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College of Health and Human Sciences

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

DATE: January 5, 2024

Bargaining unit tenure track faculty retention, tenure 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 tenure track bargaining unit faculty.

Stacia E. Biddle

RTP Committee Chair

01/08/2024

Date

Kristine Kraft

Director

1/8/2023

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, Tenure, and Promotion Guidelines for 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, Tenure, and Promotion (RTP) of 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, tenure, 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 RTP of 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, tenure, 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.

If a candidate is already a tenured faculty member of a college or university other than The University of Akron, tenure shall be considered only after the faculty member has served at least two years at the rank of Associate Professor or higher at The University of Akron. For tenure consideration, see Section V.

I. Performance Expectations of Tenure Track Faculty

Four general areas comprise the areas of faculty evaluation: 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 and Professor 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 RTP file

A. All candidates being considered for reappointment, tenure, 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, tenure, or promotion;
3. Current curriculum vita;
4. A narrative statement by the candidate addressing the meeting of university-wide and school RTP criteria;
5. All previous RTP 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;
8. Evidence of service activities;
9. When applicable, a letter of intent specifying which criteria are 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, tenure, and promotion at the completion of the stated years of service as outlined in the CBA. However, years of service alone do not assure reappointment, tenure, 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 quality of activities as well as quantity and breadth of accomplishments in all categories under consideration to attain tenure and promotion. Therefore, it is recommended that candidates carefully consider the levels and quality of the contributions prior to making application for reappointment, tenure and promotion in a shortened time period.

III. Criteria for Reappointment as Assistant Professor

- A. Tenure track faculty enter employment in a probationary period and are subject to annual review according to the schedule in the CBA. It is the responsibility of a tenure track faculty member requesting reappointment to provide evidence that she or he will be able to meet criteria for tenure and promotion to Associate Professor at the end of the probationary 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 RTP Committee to satisfy all criteria by the time an application for promotion or tenure 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 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

The candidate shall demonstrate a commitment to pursuing professional growth and achievement in his or her area of specialization. At least one item must be included from this section.

1. Evidence of scholarly activity shall include:
 - a. Creation and/or presentation of continuing education units in professional or academic organizations;

- b. Participation in conferences, seminars, workshops, or meetings which leads to a documented output that contributes to knowledge or professional practice;
- c. Research projects;
- d. Grant activities;
- e. Publication of articles in professional journals, authoring books, book chapters, etc;
- f. Presentations at professional meetings;
- g. Editorial board membership;
- h. Review of books for publication;
- i. Academic or professional awards or recognition related to research or evidence-based practice;
- j. Discipline-related consulting;
- k. As a secondary criterion, pursuit of additional degrees, credentials, or certificates related to research or evidence-based practice.
- l. Other scholarly activity

G. Service

The candidate shall demonstrate evidence of service to the school, college, university, and community. Level and involvement in service is expected to build with years in rank.

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: 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 service or Senate committee membership;
- d. University Council service or UC committee membership;
- e. University committee membership;

- f. Faculty service at graduation;
- g. College admissions interviewer;
- h. Participation in campus special events.
- i. Other service to the College or University

3. Health/community service: At least one item is needed in this category.

- a. Membership on community boards;
- b. Speaking to service or community groups;
- c. Teaching community health and wellness classes;
- d. Maintenance of credentials
- e. Other documented evidence of service to the community or profession.

IV. Criteria for Promotion to Associate Professor

- A. To be considered for promotion to Associate Professor, the candidate must meet all guidelines as specified in the CBA and these guidelines, including but not limited to a minimum of two years of service at The University of Akron at the rank of Assistant Professor.
- B. Meeting the minimum criteria for promotion listed in this document does not ensure a positive recommendation.
- C. Consideration of years of service or scholarly achievements at other colleges or universities may be considered with documentation in the RTP deliberation process.
- D. The candidate for promotion to Associate Professor 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;
 - 3. Evidence of a sustained commitment to professional development in one's area of practice, or evidence of sustained development of new areas of expertise or professional development in areas directly related to one's primary appointment;

4. Increasing levels of leadership within the school and college.

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 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.
 - j. Other evidence of effective teaching
3. The candidate shall demonstrate evidence of growth in teaching in the form of at least two documented items 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

F. Scholarly activity

The candidate shall demonstrate a commitment to pursuing professional growth and achievement in his or her area of specialization.

