



The University of Akron
Buchtel College of Arts and Sciences

Date: February 5, 2019

TO: Rex Ramsier
Executive VP & Chief Admin Officer

FROM: Linda Subich

SUBJECT: Reappointment, Tenure, and Promotion Guideline and Criteria

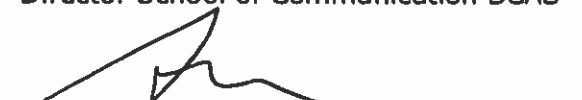
The attached guidelines have been approved by the faculty of the School of Communication on December 7, 2018 and the Department of Management on December 13, 2018.

I have approved all attached guidelines and criteria.

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


Director School of Communication BCAS

2/6/19
Date


Chair Department of Management CBA

2-6-19
Date


Dean Buchtel College of Arts & Sciences

2-8-19
Date


Dean College of Business Administration

2-8-19
Date


Exec VP & Chief Admin Officer

2-11-19
Date

**School of Communication
Buchtel College of Arts and Sciences**

**Department of Management
College of Business Administration**

The University of Akron

**Guidelines for Reappointment, Tenure, and Promotion
for the Joint Position of Business & Organizational Communication**

Introduction

The University of Akron-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for 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.

I. Materials for the RTP File

In addition to following the criteria required under the CBA, candidates for reappointment, tenure, and promotion shall include the following materials for their RTP file:

A. Teaching:

Candidate shall include the following for their RTP File:

1. Statement of Philosophy of Teaching;
2. Summary of teaching activities;
3. Student evaluations of classroom performance, numerical and written;
4. Course syllabi;
5. Peer evaluation by School of Communication Director, Department of Management Chair, and/or senior faculty within the School of Communication and the Department of Management.

B. Research:

Candidates shall include the following for their RTP file:

1. Statement of philosophy of research;
2. Summary of research;
3. Evidence of research;

C. Service

Candidates shall provide the following for their RTP file:

1. Statement of Philosophy of Service;
2. Summary of service activity;
3. Evidence of service activity.

II. Annual Reappointment

- A. Candidates for reappointment are judged on the basis of teaching, research and service. Candidates for reappointment shall demonstrate a continuing record of teaching, research and service. In evaluating a candidate for reappointment, the School of Communication and the Department of Management Joint Reappointment Committee shall evaluate the candidate's contributions in the field of teaching, research and service during his/her probationary period at The University of Akron.
- B. The School of Communication and the Department of Management Joint Reappointment Committee's recommendation letter to the candidate and the School of Communication Director and the Department Management Chair shall contain an explicit assessment of the candidate's strengths and weaknesses, if any. 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.
- C. It is the responsibility of a tenure-track candidate for Reappointment to provide evidence that he/she shall be able to meet the criteria for Tenure and Promotion to Associate Professor (if applicable) at the end of the probationary period.
- D. Each candidate shall be academically qualified based on AACSB standards.
- E. The following guidelines for teaching, research and service exemplify the minimum standard of what is meant as a continuing record of teaching, research and service. The achievement of these minimum standards does not guarantee reappointment.

Teaching: Candidates for reappointment shall provide evidence of a continuing record in successful teaching in the School of Communication at The University of Akron. In addition, an average of at least 3.25 on questions 29 and 30 of the College of Business Administration Student Evaluation form is required for Business Communication courses in the Department of Management.

Research: Candidates for reappointment shall present a case of a continuing record of scholarly research, relevant and appropriate to the candidate's duties, interests, teaching field and/or advanced education at The University of Akron.

Service: Candidates for reappointment shall demonstrate continuing service at The University of Akron.

III. Promotion to Associate Professor and Indefinite Tenure

- A. In evaluating a candidate for promotion to the rank of Associate Professor and Indefinite Tenure, the School of Communication and the Department of Management Joint Promotion and Indefinite Tenure Committee shall evaluate the candidate's contributions in the field of research, teaching and service while serving in his/her probationary period at The University of Akron.
- B. Each candidate shall be academically qualified based on AACSB standards.
- C. The following guidelines for teaching, research and service exemplify the minimum standards of what is meant by continuing achievement. Attainment of minimum standards does not guarantee promotion to Associate Professor and the award of Indefinite Tenure.

Teaching: Candidates for promotion to Associate Professor and Indefinite Tenure shall provide evidence of continuing achievement in teaching during their probationary period at The University of Akron.

