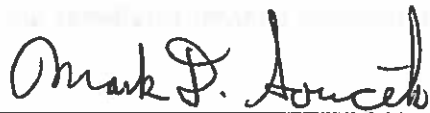


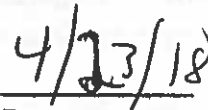
Criteria and Procedures for Appointment, Reappointment, Tenure, and Promotion

The Department of Polymer Engineering (DPE)

Adoption of these guidelines is documented in the minutes of the DPE faculty meeting of 04/13/18.



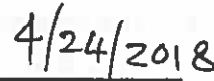
Bargaining Unit Representative, Mark Soucek



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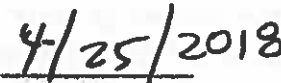
Academic Chair, Interim Chair Sadhan Jana



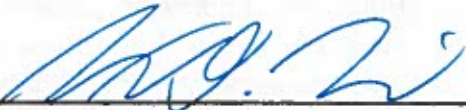
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Approved by Dean of the College of Polymer Science
and Polymer Engineering, Eric J. Amis



Date



Approved by Provost Rex Ramsier



Date

Introduction

All processes and procedures associated with the reappointment, tenure and promotion (RTP) of faculty within the Department of Polymer Engineering follows all regulations dictated by the collective bargaining agreement (CBA). General guidelines on processes and procedures are found in the current CBA. If any conflict should arise between this document and a future or current version of the CBA, the CBA shall be understood to supersede the relevant elements of this document. For faculty prior to tenure, it is understood that the process is cumulative and that not all criteria must be met every reappointment year. However, it is expected that progress towards addressing criteria will be evident such that all criteria will be met by the time the tenure track faculty applies for tenure and promotion. These criteria involve the range of responsibilities to the academic units in terms of teaching, research, scholarship, internal service (department, college and University), and external public service. This document provides the detailed criteria for the systematic methods to evaluate tenure track faculty for RTP. **It is imperative that candidates for RTP actions inform themselves of their privileges and responsibilities under this document and the present CBA.**

The timelines for RTP procedures are specified in the current collective bargaining agreement (CBA). If the CBA does not include a timeline, the department will use the most recent timeline specified in a prior CBA. The composition of the RTP committees will include all bargaining unit members in the department that are tenured with a rank above that of the candidate, or as large of a subset thereof that is eligible according to the CBA. A chairperson for the RTP committee of each candidate shall be elected by the eligible bargaining unit members as designated by the procedural timeline in the CBA. The initial meeting for the election of the chairperson shall be called by the department chair unless otherwise specified by the CBA. All RTP committee meetings will be announced at least one week prior to the scheduled meeting date. Eligible committee members must participate in deliberations in order to vote on the candidate. Exceptions to this rule can be made based on a majority vote of members present if extenuating circumstances occur that include events beyond one's control. An absentee ballot may be cast in this case and details regarding the extenuating circumstances shall be included in the committee recommendation. Votes shall be held by secret ballot and the tally of the votes shall be independently validated by two members (tellers) of the RTP committee. For the purpose of RTP deliberations, a three fifths majority at the minimum is necessary for a positive recommendation. The recommendation letter that includes all components detailed by the CBA and results from application of the criteria set forth in this document shall be drafted by the RTP committee chairperson, and then reviewed and approved by the committee before dissemination.

CRITERIA FOR RTP EVALUATIONS

The evaluation criteria that apply to all RTP cases are in the following four general areas: teaching; research and scholarly activity; professional conduct, and service to the university and community; and professional conduct as noted by the CBA. The Department of Polymer Engineering is primarily focused on a graduate program. Hence the criteria for the bargaining unit faculty members' recognition and advancement take cognizance of this emphasis. The four

major areas of review are: (1) teaching, (2) scholarship and research activities, (3) service to the department, college, university, and profession, and (4) professional conduct. Determining the quality and impact of the overall scholarly effort is of significant importance in the Departmental committee evaluation of the candidates. Each candidate for reappointment (retention), tenure, or promotion is evaluated against sets of both *quantitative* and *qualitative* criteria. The quantitative screening is a precondition to being evaluated qualitatively by the departmental committee and passing that step by itself does not guarantee a favorable action for reappointment, tenure, or promotion. Each candidate must meet the minimum quantitative criteria to be considered for reappointment, tenure, or promotion. Meeting the quantitative requirements represents in essence a necessary, but insufficient condition for positive recommendation by the departmental committee. The general criteria for evaluation that are DPE specific, outside of those specified by the CBA, are as follows.

