



Office of the Dean

Buchtel College of Arts and Sciences
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DATE: 10 September 2010

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

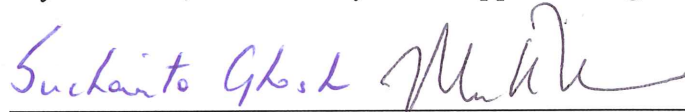
FROM: Chand Midha
Interim Dean

SUBJECT: Reappointment, Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of Economics on September 10, 2010

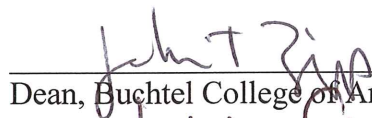
I have approved all attached guidelines and criteria.

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



Department Chair or Faculty Representative

10 Sept 2010
Date



Dean, Buchtel College of Arts and Sciences

14 September 2010
Date



Senior Vice President, Provost and Chief Operating Officer

15 September 2010
Date

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

Date: May 7, 2010

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

In addition to the RTP file materials specified in the CBA, a candidate's RTP file should include, but is not limited to, the following:

Research Scholarship

- Description of research agenda;
- Copies of publications, including the date and place of publication;
- List of grants received, including the funding agency and the dollar amount of the grant;
- Copies of grant reports with any comments made by the funding agency;
- Copies of grant proposals with any comments from referees or the granting agency;
- Copies of papers identifying the intended journal, book, or publisher and including any comments from referees;
- Copies of professional meeting programs where presentations were made and letters of invitation/acceptance;
- Copies and documentation of in-press or accepted but not yet published publications; and
- Professional recognition of research (e.g., citations).

Teaching Scholarship

- Description of teaching philosophy and goals;
- History of courses and sections taught, including representative course syllabi, course descriptions, indications of course size, and general comments that the candidate desires to include;
- Description of new curricular development and/or new course preparation;
- Results of teaching evaluations;
- Evidence of guiding, mentoring and supporting students in research and scholarship;
- Information on faculty member attracting and/or retaining majors or minors to the department;
- Examples of best practice efforts which could include a discussion of innovative pedagogical techniques, or innovative course design, etc.;

- Participation in professional development opportunities (e.g., workshops, conference sessions, training, etc.); and
- Professional recognition of teaching.

Service

- A statement by the faculty member or others indicating the amount and quality of the service endeavor;
- A statement of Department, College, and University committee assignments. A statement by the faculty member or others indicating the committee's accomplishments and the faculty member's contribution to the committee;
- Documentation of service activities to professional organizations and the community at large; and
- Evidence of any other service activity which could include consulting. Consulting, whether paid or unpaid, is considered service activity when it has a direct or indirect benefit to the Department, College, or University. Paid consulting should be explicitly identified.

2. Annual Reappointment of Tenure-Track Faculty

The purpose of the annual evaluation is: (i) To determine the candidate's progress toward promotion and tenure and over-all contributions to the Department, the College, and the University, and to advise the candidate accordingly; (ii) To advise the candidate of strengths and weaknesses in performance; and (iii) To recommend ways to improve the candidate's performance.

A. Criteria for reappointment

The responsibility of the RTP Committee is to review the status of all non-tenured bargaining unit faculty members eligible to be considered for a reappointment recommendation. Given the long-term implications, a recommendation to reappoint or not reappoint is to be made by this Committee after a careful review of the candidate's actual and potential contributions to scholarly research, teaching, departmental participation, and university, professional and community discipline-related service. Candidates shall be evaluated annually on their progress toward tenure and promotion to associate professor according to the following minimum criteria. Each candidate will be considered on a case-by-case basis with an emphasis on his or her unique contributions to the Department and the field of Economics. A successful candidate for reappointment shall have a documented record of scholarly activity in teaching, research, and service that suggests progress toward a record necessary for promotion and tenure.