1. The candidate shall include copies of current and active credentials in a health profession or medical specialty;
2. The candidate shall include copies of Continuing Education Units (CEUs), if applicable, or similar evidence of continuing education;
3. Other evidence of scholarly activity shall include at least four documented products in this section.
 - a. Creation and/or presentation of continuing education units in professional or academic organizations;
 - b. Participation in conferences, seminars, workshops, or meetings which leads to a documented output that contributes to knowledge or professional practice;
 - c. Research projects;
 - d. Grant activities;
 - e. Publication of articles in professional journals, authoring books, book chapters, etc;
 - f. Presentations at professional meetings;
 - g. Editorial board membership;
 - h. Review of books for publication;
 - i. Academic or professional awards or recognition related to research or evidence-based practice;
 - j. Discipline-related consulting;
 - k. As a secondary criterion, pursuit of additional degrees, credentials, or certificates related to research or evidence-based practice.
 - l. Other evidence of scholarly activity

G. Service

The candidate shall demonstrate evidence of service to the school, college, university, and community. Examples of service include but are not limited to those listed below.

1. Service to School: At least four documented instances of service need to be included from this section.
 - 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: At least three documented instances of service from this section needs to be included.
 - a. Participation on standing and/or ad hoc committees;
 - b. College committee leadership role;
 - c. Senate service or Senate committee membership;
 - d. University Council service or UC membership;
 - e. University committee membership;
 - f. Faculty service at graduation;
 - g. College admissions interviewer;
 - h. Participation in campus special events.
 - i. Other evidence of service to the college
3. Health/community service: At least two documented instances of service from this section needs to be included.
 - a. Membership on community boards;
 - b. Speaking to service or community groups;
 - c. Teaching community health and wellness classes;
 - d. Other documented evidence of service to the community or profession.

V. Criteria for Tenure

- A. Faculty who hold rank beyond that of Assistant Professor but without tenure, may seek and be awarded tenure without promotion.
- B. Teaching effectiveness

The candidate shall demonstrate a consistent record of high-quality teaching and competence in their area of specialization. Quantitative and qualitative measures of effective teaching are to be included in the candidate's file.

1. Minimum criteria that a candidate shall meet to be awarded tenure are as stated in Section IV. E.
2. Candidate shall provide evidence of satisfactory teaching in at least two positive peer evaluations.

C. Scholarly activity

The candidate shall demonstrate a commitment to pursuing professional growth and achievement in his or her area of specialization.

1. Minimum criteria that shall be met are as stated in Section IV. F.
2. Candidate shall include evidence of at least one peer-reviewed presentation given at a professional meeting or conference.

D. Service

The candidate shall demonstrate evidence of service to the school, college, university, and community.

1. Criteria are as stated in Section IV. G.
2. Candidate shall serve as Chair of at least one standing or ad hoc college or university committee.

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.

3. Criteria for Promotion to Professor



- A. To be considered for promotion to the rank of Professor, the candidate must have a minimum of two years of service at The University of Akron at the rank of Associate Professor.

- B. The candidate for promotion to Professor 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;
3. Evidence of a sustained commitment to professional development in one's area of practice, or evidence of sustained development of new areas of expertise or professional development in areas directly related to one's primary appointment;
4. Increasing levels of leadership within the school and college.

- C. 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. E since the last promotion.
2. An overall average 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.

- D. Scholarly activity

The candidate shall demonstrate a commitment to pursuing professional growth and achievement in his or her area of specialization.

1. Criteria are as stated in Section IV. F as measured since the last

promotion.

2. Candidate shall include evidence of at least two presentations given at professional meetings or conferences since the last promotion.

E. Service

The candidate shall demonstrate evidence of service to the school, college, university, and community.

1. Criteria are as stated in Section IV. G since the last promotion.
2. Candidate shall serve as chair of at least one standing or ad hoc college or university committee.
3. Candidate shall serve an active role on at least one additional college or university committee.

F. 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.

4. Criteria for External Review

- A. Faculty seeking tenure and/or promotion are required to submit their file for external review.
- B. The external review process follows the CBA Article 13.
- C. The candidate shall submit:
 1. A list of at least three potential external reviewers, one of which must be an educator and the remainder may be an educator in the area of specialization or not, or professionals in their area of healthcare;
 2. A current curriculum vita;
 3. A narrative statement by the candidate addressing the meeting of appropriate criteria;
 4. Copies of most recent syllabi;

5. A sample lecture or lesson selected by the candidate;
6. One additional piece of evidence selected by the candidate which demonstrates teaching effectiveness and professional and scholarly activity or service;
7. A signed permission form to allow the reviewer access to and review of the materials.

D. The RTP Committee Chair shall:

1. Send a letter to reviewers to determine their willingness to do an external review;
2. Send reviewers the appropriate RTP criteria and items listed above in C. 2. – 7;
3. Include a letter which provides reviewers instructions whereby they are to determine if the candidate's external review materials meet RTP criteria with a due date for this assessment;
4. Collect the external review letters as separate and confidential in the candidate's file.

VIII. Review and Revision

RTP Guidelines shall be reviewed by all School of Allied Health tenure track faculty, in consultation with all non-tenure track faculty.

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

