



**School of Speech-Language Pathology and Audiology  
College of Health and Human Sciences**

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

DATE: March 15, 2021

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

3/15/2021

RTP Committee Chair

Date

3/15/2021

Director

Date

4/12/2021

Acting Dean

Date

07/30/2021

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, Acting Dean College of Health & Human Sciences

**FROM:** John M. Wiencek 

**RE:** **Reappointment, Tenure, and/or Promotion**

**COPY:** James Steiger, Director School of Speech-Language Pathology & Audiology

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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 Speech-Language Pathology and Audiology*

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

**Approved January 14, 2019**

**Reformatted March 15, 2021**

## **Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the reappointment and promotion (RP) of non-tenure-track (NTT) bargaining unit faculty and should be referred to for such matters. This document serves to enumerate the minimum criteria for RP of NTT faculty relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures. Meeting the minimum criteria outlined in these guidelines does not guarantee a positive reappointment or tenure or promotion recommendation. Nothing contained in this document can conflict with the CBA or University rules.

## **Non-Tenure-Track (NTT) RTP Guidelines and Criteria**

Reappointment and promotion for NTT faculty will follow the procedures and guidelines as stipulated in the current CBA.

### **1. Materials for the RP file: NTT faculty**

Specific materials outlined below, in addition to those already specified in the CBA, shall be included in the NTT's candidate's RP file:

#### **Teaching**

All NTT faculty shall include identical materials in all RP files as outlined below (and consistent with Section 1.A for TT faculty.)

Quantitative evidence of effective instruction shall be documented by means of:

- Data from university-approved student evaluations.

Qualitative evidence of effective instruction shall be documented by means of:

- Observations of online, classroom, or clinical teaching by peers who are at the applicant's same rank or higher;
- Peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching, technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member.

Additional documentation may be provided in the form of:

- Outside peer reviewers' letters, as stipulated in the CBA;

- Documented assessment of learner outcomes, such as student performance on the national certification examination;
- Outside peer observation reports;
- Submission of online, multimedia, and/or distance-based teaching materials;
- Submission of a self-evaluation;
- Submission of awards and/or commendations;
- Evidence of effective advising;
- Evidence of appropriate curricular development;
- Evidence of effective administration and supervision of part-time faculty, graduate and/or student assistants, staff, or others, when applicable;
- Other documents deemed appropriate by the candidate.

### **Research/scholarly activity**

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of Offer/Appointment, shall include applicable materials as outlined below (and consistent with Section 1.B for TT faculty.)

Quantitative evidence of scholarly activity shall be demonstrated by means of:

- Copies of publications in refereed professional journals;
- Copies of professional/scholarly presentations at local, state, national, and international workshops, institutes, conferences, symposia, and conventions.

Qualitative evidence of scholarly activity shall also be provided in the form of:

- Peer evaluations which address the quality of the candidate's scholarly work by individuals knowledgeable in the area of scholarship.

Qualitative evidence of scholarly activity may also be provided in the form of:

- Copies of publications in professionally related non-refereed journals, magazines, newsletters, etc;
- Copies of other academic and creative works, such as the publication of academic texts, therapy materials, computer programs, websites, Listservs, etc;
- Copies of application for and/or receipt of research grants;
- Submission of copies of letters of acceptance and/or galley prints of work accepted for publication;
- Evidence of, or hyperlinks to, scholarly works in the literature of the field;
- Peer reviews of the efficiency or effectiveness of creative products or works;
- Evidence of service as editor, panel chair, and/or editorial reviewer;
- Commercialization: Product development and dissemination;

Other documents deemed appropriate by the candidate.

NTT faculty may also submit evidence of research/scholarship in their RP application even if such activities were not assigned in the most recent Letter of Offer/Appointment. Credit for such additional activities shall be awarded as additional accomplishments at the discretion of reviewers, but cannot be substituted for evaluation of any research/scholarship duties assigned in the Letter of Offer/Appointment.

