

THE UNIVERSITY OF AKRON

Summit College

Department of Public Service

Criteria and Procedures for:

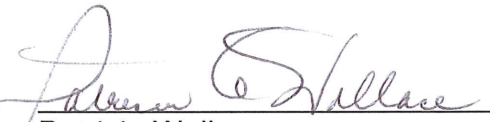
Reappointment

Tenure

Promotion

Approved by 2/3 of Department Faculty on: 3/1/2011

Reviewed and approved


Patricia Wallace
Department Chair

Date

3/1/11


Reviewed and approved


Stanley Silverman
Dean, Summit College

Date

3/1/2011

Reviewed and approved


Dr. William M. (Mike) Sherman
Senior Vice President, Provost & C.O.O.

Date

3/2/11

Departmental Guidelines for Reappointment, Tenure, and Promotion
Public Service Technology
Adopted April 2007
Amended February, 2011

- A. The purpose of these procedures are for reappointment, tenure, and promotion (RTP) is to promote a process at The University of Akron that is fair, consistent, and faculty-driven, and governed by the collective bargaining agreement. The procedures are designed to define the guidelines under which the bargaining unit members will be working, and to define the procedures and evaluative measures that are part of the process. All reappointment, tenure, and promotion recommendations are seen as a serious measure of the progress of the bargaining unit member and shall serve as clear benchmarks of and suggestions for future progress. The Department supports Summit College in its steps to reach those ends by:
1. Providing comprehensive career education and information to those students who are seeking careers in public service.
 2. Designing career education programs geared not only to specific professions, but also to the development of the student as a whole person, sensitive to the needs, values and worth of their clients as human beings in a multi-cultural society.
 3. Maintaining liaison between the College and the community and between the College and those University components which provide education for those of our students whose scholastic goals extend beyond Summit College.
 4. Sharing the tasks of counseling and advising students.
 5. Focusing our teaching skills on the student as the central figure in our work.
 6. To encourage the professional development of Public Service faculty.
- B. Because teaching is the foundation of the departmental mission, the department places its greatest emphasis on the effectiveness and quality of teaching in criteria for reappointment, tenure, and promotion.

Professional and scholarly activity is required. The scholarship of teaching and learning is of equal merit to discipline-based professional activities. Publication is one, but by no means the only, measure which can be used to demonstrate professional and scholarly activity.

Service, both to the institution and the community, is required. Service to the community is an area of faculty performance which shall receive recognition for purposes of reappointment, tenure, and promotion. In the area of community service, activities related to the candidate's area of expertise and which bring recognition to the university are considered to be important.

The faculty member shall exhibit academic and professional conduct in a manner consistent with guidelines set by professional societies and the university.

The expectations for teaching effectiveness, professional and scholarly activity, service, and leadership increase each year and with each successive rank. Attainment of the minimum

requirement is only the starting place for consideration. Surpassing the minimum is expected. Attainment of minimum standards shall not ensure a positive recommendation. At each level, candidates who meet the minimum requirements are eligible for consideration, but meeting the minimum requirements does not assure reappointment, tenure, and promotion.

- C. The departmental criteria for RTP as identified in this document, are consistent with the Collective Bargaining Agreement. If a discrepancy should arise, the Collective Bargaining Agreement supersedes department guidelines.
- D. The department will permit, by a simple majority vote of the members present and voting, an individual who has not attended all meetings but has otherwise substantially met the participation standards to vote. Similarly, the department will permit absentee ballots in extenuating circumstances for persons who have participated in the majority of deliberations. A simple majority of committee members present and voting will be required for acceptance of absentee ballots. The reason or reasons for the exceptions to the participation rule shall be included in the committee recommendations.
- E. Criteria for Reappointment for Assistant Professors
 - 1. For reappointment, faculty shall demonstrate high quality teaching and competence in their area of specialization. Candidates must also demonstrate professional and scholarly activity, and service to the profession, department, and/or college, university, and discipline related community service. A high level of professional conduct, as specified in the collective bargaining agreement and university guidelines, is also required.

Candidates shall demonstrate progress toward tenure and promotion in each successive reappointment year. The Reappointment Committee shall, in its recommendations, inform candidates who are not making satisfactory progress toward tenure and promotion of the improvements expected.

- 2. Teaching effectiveness includes, but is not limited to, mastery of the subject matter, availability to students, and ongoing course development and innovation. For the criteria of teaching effectiveness, the candidate for reappointment shall:
 - a. demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the Summit College evaluation instrument. In the event that the overall average is below a 3.0, the faculty may submit an explanation.

AND

- b. develop a portfolio of course materials (syllabi, student assignments, tests) demonstrating ongoing course development and multiple preparations.

