



The University of Akron
Buchtel College of Arts and Sciences

Date: October 12, 2018

TO: Rex Ramsier
Executive VP & Chief Admin Officer

FROM: Linda Subich

SUBJECT: Reappointment, Tenure, and Promotion Guideline and Criteria of
Joint Appointment in the Mary Schiller Myers School of Art and
Secondary Appointment in Biology

The attached guidelines have been approved by the faculty of the
Department of the Mary Schiller Myers School of Art and the Department of
Biology on October 10, 2018.

I have approved all attached guidelines and criteria.

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

Department Chair, Art

10-12-2018

Date

Department Chair, Biology

10-12-18

Date

Interim Dean Buchtel College of Arts & Sciences

10-26-18

Date

Exec VP & Chief Admin Officer

11-1-18

Date

CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION OF JOINT APPOINTMENT FACULTY WITH PRIMARY APPOINTMENT IN THE MARY SCHILLER MYERS SCHOOL OF ART AND SECONDARY APPOINTMENT IN BIOLOGY.

Introduction

These hybrid guidelines are intended to facilitate interdisciplinary review of teaching, research and service of candidates with joint appointments in Art and Biology, such that candidates can present results from a balance of effort that spans both departments without being required to simultaneously meet the guidelines of both the primary and secondary appointment. The best practice use of these guidelines is that they should be customized for each hire.

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion 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 disciplines represented in the academic units 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 specific materials detailed in the CBA, the candidate will provide a narrative statement (4-6 pages) that presents her/his overview of how they fulfill the role of joint faculty between the two departments, how they fulfill the mission of BRIC, and specifically how they meet the standards for teaching, research and service. The narrative statement should not be a summary of one's curriculum vita, but rather a broad overview and integration of one's professional vision and accomplishments. It should include her/his goals as a faculty member for the next three to five years in the joint appointment.

2. Annual Reappointment

- A. The RTP committee will be composed of all tenured Art and Biology faculty. A sub-Committee of Peer Evaluation will be established (from the whole RTP committee) annually for each faculty member starting for retention, tenure, or promotion. The CPE will consist of a minimum of four members of the RTP committee representing both departments (2/4 Art and 2/4 Biology). The candidate may also invite a fifth member of the RTP committee for the purposes of expertise on the nature of the joint appointment; the fifth member would be non-voting. The CPE will present a summary of the data provided by the candidate to facilitate discussion during the RTP Committee review session. During the discussion, if any concerns are raised about the candidate's performance, any unresolved concerns must be communicated when the candidate is invited to the meeting. At the conclusion of the RTP Committee's discussion, the candidate will join the meeting. The candidate and members of the RTP committee will

exchange views on how the candidate contributes to the mission of both departments and of BRIC, how that contribution could be strengthened, and how each unit (Art, Biology, BRIC) could support the candidate's work. All RTP committee members who have reviewed the file and are present for deliberations vote on retention and promotion using a secret ballot.

- B. Non-tenured tenure-track faculty shall be evaluated in terms of teaching, research, and service, and conduct its review of the candidate with an emphasis on the candidate's progress toward tenure.
- C. The Reappointment Committee's recommendation letters to the candidate and the Department Chair shall contain an explicit assessment of the candidate's strengths and weaknesses, if any. This will include a statement of which scholarly works are credited toward fulfilling the tenure requirements each year. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for tenure.
- D. It is the responsibility of a tenure-track candidate for Reappointment to provide evidence that she or he will be able to meet the criteria for Tenure and/or Promotion to Associate Professor (if applicable) at the end of the probationary period.

3. Promotion to Associate Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor:

A candidate for promotion to Associate Professor who is also applying for tenure must provide evidence of teaching effectiveness, productive, on-going research and active and engaged service. Minimal expectations are the same as those for tenure.

A candidate for promotion to Associate Professor who is *not* also applying for tenure may only do so under compelling circumstances. The candidate shall be evaluated according to a standard that is different from that for tenure.

- A. Teaching. Teaching expectations are the same as for tenure.
- B. Scholarly Research and Creative Accomplishment.