General Evaluation Criteria for Qualitative Assessment for all RTP Evaluations

1. Teaching Activity

- a. Courses taught with evaluations of courses by the registered students.
- b. Effective mentoring of M.S. and Ph.D students
 - i) theses and dissertations completed with their abstracts
 - ii) current M.S. and Ph.D. graduate research students
 - iii) thesis and dissertation committee involvement
- c. Grants and funding proposals for teaching / pedagogy
 - i) submission of unsuccessful proposals
 - ii) successful proposals
- d. Other metrics of effective teaching, including documented participation in or leadership of workshops on teaching methodology, publications on pedagogy, awards for excellence in teaching, evidence of favorable student outcomes, student feedback on collected syllabi, texts and exams.
- e. Teaching evaluation by Senior Faculty (for promotion to tenure only)

2. Quality of Scholarship and Research Activities

- a. Scholarship
 - i) titles of all publications (including books and book chapters) and papers published with full digital object identifiers (DOI) from work published with faculty credentials
 - ii) papers submitted or accepted for publication with or without a DOI, including open access journals

- iii) invited lectures at regional, national, or international meetings with abstracts (if available) from work as a faculty member
- iv) research presented at regional, national, or international meetings with abstracts (if available)
- v) invited lectures at other universities, companies or national laboratories with abstracts (if available) from work as a faculty member
- vi) Evidence for the impact of the published work. This may include a description of impact, comments from reviewers, collaborators, or other community members, special characteristics of the publication such as selection as a journal cover, inclusion in a special issue, or status as an invited articles, and statistics such as number of downloads, citation count, H-index (work as a faculty member), etc.

Determining the quality and impact of the overall scholarly effort is of most importance in the Departmental Committee evaluation of the candidates.

b. Research Activity

- i) pending, current, and past funded grants and contracts at UA.
- ii) unfunded proposals submitted from UA.
- iii) current and past non-student coworkers (post- doctoral and visiting scientists) at UA.
- iv) current and past undergraduate student and K-12 teachers that engaged in research under the direction of the applicant
- v) may also include consideration for economic activity, as defined in this document

The evidence of several well-developed research proposals that have been persistently submitted for funding will be considered of high importance, even if funding may not have been available. Particularly for early-career faculty, success at some level appropriate to the research field is presumed possible after several years of effort provided this type of persistent and high-quality effort is demonstrated.

3. Quality of Service

a. Service inside the university

- i) DPE committee work
- ii) college (CPSPE) committee work
- iii) university committee work
- iv) other service to the department, college, and university

b. Service outside the university

- i) the profession
 - editorial positions
 - papers reviewed
 - meetings organized or chaired
 - professional society committees
- ii) to the community
 - science education at the primary or secondary level
 - civic science/engineering involvement

4. Professional conduct

There is an expectation that collegial and cooperative behavior should be evident in all endeavors. Examples of specific university policies and professional ethics guidelines are provided in the current CBA.

Minimum requirements for attainment of reappointment, tenure and promotion

The purpose of the minimum quantitative requirements is to discourage applications that are frivolous and to provide objective bounds to the degree to which outstanding performance as measured by one criterion can be considered to offset deficient performance as measured by another. It is expected that individuals progressing satisfactorily as contributing members of the faculty will have accomplishments that substantially exceed the minimum requirements in all categories of the specific criteria. **Attainment of the minimum level of performance shall not ensure a positive recommendation in response to the application.**

(A) Probationary Period – Retention

For the retention of untenured tenure track faculty, the bargaining unit faculty understands that the tenure process is not linear and thus there will be years where more emphasis is placed on one area than another by the candidate. In the first two years in the tenure track process, it is understood that the candidate may not achieve all of the quantitative criteria listed in Table 1. In these years, the candidate does not need to meet all of the criteria, but rather must demonstrate a trajectory towards successfully meeting these criteria in years 3 and beyond. Success on the quantitative metrics in years 1 and 2 shall be defined in terms of meeting or exceeding a majority of the criteria (5/9). In subsequent years (3-5), the expected number of criteria met will increase by one each year (6 in year 3, 7 in year 4, and 8 in year 5). Table 1 below summarizes these quantitative metrics with a detailed description of the definition of these metrics written in the following paragraphs.

Table 1. Summary of minimum quantitative criteria for retention. These are annual expectations that seek to provide some guidance to successfully meeting the requirements for tenure and promotion.

