



The University of Akron
Buchtel College of Arts and Sciences

Date: 4/19/21

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

FROM: Dr. Matt Wyszynski, Professor and Chair, Dept. of Modern Languages

SUBJECT: Revised NTT Guidelines, Modern Languages

The attached guidelines have been approved by the faculty of the
on 3/30/21 by a vote of 5 in favor, 0 against, 1 abstention

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: 2021.04.19 16:23:50 -04'00'

Chair,

4/19/21

Date

Joseph Urgo

Dean, Buchtel College of Arts & Sciences

4/21/2021

Date

John M. Hill

08/06/2021

Executive Vice President and Provost

Date

Guidelines for Reappointment and Promotion of Non-Tenure Track (NTT) Bargaining Unit Members in the Department of Modern Languages, Buchtel College of Arts and Sciences

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention and Promotion of 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. Materials for the Reappointment/Promotion file

Specific materials that are to be included in the candidate's reappointment/promotion file:

- A current vita,
- Narrative of statement by the candidate addressing the meeting of University-wide and academic unit criteria,
- A table of contents of materials included in the reappointment/promotion file,
- All previous reappointment/promotion recommendations,
- The initial appointment letter,
- Quantitative evidence of effective teaching, including results of formal teaching evaluations,
- Evidence of scholarship and/or creative activity if listed in the current letter of appointment,
- Evidence of service if listed in the current letter of appointment,
- The current Department Guidelines for Reappointment and Promotion of Non-Tenure Track (NTT) Bargaining Unit Members.

2. Annual Reappointment

All NTT reappointments and promotions are subject to the evaluation process outline below and contingent upon the duties specified in the current letter of appointment.

- A. NTT BUF members at the assistant rank shall be reappointed annually, subject to the evaluation process found in Article 29 of the CBA.
- B. The Department Reappointment Committee's recommendation letters to the candidate and the Department Chair shall contain an explicit assessment of the candidate's performance, including suggestions for achieving promotion (if appropriate).

3. Promotion to Associate Rank

After annual performance reviews (years 2 and 3) and a performance review of a three-year term of annual appointments (years 4 through 6) that yield a satisfactory evaluation, an NTT faculty member shall be promoted to associate rank. During years 4 through 6, the unit chair will provide the BUF member with written feedback on their progress toward promotion to the associate rank.

NTT faculty at the associate rank shall be appointed for a three-year fixed-term renewable appointment, with a presumption that the BUF member will be renewed unless his or her performance is unsatisfactory or the University's needs have changed. During the time of such appointments, the unit chair will provide the BUF member with written feedback on their progress toward promotion to the senior rank.

The duties specified in current letter of appointment form the basis of evaluation of NTT faculty.

- A. *Teaching:* All candidates shall give evidence of the quality of their teaching through:
 - 1. generally consistent above-average scores on student evaluations of teaching (Department of Modern Languages evaluation);
 - 2. generally positive peer evaluations of teaching.
- B. *Evidence of Scholarship and/or Creative Activity:* If scholarly / creative activity was agreed upon in the candidate's initial appointment letter, then candidates shall give evidence of the quality and quantity of these scholarly/creative activities.
- C. *Service:* If service duties were agreed upon in the candidate's initial appointment letter as an expectation of the position, then candidates shall give evidence of the quality and quantity of these service activities including specific dates of service and types of participation.
- D. *Professional Conduct:* All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct."

4. Promotion to Professor Rank

NTT faculty at the associate rank with a satisfactory performance evaluation and a recommendation for promotion shall be promoted to professional rank.

NTT faculty promoted to professional rank shall be appointed for a five year fixed-term renewable appointment with a presumption that the BUF member will be reappointed unless his or her performance is unsatisfactory or the University's needs have changed. During the time of such appointments, the academic unit chair will provide the BUF member with written feedback on their performance.

The duties specified in current letter of appointment form the basis of evaluation of NTT faculty.

- A. *Teaching:* All candidates shall give evidence of the quality of their teaching through:
 - 1. generally consistent above-average scores on student evaluations of teaching (Department of Modern Languages evaluation);
 - 2. generally positive peer evaluations of teaching.
- B. *Evidence of Scholarship and/or Creative Activity:* If scholarly / creative activity was agreed upon in the candidate's initial appointment letter, then candidates shall give evidence of the quality and quantity of these scholarly/creative activities.
- C. *Service:* If service duties were agreed upon in the candidate's initial appointment letter as an expectation of the position, then candidates shall give evidence of the quality and quantity of these service activities including specific dates of service and types of participation.
- D. *Professional Conduct:* All candidates shall demonstrate professional conduct according to the CBA under "Professional Conduct."

5. Supplemental Guidelines

The Department NTT Promotion and Reappointment Committee shall conduct its deliberations in accordance with the following policies:

- A. The Department Committee shall focus its attention on duties specified in current letter of appointment.
- B. **Criteria for Personnel Decisions: Reappointment, Promotion**
Evaluations of the competencies of each candidate for reappointment or promotion are based upon evidence of duties specified in current letter of appointment, quality of teaching and teaching-related activities, professional demeanor, and if indicated in letter of appointment, amount and quality of service to the Department, University, community and profession. Teaching: All faculty members shall demonstrate the quality of their teaching. This shall include, but not be restricted to, the following ways:
 - a. A self-report of teaching activities;
 - b. Peer evaluations;
 - c. Department of Modern Languages' student evaluations
- C. At the conclusion of the discussion of the candidate's qualifications, the Department NTT Reappointment/Promotion Committee shall generate an assessment of the candidate,
- D. After viewing the assessment, the Department NTT Reappointment/Promotion Committee shall vote by secret ballot,
- E. A Department NTT Reappointment/Promotion Committee member absent for the vote with just cause, but present for a majority of the deliberations, shall be given the opportunity to vote in absentia. Absentee ballots shall be collected within one working day after the original vote. The vote shall not be announced until all valid absentee ballots are collected,

- F. After the Department NTT Reappointment/Promotion Committee decision is reached, the Committee Chair shall promptly notify the candidate and the Department Chair in writing of the Committee's recommendation.

Revised: 4/16/18; 3/24/2021

Approved by Department: 4/8/21