

Date: September 16, 2022

To: Dr. John Wiencek, Executive Vice President & Provost

From: Dr. Craig C. Menzemer Dean, College of Engineering

Subject: RTP Guidelines
Electrical & Computer Engineering

The attached RTP guidelines were approved on September 7, 2011, and amended with new criteria, listed in Table 1 of the document, by the Department of Electrical and Computer Engineering on October 21, 2021. I have approved all attached guidelines and criteria.

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



Faculty Representative

16 Sept. 2022

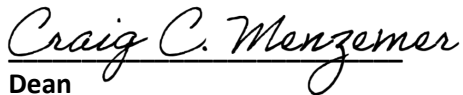
Date



Department Chair

16 Sept. 2022


Date



Dean

19 Sept. 2022

Date



Executive Vice President & Provost

9/29/22

Date

**Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the
Department of Electrical and Computer Engineering
December 2021**

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 criteria for tenure and promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting the expected quantitative criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules. The Electrical and Computer Engineering Department requires a two-thirds approval vote of those present for positive recommendation for Tenure, Promotion to Associate Professor or Promotion to Professor, but a simple majority approval vote for reappointment.

Amendments

This document can be amended at any time by a two-thirds majority of all the tenure track faculty in the ECE Department. The votes shall be cast by secret ballot, at a meeting held with at least two days notice of the upcoming vote on amendment of the document. The amendments shall be distributed at, or before, the time of the meeting notice. Electronic proxy balloting may be used for those unable to come to the meeting, however a quorum must be present at the meeting.

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.

- Not Applicable

2. Annual Reappointment

The criterion for reappointment is that the applicant demonstrate satisfactory progress towards meeting the tenure criteria of the Department of Electrical and Computer Engineering and expected performance to meet the missions of the Department, the College and the University. The tenure criteria of the Department of Electrical and Computer Engineering are stated in Section 3 of this document. Quantitatively, the candidate shall achieve the minimum metrics listed in Table 1 under the heading Reappointment. The judgment of the committee as to the quality of the candidate's work is an important factor in the committee deliberations.

3. Promotion to Associate Professor and Granting of Indefinite Tenure

The criteria for tenure and promotion to associate professor are research proficiency, teaching proficiency, and service as described below, and expected performance to meet the missions of the

Department, the College and the University. Quantitatively, the candidate shall achieve the minimum metrics listed in Table 1 under the heading Tenure and Promotion to Associate Professor. The quality of the candidate's work will be judged by the committee and discussed with the candidate. The quality of the candidate's work is an important factor in the committee deliberations.

The criteria for tenure and promotion to Associate Professor within the Department of Electrical and Computer Engineering at The University of Akron are:

1. Demonstrating research proficiency in at least one subject area of the Department of Electrical and Computer Engineering. The evaluation of research proficiency shall use
 - refereed publications;
 - quantity and quality of proposals submitted to programs with a competitive review process including the corresponding reviews;
 - peer review solicited by the committee from sources external to the university; and
 - external funding from technical research grants and/or teaching and learning development grants.

It may include consideration of citations to the candidate's published work, other publications and proposals, reports, books, book chapters, presentations, patents, and theses and dissertations written under the direction of the candidate.

2. Demonstrating teaching proficiency in at least one subject area of the Department of Electrical and Computer Engineering. The evaluation of teaching proficiency shall use:
 - the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering, taking into consideration the level of the courses taught;
 - peer review of teaching performance and course materials; and
 - participation in activities related to accreditation.

It may also include consideration of

- documented activities of the candidate to improve teaching effectiveness;
 - efforts by the candidate to improve the engineering program or course curricula, such as course and laboratory development;
 - teaching contributions by the candidate at both the graduate and the undergraduate levels;
 - effective administration and supervision by the candidate of part-time faculty, graduate student assistants, staff or others; or
 - other evidence of teaching proficiency submitted by the candidate.
3. Providing service to the university, department, college, or professional community. The evaluation of quality of service shall use:
 - 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
 - involvement in discipline-related community service, such as service related to professional societies and organizations, journal and proposal review, and relevant community outreach.

Evaluation of performance shall be based primarily on accomplishments while at The University of Akron. These criteria shall also apply to candidates with previous academic experience who were not granted tenure upon initial appointment.

4. Promotion to Professor

The rank of Professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of engineering or engineering education and the achievement of effective teaching skills. The Professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, and should exceed the standards described for ranks below the level of Professor. Quantitatively, the candidate shall achieve the

minimum metrics listed in Table I under the heading Promotion to Professor. The quality of the candidate's work will be judged by the committee and discussed with the candidate. The quality of the candidate's work is an important factor in the committee deliberations.