- i. **RESEARCH:** During this probationary period, the candidate shall contribute to the scholarly literature as well as regularly participate in the professional activities of the field. During this period, the candidate's scholarly efforts shall result in professional publications and presentations. Research can include scholarship in the discipline as well as in the scholarship of teaching and learning. Evaluation of

scholarly activity shall be primarily based upon, although not limited to, the criteria listed below which are collectively considered and thus not ranked in any particular order. These include:

- a. **Quantity of Publications.** In evaluating the scholarship and research activities of members of the Department of Economics, the RTP Committee begins with the fundamental recognition that the economics profession places primary importance on refereed articles published in scholarly economics or economics-related journals. Candidates should show progress toward publications in refereed, scholarly journals.
- b. **Quality:** The overall quality of the candidate's scholarly publications will be evaluated for evidence of growth, impact on the field, and future promise. It is expected that the candidate's publication record will demonstrate the development of a specified area or areas of research concentration. Consistent efforts toward the contribution of new knowledge must be evidenced during the pre-tenure period. Evidence of these efforts comes in the form of sustained submissions of quality manuscripts for peer review over the probationary period. The RTP committee recognizes that different forms of research have different types of appropriate publication outlets. For example, each area has its own significant journals and presses. The candidate's publication record will be evaluated based on the candidate's ability to publish in significant outlets within her or his own area(s) of concentration or in general interest journals. Publication outlets may be judged by a number of criteria, including but not limited to:
 - Quality and reputation of journal;
 - Quality of manuscript, reputation of publisher and type of publication for books;
 - Professional recognition (for example, awards and citations) of any research;
 - Journal Impact Scores in the Social Science Citation Index;
 - Journal Total Citations scores in the Social Science Citation Index; and
 - Whether the outlet is indexed in the American Economic Association's *Index of Economic Articles* and its electronic equivalent, *Econ-Lit –CD-ROM*.
- c. **Funding:** The primary purpose of applying for and/or receiving funding is to support research activities that result in scholarly publication; thus the main factor in judging funding is the degree to which it meets this criterion. Additional criteria include whether the funding is external or internal (external is rated more highly) and the source/prestige of the funding agency (federal/national agencies and foundations are rated more highly than local or state). Since the availability of funding depends on the candidate's specialty area and shifting national/political priorities, the role of attracting funding in a candidate's career development will vary.
- d. **Paper/poster/roundtable presentations** as judged by the reputation of the professional organization for presentations.

- e. **Consistency:** The candidate's file should demonstrate that efforts toward publication have been taking place throughout the period following the candidate's appointment to the Department at the rank of Assistant Professor. Evidence of consistency in scholarly production is determined by the number of original manuscripts sent out for review, the number of invited revisions, and the number of accepted publications.
- ii. **TEACHING:** A successful candidate for reappointment shall have a documented record of effective teaching. In addition, the RTP file and annual reviews should suggest a high probability of continued teaching excellence and improvement. Evaluation of teaching effectiveness shall be primarily based upon, although not limited to, the criteria listed below which are collectively considered. These include:
 - a. **Student evaluations.** A record of quality teaching using quantitative and qualitative data from the department-approved student evaluation of each economics course taught for the Department of Economics at The University of Akron. The minimum criterion is an average score in student evaluations which is no lower than one standard deviation below the mean score of Department of Economics bargaining unit faculty in comparable courses.
 - b. **Submission of a teaching portfolio** demonstrating quality of teaching which includes command of the subject, skills, good judgment in organizing courses and presenting material, enthusiasm, intellectual integrity, rapport with students, and conscientious administration. This may be judged by a number of criteria, including but not limited to:
 - Course materials (syllabi, exams, list of readings, any other method used to instruct and/or evaluate students);
 - Evidence of mentorship of undergraduate and/or graduate students;
 - Alumni evaluations;
 - Frequency of unsolicited student comments, both praise and valid complaints;
 - Use of innovative teaching techniques;
 - Engagement in the study, discussion, and production of relevant research designed to promote scholarly teaching;
 - A pattern of attendance at relevant teaching-related seminars and workshops;
 - Development and implementation of new courses within economics; and
 - Teaching awards.
- iii. **SERVICE:** A successful candidate for reappointment shall be actively engaged in the governance of the Department as documented by the RTP file and annual reviews. The record should also suggest potential for active service to the Department, College, the University, the profession, or the larger community. The candidate shall contribute to and regularly participate in the ongoing activities and

fulfill responsibilities related to the Department's operation and goals, including, where appropriate, limited college, university, professional, or community activities.

