



The University of Akron
Buchtel College of Arts and Sciences

Date: May 3, 2022

TO: John M. Wiencek
Executive Vice President/Provost

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

SUBJECT: Reappointment, Tenure, and Promotion Guideline and Criteria of
Non-Tenure-track Bargaining Unit Members

The attached guidelines have been approved by the faculty in the
Department of Statistics in Buchtel College of Arts and Sciences.

I have approved all attached guidelines and criteria.

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

Department Chair

5/3/22

Date

Dean Buchtel College of Arts & Sciences

5/3/22

Date

Exec VP & Provost

May 18, 2022

Date

Criteria for Reappointment and Promotion of Non-Tenure-Track Bargaining Unit Members in the Department of Statistics, Buchtel College of Arts and Sciences

Fall 2022

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention and Promotion (R&P) of Non-Tenure Track 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 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 RTP file

Specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file. (If not applicable, please fill in this section with "N/A").

N/A

2. Annual Reappointment

Clear and specific measures of performance for Reappointment and indications of progress toward Promotion:

- a. Those NTT faculty whose workload consists entirely of teaching shall be evaluated entirely in terms of teaching. Those NTT faculty whose letters of appointment include formal duties other than teaching (class coordination or research, for example) shall be evaluated on all formal duties, with the final assessment based on weights proportional to the workload distribution. The NTT Evaluation Committee shall conduct its review of Assistant Professors of Instruction with an emphasis on the candidate's progress toward Promotion to Associate Professor of Instruction, shall conduct its review of Associate Professors of Instruction with an emphasis on the candidate's progress toward Promotion to Professor of Instruction, and shall conduct its review of Professors of Instruction with an emphasis on the candidate's continued effectiveness in the classroom.
- b. For candidates at the rank of Assistant Professor of Instruction, the evaluation period is from the time of hiring to the time of application for Reappointment or Promotion. For candidates at the rank of Associate Professor of Instruction or Professor of Instruction, the evaluation period is from the time of previous Reappointment to the time of application for Reappointment or Promotion.
- c. The Committee's recommendation letters to the candidate and the Department Chair 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.
- d. Teaching expectations. Candidates are expected to provide evidence of teaching proficiency and effectiveness consistent with departmental standards, as evidenced by the items listed below. The candidate's teaching proficiency and effectiveness shall be judged by the submitted Teaching Portfolio. The Teaching Portfolio must include, but is not limited to:

1. Results of all teaching evaluations (student evaluation data and peer or mentor evaluations of classes and course materials) where applicable,
2. Listing of all courses taught,
3. Details of courses or workshops developed (if applicable),
4. Details of participation in conferences on teaching (if applicable),
5. Details of courses or workshops on teaching attended (if applicable),
6. Innovations in pedagogy developed or introduced (if applicable),
7. Other materials may be submitted at the candidate's discretion.

3. Promotion to Associate Professor of Instruction

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

A candidate for Promotion to Associate Professor of Instruction must provide evidence of continued effectiveness in teaching as detailed in Section 2 and, if appropriate, evidence of effectiveness in other assigned duties, such as class coordination or research.

4. Promotion to Professor of Instruction

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

A candidate for Promotion to Professor of Instruction must demonstrate continued effectiveness in teaching as detailed in Section 2, and if appropriate, evidence of effectiveness in other assigned duties, such as class coordination or research.

Supplemental Guidelines

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section:

The NTT Evaluation Committee shall conduct its deliberations in accordance with the following policies:

- a. The candidate may appear before the NTT Evaluation Committee at his/her own request, or at the request of the Committee.
- b. At the conclusion of the discussion of the candidate's qualifications, the Committee shall generate an assessment of the candidate.
- c. After viewing the assessment, the Committee shall vote by secret ballot.
- d. A 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.
- e. After the Committee decision is reached, the Committee Chair shall promptly notify the candidate and the Department Chair in writing of the Committee's recommendation.