



The University of Akron  
Buchtel College of Arts and Sciences

Date: June 2, 2021

TO: John Wiencek  
Executive VP & Provost

FROM: Joseph Uργο  
Acting Dean

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SUBJECT: Reappointment and Promotion of Non-Tenure Track Guideline  
and Criteria for the Department of Criminal Justice Studies.

The attached guidelines have been approved by the faculty of the  
Department of Criminal Justice Studies on May 5, 2021.

I have approved all attached guidelines and criteria.

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

Department Chair

June 2, 2021

Date

Dean, Buchtel College of Arts & Sciences

6/2/2021

Date

Exec VP & Chief Admin Officer

08-06-2021

Date

# **Criteria for Reappointment and Promotion of NTT Faculty in the Department of Criminal Justice Studies**

**Approved by department faculty on May 5, 2021**

## **Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures, and required materials 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 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.

## **1. Reappointment and Promotion:**

Standards for Reappointment and Promotion: All faculty reappointments promotions shall conform to these guidelines. NTT faculty are evaluated for reappointment and promotion according to the expectations outlined in this document and in their most recent letter of appointment in their most recent letter of appointment. The criteria used in these evaluations for determining excellence in teaching, service, or research are specified in Section 2 of these guidelines. Only the criteria sections of the guidelines relevant to an individual NTT member's letter of appointment are relevant to the NTT evaluation process.

## **2. Evaluation Criteria for Promotion to Associate**

Clear and specific minimum criteria that a candidate must meet to be recommended for reappointment and promotion:

- A. Teaching:** All NTT faculty recommended for reappointment and promotion must have demonstrated teaching effectiveness. In addition to the quantitative departmental teaching evaluations, the minimum criteria for teaching effectiveness can be demonstrated in a number of ways, including but not limited to:
1. Evidence of teaching innovations and techniques, including new course preparation;
  2. Evidence of mentorship of students (e.g. chairing honor's projects, independent studies);
  3. Peer observation of classroom instruction;
  4. Receipt of teaching awards or grants.
  5. Teaching related professional development, including, but not limited to teaching certificates, training, workshops, and panels.
  6. Earning advanced degrees in an area of specialization.

**B. Service:** All candidates recommended for reappointment and promotion must have demonstrated appropriate levels of departmental or college, university, and public service. In general, service expectations for NTTs focus on department level service. Such service is revealed by active participation in the following, in order of importance:

1. Department committees;
2. Advising student groups and organizations;
3. Academic advising of students;
4. Engaging in recruiting activities;
5. College committees;
6. University committees;
7. Discipline-related committees;
8. Other administrative tasks that may be defined by the Chair; or
9. Service outside of the university. Such service may derive from appointment, election or volunteering.

**C. Research/Scholarly Activity:** If a NTT colleague, in agreement with the chair, chooses to include research in the NTT's most recent letter of appointment, we encourage both parties to specify in that letter what the expectations are for that year (number of conference presentations, journal articles, professional reports, etc).

Because an NTT's teaching load is higher and training more varied and practitioner - oriented, the most reasonable criteria to use to evaluate research, when it is included in their duties, is the criteria agreed upon by the colleague and chair at the time the letter of appointment is signed.

The criteria below should be seen as a guide for colleagues and chairs to use in crafting these letters, or for the NTT Evaluation Committee to use when a letter of appointment is silent on research criteria.

#### *Scholarly Productivity*

At least two scholarly productions per year. Scholarly productions range from professional conference presentations to publications (journal articles, book chapters, book reviews). Faculty work toward the betterment of criminal justice organizations in the form of reports based on action research and program evaluation may be appropriately seen as scholarly productivity for an NTT. The candidate is encouraged to include reports, evidence of applied research, or work outside the academy that demonstrates the extent of their scholarly/ research activity.

#### **D. Materials for Evaluation**

1. The file for the NTT Evaluation Committee will include the following materials:
  - a. CV
  - b. Narrative
  - 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
- i. Relevant Unit NTT Evaluation Guidelines

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

A candidate for Promotion to Professor of Instruction must demonstrate continued effectiveness in teaching, and if appropriate, evidence of effectiveness in other assigned duties.