




Office of the Executive Vice President and Provost
Akron, OH 44325-4703

March 31, 2022

MEMORANDUM

TO: Tim McCarragher, Acting Dean, College of Health and Human Science

FROM: John M. Wiencek 

RE: **Reappointment, Tenure, and Promotion Guidelines**

COPY: Stacy Willett, Chair

In accordance with the Collective Bargaining Agreement, please be aware of the following:

These guidelines take effect for applications submitted Spring 2023 (Article 13, Section 6, A.3).

Candidates who are applying for reappointment, tenure and/or promotion to associate professor shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his/her decision. However, the candidate may choose each time criteria are revised and are approved by the Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used (Article 13, Section 6, D.6).

Candidates who are applying for promotion but not for tenure shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five (5) years prior to the candidate's application, whichever is more recent (Article 13, Section 6, D.7). This includes faculty who are seeking promotion to full professor.

Your guidelines are approved and will be added to this website:

<https://www.uakron.edu/oaa/faculty-affairs/rtp-guidelines>



School of Disaster Science and Emergency Services
College of Health and Human Sciences

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

DATE: March 11, 2022

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

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Disaster Science and Emergency Services non-tenure track bargaining unit faculty.

RTP Committee Chair

3/11/2022

Date

Interim Director

3/11/2022

Date

Acting Dean

3/15/22

Date

Executive Vice President and Chief Administrative Officer

3/31/2022

Date



College of Health and Human Sciences

School of Disaster Science and Emergency Services

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

[Approved March 11, 2022]

Guidelines for Reappointment and Promotion

Non-Tenure Track Faculty

The purpose of these procedures for non-tenure track faculty reappointment and promotion (RP) is to engage in a process at The University of Akron that is fair, consistent, and faculty-driven, and governed by the collective bargaining agreement for the success of students and the institution. The procedures are designed to define the guidelines under which the bargaining unit members will be working, and to define the procedures and evaluative measures that are part of the process. All reappointment and promotion recommendations are seen as a serious measure of the progress of the bargaining unit member and shall serve as clear benchmarks of and suggestions for future progress.

Because teaching is the foundation of the school's mission, the faculty members place its greatest emphasis on the effectiveness and quality of teaching in criterion for reappointment and promotion.

Service, both to the institution and the community, is required to maintain relevance and remain networked to the needs of stakeholders. Service to the community is an area of faculty performance which shall receive recognition for purposes of reappointment, tenure, and promotion. In the area of community service, activities related to the candidate's area of expertise and which bring recognition to the university are considered to be important. As rank increases, so does the expectation to the depth and scope of service.

The faculty member shall exhibit academic and professional conduct in a manner consistent with guidelines set by professional societies and the university.

Professional and scholarly activity, while valued, will be required only when stated in a faculty member's letter of appointment and will be evaluated based upon those criteria. However, scholarly activity achieved when not required will be included in the overall reappointment and promotion process as work above and beyond the minimum criteria below.

Overall Expectations Across All Ranks

The expectations for teaching effectiveness, service, and leadership increase each year and with each successive rank. Attainment of the minimum requirement is only the starting place for consideration. Surpassing the minimum criterion is expected. Attainment of minimum standards shall not ensure a positive reappointment or promotion recommendation.

The school criterion for RP as identified in this document are consistent with the Collective Bargaining Agreement. If a discrepancy should arise, the Collective Bargaining Agreement supersedes school guidelines.

- **Criterion 1:** *demonstrate high quality teaching and competence in their area of specialization.*

Teaching effectiveness includes, but is not limited to, mastery of the subject matter, availability to students, and ongoing course development and innovation.

- **Criterion 2:** *provide service to the profession, department, and/or college, university, and discipline related community service.*

For the criterion of professional, university and community service, work done to further the field, university, and public good are recognized. See qualities and quantity described in each phase of RTP below.

- **Criterion 3:** *maintain a high level of professional conduct, as specified in the collective bargaining agreement and university guidelines.*

Integrity, ethics, and other behaviors that exemplify professionalism in our field are important for accomplishing our goal of preparing students and credibility in moving the field forward.

Criteria for Reappointment Non-Tenure Track Faculty

For reappointment, non-tenure track faculty shall demonstrate growth annually in all four criterion. The Reappointment Committee shall, in its annual recommendations, inform candidates who are not making satisfactory progress toward tenure and promotion of the improvements expected.

