



School of Counseling
College of Health and Human Sciences

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RE: Bargaining unit non-tenure track faculty retention and
promotion guideline revisions

DATE: January 6, 2022

Bargaining unit non-tenure track faculty retention and promotion guidelines were revised
and approved by the School of Counseling faculty and administration, and the College Dean's office.

Upon approval of the Office of Academic Affairs, as dated herein, these guidelines will be effective
for all School of Counseling bargaining unit tenure track faculty.

David Tefteller, PhD (electronic signature)
RTP Guidelines Revision Committee Chair

1/10/2022
Date

Vernice Fain Sangal

Director

1/10/2022
Date

Trinity McCann
Acting Dean

1/10/22
Date

John M. Smith

Executive Vice President and Provost

2/17/2022
Date



College of Health and Human Sciences

School of Counseling

**Reappointment and Promotion Guidelines for Non-Tenure Track
Bargaining Unit Faculty**

Approved October 2, 2018

Reformatted April 20, 2021

Criteria for Reappointment, Tenure, and Promotion of Bargaining Unit Faculty Members

The School of Counseling at the University of Akron houses several graduate programs that train mental health professionals. The School's mission is to prepare competent professionals to meet the diverse needs of clients with whom they help maximize the development of their unique potential and promote their wellness. This document and the criteria herein endorse flexibility in judging each candidate's dossier.

For non-tenure track bargaining unit faculty: Each candidate must be competent and at least meet the minimum criteria in teaching, and any areas as outlined in their appointment letter, for a positive reappointment and/or promotion recommendation.

For all bargaining unit faculty: During the evaluation process, when making recommendation regarding reappointment and promotion, the RP Committee will consider breadth of activity, quality of performance and level of productivity.

Dossiers considered for reappointment and/or promotion, shall be submitted in the approved format and by the deadlines outlined in the current version of the UA-AAUP Collective Bargaining Agreement (CBA). The dossier must also include all materials outlined in the most current CBA document. The dossier should be compiled in one folder, with a table of contents, and organized in a manner that enables easy access by reviewers.

In addition to other tangible evidence of teaching and service accomplishments (as applicable to the candidate), all reappointment and promotion considerations require the following:

Materials for the RTP File

As part of any candidate's application for retention, tenure or promotion, the RTP file **must** include all of the following materials, in addition to all materials and evidence required as part of specific teaching, research/scholarly activity, and/or service criteria outlined below.

1. Comprehensive and current professional vita
2. Candidate Narratives

For non-tenure track faculty: Candidate narrative for teaching and any other areas outlined in their appointment letter.

Appropriate Professional Conduct

Demonstrates appropriate professional conduct, as defined in written standards in the current version of the CBA:

- a. Sexual harassment policy of the University

- b. Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct policy of the University
- c. Affirmative action policy of the University
- d. Alcohol policy of the University
- e. Drug-free workplace policy of the University
- f. Adherence to the "Statement on Professional Ethics" as published by the AAUP
- g. Other professional ethics policies as approved by the AAUP committee on professional ethics published by the AAUP
- h. Disseminated codes of conduct and ethics as defined by relevant professional disciplines
- i. Professional responsibilities as set out in University rule

SECTION I: ANNUAL REAPPOINTMENT CRITERIA

Annual Reappointment of Assistant Professor of Instruction (Non-Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Receives overall competent course evaluations (with scores consistently 3.0 or higher, with improvements over time; see Attachment A) on University and other standardized teaching evaluations, and positive evaluative comments from peer observers
2. Creates satisfactory syllabi and lesson plans
3. Uses a broad range of instructional technology as appropriate
4. Provides support to students and to colleagues

At minimum, evidence presented to the RTP Committee **must** include the following items:

1. Material from candidate such as syllabi, course packets, and other examples of student work
2. Written internal peer review (School or college), based on direct observation
3. University and other standardized teaching evaluations, including mean candidate ratings shown with School mean ratings for all courses taught
4. Additional supporting evidence as deemed appropriate by candidate or RTP Committee
5. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** also include:

1. Letters of support/recommendation
2. Documentation of nomination for or receipt of teaching award
3. Documentation of mentoring student work
4. Additional supporting evidence for the above criteria may be added

Research/Scholarly Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on RTP guidelines and RTP Committee recommendations for research/scholarly activity unless otherwise denoted in their appointment letter(s). If the candidate does have a research requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for research/scholarly activity as outlined for annual reappointment of assistant

professors (tenure track faculty).

