



Office of the Dean
College of Engineering and Polymer Science
Akron, OH 44325
330-972-7816 Office

TO: Dr. John Wiencek, Executive Vice President and Provost

FROM: Dr. Craig Menzemer, Interim Dean, College of Engineering and Polymer

DATE: Science July 30, 2021

SUBJECT: Modified RTP Guidelines, Mechanical Engineering

The faculty in the Department of Mechanical Engineering met and discussed modifications to their RTP criteria during the fall 2020 and spring 2021 semesters. These modifications include the addition of specific criteria for the Engineering Technology programs in the department. I have approved their guidelines and present them for your review/approval.

Siamak Farhad

RTP Committee Chair

07/29/2021

Date

[Signature]

Department Chair

7/29/2021

Date

Craig C. Menzemer

Interim Dean

7/29/2021

Date

[Signature]

Senior VP and Provost

07/30/2021

Date




Office of the Executive Vice President and Provost
Akron, OH 44325-4703

July 30, 2021

MEMORANDUM

TO: Craig Menzemer, Interim Dean, College of Engineering & Polymer Science

FROM: John M. Wiencek 

RE: **Reappointment, Tenure, and Promotion Guidelines**

COPY: Sergio Felicelli, Chair

In accordance with the Collective Bargaining Agreement, please be aware of the following:

These guidelines take effect for applications submitted Spring 2022 (Article 13, Section 6, A.3).

Candidates who are applying for reappointment, tenure and/or promotion to associate professor shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his/her decision. However, the candidate may choose each time criteria are revised and are approved by the Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used (Article 13, Section 6, D.6).

Candidates who are applying for promotion but not for tenure shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five (5) years prior to the candidate's application, whichever is more recent (Article 13, Section 6, D.7). This includes faculty who are seeking promotion to full professor.

Your guidelines are approved and will be added to this website:

<https://www.uakron.edu/oaa/faculty-affairs/rtp-guidelines>

THE UNIVERSITY OF AKRON
College of Engineering and Polymer Science
Department of Mechanical Engineering
Criteria for Reappointment, Tenure and Promotion of Tenure-Track Faculty

Date: May 12, 2021

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Reappointment, Tenure and Promotion (RTP) of Bargaining Unit faculty members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for RTP relevant to the disciplines represented in the academic unit listed above.

There are two disciplines covered by this document including faculty appointed to serve the Mechanical Engineering programs (**ME faculty**) and faculty appointed to serve the engineering technology programs (**ET faculty**). ME faculty is evaluated based on quality of teaching, research and scholarly activity, and service. ET faculty is evaluated based on the quality of teaching, scholarly activity, and service. Teaching is of primary importance for ET faculty.

For all faculty, the criteria include quantitative and qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. In addition to the minimum criteria listed, the candidate must satisfy the standards of professional conduct as outlined in the CBA. Nothing contained in this document can conflict with the CBA, University rules, and the candidate's hiring letter. The CBA, University rules, and the candidate's hiring letter take precedence over this document if conflicts or discrepancies occur. These guidelines apply to only Bargaining Unit tenure-track faculty members. Non-tenure-track faculty shall consult the CBA, and the terms and conditions in the hiring contract are taken into account.

1. Materials for the RTP file

This section lists specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file.

The candidate shall prepare a summary of his/her teaching, research (research is only for ME faculty candidate) and scholarly activity, and service that includes a table describing his/her performance (a) since his/her previous evaluation by the RTP committee, (b) since his/her previous academic appointment, (c) since joining The University of Akron, and (d) over his/her career. Coincident intervals may be combined (e.g. the initial appointment of non-tenured tenure-track faculty coincides with their joining the University).

2. Reappointment

Evaluation for reappointment of tenure-track faculty shall be primarily based on the candidate's teaching, research (research is only for ME faculty candidate) and scholarly activity, and service. The annual evaluation shall describe the perceived strengths of the candidate, note any deficiencies, and provide feedback and recommendations to the candidate regarding their progress toward indefinite tenure. In particular, the RTP committee should comment on the activities of the candidate relative to the expected achievements at the time of indefinite tenure. Although there are no minimum criteria for reappointment, the candidate is expected to demonstrate continuing progress towards attainment of the achievements necessary for the award of indefinite tenure.

