



School of Nursing
College of Health and Human Sciences

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RE: Bargaining unit tenure track faculty retention, tenure and
promotion guideline revisions

DATE: March 11, 2021

Bargaining unit tenure track faculty retention, tenure and promotion guidelines were revised and approved by the School of Nursing faculty and administration, and the College Dean's office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Nursing tenure track bargaining unit faculty.

Don F. Udd

RTP Committee Chair

3/15/21

Date

Marlene Huff

Director

3/12/21

Date

Timothy McCann

Acting Dean

4/28/21

Date

John M. White

Executive Vice President and Chief Administrative Officer

07/30/2021

Date




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

July 30, 2021

MEMORANDUM

TO: Tim McCarragher, Interim Dean, College of Health & Human Sciences

FROM: John M. Wiencek 

RE: **Reappointment, Tenure, and/or Promotion Guidelines for Nursing**

COPY: Marlene Huff, Director, School of Nursing

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>



College of Health and Human Sciences
School of Nursing

**Reappointment, Tenure, and Promotion Guidelines for Tenure Track
Bargaining Unit Faculty**

Approved January 24, 2019

Reformatted March 11, 2021

**Criteria for Reappointment, Tenure and Promotion of School of Nursing
Tenure Track Bargaining Unit Members**

[Combined Criteria of the Academic and Practice Doctorate]

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of tenure track Bargaining Unit faculty (BUF), and should be referred to for such matters. This document serves to enumerate the minimum criteria for reappointment, tenure and promotion relevant to the School of Nursing. These criteria include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. These criteria are for faculty prepared at the PhD, DNS, DNSc, DrPH, EdD, and DNP level. Note, the ND is not a recognized doctorate and is therefore not included in these criteria.

Two types of doctorates will be referred to in this document. The academic doctorate refers to faculty holding a research-focused doctorate. The practice doctorate refers to faculty with a practice-focused degree, namely the doctor of nursing practice (DNP). To reflect distinctions between the practice-focused and research-focused education of these two distinct doctorate degrees, criteria have been modified.

According to the AACN Position Statement on the Practice-Doctorate in Nursing (DNP), “preparation at the practice doctorate level includes advanced preparation in nursing based on nursing science, and is at the highest level of nursing practice. What distinguishes this definition of practice from others is that it includes both direct care provided to patients by individual clinicians as well as direct care policies, programs and protocols that are organized, monitored, and continuously improved upon by expert nurse clinicians.” DNP faculty must hold and maintain national certification and/or requisite licensure for their specialty as defined by certification bodies, with current practice in their designated area of clinical expertise.

Faculty holding an academic doctorate and practice doctorate will adhere to the same teaching and service criteria (professional, community, and university). Differences in criteria for faculty holding the academic doctorate and practice doctorate will be noted in academic preparation and credentials, and scholarship. To assist the faculty in identifying the appropriate rank criteria, separate guidelines for the academic doctorate and practice doctorate are included. It is the faculty responsibility to justify meeting the appropriate criteria for rank by degree status.

Materials for the RTP File

In addition to the materials specified in these School of Nursing RTP guidelines and the CBA, faculty are required to submit a self-evaluative narrative that outlines a program/programs of scholarly activity, bringing together published and/or creative works, works-in-progress, expected or future projects related to scholarship activities, and 1- and 5-year goals (Refer to *Guidelines for Preparation of the Candidate File for Reappointment, Tenure and Promotion* in this document). These self-evaluative criteria should highlight how the candidate meets criteria established by the School, College and the University.

Along with the teaching, research/scholarly activity, and service requirements, all tenure track faculty members applying for reappointment, tenure, and promotion are expected to follow the professional conduct standards as outlined in the CBA. Further, it is expected that all faculty will follow the Code of Ethics set forth by the American Nurses Association and any additional ethical standards identified by credentialing agencies for their individual specialty areas.

ACADEMIC DOCTORATE RTP CRITERIA (PhD)

Reappointment at Assistant Professor Rank

Reappointment to higher rank assumes these criteria as well as the criteria for the higher rank.

A. Teaching:

1. Assumes responsibility for working with faculty and students in the planning, guidance, implementation, and evaluation of learning experience.
2. Demonstrates teaching competence as evidenced by a score of 3 or higher on a 1 – 4 scale (1 meaning strongly disagree and 4 meaning strongly agree) on course evaluations completed by students.
3. Demonstrates teaching competence as evidenced by a positive peer evaluation completed at least once each academic year by a faculty member who does not co-teach the same course.
4. Functions as a role model for peers in the classroom, clinical, and/or functional area.
5. Serves as a student advisor.

