



The University of Akron  
Buchtel College of Arts and Sciences

Date: February 19, 2019

TO: Rex Ramsier  
Executive VP & Chief Admin Officer

FROM: Linda Subich  
Interim Dean

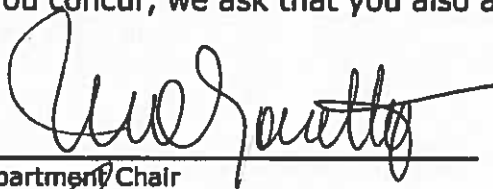
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SUBJECT: Reappointment Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of English on October 25, 2018.

I have approved all attached guidelines and criteria.

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

  
\_\_\_\_\_  
Department Chair

2/19/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean Buchtel College of Arts & Sciences

2/19/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Exec VP & Chief Admin Officer

2-25-19  
\_\_\_\_\_  
Date

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

**October 25, 2018**

**Introduction**

The DA-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. These criteria can be reviewed and revised by a request from a tenured faculty member with the subsequent agreement of a faculty majority and the chair.

**I. Annual Reappointment**

- A. Scholarship:** All candidates seeking reappointment shall annually demonstrate sufficient and significant ongoing progress toward meeting the scholarship requirements for tenure and promotion to associate professor. See Section 5 F, "Scholarship." The Department of English accepts scholarship in the discipline, ~~and~~ including the scholarship of teaching and learning.
- B. Teaching:** All candidates shall annually demonstrate the quality of their teaching through the peer and student evaluations developed and approved by the department. See Section 5 B "Peer Evaluation Procedures," and Section 5 D "Student Evaluation Forms and Procedures." The scores on the majority of student evaluations should meet or exceed the department approved instructor mean of 4.0 on a 5-point scale. Peer visits should reflect a positive evaluation of the candidate's teaching. Candidates shall also provide a record of contact hours (as teachers) at the freshman, undergraduate, and graduate levels, as well as any other load-hour arrangements, and samples of syllabi and assignments.
- C. Service:** All candidates shall render service according to Section 5 E, "Service." When applicable, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within or from outside the department, administration evaluation form, or other supporting documents supplied by the candidate.
- D. Professional Conduct:** All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

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

- A. Scholarship:** Candidates will be evaluated on the basis of scholarship since being appointed Assistant Professor at The University of Akron. The Department accepts scholarship in the discipline, including the scholarship of teaching and learning. If candidates are hired with prior experience at the assistant professor level, the majority of publications must be published while at The University of Akron. All the published scholarly and creative materials referred to in these sections should be publications, the

value of which has been recognized by and attested to by scholars and writers both inside and outside the University.

- i. As a minimum since the attainment of the rank of Assistant Professor at The University of Akron, candidates shall demonstrate scholarship through the publication of a book of scholarship, or college textbook or edited edition, or three articles/book chapters in refereed, scholarly publications.
- ii. As a minimum, for candidates whose teaching is mainly in creative writing, one creative book, or, in place of a book, three stories or three essays or thirty poems, or a full-length play or screenplay, or a combination in appropriate journals.
- iii. Because faculty often are required to teach outside their original specializations, faculty may present to the tenure and promotion committee a combination of items from "i" and "ii."

**B. Teaching:** All candidates shall demonstrate the quality of their teaching since the initial appointment through peer and student evaluations (see Section 5B, "Peer Evaluation Procedures," and 5D, "Student Evaluation Forms and Procedures"). All candidates shall also provide a record of contact hours at the undergraduate and graduate levels and any relevant load hour arrangements. Candidates will also submit sample syllabi and assignments. The scores on the majority of student evaluations should meet or exceed the department approved instructor mean of 4.0 on a 5-point scale. Peer visits should reflect a positive evaluation of the candidate's teaching.

**C. Service:** All candidates shall render service according to Section 5 E, "Service." All service should be of high quality. When applicable, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within or from outside the department, administration evaluation form, or other supportive documents supplied by the candidate.