As with tenure applications the candidate will undergo external review by professional colleagues off campus, will demonstrate substantial scholarly works and mentoring of graduate students. The research portfolio must include a combination of 6 or more scholarly works that are peer reviewed publications or their equivalent (including at least 3 peer reviewed publications); e.g. those forms that are traditional to both departments with a combination of several forms more traditionally evaluated as productivity within art: e.g. peer-reviewed publications, consultation, client work, juried or invited exhibitions, commissions, design research, performances, productions, awards, grants, invited lectures, curatorial activities, books, technology research and presentations. Two of the three publications, and two of the three other creative efforts will have the bulk of the creative effort occurring while holding a

tenure-track positions at the University of Akron. The RTP committee would judge where the creative activity occurred during each annual RTP meeting. Scholarly research and creative activity may include commercialization activities relevant and appropriate to the discipline.

- 1) The expectation is that candidate will submit major grant proposals (including peer reviewed or other as appropriate for the candidate's field of scholarship) and receive funding before being considered for promotion to Associate Professor.

C. Service. Service expectations are the same as for tenure.

4. Indefinite Tenure

Clear and specific minimum criteria that a candidate must meet to be recommended for indefinite tenure:

Candidates for indefinite tenure must provide evidence of teaching effectiveness, productive, on-going research and active and engaged service.

A. Teaching. A candidate for promotion and/or tenure shall have demonstrated a history of effective teaching as evidenced by the following:

- 1) Teaching and peer evaluations (student evaluations, IDEA evaluations, written student comments, and peer or external evaluations of classes and course materials where applicable);
- 2) Teaching portfolio, which includes course syllabi, examples of student work, lecture handouts, and other instructional materials that help to organize and direct the learning environment;
- 3) Curricular development to support Art, Biology, and/or BRIC (any intersection of the 3 units)
- 4) Details of attendance and participation in conferences, courses and workshops on teaching, as applicable;
- 5) Innovations in pedagogy developed and introduced;
- 6) Evidence of student success;
- 7) Details of efforts to stay current in Biomimicry
- 8) Contribution of significant new knowledge to the course material through professional research;

9) Concern for and maintenance of a safe classroom environment;

10) Establishment of a learning environment that promotes skills, thinking, and creativity

B. Scholarly Research and Creative Accomplishment

Substantial scholarly works (over the probationary period) are required for consideration for tenure. In addition to 3 or more peer-reviewed publications*, the research portfolio must include a combination of those forms that are traditional to both departments with a combination of several forms more traditionally evaluated as productivity within art: e.g. peer-reviewed publications, consultation, client work, juried or invited exhibitions, commissions, design research, performances, productions, awards, grants, invited lectures, curatorial activities, books, technology research and presentations) and the minimum total items of consideration will be 6 (3 of which are peer-reviewed publications). The expectation is that candidate will submit major grant proposals and receive funding before being considered for indefinite tenure.

1. * A research publication is eligible for RTP considerations if it became available to the general public after the date of initial appointment (date as determined by the Board of Trustees), in current rank, and before the date of a candidate's RTP meeting. This date may differ from the publication date (e.g. some journal publication dates run behind the calendar date); nonetheless, the calendar date when it becomes available to the general public in any format (paper to first date availability on-line) is the date that determines its validity for RTP purposes. Two of the three publications, and two of the three other creative efforts will have the bulk of the creative effort occurring while holding a tenure-track positions at the University of Akron. The burden of proof as to demonstrating the correct publication date is on the candidate.
2. In evaluating a faculty member's research, creative activity, or scholarly inquiry, attention will be directed to overall quality and significance to the field as judged by professional colleagues on and off campus. The evaluation of this body of scholarly research and creative accomplishment will include multiple dimensions, such as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, method, design, and/or analysis. There must be evidence of ongoing research, creative activity, or scholarly inquiry, that will continue following the granting of indefinite tenure (e.g. submitted grant proposals, submitted papers, planned exhibitions, ongoing collaborations, seminar invitations, current training of graduate students, etc.). Positive external reviews of the candidate's performance in research, creative activity, or scholarly inquiry are required.

C. Service. Candidates should demonstrate active engagement within the School of Art, Biology, College of Arts and Sciences and BRIC. Active engagement may be evidenced by

contributions to school and college committees, mentoring, curricular development, recruitment and through professional discipline-related activities at local and regional levels. Contributions to the growth of the BRIC through development of mentoring, research and teaching initiatives related to the center, and outreach are expected.

