



The University of Akron
Buchtel College of Arts and Sciences

Date: September 6, 2023

TO: John M. Wiencek
Executive VP and Provost

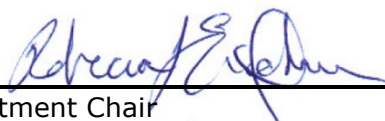
FROM: Mitchell S. McKinney
Dean, Buchtel College of Arts and Sciences

SUBJECT: Sociology NTT Reappointment and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of Sociology on September 1, 2023.

I have approved all attached guidelines and criteria.

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



Department Chair

9/7/2023

Date



Dean Buchtel College of Arts & Sciences

9-19-2023

Date



Exec VP & Chief Admin Officer

10/24/2023

Date

Criteria for Reappointment and Promotion of Non-Tenure Track (NTT) Bargaining Unit Members
Department of Sociology
Buchtel College of Arts and Sciences

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Appointment, Reappointment, and Promotion of Non-Tenure Track (NTT) Bargaining Unit members and should be referred to for such matters (See Article 29 of the CBA). This document serves to enumerate the minimum criteria for retention and promotion relevant to the discipline represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures. Meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

I. Annual Reappointment

All NTT faculty's initial letter of appointment or subsequent letter of reappointment will contain the specific duties assigned to them. Each faculty member's load will be made up of one or more of the following: teaching, scholarship, and service. It is expected that the bulk of their duties will be sharing expertise with and/or teaching students. The appointment and reappointment letter shall specify the term of employment, and shall be approved by the dean, in consultation with the academic unit administrator.

NTT Bargaining Unit Faculty (BUF) faculty members at the assistant rank shall be reappointed annually, subject to the evaluation process outlined in Article 29 of the CBA.

NTT faculty at the associate rank shall be appointed for a three (3) year fixed-term renewable appointment, with a presumption that the BUF member will be renewed unless his/her/their performance is unsatisfactory or the University's needs have changed.

NTT faculty members at the professorial rank shall be appointed for a five (5) year fixed-term and reappointed for successive five (5) year terms unless his/her/their performance has been previously documented to be unsatisfactory or the position is being eliminated because it is no longer needed.

A. Teaching

All candidates shall demonstrate the quality of their teaching through student evaluations and, if desired, peer evaluations. The evaluations used for this purpose are those developed and approved by the Department of Sociology (see Article 29 of the CBA). The scores on the majority of student evaluations should meet or exceed the department mean for the courses taught. Peer evaluations, if completed, should reflect a positive evaluation of the candidate's teaching. Candidates shall also report any other load-hour arrangements and samples of syllabi and assignments.

B. Service

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

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the letter.

C. Research/Scholarly Activity

Candidates who are not contractually obligated to engage in research/scholarly activity may do so as supplemental materials.

When required by the candidate's letter of appointment, the candidate will provide evidence of

research/scholarly activity.

II. Materials for the Retention and Promotion File

Clear and specific measures of performance in the following areas should be included for consideration.

- A. **Teaching:** Evidence of teaching effectiveness and innovative teaching, including a complete copy of quantitative results of teaching evaluations.
- B. **Service:** Candidates who are not contractually obligated to provide evidence of service may do so as supplemental materials. Evidence of professional activity, evidence of discipline-related service, evidence of other professional activity named in the letter of appointment.
- C. **Research/Scholarly Activity:** Candidates who are not contractually obligated to engage in research/scholarly activity may do so as supplemental materials. This may include copies of manuscripts/publications, grant applications, and/or any other professional data the candidate wishes to submit.
- D. **Additional Material:** Work that does not clearly fall into research, teaching, or service categories may also be documented by the candidate. It is the responsibility of the candidate to provide a rationale for including these efforts in her/his/their file and for the Department's NTT Evaluation Committee to evaluate the merits of this work as it pertains to the candidate's role as a faculty member.