B. Service:

1. Participates actively in the course groups, faculty organization meetings, and School of Nursing committees and University committees.
2. Demonstrates accountability for the completion of committee work and assigned projects.
3. Contributes professional expertise to the community.
4. Serves in a leadership role in the School.
5. Participates in activities and/or committees of professional organizations.

C. Research/Scholarly Activity:

1. Develops a focus and begins to implement scholarly activities to advance Nursing Science, Practice, or Health Policy.

2. Develops a beginning record of scholarship i.e., peer-reviewed manuscripts in Nursing or Interdisciplinary journals.
3. Disseminates findings through peer-reviewed publications/presentations, and creative works.
 - a. Provides evidence of developing, submitting, and/or publishing peer-reviewed manuscripts in Nursing or health related journals
 - b. Describes their contributions to multiple authored peer-reviewed publication/presentations
4. Participates in regional/national nursing conferences.
5. Seeks funding, particularly external funding, for scholarly activities.
6. Holds Graduate Faculty Status Category II or III.

Promotion to Associate Professor Rank

Promotion to the rank of Associate Professor includes the criteria for reappointment and, in addition:

A. Teaching:

1. Has experience at the rank of Assistant Professor at this University or one of equal standing.
2. Develops and teaches courses; and participates in major curriculum revisions as necessary.
3. Develops and evaluates innovative methods of teaching.
4. Works with students outside the classroom to further their professional growth.
5. Mentors other faculty in their teaching role.
6. Guides student research and scholarship.
7. Serves as a student advisor.

B. *Service:*

1. Demonstrates leadership on School committees and/or membership on University committees.
2. Demonstrates accountability for completion of committee work and assigned projects.
3. Participates as a community speaker related to specialty area.
4. Participates in local/state/regional/national level professional association meetings.
5. Serves in a leadership role in a professional organization related to Nursing or Interdisciplinary Health Professions at the local/state/regional/national level.

C. *Research/Scholarly Activity:*

1. Publishes in peer-reviewed journals.
 - a. Publishes at minimum 5 peer-reviewed articles (minimum of 3 published peer-reviewed articles with the remaining articles in press).
 - b. Describes her/his contribution to multiple author publications.
2. Conducts funded research, evidence-based teaching projects, and/or clinical demonstration projects.
3. Seeks and secures consistent extramural funding for scholarly activities e.g., foundations, professional organizations, state, federal agencies.
4. Disseminates research findings through peer-reviewed presentations.
 - a. Delivers national/international peer-reviewed presentations.
 - b. Describes her/his contribution to multiple authored presentations.

Indefinite Tenure

A candidate for indefinite tenure must satisfy the criteria for rank of associate professor or higher. A candidate's record must provide evidence of an established program of research as well as consistency of performance in scholarship, teaching, and service. Application of the criteria will be in accordance with accepted norms of scholarly and creative activity and teaching adequacy. Without exception, the candidate evidences the potential that her/his work will measurably improve the discipline, the School, and the University, and/or raise the standard for the next generation of researchers, clinicians, and educators.

In addition to the criteria for rank as an associate or full professor, the aspect of quality, as described above, will be applied when determining if the candidate meets the criteria for tenure. Meeting minimal criteria does not guarantee the candidate will be awarded tenure. Emphasis is placed on consistency of performance and sustained growth as a scholar, researcher, and teacher over time.

A. Teaching:

1. Uses innovative approaches in instructional activities, including a variety of teaching methods to facilitate student learning.
2. Participates in activities that enhance the curriculum and fosters student engagement.
3. Extends “cutting edge” knowledge in Nursing or related disciplines.
4. Demonstrates commitment to develop students into transformational leaders of a diverse society within a global context.

B. Service:

1. Engages in service activities that benefit the School, College, University, professional discipline and society.
2. Demonstrates leadership in academia and professional activities.
3. Acts as an ambassador for the School, College, and University.

C. Research/Scholarly Activity:

1. Is an active productive researcher and scholar engaged in an on-going program of research that contributes to the advancement of Nursing and/or Interdisciplinary Health Professions.
2. Consistently disseminates scholarship via peer-reviewed publications and presentations.
3. Consistently disseminates new knowledge via peer-reviewed and/or invited podium presentations for the state/region/national/international community.

