



The University of Akron
Buchtel College of Arts and Sciences

Date: August 27, 2021

TO: John M. Wiencek
Executive VP & Provost

FROM: Mitchell S. McKinney
Dean

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

The attached guidelines have been approved by the faculty of
the Department of Chemistry on August 27, 2021.

I have approved all attached guidelines and criteria.

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

Department Chair

9/7/21

Date

Dean Buchtel College of Arts & Sciences

9/7/2021

Date

Exec VP & Provost

9/10/2021

Date

Criteria for Reappointment and Promotion of Non-Tenure-Track Bargaining Unit Members

Department of Chemistry

Buchtel College of Arts and Sciences

University of Akron

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 the following:
 - a. Teaching Performance: Evidence of teaching performance will include 1) a narrative, 2) results of teaching evaluations, and 3) evidence of course development and innovation.
 - b. Service: If service is included in the duties, evidence of service including 1) department committees, 2) college committees, 3) University committees, and 4) professional service.
 - c. Research: If research is included in the duties, evidence of research/scholarship, including copies of published manuscripts, reviews, etc., will be included. Also, the candidate will supply a narrative summarizing the focus of all research/scholarship activity, including attempts and success at securing research funding if applicable.
4. Evaluation Criteria for Promotion
 - a. Teaching: Thorough, effective, and innovative classroom and laboratory instruction is expected from faculty at all academic levels. Excellence in teaching will be demonstrated by the candidate's record evidencing excellence in at least six of the factors below.
 - i. General teaching reputation among students and colleagues
 - ii. Student evaluations of courses
 - iii. Peer evaluations of lectures
 - iv. Availability to students for effective counseling and advising
 - v. Classroom professionalism (e.g. promptness, courtesy, appropriate testing and grading methods, preparation, course syllabi, and similar matters)

- vi. Documented assessments of teaching effectiveness and learning outcomes
 - vii. Course development and innovation
 - viii. Inter- and intra-departmental teaching efforts
 - ix. Direction of undergraduate research
- b. Service: Conscientious service to the department, college, and University on both curricular and extracurricular matters. If service is included in the duties, the candidate must also demonstrate the ability to relate positively and productively with students and colleagues. Evidence of service includes:
 - i. Cooperation in department, college, and University matters
 - ii. Demonstration of professional ethics and responsibility
 - iii. Willingness to participate in special programs which contribute to professional growth and departmental advantage
 - iv. Participation in discipline-related civic activities, including:
 - 1. Involvement in service organizations, social agencies and cultural societies
 - 2. Service to governmental agencies,
 - 3. Delivery of talks on subjects of professional concern,
 - 4. Participation in classes and scientific demonstrations in elementary schools, middle schools, and high schools.
- c. Research: If research is included in the duties, the following should be used as evidence of research:
 - i. Number and quality of publications in peer-reviewed journals
 - ii. Publication of review articles, book chapters, monographs, textbooks, and other instructional/research materials (e.g., software, etc.)
 - iii. Patents
 - iv. Consistency of proposal submissions to federal, commercial, and private sources for external funding
 - v. Level and continuity of external funding
 - vi. Participation in intra- and inter-departmental proposals for external funding of instruments, research projects and educational initiatives
 - vii. Presentations of papers, posters, and talks at professional meetings, conferences, and symposia
 - viii. Invited talks at universities, industrial organizations, etc.