



TO: Dr. Rex D. Ramsier, Provost and Senior Vice-President

FROM: Dr. Donald P. Visco, Jr., Interim Dean, College of Engineering *DV*

DATE: February 13, 2017

SUBJ: RTP Guidelines, CBE, Approved from 2013

In 2012, the Department of Chemical and Biomolecular Engineering approved RTP Guidelines for the programs in their department. These guidelines have been used since that time under the assumption that they were already approved by the Provost's Office. Only recently, however, this was determined not to have occurred. Accordingly, this approval is now requested.

[Signature]
Faculty Representative

2/13/2017
Date

[Signature]
Department Chair

13 FEB 2017
Date

[Signature]
Dean

2/24/17
Date

[Signature]
Senior VP and Provost

2-27-17
Date

Office of the Dean
College of Engineering
Akron OH 44325-3901
330 972-7816 · 330 972-5162 Fax

Date: February 11, 2013

To: W. Michael Sherman, Senior Vice President, Provost and Chief Operating Officer

From: George Haritos
Dean, College of Engineering

Subject: RTP Guidelines
Chemical and Biomolecular Engineering

The attached RTP Guidelines enumerate the minimum criteria for tenure/promotion in the Chemical and Biomolecular Engineering Department. These criteria were approved by the faculty of the Chemical and Biomolecular Engineering Department last fall.

If you concur, we ask that you also approve these criteria.

Faculty Representative

Date

Department Chair

Date

Dean

Date

Senior Vice President, Provost and Chief Operating Officer

Date

Minimal Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Chemical and Biomolecular Engineering Department

Date: February 11, 2013

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. The Department of Chemical and Biomolecular Engineering requires a two-thirds (rather than simple majority) approval vote for positive recommendation for Tenure and Promotion. A simple majority vote is required for reappointment.

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. (If no other materials are required other than those specified in the CBA, the section is completed with "N/A").

1. A current vita summarizing: education, publications, patents, and funding.
2. All previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, and deans;
 - A. Teaching:
 - a. Description of administration and supervision of part-time faculty, graduate and/or student assistants, staff or others.
 - b. Documentation related to continuing education related to the faculty member's academic expertise when applicable.
 - B. Research/Scholarly Activity:
 - a. Proposals
 - b. Patents if applicable
 - c. Creative activities related to the faculty member's academic expertise
 - d. Continuing education related to the faculty member's academic expertise.
 - e. Evidence of quality of research activities:

1. Professional recognition
2. Citations
3. Reviews

C. Service:
N/A

2. Annual Reappointment

The applicant demonstrates satisfactory progress toward meeting the departmental tenure criteria and the expected performance to meet the missions of the College and the University.

3. Promotion to Associate Professor with Indefinite Tenure

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor.

A. Minimum Criteria Related to Teaching:

Attained a score from the student evaluations of teaching at or above the college and/or department average in at least one undergraduate core course and a score at or above the college and/or department average in at least one graduate course during the previous three years;

B. Minimum Criteria Related to Research/Scholarly Activity:

1. Attained a scholarly record of 6 refereed publications (in print, in press, and/or accepted) in journals and books during the probationary period and based on work performed while at The University of Akron;
2. been the lead investigator in research programs that yielded at least 4 refereed publications in journals;
3. submitted at least five unique proposals to programs that use a competitive review process. The candidate must be the principal investigator on at least two of the proposals and the proposals must contain
 - i. research idea(s) that show merit as determined from reviewer ratings or comments, or
 - ii. research ideas that in the opinion of the departmental tenure committee show a high degree of innovation;
4. succeeded in obtaining, from competitively reviewed programs, external funds which include supporting graduate students for at least 3 research-assistant years (1 research-assistant year is 1 research assistant supported for 1 calendar year) and the associated costs of graduate research projects. This research criterion emphasizes the importance of supporting graduate students in the Department of Chemical and Biomolecular Engineering;

5. at least one of the candidate's advisees successfully defended a master's thesis or doctoral dissertation.

