

Date: 10/11/2022

TO: Provost Wiencek

FROM: Dean McKinney

SUBJECT: Unit NTT Evaluation Guidelines and Criteria

The attached guidelines were approved by the faculty in the Department of Political Science on 10/7/2022.

I approve these guidelines and criteria.

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

Nancy Marion
Department Chair

10/11/2022
Date


Dean Buchtel College of Arts & Sciences

10/13/2022
Date


Exec VP & Chief Admin Officer

10/18/22
Date

**Criteria for Evaluation of Non-Tenure Track Bargaining Unit
Members in the Department of Political Science, Buchtel College of Arts & Sciences.**

Date: October 3, 2022

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 and promotion relevant to the Political Science Department. These criteria include quantitative and/or qualitative measures and meeting these minimum criteria does not guarantee a positive recommendation.

Criteria for Retention and Promotion of NTT Faculty in the Department of Political Science

All NTT faculty initial letters of appointment or subsequent letters of reappointment will contain the specific duties assigned to them. Each NTT faculty member's load will be made up primarily of teaching responsibilities but may also include scholarship and service. The breakdown of expected teaching, service, and research will be explicitly laid out in the chair's annual letter to NTT faculty. This annual letter will be written in consultation with the NTT faculty member.

1. Annual NTT Reappointment

Standards for NTT Reappointment: NTT faculty will be reappointed following guidelines set forth in the CBA. This is based on the faculty member's performance in teaching, service and research as outlined in their annual appointment letter. The NTT faculty member will need to achieve an annual average of 3.0 out of 5 on his/her teaching evaluations to be deemed to make satisfactory progress toward retention or promotion. The NTT faculty member must also serve on at least one active department committee per semester in order to make satisfactory progress toward retention or promotion.

2. Promotion to Associate Professor of Instruction or Practice

Assistant Professors of Instruction or Practice must meet minimum standards in teaching, service, and scholarship as defined in their annual appointment letters in order to seek promotion to Associate Professor of Instruction or Practice as defined below.

A. Teaching: All candidates recommended for promotion to Associate Professor of Instruction or Practice must have demonstrated excellent teaching skills. Excellence in teaching will be determined by a strong judgment of the review committee that the candidate's record demonstrates excellence in at least three of the following five categories besides meeting the requirement of receiving an annual average of 3 out of 5 on teaching evaluations:

- a. Assessment of validated mandatory departmental student evaluations of teaching;
- b. Evidence of special teaching innovations and techniques;
- c. Evidence of new course preparation or unusual course and student loads;
- d. Peer review reports of the senior faculty (observations of classroom teaching);
- e. Serving on student academic committees (i.e. Honors student projects; Master's committees);
- f. Documented evidence of fulfilling teaching and mentoring duties;

- e. Receipt of teaching awards or attendance at professional teaching conferences and sessions.

It is fully recognized that there will be reasonable tradeoffs among the items listed above for a judgment of the review committee of excellent teaching performance.

B. Service: All candidates recommended for promotion to Associate Professor of Instruction or Practice must have demonstrated appropriate levels of departmental, college, university, and public service

Such service is revealed by active participation in:

- i. Attendance at Departmental faculty meetings and events;
- ii. Department committees;
- iii. College committees;
- iv. University committees;
- v. Advising and mentoring of students;
- vi. Other administrative tasks that may be defined by the Chair; or
- vii. Service outside of the university. Such service may derive from appointment, election or volunteering. This may include speaking at public events, interaction with the media, serving on community organizations, boards or commissions (elected or appointed), and other relevant activities. Given the varied expertise of the department faculty, the type and level of public service will vary greatly

It is fully recognized that there will be reasonable tradeoffs among the items listed above for a judgment of the committee of excellent service performance. Evidence of service will be provided in the faculty member's annual merit report to the Chair.

C. Research/Scholarly Activity: Evidence of scholarly productivity and high quality scholarship in the area of expertise is not a requirement for the NTT positions. If an NTT can document scholarly productivity, including work that was specified in a LOA or work like that listed below even if not specified in a LOA, we will recognize this as one piece of evidence in support of a request for promotion. This work might include conference papers, reports written for government agencies, or published scholarship. The research may become part of the NTT faculty member's annual letter, but only if the NTT faculty desires this and the Chair agrees.

D. All candidates recommended for promotion to Associate Professor shall exhibit high ethical and professional standards. Evidence of the lack of such standards is a documented violation of any of the following university policies:

- a) Sexual harassment policy 3359-11-13
- b) Conflict of Interest, Conflict of Commitment, Scholarly Misconduct and Ethical Conduct - Policies and Procedures 3359-11-17
- c) Affirmative Action Policy 3359-38-01
- d) Alcohol Policy 3359-47-01
- e) Drug-free Workplace Policy 3359-47-02
- f) "Statement on Professional Ethics" as published by the American Association of University Professors
- g) Disseminated codes of conduct as defined by relevant professional disciplines
- h) Professional Responsibilities as defined by 3359-20-04-H
- i) The Professional Standards of the American Political Science Association or

other professional social science association to which the faculty is a member.

E. All candidates recommended for promotion to Associate Professor of Instruction or Practice shall exhibit high levels of collegiality. Evidence of lack of collegiality is documented cases of uncooperative, abusive, or irresponsible behavior within the normal operation of the Political Science Department.

3. Promotion to Professor of Instruction or Practice

Associate Professors of Instruction or Practice must meet minimum standards in teaching, service, and scholarship as defined in their annual letters in order to seek promotion to Professor of Instruction or Practice as defined below.

Candidates recommended for promotion to Professor of Instruction or Practice must, at a minimum level of achievement, demonstrate a consistent and steadily improving satisfaction of the same professional standards expected of associate professors.

A. Teaching: All candidates recommended for promotion to Professor of Practice or Instruction must have demonstrated excellent teaching skills. Excellence in teaching will be determined by a strong judgment of the committee that the candidate's record demonstrates excellence in at least three of the following five categories besides meeting the requirement of receiving an annual average of 3 out of 5 on teaching evaluations:

- a. Assessment of validated mandatory departmental student evaluations of teaching;
- b. Evidence of special teaching innovations and techniques;
- c. Evidence of new course preparation or unusual course and student loads;
- d. Peer review reports of the senior faculty (faculty observations of teaching);
- e. Serving on student academic committees; (i.e. Honors student projects; Master's committees);
- f. Documented evidence of fulfilling teaching and mentoring duties;
- e. Receipt of teaching awards or attendance at professional teaching conferences and sessions.

It is fully recognized that there will be reasonable tradeoffs among the items listed above for a judgment of the committee of excellent teaching performance.

B. Service: All candidates recommended for promotion to Professor of Practice or Instruction must have demonstrated appropriate levels of departmental, college, university, and public service. Such service is revealed by active participation in:

- i. Attendance at departmental faculty meetings and events;
- ii. Department committees;
- iii. College committees;
- iv. University committees;
- v. Advising and mentoring of students;
- vi. Other administrative tasks that may be defined by the Chair; or
- vii. Service outside of the university. Such service may derive from appointment, election or volunteering. This may include speaking at public events, interaction with the media, serving on community organizations, boards or commissions (elected or

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