




Office of the Executive Vice President and Provost
Akron, OH 44325-4703

February 17, 2022 (approval given July 2021; signature page received on 01/21/2022)

MEMORANDUM

TO: Tim McCarragher, Acting Dean, College of Health and Human Science

FROM: John M. Wiencek 

RE: **Reappointment, Tenure, and Promotion Guidelines**

COPY: Varunee Faii Sangganjanavanich, Director, School of Counseling

In accordance with the Collective Bargaining Agreement, please be aware of the following:

These guidelines take effect for applications submitted Spring 2022 (Article 13, Section 6, A.3).

Candidates who are applying for reappointment, tenure and/or promotion to associate professor shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his/her decision. However, the candidate may choose each time criteria are revised and are approved by the Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used (Article 13, Section 6, D.6).

Candidates who are applying for promotion but not for tenure shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five (5) years prior to the candidate's application, whichever is more recent (Article 13, Section 6, D.7). This includes faculty who are seeking promotion to full professor.

Your guidelines are approved and will be added to this website:

<https://www.uakron.edu/oaa/faculty-affairs/rtp-guidelines>



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RE: Bargaining unit tenure track faculty retention, tenure and promotion guideline revisions

DATE: January 6, 2022

Bargaining unit tenure track faculty retention, tenure and promotion guidelines were revised and approved by the School of Counseling faculty and administration, and the College Dean's office.

Upon approval of the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Counseling bargaining unit tenure track faculty.

David Tefteller (electronic signature)
RTP Guidelines Revision Committee Chair

1/10/2022
Date

Vanessa Faw Sangail

Director

1/10/2021
Date

Timothy McCarl
Acting Dean

1/10/22
Date

John M. Hill

Executive Vice President and Provost

2/17/2022
Date



College of Health and Human Sciences

School of Counseling

**Reappointment, Tenure, and Promotion Guidelines for Tenure Track
Bargaining Unit Faculty**

Approved October 2, 2018

Reformatted April 20, 2021

Criteria for Reappointment, Tenure, and Promotion of Bargaining Unit Faculty Members

The School of Counseling at the University of Akron houses several graduate programs that train mental health professionals. The School's mission is to prepare competent professionals to meet the diverse needs of clients with whom they help maximize the development of their unique potential and promote their wellness. This document and the criteria herein endorse flexibility in judging each candidate's dossier.

For tenure track and tenured bargaining unit faculty: Each candidate must be competent and at least meet the minimum criteria in each category (teaching, research and scholarship, and service) for a positive reappointment, tenure and/or promotion recommendation. It is also expected that a candidate will be stronger in one or more areas.

For all bargaining unit faculty: During the evaluation process, when making recommendation regarding reappointment, tenure, and promotion, the RTP Committee will consider breadth of activity, quality of performance and level of productivity.

Dossiers considered for reappointment, tenure, and/or promotion, including dossier materials submitted for external review when applicable, shall be submitted in the approved format and by the deadlines outlined in the current version of the UA-AAUP Collective Bargaining Agreement (CBA). The dossier must also include all materials outlined in the most current CBA document. The dossier should be compiled in one folder, with a table of contents, and organized in a manner that enables easy access by reviewers.

In addition to other tangible evidence of teaching, research and scholarship, and service accomplishments (as applicable to the candidate), all reappointment, promotion, and/or tenure considerations require the following:

Materials for the RTP File

As part of any candidate's application for retention, tenure or promotion, the RTP file **must** include all of the following materials, in addition to all materials and evidence required as part of specific teaching, research/scholarly activity, and/or service criteria outlined below.

1. Comprehensive and current professional vita
2. Candidate Narratives

For tenure track faculty: Candidate narrative for each of the following three areas outlining accomplishments in each area: teaching, service, research/scholarly activity.