3. Promotion to Associate Professor

The RTP committee shall make a recommendation regarding promotion to Associate Professor, and, in particular, shall note the relative merits of the candidate's academic record relative to the criteria and expectations of the rank. The evaluation of a candidate for promotion to Associate Professor shall be based on the achievements of the candidate in the areas of teaching, research (research is only for ME faculty candidate) and scholarly activity, and service since his/her initial tenure-track academic appointment at UA.

3.1 ME faculty candidates for promotion to Associate Professor are expected to provide significant contributions to the educational mission of the department, and to provide evidence of an ongoing research program capable of continued contributions to his/her technical discipline. In addition, the candidate should demonstrate financial support for his/her activities from external sources and service contributions to the University and his/her discipline.

Clear and specific minimum criteria that ME faculty candidates must meet to be recommended for promotion to Associate Professor are as follows:

- A. Teaching: the candidate must show evidence of teaching proficiency through student evaluations and peer reviews. Acceptable student evaluations can be demonstrated through written student comments and/or numerical scores from the standard college evaluation.
- B. Research and Scholarly Activity: a minimum of 12 scholarly publications, as defined in Appendix A. Of these, at least 8 publications must be research monographs, patents, or appear in peer-reviewed archival journals. In addition, a minimum of \$150,000 or a percentage of the startup package amount as delineated in the letter of offer, whichever is greater, in funding for research and scholarly activities must be attributed to the candidate from external sources, as determined by the Office of Research Administration.
- C. Service: the candidate must provide evidence of service activities as defined in Appendix A, Section 1-III.

3.2 ET faculty candidates for promotion to Associate Professor are expected to provide significant contributions to the educational mission of the department, and to provide evidence of teaching excellence. In addition, the candidates should demonstrate scholarly activities and outstanding

citizenship to the University, professional and technical communities as outlined in Appendix B.

Clear and specific minimum criteria that ET faculty candidates must meet to be recommended for promotion to Associate Professor are as follows:

- A. Teaching: the candidate must show evidence of teaching proficiency through student evaluations and 3 peer reviews. Acceptable student evaluations can be demonstrated through written student comments and/or numerical scores from the standard college evaluation. Additionally, candidates must provide evidence of 5 teaching activities as outlined in Appendix B, Section 1-I.
- B. Scholarly Activity: the candidate must include evidence of participation in 5 scholar activities as outlined in Appendix B, Section 1-II.
- C. Service: the candidate must provide evidence of 8 professional and community service activities and 8 university/college/department service activities as outlined in Appendix B, Section 1-III.

Note that while some activities fit multiple categories, the candidate shall not use an individual activity in more than one category. Additionally, evidence of activities listed above cannot have any more than three (3) activities from the same area.

4. Indefinite Tenure

The expectations and minimum requirements for the award of indefinite tenure are identical to those listed above for promotion to Associate Professor.

5. Promotion to Professor

The RTP committee shall make a recommendation regarding promotion to Professor, and in particular shall note the relative merits of the candidate's academic record relative to the criteria and expectations of the rank. The evaluation of a candidate for promotion to Professor shall be based on the achievements of the candidate in the areas of teaching, research (research is only for ME faculty candidate) and scholarly activity, and service over his/her career, with emphasis on those activities subsequent to having applied to attain the rank of Associate Professor.

- 5.1 ME faculty candidates for promotion to Professor are expected to have demonstrated leadership in the educational mission of the department, as well as international recognition of a strong and vibrant research program. In addition, candidates should provide evidence of sustained financial support for his/her activities from external sources and significant contributions to his/her discipline.

Clear and specific minimum criteria that ME faculty candidates must meet to be recommended for promotion to Professor are as follows:

- A. Teaching: the candidate must show evidence of teaching proficiency through student evaluations and peer reviews. Acceptable student evaluations can be demonstrated

through written student comments and/or a numerical scores from the standard college evaluation since having applied to attain the rank of Associate Professor. In addition to teaching effectiveness, the candidate should also demonstrate leadership in teaching. Such leadership may be evidenced by the supervision of graduate student research, curricular development, or other appropriate activities.

