



The University of Akron
Buchtel College of Arts and Sciences

Date: September 25, 2020

TO: John Wiencek
Executive VP & Provost

FROM: Joseph Uργο
Interim Senior Vice Provost & Acting Dean,
Buchtel College of Arts and Sciences

SUBJECT: Reappointment, Tenure, and Promotion Guideline and Criteria

The attached guidelines have been approved by the faculty of the
Department of Modern Languages on September 25, 2020.

I have approved all attached guidelines and criteria.

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



Department Chair

10/13/2020

Date



Dean Buchtel College of Arts & Sciences

10/13/2020

Date

Exec VP & Chief Admin Officer

Date

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

Introduction

The UA-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.

1. Materials for the RTP file

In addition to the materials required by the CBA Article 13.3.B, the optional material mentioned in 13.3.B.1.f. (qualitative evaluation of teaching) shall be mandatory for a candidate's file in the Department of Modern Languages.

2. Annual Reappointment

Clear and specific measures of performance and indications of progress toward tenure:

- A. Non-tenured tenure-track faculty shall be evaluated mainly in terms of teaching and research, and to a lesser extent in terms of service. The Department Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward Tenure. Candidates shall be examined with greater attention in each successive year of the Reappointment deliberations.

3. Promotion to Associate Professor

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

- A. All candidates must have a doctoral degree appropriate to the Department of Modern Languages and must have completed a minimum of two years of full-time service at the University.
- B. *Teaching*: All candidates shall give evidence of the quality of their teaching through:
 - 1. generally consistent above-average scores on student evaluations of teaching (using the Department's mandated teaching evaluation survey);
 - 2. generally positive peer evaluations of teaching.
- C. *Scholarship*: As with tenure applications, the candidate should have at least a published book or four scholarly works. However, unlike tenure applications, work done elsewhere may be taken into consideration by the Promotion to Associate

Professor Committee. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. Early promotion candidates are reminded that they must still have at least four scholarly works that bear The University of Akron address when applying for tenure.

- D. *Service / Professional conduct:* Appropriate service and professional conduct as defined in section 6.A.4 and 6.A.5 respectively.

4. Indefinite Tenure

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

- A. All candidates must have a doctoral degree appropriate to the Department of Modern Languages and must have completed a minimum of two years of full-time service at the University.
- B. *Teaching:* All candidates shall give evidence of the quality of their teaching through:
 - 1. generally consistent above-average scores on student evaluations of teaching (using the Department's mandated teaching evaluation survey);
 - 2. generally positive peer evaluations of teaching.
- C. *Scholarship:* The scholarship required shall be completed after one's initial appointment in the Department at the rank of assistant professor. As a minimum, candidates shall demonstrate their scholarship through:
 - 1. a peer reviewed published book or externally reviewed textbook, plus evidence of other scholarly activity; or
 - 2. four refereed articles plus other scholarly activities such as presentation of refereed papers at professional meetings, receipt of a major grant, refereeing articles for a professional journal, journal or edited collection editorship, book reviews and encyclopedia entries.
- D. *Service / Professional conduct:* Appropriate service and professional conduct as defined in section 6.A.4 and 6.A.5 respectively.

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 quality in teaching and research by attaining the rank of Associate Professor. It is therefore expected that the candidate must also demonstrate continuing commitment to teaching and research, as well as leadership in service as demonstrated by a more visible role in department, college, university and professional communities. The Department Promotion to Professor Committee shall consider the candidate's role in each of these areas in the context of 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. All candidates must have a doctoral degree appropriate to the Department of Modern Languages.
- B. *Teaching*: All candidates shall give evidence of the quality of their teaching through:
 - 1. generally consistent above-average scores on student evaluations of teaching (using the Department's mandated teaching evaluation survey);
 - 2. generally positive peer evaluations of teaching.
- C. *Scholarship*: The scholarship required for promotion to full professor shall be completed after one's tenure. As a minimum, candidates shall demonstrate their scholarship through:
 - 1. a peer reviewed published book or externally reviewed textbook, plus evidence of other scholarly activity; or
 - 2. five refereed articles, plus evidence of other scholarly activity such as presentation of refereed papers at professional meetings, receipt of a major grant, refereeing articles for a professional journal, journal or edited collection editorship, book reviews and encyclopedia entries.
- D. *Service / Professional conduct*: Appropriate service and professional conduct as defined in section 6.A.4 and 6.A.5 respectively.