- a. **Quantifying Service Activity.** Specifically, candidates shall have demonstrated minimal but active discipline-related service to the Department, College, University, profession, and the community. Minimal but active service includes membership in one departmental committee per year.
- b. **Other Indicators of Service** are quite diverse. These can include but are not limited to:
 - membership on college, university, professional and/or discipline-related community committees;
 - special services rendered to students, faculty, and administration; interaction with and helpfulness to the growth, development and functions of The University of Akron;
 - meetings/sessions organized;
 - service rendered to industry, government, community and state;
 - service rendered to the economics profession such as serving on editorial boards, reviewing journal articles, organizing American Economic Association (or other discipline-related professional associations) conference sessions, etc.;
 - workshops given;
 - participation and/or contribution to off-campus projects (e.g., high school-university collaborations, professional “pro bono” consulting, supervision of student service-learning activities);
 - memberships in professional organizations; and
 - awards and recognition.

- iv. **CODE OF CONDUCT:** The candidate will abide by the codes of professional conduct as specified in the CBA.

3. **Promotion to Associate Professor and Indefinite Tenure**

A. Criteria for Associate Professor and Indefinite Tenure

In the following sections, we provide minimum criteria for consideration for the tenure and promotion to associate professor of bargaining unit faculty. These criteria are intended as a set of guidelines to help structure personnel decisions. Each candidate will be considered on a case-by-case basis with an emphasis on his or her unique contributions to the Department and the field of Economics. A successful candidate for tenure and promotion to associate professor shall have a documented record of scholarly activity in teaching, research, and service that demonstrates an active and productive career.

- i. **RESEARCH:** A successful candidate for promotion and tenure should provide evidence that during time as an assistant professor there was continuous growth and development in research. The documented record should strongly suggest a high probability of continued research activity that will bring recognition to the Department, the College, and the University. To achieve tenure and promotion, the successful candidate shall contribute to the scholarly literature as well as regularly participate in the professional activities of the field. The candidate's scholarly efforts shall result in peer-reviewed publications in economics and economics-related journals and presentations of significant quality. Research can include scholarship in the discipline as well as in the scholarship of teaching and learning. Evaluation of research activity shall be primarily based upon, although not limited to, the criteria listed below which are collectively considered and thus not ranked in any particular order. These include:
- a. **Quantity of Publications.** In evaluating the scholarship and research activity of members of the Department of Economics, the RTP Committee begins with the fundamental recognition that the economics profession places primary importance on refereed articles published in scholarly economics or economics-related journals. Candidates for tenure and promotion to associate professor should have a minimum of four publications in refereed, scholarly economics or economics-related journals since appointment as an Assistant Professor at The University of Akron. Candidates with scholarly work completed prior to their appointment at The University of Akron will have their earlier work considered on a case-by-case basis.
- The Department of Economics deems a research publication eligible for RTP considerations if it became available to the general public in any format (paper or electronic) or has a final acceptance at the journal. The burden of proof as to demonstrating the correct date of publication or date of acceptance is on the candidate. Working papers at different stages of the publication process, including the Revise and Resubmit stage, will be viewed by the Committee as evidence of continuity in a candidate's line of research inquiry; however they will not be used to meet the minimum quantity standard.
- b. **Quality:** The overall quality of the candidate's scholarly publications will be evaluated for evidence of growth, impact on the field, and future promise. It is expected that the candidate's publication record will demonstrate the development of a program in a specific area(s) of research concentration. Different forms of research have different types of appropriate publication outlets. For example, each area has its own significant journals and presses. The candidate's publication record will be evaluated based on the candidate's ability to publish in significant outlets within her or his own area(s) of concentration and in general interest economics journals. Publication outlets may be judged by a number of criteria, including but not limited to:
- Quality and reputation of journal;

