



The University of Akron  
Buchtel College of Arts and Sciences

Date: Month, day, year

TO: Joseph Uργο  
Interim Executive VP & Provost

FROM: Linda Subich  
Interim 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 Physics on February 21, 2020.

I have approved all attached guidelines and criteria.

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

  
\_\_\_\_\_  
Department Chair

2/21/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean Buchtel College of Arts & Sciences

2/25/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Exec VP & Chief Admin Officer  
Provost

2/26/2020  
\_\_\_\_\_  
Date

# **Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Physics**

**Date: February 21, 2020**

## **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**

Refer to the CBA for a list of materials to include.

### **2. Annual Reappointment**

For reappointment, the candidate must meet specific measures of performance and provide indications of progress toward tenure in the areas of Teaching, Research/Scholarly Activity, and Service commensurate with the number of years of service (see section 6 below for a description of items that may be included for each of these areas). Note that in the area of teaching, at least a satisfactory rating is required as defined in section 6 below.

### **3. Promotion to Associate Professor**

In exceptional cases, the candidate may be considered for early promotion to Associate Professor without tenure if he or she has exceeded the requirements for promotion in research and teaching. However, unlike in the case of tenure applications, one scholarly work done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee.

### **4. Indefinite Tenure**

For consideration of tenure, a record of ongoing activity in the areas of Teaching, Research/Scholarly Activity, and Service is required.

In the area of Research/Scholarly Activity, a minimum of five scholarly works during the probationary period is required. See section 6 below for examples of acceptable scholarly work. At least three of these works have to be refereed journal articles. Only those scholarly works completed by the faculty member since attaining the rank of Assistant Professor at The University of Akron may be included. Furthermore, involving students in research and attempts

to secure external funding are expected. Except as indicated in the case of early promotion to Associate Professor (see section 3 above), tenure must be accompanied by simultaneous promotion to Associate Professor.

Continued appointment throughout the probationary period to the Graduate Faculty at Category I or higher is expected for promotion to Associate Professor.

In the area of teaching, at least a satisfactory rating is required as defined in section 6 below. Teaching of both graduate and undergraduate courses is also expected.

Satisfactory service is required in areas including, but not limited to, those described under Service in Section 6 (supplemental Guidelines) below.

### **5. Promotion to Professor**

For consideration of promotion to Professor, a record of ongoing activity in the areas of Teaching, Research/Scholarly Activity, and Service is required; for Teaching and Service, evidence of leadership is also required. This may include leadership in any of the activities specified under Teaching, and Service in section 6 (Supplemental Guidelines) below.

In the area of Research/Scholarly Activity, a candidate for promotion to the rank of Professor is required to have at least six published (including accepted) refereed journal articles with the University of Akron affiliation since tenure.

Attempts to secure external funding since tenure and involving students in research are expected.

Continued appointment to the Graduate Faculty at Category I or higher since tenure is expected for promotion to Professor.

In the area of teaching, at least a satisfactory rating is required as defined in Section 6 below. Teaching of both graduate and undergraduate courses is also expected.

### **6. Supplemental Guidelines**

The following is a non-exhaustive guide as to the types of activities in the areas of Teaching, Research/Scholarly Activity, and Service that may be considered for Retention, Tenure, and Promotion.

#### **Teaching**

- a) Quality and impact of teaching, as determined by evaluation instruments endorsed by the department. Materials to be considered may also include a portfolio. The portfolio may include materials such as information on new courses created, improvement of existing courses, and any other pertinent pedagogical developments made by the faculty member.

- b) Reception of honors or awards related to instruction.
- c) Supervision of student research, publications, theses and projects.
- d) Student counseling and advising.

Satisfactory rating in teaching is defined by fulfilling the following criteria.

- Meet with all regularly scheduled classes on a regular basis and not miss classes except for sickness or approved absence.
- Hold regularly scheduled office hours, at least one hour per course per week.
- Distribute a course syllabus for each course being taught
- Conduct final exams (type to be determined by instructor) during the exam week.
- Conduct teaching evaluations for each course.

### Research/Scholarly Activity

This includes both Research and Scholarship of Teaching.