Appropriate Professional Conduct

Demonstrates appropriate professional conduct, as defined in written standards in the current version of the CBA:

- a. Sexual harassment policy of the University
- b. Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct policy of the University
- c. Affirmative action policy of the University
- d. Alcohol policy of the University
- e. Drug-free workplace policy of the University
- f. Adherence to the "Statement on Professional Ethics" as published by the AAUP
- g. Other professional ethics policies as approved by the AAUP committee on professional ethics published by the AAUP
- h. Disseminated codes of conduct and ethics as defined by relevant professional disciplines
- i. Professional responsibilities as set out in University rule

SECTION I: ANNUAL REAPPOINTMENT CRITERIA

Annual Reappointment of Assistant Professors (Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward tenure and promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Receives overall competent evaluations from students (with scores consistently 3.0 or higher, see Attachment A) on University and other standardized teaching evaluations, and positive evaluative comments from peer observers
2. Creates satisfactory syllabi and lesson plans
3. Uses a broad range of instructional technology as appropriate
4. Provides support to students to colleagues
5. Provides effective, timely, and accurate advising to students
6. Mentors students regarding professional teaching, publications, and presentations

At minimum, evidence presented to the RTP Committee **must** include the following items:

1. Material from candidate such as syllabi, course packets, and other examples of student work
2. Written internal peer review (School or College), based on direct observation
3. University and other standardized teaching evaluations, including a graph with mean candidate ratings shown with School mean ratings for all courses taught
4. Additional supporting evidence as deemed appropriate by candidate or RTP Committee
5. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** also include:

1. Letters of support/recommendation
2. Documentation of nomination for or receipt of teaching award
3. Documentation of mentoring student work
4. Additional supporting evidence for the above criteria may be added

Research/Scholarly Activity:

Demonstrates continuing progress toward tenure and promotion based on RTP guidelines and **must** include evidence of the following:

1. Continuing progress toward completion of non-self-published books, refereed book chapters, and/or articles in refereed journals specific to their discipline.
2. Continuing progress toward professional presentations at state, regional, and/or national conferences

3. Continuing progress toward conducting research projects and/or applying for internal/external grant funds

At minimum, evidence presented to the RTP Committee **must** include the following items:

1. Copies of manuscript submissions to date, letters of acceptance of works "in press," and published work
2. Copies of professional presentation submissions and completed presentation program/bulletin entries
3. Copies of IRB application forms, research project descriptions, and internal/external grant applications
4. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
5. Any additional evidence required, as outlined in the current CBA.
6. copies of published work and other material, such as letters of acceptance of works "in press"
7. Additional supporting evidence for the above criteria may be requested

Evidence presented to the RTP Committee **may** include the following items:

1. Copy of book or monograph
2. Book contract
3. Copies of conference program/proceedings
4. Final or interim reports of internal/external funded research completed or in progress
5. Letters of notification of grants submitted or awarded and letters
6. Copy of editorial page and/or letter of invitation to serve on editorial board

Service Activity:

Demonstrates progress toward tenure and promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Serves on, or chairs, School/college/university committees
2. Becomes involved in professional associations and/or appointed to office
3. Provides professional service to local community, state, regional, and/or national professional organizations

SECTION II: PROMOTION TO ASSOCIATE PROFESSOR CRITERIA

Promotion to Associate Professor (Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward tenure and promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Receives consistently "competent" ratings on University and other standardized teaching evaluations (Overall Mean = 3.0 or better; See Attachment A) and positive evaluative comments from peer observers
2. Consistently creates updated, organized, and thorough course syllabi
3. Uses instructional technology as appropriate
4. Provides evidence of supporting and mentoring students
5. Provides effective, timely, and accurate advising to students

At minimum, evidence presented to the RTP Committee **must** include the following items:

1. Candidate narrative
2. Vita entry
3. Material from candidate such as syllabi, course packets, videos, student portfolios, and other examples of student work
4. Internal peer review (School or College)
5. External peer review (outside of the University)
6. University and other standardized teaching evaluations
7. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
8. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** also include:

1. Letters of support/recommendation
2. Documentation of nomination for or receipt of teaching award
3. Documentation of dissertations, theses, and supported/related and/or collaborative student work
4. Additional supporting evidence for the above criteria may be added

Research/Scholarly Activity:

Demonstrates progress toward tenure and promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. At least five (5) publications (in print or in press), consisting of any combination of peer-reviewed books, peer-reviewed book chapters, and/or articles in refereed journals specific to their discipline, at least one of which the candidate is listed as first author.
2. Delivered at least five (5) professional presentations state, regional, and/or national conferences.
3. Applied for external grant funds specific to their discipline

Evidence presented to the RTF Committee **must** include the following items:

1. Candidate narrative
2. Vita entry
3. Copies of published work and other material, such as letters of acceptance of works "in press"
4. Copies of delivered professional presentation program/bulletin entries
5. Copies of IRB interim reports of project completion documentation, journal article submissions for completed research projects, and internal/external grant applications
6. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
7. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** include the following items:

1. Book or monograph
2. Book contract
3. Copies of conference program/proceedings
4. Final or interim reports of internally/externally funded research completed or in progress
5. Letters of notification of grants submitted or awarded and letters of response to or supportive of the research
6. Copy of editorial page and/or letter of invitation to serve on editorial board

Service Activity:

Demonstrates progress toward tenure and promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Has assumed professional leadership roles within the school, college, university, and/or professional organizations
2. Has served on and/or chaired department/college/university committees
3. Shows evidence of involvement in professional associations and/or evidence of professional service to local community, state, regional, and/or national professional organizations

Evidence presented to the RTP Committee **must** include the following items:

1. Vita entry
2. Narrative documentation of effective advisement and active committee and meeting participation
3. Copy of relevant material to document service criteria
4. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
5. Any additional evidence required, as outlined in the current version of the CBA.

Evidence presented to the RTP Committee **may** include the following items:

1. Documentation of involvement in professional associations and/or evidence of professional service to local community, state, regional, and/or national professional organizations
2. Nomination for or receipt of service award
3. Correspondence from professional organizations for service commitment.
4. Documentation of work on program development, minutes, and reports

SECTION III: PROMOTION TO PROFESSOR CRITERIA

Promotion to Professor (Tenure Track Faculty)

Teaching Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Receives consistently "competent" ratings on University and other standardized teaching evaluations (Overall Mean = 3.0 or higher; See Attachment A) and positive evaluative comments from peer observers
2. Provides evidence of innovative teaching practices or receives an award for teaching
3. Provides effective, timely, and accurate advising to students
4. Creates updated, organized and thorough course syllabi
5. Uses instructional technology as appropriate
6. Volunteers for opportunities to provide professional attention to students (e.g., independent studies, students groups, honor societies)
7. Has co-authored a professional publication or co-presented a professional workshop with one or more students

At minimum, evidence presented to the RTP Committee **must** include the following items from the past five (or fewer) years, above and beyond that used/accepted for promotion to Associate Professor:

1. Candidate narrative
2. Vita entry
3. Material from candidate such as syllabi, course packets, videos, student portfolios, and other examples of student work
4. At least one written internal peer review (School or College), based on direct observation
5. At least one written external peer review (outside of the University), based on written materials or direct observation, which may include an evaluation by an external reviewer chosen as part of the required dossier review process
6. University and other standardized teaching evaluations, including a graph with mean candidate ratings shown with School mean ratings for all courses taught during the previous five years
7. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
8. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** also include:

1. Letters of support/recommendation
2. Documentation of nomination for or receipt of teaching award

3. Documentation of dissertations and supported/related and/or collaborative student work

Research/Scholarly Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following within the past five (or fewer) years, above and beyond that used/accepted for promotion to Associate Professor:

1. At least seven (7) publications (in print or in press) consisting of any combination of peer-reviewed books, peer-reviewed book chapters, and/or articles in recognized refereed journals specific to their discipline or closely related profession and/or identifiable line of their scholarly activity. The candidate must also demonstrate research leadership, as evidenced by being listed as the sole or first author on the majority (four or more) of the publications.
2. Continued to deliver professional presentations at state, regional, and/or national conferences. The candidate must show research leadership by being listed as the sole or first presenter on the majority of the presentations.
3. Having applied for external grant funds specific to their discipline.