- Quality of manuscript, reputation of publisher and type of publication for books;
 - Professional recognition (for example, awards and citations) of any research;
 - Journal Impact Scores in the Social Science Citation Index;
 - Journal Total Citations Index in the Social Science Citation Index; and
 - Whether the outlet is indexed in the American Economic Association's *Index of Economic Articles* and its electronic equivalent, *Econ-Lit* –CD-ROM.
- c. **Funding:** The primary purpose of applying for and/or receiving funding is to support research activities that result in scholarly publication; thus the main factor in judging funding is the degree to which it meets this criterion. Additional criteria include whether the funding is external or internal (external is rated more highly) and the source/prestige of the funding agency (federal/national agencies and foundations are rated more highly than local or state). Since the availability of funding depends on the candidate's specialty area and shifting national/political priorities, the role of attracting funding in a candidate's career development will vary.
- d. **Paper/poster/roundtable presentations** as judged by the reputation of the professional organization for presentations.
- e. **Evaluation of candidate's scholarly work from no more than 5 external reviewers.** The decision whether to have 3, 4 or 5 external reviews in the candidate's RTP file will be determined by the Department RTP Committee prior to finalizing the list of external reviewers.
- ii. **TEACHING:** A successful candidate for promotion shall have a documented record of effective teaching. In addition, the RTP file and annual reviews should suggest a high probability of continued teaching excellence and improvement. Evaluation of teaching effectiveness shall be primarily based upon, although not limited to, the criteria listed below which are collectively considered. These include:
- a. **Student evaluations.** A record of quality teaching using quantitative and qualitative data from the department-approved student evaluation of each economics course taught for the Department of Economics at The University of Akron. The minimum criterion is an average score in student evaluations which is no lower than one standard deviation below the mean score of Department of Economics bargaining unit faculty in comparable courses.
- b. **Submission of a teaching portfolio** demonstrating quality of teaching which includes command of the subject, skills, good judgment in organizing courses and presenting material, enthusiasm, intellectual integrity, rapport with students, and conscientious administration. This may be judged by a number of criteria, including but not limited to:
- Course materials (syllabi, exams, list of readings, any other method used to instruct and/or evaluate students);

- Alumni evaluations;
 - Evidence of mentorship of undergraduate and/or graduate students;
 - Unsolicited student comments, both praise and valid complaints;
 - Use of innovative teaching techniques;
 - Engagement in the study, discussion, and production of relevant research designed to promote scholarly teaching;
 - A pattern of attendance at relevant teaching-related seminars and workshops;
 - Development and implementation of new courses within economics; and
 - Teaching awards.
- iii. **SERVICE:** A successful candidate for promotion shall be actively engaged in the governance of the Department as documented by the RTP file and annual reviews. The record should also suggest potential for active service to the Department, College, the University, the profession, or the larger community. The candidate shall significantly contribute to and regularly participate in the ongoing activities and fulfill responsibilities related to the Department's operation and goals.
- a. **Quantifying Service Activity.** Specifically, candidates shall have demonstrated minimal but active discipline related service to the Department, College, University, profession, and community. Minimal but active service includes membership on one departmental committee per year.
- b. **Other Indicators of Service** are quite diverse. These can include but are not limited to:
- membership on college, university, professional and/or discipline-related community committees;
 - special services rendered to students, faculty, and administration; interaction with and helpfulness to the growth, development and functions of The University of Akron;
 - meetings/sessions organized;
 - service rendered to industry, government, community and state;
 - service rendered to the economics profession such as serving on editorial boards, reviewing journal articles, organizing American Economic Association (or other discipline-related professional associations) conference sessions, etc.;
 - workshops given;
 - participation and/or contribution to off-campus projects (e.g., high school-university collaborations, professional “pro bono” consulting, supervision of student service-learning activities) ;
 - memberships in professional organizations; and
 - awards and recognition.
- iv. **CODE OF CONDUCT:** The candidate will abide by the codes of professional conduct as specified in the CBA.