C. Minimum Criteria Related to Service:

Served on at least two department, college, or university committees during the probationary period.

Relevant non-academic experience and accomplishments may be substituted for any of the items in section 3 A-C above at the sole and exclusive discretion of the departmental RTP committee.

D. Qualitative Evaluation for Promotion to Associate Professor with Indefinite Tenure:

For the candidate who has met the minimal criteria specified in section 3 A-C above, the tenure and promotion committee shall conduct a qualitative evaluation of the quality of the candidate's work and the potential to maintain both quality and quantity in teaching, scholarship, and service. These three elements and the methodology by which the department shall evaluate quality are described below. The order indicates the relative emphasis within each area.

1. The person shall have demonstrated teaching proficiency in at least one subject area of the department of primary appointment. The evaluation of teaching proficiency shall use:
 - (i) The standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
 - (ii) peer review of teaching performance and course materials. This review may be either internal or external to the university, as applicable;
 - (iii) activities of the candidate to improve teaching effectiveness, the engineering program, or course curriculum, and other activities related to quality of teaching including the scholarship of engineering education; and
 - (iv) consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member.
2. 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:
 - (i) Refereed publications¹, refereed research, and associated refereed reviews;
 - (ii) quantity and quality of proposals submitted to programs with a competitive review process including corresponding reviews
 - (iii) peer review, external to the university
 - (iv) theses and/or dissertations written under the direction of the faculty member; and
 - (v) may include consideration of citations, other publications and proposals, reports, books and/or book chapters, presentations, and patents.
3. The person shall have demonstrated service to the university, college, department, or professional community. The evaluation of quality of service shall use:

¹ The medium for refereed publications is not relevant. The relevant factors are the accessibility and impact for future research.

- (i) 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
 - (ii) involvement in community service (for example service related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), if applicable.
4. The person shall have demonstrated professional conduct and ethical behavior and including those established by the American Institute of Chemical Engineers.

Evaluation of research and teaching performance shall be based primarily on accomplishments while at The University of Akron. The criteria shall also apply to faculty with previous academic experience who were not considered for tenure upon initial appointment.

In cases where external candidates are applying for a tenured or tenure-track Associate Professor position, and they have been in academia over the preceding 5 years, criteria for appointment should follow the same guidelines as for promotion. In cases where they have not been a part of academia over the preceding 5 years, experiences and/or accomplishments deemed equivalent to the above eligibility requirements by the committee may be substituted for the eligibility requirements.

4. Promotion to Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor.

A. Minimum Criteria Related to Teaching:

Attained an average score from the student evaluations of teaching within 10% of the college and/or department average or higher in undergraduate courses and an average score within 10% of the college and/or department average or higher in graduate courses during the time since tenure.

B. Minimum Criteria Related to Research/Scholarly Activity:

- 1. Attained a scholarly record of 25 refereed publications (in print, in press, and/or accepted), at least 20 of which must have the candidate as lead/corresponding author, in journals and books based on work performed while at The University of Akron;
- 2. attained an average citation rate of two citations per refereed journal publication (not self cited);
- 3. succeeded in obtaining external funds for research and other scholarly activities to an amount of \$300k;
- 4. at least two students from the candidate's research group successfully defended a doctoral dissertation.

C. Minimum Criteria Related to Service:

Served as the chair for at least three department, college, or university committees.

Relevant nonacademic experience and accomplishments may be substituted for any of the items in section 4 A-C above at the sole and exclusive discretion of the departmental RTP committee.

D. Qualitative Evaluation for Promotion to Professor:

For the candidate who has met the minimal criteria, the departmental committee shall conduct a qualitative evaluation of the quality and impact of their work in teaching, research, and service. These three elements and the methodology by which the department shall evaluate quality and impact are described below. The order indicates the relative emphasis within each area.