Category	Numeric value
Teaching Activity	
Average student course evaluation	3.8
Ph.D. students advised	1
Total M.S./Ph.D. students advised	2
Thesis committee served	1
Scholarship and Research Activities	
Peer reviewed papers published or submitted in prior year	2
Talk or poster presented at national or international meetings in prior year	2
External proposals submitted in prior year	2
Service	
Serve on Department / College / University Committee in prior 3 years	1
Involvement in professional event in the prior 3 years	1

Teaching activity

Coursework teaching: Effective teaching by the candidate is critical to the mission of the university. The student evaluation of teaching based on the standard university evaluation forms shall be used to assess the candidate's teaching. As teacher evaluations from undergraduate courses tend to be lower than that for graduate courses, the ratings from undergraduate courses shall be increased by the difference in the mean teaching evaluation between undergraduate and graduate courses in the College of Engineering as a whole to provide a fair comparison on the teaching capabilities of the candidate. The average teacher evaluation shall be calculated based on the arithmetic mean for courses eligible.

Student advisement: Mentoring graduate students to successful completion of their degree is a key aspect to the teaching component for DPE. Therefore, it is expected that the candidate be advising at least one Ph.D. student. Candidate shall have demonstrated due diligence in attempts to recruit qualified students to the department and to his or her research group. The advisement of graduate students should provide the basis for much of the research output from the candidate.

Thesis committees served: The education of graduate students outside of the candidate's group shall also be considered in the evaluation. The candidate shall serve on the

committee for at least one M.S. or Ph.D. student to provide insight and further guidance to the student in areas of expertise to the candidate.

Scholarship and Research Activities

Peer reviewed publications: The evidence from scholarly work from faculty in DPE is generally expected to be evident through peer reviewed publications in pre-eminent journals in the candidate's field of research. The expectation is that the candidate will be an author on at least 2 publications annually after the first year of appointment at the University. As the candidate progresses in their tenure track position, it is expected that the candidate will be the corresponding author on a majority of these publications and that these publications will be co-authored by graduate students advised by the candidate. **Although interdisciplinary research is encouraged**, the candidate should clearly communicate their contribution to collaborative efforts such that external letter writers for tenure and promotion will be able to distinguish the independent contributions of the candidate.

Talk or poster at conference in field of study: It is imperative that the candidate develops a presence in their field of study. Dissemination of results from their research group is an effective method to build such a presence and as such it is expected that the candidate annual present their work at typically national or international meetings in their field, but presentations at smaller technical workshops are also acceptable to fulfill this requirement.

External proposals submitted: Development of a vibrant and diverse funding portfolio is critical to a sustainable research program. As such, it is expected that the candidate will submit at least 2 well-developed proposals for research funding to external funding agencies. At least one of these proposals should be submitted to a federal agency (NSF, DOE, DOD, NASA, USDA, etc.) Submission of proposals to external agencies shall be deemed of considerably more importance than submissions for internal UA funds. However, successful submission of an internal proposal for project funding or summer salary funding from a university fund shall be looked upon favorably.

Service

Internal Service: The candidate shall have served diligently on departmental and institute committees as assigned. For candidates having completed three full years of service at UA, **including any interdisciplinary service**, the total committee workload shall be commensurate with an average committee workload of faculty in the department.

Service to Professional Organizations: The candidate shall have been involved in at least one event of service to the community during his or her time at UA prior to application for reappointment. These can include organizing or chairing meetings, professional meeting committees, editorship, or active editorial board participation.

Economic Activity

Economic activity is defined as the generation of intellectually property (IP) from research performed at the University (UA), and the movement of that intellectual property from concept to a commercially viable product. A patent can be considered as a peer-reviewed publication up to an average of 1/year during the assessment period.

The package submitted by the tenure track faculty candidate for Retention shall include the following items, along with any additional items specified in the CBA:

1. A table of contents page that describes all materials included in the package. This table of contents shall be amended to reflect any additions or deletions to the RTP file.
2. Narrative statement by the candidate addressing accomplishments in Scholarship and Research Activities, Teaching and Service as defined through the qualitative and quantitative metrics defined above. Specific headings labeled as Scholarship and Research Activities, Teaching and Service shall be included in this narrative. At the end of each of these sections, the candidate must self-report their achievements in terms of the quantitative metrics.
3. A current vita that contains the following information: full citations of all publications of the candidate that includes author, title, source, and DOI; Listing of all proposals submitted as an independent faculty that shall be divided into categories of funded and not funded, with the title, agency to which the proposal was submitted, requested amount, names of co-investigators, and the fraction of the funds that are to the candidate for multiple investigator proposals/grants; a list of all presentations divided into conferences and organization presentations. These lists shall include the title of the presentation, conference/organization, location, and date. The candidate shall also denote if the presentation was contributed or invited for conference presentations.
4. Evidence of work performance, including results of teaching evaluations where applicable. The student comments for courses taught during the evaluation period shall be provided verbatim. The candidate can highlight select comments or respond to comments in their narrative statement in the Teaching section.
5. Evidence of professional activity.
6. Evidence of service
7. All previous RTP recommendations from committees, DPE chairs, and/or deans

The candidate shall be responsible for ensuring that these items 1-6 are correct and included in the candidate's file; the Department of Polymer Engineering shall be responsible for maintaining records of relevant RTP recommendations for inclusion in each candidate's file.