4. Promotion to Professor

A. **Criteria for Promotion to Professor**

In the following sections, we provide specific minimum criteria for consideration for the promotion of bargaining unit faculty to the rank of Professor. These criteria are intended as a set of guidelines to help structure personnel decisions. Each candidate will be considered on a case-by-case basis with an emphasis on her or his unique contributions to the Department and the field of Economics. A successful candidate for promotion shall have a documented record of scholarly activity in teaching, research, and service. The record shall demonstrate an active and productive career that has brought recognition to the Department, the College, and the University. The quality and quantity of the candidate's entire record shall be the basis of the decision to recommend promotion.

- i. **RESEARCH:** Research accomplishments subsequent to receiving tenure and promotion to associate professor must constitute a record of high quality and mature scholarship. The candidate shall have demonstrated the development of line(s) of research resulting in a sustained history of contributions to the scholarly literature. Research may include the scholarship in the discipline as well as the scholarship of teaching and learning. While contributions made over the course of the candidate's career will be considered, those made since the awarding of promotion to associate professor will be weighted more heavily in the committee's decision-making process.

The candidate's growth and accomplishments in academic life must be of a caliber that has led to recognition within the discipline and demonstrated the value of the candidate's scholarship within a subfield of the discipline or the discipline. Recognition within a subfield of the discipline or the discipline may be demonstrated by the nature of the candidate's publication outlets and /or citations in the professional literature. Recognition may also be demonstrated by invited book chapters, candidate's service to national or international professional organizations or service on the editorial boards of scholarly journals, as well as by participation in national or international conferences or symposia, or presentations of colloquia, seminars or workshops at other universities.

Evaluation of the candidate's scholarly activity will be based upon, although not limited to, the criteria listed below which are collectively considered and thus not ranked in any particular order. These include:

- a. **Quantity of Publications.** In evaluating the scholarship and research activity of members of the Department of Economics, the Department RTP Committee begins with the fundamental recognition that the economics profession places primary importance on refereed articles published in scholarly economics or economics-related journals. It is also recognized that subsequent to the granting of tenure and promotion to associate professor, a faculty member may embark on a substantial and time-consuming major scholarly project, such as a book length study. The Committee will consider

the scholarship of such an activity, considering among other issues, the quality of the publication outlet. Candidates for promotion to Professor should have a minimum of six additional publications since their last promotion in refereed, scholarly journals. A book length study will be evaluated on a case-by-case basis as to its contribution towards the minimum publication criterion.

The Department of Economics deems a research publication eligible for RTP considerations if it became available to the general public in any format (paper or electronic) or has a final acceptance at the journal. The burden of proof as to demonstrating the correct date of publication or date of acceptance is on the candidate. Working papers at different stages of the publication process, including the Revise and Resubmit stage, will be viewed by the Committee as evidence of continuity in a candidate's line of research inquiry; however they will not be used to meet the minimum quantity standard.

- b. **Quality:** Different forms of research have different types of appropriate publication outlets. For example, each area has its own significant journals and presses. The candidate's publication record will be evaluated based on the candidate's record of publishing within significant outlets within her or his own area(s) of specialization or general interest journals. The successful candidate's record of publications since the appointment to associate professor will demonstrate consistency in the quality of publication outlets when compared to the record occurring prior to promotion to associate professor. Publication outlets may be judged by a number of criteria, including but not limited to:
- Quality and reputation of journal;
 - Quality of manuscript, reputation of publisher and type of publication for books;
 - Professional recognition (for example, awards and citations) of any research;
 - Journal Impact Scores in the Social Science Citation Index;
 - Journal Total Citations Index in the Social Science Citation Index; and
 - Whether the outlet is indexed in the American Economic Association's *Index of Economic Articles* and its electronic equivalent, *Econ-Lit –CD-ROM*.
- c. **Funding:** The primary purpose of applying for and/or receiving funding is to support research activities that result in scholarly publication; thus the main factor in judging funding is the degree to which it meets this criterion. Additional criteria include whether the funding is external or internal (external is rated more highly) and the source/prestige of the funding agency (federal/national agencies and foundations are rated more highly than local or state). Since the availability of funding depends on the candidate's specialty area and shifting national/political priorities, the role of attracting funding in a candidate's career development will vary.

