




Office of the Executive Vice President and Provost
Akron, OH 44325-4703

March 31, 2022

MEMORANDUM

TO: Tim McCarragher, Acting Dean, College of Health and Human Science

FROM: John M. Wiencek 

RE: **Reappointment, Tenure, and Promotion Guidelines**

COPY: Stacy Willett, Chair

In accordance with the Collective Bargaining Agreement, please be aware of the following:

These guidelines take effect for applications submitted Spring 2023 (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>



School of Disaster Science and Emergency Services
College of Health and Human Sciences

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

DATE: January 6, 2022

Bargaining unit tenure track faculty retention, tenure and promotion guidelines were revised and approved by the School of Disaster Science and Emergency Services faculty and administration, and the College Dean's office.

Upon approval of the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Disaster Science and Emergency Services bargaining unit tenure track faculty.



RTP Guidelines Revision Committee Chair

1/ /2022

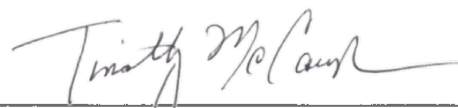
Date



Director

1/06/2022

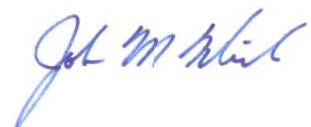
Date



Acting Dean

1/2 /2022

Date



Executive Vice President and Provost

03/31/2022

Date



College of Health and Human Sciences

School of Disaster Science and Emergency Services

**Reappointment, Tenure, and Promotion Guidelines for Tenure Track
Bargaining Unit Faculty**

[Approved March 5, 2021]

Guidelines for Reappointment, Tenure, and Promotion

Tenure Track Faculty

The purpose of these procedures for tenure track faculty reappointment, tenure, and promotion (RTP) is to engage in a process at The University of Akron that is fair, consistent, and faculty-driven, and governed by the collective bargaining agreement for the success of students and the institution. The procedures are designed to define the guidelines under which the bargaining unit members will be working, and to define the procedures and evaluative measures that are part of the process. All reappointment, tenure, and promotion recommendations are seen as a serious measure of the progress of the bargaining unit member and shall serve as clear benchmarks of and suggestions for future progress.

Because teaching is the foundation of the school's mission, the faculty members place its greatest emphasis on the effectiveness and quality of teaching in criterion for reappointment, tenure, and promotion.

Professional and scholarly activity supports the foundation and academic excellence upon which graduates will be prepared to be successful in this field, and for the field to be of service in our world. We value all scholarship, and give priority to discovery, application, and teaching and learning as they contribute most significantly to the success of students and the field.

Service, both to the institution and the community, is required to maintain relevance and remain networked to the needs of stakeholders. Service to the community is an area of faculty performance which shall receive recognition for purposes of reappointment, tenure, and promotion. In the area of community service, activities related to the candidate's area of expertise and which bring recognition to the university are considered to be important. As rank increases, so does the expectation to the depth and scope of service.

The faculty member shall exhibit academic and professional conduct in a manner consistent with guidelines set by professional societies and the university.

Overall Expectations Across All Ranks

The expectations for teaching effectiveness, professional contributions and scholarly activity, service, and leadership increase each year and with each successive rank. Attainment of the minimum requirement is only the starting place for consideration. Surpassing the minimum criterion is expected. Attainment of minimum standards shall not ensure a positive reappointment, tenure and/or promotion recommendation.

The school criterion for RTP as identified in this document are consistent with the Collective Bargaining Agreement. If a discrepancy should arise, the Collective Bargaining Agreement supersedes school guidelines.

- **Criterion 1:** *demonstrate high quality teaching and competence in their area of specialization.*

Teaching effectiveness includes, but is not limited to, mastery of the subject matter, availability to students, and ongoing course development and innovation.

- **Criterion 2:** *demonstrate original professional contribution and scholarly activity.*

For the criterion of professional contribution and scholarly activity, the emphasis for tenure-track candidates lies in creation of new contributions to the field/ profession that is peer reviewed and acknowledged. Contributions may be the result of service (scholarship of application or scholarship of integration) or original research (scholarship of discovery). The department also values the development of research lines in the area of scholarship of teaching and learning. See qualities and quantity described in each phase of RTP below.

- **Criterion 3:** *provide service to the profession, department, and/or college, university, and discipline related community service.*

For the criterion of professional, university and community service, work done to further the field, university, and public good are recognized. See qualities and quantity described in each phase of RTP below.