- B. Research and Scholarly Activity: a minimum of 30 scholarly publications, as defined in Appendix A. Of these, at least 20 publications must be research monographs, patents, or appear in peer-reviewed archival journals; and 12 must be subsequent to the candidate having applied to attain the rank of Associate Professor. In addition, a minimum of \$600,000 in funding for research and scholarly activities must be attributed to the candidate from external sources, and \$300,000 must be subsequent to the candidate having applied to attain the rank of Associate Professor.
- C. Service: Candidates should demonstrate leadership within the university and/or his/her technical community. Such contributions may be evidenced by professional activities within the Department, College, and/or University, as well as professional activities associated with his/her discipline.

5.2 ET faculty candidates for promotion to Professor are expected to have demonstrated leadership in the educational mission of the department, as well as demonstrated teaching excellence and leadership in quality of teaching for the department, college and university. In addition, the candidates should demonstrate scholarly activities and outstanding citizenship to the University, professional and technical communities as outlined in Appendix B.

Clear and specific minimum criteria that ET faculty candidates must meet to be recommended for promotion to Professor are as follows:

- A. Teaching: the candidate must show evidence of teaching proficiency through student evaluations and 3 peer reviews subsequent to the candidate having applied to attain the rank of Associate Professor. Acceptable student evaluations can be demonstrated through written student comments and/or a numerical scores from the standard college evaluation since having applied to attain the rank of Associate Professor. In addition to teaching effectiveness, the candidate should demonstrate leadership in teaching. Such leadership may be evidenced by content expertise and the development of quality teaching and continuous improvement, indicators of continuous program improvement including curriculum proposals and/or accreditation self-studies / evaluations, and evidence of leadership in the area of quality of teaching including but not limited to, mentoring faculty in the area of teaching. The candidate must also include evidence of 8 teaching activities as outlined in Appendix B, Section 1-I. These activities must be subsequent to the candidate having applied to attaining the rank of Associate Professor.
- B. Scholarly Activity: the candidate must include evidence of participation in 10 scholar activities as outlined in Appendix B, Section 1-II. These activities must be subsequent to the candidate having applied to attain the rank of Associate Professor. The candidate must also include evidence of 3 leadership scholar activities.
- C. Service: the candidate should demonstrate leadership within the university and/or his/her technical community in 5 leadership service activities. The candidate must also

demonstrate 12 professional and community service activities as well as 12 university/college/department service activities as outlined in Appendix B, Section 1-III. These activities must be subsequent to the candidate having applied to attaining the rank of Associate Professor.

Note that while some activities fit multiple categories, the candidate shall not use an individual activity in more than one category. Additionally, evidence of activities listed above since last promotion cannot have any more than three (3) activities from the same area.

6. Guidelines Revisions

These guidelines shall be reviewed and revised by the mechanical engineering department as necessary.

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 are as follows:

7.1 Materials for external review for ME faculty candidates are as follows:

- A. Teaching: N/A
- B. Research and Scholarly Activity: Materials sent to external reviewers shall include the candidate's current curriculum vita, the candidate's statement of his/her research program, and three relevant publications. All materials are to be provided by the candidate.
- C. Service: N/A

Bases of Assessment: the invitation letter should contain the following language, "Our Retention, Tenure, and Promotion committee carefully considers the teaching, research, and service activities of our candidate and makes an overall recommendation to the University. To assist in our evaluation, the committee is most interested in your assessment of the quality and significance of Dr. X's overall research program, including the provided publications, as well as his/her impact on his/her technical discipline."

7.2 Materials for external review for ET faculty candidates are as follows:

- A. Teaching: Materials sent to external reviewers shall include a teaching portfolio containing at least the following:
 - i. a summary of departmental criteria for tenure and/or promotion
 - ii. a current curriculum vita
 - iii. a narrative statement by the candidate addressing the meeting of departmental criteria for tenure and/or promotion
 - iv. copies of most recent syllabi
 - v. a sample of a lecture or lesson selected by the candidate
 - vi. a sample of an exam or student assignment selected by the candidate

- vii. one additional piece of evidence, selected by the candidate, which demonstrates teaching effectiveness of the candidate.

The candidates may also submit one or more of the following:

- viii. recorded video of classroom performance (not to exceed 30 minutes in length)
- ix. technological innovations (e.g., Web courses, distance learning projects, Web-enhanced courses)
- x. additional representative assignments, tests, quizzes, review sheets, or homework given during the review period
- xi. statement of teaching philosophy (not to exceed 500 words)
- xii. up to 3 letters of support from students, colleagues, or administrators, along with the origins of the letter.