- d. **Paper/poster/roundtable presentations** as judged by the reputation of the professional organization for presentations.
 - e. **Evaluation of candidate's scholarly work from no more than 5 external reviewers.** The decision to have 3, 4 or 5 reviews in the candidate's RTP file will be determined by the Committee prior to finalizing the list of external reviewers.
- ii. **TEACHING:** A successful candidate for promotion shall have a documented record of effective teaching. Evaluation of teaching effectiveness shall be primarily based upon, although not limited to, the criteria listed below which are collectively considered. These include:
- a. **Student evaluations.** A record of quality teaching using quantitative and qualitative data from the department-approved student evaluation of each economics course taught for the Department of Economics at The University of Akron. The minimum criterion is an average score in student evaluations which is no lower than one standard deviation below the mean score of Department of Economics bargaining unit faculty in comparable courses.
 - b. **Submission of a teaching portfolio** demonstrating quality of teaching which includes command of the subject, skills, good judgment in organizing courses and presenting material, enthusiasm, intellectual integrity, rapport with students, and conscientious administration. This may be judged by a number of criteria, including but not limited to:
 - Course materials (syllabi, exams, list of readings, any other method used to instruct and/or evaluate students);
 - Alumni evaluations;
 - Evidence of mentorship of undergraduate and/or graduate students;
 - Frequency of unsolicited student comments, both praise and valid complaints;
 - Use of innovative teaching techniques;
 - Engagement in the study, discussion, and production of relevant research designed to promote scholarly teaching;
 - A pattern of attendance at relevant teaching-related seminars and workshops;
 - Development and implementation of new courses within economics; and
 - Teaching awards.
- iii. **SERVICE:** The candidate shall demonstrate sustained leadership in regard to ongoing activities of the Department and in regard to fulfilling his or her responsibilities concerning the Department's operation and goals. The record should also demonstrate active service to the College, the University, the profession, or the larger community.

- a. **Quantifying Service Activity.** Specifically, candidates shall have demonstrated active discipline related service to the Department, College, University, profession, and the community. Active service includes membership on at least one departmental committee per year and chairing at least one departmental committee since tenure and promotion. In addition, it is expected that the candidate shall serve on at least one College, University, and/or professional committee during her/his time as an Associate Professor.
 - b. **Other Indicators of Service** are quite diverse. These can include but are not limited to:
 - membership on college, university, professional and/or discipline-related community committees;
 - special services rendered to students, faculty, and administration;
 - interaction with and helpfulness to the growth, development and functions of The University of Akron;
 - meetings/sessions organized;
 - service rendered to industry, government, community and state;
 - service rendered to the economics profession such as serving on editorial boards, reviewing journal articles, organizing American Economic Association (or other discipline-related professional associations) conference sessions, etc.;
 - workshops given;
 - participation and/or contribution to off-campus projects (e.g., high school-university collaborations, professional “pro bono” consulting, supervision of student service-learning activities);
 - memberships in professional organizations; and
 - awards and recognition.
- iv. **CODE OF CONDUCT:** The candidate will abide by the codes of professional conduct as specified in the CBA.

5. Materials for External Review

A. **Teaching:** N/A

- B. **Research/Scholarly Activity:** The external review process is designed to provide an evaluation of the research record of a candidate for tenure and/or promotion. The purpose of this external review is to solicit outside evaluations from individuals who possess expertise in the candidate’s area of research and to solicit the reviewer’s evaluation of the importance and significance of the candidate’s research to the professional literature. For the external review each candidate will submit to the Department RTP Committee the following materials:
- i. A current vitae;
 - ii. A research statement no more than 3 pages in length;

- iii. 4-6 research papers selected by the candidate that he/she chooses to be sent to the external reviewers.

C. **Service:** N/A

- D. **Bases of Assessment:** The chair of the RTP committee, in a cover letter to the external reviewers, shall inform them that the review is to be an evaluation of the research record of the candidate. The purpose is to solicit the reviewers' evaluation of the importance and significance of the candidate's research to the professional literature. Letters to be sent by the Chair of the Committee to the external reviewers are provided in the Appendix to this document.

