

The University of Akron
College of Applied Science and Technology
Department of Applied General and Technical Studies
Criteria and Procedures for
Reappointment, Tenure, and Promotion of Tenure-Track Faculty
and Reappointment and Promotion of Non-Tenure Track (NTT) Faculty

Most recent approval on November 8, 2010

Tenure-Track Guidelines Approved by Department Tenure-Track Faculty on May 9, 2018
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Reappointment, Tenure, and Promotion Guidelines for Tenure-Track Faculty
Department of Applied General and Technical Studies
College of Applied Science and Technology
The University of Akron, Akron, Ohio
May 9, 2018

1. The department goals established by faculty, as revised on November 8, 2010, include:
 - 1.1. Providing general education to students from all departments of the College of Applied Science and Technology, as well as to other colleges on The University of Akron campus.
 - 1.2. Providing specialized courses to meet the needs of students in other departments of the College of Applied Science and Technology and throughout the university.
 - 1.3. Focusing our teaching skills on the student as the central figure in our work.

2. Because teaching is the foundation of the departmental mission, the department places its greatest emphasis on the effectiveness and quality of teaching in criteria for reappointment, tenure, and promotion.

Professional and scholarly activity are required. The scholarship of teaching and learning is of equal merit to discipline-based professional activities.

Service, both to the institution and the community, is required. Service to the community is the area of faculty performance which shall receive the least emphasis 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.

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

3. The expectations for teaching effectiveness, professional and scholarly activity, service, and leadership increase each year and with each successive rank. At each level, attainment of the minimum standard is only the starting place for consideration. Surpassing the minimum is expected as faculty seek reappointment, tenure, and promotion. Attainment of minimum standards shall not ensure a positive recommendation for reappointment, tenure, or promotion.
4. To be considered for tenure and promotion to the rank of associate professor, individuals shall have at least an earned master's degree from an accredited institution of higher education in a discipline relevant to his or her teaching field and a minimum of two years of service at The University of Akron at the rank of assistant professor. The candidate shall demonstrate a record of teaching excellence and competence in his or her area of specialization. Additionally, the candidate shall demonstrate a record of service to the department, college, university, and community as well as professional and scholarly

activity. Both the breadth and quality of activity will be assessed. Professional conduct, as defined in the university guidelines, is required.

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

- 5.1. teaching excellence;

- 5.2. professional and scholarly activity beyond that reached at the attainment of the present rank;

- 5.3. service to the department, college, and university and community beyond that reached at the attainment of the present rank;

- 5.4. 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.

6. Candidates shall demonstrate progress toward tenure and promotion in each successive reappointment year. The Reappointment Committee shall, in its recommendations, inform candidates who are not making satisfactory progress toward tenure and promotion of the improvements expected.
7. The expectations for teaching effectiveness, professional and scholarly activity, service, and leadership increase each year and with each successive rank. At each level, attainment of the minimum standard is only the starting place for consideration. Surpassing the minimum is expected. Attainment of minimum standards shall not ensure a positive recommendation for reappointment, tenure, or promotion. The department 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.
8. It should be noted that tenure and 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.
9. The department chair shall hold an organizational meeting to elect chairs of the RTP Committees no later than March 15.
10. Lacking three (3) eligible department bargaining unit faculty to form an RTP committee, the department chair, in consultation with the candidate(s), shall recommend a college bargaining unit faculty member to serve on the committee. If there is no agreement, the dean, in consultation with the candidate(s), shall appoint from the eligible bargaining unit faculty of the college or university community.