- 1. Generally consistent above-average scores on student evaluations of teaching in the School of Communication;
- 2. An average of at least 3.25 on questions 29 and 30 of the College of Business Administration Student Evaluation form is required for Business Communication courses in the Department of Management.
- 3. Generally positive peer evaluations of teaching by the School of Communication Director, the Department of Management Chair and/or senior faculty within the School of Communication and the Department of Management.

Research: Candidates for promotion to the rank of Associate Professor and Indefinite Tenure shall present a case for achievement in scholarly research relevant and appropriate to their duties, interests, teaching field and/or advanced education. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. Candidates for promotion to Associate Professor and the award of Indefinite Tenure shall accomplish and provide evidence of the following:

A minimum of five publications comprised of peer-reviewed scholarly journal articles or peer-reviewed book chapters. At least two of these publications must be in peer-reviewed scholarly journals.

One monograph or one book will be viewed as one article unless the candidate makes the case for counting a monograph or book for a maximum of two publications. The School of Communication and the Department of Management Joint Promotion to Associate Professor and Indefinite Tenure Committee shall then assess the length, scope, depth, and quality of the work to make this determination.

In addition, candidates for promotion to Associate Professor and Indefinite Tenure shall accomplish and provide evidence of at least two of the following:

1. Presentations at a scholarly conference in the field of Communication, Business, or a related field;
2. Creation of a database of scholarly work. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
3. Publication of an entry accepted in an encyclopedia. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
4. Publication placed in a professional venue. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
5. Winning of competitive, external and/or internal grants;
6. Professional work applying communication and/or business theory and research of an exemplary, extensive and influential quality.

Service: Candidates for promotion to Associate Professor and Indefinite Tenure shall demonstrate continuing service to the School of Communication and the Department of Management during their probationary period at The University of Akron. Candidates shall accomplish and provide evidence of the following:

1. Participation in School of Communication and the Department of Management as well as college and/or university committees;
2. Regular attendance at faculty meetings;
3. Regular formal advising of undergraduate/graduate students.

Candidates for promotion to Associate Professor and Indefinite Tenure are expected to perform and to provide evidence of other service activities including, but not limited to, one or more of the following:

1. Advising/supervising student groups, clubs or other organizations;
2. Organizing/supervising events to promote the School of Communication, the Department of Management or other organizations;
3. Performance of community and/or professional service related to the discipline;
4. Writing non-peer reviewed published articles and reviews that provide a significant service to the community and/or the profession.

In addition, the School of Communication and the Department of Management Joint Promotion and Indefinite Tenure committee may consider that the extent of contribution and time involved in one or more service areas may compensate for lesser degrees of participation in other areas of service.

IV. Promotion to Professor

- A. Promotion to the rank of Professor recognizes a faculty member's sustained quality of performance as a faculty member. Candidates for promotion to Professor shall demonstrate a continuing record of excellence and accomplishment in teaching, research, and service. In evaluating a candidate for the rank of Professor, the School of Communication and the Department of Management Joint Promotion Committee shall evaluate the entire body of the candidate's work with emphasis on work since tenure.
- B. Each candidate shall be academically qualified based on AACSB standards.
- C. The following guidelines for teaching, research, and service exemplify the minimum standard of what is meant by a continuing record of excellence and accomplishment. Attainment of minimum standards does not guarantee promotion.

Teaching: Candidates for promotion to Professor shall provide evidence of continued success in teaching, including the option of a teaching portfolio. Candidates for promotion to Professor shall provide evidence of the quality of their teaching through:

1. Consistent above-average scores on student evaluations of teaching in the School of Communication;

2. An average of at least 3.50 on questions 29 and 30 of the College of Business Administration Student Evaluation form is required for Business Communication courses in the Department of Management.
3. Positive peer evaluations of teaching by the School of Communication Director, the Department of Management Chair and/or senior faculty within the School of Communication and the Department of Management.
4. Demonstrate innovative teaching through technological developments.
5. Collaboration and leadership in pedagogy.

The School of Communication and the Department of Management have traditionally insisted on and produced a very high quality of teaching. Candidates for promotion to Professor must also have demonstrated leadership in curricular or course development. Considering all of the information presented, the School of Communication and the Department of Management Joint Promotion Committee must be able to judge that the candidate for promotion can demonstrate excellence in teaching over a significant period of time.

Research: Candidates for promotion to Professor shall provide evidence of a continuing record of scholarly accomplishment in communication studies in business and organizations. Evidence includes, but is not limited to, presentation, publication, exhibition or broadcast or digital/electronic dissemination of scholarly work. Candidates for promotion to the rank of Professor shall present a documented case for excellence in scholarly research appropriate to the candidate's duties and interests. Candidates for promotion to Professor shall accomplish the following since tenure:

A minimum of five quality publications comprised of peer-reviewed scholarly journal articles or peer-reviewed book chapters. At least two of these publications must be in peer-reviewed scholarly journals.