**D. Professional Conduct:** All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

### **III. Promotion to Professor**

**A. Scholarship:** While all candidates shall be evaluated on the basis of the cumulative scholarship record, the scholarship required for promotion to professor shall be completed after one's promotion to or appointment at the rank of associate professor. All published scholarship considered shall be national in circulation. The Department accepts scholarship in the discipline and scholarship in teaching and learning. All the published scholarly and creative materials referred to in these sections should be publications, the value of which has been recognized by and attested to by scholars and writers both inside and outside the University.

1. As a minimum, candidates whose teaching is mainly in language, literature, composition studies, and professional writing shall demonstrate their scholarship through the publication of a scholarly book, a single-authored college textbook, three anthologies, readers, or edited collections of articles, or six articles/book chapters in refereed publications, chapters in refereed books, or their equivalence in monographs.

- ii.. As a minimum, creative writing candidates whose teaching is mainly in creative writing shall demonstrate their scholarship through the publication of a book of fiction, poetry, creative nonfiction, essays, or a full-length play or screenplay.
- iii. Because faculty often are required to teach outside their original specializations, faculty may present to the promotion committee a combination of items from "i" and "ii."

**B. Teaching:** All candidates shall demonstrate the quality of their teaching since promotion to or appointment at the rank of associate professor through peer and student evaluations approved by the Department. See Section 5 B, "Peer Evaluation Procedures" and Section 5 D, "Student Evaluation Forms and Procedures." All candidates shall also provide a record of contact hours (as teachers, advisors, and second readers of theses) at the first- year, undergraduate, and graduate levels, a record of scholarly assignment and other load hour arrangements, and a sample of syllabi and teaching materials. The scores on the majority of student evaluations should meet or exceed the department approved instructor mean of 4.0 on a 5-point scale. Peer visits should reflect a positive evaluation of the candidate's teaching.

**C. Service:** All candidates shall render service according to Section 5 E, "Service." All service should be of high quality. When applicable, effective administration of programs and supervision of part-time faculty, graduate and/or student assistants, staff or others also will be considered. Effectiveness may be demonstrated by letters of support from within or from outside the department, administration evaluation form, or other supportive documents supplied by the candidate.

**D. Professional Conduct** All candidates shall demonstrate professional conduct according to Section 5 G, "Professional Conduct."

#### IV. Supplemental Guidelines

##### **A. Policies and Procedures for Personnel Decisions**

- 1. Notices  
Faculty members who wish to be considered for tenure and/or promotion shall be invited to appear before the appropriate committee.
- ii. Secretary  
Each personnel committee shall elect its own secretary.
- iii. Procedures for personnel decisions
  - a. Members of personnel committees shall review the candidate's Personnel Files prior to the committee meeting.
  - b. After the meeting comes to order, the committee shall move into the Committee of the Whole.
  - c. After thorough discussion, the committee shall rise from the Committee of the Whole. The chair shall distribute paper ballots. Only those present at the meeting for the discussion may cast a ballot.

- d. After the voting, the votes shall be counted by the chair and another committee member and the results announced to the committee.
- e. The chair of the committee shall write a letter to the department chair. A draft of the letter shall be available in the department Office Manager's office for review by the committee three days prior to the final version being sent to the Department Chair with a copy for the candidate.
- f. If the Department Chair's recommendation differs from that of the committee the Department Chair must inform the committee and then the candidate.
- g. The Department Chair shall transmit copies of the committee's recommendation and the Department Chair's recommendation with supporting materials to the dean.

## **B. Peer Evaluation Procedures**

- 1. Procedural guidelines
  - Number of peer evaluations required

Reappointment: a candidate for reappointment shall have two peer evaluations each year. The candidate shall be sure that these evaluations are performed by tenured or tenure-track faculty in the Department and include every level of instruction taught by the candidate.

Tenure and Promotion to Associate Professor: a candidate for tenure and promotion to associate professor shall have two peer evaluations for every year of his/her teaching at The University of Akron. The candidate shall be sure that these evaluations are performed by tenured or tenure-track faculty in the Department and include every level of instruction taught by the candidate.

