



Office of the Dean

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DATE: May 28, 2010

TO: David Baker
Interim Sr. Vice President, Provost and C.O.O.

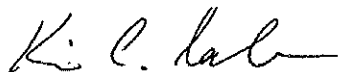
FROM: Chand Midha
Interim Dean

RE: Reappointment, Tenure and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of Chemistry on May 28, 2010.

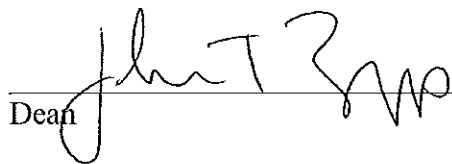
I have approved all attached guidelines and criteria.

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

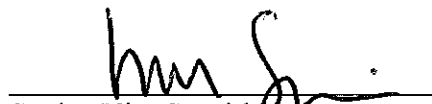


Department Chair or Faculty Representative

May 28, 2010 _____
Date


Dean

7-8-2010 _____
Date


Senior Vice President, Provost
and Chief Operating Officer

7/13/10 _____
Date

Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Chemistry of the Buchtel College of Arts and Sciences

Date: May 28, 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

- A. Teaching: Evidence of teaching performance, including (1) results of teaching evaluations (standardized forms and peer reviews) (2) graduate students supervised (including their current positions), and (3) thesis and dissertation committees on which the candidate has served
- B. Research/Scholarly Activity: Evidence of research/scholarship, including copies of published manuscripts, reviews, etc. Also, the candidate will supply a narrative summarizing the focus of all research/scholarship activity, including attempts and success at securing research funding.
- C. Service: Evidence of service including (indicate whether chair) (1) department committees, (2) College committees, (3) University committees, (4) professional service

2. Annual Reappointment

The criteria for evaluation in these areas are the same as outlined below for promotion to Associate Professor and indefinite tenure but applied in a manner appropriate to the candidate's level. The guidelines are to be used to determine whether the candidate is annually making appropriate progress toward tenure and promotion. Specifically, publishing research results and submitting grant proposals to external agencies, performing instructional duties as required and

contributing to the department and university through service activity. Once reappointment has been recommended, the successful candidate is expected to respond pro-actively to the guidance offered by addressing identified weaknesses and suggestions for improvement identified in the reappointment letters.

3. Promotion to Associate Professor and Indefinite Tenure

A. Teaching: thorough, effective and innovative classroom and laboratory instruction at the undergraduate and graduate levels is expected from faculty at all academic levels. Excellence in teaching will be demonstrated by the candidate's record evidencing excellence in at least six of the factors below.

- (1) General teaching reputation among students and colleagues
- (2) Student evaluations of courses
- (3) Peer evaluations of lectures
- (4) Availability to students for effective counseling and advising
- (5) Classroom professionalism (e.g. promptness, courtesy, appropriate testing and grading methods, preparation, course syllabi, and similar matters)
- (6) Documented assessments of teaching effectiveness and learning outcomes
- (7) Course development and innovation
- (8) Inter- and intra-departmental teaching efforts
- (9) Direction of masters theses, doctoral dissertations, and undergraduate research
- (10) Service on doctoral and masters committees
- (11) Preparation of cumulative exams
- (12) Management of graduate assistants

B. Research/Scholarly Activity:

- (1) General Considerations: The development and maintenance of a vigorous program of research/scholarship is expected from faculty at all academic levels. Research/scholarship may include the scholarship of teaching and learning, the evaluation of which will be aided by the professional criteria recommended by the Division of Chemical Education of the American Chemical Society. Factors to be considered in the assessment of overall research/scholarship performance include:
 - a) Number and quality of publications in peer-reviewed journals
 - b) Publication of review articles, book chapters, monographs, textbooks, and other instructional/research materials (e.g., software, etc.)
 - c) Patents
 - d) Consistency of proposal submissions to federal, commercial, and private sources for external funding

- e) Level and continuity of external funding
- f) Participation in intra- and inter-departmental proposals for external funding of instruments, research projects and educational initiatives
- g) Presentations of papers, posters, and talks at professional meetings, conferences, and symposia
- h) Invited talks at universities, industrial organizations, etc.