One monograph or one book will be viewed as one article unless the candidate makes the case for counting a monograph or book for a maximum of two publications. The School of Communication and the Department of Management Joint Promotion to Professor Committee shall then assess the length, scope, depth, and quality of the work to make this determination.

In addition, candidates for promotion to Professor shall accomplish and provide evidence of at least two of the following in at least one category:

1. Presentations at national or international scholarly conferences in the field of Communication, Business or a related field;
2. Creation of a database of scholarly work with a summary of how it makes a significant contribution to the field of Communication, Business or a related field. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
3. Publication of an entry accepted in an encyclopedia. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
4. Publication placed in a professional venue. The candidate must establish that the publication is equivalent in rigor to one published by a peer-reviewed process;
5. Leadership in the winning of competitive, external and/or internal grants;
6. Professional work applying communication and/or business theory and research of an exemplary, extensive and influential quality.

Service: Candidates for the rank of Professor should demonstrate continuing service since tenure. Some of the service shall be in a leadership role. Candidates shall accomplish and provide evidence of the following:

1. Leadership in School of Communication, the Department of Management as well as college and university committees;
2. Regular contributions at faculty meetings;
3. Regular formal advising of undergraduate/graduate students.

Candidates for promotion to Professor are expected to perform and to provide evidence of other service activities including, but not limited to, one or more of the following:

1. Advising/supervising student groups, clubs or other organizations;
2. Organizing/supervising events to promote the School of Communication, the Department of Management, or other organizations;
3. Performance of community and/or professional service related to the discipline;
4. Writing non-peer-reviewed articles and reviews published as a service to the community or profession.

In addition, the School of Communication and the Department of Management Joint Promotion committee may consider that the extent of contribution and time involved in one or more service areas may compensate for lesser degrees of participation in other areas of service.

External Review Guidelines

Candidates for tenure and promotion must submit their documentation for external review. The following are the procedures for the external review for all candidates for tenure and promotion in the School of Communication and the Department of Management:

I. External Reviewers

The following guidelines shall be followed in selection of external reviewers for candidates for promotion and/or tenure in the School of Communication and the Department of Management:

- A. External reviewers shall have expertise in the same area of Communication as the candidate for tenure and/or promotion.
- B. External reviewers shall focus primary attention on the candidate's research. However, should the Reviewer be familiar with the candidate's teaching and/or service, they may comment on those areas as well.
- C. External reviewers shall hold academic rank as follows or be working professionals in the candidate's area.
 - 1. External reviewers for candidates for tenure shall be one of the following:
 - a. Hold tenure at a rank greater than the one held by the candidate,
 - b. Be a respected professional working in the candidate's area of expertise.
 - 2. External reviewers for candidates for promotion to Associate Professor shall be one of the following:
 - a. Hold the rank of at least an Associate Professor,
 - b. Be a respected professional working in the candidate's area of expertise.
 - 3. External reviewers for candidates for promotion to Professor shall be one of the following:
 - a. Hold the rank of Professor,
 - b. Be a respected professional working in the candidate's area of expertise.

II. Procedures for External Review

- A. External reviewers shall have at least one month to complete the evaluation of the candidate's materials.
- B. The following materials shall be assembled by the candidate for Tenure/Promotion in consultation with the chair of the Joint Tenure and/or Promotion Committee and/or her/his designate, and sent to each external reviewer:
 - 1. Guidelines for tenure and/or promotion as adopted by the School of Communication and the Department of Management,

2. Summary description of the School of Communication and the Department of Management and their structure along with the teaching load that the candidate has assumed,
3. Candidate's current curriculum vitae,
4. Representative samples of the candidate's published and presented research,
5. Teaching materials, which may include the candidates teaching philosophy and sample syllabi,
6. Cover letter outlining the parameters of the review (e.g., "The primary purpose of this external review is to examine the caliber of the candidate's research. If the reviewer feels qualified to comment on the candidate's teaching and/or service materials, the reviewer should be free to do so."). Concerning access to the material as outlined by the Office of the General Counsel,
 - i. "The identity of the external reviewer and the original of the review shall be deemed by the University and the candidate as confidential to the extent permitted by law;"
 - ii. "Upon the request of the external reviewer, the candidate may be requested to sign a release waiver;"
 - iii. "The reviewer shall be apprised that the reviewer may be subject to disclosure under such circumstances including but not limited to subpoena, validly issued court order, or public records request."