11. Criteria for Quality of Teaching

Reappointment for Assistant Professors	Tenure and Promotion to Associate Professor	Promotion to Professor
The candidate shall demonstrate that the following criteria have been met since his or her reappointment:	The candidate shall demonstrate that the following criteria have been met since his or her probationary period:	The candidate shall demonstrate that the following criteria have been met since his or her last promotion:
<ul style="list-style-type: none"> • Demonstrate a pattern of ratings for all courses on the college student evaluation of teaching instrument (80% or more "X" scores on the college's approved student evaluations are 4.0 or higher, excluding Questions #13, #14, and #15. 	<ul style="list-style-type: none"> • Demonstrate a pattern of ratings for all courses on the college student evaluation of teaching instrument (90% or more "X" scores on the college's approved student evaluations are 4.0 or higher, excluding Questions #13, #14, and #15. 	<ul style="list-style-type: none"> • Demonstrate a pattern of ratings for all courses on the college student evaluation of teaching instrument (94% or more "X" scores on the college's approved student evaluations are 4.0 or higher, excluding Questions #13, #14, and #15.
*#13 ("I had a strong desire to take this course."), #14 ("The textbook was useful."), #15 ("The other instructional materials were useful.").		
<ul style="list-style-type: none"> • Develop a portfolio of course materials (syllabi, student assignments, tests, etc.) demonstrating ongoing course development <u>and</u> multiple preparations. 	<ul style="list-style-type: none"> • Develop a portfolio of course materials (syllabi, student assignments, tests, etc.) demonstrating ongoing course development <u>and</u> multiple preparations. 	<ul style="list-style-type: none"> • Develop a portfolio of course materials (syllabi, student assignments, tests, etc.) demonstrating ongoing course development <u>and</u> multiple preparations.
<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>one</u> item listed in the section below: 	<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>three</u> different items listed in the section below: 	<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>four</u> different items listed in the section below:
a) Peer or supervisory classroom/teaching performance evaluations b) Positive student or alumni written comments c) Assessment of learning outcomes such as pre-test/post-test demonstrations of student performance, or other documentation that demonstrates student success d) Effective collaboration with part-time faculty, graduate assistants, learning assistants, student teachers, or staff e) Three or more preps either in fall and/or spring semester f) University, college, departmental, or external teaching awards g) Participation in innovative teaching initiatives, such as but not limited to team teaching, the Learning Communities Program, and the Learning Assistants Program		

- h) Course innovations involving substantial changes to an existing course or a series of courses
- i) Accessibility to students beyond regular office hour meetings including study or help sessions, posting course materials on-line, volunteer tutoring at a University tutoring site, on-line office hours, or on-line tutoring
- j) Developing and using Web lessons, discussions, quizzes, and/or interactive Web content
- k) Guest lecturing
- l) Creating a new course and having it approved
- m) Creating and offering a special topics course
- n) Developing and having approved an on-line course and/or converting an existing course to a hybrid and/or on-line venue
- o) Teaching a course for the first time via a distance learning classroom
- p) Attending events sponsored by the Talking About Teaching Committee and the Professional Development Committee
- q) Other evidence related to this area selected by the faculty member, including commercialization.

12. Criteria for Quality of Research and Scholarly Activity

Reappointment for Assistant Professors	Tenure and Promotion to Associate Professor	Promotion to Professor
The candidate shall demonstrate that the following criteria have been met since his or her reappointment:	The candidate shall demonstrate that the following criteria have been met since his or her probationary period:	The candidate shall demonstrate that the following criteria have been met since his or her last promotion:
<ul style="list-style-type: none"> Attend or present at a <u>minimum</u> of one local, state, regional, national, or international conference in one's discipline or teaching area <p><u>OR</u></p> <p>Attend or present at a <u>minimum</u> of one local, state, regional, national, or international workshop or conference on the scholarship of teaching/learning <u>or</u></p>	<ul style="list-style-type: none"> Present at a <u>minimum</u> of one local, state, regional, national, or international conference in one's discipline or teaching area Attend or present at a <u>minimum</u> of one local, state, regional, national, or international workshop or conference on the scholarship of teaching/learning <u>or</u> innovative technologies for teaching <u>or</u> instructional 	<ul style="list-style-type: none"> Present at a <u>minimum</u> of two of either local, state, regional, national, or international conferences in one's discipline or teaching area <p><u>OR</u></p> <p>Present at a <u>minimum</u> of two of either local, state, regional, national, or international workshops or conferences on the scholarship of teaching/learning <u>or</u></p>

