



The University of Akron

Buchtel College of Arts and Sciences

Date: April 28, 2021

TO: Dr. Joe Urgo, Dean, Buchtel College of Arts & Sciences

FROM: Dr. Matt Wyszynski, Chair, English

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SUBJECT: Dept. of English NTT Reappointment and Promotion Guidelines

The attached guidelines have been approved by the faculty of the  
on April 27, 2021 by a vote of 7 in favor, 0 against, 0 abstentions

I have approved all attached guidelines and criteria.

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

Matthew A. Wyszynski Digitally signed by Matthew A. Wyszynski  
Date: 2021.04.28 09:16:40 -04'00'

Chair,

Dean, Buchtel College of Arts & Sciences

Executive Vice President and Provost

4/28/21

Date

Date

08-06-2021

Date

# **Criteria for Reappointment, Promotion of Non-Tenure Track Bargaining Unit Members in the Department of English, Buchtel College of Arts and Sciences**

**April 26, 2021**

## **Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure, and Promotion (RTP) of Bargaining Unit members and should be referred to for such matters. This document serves to enumerate the minimum criteria for 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. Annual Reappointment**

### **A. Teaching:**

All candidates shall demonstrate the quality of their teaching through the peer and student evaluations developed and approved by the department (see Article 29 of the CBA). The scores on the majority of student evaluations should be at or around the departmental mean for the courses taught. Peer visits should reflect a positive evaluation of the candidate's teaching. Candidates shall also provide a record of contact hours (as teachers) at the freshman, undergraduate, and graduate levels, as well as any other load-hour arrangements, and samples of syllabi and assignments.

### **B. Service:**

When required by the candidate's contract, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within and without the department, administration evaluation form, or other supporting documents supplied by the candidate.

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

### **C. Professional Conduct:**

All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

## **2. Promotion to Associate Professor of Instruction**

### **A. Teaching:**

All candidates shall annually demonstrate the quality of their teaching through the peer and student evaluations developed and approved by the department (see Article 29 of the CBA). The scores on the majority of student evaluations should be at or around the departmental mean for the courses taught. Peer visits should reflect a positive evaluation of the candidate's teaching. Candidates shall also provide a record of contact hours (as teachers) at the freshman, undergraduate, and graduate levels, as well as any other load-hour arrangements, and samples of syllabi and assignments.

### **B. Service:**

When required by the candidate's contract, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within and without the department, administration evaluation form, or other supporting documents supplied by the candidate.

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

### **C. Professional Conduct:**

All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

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

### **A. Teaching:**

All candidates shall annually demonstrate the quality of their teaching through the peer and student evaluations developed and approved by the department (see Article 29 of the CBA). The scores on the majority of student evaluations should be at or around the departmental mean for the courses taught. Peer visits should reflect a positive evaluation of the candidate's teaching. Candidates shall also provide a record of contact hours (as teachers) at the freshman, undergraduate, and graduate levels, as well as any other load-hour arrangements, and samples of syllabi and assignments.

### **B. Service: As required by contract**

When required by the candidate's contract, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within and without the department, administration evaluation form, or other supporting

documents supplied by the candidate.

Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials.

### **C. Professional Conduct:**

All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

## **4. Supplemental Guidelines**

### **A. Policies and Procedures for Personnel Decisions**

#### **i. Notices**

Faculty members who wish to be considered for reappointment and/or promotion shall be invited to appear before the appropriate committee.

#### **ii. Secretary**

Each personnel committee shall elect its own secretary.

#### **iii. Procedures for personnel decisions**

- a. Members of personnel committees shall review the candidate's Personnel Files prior to the committee meeting.
- b. After the meeting comes to order, the committee shall move into the Committee of the Whole.
- c. After thorough discussion, the committee shall rise from the Committee of the Whole. The chair shall distribute paper ballots. Only those present at the meeting for the discussion may cast a ballot.
- d. Voting for reappointment will be either, "superior," "satisfactory" or "unsatisfactory." Voting for promotion (if applicable) will be either "not recommended for promotion" or "recommended for promotion."
- e. After the voting, the votes shall be counted by the chair and another committee member and the results announced to the committee.
- f. The chair of the committee shall write a letter to the department chair. A draft of the letter shall be available in the department Administrative Assistant's office for review by the committee three days prior to the final version being sent to the Department Chair with a copy for the candidate.
- g. If the Department Chair's recommendation differs from that of the committee, the Department Chair must inform the committee and then the candidate.
- h. The Department Chair shall transmit copies of the committee's recommendation and the Department Chair's recommendation with supporting materials to the dean.

