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

DATE: January 5, 2024

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

Stacia E. Biddle

RTP Committee Chair

01/08/2024

Date

Kristine Kraft

Director

1/8/2024

Date

[Signature]

Dean

1-8-2024

Date

[Signature]

Executive Vice President and Provost

1/16/2024

Date



*College of Health and Human Sciences*

*School of Allied Health*

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

**[Approved January 5, 2024]**

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## Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines, and procedures for the Reappointment and Promotion (RP) of Non-Tenure Track Faculty Bargaining Unit Faculty (BUF) and should be referred to for these purposes. In addition, per the CBA, University-wide procedures for reappointment, and promotion should be adhered to regarding minimum performance criteria, timelines, and other relevant guidelines when either conducting a performance evaluation or considering a reappointment, tenure, or promotion application.

*This document describes the minimum criteria for RP of Non-Tenure Track faculty in the School of Allied Health.* If there are any unresolved differences between this document and the CBA, the CBA takes precedence. Nothing in this document is intended to conflict with the CBA or University rules.

The primary criterion for all reappointment and promotion decisions in the School of Allied Health is effectiveness of teaching. It is expected that faculty consistently demonstrate and provide documentation of high-quality teaching. Criteria include both quantitative and qualitative evidence of teaching effectiveness.

Other important elements considered in the RTP process are increasing levels of service to the University, college, school, and program area, ongoing professional development, continuing professional activities, and increasing levels of leadership. Additionally, research and publication, although not a requirement or expectation of the School of Allied Health, shall be considered as positive measures should the candidate have material to be considered in this category.

The expectation for levels of faculty performance is that the levels will increase over time and with each successive rank.

The duties and responsibilities of NTT faculty vary, as defined in their letter(s) of appointment. Therefore, some criteria may apply while others may not. Discipline-related teaching criteria, professional development/scholarly criteria (if required), and service criteria (if required) are contained in these guidelines.

### I. Performance Expectations of Non-Tenure Track Faculty

Four general areas comprise the areas of faculty evaluation (where applicable): teaching, scholarly activity, service, and professional conduct.

The School places the greatest emphasis on teaching; therefore, it is the effectiveness and quality of teaching that are the most important criteria in evaluation.

Promotion to the ranks of Associate Professor of Instruction/Practice and Professor of Instruction/Practice are based on effectiveness of teaching and increasing and demonstrable levels of achievement related to one's academic field, leadership, and service to the University, College, School, and community. Additionally, faculty are expected to carry out their responsibilities in a manner exemplifying their professional discipline and with professional conduct.

## II. Materials for the File

A. All candidates being considered for reappointment and promotion shall provide a file including:

1. A table of contents of materials included in the file (the table of contents shall be amended to reflect any late additions to the file, per CBA guidelines);
2. A letter of intent from the candidate, per CBA guidelines, authorizing the committee members and appropriate administrators to review the file for the purpose of evaluating the candidate for reappointment or promotion;
3. Current curriculum vita;
4. A narrative statement by the candidate addressing the meeting of University-wide and school RP criteria;
5. All previous recommendations and letters of appointment, since the last hire in the current rank, when applicable;
6. Evidence of teaching effectiveness;
7. Evidence of scholarly activities, when applicable (as outlined in the letter[s] or appointment);
8. Evidence of service activities, when applicable (as outlined in the letter[s] or appointment);
9. When applicable, a letter of intent specifying which criteria is to be used in evaluation.

B. Each candidate shall be evaluated under the school 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, CBA guidelines should be followed regarding the candidate's option to choose the original or amended criteria under which he/she shall be reviewed. It is the responsibility of the candidate to inform the committee in the letter of intent which criteria set the candidate has selected.

- C. Faculty members who satisfactorily perform their duties as set forth herein are entitled to apply for consideration for reappointment or promotion at the completion of the stated years of service. However, years of service alone do not assure reappointment or promotion.
- D. It is the faculty member's responsibility to request consideration for promotion and to present evidence for evaluation relative to the criteria. Faculty must demonstrate high levels of quality of activities as well as quantity and breadth of accomplishments in all categories under consideration to attain reappointment or promotion.

### III. Criteria for Reappointment as Assistant Professor of Instruction/Practice

- A. The basis for evaluation for reappointment are the duties specified in the letter(s) of appointment related to the evaluation period.
- B. Processes, timelines, and procedures are as stated in the CBA.
- C. If a candidate's performance is found deficient in regard to identified expectations and criteria, reappointment may be recommended with clearly stated requirements necessary for future appointments.
- D. The candidate is expected to address deficiencies suggested by the RP Committee to satisfy all criteria by the time an application for promotion is made.
- E. Teaching effectiveness

The candidate shall demonstrate high quality teaching at The University of Akron and competence in their area of specialization. Quantitative and qualitative measures of effective teaching are to be included in the candidate's file.