<p>innovative technologies for teaching <u>or</u> instructional methods or student retention.</p>	<p>methods or student retention.</p> <ul style="list-style-type: none"> • Attend or present at one additional local, state, regional, national, or international conference in one's discipline or teaching area <p><u>OR</u></p> <p>Attend or present at one additional local, state, regional, national, or international workshop or conference on the scholarship of teaching/learning <u>or</u> innovative technologies for teaching <u>or</u> instructional methods or student retention.</p>	<p>innovative technologies for teaching <u>or</u> instructional methods or student retention</p> <p><u>OR</u></p> <p>A combination of both.</p> <ul style="list-style-type: none"> • Attend or present at a <u>minimum</u> of one additional conference or workshop as listed immediately above.
<ul style="list-style-type: none"> • Hold membership in a <u>minimum</u> of one professional organization. 	<ul style="list-style-type: none"> • Hold membership in a <u>minimum</u> of one professional organization. 	<ul style="list-style-type: none"> • Hold membership in a <u>minimum</u> of two professional organizations.
<ul style="list-style-type: none"> • Beyond the above requirements, candidates shall submit documentation of at least <u>one</u> item listed in the section below: 	<ul style="list-style-type: none"> • Beyond the above requirements, candidates shall submit documentation of at least <u>two</u> different items listed in the section below: 	<ul style="list-style-type: none"> • Beyond the above requirements, candidates shall submit documentation of at least <u>four</u> different items listed in the section below:
<ul style="list-style-type: none"> a) Discipline-related or scholarship of teaching/learning (non-self-published) publications including books, monographs, book chapters, journal or magazine articles b) Additional presentations (beyond the minimum), scholarly and creative, at local, state, regional, national, or international conference in one's discipline or teaching area c) Additional presentations (beyond the minimum) at local, state, regional, national, or international workshops or conferences on the scholarship of teaching/learning <u>or</u> innovative technologies for teaching <u>or</u> instructional methods <u>or</u> student retention d) Participating in professional organizations including holding office, participation on committees or organizing conferences for professional organizations, attending conferences e) Software or media development related to one's discipline and/or teaching 		

- f) Software or book reviews including pre-publication reviews for publishers; reviewing articles for refereed journals
- g) Invited papers or presentations
- h) Articles in or editing newsletters in the discipline or the scholarship of teaching and learning
- i) Development and initial use of a custom-published textbook or significant revisions to an established custom-published textbook
- j) Ongoing research—non-grant/fellowship, discipline-based or the scholarship of teaching/learning
- k) Professional recognition such as non-teaching awards, honors
- l) Additional or advanced degrees, certifications, or taking additional coursework that enhance teaching
- m) Consulting or providing training workshops
- n) Participating on accrediting bodies or professional task forces
- o) Member of editorial board
- p) Submission of grant proposals or work on grant and/or fellowship activities
- q) Attending events sponsored by ITL
- r) Other evidence related to this area selected by the faculty member, including commercialization.

13. Quality of Professional, University, and Community Service

Reappointment for Assistant Professors	Tenure and Promotion to Associate Professor	Promotion to Professor
The candidate shall demonstrate that the following criteria have been met since his or her reappointment:	The candidate shall demonstrate that the following criteria have been met since his or her probationary period:	The candidate shall demonstrate that the following criteria have been met since his or her last promotion:
<ul style="list-style-type: none"> • Actively participate on a minimum of one departmental committee. • Actively participate on a minimum of one college committee. 	<ul style="list-style-type: none"> • Actively participate on a minimum of one departmental committee. • Actively participate on a minimum of one college committee. 	<ul style="list-style-type: none"> • Actively participate on a minimum of one departmental committee. • Actively participate on a minimum of one college committee. • Actively participate on a minimum of one university committee (standing, ad hoc, Faculty Senate, search, etc.).