Evidence presented to the RTP Committee **must** include the following items:

1. Candidate narrative
2. Vita entry
3. Copies of published work, and manuscripts accepted for publication with letters of acceptance of works "in press"
4. Copies of delivered professional presentation program/bulletin entries
5. Copies of IRB interim reports of project completion documentation, journal article submissions for completed research projects, and internal/external grant applications
6. Additional supporting evidence as deemed appropriate by the candidate or the RTP Committee
7. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** include the following items:

1. Book or monograph
2. Book contract
3. Copies of conference program/proceedings
4. Final or interim reports of internally/externally funded research completed or in progress
5. Letters of notification of grants submitted or awarded and letters of response to or supportive of the research
6. Copy of editorial page and/or letter of invitation to serve on editorial board

Service Activity:

Demonstrates progress toward promotion based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following within the past five years, above and beyond that used/accepted for promotion to Associate Professor:

1. Has continued to assume professional leadership roles within the School, College, University, and/or professional organizations
2. Continues to serve on and/or chair School, College, and/or University committees
3. Continues to provide professional service to local community, state, regional, and/or national professional organizations

At minimum, evidence presented to the RTP Committee **must** include the following items from the past five (or fewer) years, above and beyond that used/accepted for promotion to Associate Professor:

1. Vita entry
2. Narrative documentation of advisement and active committee and meeting participation
3. Copies of relevant material to document service criteria.
4. Additional supporting evidence deemed appropriate by the candidate or the RTP Committee
4. Any additional evidence required, as outlined in the current version of the CBA

Evidence presented to the RTP Committee **may** include the following items:

1. Documentation of involvement in professional associations and/or evidence of professional service to local community, state, regional, and/or national professional organizations
2. Nomination or receipt of service award
3. Correspondence from professional organizations for service commitment.
4. Documentation of work on program development, minutes, and reports

SECTION IV: INDEFINITE TENURE CRITERIA

Tenure Track Faculty (in addition to promotion criteria)

The following criteria must be met, at a minimum, in order for consideration for indefinite tenure for tenure track faculty.

Teaching Activity:

Demonstrates progress toward tenure based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. At least one positive written internal peer review (from outside the School but within the University) within the past five years based on direct observation
2. At least one external written review within the past five years, based on direct observation

Research/Scholarly Activity:

Demonstrates progress toward tenure based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. At least five publications (in print or in press) based on research or scholarship performed at The University of Akron, consisting of any combination of refereed books, refereed book chapters, and/or articles in refereed journals specific to their discipline, at least one of which the candidate is listed as first author
2. Clearly established independent line of scholarly activity sufficient to gain national/international reputation in the field

Service Activity:

Demonstrates progress toward tenure based on RTP guidelines and RTP Committee recommendations, and **must** include evidence of the following:

1. Has performed at least two professional service activities (e.g., service on a committee, task force, or special interest group) within one's profession at the state, regional, or national level (i.e., not University or local level), including evidence indicating one's substantive role (e.g., officer, leadership position)

External Review Materials

The following minimum evidence shall be distributed to external reviewers when an external peer review is required as part of the promotion and/or indefinite tenure application process :

1. Comprehensive professional vita
2. Executive summary of accomplishments for each of the following three areas: teaching, service, and research/scholarly activity which outlines how the candidate meet criteria indicated in the School of Counseling RTP guidelines and the current version of the CBA.
3. Three representative publications that meet the criteria outlined for promotion and/or indefinite tenure
4. Two representative course syllabi
5. University and other standardized teaching evaluations, including a graph with mean candidate ratings shown with School mean ratings for all courses taught during the previous five years (**with Attachment A**)

Attachment A

Rating Scale and Point Interpretation for Student Evaluation of Teaching

Rating	Interpretation
5.0 —————▶	<u>Outstanding</u> . Unusually high quality or quantity or performance and products.
4.0 —————▶	<u>Highly Competent</u> . Some aspect of the faculty member's performance deserves to be noted.
3.0 —————▶	<u>Competent</u> . Typical quality and quantity of faculty performance.
2.0 —————▶	<u>Needs Improvement</u> . Could be awarded a 3.0 except for inadequate documentation, and/or definite need to improve some aspect of teaching.
1.0 —————▶	<u>Unsatisfactory Performance</u> . Unusually low quality or quantity of performance and products.