The criteria for promotion from Associate Professor to Professor in the Department of Electrical and Computer Engineering at The University of Akron are:

1. Demonstrating research proficiency that is recognized nationally. The evaluation of research proficiency shall use:
 - refereed publications;
 - citations to the candidate's published work;
 - competitive research proposals and associated reviews;
 - external funding from technical research or teaching and learning development grants;
 - evidence of leadership in obtaining research funding;
 - evidence of successful collaborative efforts with students, including theses and dissertations written under the direction of the candidate;
 - evidence of national recognition; and
 - peer review solicited by the committee from sources external to the university.It may also include consideration of other publications and proposals, reports, books, book chapters, presentations, and patents.

2. Maintaining teaching proficiency in essential courses at the undergraduate and graduate levels.
The evaluation of teaching proficiency shall use:
 - the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering, taking into consideration the level of the courses taught;
 - peer review of teaching performance and course materials; and participation in activities related to accreditation.

It may also include consideration of

- documented activities of the candidate to improve teaching effectiveness;
 - efforts by the candidate to improve the engineering program or course curricula, such as course and laboratory development;
 - teaching contributions by the candidate at both the graduate and the undergraduate levels;
 - effective administration and supervision by the candidate of part-time faculty, graduate student assistants, staff or others; or.
 - other evidence of teaching proficiency submitted by the candidate.
3. Providing leadership in service to the university, department, college, or professional community. The evaluation of quality of service shall use:
 - 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
 - involvement in discipline-related community service, such as service related to professional societies and organizations, journal and proposal review, relevant community outreach.

Evaluation of performance shall be based primarily on accomplishments while at The University of Akron. These criteria shall also apply to candidates with previous academic experience who were not hired at the rank of professor.

Table 1: Minimum quantitative measures for RTP in the Department of Electrical and Computer Engineering for Faculty at The University of Akron.

Category	Measure	Retention	Tenure and Promotion to Associate Professor		Promotion to Professor	
			Minimum	(Level 2)	Minimum	(Level 2)
Research 1	Scholarly Publications. 1. Number of publications in ISI/SCOPUS journals and books in area of specialization 2. Three refereed conference proceeding papers may be considered equivalent to 1 journal paper, and used for up to 1/3 rd of the required refereed journal publications. 3. Measure of the quality of publications is left to the committee.	One journal paper per year, starting in the second year.	7	15	18 journal papers since promotion to Assoc. Professor	30 journal papers since promotion to Assoc. Professor
Research 2	Graduate Student Mentoring (An additional PhD student may be counted in place of 2 MS students)	2 graduate students in-progress in the first three years.	Minimum	(Level 2)	Minimum	(Level 2)
			2 MS graduated, and 1 PhD in progress	2 MS and 1 PhD completed, And 1 PhD in progress	2 MS, and 2 PhD completed since promotion to Assoc. Professor	2 MS, and 4 PhD completed since promotion to Assoc. Professor

Category	Measure	Retention	Tenure and Promotion to Associate Professor		Promotion to Professor	
Research 3	Research Proposals and External funding, as measured by Project Credit Percentages on University Transmittal Sheets.	One major submitted competitive proposal in the first year and an average of two proposals submitted per year starting the 2 nd year with a competitive review <u>or</u> an average of \$30,000 per year in funding starting the 2 nd year.	Minimum	(Level 2)	Minimum	(Level 2)
			\$150 K from competitive grants. (student support is expected in the budget, as judged by the committee)	\$300K from competitive grants. (student support is expected in the budget, as judged by the committee)	\$300K from competitive grants since promotion to Assoc. Professor (student support is expected in the budget, as judged by the committee)	\$600K from competitive grants since promotion to Assoc. Professor (student support is expected in the budget, as judged by the committee)
Teaching	Peer Review Evaluations Student Evaluation Scores and Comments New Course/Lab Developments	Satisfactory level of effort in teaching as judged by the committee. Student evaluation scores no more than one standard deviation below the College average.	Minimum	(Level 2)	Minimum	(Level 2)
			Satisfactory levels of effort and performance in teaching as judged by the committee. Student evaluation scores no more than one standard deviation below the College average in	High levels of effort and performance in teaching as judged by the committee. Student evaluation scores above the College average in last three years.	Continued satisfactory levels of effort and performance in teaching as judged by the committee. Student evaluation scores no more than one standard deviation below the College average since	Continued high levels of effort and performance in teaching as judged by the committee. Student evaluation scores above the College average since promotion to Assoc. Professor

			last three years.		promotion to Assoc. Professor	
Service 1	Service to the University, the College and the Department	One service per year starting at the 2 nd year.	Minimum	(Level 2)	Minimum	(Level 2)
			An average of one service per year	NA	An average of three service per year	NA
Service 2	External Service including discipline related professional activities	One service per year starting at the 2 nd year.	An average of one service per year	NA	including at least one from each category, Service 1 & Service 2	NA

Applicants are expected to meet the minimum criteria for each category and achieve level 2 status in at least one of the categories (Research 1, Research 2, Research 3, Teaching).