(B) Promotion from Assistant Professor to Associate Professor with tenure

Bargaining unit members may seek promotion from assistant to associate professor with tenure. The department of polymer engineering does not provide a path for promotion from assistant to associate professor without tenure since the criteria for promotion is also sufficient for tenure. For promotion from assistant to associate professor with

tenure, the quantitative criteria given in **Table 2** will be used, as follows. 1 point will be assigned to the candidate for meeting the minimum quantitative criterion in each of 9 subcategories. Faculty must have at least 9 points to qualify for the qualitative assessment. In order to allow for outstanding performance in one category to offset a degree of underperformance in another category, candidates for promotion may be awarded a second point in up to two additional categories in which they meet the '2 point' requirement listed in **Table 2**.

If a tenure-track bargaining unit faculty member at the assistant professor level seeks promotion with tenure and the candidate had a prior academic appointment (tenure or non-tenure track faculty), the activities from this prior appointment shall be included in the quantitative metrics for this candidate as allowable by the current CBA, EXCEPT only teaching evaluations from The University of Akron will be considered in the Teaching metrics. From a qualitative perspective, the departmental tenure committee will consider the trajectory of the candidate in the decision.

Early promotion and tenure: A candidate can apply for promotion and tenure prior to the end of the six year probationary period if the candidate has (a) completed at least **two years** of active service at The University of Akron (or more if specified by the current CBA) before application for early tenure and (b) the candidate must meet (and is expected to exceed many of) the minimum criteria for tenure as listed in **Table 2**. As specified in the current CBA, the candidate must submit a letter of intent and the departmental tenure committee shall vote in the Spring semester to determine if the candidate may apply for early tenure. The decision of the departmental tenure committee is final and cannot be appealed. A candidate may apply for early tenure only once. If early tenure is denied, the candidate shall be awarded reappointment for the next academic year and he/she must complete the six-year probationary period before applying for tenure.

Table 2. Summary of minimum quantitative criteria for promotion from assistant to associate professor with application for tenure.

Category	Minimum (1 point)	2 points
Teaching Activity		
Average student course evaluation over the prior three years	>4.0	>4.5
Ph.D. students graduated	1	2
Total graduate students advised in final year leading to application	3	7
Total thesis committees served	3	N/A
Scholarship and Research Activities		

Peer reviewed papers published at the assistant professor level with faculty credentials	10	20
Invited talks at conferences or invited seminars given at the assistant professor level	2	N/A
External funding obtained at the assistant professor level	\$300,000	\$600,000
Service		
Committee-years of service on Department / College / University Committees over past 3 yrs	2	N/A
Leadership in professional event or service	1	N/A

Teaching activity

Coursework teaching: Effective teaching by the candidate is critical to the mission of the university. **Before tenure and promotion, the faculty must teach one of Department's core courses, or get a waiver from the chair.** The student evaluation of teaching based on the standard university evaluation forms shall be used to assess the candidate's teaching. Separate undergraduate and graduate level average teacher evaluations shall be calculated based on the arithmetic mean for all graduate or undergraduate level evaluations as normalized by the total number of evaluations at each level. For the undergraduate evaluations, the average must be at least one standard deviation from the mean or higher of the engineering college undergraduate average. Likewise, for graduate level evaluations must be at least one standard deviation from the mean or higher of the departmental average.

Senior Faculty teaching evaluation and mentoring

As a supplementary means of teaching evaluation, the candidate will be evaluated in terms of two or more full class observations by 2 full professors of their choosing. One may be from the education college in terms of improving teaching skill sets, but the other must be the department. It is encouraged for the candidate to be reviewed in core course teaching. The observers will evaluate the candidate in terms of content, knowledge, and teaching ability. The observation shall be shared with the candidate with the idea of improvement. Depending on the candidate, this observation and mentoring may repeat itself until necessary improvement can be realized. All the observations and improvements will be documented in the candidate's portfolio and will be employed in the qualitative (but not quantitative) assessment.

Development of a Course

Before tenure and promotion to Associate Professor, the candidate should be able to develop a new course.

Student advisement: Mentoring a Ph.D. student to successful completion of their degree is a key aspect to the teaching component for DPE. Therefore, it is expected that the candidate will have graduated at least one Ph.D. student by the end of August of the year in which the candidate has submitted their application for promotion and tenure. The candidate shall have recruited graduate students to enable the candidate to maintain their research activities to demonstrate a sustainable research program.