<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>one</u> item listed in the section below: 	<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>three</u> different items listed in the section below, including <u>at least one</u> public service activity: 	<ul style="list-style-type: none"> • In addition, candidates shall submit documentation of at least <u>six</u> different items listed in the section below, including <u>at least one</u> public service activity:
<ul style="list-style-type: none"> a) Chairing and participating on departmental committees, and chairing and participating on departmental ad hoc committees b) Assisting with the accrediting process for other departments c) Participation in general education or university course/program reviews d) Serving as the lead faculty for area e) Assisting with curriculum development or revision for other departments f) Mentoring new or part-time faculty g) Chairing or participating on college committees and college ad hoc committees h) Conducting in-house workshops or service to a student organization or department i) Participating in student recruitment and retention projects j) Participating in work force development projects or Tech/Prep initiatives k) Serving as a marshal at graduation l) Chairing or participating on university committees/task forces and university ad hoc committees m) Serving on Executive Committee of Faculty Senate or serving as member on Faculty Senate n) Serving on the Executive Committee of AAUP or as a member of the negotiating team, or as departmental liaison o) Participating as an advisor for registered student organizations p) Chairing or participating on a search committee at the departmental, college, or university levels q) Participating in articulation efforts r) Participating in local, state, or national civic organizations s) Participating on the board for agencies or organizations t) Voluntarily applying academic expertise in the local, state, regional, or national community u) Appearing as an expert witness v) Speaking at or collaborating with area schools w) Editing newsletters for civic organizations and agencies or organizations x) Testifying before legislative and congressional committees y) Participating in economic or community development activities z) Other evidence related to this area selected by the faculty member, including commercialization. 		

14. Professional Conduct

For this criterion, the candidate shall follow the written standards as stated in the Collective Bargaining Agreement.

15. Application File

All candidate files (with the exception of Item #15.9 below for reappointment candidates) shall include at least the following materials:

15.1. Permission form for review of materials;

15.2. A current vita;

15.3. Narrative statement by the candidate addressing the meeting of University-wide and academic unit criteria;

15.4. A table of contents of materials included in the RTP file, which shall be amended to reflect any late additions or deletions to the RTP file;

15.5. All previous RTP recommendations and the initial appointment letter;

15.6. Quantitative evidence of effective teaching, including results of formal teaching evaluations, as well as additional materials required by academic unit guidelines (such as peer evaluations of teaching or letters of support);

Qualitative evidence of effective teaching, which may include, for example, peer evaluation of teaching, written student evaluation comments (along with the rationale for the material included), letters of support for the candidate (along with provenance of such letters), etc., shall also be included;

15.7. Evidence of scholarship and/or creative activity;

15.8. Evidence of service;

15.9. External review letters solicited by the RTP committee chair, for tenure and promotion files.

16. External Review

The review of scholarly publications and/or creative activities, external to the University, is required for tenure and promotion.

16.1. Candidates should limit items in their portfolio to a two-inch binder.

16.2. The portfolio shall include the following items:

16.2.1.1. a summary of departmental criteria for tenure and/or promotion;

- 16.2.1.2. a current vita;
 - 16.2.1.3. a narrative statement by the candidate addressing the meeting of criteria as well as a chronological summary of their teaching, professional/scholarly, and service activities;
 - 16.2.1.4. copies of most recent syllabi;
 - 16.2.1.5. a sample of a lecture or lesson selected by the candidate;
 - 16.2.1.6. a sample of a graded exam or student assignment selected by the candidate;
 - 16.2.1.7. one additional piece of evidence, selected by the candidate, which demonstrates teaching effectiveness, professional and scholarly activity, or service.
- 16.3. The portfolio may include the following items:
- 16.3.1.1. videotaped classroom performance (not to exceed 30 minutes in length);
 - 16.3.1.2. technological innovations (e.g., Web courses, distance learning projects, Web-enhanced courses);
 - 16.3.1.3. additional representative assignments, tests, quizzes, review sheets, or homework given during the review period;
 - 16.3.1.4. statement of teaching philosophy (not to exceed 500 words);
 - 16.3.1.5. up to 3 letters of support from students, colleagues, or administrators, along with the origins of the letter.
17. These guidelines can be amended by a two-thirds vote of the tenured and tenure-track faculty in residence. A proposed amendment shall be publicized at least one week in advance on the agenda announcing the department meeting at which the proposed amendment is to be considered.

External Review Instructions for Reviewers

Thank you for agreeing to participate in this External Review. This document is an important component in the RTP (Retention, 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.

This review has been designed to offer documented evidence of the Review Candidate's effective teaching. The process is intended to be a flexible tool that is fair for all Review Candidates.