While the Table gives guidance for the minimum requirements for tenure and promotion, the committee can exercise discretion in marginal cases.

5. Supplemental Guidelines

- Please refer to Appendix A for additional information regarding the evaluation of teaching.

6. Materials for External Review

To maintain a quality standard relative to comparable universities and colleges, solicited review external to the university is required for tenure and promotion.

The candidate shall develop a review packet and submit it to the committee by July 1 of the summer before the tenure/promotion decisions. The review packet should contain the following:

- vita;
- documentation on teaching and service workload, including title and level of courses taught or developed;
- information describing level of research activity, for example number of graduate students advised and graduated, proposals submitted, and scholarly publications, etc;
- copies of not more than five refereed publications; and
- a summary of research proposals submitted identifying the relevant programs.

The external reviewers of the packet should

- comment on the overall contribution of the candidate with respect to tenure/promotion criteria given the level of teaching, service and research accomplishments;
- present and explain an opinion on whether the candidate has made, or is positioning himself or herself to make, an impact in a research area given the research accomplishments to date; and
- offer an opinion as to whether the accomplishments warrant tenure/promotion.

APPENDIX A: Teaching Evaluation

The evaluation of teaching proficiency shall include 1) standardized student evaluation of instruction; and 2) peer review. The evaluation of teaching proficiency shall account for the level of the courses taught. It shall also consider course and laboratory development by the candidate, and other evidence of teaching proficiency.

Student Evaluation of Instruction

The student evaluation of instruction shall include the use of a standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering. To the extent practical, the student evaluation of instruction shall occur every semester and in every course taught by the candidate.

Permanent records of student evaluations will be kept by the department and will be accessible to Reappointment, Tenure and Promotion Committees. The department chair will discuss a candidate's evaluations with the candidate and provide positive and developmental feedback.

The student evaluation of instruction may also include information obtained in the departmental student exit interviews, conducted by the department chair or by his or her representative.

Peer Review

Before the beginning of fall semester, the department chair shall develop a list of all candidates who will undergo peer review that academic year. The department chair and the faculty member shall agree on the composition of the Peer Review Committee.

Non-tenured candidates shall be subjected to two peer reviews during their probationary period. Peer review should normally occur during the third and fifth year since the candidate's initial appointment. A candidate, however, has an option for requesting peer review outside of the normal schedule. This would be especially relevant to anyone wishing to be considered for early tenure.

At the time of the review, the Peer Review Committee shall select for review one course from the previous semester and one course from the current semester. To facilitate the review, the candidate should submit all class notes and other instructional materials such as syllabi, homework assignments, handouts, projects, laboratory experiments, and exams to the Peer Review Committee.

The Peer Review Committee has the option of unannounced classroom observation of the faculty member during the semester but this is limited to a total of two visits.

The Peer Review Committee for each candidate shall consist of two members from the Department of Electrical and Computer Engineering. A candidate who teaches undergraduate courses in a different department may select committee members from the department in which the course under review is taught. The Peer Review Committee shall submit a report to the Electrical and Computer Engineering department chair and to the candidate and shall address a) general course organization; b) vocal and visual clarity; c) conceptual clarity; d) instructor's preparation; e) instructor's ability to answer questions; and f) instructor's ability to explain difficult material. The report will be accessible to the appropriate Reappointment or Tenure Committee.

Other Evidence of Teaching Proficiency

Each candidate for tenure or promotion is responsible for demonstrating teaching competence in at least one subject area of the Department of Electrical and Computer Engineering. The appropriate Reappointment, Tenure and Promotion Committee, the department chair, and the dean of the College of Engineering may consider other available evidence of teaching proficiency in addition to the student evaluations and the peer review. This evidence may include:

1. Development of new courses, laboratories, or programs;
2. Updating and refinement of existing courses;
3. Effective advising of undergraduate and graduate students;
4. Competitive proposals for support of teaching projects or the candidate's teaching plan;
5. External support which directly benefits the education of undergraduate or graduate students;
6. Teaching awards;
7. Other evidence submitted by the candidate, which may include class notes, instructional material or demonstrations, laboratory experiments, examinations and assignments.

The candidate should select and identify only those elements pertinent to the review process which are important for the evaluation.