Promotion to Professor Rank

Appointment to the rank of professor presupposes fulfillment of the requirements of the previous ranks. Evidence must be provided showing the outstanding nature of the faculty member's scholarship, which has been recognized among scholars and educators outside the local/regional area. The appointee shall have demonstrated proficiency in teaching, research, and scholarship sufficient to establish an excellent reputation among regional/national/international colleagues.

Understanding that a candidate must show continuing progress after becoming an Associate Professor, the nature and number of the publications for promotion to Professor shall be not less than those specified under Associate Professor above, and these publications must be subsequent to the candidate having attained the rank of Associate Professor.

A. Teaching:

1. Has experience at the rank of Associate Professor at this University or one of equal standing.
2. Develops and teaches courses; participates in major curriculum revisions as necessary.
3. Develops and evaluates innovative methods of teaching evaluated by positive peer and student evaluations.
4. Works with students outside the classroom to further their professional growth.
5. Mentors other faculty in their teaching.
6. Guides student research and scholarship at the undergraduate/graduate/doctoral level.
7. Serves as master teacher and role model.
8. Serves on and/or chairs DNP projects and dissertation committees.
9. Creates teaching/learning opportunities from own research.
10. Serves as a student advisor.

B. Service:

1. Serves as a resource person beyond local level.
2. Is recognized by colleagues for expertise in Nursing at national and international levels.

3. Provides leadership on School and/or University committees.
4. Demonstrates accountability for completion of committee work and assigned projects.
5. Participates in local/regional/national/ international level professional association meetings.

C. Research/Scholarly Activity:

1. Evidence of sustained peer-reviewed scholarly publications/presentations and continued growth as a scholar.
2. Seeks and secures funded peer-reviewed research grants, demonstration grants, and/or training grants; especially funded extramural grants.
2. Fosters collaborative research and other types of scholarly interdisciplinary endeavors.
3. Assumes the mentoring role with colleagues as a scholar and researcher.
4. Is an invited speaker or consultant.

Promotion to Distinguished Professor

The title of Distinguished Professor shall be awarded only to one already at the rank of Professor at the University for five (5) or more years. The title of Distinguished Professor is an honor recognizing a career that demonstrates substantial professional accomplishments. Evidence must be provided showing the outstanding nature of the faculty member's accomplishments, which has been recognized at the regional/national/international level among scholars and/or educators outside the local/regional area.

A. The applicant shall excel at teaching at the University at a level significantly beyond the current expectations for the rank of Professor.

B. The applicant shall excel in scholarly activity at the University at a level significantly beyond the current expectations for the rank of Professor, with a record that is widely recognized as being exemplary.

C. The applicant shall have made sufficient contributions to Nursing or Interdisciplinary Health Professions.

D. The applicant is expected to have demonstrated and maintained high standards of professional conduct.

PRACTICE DOCTORATE RTP CRITERIA (DNP)

Faculty holding a practice doctorate (DNP) will adhere to the same teaching and service criteria (refer to academic doctorate RTP criteria). Differences in criteria for faculty holding the practice doctorate will be noted in academic preparation and credentials, and scholarship and research. DNP faculty must hold and maintain national certification and/or requisite licensure for their specialty as defined by certification bodies, with current practice in their designated area of clinical expertise. Progressive growth in the depth and currency in specialty practice is expected in addition to assuming leadership roles in professional and community organizations at the regional/state/national/international level.

Reappointment at Assistant Professor Rank

Refer to the Teaching (A) and Service (B) criteria for the academic doctorate.

C. Research/Scholarly Activity:

1. Develops a focus for and begins to implement scholarly activities in the areas of application and teaching.
2. Develops a beginning record of clinical scholarship.
3. Disseminates findings through peer-reviewed publications/presentations, and creative works, e.g., simulations, DVD's etc.
 - a. Demonstrates evidence of developing a consistent track record of work, by submitting, publishing, and presenting work in the focus area of practice
 - b. The candidate shall describe her/his contributions to a peer-reviewed publication, presentation, or creative work with multiple authors
4. Participates in local/regional/national Nursing/Interdisciplinary conference(s) yearly.
5. Seeks support for scholarly activities, e.g., in kind contributions, internal & external funding sources.
6. Receives external recognition for activities that advance the practice of Nursing.