- a) Publication<sup>1</sup> of research monographs, textbooks, edited works, review articles, contributed book chapters, computer software, etc.
- b) Publication in refereed journals<sup>1</sup>.
- c) Reception of honors, awards, patents, etc.
- d) Funding of grant proposals
- e) Presentation of contributed papers, colloquia or seminars.
- f) Submission of competitive grant proposals.
- g) Development of hardware, software, apparatus for facilitation of research and/or teaching such as: computer code, instrumentation, laboratory infrastructure, etc.

### Service

- a) Participation in professional, discipline-related community, college, university and departmental matters, including service on committees, refereeing journals, etc.
- b) Offices held in national, regional, state or local professional societies.
- c) Recruitment of undergraduate or graduate students.
- d) Participation in student activities and programs.
- e) Participation in programs which contribute to professional growth or departmental advantage.

---

<sup>1</sup> Accepted for publication is adequate evidence for promotion and tenure considerations.

## **7. Materials for External Review**

Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's statement of his/her research program, a selection of the candidate's papers chosen by the candidate, and any other materials at the candidate's discretion.

Bases of assessment: Assessment of the candidate's overall accomplishment and quality of research based on the materials described above.

## **Reynolds,Martha R**

---

**From:** Reynolds,Martha R  
**Sent:** Wednesday, February 19, 2020 9:02 AM  
**To:** Ziegler,Christopher J  
**Subject:** Physics RTP Guidelines  
**Attachments:** RTP\_guidelines\_Physics\_Jan22\_2020.\_w\_ OAA edits02062020docx.docx

Attached are the edits requested from OAA. Once edited, please send back to me.

Thanks,  
Martha

---

**From:** Rooks,Laurel D <lrooks@uakron.edu>  
**Sent:** Tuesday, February 11, 2020 3:25 PM  
**To:** Reynolds,Martha R <martha2@uakron.edu>  
**Subject:** RE: Physics RTP Guidelines

Martha,

Please see the attached edits.

Thank you,

Laurel

---

**Laurel Rooks**  
Manager, Academic Affairs | Office of Academic Affairs  
The University of Akron | Akron, Ohio 44325-4703  
Office: 330.972.5144

---

**From:** Reynolds,Martha R <martha2@uakron.edu>  
**Sent:** Monday, February 3, 2020 1:01 PM  
**To:** Rooks,Laurel D <lrooks@uakron.edu>  
**Subject:** RE: Physics RTP Guidelines  
**Importance:** High

Attached is a word copy of the revision. The only change Chris Ziegler said was page two under #5. The second attachment is a pdf (that's all I have) of the Guidelines from 2012, however, the department did highlight the change – on page two under #5 Promotion to professor....

### **2012 version:**

Formal evidence for determined attempts to secure external funding since tenure is also required. Furthermore, involving students in research is expected.

**2020 version:**

Attempts to secure external funding since tenure and involving students in research are both recommended.

They combined the two sentences from 2012 to one in 2020 and changed the verbiage. I underlined the changes in the verbiage. That's the only item that changed was under #5.

Thanks,  
Martha

---

**From:** Rooks,Laurel D <[lrooks@uakron.edu](mailto:lrooks@uakron.edu)>  
**Sent:** Monday, February 3, 2020 12:29 PM  
**To:** Reynolds,Martha R <[martha2@uakron.edu](mailto:martha2@uakron.edu)>  
**Subject:** Physics RTP Guidelines

Hello Martha,

OAA received copies of revised RTP guidelines for Physics. Please forward a electronic copy in Word, preferable a redline copy highlighting the changes, to enable our review. Thank you.

Laurel

---

**Laurel Rooks**  
Manager, Academic Affairs | Office of Academic Affairs  
The University of Akron | Akron, Ohio 44325-4703  
Office: 330.972.5144

## **Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Physics**

**Date: January 22, 2020**

### **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**

Refer to the CBA for a list of materials to include.

### **2. Annual Reappointment**

For reappointment, the candidate must meet specific measures of performance and provide indications of progress toward tenure in the areas of Teaching, Research/Scholarly Activity, and Service commensurate with the number of years of service (see section 6 below for a description of items that may be included for each of these areas). Note that in the area of teaching, at least a satisfactory rating is required as defined in section 6 below.

### **3. Promotion to Associate Professor**

In exceptional cases, the candidate may be considered for early promotion to Associate Professor without tenure if he or she has exceeded the requirements for promotion in research and teaching. However, unlike in the case of tenure applications, one scholarly work done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee.