Thesis committees served: The education of graduate students outside of the candidate's group shall also be considered in the evaluation. The candidate shall serve on the committees for M.S. and/or Ph.D. students.

Scholarship and Research Activities

Peer reviewed publications: The evidence from scholarly work from faculty in DPE is generally expected to be evident through peer-reviewed publications in journals in the candidate's field of research. These peer-reviewed publications can also include books or book chapters. It is expected that the candidate will be the corresponding author on at least half of the expected number of publications from The University of Akron and that these publications will be co-authored by graduate students or post-doctoral fellows advised by the candidate. The candidate should ensure to the extent possible that their contribution to collaborative efforts is clear so that external letter writers for tenure and promotion will be able to distinguish the independent contributions of the candidate.

Invited seminars or Invited conference presentations: It is expected that the candidate will be a leader in their field of study by the time that they apply for tenure and promotion. As such, it is expected that the candidate will be invited to present their work at leading institutions and/or national or international meetings in their field.

External funding: Development of a vibrant and diverse funding portfolio is critical to a sustainable research program. As such, it is expected that the candidate will have obtained at least \$300,000 for research funding from external funding agencies.

Service

Internal Service: The candidate shall have served diligently on departmental and institute committees as assigned. For candidates having completed three full years of service at UA, the total committee workload shall be commensurate with an average committee workload of faculty in the department.

Service to Professional Organizations: The candidate shall have demonstrated leadership in at least one instance for service to the community during his or her time at UA. These can include organizing or chairing meetings, professional organization leadership committees, editorship, or active editorial board participation.

The package submitted by the tenure track faculty candidate for Promotion from Assistant Professor to Associate Professor with tenure shall include the following items, along with any additional items specified by the CPA:

1. A table of contents page that describes all materials included in the package. This table of contents shall be amended to reflect any additions or deletions to the RTP file.
2. Narrative statement by the candidate addressing accomplishments in Scholarship and Research Activities, Teaching and Service as defined through the qualitative and quantitative metrics defined above. Specific headings labeled as Scholarship and Research Activities, Teaching and Service shall be included in this narrative. Candidate shall address how he or she has met the university-wide and DPS-specific criteria for the personnel action in question.
3. A current vita that contains the following information: full citations of all publications of the candidate that includes author, title, source, and DOI; Listing of all proposals submitted as an independent faculty that shall be broken into categories of funded and not funded, with the title, agency to which the proposal was submitted, requested amount, names of co-investigators, and the fraction of the funds that are to the candidate for multiple investigator proposals/grants; a list of all presentations divided into conferences and organization presentations. These lists shall include the title of the presentation, conference/organization, location, and date. The candidate shall also denote if the presentation is contributed or invited for conference presentations.
4. Print versions of a maximum of 10 peer reviewed publications or other scholarly works from the candidate's independent research during their time at The University of Akron that best illustrate leadership in the candidate's field of study. The candidate can refer to these papers in their narrative statement.
5. Evidence of work performance, including results of teaching evaluations where applicable. The student comments for courses taught during the evaluation period shall be provided verbatim. The candidate can highlight select comments or respond to comments in their narrative statement in the Teaching section. Senior faculty observation and demonstrated improvements should be included. The candidate shall provide the syllabus of the new course and comment directly on the student and or senior faculty evaluations.
6. Evidence of professional activity
7. Evidence of service
8. All previous RTP recommendations from committees, DPE chairs, and/or deans

The candidate shall be responsible for ensuring that these items 1-7 are correct and included in the candidate's file; the Department of Polymer Engineering shall be responsible for maintaining records of relevant RTP recommendations for inclusion in each candidate's file.

In addition, the file shall contain the external reviews when obtained. The chair of the departmental RTP committee is responsible for the timely inclusion of these letters in the candidate's file as specified in the CBA.

Review of scholarly publications and/or creative activities from peer-reviewers external to The University of Akron, shall be solicited to maintain a quality standard relative to comparable universities and colleges. A pool of potential reviewers sufficient to guarantee five letters of external review shall be created. The candidate shall provide at least 5 names that meet the expectations and requirements noted in the current CBA. In general, these external reviewers should be leaders recognized in the field and not directly affiliated with the candidate. In addition to these names from the candidate, the departmental committee, the department chair, and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the full list of names considered by the committee. The committee with approvals as required by the current CBA shall select the reviewers to be solicited. At least one third of the reviewers solicited shall be from the candidate's list (unless otherwise prohibited in the current CBA). The committee chair shall solicit the external reviews in a timely manner from the selected reviewers following guidance of the current CBA for selection. External letter writers shall be given a minimum of one month to complete their evaluation unless otherwise specified by the CBA.