RTP Guidelines
Appendix A

May ZZ, 20ZZ

Professor YYY
Department
University
City, State Zip Code

Dear Professor YYY:

I am writing to enlist your expertise in the review process for Dr. Y in the Department of Economics at The University of Akron. Dr. Y is being considered for promotion to the rank of Associate Professor and indefinite tenure. We would appreciate it if you would consider reviewing her/his publications. Dr. Y's vita is attached to give you some idea of her/his areas of interest.

Within one week, I will call you to ask if you would be willing to give us your assessment. If you agree we will FedEx up to six research papers of Dr. Y that he/she has selected, a brief statement of her/his research objectives, and a letter stating the review criteria. We will need your assessment by X.

We hope that you can find the time to perform this valuable service for us. Your review of Dr. YYY's research scholarship will constitute an important contribution to the profession and the development of our younger colleagues. Thank you.

Sincerely,

Sincerely,
W, Ph.D.
Chair of the Tenure and Promotion Committee
Email address

RTP Guidelines
Appendix B

May ZZ, 20ZZ

Dr.
Department
University
City, State Zip Code

Dear Dr. YYY:

Thank you again for agreeing to assess Dr. Y's publication record. We have attached Dr. Y's vita, up to six of Dr. Y's research papers selected by him/her and his/her research statement. As noted in my previous letter, please have your comments back to us by X.

Since promotion and tenure decisions at The University of Akron are based on several criteria, we ask that you do not comment directly upon the candidate's qualifications for promotion here but rather upon the quality of her/his scholarship, contributions to this field, and professional development.

Although we will not voluntarily disclose or make your review available to Dr. Y, 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 s/he requests to see your review, we will attempt to inform you of this request in advance.

We appreciate your willingness to review Dr. Y's material. Your review of Dr. Y's research scholarship will constitute an important contribution to the profession and the development of our younger colleagues. Please send your comments to me directly at Dr. W, Chair of the Tenure and Promotion Committee, Department of Economics, The University of Akron, Akron, OH 44325-1908. Thank you.

Sincerely,
W, Ph.D.
Chair of the Tenure and Promotion Committee
Email address

RTP Guidelines
Appendix C

May ZZ, 20ZZ

Professor YYY
Department
University
City, State Zip Code

Dear Professor YYY:

I am writing to enlist your expertise in the review process for Dr. Y in the Department of Economics at The University of Akron. Dr. Y is being considered for promotion to the rank of Professor. We would appreciate it if you would consider reviewing her/his publications. Dr. Y's vita is attached to give you some idea of her/his areas of interest.

Within one week, I will call you to ask if you would be willing to give us your assessment. If you agree we will FedEx up to six research papers of Dr. Y that he/she has selected, a brief statement of her/his research objectives, and a cover letter stating the review criteria. We will need your assessment by X.

We hope that you can find the time to perform this valuable service for us. Your review of Dr. Y's research scholarship will constitute an important contribution to the profession and provide us information that will help our department in making this important decision. Thank you.

Sincerely,

Sincerely,
W, Ph.D.
Chair of the Professor Promotion Committee
Email address

RTP Guidelines
Appendix D

May ZZ, 20ZZ

Dr.
Department
University
City, State Zip Code

Dear Dr. YYY:

Thank you again for agreeing to assess Dr. Y's publication record. We have attached Dr. Y's vita, up to six of Dr. Y's research papers selected by him/her and his/her research statement. As noted in my previous letter, please have your comments back to us by X.

Since promotion decisions at The University of Akron are based on several criteria, we ask that you do not comment directly upon the candidate's qualifications for promotion here but rather upon the quality of his/her scholarship, contributions to this field, and professional growth.

Although we will not voluntarily disclose or make your review available to Dr. Y, 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 s/he requests to see your review, we will attempt to inform you of this request in advance.

We appreciate your willingness to review Dr. Y's material. Your review of Dr. Y's research scholarship will constitute an important contribution to the profession and will provide us information that will help our department in making this important decision. Please send your comments to me directly at Dr. W, Chair of the Promotion to Professor Committee, Department of Economics, The University of Akron, Akron, OH 44325-1908. Thank you.

Sincerely,
W, Ph.D.
Chair of the Professor Promotion Committee
Email address