### **4. Indefinite Tenure**

For consideration of tenure, a record of ongoing activity in the areas of Teaching, Research/Scholarly Activity, and Service is required.

In the area of Research/Scholarly Activity, a minimum of five scholarly works ~~and formal evidence for determined attempts to secure external funding during the probationary period~~ is required. See section 6 below for examples of acceptable scholarly work. At least three of these works have to be refereed journal articles. Only those scholarly works completed by the faculty member since attaining the rank of Assistant Professor at The University of Akron may be



included. Furthermore, involving students in research ~~is and attempts to secure external funding~~ are expected. Except as indicated in the case of early promotion to Associate Professor (see section 3 above), tenure must be accompanied by simultaneous promotion to Associate Professor.

Continued appointment throughout the probationary period to the Graduate Faculty at Category I or higher is expected for promotion to Associate Professor.

In the area of teaching, at least a satisfactory rating is required as defined in section 6 below. Teaching of both graduate and undergraduate courses is also expected.

Satisfactory service is required in areas including, but not limited to, those described under Service in Section 6 (supplemental Guidelines) below.

### **5. Promotion to Professor**

For consideration of promotion to Professor, a record of ongoing activity in the areas of Teaching, Research/Scholarly Activity, and Service is required; for Teaching and Service, evidence of leadership is also required. This may include leadership in any of the activities specified under Teaching, and Service in section 6 (Supplemental Guidelines) below.

In the area of Research/Scholarly Activity, a candidate for promotion to the rank of Professor is required to have at least six published (including accepted) refereed journal articles with the University of Akron affiliation since tenure.

Attempts to secure external funding since tenure and involving students in research are ~~both recommended~~ expected.

Continued appointment to the Graduate Faculty at Category I or higher since tenure is expected for promotion to Professor.

In the area of teaching, at least a satisfactory rating is required as defined in Section 6 below. Teaching of both graduate and undergraduate courses is also expected.

### **6. Supplemental Guidelines**

The following is a non-exhaustive guide as to the types of activities in the areas of Teaching, Research/Scholarly Activity, and Service that may be considered for Retention, Tenure, and Promotion.

#### **Teaching**

- a) Quality and impact of teaching, as determined by evaluation instruments endorsed by the department. Materials to be considered may also include a portfolio. The portfolio may include materials such as information on new courses created, improvement of existing courses, and any other pertinent pedagogical developments made by the faculty member.

- b) Reception of honors or awards related to instruction.
- c) Supervision of student research, publications, theses and projects.
- d) Student counseling and advising.

Satisfactory rating in teaching is defined by fulfilling the following criteria.

- Meet with all regularly scheduled classes on a regular basis and not miss classes except for sickness or approved absence.
- Hold regularly scheduled office hours, at least one hour per course per week.
- Distribute a course syllabus for each course being taught
- Conduct final exams (type to be determined by instructor) during the exam week.
- Conduct teaching evaluations for each course.

### Research/Scholarly Activity

This includes both Research and Scholarship of Teaching.

- a) Publication<sup>1</sup> of research monographs, textbooks, edited works, review articles, contributed book chapters, computer software, etc.
- b) Publication in refereed journals<sup>1</sup>.
- c) Reception of honors, awards, patents, etc.
- d) Funding of grant proposals
- e) Presentation of contributed papers, colloquia or seminars.
- f) Submission of competitive grant proposals.
- g) Development of hardware, software, apparatus for facilitation of research and/or teaching such as: computer code, instrumentation, laboratory infrastructure, etc.

### Service

- a) Participation in professional, discipline-related community, college, university and departmental matters, including service on committees, refereeing journals, etc.
- b) Offices held in national, regional, state or local professional societies.
- c) Recruitment of undergraduate or graduate students.
- d) Participation in student activities and programs.
- e) Participation in programs which contribute to professional growth or departmental advantage.

---

<sup>1</sup> Accepted for publication is adequate evidence for promotion and tenure considerations.

## **7. Materials for External Review**

Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's statement of his/her research program, a selection of the candidate's papers chosen by the candidate, and any other materials at the candidate's discretion.

Bases of assessment: Assessment of the candidate's overall accomplishment and quality of research based on the materials just described above. ~~The assessment shall be in reference to a department that offers bachelor's and master's degrees in physics.~~