III. Promotion to Associate Professor of Instruction or Practice

In the following sections, we provide specific minimum criteria for consideration for the promotion to Associate Professor of Instruction or Practice. Achieving the minimum criteria does not necessarily guarantee promotion. The Department recognizes that no set of criteria can adequately encompass a faculty member's unique contributions to the Department, the requirements of any chosen specialty, or the profession. These criteria are intended as a set of guidelines to help structure personnel decisions. Each candidate will be considered on a case-by-case basis with an emphasis on her/his/their unique contributions to the Department and the field of Sociology.

A. Teaching

For promotion to Associate Professor of Instruction or Practice, the candidate should provide evidence of growth and development in teaching innovation and/or effectiveness since initial hire. In addition to the quantitative departmental teaching evaluations, this can be demonstrated in several ways, including but not limited to:

1. Evidence of teaching innovations and techniques, including new course preparation;
2. Evidence of mentorship of students (e.g., membership on or chairing honor's projects, independent studies);
3. Optional peer review reports by senior faculty;
4. Qualitative feedback from students;
5. Participation and demonstrated impact of teaching-related workshops, services, and/or trainings;
6. Receipt of teaching awards or grants.

B. Service

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the letter. Effectiveness may be demonstrated by but is not limited to letters of support from within and/or outside the department, supervisor evaluation, or other supporting documents supplied by the candidate.

C. Research/Scholarly Activity

Candidates who are not contractually obligated to engage in research/scholarly activity may do so as supplemental materials. This may include but is not limited to copies of manuscripts/publications, grant applications, and/or any other professional data the candidate wishes to submit.

D. Additional Materials

Work that does not clearly fall into research, teaching, or service categories may also be documented by the candidate. It is the responsibility of the candidate to provide a rationale for including these efforts in her/his/their file and for the Department's NTT Evaluation Committee to evaluate the merits of this work as it pertains to the candidate's role as a faculty member.

IV. Promotion to Professor of Instruction or Practice

In the following sections, we provide specific minimum criteria for consideration for the promotion to Professor of Instruction or Practice. Achieving the minimum criteria does not necessarily guarantee promotion. The Department recognizes that no set of criteria can adequately encompass a faculty member's unique contributions to the Department, the requirements of any chosen specialty, or the profession. These criteria are intended as a set of guidelines to help structure personnel decisions. Each candidate will be considered on a case-by-case basis with an emphasis on her/his/their unique contributions to the Department and the field of Sociology.

A. Teaching

For promotion to Professor of Instruction or Practice, the candidate should provide evidence of continued growth and development toward excellence in teaching effectiveness and/or innovation since the previous promotion to Associate Professor of Instruction or Practice. In addition to the quantitative departmental teaching evaluations, the criteria for teaching excellence can be demonstrated in a number of ways, including but not limited to:

1. Evidence of teaching innovations and techniques, including new course preparation;
2. Evidence of mentorship of students (e.g., membership on or chairing honor's projects, independent studies);
3. Optional peer review reports by senior faculty;
4. Qualitative feedback from students;
5. Participation and demonstrated impact of teaching-related workshops, services, and/or trainings;
6. Receipt of teaching awards or grants.

B. Service

When required by the candidate's letter of appointment, candidates will provide evidence of effective service activity, or other professional activity, as identified in the letter. Effectiveness may be demonstrated by but is not limited to letters of support from within and/or outside the department, supervisor evaluation, or other supporting documents supplied by the candidate.

C. Research/Scholarly Activity

Candidates who are not contractually obligated to engage in research/scholarly activity may do so as supplemental materials. This may include but is not limited to copies of manuscripts/publications, grant applications, and/or any other professional data the candidate wishes to submit.

D. Additional Materials

Work that does not clearly fall into research, teaching, or service categories may also be documented by the candidate. It is the responsibility of the candidate to provide a rationale for including these efforts in her/his/their file and for the Department's NTT Evaluation Committee to evaluate the merits of this work as it pertains to the candidate's role as a faculty member.

V. Supplemental Guidelines

A. Policies and Procedures for Personnel Decisions

1. Invitation to Appear
 - a) Faculty members who wish to be considered for reappointment and/or promotion shall be invited to appear before the appropriate committee.
2. Procedures for personnel decisions
 - a) Members of the personnel committee shall follow the processes and procedures outlined in Article 29 of the CBA.