- 1. The candidate shall include student evaluations for all courses taught throughout the period under review. An overall average rating of satisfactory teaching is required. Satisfactory teaching is defined as 2.5 or greater on a 5-point scale in 100-200 level courses and 3.0 or greater on a 5-point scale in a 300-400 level courses.

2. The candidate shall include examples of documented evidence which may include the following. At least three items must be included from this section.
  - a. Peer evaluations of teaching;
  - b. Administrative evaluations of teaching;
  - c. Pre-test and post-test measures of current or newly developed teaching methodology using student learning outcomes in course(s) taught;
  - d. Assessment results of new techniques used to improve teaching effectiveness;
  - e. Positive feedback from external reviews of the candidate's curricular materials by those knowledgeable in the candidate's field of specialization;
  - f. Teaching awards or commendations;
  - g. Development and/or assessment of interprofessional simulations or other interprofessional education projects;
  - h. Documentation of attendance at seminars focusing on teaching and learning;
  - i. As a secondary criterion, other evidence of effective instruction selected by the candidate clearly documenting instructor development and improved student learning outcomes.
  - j. Other evidence of teaching effectiveness

#### F. Scholarly activity

NTT Faculty are not required to engage in scholarship unless listed in the letter(s) of appointment, in which case evidence of accomplishments consistent with the duties outlined in the letter(s) of appointment should be provided.

The candidate may provide evidence of scholarly achievement for consideration, if accomplished, even if not required as duties within the letter(s) of appointment.

#### G. Service

NTT faculty may be required to make service contributions to the School, College, University, and community at large, if listed in letter of appointment.

If service is not listed in the candidate's letter of appointment, evidence of service activities, though not required, is strongly encouraged as a

member of the university community and may be included for consideration.

If routine service contributions to the School, College, University, and community at large are included in letter(s) of appointment, the following criteria apply.

1. Service to School: At least two items are needed in this category.

- a. Recruitment activities;
- b. Retention activities;
- c. Advisory committee activities;
- d. Program development and promotion;
- e. Mentorship and evaluation of part-time faculty;
- f. Acquisition of equipment utilized in school program(s);
- g. Active search committee participation;
- h. Other school committee membership;
- i. Advisor for student organizations.
- j. Other service to the school

2. Service to College or University or community: At least one item is needed in this category.

- a. Participation on standing and/or ad hoc committees;
- b. College committee leadership role;
- c. Senate or Senate committee membership;
- a. University committee membership;
- b. Faculty service at graduation;
- c. College admissions interviewer;
- d. Participation in campus special events.
- e. Membership on community boards;
- f. Fund raising activities for non-profit organizations;
- g. Speaking to service or community groups;
- h. Teaching community health and wellness classes;
- i. Other documented evidence of service to the community or profession.
- j. Other service to the College or University

IV. Criteria for Promotion to Associate Professor of Instruction/Practice

- A. Meeting the minimum criteria for promotion listed in this document does not ensure a positive recommendation.



- B. Consideration of years of service or scholarly achievements at other colleges or universities may be considered with documentation in the RP deliberation process, if allowable by CBA guidelines.
- C. The candidate for promotion to Associate Professor of Instruction/Practice shall have demonstrated activities in the below listed areas at the University of Akron:
  - 1. A demonstrated record of teaching effectiveness and competence in his/her area of specialization as shown by appropriate evaluations;
  - 2. A record of service to the school, college, university, and community, if outlined in the letter(s) of appointment;
  - 3. Evidence of professional growth and achievement beyond that reached at the time of attainment of present rank;
  - 4. Increasing levels of leadership within the school and college, if outlined in the letter(s) of appointment.

D. Teaching effectiveness

The candidate shall demonstrate high quality teaching at The University of Akron and competence in their area of specialization. Quantitative and qualitative measures of effective teaching are to be included in the candidate's file.

- 1. The candidate shall include student evaluations for all courses taught since initial appointment at the current rank. An overall average rating of satisfactory teaching is required. Satisfactory teaching is defined as 2.5 or greater on a 5-point scale in 100-200 level courses and 3.0 or greater on a 5-point scale in a 300-400 level courses is required;
- 2. The candidate shall include examples of documented evidence including at least five items from this section.
  - a. Peer evaluations of teaching;
  - b. Administrative evaluations of teaching;
  - c. Pre-test and post-test measures of current or newly developed teaching methodology using student learning outcomes in course(s) taught;
  - d. Assessment results of new techniques used to improve teaching effectiveness;