1. The person shall have maintained teaching proficiency in required undergraduate course(s) and required and/or elective courses at the graduate level. The evaluation of teaching proficiency shall use:
 - (i) The standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
 - (ii) activities of the candidate to improve his/her teaching effectiveness, the engineering program or course curriculum, and other activities related to enhancing quality and scholarship of teaching;
 - (iii) consideration of the level taught, course and laboratory development, and other evidence of teaching proficiency submitted by the faculty member; and
 - (iv) peer review of teaching performance and course materials, if available. This review may be either internal or external to the university, as applicable.
2. The person shall have demonstrated research proficiency that is recognized nationally. The evaluation of research proficiency shall use:
 - (i) Refereed publications;
 - (ii) external funding;
 - (iii) citations;
 - (iv) peer review, external to the university;
 - (v) evidence of national recognition;
 - (vi) evidence of successful collaborative efforts with students including theses and dissertations written under the direction of the faculty member;
 - (vii) refereed research proposals and associated refereed reviews; and
 - (viii) may also include consideration of other publications and proposals, reports, books and/or book chapters, presentations, and patents.
3. The person shall have demonstrated leadership in service to the University, college or department and to the professional community. The evaluation of quality of service shall use the candidate's summary of his/her:
 - (i) Participation and leadership role(s) in department, college, or university activities that are not directly related to assigned teaching duties;
 - (ii) involvement and leadership role(s) in community service (for example, service

- related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), as applicable; and
- (iii) mentoring activities for the benefit of junior faculty
4. The person shall have demonstrated professional conduct and ethical behavior as established by written codes of conduct and ethics as enumerated by the university criteria and including those established by the American Institute of Chemical Engineers.

In cases where external candidates are applying for a tenured or tenure-track Professor position, and they have been in academia over the past 5 years, criteria for appointment should follow the same guidelines as for promotion. In cases where they have not been a part of academia over the last 5 years, experiences and/or accomplishments deemed equivalent to the above eligibility requirements by the committee may be substituted for the eligibility requirements.

5. Materials for External Review

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the bases by which these materials are assessed (if teaching and/or service are not assessed by external reviewers, please indicate this by noting "N/A").

The candidate shall submit a curriculum vita and the following items in the following categories:

A. Teaching:

Documentation on teaching, including title and level of courses taught and/or developed;

B. Research/Scholarly Activity:

1. Information describing the level of research activity, for example, the number of graduate students advised and graduated, proposals submitted, scholarly publications, etc.;
2. copies of not more than five refereed publications;
3. information describing the quality of research or other scholarly activities, for example honors and awards, citations, and other evidence of national recognition; and
4. a summary of funded research proposals, identifying the relevant programs.

C. Service:

Documentation on service activities

D. Bases of Assessment:

The letter requesting external review will be worded as follows (modified as appropriate for promotion to Professor):

CANDIDATE is being considered for promotion to Associate Professor with indefinite tenure or Professor (select the appropriate one) in the Department of Chemical and Biomolecular Engineering at The University of Akron. You have

been recommended as a person highly qualified to review and evaluate this candidate's research/scholarly contributions. We appreciate your willingness to serve in this capacity.

Under existing RTP guidelines, your identity, affiliation, and review letter will be deemed by the University and the candidate as confidential to the extent permitted by law. The candidate will not have access to the original letter. Only the copied or retyped text of your comments, without any information to allow identification of your name or affiliation, will be included in the candidate's file. (The review may be subject to disclosure under such circumstances including but not limited to subpoena, validly issued court order, or public records request.)

If you are willing to serve in this capacity, we would ask that you provide a review of the candidate's research productivity and quality given the teaching and service load for this candidate during the pre-tenure period. Please conduct your review based on the materials provided by the candidate in this packet as well as any other relevant information. We would appreciate it if you could include statements about the candidate's potential to continue with high quality scholarship.

For us to complete our review in a timely fashion, I would ask for you to return your review by DATE. Should you not wish to conduct this review please let me know as soon as possible either by phone or email.

Thank you for your time in considering this request.