTT), and should be referred to for such matters. This document serves to enumerate the minimum criteria for Reappointment/Promotion relevant to the discipline(s) 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.
2. Standards for Reappointment and Promotion: NTT faculty are evaluated for reappointment and promotion according to the expectations outlined in their most recent letter of appointment. The criteria comprise excellence in teaching, service, and/or research. Only the criteria sections of the guidelines relevant to an individual NTT member's letter of appointment are relevant to the NTT evaluation process.
3. Materials for NTT Promotion Evaluation: In addition to a current CV, a table of contents, and all previous reappointment letters, the materials for evaluation for promotion should include a 4-6 page narrative statement allowing the candidate an opportunity to present an overview of how he/she is meeting the professorial role expectations of a faculty member in the Biology Department, including both the broad expectations and the specific standards for teaching, research and service (as appropriate). The narrative statement should not be a summary of one's curriculum vita, but rather a broad overview and integration of one's professional vision and accomplishments. It should describe his/her professional philosophy, the interrelationships and relative priorities among teaching, research and service in his/her activities, the accomplishments in teaching, research and service, and the goals that he/she would like to achieve during the next three to five years as a faculty member in the Department. Additionally, the candidate should provide the following:
 - a. Teaching Performance: Evidence of teaching performance will include a teaching portfolio for each course taught that includes the results of teaching and peer evaluations (when available) for those courses. Additional evidence of course development, pedagogical self-improvement and teaching innovation should also be included.
 - b. Service: If service is included in the duties, evidence of service including 1) department committees, 2) college committees, 3) University committees, and/or 4) professional service.
 - c. Research: If research is included in the duties, evidence of research/scholarship (e.g., copies of published manuscripts, reviews, attempts and success at securing research funding, etc.) will be included.

All of these materials are considered during RTP to assess whether the candidate has met an acceptable level of performance.

4. Evaluation Criteria for Promotion

- a) Teaching:

- i) Effectiveness of classroom teaching will be documented by the candidate's teaching portfolios (along with comments and student evaluation scores).
 - (1) Acceptable teaching competency must be displayed by student evaluation scores consistent with departmental norms for classes in the subject area.
 - (2) Peer evaluations should be included in the portfolio, when available.
- ii) Additional information may also be included, such as:
 - (1) Assessment activities
 - (2) Specific course improvements
 - (3) Supervision of teaching assistants
 - (4) Self-improvement through teaching-related seminars
 - (5) Continuing education courses, grants/workshops/symposia to increase teaching effectiveness
 - (6) Presentation of papers at educational meetings
 - (7) Guest lectures or seminars presented at other institutions
- iii) A full list of evidence that can be considered is detailed in the CBA
- iv) The Chair will assign 3 faculty members to review the teaching portfolio, one of whom will attend a lecture at random and provide the candidate a written critique for that course.
 - (1) These reviews shall be included in teaching portfolio in the candidate's RTP package
- b) Service: If service is included in the duties, the candidate will be evaluated on the basis of service to the professional scientific community and the Department/University. Evidence of service may include:
 - i) Service to the professional scientific community
 - (1) Reviews of manuscripts for professional journals and books
 - (2) Book reviews for professional journals
 - (3) Grant proposal reviews
 - (4) Service on thesis or dissertation defense committees
 - (5) Memberships and officerships in professional societies
 - (6) Chairing sessions at professional meetings
 - ii) Service to the department and university
 - (1) Undergraduate student academic advising
 - (2) Serving adequately on committees
 - (3) Chairing committees
 - (4) Effectively carrying out duties assigned by the Department Chair
 - iii) Professional recognition by awards, grants, and prizes will also be considered, along with any criteria listed in the CBA
- c) If research is included in the duties, the following could be used as evidence of research:
 - i) Peer-reviewed publications in research and/or the scholarship of teaching
 - ii) International, national, state, or other peer-reviewed extramural grant proposals
 - iii) Evidence of an ongoing, basic or applied research program and/or program in the scholarship of teaching
 - iv) Patents
 - v) Intellectual property
 - vi) Evidence of mentorship of graduate students
 - vii) Participation in Tiered Mentoring program
 - viii) Publication of textbooks, scholarly books, scholarly book chapters, or monographs
 - ix) Personal involvement in research procedures
 - x) Self-improvement through research seminars, workshops, symposia, summer fellowships, faculty improvement leaves, etc.

- xi) Presentation of papers at scientific meetings
- xii) Seminars presented at other institutions
- d) Personal Characteristics and Collegiality
 - i) Personal characteristics will be evaluated on the basis of:
 - (1) Cooperation with colleagues and students
 - (2) Demonstration of professional conduct as defined in the CBA