Promotion to Professor: a candidate for promotion to Professor shall have six peer evaluations within the three years preceding application for the rank. The courses observed shall include every level of instruction the candidate regularly teaches. Professors in the Department should observe the candidate.

- ii. Qualifications of classroom peer evaluators

- a. At least two years of full-time college teaching experience.
- b. At least one year of full-time teaching experience at The University of Akron.

- iii. Means of choosing evaluators

A candidate shall choose an evaluator by lottery conducted by the chair; the candidate shall draw names from a pool of qualified faculty. The candidate may refuse up to two names. The Department Chair shall notify the selected evaluator, who has the option of disqualifying himself or herself. In this case, the candidate shall draw a new name. The candidate may invite further evaluations from other qualified faculty.

- iv. Notification of classroom evaluation

The selected evaluator shall contact the candidate to make arrangements for the visit.

v. Method of reporting

The evaluator shall prepare relevant comments in each of the categories designated in the Evaluation Instrument (see SC, "Evaluation Instrument").

**C. Evaluation Instrument**

1. Instructions to the evaluator

- a. Schedule a mutually convenient class date and time.
- b. Consider background information, including syllabus, text, and other information you or the candidate deem pertinent to the class you will observe.
- c. Following the class, write a memo to the department chair addressing relevant concerns and providing comments that you feel are significant.
- d. You may talk with the candidate whose class you observed to share observations and ask questions, but uphold confidentiality where others are concerned.

ii. Points to be considered by the evaluator

- a. Conditions: How many students were present? Were most on time? What was the room arrangement? How did the class begin?
- b. Methods: Was the class taught as lecture, discussion, or some other method or combination of methods? Was the method appropriate? What was the nature of interaction between candidate and students?
- c. Difficulties: Were there conditions that deterred the candidate in achievement of goals? Was there anything in the candidate's approach, student responses, or the conditions of the room that created an impediment?
- d. Merits: What did the candidate do especially well? What seem to be the most evident talents of the candidate?
- e. Overall: Did this class play a significant role in the goals of the course? Was the candidate prepared? Were goals of the class accomplished? How did the class end?

iii. Disposition of the report

- a. Within three weeks, the evaluator will submit the report of the observation to the Department Chair, who may request clarification.
- b. The Department Chair will forward a copy of the report to the candidate evaluated with instructions to include the report in any reappointment, tenure, or promotion file.

- c. If the candidate feels the report is not representative of the classroom visit, another evaluation may be initiated. However, all evaluation instruments shall be retained in the file.

#### **D. Student Evaluation Forms and Procedures**

The purpose of the English Department student evaluations is to achieve a representative overview of how students perceive a faculty member's teaching. Faculty members shall furnish evaluations for each class they have taught since initial appointment or since the previous promotion. The scores on the majority of student evaluations should meet or exceed the department approved instructor mean of 4.0 on a 5-point scale.

#### **E. Service**

- i. All tenured and tenure-track faculty members are expected to serve on at least one of the departmental committees per academic year (The Advisory Committee, Composition Committee, Undergraduate Program Committee, Graduate Program Committee, and the Library Committee).
- ii. Other service to the Department, the College, the University, and the profession shall be considered.
- iii. Community service directly connected to a faculty member's role as teacher and scholar shall also be considered.

#### **F. Scholarship**

- i. Scholarship includes the following types of activity: publishing of creative work, refereed criticism, qualitative and quantitative research, bibliographies, interviews, pedagogy, or college texts;
- ii. Editing texts or journals; translating; book reviewing;
- iii. Reading papers, speaking, or lecturing at professional meetings or to professional audiences; and
- iv. Receiving external and internal grants.

#### **G. Professional Conduct**

Professional conduct as defined in the CBA.