6. Supplemental Guidelines

- A. Process to revise guidelines: These guidelines may subsequently be modified only by a 2/3 vote of the members eligible to vote on guidelines and procedures.
- B. The Department RTP Committee shall conduct its deliberations in accordance with the following policies:
 - 1. The Department Committee shall focus its attention primarily on scholarly work done by the candidate since joining The University of Akron, although in the case of early Promotion to Associate Professor, prior work may be taken into consideration,
 - 2. Criteria for Personnel Decisions: Reappointment, Tenure, Promotion
 - a. Teaching: All faculty members shall demonstrate the quality of their teaching. This shall include, but not be restricted to, the following ways:
 - i. A self-report of teaching activities;
 - ii. Peer evaluations;
 - iii. Student generally consistent above-average scores on student evaluations of teaching (using the Department's mandated teaching evaluation survey);
 - b. Scholarship: Scholarship consists of research, study and their application to the candidate's field in a manner which improves his or her competence as a scholar as well as a teacher. Scholarly

achievement is demonstrated by, but not limited to, publication of refereed books, articles in journals and edited collections, editions, translations, annotated bibliographies, encyclopedia entries and reviews, as well as other scholarly activities such as conference papers, invited lectures and panel presentation. Included is the scholarship of teaching and learning, understood as involving systematic study of teaching and/or learning and the public sharing and review of such work through presentations or publications of a local, regional, national or international nature. The scholarship of teaching and learning (SoTL) shares established criteria of scholarship in general in that it is made public, can be reviewed critically by members of the appropriate community and can be built upon by others to advance the field. Scholarship thus includes, but is not limited to, the following types of activities:

- i. Publications, including refereed books, chapters in books, textbooks, workbooks, articles in journals and edited collections, editions, annotated bibliographies, encyclopedia entries, papers published in conference proceedings, creative work, published book reviews, translations or editing of manuscripts or books, etc. These must be in print and not only under contract or accepted for publication;
 - ii. Reading papers at international, national, regional, state and local meetings of modern language professional organizations, invited lectures and panel presentations;
 - iii. Interpretations, editorial activities, development of grant projects and other activities relating to the faculty member's area of research;
 - iv. Participating in workshops or seminars for professional development that could be applied to areas such as curriculum development or teaching. This application should be quantifiable and documented.
- c. Service: Service in the following areas is a basic requirement for all bargaining unit faculty, and satisfactory performance is essential for reappointment, tenure and promotion:
- i. Participation on Departmental as well as college and/or university committees;
 - ii. Regular attendance at faculty meetings;
 - iii. Regular formal advising of undergraduate/graduate students.
 - iv. The Department also expects faculty initiative in undertaking other service activities including, but not limited to, one or more of the following:
 - a. Advising/supervising student groups, clubs or other organizations;
 - b. Organizing/supervising events to promote the Departmental or other organizations;

- c. Performance of community and/or professional service related to the discipline;
 - d. Organizing/directing a study abroad program.
 - v. In addition, the Department RTP 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 others.
 - d. Professional Recognition: Recognition includes awards, citations, grants, etc., which acknowledge the recognition given to an individual by organizations, institutions or by professional colleagues. The weight accorded to such honors will depend on the prestige, competitiveness, and significance of the honor relative to the profession and to the mission of the Department, college and university.
 - e. Collegiality/Professional Conduct: In accordance the Collective Bargaining Agreement, all Department members shall demonstrate collegiality by sharing responsibility in the Department's operation and the achievement of its goals, and also by contributing to its morale through professional integrity and cooperation with other members of the Department. The candidate may appear before the Department RTP Committee at his/her own request, or at the request of the Committee.
- C. At the conclusion of the discussion of the candidate's qualifications, the Department RTP Committee shall generate an assessment of the candidate,
 - D. After viewing the assessment, the Department RTP Committee shall vote by secret ballot,
 - E. A Department RTP Committee member absent for the vote with just cause, but present for a majority of the deliberations, shall be given the opportunity to vote in absentia. Absentee ballots shall be collected within one working day after the original vote. The vote shall not be announced until all valid absentee ballots are collected,
 - F. After the Department RTP Committee decision is reached, the Committee Chair shall promptly notify the candidate and the Department Chair in writing of the Committee's recommendation.

7. Materials for External Review

- A. Templates for letters sent to external reviewers:
 - 1. Template for an initial communication requesting external review:
I write to request your professional assistance in evaluating the file of Dr. ____, who is being considered for ____ in the Department of Modern Languages at the University of Akron. We ask that you provide your professional evaluation of the quality of Dr. ____'s research, its placement and significance in the discipline, and any other relevant information that speaks to the quality of the candidate's research and scholarship, not a

recommendation on tenure/promotion. If you agree, we will immediately send you a copy of the Department of Modern Language's tenure and promotion guidelines, Dr. ____'s vita, publications, and narrative statement regarding his/her meeting of the departmental criteria. For now, however, I am asking whether you would be willing to evaluate the file. If you would agree to send us an evaluation by ____, we would be most appreciative. Thank you for your consideration; we look forward to hearing from you.

2. Template for the communication containing instructions for external reviewers:

Enclosed are materials for your review of Dr. ____, who is being considered for ____ in the Department of Modern Languages at The University of Akron . We ask that you issue no recommendation for or against granting tenure/promotion on the basis of these materials. We ask only that you return your assessment of the scholarly quality of the enclosed work.

Revised: 4/8/2010; 5/6/2010; 9/14/2010, 4/3/2018, 9/22/2020

Approved by Department: 4/2010; 9/2010, 4/26/18; 1/24/2020, 9/25/2020