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. If the overall average is below a 3.0, the faculty may submit an explanation. AND
	Present a portfolio of course materials (syllabi, student assignments, tests) demonstrating ongoing course development and multiple preparations. AND
	Within the portfolio submit at least one of the following: <ul style="list-style-type: none"> • supervisory or peer classroom evaluations; • open-ended surveys soliciting student comments or other student ratings instruments; • documentation of teaching awards/nominations; • pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses; • documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods; • documentation of team-teaching and/or participation in Learning Communities;

	<ul style="list-style-type: none"> • samples of student work which document student learning or teaching innovations; • documentation of course innovations related; • documentation of accessibility to students through study or help sessions, or use of technology; • documentation of guest lecturing; • or other evidence of teaching effectiveness as selected by the candidate.
Criterion 2: Service	<p>For the criterion of professional, university and community service, the candidate for reappointment shall at a minimum:</p> <ul style="list-style-type: none"> • hold a leadership position in a professional organization, • actively participate on an institutional committee, and • actively participate in one discipline related community service initiative, committee, or activity
	<p>A non-exhaustive list of said activities is listed below:</p> <ul style="list-style-type: none"> • chairing institutional committees or task forces; • serving in a leadership capacity for a program; • assisting with curriculum development or revision; • mentoring new or part-time faculty; • planning or conducting university based workshops; • participating in or planning student recruitment and retention projects; • participating in work force development projects or Tech/Prep initiatives; • serving on Faculty Senate; • advising or serving as an advisor for registered student organizations; • serving on search committees at the department, college, or university levels; • managing or leading in articulation efforts; • participating in professional organizations including holding office or serving on committees, or organizing conferences or consulting to organizations; • service on the boards of non-profit agencies; • serving on accrediting bodies or serving on professional task forces; • applying academic expertise in the local, state, or national community pro bono • volunteering for non-profit agencies; appearing as an expert witness; • speaking at or collaborating with area schools; • editing newsletters for civic organizations and non-profit agencies; • testifying before legislative and congressional committees; • participating in economic or community development activities; • serving on additional departmental/college committees or task forces
Criterion 3: Professional conduct	<p>Provide a statement or evidence of membership in good standing of professional organization or professional licensure, and acknowledgement of any case of unprofessional conduct.</p>

Criteria for Recommending Promotion to Associate Professor of Instruction or Practice

Candidates seeking promotion will have demonstrated sustained growth in quality and quantity of the four criterion for RP. Specific minimum expectations include:

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. In the event that the overall average is below a 3.0, the faculty may submit an explanation. AND
	Submission of a portfolio documenting the following goals: <ul style="list-style-type: none"> • Development/ improvement in the achievement of student learning outcomes. • Improved/ updated alignment of course activities with field • Sustained community/ professional organization engagement within course
	AND , within the portfolio submit at least three of the following: <ul style="list-style-type: none"> • supervisory or peer classroom evaluations; • open-ended surveys soliciting student comments or other student ratings instruments; • documentation of teaching awards/nominations; • pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses; • documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods; • documentation of team-teaching and/or participation in Learning Communities; • samples of student work which document student learning or teaching innovations; • documentation of course innovations related; • documentation of accessibility to students through study or help sessions, or use of technology; • documentation of guest lecturing; • or other evidence of teaching effectiveness as selected by the candidate.
Criterion 2: Service	For the criterion of professional, university and community service, the candidate for promotion shall at a minimum: <ul style="list-style-type: none"> • hold a sustained leadership position or graduated roles in a professional organization, • actively chair/ lead an institutional committee, and • actively led one discipline related community service initiative, committee, or activity
Criterion 3: Professional conduct	Provide a statement or evidence of membership in good standing of professional organization or professional licensure, and acknowledgement of any case of unprofessional conduct.

Criterion for Promotion to Professor of Instruction or Practice

The rank of professor shall be for individuals who clearly demonstrate superior qualifications. For promotion to the rank of professor, the school requires the candidate, since the attainment of present rank, to demonstrate continuing, significant, and sustained:

- teaching excellence
- service to the department, college, and university and community beyond that reached at the attainment of the present rank
- leadership, preferably at the university level.

Both the breadth and quality of activities will be assessed. Professional conduct, as defined in the university and college guidelines, is required. Building a successful portfolio for promotion to Professor includes attainment of three criteria.

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. If the overall average is below a 3.0, the faculty may submit an explanation. AND Expanded work toward the sustainability and growth of teaching at the school level.
Criterion 2: Service	Sustained leadership at University, national/international organization level
Criterion 3: Professional conduct	Recognized for professional contributions by outside organization