### **Service activity**

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall include applicable materials as outlined below (and consistent with Section 1.C for TT faculty.)

Qualitative evidence of quality service shall be demonstrated by:

- Documentation of service at the school, college, community, university and/or professional levels.

Qualitative evidence of quality service may be documented by:

- Submission of committee reports to demonstrate fulfillment of committee responsibilities;
- Acceptance of committee assignments;
- Holding an appointed or elected office;
- Evidence of service as a consultant or expert witness for discipline-related matters;
- Results of evaluations from professionals who are familiar with the candidate's service activity;
- Letters of commendations, thanks, and/or acknowledgement for services;
- Evidence of participation in activities related to accreditation;
- Dean, School director, and/or peer evaluation of service;
- Successful development work.

NTT faculty may also submit evidence of service in their RP application even if such activities were not assigned in the most recent Letter of Offer/Appointment. Credit for such additional activities shall be awarded as additional accomplishments at the discretion of reviewers but cannot be substituted for evaluation of any service duties assigned in the Letter of Offer/Appointment.

## **2. Annual Reappointment Criteria**

Clear and specific measures of performance and indications of progress toward promotion are outlined below.

### **General guidelines:**

1. The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward promotion. Candidates shall be examined with greater scrutiny in each successive year of the reappointment deliberations.
2. The Reappointment Committee's recommendation letters to the candidate and other faculty and administrative reviewers, as applicable, shall contain an explicit assessment of the candidate's strengths and weaknesses, if any. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for promotion.
3. It is the responsibility of an NTT candidate for reappointment to provide evidence that he or she shall be able to meet the criteria for tenure and promotion to Associate Professor (if applicable) at the end of the probationary period.

### **A. Teaching**

During each year of reappointment, all candidates shall provide the quantitative and qualitative documentation outlined below (and consistent with Section 2.A for TT faculty.)

During each year of reappointment, the candidate shall provide the following documentation.

#### Quantitative evidence:

- Median "overall" scores from student evaluations for each class and/or clinic indicating progress toward the minimum ratings discussed below for the question, "Overall, the instructor was an excellent teacher."

#### Qualitative evidence:

- A minimum of one observation per academic year of online, classroom, or clinical teaching by peers who are at the applicant's same rank or higher. A majority of peer evaluations must include satisfactory reports. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance;
- For each academic year, a peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching, technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member. A majority of peer evaluations must include satisfactory reports;
- Satisfactory advisement as evidenced by meeting deadlines, providing information that conforms to university, school, and accreditation standards and documentation in assigned advisee files;
- Appropriate curricular development;

Other documents deemed appropriate by the candidate.

## **B. Research/scholarly activity**

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 2.B for TT faculty.)

Candidates shall provide evidence of quality of research and scholarly activity in the discipline that will demonstrate the ability to meet the criteria for tenure and promotion to Associate Professor at the end of his/her probationary period.

## **C. Service**

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 2.C for TT faculty.)

Candidates for reappointment shall provide evidence of participation in:

- Governance at school, college, and/or university level(s);
- Service to the profession and/or the community.

## **3. Promotion to Associate Professor of Instruction/Practice**

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor:

### **A. Teaching, minimum criteria**

When applying for promotion, all candidates shall provide the quantitative and qualitative documentation identical to that outlined below (and consistent with Section 4.A for TT faculty.)

- A median score of 4 on a 7-point scale on the question, “Overall, the instructor was an excellent teacher” from student evaluations for  $\geq 70\%$  of credit hour load taught in each year preceding the application. Additionally, the applicant shall not receive a median score below 3 on a 7-point scale on the question, “Overall, the instructor was an excellent teacher” from the student evaluations for  $>20\%$  of credit hour load taught in each year preceding the promotion request. In the event an instructor receives a median score below 3 on a 7-point scale, a written explanation may be provided and considered by the committee. In the event that the number of students responding is less than or equal to 15, the candidate may provide a written narrative analysis to accompany the score. Applicants may petition to exclude co-taught courses and courses taught for the first time.