- **Criterion 4:** *maintain a high level of professional conduct, as specified in the collective bargaining agreement and university guidelines.*

Integrity, ethics, and other behaviors that exemplify professionalism in our field are important for accomplishing our goal of preparing students and credibility in moving the field forward.

Requisite Components for Each Phase of RTP

Criteria for Reappointment Pre-tenure

For reappointment, pre-tenured faculty shall demonstrate growth annually in all four criterion. The Reappointment Committee shall, in its annual recommendations, inform candidates who are not making satisfactory progress toward tenure and promotion of the improvements expected.

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. If the overall average is below a 3.0, the faculty may submit an explanation. AND
	Present a portfolio of course materials (syllabi, student assignments, tests) demonstrating ongoing course development and multiple preparations. AND
	Within the portfolio submit at least one of the following: <ul style="list-style-type: none">• supervisory or peer classroom evaluations;• open-ended surveys soliciting student comments or other student ratings instruments;• documentation of teaching awards/nominations;• pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses;• documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods;• documentation of team-teaching and/or participation in Learning Communities;• samples of student work which document student learning or teaching innovations;• documentation of course innovations related;• documentation of accessibility to students through study or help sessions, or use of technology;• documentation of guest lecturing;• or other evidence of teaching effectiveness as selected by the candidate.
Criterion 2: Professional Contribution & Scholarly Activity	For the criterion of professional and scholarly activity, the candidate shall demonstrate annually at a minimum: <ul style="list-style-type: none">• one local/state/regional/national/international conference in the discipline, or as may be appropriate to maintain a faculty members' professional licensure AND
	At least one of the following activities: <ul style="list-style-type: none">• authorship of a book, monograph, book chapter, journal or magazine article;• software/media development, software review;• non-refereed materials including conference proceedings;• invited papers or presentations;• articles in or editing newsletters in the discipline or the scholarship of teaching/learning;

	<ul style="list-style-type: none"> • documentation of progress for ongoing research (discipline-based or the scholarship of teaching/learning); • submission of grant proposals or fellowships; • manuscript review including pre- publication review for publishers; presentation at additional conferences in the discipline; • presentation at additional workshops or conferences on the scholarship of teaching or innovative technologies for teaching or instructional methods or student retention • other evidence of professional contribution and scholarly activity as selected by the candidate, including commercialization.
Criterion 3: Service	<p>For the criterion of professional, university and community service, the candidate for reappointment shall at a minimum:</p> <ul style="list-style-type: none"> • hold a leadership position in a professional organization, • actively participate on an institutional committee, and • actively participate in one discipline related community service initiative, committee, or activity
	<p>A non-exhaustive list of said activities is listed below:</p> <ul style="list-style-type: none"> • chairing institutional committees or task forces; • serving in a leadership capacity for a program; • assisting with curriculum development or revision; • mentoring new or part-time faculty; • planning or conducting university based workshops; • participating in or planning student recruitment and retention projects; • participating in work force development projects or Tech/Prep initiatives; • serving on Faculty Senate; • advising or serving as an advisor for registered student organizations; • serving on search committees at the department, college, or university levels; • managing or leading in articulation efforts; • participating in professional organizations including holding office or serving on committees, or organizing conferences or consulting to organizations; • service on the boards of non-profit agencies; • serving on accrediting bodies or serving on professional task forces; • applying academic expertise in the local, state, or national community pro bono • volunteering for non-profit agencies; appearing as an expert witness; • speaking at or collaborating with area schools; • editing newsletters for civic organizations and non-profit agencies; • testifying before legislative and congressional committees; • participating in economic or community development activities; • serving on additional departmental/college committees or task forces
Criterion 4: Professional conduct	<p>Provide a statement or evidence of membership in good standing of professional organization or professional licensure, and acknowledgement of any case of unprofessional conduct.</p>

Criteria for Recommending Promotion to Associate Professor

The promotion process to Associate Professor is separate from those of Tenure. Candidates seeking promotion will have demonstrated sustained growth in quality and quantity of the four criterion for RTP. Specific minimum expectations include:

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. In the event that the overall average is below a 3.0, the faculty may submit an explanation. AND
	Submission of a portfolio documenting the following goals: <ul style="list-style-type: none"> • Development/ improvement in the achievement of student learning outcomes. • Improved/ updated alignment of course activities with field • Sustained community/ professional organization engagement within course
	AND , within the portfolio submit at least three of the following: <ul style="list-style-type: none"> • supervisory or peer classroom evaluations; • open-ended surveys soliciting student comments or other student ratings instruments; • documentation of teaching awards/nominations; • pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses; • documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods; • documentation of team-teaching and/or participation in Learning Communities; • samples of student work which document student learning or teaching innovations; • documentation of course innovations related; • documentation of accessibility to students through study or help sessions, or use of technology; • documentation of guest lecturing; • or other evidence of teaching effectiveness as selected by the candidate.
Criterion 2: Professional Contribution & Scholarly Activity	Portfolio demonstration of presenting at a minimum of 3 local/ state/ regional/ national/ international conference in the discipline during pre-tenure period; AND
	At least three of the following activities: <ul style="list-style-type: none"> • authorship of a book, monograph, book chapter, journal or magazine article; • software/media development, software review; • non-refereed materials including conference proceedings; • invited papers or presentations; • articles in or editing newsletters in the discipline or the scholarship of

	teaching/learning; <ul style="list-style-type: none"> • documentation of progress for ongoing research (discipline-based or the scholarship of teaching/learning); • submission of grant proposals or fellowships; • manuscript review including pre- publication review for publishers; presentation at additional conferences in the discipline; • presentation at additional workshops or conferences on the scholarship of teaching or innovative technologies for teaching or instructional methods or student retention • other evidence of professional contribution and scholarly activity as selected by the candidate, including commercialization.
Criterion 3: Service	For the criterion of professional, university and community service, the candidate for promotion shall at a minimum: <ul style="list-style-type: none"> • hold a sustained leadership position or graduated roles in a professional organization, • actively chair/ lead an institutional committee, and • actively led one discipline related community service initiative, committee, or activity
Criterion 4: Professional conduct	Provide a statement or evidence of membership in good standing of professional organization or professional licensure, and acknowledgement of any case of unprofessional conduct.

Criteria for Recommending Tenure

Tenure is attained by the faculty members who distinguish themselves through teaching, research/scholarship/creative activity, and/or service to the University and the profession and represents a long-term commitment between both parties.

To be considered for tenure a minimum of two years of service at The University of Akron at the rank of Assistant Professor or above, **AND**

Submission of a portfolio that demonstrates a record of teaching excellence and competence in his or her area of specialization. Additionally, the candidate shall demonstrate a record of professional, University and community service, and professional and scholarly activity that warrants promotion and validated externally. The portfolio will utilize previous evidence used for merit, reappointment, and promotion, but emphasize through narrative or supplemental evidence the value and contribution to The University of Akron.

Criterion 1: High Quality Teaching	Additional portfolio evidence supporting the following goals: <ul style="list-style-type: none"> • Course facilitation that directly engages students with the community or research. • Engagement with university strategic teaching initiatives (delivery modalities, collaborations, etc.)
	In addition, demonstrated contribution to university or college initiatives through teaching. Examples include: <ul style="list-style-type: none"> • curriculum development

	<ul style="list-style-type: none"> • program assessment • accreditation leadership
Criterion 2: Professional Contribution & Scholarly Activity	Portfolio demonstration of presenting at a minimum of 3 state/ regional/ national/ international conference in the discipline during pre-tenure period; AND
	Evidence supporting field expertise outside of University of Akron: <ul style="list-style-type: none"> • Cohesive body of original research (knowledge creation) that is peer reviewed and distributed within the field or expertise. • School solicited letter of from non-UA national experts/ non-affiliated on contribution of body of work to the field. See “External Review.” • National or international recognition or achievement for professional work
Criterion 3: Service	Provide leadership on a state or national level.
Criterion 4: Professional conduct	Model high level of professional conduct.

While individuals may be considered for early tenure and/or promotion to the rank of Associate Professor per collective bargaining agreement guidelines, years of service do not assure tenure and/or promotion. It should be noted that tenure only, or tenure/promotion to Associate Professor, before the sixth year of service will be the exception rather than the rule. More than two years of service will typically be needed for candidates to demonstrate a sustained record of performance. It is recommended that candidates carefully consider the levels and quality of their contributions prior to making application for tenure and/or promotion in a shortened time period.