(C) Associate Professor without tenure to Associate Professor with tenure

Bargaining unit members may seek tenure while remaining at the associate professor rank. For tenure of an associate professor without tenure, the quantitative criteria given in Table 3 will be used, as follows. 1 point will be assigned to the candidate for meeting the minimum quantitative criterion in each of 9 subcategories. Faculty must have at least 9 points to qualify for the qualitative assessment. In order to allow for outstanding performance in one category to offset a degree of underperformance in another category, candidates for promotion may be awarded a second point in up to two additional categories in which they meet the '2 point' requirement listed in Table 2.

If the candidate had a prior academic appointment (tenure or non-tenure track faculty), the activities from this prior appointment shall be included in the quantitative metrics for this candidate as allowable by the current CBA EXCEPT only teaching evaluations from The University of Akron will be considered in the Teaching metrics.

Table 3. Summary of minimum quantitative criteria for promotion from associate professor without tenure to associate professor with tenure.

Category	Minimum (1 point)	2 points
Teaching Activity		
Average student course evaluation over the prior three years	>4.0	>4.5
Ph.D. students graduated	1	2

Total graduate students advised in final year leading to application	3	7
Total thesis committees served	3	N/A
Scholarship and Research Activities		
Peer reviewed papers published at the assistant professor level with faculty credentials	10	20
Invited talks at conferences or invited seminars given at the assistant professor level	2	N/A
External funding obtained at the assistant professor level	\$300,000	\$600,000
Service		
Committee-years of service on Department / College / University Committees over past 3 yrs	2	N/A
Leadership in professional event or service	1	N/A

Teaching activity

Coursework teaching: Effective teaching by the candidate is critical to the mission of the university. **Before tenure, the faculty must teach one of Department's core courses, or get a waiver from the chair.** The student evaluation of teaching based on the standard university evaluation forms shall be used to assess the candidate's teaching. The average teacher evaluation shall be calculated based on the arithmetic mean for all evaluations for courses eligible as normalized by the total number of evaluations. As teacher evaluations from undergraduate courses tend to be lower than that for graduate courses, the ratings from undergraduate courses shall be increased by the difference in the mean teaching evaluation between undergraduate and graduate courses in The College of Engineering to provide a fair comparison on the teaching capabilities of the candidate.

Student advisement: Mentoring a Ph.D. student to successful completion of their degree is a key aspect to the teaching component for DPE. Therefore, it is expected that the candidate will have graduated at least one Ph.D. student by the end of August of the year in which the candidate has submitted their application for tenure. Candidate shall have demonstrated due diligence in attempts to recruit qualified students to the department and to his or her research group. The candidate shall have recruited graduate students to enable the candidate to maintain their research activities to demonstrate a sustainable research program.

Thesis committees served: The education of graduate students outside of the candidate's group shall also be considered in the evaluation. The candidate shall serve on the committees for M.S. and/or Ph.D. students.

Scholarship and Research Activities

Peer reviewed publications: The evidence from scholarly work from faculty in DPE is generally expected to be evident through peer-reviewed publications in preeminent journals in the candidate's field of research. These peer-reviewed publications can also include books/book chapters. It is expected that the candidate will generally be the corresponding author and that these publications will be co-authored by graduate students advised by the candidate. The candidate should ensure that their contribution to collaborative efforts is clear such that external letter writers for tenure and promotion will be able to distinguish the independent contributions of the candidate.

Invited seminars or Invited conference presentations: It is expected that the candidate will be a leader in their field of study by the time that they apply for tenure. As such, it is expected that the candidate will be invited to present their work at leading institutions and/or national or international meetings in their field.

External funding: Development of a vibrant and diverse funding portfolio is critical to a sustainable research program. As such, it is expected that the candidate will have obtained at least \$300,000 for research funding from external funding agencies.

Service

Internal Service: The candidate shall have served diligently on departmental and institute committees as assigned. The total committee workload shall be commensurate with an average committee workload of faculty in the department.

Service to Professional Organizations: The candidate shall have demonstrated leadership in terms of service to the community during his or her time at UA prior to application for tenure. These can include organizing or chairing meetings, professional organization leadership committees, editorship, or active editorial board participation.