- A minimum of one observation per academic year of online, classroom, or clinical teaching by peers who are at the applicant's same rank or higher. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance. A majority of school peer evaluations must include satisfactory reports.
- For each academic year, a peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching, technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member. A majority of school peer evaluations must include satisfactory reports.

#### **B. Research/scholarly activity, minimum criteria (as applicable)**

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 4.B for TT faculty.)

- A minimum of two refereed scholarly publications in peer reviewed refereed journals and a minimum of a third scholarly publication in the years preceding the application. When listing journals in the application, it should be indicated whether they are refereed or not, and whether they are regional, state, national or international publications. Candidates may ask the School RTP Committee for an opinion prior to submitting to a journal.

For the minimum two refereed scholarly publications, journals are generally considered to meet requirements if the journals:

- Are indexed in ComDisDome, PsychoINFO, MEDLINE PubMed or Academic Search Complete;
- List their abstracts in the Social Work Research and Abstracts, Psychological Abstracts, and Sociological Abstracts, educational indexes, or other comparable professional, research, and academic databases abstract and indexing publications.

The third (or more) scholarly publication(s) may include articles in refereed journals, chapters in scholarly books, or funded internal or external research grants.

#### **C. Service, minimum criteria (as applicable)**

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 4.C for TT faculty.)

Participation in a minimum of 3 unique and substantive activities from within the following list:

- School
- College
- University
- Profession-related community service to the public

#### **4. Promotion to Professor of Instruction/Practice**

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

##### **A. Teaching, minimum criteria**

When applying for promotion, all candidates shall provide the quantitative and qualitative documentation identical to that outlined below (and consistent with Section 5.A for TT faculty.)

- A median score of 5 on a 7-point scale on the question “overall, the instructor was an excellent teacher” from student evaluations for  $\geq 70\%$  of credit hour load taught in the three years since the last promotion. The applicant shall not receive a median score below 3 on a 7-point scale on the question “overall, the instructor was an excellent teacher” from the student evaluations for  $>20\%$  of credit hour load taught in the three years preceding the application for promotion to professor. In the event that the N of students surveyed is less than or equal to 15, the candidate may provide a written narrative analysis to accompany the score. In the event an instructor receives a median score below 3 on a 7-point scale a written explanation may be provided and considered by the committee. Applicants may petition to exclude co-taught courses and courses taught for the first time.
- A minimum of one observation per academic year of online, classroom, or clinical teaching by peers who are at the applicant’s same rank or higher. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance. A majority of school peer evaluations must include satisfactory reports.

##### **B. Research/scholarly activity, minimum criteria (as applicable)**

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 5.B for TT faculty.)

At least four publications during the period prior to application for promotion to Full Professor since promotion to Associate Professor. Of these four publications, at least 2 must be published in refereed journals, and at least 2 may be chapters in scholarly books, editorially refereed journals, or successfully funded external research grants. Refereed journals are generally considered to meet requirements if the journals are abstracted listed in the Social Work Research and Abstracts, Psychological Abstracts, and Sociological Abstracts, and or indexed in indexes such as ComDisDome, PsychoINFO, MEDLINE PubMed or Academic Search Complete. The refereed journals may also be indexed or abstracted in educational indexes, and other comparable professional, research, and academic databases abstract and indexing publications. Candidates may ask the School RTP for an opinion prior to submitting to a journal. When listing journals in the application it should be indicated whether they are refereed or not, and whether they are regional, state, national or international publications.

### **C. Service, minimum criteria (as applicable)**

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined below (and consistent with Section 5.C for TT faculty.)

Participation in a minimum of 5 unique and substantive activities from within the following list:

- School
- College
- University
- Profession-related community service to the public