#### **H. Definition of the RTP File**

Each faculty member will maintain an RTP file when coming up for a personnel decision. In the case of reappointment, tenure and/or promotion, the personnel file will be forwarded to the dean's office. When the file is returned to the department after a final decision is reached by the Board of Trustees, the Chair will return the file (minus the external review letters) to the candidate.

#### **I. Access to the Files**

- i. The relevant department committee(s) shall review the files as required.
- n. The files will be available to academic officers of the University charged with making personnel decisions.

## **J. Contents of the RTP File**

- i. Faculty members must place the following items in their RTP files:
  - a. a table of contents of materials in the file
  - b. an up-to-date vita
  - c. narrative statement by the candidate addressing how he/she meets the university-wide and academic unit criteria
  - d. copies of all relevant publications
  - e. student evaluations, including all student comments
  - f. evidence of professional activity
  - g. evidence of service
  - h. any previous performance reviews
  - i. a copy of the initial letter of appointment
  - J. all previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, deans and provost
  - k. all peer evaluator reports of classroom visits
- ii. Faculty members may place any documents or copies of documents they deem relevant in their personnel files.
- iii. Faculty members may also place in their RTP files completed research in press or any other items demonstrating their professional accomplishments.
- iv. copies of the external reviews when required for tenure and promotion must be kept separate from the candidate's file and be available to the committee

## **K. External Review Procedures**

To maintain a quality standard relative to comparable universities and colleges, the Department requires external reviews, for promotion and tenure. A minimum of three external review letters are required, and the Committee Chair will solicit six external reviews in order to assure that at least three letters are received. The sample letters to the external reviewer are in Section 6 D.

The file sent to the reviewer will include (1) a narrative statement by the candidate reviewing the scholarship, (2) a CV, and (3) copies of all publications that are part of the candidate's file.

The Department will follow the provisions of the CBA regarding the selection of and standards for external reviewers

The reviewer shall be apprised that the Department will not disclose the reviewer's identity unless such circumstances warrant (e.g., subpoena, validly issued court order, or public records request), and, in such cases, the Department will attempt to inform the reviewer that disclosure of identity has been requested.

## **L. Materials for External Review**

A. Teaching: NA

B. Research/Scholarly Activity:



- i. Vita
- ii. Narrative Statement by the Candidate Reviewing the Scholarship,
- iii. Copies of All Publications that Are Part of the Applicant's File

C. Service: NA

D. Bases of Assessment:

**LETTER:**

Dr. Impartial Reviewer His  
or Her Department  
His or Her University or College College  
Town, State ZIP

Dear Dr. Impartial Reviewer:

Thank you for agreeing to provide your assessment of Dr. YYY's scholarship. Enclosed please find Dr. YYY's full vita, publications, and a brief statement of his or her scholarly objectives. Dr. YYY will come up for tenure review (or promotion review) this fall.

We would like you to evaluate the candidate's scholarship as a whole. Please consider that our department defines scholarship as including the following: (a) the publishing of creative work, refereed criticism, qualitative and quantitative research, bibliographies, interviews, pedagogy, or texts, (b) editing texts or journals; translating; book reviewing, (c) receiving external and internal grants. The Tenure and/or Promotion Committee shall determine whether the candidate has produced a sufficient quantity of scholarship to support Dr. YYY's application for tenure (or promotion). Please do not comment directly about the candidate's worthiness for tenure here or elsewhere. Instead, your substantive appraisal of the enclosed material will help us understand the quality of the candidate's scholarship and professional development.

Your identity and your assessment will be deemed by the University and the Department as confidential to the extent permitted by law. If you so desire, the candidate will be asked to sign a release and waiver. The review may be subject to disclosure, however, under such circumstances including but not limited to subpoena, validly issued court order, or public records requests. If a request is made to see your review, we will attempt to inform you of this request.

Please send your comments by August 1, yyy to Dr. Chair of the Tenure (and/or Promotion) Committee, Department, Department of English, The University of Akron, Akron, OH 44325- 1906.

The Department appreciates your assistance in this matter.

Sincerely,

Chair of the Tenure (and/or Promotion) Committee Department  
of English