



Office of the Dean

Buchtel College of Arts and Sciences
Akron, OH 44325-1901

330-972-7880 Office
330-972-7222 Fax

Office of the Sr Vice President
Provost and COO

MAR 26 2012

The University of Akron

DATE:

TO: Rex Ramsier
Vice Provost for Academic Operations

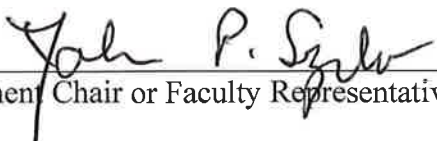
FROM: Chand Midha, Dean
Buchtel College of Arts & Sciences

RE: Reappointment, Tenure and Promotion Guidelines and Criteria

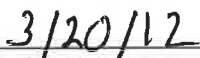
The attached guidelines have been approved by the faculty of the Department of Geology & Environmental Science on March 20, 2012.

I have approved all attached guidelines and criteria.

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



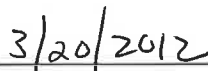
Department Chair or Faculty Representative




Date




Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in
The University of Akron
DEPARTMENT OF GEOLOGY AND ENVIRONMENTAL SCIENCE:

Approved by bargaining unit faculty March 20, 2012

Introduction

The University of Akron-Akron AAUP Collective Bargaining Agreement (CBA) of December 15, 2009, contains processes, timelines and procedures for the Reappointment, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document enumerates the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above, as well as department-specific procedures. The 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 materials required by the CBA, the Department expects, at a minimum, the following supporting materials in the candidate Reappointment, Tenure, or Promotion file.

- Summary of class evaluations for the review period.
- Copies of signed title page (or other supporting documents) from thesis advising.
- Syllabi from classes taught during the review period (duplication not needed for frequently taught courses).
- Clean copies of abstracts and published papers.
- Books written (or title page at minimum).
- Transmittal sheet for grant applications.
- Notice of Awards or Contract for grants awarded.
- Certificates or letters for awards won.
- Documentation of community, Department, or University service (letters of appointment or other evidence)

2. Annual Reappointment

The criterion for reappointment is that the individual must demonstrate satisfactory progress toward meeting the criteria for the granting of tenure.

3. Promotion to Associate Professor

A. Teaching:

1. Peer evaluations and teaching portfolios are highly recommended as evidence of the quality of teaching. Has received class evaluations of 2.5 for introductory courses and 3.0 for advanced courses on a scale of 1 (poor) to 5 (excellent) using the categories "quality of course" and "quality of teaching". If a different scale is used then the scores shall be evaluated proportionately. The scores will be averaged throughout a three-year period immediately prior to application. If three years are not available then those years that are available will be used.
2. Has served as a reader or advisor for a graduate student on his/her thesis.
3. Has been accessible to students by holding regularly scheduled office hours.
4. Has followed course syllabi and stated grading policies.

B. Research/Scholarly Activity:

1. Research, publications, and grants completed prior to coming to The University of Akron may be considered for promotion to Associate Professor.
2. Has five published abstracts from professional meetings. The abstract publication rate while at The University of Akron should meet the minimum rate required for earning tenure.
3. Has published four refereed articles in journals or equivalent (e.g. books, book chapters). The publication rate at The University of Akron should meet the minimum rate required for earning tenure.
4. Has been awarded one peer-reviewed, externally funded research grant. Alternatively, has received some external funding and has two additional refereed articles or equivalent beyond the four required in (3) above.

C. Service:

1. Has participated in Departmental as well as college and/or University service.
2. Has regularly attended faculty meetings.
3. Has performed discipline-related community service.
4. Has performed professional service to organizations in the discipline.

4. Indefinite Tenure

A. Teaching:

1. Peer evaluations and teaching portfolios are highly recommended as evidence of the quality of teaching. Has received class evaluations of 2.5 for introductory courses and 3.0 for advanced courses on a scale of 1 (poor) to 5 (excellent) using the categories "quality of course" and "quality of teaching". If a different scale is used then the scores shall be evaluated proportionately. The scores will be averaged throughout a three-year period immediately prior to application. If three years are not available then those years that are available will be used.
2. Has served as a reader for two students, or as a reader for one and an advisor for one graduate student on his/her thesis.
3. Has been accessible to students by holding regularly scheduled office hours.
4. Has followed course syllabi and stated grading policies.

B. Research/Scholarly Activity:

1. Has published an average of one abstract at professional meetings per year while at The University of Akron prior to the review for tenure.
2. Has published five refereed articles in journals or equivalent (e.g. books, book chapters) while at The University of Akron.
3. Has been awarded one peer-reviewed, externally funded research grant. Alternatively, has received some external funding and has two additional refereed articles or equivalent beyond the five required in (2) above.