- e. Positive feedback from external reviews of the candidate's curricular materials by those knowledgeable in the candidate's field of specialization;
  - f. Teaching awards or commendations;
  - g. Development and/or assessment of interprofessional simulations or other interprofessional education projects;
  - h. Documentation of attendance at seminars focusing on teaching and learning;
  - i. As a secondary criterion, other evidence of effective instruction selected by the candidate clearly documenting instructor development and improved student learning outcomes.
3. The candidate shall demonstrate evidence of growth in teaching in the form of at least two documented items must be included in this section.
- a. Responsiveness to student feedback in course design or methods;
  - b. Innovative course development and delivery to improve teaching skills and methods;
  - c. Teaching and/or developing new courses.
  - d. Other evidence of growth in teaching

#### E. Scholarly activity

NTT Faculty are not required to engage in scholarship unless listed in the letter(s) of appointment, in which case evidence of accomplishments consistent with the duties outlined in the letter(s) of appointment should be provided.

The candidate may provide evidence of scholarly achievement for consideration, if accomplished, even if not required as duties within the letter(s) of appointment.

#### F. Service

NTT faculty may be required to make service contributions to the School, College, University, and community at large, if listed in letter of appointment.

If service is not listed in the candidate's letter of appointment, evidence of service activities, though not required, is strongly encouraged as a member of the university community and may be included for consideration.

If routine service contributions to the School, College, University, and community at large are included in letter(s) of appointment, the following criteria apply.

1. Service to School: At least two items are needed in this category.
  - a. Recruitment activities;
  - b. Retention activities;
  - c. Advisory committee activities;
  - d. Program development and promotion;
  - e. Mentorship and evaluation of part-time faculty;
  - f. Acquisition of equipment utilized in school program(s);
  - g. Active search committee participation;
  - h. Other school committee membership;
  - i. Advisor for student organizations.
  - j. Other service to the School
  
2. Service to College or University or community: At least one item is needed in this category.
  - a. Participation on standing and/or ad hoc committees;
  - b. College committee leadership role;
  - c. Senate or Senate committee membership;
  - d. University committee membership;
  - e. Faculty service at graduation;
  - f. College admissions interviewer;  
Participation in campus special events;
  - g. Membership on community boards;
  - h. Fund raising activities for non-profit organizations;
  - i. Speaking to service or community groups;
  - j. Teaching community health and wellness classes;
  - k. Other documented evidence of service to the community or profession.

#### H. Appropriate professional conduct

Faculty are expected to conduct themselves professionally as defined in the CBA as well as according to his or her professional legal and ethical standards.

V. Criteria for Promotion to Professor of Instruction/Practice

A. The candidate for promotion to Professor of Instruction/Practice shall have demonstrated activities in the below listed areas at the University of Akron:

1. A demonstrated record of teaching effectiveness and competence in his/her area of specialization as shown by appropriate teaching evaluations;
2. A record of service to the school, college, university, and community, if outlined in the letter(s) of appointment;
3. Evidence of professional growth and achievement beyond that reached at the time of attainment of present rank;
4. Increasing levels of leadership within the school and college, if outlined in the letter(s) of appointment.

B. Teaching effectiveness

The candidate shall demonstrate high quality teaching at The University of Akron and competence in their area of specialization. Quantitative and qualitative measures of effective teaching are to be included in the candidate's file.

1. Criteria that a candidate shall meet are as stated in Section IV. D since the last promotion;
2. An overall rating of good teaching (3.5 or greater on a 5-point scale) on student evaluations is required and shall be maintained at this level since the last promotion;
3. Candidate shall provide evidence of good teaching in at least two positive peer evaluations of teaching since the last promotion.

C. Scholarly activity

NTT Faculty are not required to engage in scholarship unless listed in the letter(s) of appointment, in which case evidence of accomplishments

consistent with the duties outlined in the letter(s) of appointment should be provided.

The candidate may provide evidence of scholarly achievement for consideration, if accomplished, even if not required as duties within the letter(s) of appointment.

#### D. Service

NTT faculty may be required to make service contributions to the School, College, University, and community at large, if listed in letter of appointment.

If service is not listed in the candidate's letter of appointment, evidence of service activities, though not required, is strongly encouraged as a member of the university community and may be included for consideration.

If routine service contributions to the School, College, University, and community at large are included in letter(s) of appointment, then criteria shall be fulfilled as stated in Section IV. F.

#### E. Appropriate professional conduct

Faculty are expected to conduct themselves professionally as defined in the CBA as well as according to his or her professional legal and ethical standards.

### VI. Review and Revision

RP Guidelines shall be reviewed by all School of Allied Health tenure track faculty and non-tenure track faculty.

Collective Bargaining Agreement policies shall be followed when updates to the guidelines are deemed warranted by School faculty.