For candidates seeking early tenure, the school’s tenure committee shall vote to determine whether the candidate may apply for early tenure. Candidates may apply for early tenure only once. Should tenure be denied, the candidate shall complete the probationary period before making reapplication for tenure and promotion.

The school may consider years of service or tenure at an institution of higher education other than The University of Akron in deciding to permit candidates to apply for early tenure.

All candidates for tenure and promotion shall be subjected to external review as provided for in the collective bargaining agreement.

Criteria for Promotion to Professor

The rank of professor shall be for individuals who clearly demonstrate superior qualifications. For promotion to the rank of professor, the school requires the candidate, since the attainment of present rank, to demonstrate continuing, significant, and sustained:

- teaching excellence

- professional and scholarly activity beyond that reached at the attainment of the present rank
- service to the department, college, and university and community beyond that reached at the attainment of the present rank
- leadership, preferably at the university level.

Both the breadth and quality of activity will be assessed. Professional conduct, as defined in the university and college guidelines, is required. Building on a successful portfolio for promotion to Professor includes attainment of three criteria.

Criterion 1: High Quality Teaching	Demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the unit's evaluation instrument. If the overall average is below a 3.0, the faculty may submit an explanation. AND Expanded work toward the sustainability and growth of teaching at the school level.
Criterion 2: Professional Contribution & Scholarly Activity	Evidence to support the development of a scholarly line of inquiry examples: <ul style="list-style-type: none"> • grant funding • undergraduate/ graduate research leadership/ mentoring • publication and presentations at national/ international level; AND • School solicited letter of from non-UA national experts/ non-affiliated on contribution of body of work to the field. See "External Review."
Criterion 3: Service	Sustained leadership at University, national/ international organization level
Criterion 4: Professional conduct	Recognized for professional contributions by outside organization

Candidates may apply for promotion to professor after a minimum number of years of service at The University of Akron at the rank of Associate Professor per collective bargaining agreement guidelines. It should be noted that promotion to full Professor before the fifth year of service as an Associate Professor should be the exception rather than the rule. More than two years of service will typically be needed for candidates to demonstrate a record of leadership and sustained excellence in teaching, professional and scholarly activity, and service. It is recommended that candidates carefully consider the levels and quality of their contributions prior to making application for promotion in a shortened time period.

External Reviews for Tenure and Promotion

External reviewers will be provided with a summary of the school criterion and the following materials from the candidate's file:

- a current curriculum vita
- a narrative statement by the candidate addressing the meeting of the school's criterion and

- previous Faculty Activities Summaries
- c. copies of most recent syllabi
- d. a sample of a lecture or lesson selected by the candidate
- e. a sample of an exam or student assignment selected by candidate
- f. any other supportive documentation selected by the candidate.

The committee will also provide a list of specific questions the reviewer should consider in making his/her assessment of the candidate's performance.

An example external reviewer request with instructions is provided below.

External Review Instructions for Reviewers

Thank you for agreeing to participate in this External Review. This document is an important component in the Tenure and Promotion process of our faculty. Your review will become part of the Review Candidate's permanent file and will, in part, be used to judge the candidate's appropriateness for Tenure and/or Promotion.

Review Candidates must submit to reviewers a portfolio containing at least the following:

- a. A summary of school's criterion for tenure and/or promotion
- b. A current vita
- c. A narrative statement by the candidate addressing the meeting of school's criterion for tenure and/or promotion
- d. Evidence per Criterion
 - Criterion 1:
 - Statement of teaching philosophy (not to exceed 500 words)
 - Copies of most recent syllabi
 - A sample of a lecture or lesson selected by the candidate
 - A sample of an exam or student assignment selected by the candidate
 - A sample of feedback provided on an assignment by the candidate
 - One additional piece of evidence, selected by the candidate, which demonstrates teaching effectiveness, professional and scholarly activity, or service (e.g., letter of support from student, colleague, or administrator; assignments (deidentified).
 - Criterion 2:
 - Copies/ links to published materials
 - Evidence of scholarly activity
 - Criterion 3:
 - Evidence of significant contribution to the success of the University of Akron in reputation and growth (e.g., internal letters of support, project documentation)
 - Criterion 4:
 - Evidence of quality university citizenship

Please respond as fully, accurately, and honestly as you can to address the following areas when writing your review letter.

- a. Candidate's evidence meets school criteria
- b. The candidate shows evidence of professional growth or activity in his or her discipline
- c. The candidate's contributions to the field through teaching and/or scholarship is advancing the field.