



School of Nursing  
College of Health and Human Sciences

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

DATE: March 11, 2021

Bargaining unit non-tenure track faculty retention and promotion guidelines were revised and approved by the School of Nursing 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 Nursing non-tenure track bargaining unit faculty.

RTP Committee Chair

Date

Director

Date

Acting Dean

Date

Executive Vice President and Chief Administrative Officer

Date




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

July 30, 2021

## **MEMORANDUM**

**TO:** Tim McCarragher, Interim Dean, College of Health & Human Sciences

**FROM:** John M. Wiencek 

**RE:** **Reappointment, Tenure, and/or Promotion Guidelines for Nursing**

**COPY:** Marlene Huff, Director, School of Nursing

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

These guidelines take effect for applications submitted Spring 2022 (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>



*College of Health and Human Sciences*  
*School of Nursing*

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

**Approved January 24, 2019**

**Reformatted March 11, 2021**

## **Criteria for Appointment, Reappointment, and Promotion of School of Nursing Non-Tenure Track Bargaining Unit Members**

### **[Assistant/Associate/Professor of Instruction or Practice]**

#### Introduction

Full time non-tenure track (NTT) faculty are bargaining unit faculty (BUF) members. Such faculty may expect continuing employment if they have satisfactory performance reviews and the University identifies a continuing need for their position. If the University's needs change, such positions may be modified or eliminated.

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Reappointment and Promotion of NTT BUF, and should be referred to for such matters. This document serves to enumerate the minimum criteria for reappointment and promotion relevant to the School of Nursing. Meeting these minimum criteria does not guarantee a positive recommendation. All faculty members applying for reappointment and promotion are expected to follow the professional conduct standards as outlined in the CBA. Further, it is expected that all faculty will follow the Code of Ethics set forth by the American Nurses Association and any additional ethical standards identified by credentialing agencies for their individual specialty areas.

#### Materials for the RTP File

In addition to the materials specified in these School of Nursing RTP guidelines and the CBA, faculty are required to submit a self-evaluative narrative that outlines teaching, service, and practice activities for the review period based on the Letter of Intent (LOI). The self-evaluative narrative should highlight how the candidate meets criteria established by the School, College and the University.

NTT faculty members applying for reappointment and/or promotion are expected to follow the professional conduct standards as outlined in the CBA. Further, it is expected that NTT faculty will follow the Code of Ethics set forth by the American Nurses Association and any additional ethical standards identified by credentialing agencies for their individual specialty areas.

## ASSISTANT/ASSOCIATE/PROFESSOR OF INSTRUCTION OR PRACTICE CRITERIA

### Reappointment as Assistant Professor of Instruction/Practice

#### A. *Teaching:*

1. Obtains and maintains professional certifications, degrees, and/or other specialty practice or teaching credentials.
2. Assumes responsibility for working with faculty and students in the planning, guidance, implementation, and evaluation of the learning experience.
3. Demonstrates teaching competence as evidenced by a score of 3 or higher on a 1 – 4 scale (1 meaning strongly disagree and 4 meaning strongly agree) on course evaluations completed by students.
4. Demonstrates teaching competence as evidenced by positive peer evaluations completed at least once each academic year by a faculty member who does not co-teach the same course.
5. Demonstrates implementation of evidence-based practice in teaching.
6. Serves as a role model and leader in clinical area to students and peers.
7. Serves as a student advisor.
8. Participates actively in course groups, faculty organization meetings, and School of Nursing committees.
9. Demonstrates accountability for the completion of committee work and assigned projects.

#### B. *Additional Required Duties:*

1. Provides concrete evidence of successfully fulfilling additional specific service and/or scholarly activities outlined in the Letter of Offer/Appointment.

### Promotion to Associate Professor of Instruction/Practice Rank

Promotion to the rank of Associate Professor of Instruction/Practice includes the criteria for reappointment above and, in addition:

#### *A. Teaching:*

1. Has experience at the rank of Assistant Professor of Instruction/Practice at this University or one of equal standing.
2. Develops and teaches courses; participates in major curriculum revisions as necessary.
3. Develops, implements, and evaluates innovative methods of teaching.
4. Successful applications of technology to teaching and learning.
5. Role models evidence-based practice in clinical and teaching settings.
6. Serves as an expert in practice area to students and peers.

#### *B. Additional Required Duties:*

1. Provides concrete evidence of successfully fulfilling additional specific service and/or scholarly activities outlined in the Letter of Offer/Appointment.

### Promotion to Professor of Instruction/Practice Rank

Appointment to the rank of Professor of Instruction/Practice presupposes fulfillment of the requirements of the previous ranks, and, in addition:

#### *A. Teaching*

1. Has experience at the rank of Associate Professor of Instruction/Practice at this University or one of equal standing.
2. Serves as master teacher and mentor in teaching methods.
3. Serves as a teaching expertise resource to the School, and/or College and/or University.

4. Provides leadership on School of Nursing committees.
5. Shares clinical practice expertise with peers, community, or others.
6. Serves as an expert role model of evidence-based practice in clinical and teaching settings.

B. *Additional Required Duties:*

1. Provides concrete evidence of successfully fulfilling additional specific service and/or scholarly activities outlined in the Letter of Offer/Appointment.

## *Non-Tenure Track Notebook Organization*

**Please organize your materials in the following manner:**

**Section 1. Letter of Hire** - Please submit your initial letter of hire

**Section 2. Appointment Letters** - Please submit the letters of reappointment/promotion from the Director of the School of Nursing with most current letter on top (do not submit the letter that has your salary). If you have Ad Hoc Temporary Graduate Faculty status, please include the letter from the Graduate School

**Section 3. Curriculum Vitae** - Please submit your current Curriculum Vita using the School of Nursing template posted on the H drive under: Shared/RTP Documents

**The following supporting documents should be included to demonstrate that you have met the responsibilities outlined in your reappointment letter for the years since your last RTP review:**

**Section 4. Self-Evaluation** - Submit a 1-page self-evaluation related to the expectations identified in your letter of hire/reappointment

**Section 5. Teaching Evaluations** - Please submit teaching evaluations from the courses taught.

**Section 6. Peer Evaluations** - Please submit peer evaluations of your teaching for each year.

**Section 7. Service** - Please submit your committee work and service to the School of Nursing, and/or College and the University.