7. Holds Graduate Faculty Status Category II or III.

Promotion to Associate Professor Rank

Refer to the Teaching (A) and Service (B) criteria for the academic doctorate.

C. Research/Scholarly Activity:

1. Publishes peer-reviewed manuscripts in Nursing or health related journals.
2. Conducts supported research, evidence-based teaching projects, and/or clinical demonstration projects.
3. Seeks and secures consistent extramural support for scholarly activities, e.g., foundations, professional organizations, state/federal agencies.
4. Disseminates research findings upon completion of these projects through peer-reviewed presentations, publications, and/or creative works.
 - a. Delivers national/international peer-reviewed presentations
 - b. The candidate shall describe her/his contribution to presentations, publications or creative works with multiple authors.

Indefinite Tenure

A candidate for indefinite tenure must satisfy the criteria for rank of associate professor or higher. A candidate's record must provide evidence of an established program of research as well as consistency of performance in scholarship, teaching, and service. Application of the criteria will be in accordance with accepted norms of scholarly and creative activity and teaching adequacy. Without exception, the candidate evidences the potential that their work will measurably improve the discipline, the School, College, and the University, and/or raise the standard for the next generation of researchers, clinicians, and educators.

In addition to the criteria for rank as an Associate or full Professor, the aspect of quality, as described above, will be applied when determining if the candidate meets the criteria for tenure. Meeting minimal criteria does not guarantee the candidate will be awarded tenure. Emphasis is placed on consistency of performance and sustained growth as a scholar, expert

nurse clinician, and teacher. Refer to the Teaching (A) and Service (B) criteria for the Academic Doctorate.

C. Research/Scholarly Activity:

1. Is an active, productive researcher and scholar engaged in an on-going program of supported research that contributes to the advancement of Nursing and/Interdisciplinary Health Professions.
2. Consistently disseminates scholarship via peer-reviewed publications, presentations, and/or creative works.
3. Consistently disseminates empirical evidence via peer-reviewed and/or invited podium presentations for the state/regional/national/international community.
4. Recognized as a teacher and expert nurse clinician.

Promotion to Professor Rank

Evidence must be provided showing the outstanding nature of the faculty member's scholarship and practice, which has been recognized among scholars and educators outside the local area.

Understanding that a candidate must show continuing progress after becoming an Associate Professor, the nature and number of the publications/presentations/creative works for promotion to Professor shall be not less than those specified under Associate Professor above, and these publications must be subsequent to the candidate having attained the rank of Associate Professor.

Refer to the Teaching (A) and Service (B) criteria for the Academic Doctorate.

C. Research/Scholarly Activity:

1. Demonstrates excellence in teaching and clinical practice sufficient to establish an excellent reputation among regional, national, and/or international colleagues.
2. Demonstrates sustained peer-reviewed scholarly publications/presentations/creative works and continued growth as a scholar.

- a. Seeks and secures funds to support evidenced based research grants, demonstration grants, and/or training grants, especially funded extramural grants.
 - b. Shows evidence of peer-reviewed publications/presentations/creative works. The candidate shall describe their contribution to a publications, presentations, or creative works with multiple authors
- 3. Fosters collaborative research and other types of scholarly interdisciplinary endeavors.
- 4. Assumes the mentoring role with colleagues as a scholar, researcher, expert nurse clinician.
- 5. Is an invited speaker or consultant.