The package submitted by the tenure track faculty candidate for Tenure from Associate Professor without tenure shall include the following items (beyond those specified in the current CBA):

1. A table of contents page that describes all materials included in the package. This table of contents shall be amended to reflect any additions or deletions to the RTP file.
2. Narrative statement by the candidate addressing accomplishments in Scholarship and Research Activities, Teaching and Service as defined through the qualitative and quantitative metrics defined above. Specific headings labeled as Scholarship and Research Activities, Teaching and Service shall be included in this narrative. Candidate shall address how he or she has met the university-wide and DPS-specific criteria for the personnel action in question.
3. A current vita that contains the following information: full citations of all publications of the candidate that includes author, title, source, and DOI; Listing of all proposals submitted as an independent faculty that shall be broken into categories of funded

and not funded, with the title, agency to which the proposal was submitted, requested amount, names of co-investigators, and the fraction of the funds that are to the candidate for multiple investigator proposals/grants; a list of all presentations divided into conferences and organization presentations. These lists shall include the title of the presentation, conference/organization, location, and date. The candidate shall also denote if the presentation is contributed or invited for conference presentations.

4. Print versions of a maximum of 10 peer reviewed publications or other scholarly works from the candidate's independent research that best illustrate leadership in the candidate's field of study. The candidate can refer to these papers in their narrative statement.
5. Evidence of work performance, including results of teaching evaluations where applicable. The student comments for courses taught during the evaluation period shall be provided verbatim. The candidate can highlight select comments or respond to comments in their narrative statement in the Teaching section.
6. Evidence of professional activity
7. Evidence of service
8. All previous RTP recommendations from committees, DPE chairs, and/or deans

The candidate is responsible for ensuring that these items are correct and included in the candidate's file.

In addition, the file shall contain the external reviews when obtained. The chair of the departmental RTP committee is responsible for the timely inclusion of these letters in the candidate's file as specified in the CBA.

Review of scholarly publications and/or creative activities from peer-reviewers external to The University of Akron, shall be solicited to maintain a quality standard relative to comparable universities and colleges. A pool of potential reviewers sufficient to guarantee five letters of external review shall be created. The candidate shall provide at least 5 names that meet the expectations and requirements noted in the current CBA. In general, these external reviewers should be leaders recognized in the field and not directly affiliated with the candidate. In addition to these names from the candidate, the departmental committee, the department chair, and/or the dean may provide names of potential external reviewers. The candidate shall be apprised of the full list of names considered by the committee. The committee with approvals as required by the current CBA shall select the reviewers to be solicited. At least one third of the reviewers solicited shall be from the candidate's list (unless otherwise prohibited in the current CBA). The committee chair shall solicit the external reviews in a timely manner from the selected reviewers following guidance of the current CBA for selection. External letter writers shall be given a minimum of one month to complete their evaluation unless otherwise specified by the CBA.

(D) Promotion from Associate Professor to Professor

For an associate professor with tenure to be promoted professor, the quantitative criteria given in Table 4 will be used, as follows. 1 point will be assigned to the candidate for meeting the minimum quantitative criterion in each of 9 subcategories. Faculty must have at least 9 points to qualify for the qualitative assessment. In order to allow for outstanding performance in one category to offset a degree of underperformance in another category, candidates for promotion may be awarded a second point in up to two additional categories in which they meet the '2 point' requirement listed in Table 2.

If the candidate had a prior academic appointment (tenure or non-tenure track faculty), the activities from this prior appointment shall be included in the quantitative metrics for this candidate as allowable by the current CBA EXCEPT only teaching evaluations from The University of Akron will be considered in the Teaching metrics.

Table 4. Summary of minimum quantitative criteria for promotion from associate professor to professor

Category	Minimum (1 point)	2 points
Teaching Activity		
Average student course evaluation over the prior three years	>4.0	>4.5
Number of Ph.D. students graduated at current rank	5	10
Total graduate students advised in final year leading to application	5	11
Scholarship and Research Activities		
Peer reviewed papers published at current rank	20	40
Invited talks at conferences or invited seminars at current rank	4	N/A
External funding obtained at current rank	\$500,000	\$1,000,000
Service		
Average number of Department / College / University Committee over past 3 yrs	3	N/A
Leadership in professional event or service	2	N/A

Teaching activity

Coursework teaching: Effective teaching by the candidate is critical to the mission of the university. **Before promotion, the faculty must teach one of Department's core courses.** The student evaluation of teaching based on the standard university evaluation forms shall be used to assess the candidate's teaching. As seminar is not a lecture course, the evaluation scores for the instructor of record for seminar shall also be excluded from the

quantitative teaching evaluation. Similar courses where the teaching component is minimal shall also not be included in this quantitative metric.

The average teacher evaluation shall be calculated based on the arithmetic mean for all evaluations for courses eligible as normalized by the total number of evaluations. As teacher evaluations from undergraduate courses tend to be lower than that for graduate courses, the ratings from undergraduate courses shall be increased by the difference in the mean teaching evaluation between undergraduate and graduate courses in The College of Engineering to provide a fair comparison on the teaching capabilities of the candidate.

