



Date: June 14, 2011

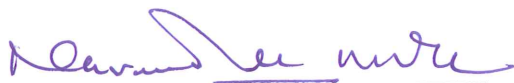
To: W. Michael Sherman
Sr. Vice President & Provost/COO

From: George K. Haritos
Dean, College of Engineering

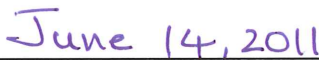
Subject: RTP Guidelines
Biomedical Engineering

The attached RTP guidelines and criteria were approved by the Faculty of the Department of Biomedical Engineering on June 7, 2010. Editorial revisions and an addition to the criteria to include service to the department, college and university were made on June 14, 2011. I have approved all attached guidelines and criteria.

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



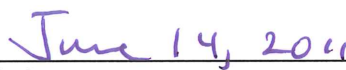
Faculty Representative



Date



Department Chair




Date



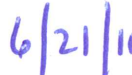
Dean



Date



Senior Vice President & Provost



Date

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**Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit
Members in the Biomedical Engineering/College of Engineering**
Date: June 7, 2010

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

1. Materials for the RTP file

Specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file.

The criterion for reappointment is that the applicant demonstrates satisfactory progress toward meeting the tenure criteria of the College of Engineering and expected performance to meet the missions of the College and the University. The tenure criteria of the Department of Biomedical Engineering are stated in the Tenure Criteria section of this document.

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

2. Annual Reappointment

Quantitative measures for this category are specified in Table 1, at the end of this document.

The faculty member requesting reappointment shall submit:

- (I) a table of contents;
- (II) a summary of accomplishments;
- (III) all previous recommendations;
- (IV) a vita;
- (V) information about teaching, courses taught, evidence of quality teaching, and activities related to the scholarship of engineering education, if applicable;
- (VI) peer review of teaching,
- (VII) information pertaining to research including publications, proposals, patents, creative activities, and evidence of quality of research activities including professional recognition, citations and reviews, if applicable; and
- (VIII) may include information pertaining to continuing education, professional activities, and public service relevant to the faculty member's academic expertise as appropriate for the level of the candidate.

The chair of the Departmental Reappointment Committee shall ensure that a peer review of teaching, if applicable, is made available to the candidate and the Departmental Reappointment Committee.

3. Tenure/Promotion to Associate Professor

Quantitative measures for this category are specified in Table 1, at the end of this document.

A. Teaching:

The person shall have demonstrated teaching proficiency in at least one subject area of the department of Biomedical Engineering. The evaluation of teaching proficiency shall use:

- the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
- peer review of teaching performance and course materials. This review may be either internal or external to the university, as applicable
- activities of the candidate to improve teaching effectiveness, the engineering program or course curriculum, and other activities related to quality of teaching; and
- consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member.

B. Research/Scholarly Activity:

The person shall have demonstrated research proficiency in at least one subject area of the department of primary appointment. The evaluation of research proficiency shall use:

- refereed publications and associated refereed reviews;
- quantity and quality of proposals submitted to programs with a competitive review process including the corresponding review;
- peer review, external to the university; and
- consideration of citations, other publications and proposals, reports, books and/or book chapters, presentations, patents, and theses and dissertations written under the direction of the faculty member.

C. Service:

The person shall have demonstrated service to the university, department, college, or professional community. The evaluation of quality of service shall use:

- the candidate's summary of his or her participation in department, college, or university activities that are not directly related to assigned teaching duties; and
- involvement in community service (for example, service related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), if applicable.

4. Promotion to Professor

Quantitative measures for this category are specified in Table 1, at the end of this document.

A. Teaching: The candidate shall have demonstrated teaching proficiency in at least one subject area of the department of Biomedical Engineering. The evaluation of teaching proficiency shall use:

- the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
- peer review of teaching performance and course materials. This review may be either internal or external to the university, as applicable;
- activities of the candidate to improve teaching effectiveness, the engineering program or course curricula, and other activities related to quality of teaching; and
- consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member.

B. Research/Scholarly Activity: Understanding that a candidate must show continuing progress after becoming an Associate Professor, the nature and number of the publications for promotion to Professor are detailed in Table 1, below. Attained a publication record that is reasonable comparable in quantity and quality to other recently promoted department faculty at the time these faculty were promoted to professor;

1. The person shall have demonstrated research proficiency that is recognized nationally. The evaluation of research proficiency shall use:
 - refereed research proposals and associated refereed reviews;
 - external funding;
 - refereed publications;
 - citations;
 - evidence of successful collaborative efforts with students, including theses and dissertations written under the direction of the faculty member;
 - peer review, external to the university;
 - evidence of national recognition; and
 - may also include consideration of other publications and proposals, reports, books and/or book chapters, presentations, and patents.
2. **C. Service:** The person shall have demonstrated leadership in service to the university, department, college, or professional community. The evaluation of quality of service shall use:
 - the candidate's summary of his or her participation in department, college, or university activities that are not directly related to assigned teaching duties; and
 - involvement in community service (for example, service related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), if applicable.

5. Materials for External Review

To maintain a quality standard relative to comparable university and colleges, review, external to the university, is required for tenure and promotion. The committee shall follow the procedures established in the faculty manual for the external review process (3359-20-3.7).

The candidate for tenure and/or promotion shall develop a promotion review packet that contains the following:

- a vita;

- documentation on teaching and service workload, including title and level of courses taught and/or developed;
- information describing level of research activity, for example number of graduate students advised and graduated, proposals submitted, scholarly publications, ... etc;
- information describing the quality of research or other scholarly activities, for example honors and awards, citations, and other evidence of national recognition; and
- a summary of funded research proposals, identifying the relevant funding source and program.

Table 1: Minimum Eligibility Requirements to Apply for RTP. Satisfaction of these requirements does not mean RTP will be automatically granted. If a candidate does not satisfy these requirements he/she is not eligible to apply.

Measure	Reappointment as Assistant Professor	Tenure/Promotion to Associate Professor	Promotion to Professor
Teaching Activity <ul style="list-style-type: none"> • Peer Reviews • Written and Numerical Student Evaluations 	Within one (1) Standard Deviation of the College Average and good peer reviews, starting at the second year.	Within one (1) Standard Deviation of the College Average and good peer reviews.	Within one (1) Standard Deviation of the College Average and good peer reviews since tenure/promotion to Associate Professor.
Publications Number of publications in prestigious and high-quality, peer-reviewed, ISI-Listed journals and books (or book chapters).	Must be working toward publishing peer-reviewed articles and must have a minimum of one conference proceeding per year. Books and book chapters are not considered in the annual reappointment process.	A minimum of six publications in ISI listed journals. No more than two book chapters may be substituted for a like number of peer reviewed publications.	A minimum of twenty (20) ISI publications since tenure/promotion to Associate Professor. Only one book or up to five book chapters may be substituted for a like number of peer reviewed publications.
Research Activity Proposals and grant income from competitive resources.	Three proposals submitted per year with competitive review (starting at the second year).	Funding from competitive sources shall, at a minimum, be \$180K.	Funding from competitive sources shall, at a minimum, be \$400K since tenure/promotion to Associate Professor.
Service Activity Category A. Number of separate academic or discipline-related professional activities. Examples include: Review for journals, panel review, session chair for conferences, chair positions, active committee positions, editorial positions, student recruitment. Category B. Number of separate service activities to the Department/College of Engineering/University of Akron.	From the list in column 1, one Category A starting at the second year and one Category B starting in the third year.	Two of Category A and one of Category B activities as listed in column 1.	Three of Category A and two of Category B activities as listed in column 1 since tenure/promotion to Associate Professor.