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

- a summary of departmental criteria for tenure and/or promotion
- a current vita
- a narrative statement by the candidate addressing the meeting of departmental criteria for tenure and/or promotion
- copies of most recent syllabi
- a sample of a lecture or lesson selected by the candidate
- a sample of a graded exam or student assignment selected by the candidate
- one additional piece of evidence, selected by the candidate, which demonstrates teaching effectiveness, professional and scholarly activity, or service

Review Candidates may also submit one or more of the following:

- videotaped classroom performance (not to exceed 30 minutes in length)
- technological innovations (e.g., Web courses, distance learning projects, Web-enhanced courses)
- additional representative assignments, tests, quizzes, review sheets, or homework given during the review period
- statement of teaching philosophy (not to exceed 500 words)
- up to 3 letters of support from students, colleagues, or administrators, along with the origins of the letter.

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

- The candidate's degrees, certifications, training, and/or teaching experience qualify the candidate to teach the courses he or she teaches.
- The candidate shows evidence of professional growth or activity in his or her discipline.

- The syllabi present the candidate's contact information, office hours, grading policies, and classroom policies.
- The syllabi are logically organized.
- Student evaluations and/or student comments suggest students are satisfied with the candidate's performance.
- Exams or assignments are directly related to the course objectives.
- Exams or assignments are appropriate for the course.
- Exams or assignments reflect current theory or pedagogical techniques.
- Exams or assignments are designed to measure students' mastery of course objectives.
- Students' work appears to be graded according to a clear standard.
- Grading appears to be done in a consistent and logical manner.
- Graded work offers useful feedback to the students.
- If Web content is submitted (not required):
 - Content is well-organized.
 - Navigation cues are easy to follow and understand.
 - Lesson and assignment materials are well-written and presented with clarity.
- Additional observations about the candidate's performance or qualifications may be included.

Reappointment and Promotion Guidelines for Non-Tenure-Track (NTT) Faculty
Department of Applied General and Technical Studies
College of Applied Science and Technology
The University of Akron, Akron, Ohio
April 30, 2018

1. Because teaching is the foundation of the departmental mission, the department places its greatest emphasis on the effectiveness and quality of teaching in criteria for reappointment and promotion. Professional and scholarly activity, and service—to both the institution and the community—may be required, depending on the content of the candidate’s annual appointment letter.

The faculty member shall exhibit academic and professional conduct in a manner consistent with guidelines set by professional societies and the university. Both the breadth and quality of activity will be assessed. Professional conduct, as defined in the university and college guidelines, is required.

2. Criteria for Quality of Teaching

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

The candidate shall demonstrate the following criteria have been met during the prior academic year. For the criteria of teaching effectiveness, the candidate shall:

- 2.1.1. Demonstrate a pattern of ratings for all courses on the college student evaluation of teaching instrument (80% or more “X” scores on the college’s approved student evaluations are 4.0 or higher, excluding Questions #13, #14, and #15).
 - 2.1.2. Develop a portfolio of course materials (syllabi, student assignments, tests, etc.) demonstrating ongoing course development.

- 2.2. All candidate files shall include at least the following materials:

- 2.2.1. Permission form for review of materials.
 - 2.2.2. Current vita.
 - 2.2.3. Narrative statement by the candidate addressing the meeting of teaching, scholarly activity, and/or service as presented in the most recent appointment letter.
 - 2.2.4. Table of contents of materials included in the file, which shall be amended to reflect any late additions or deletions to the file.
 - 2.2.5. All previous recommendations and the initial appointment letters.

- 2.2.6. Quantitative evidence of effective teaching, including results of formal teaching evaluations, as described in 2.1.1 above.
 - 2.2.7. Qualitative evidence of effective teaching, as described in 2.1.2 above.
 - 2.2.8. Evidence of scholarship and/or creative activity if such duties are listed in the current letter of appointment.
 - 2.2.9. Evidence of service if such duties are listed in the current letter of appointment.
3. These guidelines can be amended by a two-thirds vote of the tenured and tenure-track faculty in residence. A proposed amendment shall be publicized at least one week in advance on the agenda announcing the department meeting at which the proposed amendment is to be considered.