The research/scholarship activity of candidates for tenure and promotion will be evaluated by a minimum of five external reviewers. Scientists in the candidate's area of expertise, and with distinguished national and international reputations for research/scholarship, will be selected according to the procedure given in the Collective Bargaining Agreement.

Reviewers will be asked to compare the candidate's achievements to those of scientists at other academic institutions who are at a similar stage of their careers.

In addition to comments of external reviewers, other measures of quality and impact that may be considered include citation frequencies of published works, textbook adoptions by other universities, frequency of publication in prestigious journals (as evidenced by the journal's impact factor), research funding from highly competitive agencies (e.g. NSF, NIH, DOE, PRF, US Department of Education, etc.), and general professional recognition. Professional recognition includes:

- (i) Invitations to serve as editor or on editorial/advisory boards of professional journals
- (ii) Professional awards and fellowships
- (iii) Offices held in professional and scientific societies
- (iv) Invited lectures at professional conferences and symposia
- (v) Invited review articles, book chapters, and monographs
- (vi) Successful textbooks
- (vii) Chairing sessions at scholarly and professional meetings
- (viii) Frequent requests to serve as a reviewer of journal articles, research proposals, and textbooks
- (xi) Consulting

(2) Publications

- a) The candidate must have at least five (5) publications in peer-reviewed journals as either author or co-author since their appointment as an Assistant Professor at The University of Akron.
- b) The candidate must have at least eight (8) presentations at meetings or as an invited university speaker since their appointment as an Assistant Professor at The University of Akron.

(3) Funding

- a) If the candidate does not have sufficient funding to support an active research group, he/she may be evaluated on the basis of:
 - (i) The number of competitive proposals submitted within a reasonable time period
 - (ii) Demonstration of improving scores on federal grant reviews
 - (iii) Demonstration of above average research activity by publishing significantly more than the normally required number of quality papers

C. Service:

- (1) Conscientious service to the department, college, and university on curricular and extracurricular matters is expected. Evidence of service includes:

- a) Organization of seminar programs
- b) Cooperation in department, college, and university matters
- c) Demonstration of professional ethics and responsibility
- d) Willingness to participate in special programs which contribute to professional growth and departmental advantage
- e) Participation in discipline-related civic activities, including:
 - i. Involvement in service organizations, social agencies and cultural societies,
 - ii. Service to governmental agencies,
 - iii. Delivery of talks on subjects of professional concern,
 - iv. Participation in classes and scientific demonstrations in elementary schools, middle schools, and high schools.

- (2) The candidate must demonstrate the ability to relate positively and productively with students and colleagues and demonstrate professional ethics and responsibility.

- (3) The candidate is expected to have served actively and competently on departmental and/or university committees.

4. Promotion to Professor

A. Teaching: thorough, effective and innovative classroom and laboratory instruction at the undergraduate and graduate levels is expected from faculty at all academic levels. Excellence in teaching will be demonstrated by the candidate's record evidencing excellence in at least seven of the factors below.

- (1) General teaching reputation among students and colleagues
- (2) Student evaluations of courses
- (3) Peer evaluations of lectures
- (4) Availability to students for effective counseling and advising
- (5) Classroom professionalism (*e.g.* promptness, courtesy, appropriate testing and grading methods, preparation, course syllabi, and similar matters)
- (6) Documented assessments of teaching effectiveness and learning outcomes
- (7) Course development and innovation
- (8) Inter- and intra-departmental teaching effort
- (9) Direction of masters theses, doctoral dissertations, and undergraduate research
- (10) Service on doctoral and masters committees
- (11) Preparation of cumulative exams
- (12) Management of graduate assistants

B. Research/Scholarly Activity:

- (1) General considerations: The development and maintenance of a vigorous program of research/scholarship is expected from faculty at all academic levels. Research/scholarship may include the scholarship of teaching and learning, the evaluation of which will be aided by the professional criteria recommended by the Division of Chemical Education of the American Chemical Society. Factors to be considered in the assessment of overall research/scholarship performance include:
 - a) Number and quality of publications in peer-reviewed journals
 - b) Publication of review articles, book chapters, monographs, textbooks, and other instructional/research materials (*e.g.*, software etc.)