B. Scholarly Activity: Materials sent to external reviewers shall include the candidate's curriculum vita and evidence of Scholarly Activity as outlined in the requirements for promotion and tenure.

C. Service: Materials sent to external reviewers shall include the candidate's evidence of service as outlined in the requirements for promotion and tenure.

Bases of Assessment: the invitation letter should contain the following language, "Our Retention, Tenure, and Promotion committee carefully considers the teaching, scholarly, and service activities of our candidates and makes an overall recommendation to the University. To assist in our evaluation, the committee is most interested in your assessment of the following areas:

1. Quality of Teaching: A statement or evaluation of the instructional materials included in the candidate's portfolio regarding course objectives, course content, quality of instructional materials, and/or currency of course topics.
2. Quality of Scholar activities: A statement or evaluation of evidence of professional growth and/or quality of scholar activities of the candidate.
3. Quality of Service: A statement or evaluation of the quality, quantity, and leadership in the areas of service (department, college, university, and/or community).

Appendix A – ME Faculty Candidates

Section 1: Activities for Evaluation

Eligible activities for consideration in tenure and promotion include:

- I. Teaching Activities
 - A. Course instruction, as evidenced by
 - 1. peer reviews
 - 2. numerical and/or written student evaluations
 - 3. student exit interviews
 - 4. awards
 - B. Student advising and mentoring
 - 1. graduate student theses and dissertations
 - 2. undergraduate student research
 - 3. undergraduate student senior design projects
 - 4. student awards and prizes
 - C. Scholarship of teaching and learning
 - 1. textbooks and instructional materials
 - 2. curriculum development and/or revision
 - 3. use and development of innovative teaching techniques
 - 4. program development and/or revision
 - 5. grant activity (student scholarship and educational purposes)
- II. Research and Scholarly Activities
 - A. Scholarly publications
 - 1. archival, peer-reviewed journal papers
 - 2. research monographs, books and book chapters
 - 3. conference proceedings
 - 4. technical reports
 - B. Grant activity¹
 - 1. external funding²
 - 2. internal (University) funding³
 - 3. grant proposals (including reviews)
 - C. Professional recognition
 - 1. professional awards
 - 2. research presentations and invited talks
 - 3. research citations
 - D. Other
 - 1. patents

¹ Research and scholarly grants are defined as supporting activities that are expected to lead to scholarly publications, enhance the equipment/infrastructure, and/or involve student training, including those for engineering education related research.

² External funding is defined as obtained from sources external to the university.

³ Internal funding is defined as obtained from University resources and available only to members of the university.

2. software products
- III. Service Activities
- A. Professional and Community
 1. technical committees, including leadership
 2. editorial responsibilities
 3. conference and meeting organization
 4. manuscript review (e.g., journals, conference papers, funding agencies)
 5. outreach
 - B. University/College/Department
 1. committees
 2. student organizations
 3. outreach and recruitment activities
 4. non-scholarly grant activity (service related)
 5. accreditation
 6. services assigned by department chair or college dean

Section 2: Summary Table of Minimum Criteria

Activity	Promotion to Associate Professor and Award of Indefinite Tenure	Promotion to Professor
Teaching	proficiency through student evaluations (e.g., numerical scores, written comments) and two peer reviews	proficiency through student evaluations (e.g., numerical scores, written comments) and two peer reviews leadership in teaching (e.g. supervision of graduate student research, curricular development, or other appropriate activities)
Research and Scholarly	12 scholarly publications (see Appendix A, Section 1.II) – at least 8 publications must appear in peer-reviewed archival journals, research monographs, and/or patents	30 scholarly publications (see Appendix A, Section 1.II) – at least 20 publications must appear in peer-reviewed archival journals, research monographs, and/or patents (12 must be subsequent to the candidate having applied to attain the rank of Associate Professor)
	\$150,000 attributed to the candidate from external sources or a percentage of the amount received in the startup package as delineated in the offer letter, whichever is greater	\$600,000 attributed to the candidate from external sources (\$300,000 must be subsequent to the candidate having applied to attain the rank of Associate Professor)
Service	engage in service activities within the university and/or technical community (see Appendix A, Section 1.III)	demonstrate leadership within the university and/or technical community (see Appendix A, Section 1.III)

Appendix B – ET Faculty Candidates

Section 1: Activities for Evaluation

Eligible activities for consideration in tenure and promotion include:

I. Teaching Activities

- A. The results from course self-evaluations (summative (at the end of the course) or formative (as the course progresses)) and resolve and implementation of a plan to improve the teaching
- B. Measures of teaching effectiveness such as the objective measurements related to course learning-objectives and effectiveness and/or demonstration of ABET continuous improvement Student Outcomes
- C. Confirmation of continuous improvement in lecture and/or laboratory delivery, development of laboratory activities, development and/or improvement of alternative course delivery methods
- D. Documentation of curricular development whether new courses or revisions of existing courses / course work as evidenced by the curriculum proposal system.
- E. Additional measures may include number of different preparations taught, number of new preparations and/or new textbooks utilized
- F. Substantiation of active participation in activities related to accreditation. These activities include involvement with program assessment, course evaluations, assessment of learning objectives, graduate surveys, etc.
- G. Documentation of effective advising, as appropriate.

II. Scholarly Activities

- A. Scholarly publications
 - 1. archival, peer-reviewed journal papers
 - 2. books and book chapters
 - 3. conference proceedings
 - 4. technical reports
 - 5. presentations, scholarly and creative
- B. Professional activities
 - 1. professional development
 - 2. professional awards
 - 3. presentations and invited talks
- C. Other
 - 1. patents
 - 2. software products
 - 3. grant funding and/or development activity

III. Service Activities

- A. Professional and Community
 - 1. participation and/or leadership in local, state, or national civic organizations
 - 2. speaking at or collaborating with area schools
 - 3. technical committees, including leadership

4. professional society officer
5. editorial responsibilities
6. conference and meeting organization
7. manuscript review (e.g., journals, conference papers)
8. outreach and promotion of profession
9. consulting work (Consulting work is defined as work related to the candidate's discipline(s), including the scholarship of teaching and learning. Consulting work can be paid or unpaid. It may also include being a professional witness. All consulting work must conform to the conflict-of-interest policies of the University of Akron)
10. Other evidence of professional service as selected by the candidate, including commercialization.

B. University/College/Department

1. participating in and/or chairing committees
2. program director
3. advising official university sanctioned student organizations
4. outreach and recruitment activities
5. program assessment activities
6. articulation agreement activities
7. development of marketing materials for programs
8. non-scholarly activity (service related)
 1. Solicitation and/or coordination of donations
 2. Assistance in hiring, support, and/or evaluation of full-time and/or part-time faculty
9. accreditation
10. specifying, installing and/or maintaining equipment and laboratories
11. participation in non-research grant applications and management
12. review of textbooks for adoption
13. services assigned by department chair or college dean

Section 2: Summary Table of Minimum Criteria

Activity	Promotion to Associate Professor and Award of Indefinite Tenure	Promotion to Professor
Teaching	<p>proficiency through student evaluations (e.g., numerical scores, written comments) and 3 peer reviews</p> <p>demonstrate 5 teaching activities (see Appendix B, Section 1-I).</p>	<p>proficiency through student evaluations (e.g., numerical scores, written comments) and 3 peer reviews subsequent to the candidate having applied to attain the rank of Associate Professor.</p> <p>demonstrate 8 teaching activities (see Appendix B, Section 1-I). These activities must be subsequent to the candidate having applied to attain the rank of Associate Professor.</p> <p>demonstrate leadership in teaching as outlined in section 5 of this document</p>
Scholarly activities	<p>demonstrate 5 scholar activities (see Appendix B, Section 1-II).</p>	<p>demonstrate 10 scholar activities (see Appendix B, Section 1-II). These activities must be subsequent to the candidate having applied to attain the rank of Associate Professor.</p> <p>demonstrate 3 leadership scholar activities.</p>
Service	<p>demonstrate 8 professional and community service activities (see Appendix B, Section 1-III),</p> <p>demonstrate 8 university/college/department service activities (see Appendix B, Section 1-III).</p>	<p>demonstrate 12 professional and community service activities (see Appendix B, Section 1-III). These activities must be subsequent to the candidate having applied to attain the rank of Associate Professor.</p> <p>demonstrate 12 university/college/department service activities (see Appendix B, Section 1-III). These activities must be subsequent to the candidate having applied to attain the rank of Associate Professor.</p> <p>demonstrate 5 leadership service activities within the university and/or technical community.</p>