Student advisement: A history of mentoring Ph.D. students to successful completion of their degree is a key aspect to the teaching component for DPE. Therefore, it is expected that the candidate will have graduated at least four Ph.D. student prior to submission of their application for promotion to professor. Candidate shall have demonstrated due diligence in attempts to recruit qualified students to the department and to his or her research group. The candidate shall have recruited graduate students to enable the candidate to maintain their research activities to demonstrate a sustainable research program.

Scholarship and Research Activities

Peer reviewed publications: The evidence from scholarly work from faculty in DPE is generally expected to be evident through peer-reviewed publications in preeminent journals in the candidate's field of research. These peer-reviewed publications can also include books/book chapters. It is expected that these publications will be co-authored by graduate students advised by the candidate. The candidate should be consonant of ensuring that their contribution to collaborative efforts is clear such that external letter writers for promotion will be able to distinguish the independent contributions of the candidate.

Invited seminars or Invited conference presentations: It is expected that the candidate will be a leader in their field of study for promotion to professor. As such, it is expected that the candidate will be regularly invited to present their work at leading institutions and/or national or international meetings in their field.

External funding: Development of a vibrant and diverse funding portfolio is critical to a sustainable research program. As such, it is expected that the candidate will have obtained at least \$500,000 for research funding from external funding agencies during their time at the rank of Associate Professor.

Service

Internal Service: The candidate shall have served diligently on departmental and institute committees as assigned. The total committee workload shall be at a minimum at the average committee workload of faculty in the department.

Service to Professional Organizations: The candidate shall have demonstrated leadership in terms of service to the community during his or her time at UA prior to application for tenure. These can include organizing or chairing meetings, professional organization leadership committees, editorship, or active editorial board participation.

The package submitted by the tenure track faculty candidate for Promotion from Associate Professor to Professor shall include the following items (beyond those specified in the current CBA):

1. A table of contents page that describes all materials included in the package. This table of contents shall be amended to reflect any additions or deletions to the RTP file.
2. Narrative statement by the candidate addressing accomplishments in Scholarship and Research Activities, Teaching and Service as defined through the qualitative and quantitative metrics defined above. Specific headings labeled as Scholarship and Research Activities, Teaching and Service shall be included in this narrative. Candidate shall address how he or she has met the university-wide and DPS-specific criteria for the personnel action in question.
3. A current vita that contains the following information: full citations of all publications of the candidate that includes author, title, source, and DOI; Listing of all proposals submitted as an independent faculty that shall be broken into categories of funded and not funded, with the title, agency to which the proposal was submitted, requested amount, names of co-investigators, and the fraction of the funds that are to the candidate for multiple investigator proposals/grants; a list of all presentations broken into conferences and organization presentations. These lists shall include the title of the presentation, conference/organization, location, and date. The candidate shall also denote if the presentation is contributed or invited for conference presentations.
4. Print versions of a maximum of 15 peer reviewed publications or other scholarly works from the candidate's independent research that best illustrate leadership in the candidate's field of study. The candidate can refer to these papers in their narrative statement.
5. Evidence of work performance, including results of teaching evaluations where applicable. The student comments for courses taught during the evaluation period shall be provided verbatim. The candidate can highlight select comments or respond to comments in their narrative statement in the Teaching section.
6. Evidence of professional activity
7. Evidence of service

The candidate is responsible for ensuring that these items are correct and included in the candidate's file.

In addition, the file shall contain the external reviews when obtained. The chair of the departmental RTP committee is responsible for the timely inclusion of these letters in the candidate's file as specified in the CBA.

Review of scholarly publications and/or creative activities from peer-reviewers external to The University of Akron, shall be solicited to maintain a quality standard relative to comparable universities and colleges. A pool of potential reviewers sufficient to guarantee five letters of external review shall be created. The candidate shall provide at least 5 names that meet the expectations and requirements noted in the current CBA. In general, these external reviewers should be leaders recognized in the field and not directly affiliated with the candidate. In addition to these names from the candidate, the departmental committee, the department chair, and the dean may provide names of potential external reviewers. The candidate shall be apprised of the full list of names considered by the committee. The committee with approvals as required by the current CBA shall select the reviewers to be solicited. At least one third of the reviewers solicited shall be from the candidate's list. The committee chair shall solicit the external reviews in a timely manner from the selected reviewers following guidance of the current CBA for selection. External letter writers shall be given a minimum of one month to complete their evaluation unless otherwise specified by the CBA.

The RTP guidelines may be revised with a 2/3 majority vote of the bargaining unit members.