### **B. Peer Evaluation Procedures**

#### i. Procedural guidelines

Number of peer evaluations required:

##### Reappointment:

A candidate for reappointment (except for Professors of Instruction) shall have one peer evaluation for each semester of teaching for the first three years and one for each year of teaching for years 4-6. The candidate shall be sure that these evaluations are performed by faculty at their rank or above in the Department.

##### Promotion to Associate Professor of Instruction:

A candidate for promotion to associate professor of instruction shall have one peer evaluation for each year of teaching years 4-6. The candidate shall be sure that these evaluations are performed by faculty at their rank or above in the Department.

##### Promotion to Professor of Instruction:

A candidate for promotion to professor of instruction shall have a total of two peer evaluations during years 7-9 of teaching. The candidate shall be sure that these evaluations are performed by faculty at their rank or above in the Department.

#### ii. Qualifications of classroom peer evaluators

- a. At least two years of full-time college teaching experience.
- b. At least one year of full-time teaching experience at the University of Akron.

#### iii. Means of choosing evaluators

A candidate shall choose an evaluator by lottery conducted by the chair or his/her proxy; the candidate shall draw names from a pool of qualified faculty. The candidate may refuse up to two names. The Department Chair shall notify the selected evaluator, who has the option of disqualifying himself or herself. In this case, the candidate shall draw a new name. The candidate may invite further evaluations from another qualified faculty.

#### iv. Notification of classroom evaluation

The selected evaluator shall contact the candidate to make arrangements for the visit.

#### v. Method of reporting

The evaluator shall prepare relevant comments in each of the categories designated in the Evaluation Instrument (see 5C, "Evaluation Instrument").

### C. Evaluation Instrument

#### i. Instructions to the evaluator

- a. Schedule a mutually convenient class date and time.
- b. Consider background information, including syllabus, text, and other information you or

the candidate deem pertinent to the class you will observe.

- c. Evaluator should follow the most recently approved departmental evaluation instrument.
- d. Following the class, write a memo to the department chair addressing relevant concerns and providing comments that you feel are significant.
- e. You may talk with the candidate whose class you observed to share observations and ask questions, but uphold confidentiality where others are concerned.

## ii. Disposition of the report

- a. Within three weeks, the evaluator will submit the report of the observation to the Department Chair, who may request clarification.
- b. The Department Chair will forward a copy of the report to the candidate evaluated with instructions to include the report in any reappointment, tenure, or promotion file.
- c. If the candidate feels the report is not representative of the classroom visit, another evaluation may be initiated. However, all evaluation instruments shall be retained in the file.

## **D. Student Evaluation Forms and Procedures**

The purpose of the English Department student evaluations is to achieve a representative overview of how students perceive a faculty member's teaching. Faculty members shall submit evaluations for each class they have taught since initial appointment or since the previous promotion. The scores on the majority of student evaluations should meet or exceed the department approved instructor mean of 3.5 on a 5.0 scale

## **E. Professional Conduct**

Professional conduct as defined in the CBA.

## **F. Definition of the Permanent and Personnel Files**

Each faculty member will maintain a personnel file when coming up for a personnel decision. (This file is a separate file from the permanent file.) In the case of reappointment, tenure and/or promotion, the personnel file will be forwarded to the dean's office. When the file is returned to the department after a final decision is reached by the Board of Trustees, the Chair will return the file to the candidate.

## **G. Access to the Files**

- i. The relevant department committee(s) shall review the files as required.
- ii. The files will be available to academic officers of the University charged with making personnel decisions.

## **J. Contents of the Personnel File**

- i. Faculty members must place the following items in their personnel files:
  - a. a table of contents of materials in the file
  - b. an up-to-date vita
  - c. narrative statement by the candidate addressing how he/she meets the university-wide

and academic unit criteria

- d. student evaluations (since initial appointment or since the previous promotion)
  - e. evidence of service (optional unless required by contract)
  - f. any previous performance reviews
  - g. a copy of the initial letter of appointment
  - h. all previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, deans and provost
  - i. all peer evaluator reports of classroom visits
- ii. Faculty members may place any documents or copies of documents they deem relevant in their personnel files.
- iii. Faculty members may also place in their personnel files completed research in press or any other items demonstrating their professional accomplishments.