Tenure Track RTP Notebook Organization

1. Section dividers are required. Sections titles are as follows
 - a. Table of Contents
 - b. Administrative Recommendations
 - i. Director's Recommendations
 - ii. Dean's Recommendations
 - iii. Provost's Recommendations
 - c. RTP Committee Recommendations
 - d. Curriculum Vitae
 - e. Self-Evaluation
 - f. Teaching-related accomplishments (separate sections for Teaching Evaluations, Peer Reviews, etc)
 - g. Service-related accomplishments
 - h. Scholarly activity-related accomplishments (separate sections for Peer-reviewed Publications, Presentations, etc)
2. Organization of the RTP Notebook
 - a. RTP Worksheet Check list (initialed, signed, and dated) and transmittal sheet
 - b. Cover letter
 - i. place on SON letter head
 - ii. request retention, tenure, and/or promotion
 - c. Table of Contents
 - i. Follow APA formatting to develop the table of contents for section dividers
 - d. Administrative Evaluations – beginning with the most recent evaluation, include all administrative evaluations from date of hire. Separate evaluations from Dean and Provost.
 - i. Dean's Evaluation
 - ii. Provost's Evaluation
 - e. RTP Letters – beginning with the most recent evaluation, include all RTP letters in this section.
 - f. Curriculum Vitae – format according to the template in the SON's shared folder on the School of Nursing drive (H drive).
 - g. Self-Evaluation – this is a *critical document* in your notebook and consists of 2 parts: 1) self-evaluation component based on criteria for rank; and 2) 1- and 5-year goals. It should contain clearly delineated 1- and 5- year goals that are appropriate to rank. Non-tenure track faculty should base their goals on the prior administrative review letter that specifies their assigned role in the College. It is expected there will be approximately 3-5 goals per category. Goals should be *specific and measureable* (i.e., include metrics). Each goal from the previous year is to be evaluated. A table of goals should indicate goal met or unmet (see example below). For met goals, in the subsequent paragraphs, evidence must be provided within the RTP notebook, e.g., reference of published article and article in the appropriate section, letters of acceptance to DNP program, letter indicating

article accepted for publication. Also, unmet or partially met goals are to be discussed in writing. Modifications of unmet goals should be submitted for the subsequent year. Include the last 5-years of self- evaluations in the notebook, beginning with the most recent year.

1 Year Goals	Met	Unmet
1. Publish 1 data-based article in a peer-reviewed Nursing/health related journal.	X	
2. Submit 1 externally funded research grant to support program of research		X
3. Take the GRE and apply for admission to the DNP.	X	
4. Enhance teaching by adding Web supported activities, e.g., Comcast, Brightspace	X	

5 Year Goals	Met	Unmet
1. Complete DNP.		X
2. Disseminate research findings at major Nursing/Interdisciplinary conferences and publish results.		X

- h. Teaching Evaluations – A running table summarizing the means for each semester is to be included. Include the correct course number and name and percent responsibility (effort) for teaching. For % course responsibility, if you are team teaching in a course and divide the lectures/tests in half, you are 50% effort; team teaching with 3 faculty and even distribution, you are 33% effort. Student comments are to be typed according to course. Copies of student evaluations for *current and past 5 years* are to be included for tenure-track faculty. It is the candidates' responsibility to obtain ALL evaluations from all semesters prior to review.

Year	Semester	Class -room	Clinical	Course: Title & Number	% Course Responsibil ity	# Compl eted evals/# of studen ts	Mean Evalu- ation Score	College Range
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						enrolled.		
2016	Fall	X		8200:608: Sections 681 and 801 Pathophysiology Concepts	100%	10/47	1.876	2.345
2017	Spring	X		8200:608: Sections 681 and 801 Pathophysiology Concepts	100%	6/35	2.334	2.356

- i. Peer Reviews – recommended 1 peer review/year.
- j. Service – Report in table format. A paragraph may be added beneath the table to further explain a role on a committee/subcommittee. Retain charts for the past 5 years for tenure-track faculty.

- Year	Committee	Role	Leadership Roles
College	<ul style="list-style-type: none"> RTP 	Member	
	<ul style="list-style-type: none"> Graduate Admissions and Progression 	Member	
University	<ul style="list-style-type: none"> Faculty Senate 	Member	Subcommittee Chairman
Community	<ul style="list-style-type: none"> Stark County Medical Service Core 	Member	Participated in 3 flu clinics administering injections.
Professional	<ul style="list-style-type: none"> Organization 	Manuscript Reviewer	Peer Reviewed 3 articles
Professional	<ul style="list-style-type: none"> Organization 	Board Member	Budget Committee

- k. Peer-Reviewed Publications - Include all copies of published work in the appropriate section. If an article has been accepted but not yet published or has been submitted and currently under review, include the letter of acknowledgement and a copy of the article draft.
- l. Peer-Reviewed Presentations/– Include a copy of the letter/email of acceptance from the conference sponsor. If more than one name appears on the presentation/poster, identify your role (e.g., presenter Posters, wrote presentation, edited presentation and contribution effort).
- m. Peer-Reviewed Grants –Include the organization to which the grant was submitted, the abstract, narrative, and the budget of the submitted grant (funded or non-funded), your % contribution to the grant application and the candidate's role and responsibilities on the grant, , and letters/reports to indicate funding status.