Date: September 22, 2022

To: Dr. John Wiencek, Executive Vice President & Provost

From: Dr. Craig C. Menzemer Dean, College of Engineering

Subject: RTP Guidelines
              Electrical & Computer Engineering

The attached guidelines and criteria for Reappointment and Promotion of Non-Tenure-Track (NTT) Bargaining Unit Members have been approved by the Faculty of the Department of Electrical and Computer Engineering on May 3, 2019. I have approved all attached guidelines and criteria.

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

_Yilmaz Sozer_____   22 Sept. 2022_____
Faculty Representative   **Date**

Jose Alexis De Abreu-Garcia   ___22 Sept. 2022_____
Department Chair   **Date**

                                9/26/2022_____
                                                Date

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De
          _____   ___9/29/22_____
                                                Date
_____
Executive Vice President & Provost

Criteria for Reappointment and Promotion
of Non-Tenure-Track (NTT) Bargaining Unit Members
in the Department of Electrical and Computer Engineering
2019

General Considerations

The job descriptions and requirements given in the letters of appointment for NTT faculty may vary somewhat depending on the University and Department needs and other factors at the time of hiring. Generally, the cumulative load for an NTT faculty member is expected to be 12 load hours per semester, as described in the workload policies of the College of Engineering and the Department of Electrical and Computer Engineering, as well as the letter of appointment. This load will consist of the actual teaching load, plus service and any administrative assignments.

Materials for the RTP file

Specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file.

- Not Applicable

Reappointment

The candidate must demonstrate teaching competence in courses delivered by the Department of Electrical and Computer Engineering, consistent with the missions of the Department, the College, and the University.

The judgement of the quality of the candidate's teaching is an important factor in the committee deliberations, using the following criteria:

Quantitatively, the candidate must achieve the following minimum metrics in student evaluations:

- The candidate must receive student evaluation scores no more than one standard deviation below the College average.

- The candidate must receive favorable peer reviews of teaching, as judged by the committee, starting in the second year of employment.

Promotion to NTT Associate Professor (Associate Professor of Practice, Associate Professor of Instruction, or Equivalent)

To be eligible for promotion to Associate Professor, the candidate must have served as NTT faculty at The University of Akron for a minimum of five years, unless a faster track for promotion is stipulated in the letter of appointment.

Recommendation for promotion will be based on the following criteria: (1) Teaching; and (2) Departmental, College, and University Service.

Teaching

- The candidate for promotion must exhibit teaching proficiency in courses delivered by the Department of Electrical and Computer Engineering.

- The candidate must exceed the minimum requirements for reappointment.

Departmental, College, and University Service

The candidate must have contributed to at least one of the following areas:

- ECE department committees
- CoE or University committees
- Academic advising of students
- ABET accreditation coordination
- Recruitment
- Advising of student societies or extracurricular activities

Promotion to NTT Professor

To be eligible for promotion to NTT Professor, the candidate must have been successfully reappointed at the NTT Associate Professor level and must have served in the rank of NTT Associate Professor for at least four years, unless a faster track for promotion is stipulated in the letter of appointment.

Recommendation for promotion to NTT Professor will be based on the following criteria: (1) Teaching; (2) Departmental, College, and University Service; (3) Professional Development and Creative Activity.

Teaching

- The candidate for promotion must exhibit teaching excellence in at least one subject area of the department of Electrical and Computer Engineering.
- The candidate must exceed the minimum requirements for promotion to NTT Associate Professor.

Departmental, College, and University Service

The candidate must have made a *significant contribution*, as judged by the committee, to at least one of the following areas:

- ECE department committees
- CoE or University committees
- Academic advising of students
- ABET accreditation coordination
- Recruitment
- Advising of student societies or extracurricular activities

The following service activities merit release time if it is done beyond the regular service duties

- Academic advising of students
- ABET accreditation coordination

Professional Development and Creative Activity

The candidate must exhibit continuous professional development and creative activity in at least one of the following areas:

- Development of courses or laboratories
- Professional conferences or workshops
- Senior Design teaching, funding, or supervision
- Innovative teaching methods
- Journal publications

- Conference presentations or papers
- Proposals and grants or contracts
- Books or book chapters