



Office of the Dean

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DATE: May 5, 2010

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

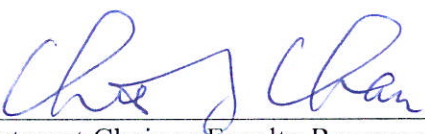
FROM: Chand Midha
Interim Dean

RE: Reappointment, Tenure and Promotion Guidelines and Criteria

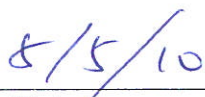
The attached guidelines have been approved by the faculty of the Department of Computer Science on May 5, 2010.

I have approved all attached guidelines and criteria.

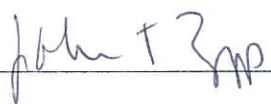
If you concur, we ask that you also approve the guidelines and criteria.



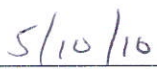
Department Chair or Faculty Representative




Date




Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

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

Date: May 5 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.

- A. Teaching: Peer evaluations of teaching.
- B. Research/Scholarly Activity:
 - a. Copies of published articles.
 - b. A written assessment of the candidate's scholarly contributions to his/her field of expertise.
- C. Service: N/A

2. Annual Reappointment

- A. A candidate for reappointment shall have demonstrated good performance in the area of teaching. S/he shall also have fulfilled the normal expectations of regularly meeting scheduled classes, holding office hours, publishing course syllabi and providing feedback to students in a timely fashion. Student and peer evaluations should be good and indicate effective teaching demonstrated in areas such as curriculum development, creation of new courses, innovation in teaching methods or use of technology, consistently high teaching evaluations and a good reputation among students and peers.

- B. A candidate for reappointment must demonstrate the development of an ongoing research program. The goal is to show progress towards satisfying research expectations in the year the tenure decision will be made.
- C. A candidate for reappointment should actively provide service to the department.
- D. As part of the candidate's annual evaluation for reappointment, the committee will rigorously seek proof of significant progress toward tenure.

3. Promotion to Associate Professor

- A. Teaching: A candidate for promotion to Associate Professor shall have demonstrated a history of effective teaching in both graduate and undergraduate courses, as evidenced by good student and peer evaluations. Student and peer evaluations should be good and indicate effective teaching demonstrated in areas such as curriculum development, creation of new courses, innovation in teaching methods or use of technology, consistently high teaching evaluations and a good reputation among students and peers. S/he shall also have fulfilled the normal expectations of regularly meeting scheduled classes, holding office hours, publishing course syllabi and providing feedback to students in a timely fashion.
- B. Research/Scholarly Activity: A candidate for promotion to Associate Professor is expected to provide evidence of a productive and ongoing research program, which may include scholarship of teaching and learning. Evidence of such a research program includes at least four published refereed works bearing The University of Akron address. At least two of these works shall be journal articles, at least one of which represents research done during the probationary period at the University of Akron.

The candidate must also demonstrate a determined attempt to competitively secure external funding, as documented by appropriate paperwork and peer reviews.

Additional evidence of an on-going research program may include scholarly books, book chapters, monographs, professional presentations, and awarded research grants.

- C. Service: Service expectations are the same as for tenure.

4. Indefinite Tenure

- A. Teaching: In addition to meeting the teaching criteria for promotion to Associate Professor (see above), a candidate for tenure shall also have exhibited initiative in the area of teaching. Additional activities to support the tenure case may include:
 - a. offering new courses or participating in the redesign of existing courses;

- b. using innovative techniques in the classroom to enhance student learning; or
 - c. regularly participating in ITL and/or other teaching enhancement activities.
- B. Research/Scholarly Activity: A candidate for tenure is expected to provide evidence of a current, productive and ongoing research program, which may include scholarship of teaching and learning.

Evidence of such a research program includes at least four refereed publications based on research done during the probationary period at the University of Akron and bearing the University of Akron address. At least two of these works shall be journal articles.

The candidate must also demonstrate a determined attempt to competitively secure external funding, as documented by appropriate paperwork and peer reviews.

Additional evidence of an on-going research program may include scholarly books, book chapters, monographs, professional presentations, and awarded research grants.

- C. Service: A candidate for tenure shall demonstrate service to the department through regularly participating in departmental committee meetings and taking leadership roles such as chairing committees or organizing departmental events.

Active participation in university- or college-wide committees, discipline-related service to the greater university and scientific communities, and active support for both graduate and undergraduate student research shall also be considered.

5. Promotion to Professor

- A. Teaching: A candidate for promotion to Professor will already have demonstrated quality teaching by attaining the rank of Associate Professor. It is expected that, in addition, a candidate shall have demonstrated leadership in teaching. Examples may include leadership in curriculum development, creation of new courses, innovation in teaching methods or use of technology, consistently high teaching evaluations and a good reputation among students and peers.
- B. Research/Scholarly Activity: A candidate for promotion to the rank of Professor is expected to provide evidence of a current, productive and ongoing research program, which may include scholarship of teaching and learning. The candidate is expected to have at least six published refereed works bearing the University of Akron address since being considered for their last successful tenure decision. At least three of these works shall be journal articles.

- C. The candidate must also demonstrate a determined attempt to competitively secure external funding, as documented by appropriate paperwork and peer reviews, since their last successful tenure decision.
- D. Service: In the area of service, the candidate shall have demonstrated leadership in departmental activities. A candidate shall also provide evidence of one or more of the following: active participation in professional conference committees or organizations, discipline related contributions to the community, active participation in university- or college-wide committees, active support for both graduate and undergraduate student research.

6. Supplemental Guidelines

- A. RTP decisions will consider the current and future needs of the department and how the candidate can contribute to those needs. Therefore, a candidate must demonstrate ongoing productivity and continuing improvement and growth within the department.
- B. The review shall focus attention on scholarly work done by the candidate at The University of Akron. However, the quality of the research record over the candidate's entire career shall also be considered.
- C. It is expected that a candidate will also be aware of and address any additional criteria stated in the letter of initial appointment.

7. Materials for External Review

- A. Teaching: N/A
- B. Research/Scholarly Activity: Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's statement of his/her research program and four of the candidate's refereed papers, chosen by the candidate in consultation with the departmental RTP Committee. At least two of the four papers selected shall be journal articles satisfying the criteria stated above for tenure and/or promotion.
- C. Service: N/A
- D. Bases of Assessment: Assessment of the candidate's overall accomplishment and quality of research based on materials described in item B. The assessment shall be in reference to a department that offers bachelor's and master's degrees in Computer Science.

**Approved by the Bargaining Unit Members in the Department of Computer Science,
Buchtel College of Arts and Sciences, March 31 2010. Revised May 5 2010.**