Service Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on RTP guidelines and RTP Committee recommendations for service activity, unless otherwise denoted in their appointment letter(s). If the candidate does have a service requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for service activity as outlined for annual reappointment of assistant professors (tenure track faculty).

SECTION II: PROMOTION TO ASSOCIATE PROFESSOR CRITERIA

Promotion to Associate Professor of Instruction (Non-Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following within the past five years:

1. Receives consistently "competent" ratings on University and other standardized teaching evaluations (Overall Mean = 3.0 or better; See Attachment A) and positive evaluative comments from peer observers
2. Consistently creates updated, organized, and thorough course syllabi
3. Uses instructional technology as appropriate
4. Provides evidence of supporting and mentoring students
5. Provides effective, timely, and accurate advising to students

At minimum, evidence presented to the RTP Committee **must** include the following items from the past five years:

1. Material from candidate such as syllabi, course packets, videos, student portfolios, and other examples of student work
2. At least two written internal peer reviews (School or College), based on direct observation
4. University and other standardized teaching evaluations, with mean candidate ratings shown with School mean ratings for all courses taught during the previous five years
5. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
6. Any additional evidence required, as outlined in the current version of the CBA

Research/Scholarly Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on RTP guidelines and RTP Committee recommendations for research/scholarly activity unless otherwise denoted in their appointment letter(s). If the candidate does have a research requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for research/scholarly activity as outlined for "Promotion to Associate Professor."

Service Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on

RTP guidelines and RTP Committee recommendations for service activity, unless otherwise denoted in their appointment letter(s). If the candidate does have a service requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for service activity as outlined for “Promotion to Associate Professor.”

SECTION III: PROMOTION TO PROFESSOR CRITERIA

Promotion to Professor of Instruction (Non-Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following within the past five (or fewer) years, above and beyond that used/accepted for promotion to Associate Professor of Instruction:

1. Receives consistently "competent" ratings on University and other standardized teaching evaluations (Overall Mean = 3.0 or higher; See Attachment A) and positive evaluative comments from peer observers
2. Provides evidence of innovative teaching practices or receives an award for teaching
3. Provides effective, timely, and accurate advising to students
4. Creates updated, organized and thorough course syllabi
5. Uses instructional technology as appropriate
6. Volunteers for opportunities to provide professional attention to students (e.g., independent studies, students groups, honor societies)

At minimum, evidence presented to the RTP Committee **must** include the following items from the past five (or fewer) years, above and beyond that used/accepted for promotion to Associate Professor of Instruction:

1. Material from candidate such as syllabi, course packets, and other examples of student work
2. At least two written internal peer reviews (School or College), based on direct observation
3. University and other standardized teaching evaluations, including mean candidate ratings shown with School mean ratings for all courses taught during the previous five years
4. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
5. Any additional evidence required, as outlined in the current version of the CBA.

Research/Scholarly Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on RTP guidelines and RTP Committee recommendations for research/scholarly activity unless otherwise denoted in their appointment letter(s). If the candidate does have a research requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for research/scholarly activity as outlined for "Promotion to Professor."

Service Activity:

Non-tenure track faculty are not required to demonstrate progress toward promotion based on RTP guidelines and RTP Committee recommendations for service activity, unless otherwise denoted in their appointment letter(s). If the candidate does have a service requirement outlined in their appointment letter(s), they are responsible for meeting the same requirements for service activity as outlined for “Promotion to Professor.”

Attachment A

Rating Scale and Point Interpretation for Student Evaluation of Teaching

Rating	Interpretation
5.0 —————▶	<u>Outstanding</u> . Unusually high quality or quantity or performance and products.
4.0 —————▶	<u>Highly Competent</u> . Some aspect of the faculty member's performance deserves to be noted.
3.0 —————▶	<u>Competent</u> . Typical quality and quantity of faculty performance.
2.0 —————▶	<u>Needs Improvement</u> . Could be awarded a 3.0 except for inadequate documentation, and/or definite need to improve some aspect of teaching.
1.0 —————▶	<u>Unsatisfactory Performance</u> . Unusually low quality or quantity of performance and products.