C. Service:

1. Has participated in Departmental as well as college and/or University service.
2. Has regularly attended faculty meetings.
3. Has performed discipline-related community service.
4. Has performed professional service to organizations in the discipline.

5. Promotion to Professor

All requirements for promotion to professor should be met since achievement of tenure. Additionally, the candidate must satisfy the criteria to excel in either teaching or research/publication/grants as outlined within.

A. Teaching:

1. Peer evaluations and teaching portfolios are highly recommended as evidence of the quality of teaching. Has received class evaluations of at least 2.5 for introductory courses and 3.0 for advanced courses on a scale of 1 (poor) to 5 (excellent) using the categories "quality of course" and "quality of teaching". If a different scale is used then the scores shall be evaluated proportionately. The scores will be averaged throughout a three-year period immediately prior to application. If three years are not available then those years that are available will be used.
2. Has served as an advisor for a graduate student on his/her thesis.
3. Has been accessible to students by holding regularly scheduled office hours.
4. Has followed course syllabi and stated grading policies.

B. Research/Scholarly Activity:

1. Has published an average of one abstract at professional meetings per year while at The University of Akron prior to the review for promotion.
2. Has published five refereed journal articles in international journals or equivalent (e.g. books, book chapters).
3. Has been awarded at least one peer-reviewed, externally funded research grant or equivalent outside research support through grants, contracts and/or contract research.

C. Service:

1. Has participated on Departmental as well as college and/or University committees.
2. Has regularly attended faculty meetings.
3. Has performed discipline-related community service.
4. Has played a leadership role in departmental, as well as college, university, and/or professional service.

D. Criteria to Excel:

Candidate must choose one category.

1. Teaching.
 - a. Peer evaluations and teaching portfolios are highly recommended as evidence of the quality of teaching. Has received class evaluations of 3.5 for introductory courses and 4.0 for advanced courses on a scale of 1 (poor) to 5 (excellent) using the categories "quality of course" and "quality of teaching". If a different scale is used then the scores shall be evaluated proportionately. The scores will be averaged throughout a three-year period immediately prior to application. If three years are not available then those years that are available will be used.
 - b. Has served as thesis advisor to three or more graduate students while at the rank of Associate Professor.
 - c. Has a record of student scientific presentations or publications.
 - d. The candidate may request letters of support from alumni to demonstrate excellence in teaching.
2. Research/Publication/Grants
 - a. Has at least ten published abstracts.
 - b. Has at least eight refereed publications in national or international journals or equivalent (e.g. books, book chapters).
 - c. Has been awarded at least one peer-reviewed, externally funded research grant or equivalent outside research support through grants, contracts and/or contract research.
 - d. In addition to letters of external reviewers, the candidate may request letters of support from colleagues outside the University for excellence in research.

6. Supplemental Guidelines

- A. Research/Publication/Grants related to the candidate's research specialization or the scholarship of teaching, all else being equal, shall be considered equivalent for meeting minimum criteria.
- B. All voting shall be by secret ballot.
- C. Individuals considered for associate professor, or professor, shall meet the recommended criteria while at their current rank in all three categories: teaching, research/publication /grants, and service.
- D. In their deliberations, the RTP committee should be mindful of the differences between the various disciplines within the department.
- E. If the department Chair's recommendation differs from that of the department RTP committee, the department Chair may discuss this recommendation with the committee and the faculty member.

7. Materials for External Review

The intent of the letters of recommendation is to provide an unbiased external review of the professional record of the candidate.

The letter requesting recommendation will, at a minimum:

Include a full curriculum vita of the candidate. This vita should include a full list of publications, and indicate those that are being considered for the promotion/tenure request.

Include the Department guidelines for the promotion/tenure being requested.

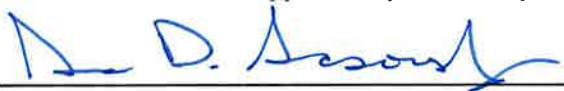
Request that the referee disclose any potential conflict of interest.

Request that the reviewer comment on the candidate's record as it pertains to The University of Akron Department of Geology and Environmental Science promotion and tenure criteria.

8. Revision of these Criteria

As allowable under the CBA, these criteria may be revised. The request to consider revision may be initiated by any faculty member in the department. The request should be made in writing, contain a rationale for considering revision, and be presented at a regular faculty meeting. If a majority of faculty members agree that revision should be formally considered, then the tenure-track bargaining unit faculty will convene an official meeting to discuss possible revisions, following accepted departmental meeting procedures.

These are the criteria approved by the faculty



Ira D. Sasowsky, Chairman of RTP Criteria Revision Committee