- D. **Personal Characteristics and Collegiality.** Personal characteristics will be evaluated on the basis of (A) cooperation with colleagues and students and (b) demonstration of professional conduct as defined in the CBA.

5. Promotion to Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

A candidate for promotion to Professor will have already demonstrated competence in teaching and research by attaining the rank of Associate Professor. It is therefore expected that the candidate must also demonstrate leadership in teaching, research and service. The Promotion to Professor Committee shall consider the candidate's entire career, and may place a different emphasis on each area for different candidates.

All candidates must provide evidence that they have met the following minimal expectations to be eligible for consideration for promotion to Professor:

- A. **Teaching.** In addition to teaching effectiveness, candidates should also demonstrate leadership in teaching. Such leadership may be evidenced by curricular development, innovations in pedagogy and evidence of student success, or other appropriate activities. Evidence for teaching effectiveness and leadership includes those listed under 4A and the CBA.
- B. **Research.**
 - 1) Candidates must demonstrate leadership in research, as evidenced by on-going research with visibility outside The University of Akron. The candidate should demonstrate substantial and sustained contributions in the areas of scholarly or creative research.
 - 2) Substantial scholarly works (since last successful promotion meeting) are required for consideration for promotion to Full Professor. The research portfolio must include a combination of 6 or more scholarly works that are peer reviewed publications or their equivalent; e.g. those forms that are traditional to both departments with a combination of several forms more traditionally evaluated as productivity within art: e.g. peer-reviewed publications, consultation, client work, juried or invited exhibitions, commissions, design research, performances, productions, awards, grants, invited lectures, curatorial activities, books, technology

research and presentations. One international, national, state, or other peer-reviewed extramural grant submitted as Principal Investigator or Co-Principal Investigator must have been funded since the previous successful promotion to Associate Professor. "Funded" will be defined as an official agency award letter dated before the candidate's RTP meeting.

- 3) There must be evidence of ongoing research, creative activity, or scholarly inquiry, that will continue following promotion to Professor (e.g. submitted grant proposals, submitted papers, planned exhibitions, ongoing collaborations, seminar invitations, current training of graduate students, etc.). Positive external reviews of the candidate's performance in research, creative activity, or scholarly inquiry are required.

C. Service

Candidates should demonstrate leadership within the School of Art, Biology, College of Arts and Sciences and BRIC. Leadership may be evidenced by contributions to school and college committees, mentoring, curricular development, recruitment and through professional discipline-related activities at local, regional, national, or international levels. Contributions to the growth of the BRIC through development of mentoring, research and teaching initiatives related to the center, and outreach are expected.

- D. Personal Characteristics and Collegiality.** Personal characteristics will be evaluated on the basis of (A) cooperation with colleagues and students and (b) demonstration of professional conduct as defined in the CBA.

6. Supplemental Guidelines

1. A Committee of Peer Evaluation will be established annually for each faculty member standing for retention, tenure, or promotion. The CPE will consist of a minimum of four members of the RTP Committee (2 from Art, 2 from Biology) and are responsible for peer evaluation of the candidate's Teaching, Research, and Service. The candidate may wish to invite a non-voting faculty consultant to speak to aspects of the joint appointment. The CPE will present a summary of the data provided by the candidate to facilitate discussion during the RTP Committee review. The RTP Committee will consist of all tenured faculty from Art and Biology, and all votes count equally. All deliberations relating to candidates being reviewed for retention, tenure or promotion will be kept in the strictest professional confidence by committee members.

7. Materials for External Review

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the basis by which these materials are assessed:

1. Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's narrative statement of teaching, research and service, and documentation of teaching, research and service.
2. External reviewers shall be instructed to review the candidate based upon the criteria outlined in this document, as appropriate to the candidate's request for tenure and/or promotion.
3. External reviewers should not have conflicts of interest with the candidate. These conflicts of interest include:
 - (1) known family relationships
 - (2) economic relationships
 - (3) past thesis advisors
 - (4) past students
 - (5) current or recent (within 36 months) collaborators on professional publications or grants,
 - (6) a close personal relationship or friendship that might tend to affect the judgement of the reviewer or be seen as so by a reasonable person familiar with the relationship.