- c) Patents
- d) Consistency of proposal submissions to federal, commercial, and private sources for external funding
- e) Level and continuity of external funding
- f) Participation in intra-and inter-departmental proposals for external funding of instruments, research projects and educational initiatives
- g) Presentations of papers, posters, and talks at professional meetings, conferences, and symposia
- h) Invited talks to universities, industrial organizations, etc.

The research/scholarship activity of candidates for promotion will be evaluated by a minimum of five external reviewers. Scientists in the candidate's area of expertise, and with distinguished national and international reputations for research/scholarship, will be selected according to the procedure given in the collective bargaining agreement. For promotion to Professor, reviewers will be asked to compare the candidate's achievements to those of scientists at other academic institutions who are at a similar stage of their careers.

In addition to comments of external reviewers, other measures of quality and impact that may be considered include citation frequencies of published works, textbook adoptions by other universities, frequency of publication in prestigious journals (as evidenced by the journal's impact factor), research funding from highly competitive agencies (*e.g.* NSF, NIH, DOE, PRF, US Department of Education, etc.), and general professional recognition. Professional recognition includes:

- Invitations to serve as editor or on editorial/advisory boards of professional journals
- Professional awards and fellowships
- Offices held in professional and scientific societies
- Invited lectures at professional conferences and symposia
- Invited review articles, book chapters, and monographs
- Successful textbooks
- Chairing sessions at scholarly and professional meetings
- Frequent requests to serve as a reviewer of journal articles, research proposals, and textbooks
- Consulting

(2) Publications

- a) The candidate must have at least six (6) additional publications in peer-reviewed journals as either author or co-author since appointment as Associate Professor.
- b) The candidate must have given at least eight (8) additional presentations at meetings or as an invited university speaker since appointment as Associate Professor.

(3) Funding

The candidate must have achieved one of the following since appointment as Associate Professor:

- a) Continuous funding from external granting agencies
- b) Have received two (2) grants from external funding agencies as principal investigator or co-principal investigator
- c) Have received a major external grant as principal investigator or co-principal investigator

(4) Service:

(a) Conscientious service to the department, college, and university on curricular and extracurricular matters is expected. Evidence of service includes:

- i. Organization of seminar programs
- ii. Cooperation in department, college, and university matters
- iii. Demonstration of professional ethics and responsibility
- iv. Willingness to participate in special programs which contribute to professional growth and departmental advantage
- v. Participation in discipline-related civic activities, including:
 - 1. Involvement in service organizations, social agencies and cultural societies,
 - 2. Service to governmental agencies,
 - 3. Delivery of talks on subjects of professional concern,
 - 4. Participation in classes and scientific demonstrations in elementary schools, middle schools, and high schools.

- (b) The candidate must demonstrate the ability to relate positively and productively with students and colleagues and demonstrate professional ethics and responsibility.
- (c) The candidate is expected to have served actively and competently on departmental and/or university committees and must demonstrate at least one instance of a leadership role in service to the department, college, university or discipline.

5. Supplemental Guidelines

Professional conduct: Candidates must adhere to standards of conduct outlined in university, granting agency, and professional society rules.

- Ethical conduct of research described in NSF, NIH, DOE, etc. rules

6. Materials for External Review

A. Teaching: NA

B. Research/Scholarly Activity:

- A current vita
- A narrative statement describing the candidate's research activity and goals
- Graduate and undergraduate student mentoring activities
- Evidence of research and scholarship, including copies of published manuscripts, reviews, etc.

C. Service: NA

D. Bases of Assessment: This sample letter will be sent with the candidate's packet.

Dear:

Thank you for your willingness to assess Dr. X's qualifications for promotion and tenure. Dr. X is an Assistant (or Associate) Professor in our Department. His (Her) area of research is YYY. Enclosed are:

- A vita
- A summary of Prof. X's research accomplishments
- A packet of written materials that Dr. X has authored
- A list of questions to guide you in your assessment

Here are the questions that we would like you to address as you do your review:

1. What are his (her) most significant research contributions?
2. What impact has his (her) research contributions made on the field?
3. How would you judge the potential for growth and for greater contributions in the future?
4. How would you rank the impact of the work relative to a peer group of chemistry faculty at a similar stage of their careers?

Thank you for assisting us in this evaluation!

Sincerely,

7. Guideline Revisions

These guidelines may be revised by a majority vote of the bargaining unit members in the department.