In addition, candidates shall submit at least one of the following:

- a. supervisory or peer classroom evaluations;
 - b. open-ended surveys soliciting student comments or other student ratings instruments;
 - c. documentation of teaching awards/nominations;
 - d. pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses;
 - e. documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods;
 - f. documentation of team-teaching and/or participation in Learning Communities;
 - g. samples of student work which document student learning or teaching innovations;
 - h. documentation of course innovations related to new textbook adoption;
 - i. documentation of accessibility to students through study or help sessions, or use of a website;
 - j. documentation of student teacher supervision;
 - k. documentation of guest lecturing; or
 - l. other evidence of teaching effectiveness as selected by the candidate.
3. For the criteria of professional and scholarly activity, the candidate shall demonstrate professional development by attending or presenting at:
- a. a minimum of one local/state/regional/national/international conference in the discipline, or as may be appropriate to maintain a faculty's professional licensure

OR

a minimum of one local/state regional/national/international workshop or conference on the scholarship of teaching/learning or innovative technologies for teaching or instructional methods or student retention

AND

- b. demonstrating professional activity by membership in a minimum of one professional organization.

In addition, the candidate shall submit documentation of at least one of the following activities:

- a. authorship of a book, monograph, book chapter, journal or magazine article;
- b. software/media development, software review or book review including pre-publication review for publishers;
- c. non-refereed materials including conference proceedings;
- d. invited papers or presentations;
- e. articles in or editing newsletters in the discipline of the scholarship of teaching/learning;
- f. development of a custom-published textbook;
- g. ongoing research (discipline-based or the scholarship of teaching/learning);

- h. professional recognition such as awards, honors;
 - i. additional or advanced degrees or certifications or pursuing additional coursework, CEU, CLE or training sessions;
 - j. serving as a consultant or presenting training workshops;
 - k. participating in professional organizations including holding office or serving on committees, or organizing conferences or consulting to organizations;
 - l. serving on accrediting bodies or serving on professional task forces;
 - m. submission of grant proposals or fellowships;
 - n. attendance/presentation at additional conferences in the discipline;
 - o. attendance/presentation at additional workshops or conferences on the scholarship of teaching or innovative technologies for teaching or instructional methods or student retention;
 - p. membership in additional professional organizations; or
 - q. other evidence of professional and scholarly activity as selected by the candidate.
4. For the criteria of professional, University and community service, the candidate shall at a minimum, hold a leadership position in a professional organization, actively participate on a department and/or college committee, actively participate on a University committee and actively participate in one discipline related community service initiative, committee, or activity. A non-exhaustive list of said activities is listed below:
- a. chairing departmental committees;
 - b. serving in a leadership capacity for a program;
 - c. assisting with curriculum development or revision;
 - d. mentoring new or part-time faculty;
 - e. chairing college committees;
 - f. planning or conducting in-house workshops;
 - g. participating in or planning student recruitment and retention projects;
 - h. participating in work force development projects or Tech/Prep initiatives;
 - i. serving as a marshal at graduation;
 - j. serving on or chairing university committees/task forces;
 - k. serving on Faculty Senate;
 - l. advising or serving as an advisor for registered student organizations;
 - m. serving on search committees at the department, college, or university levels;
 - n. participating in articulation efforts;
 - o. serving as a marshal at graduation;
 - p. participating in local, state, or national civic organizations;
 - q. serving on the boards of non-profit agencies;
 - r. applying academic expertise in the local, state, or national community pro bono
 - s. volunteering for non-profit agencies;
 - t. appearing as an expert witness;
 - u. speaking at or collaborating with area schools;
 - v. editing newsletters for civic organizations and non-profit agencies;
 - w. testifying before legislative and congressional committees;
 - x. participating in economic or community development activities;
 - y. serving on additional departmental/college committees or task forces; or

- z. other evidence of service as selected by the candidate.

F. Criteria for Associate Professor and Tenure

1. To be considered for tenure and promotion to the rank of Associate Professor, the faculty shall have at least earned a graduate or professional degree from an accredited institution of higher education in a discipline relevant to his or her teaching field and a minimum of two years of service at The University of Akron at the rank of Assistant Professor or above. The candidate shall demonstrate a record of teaching excellence and competence in his or her area of specialization. Additionally, the candidate shall demonstrate a record of professional, University and community service, and, professional and scholarly activity. Both the breadth and quality of activity will be assessed. Professional conduct, as defined in the university guidelines, is required.
2. Teaching effectiveness includes, but is not limited to, mastery of the subject matter, availability to students, and ongoing course development and innovation. For the criteria of teaching excellence, the candidate for tenure and/or promotion to Associate Professor shall:
 - a. demonstrate a pattern of satisfactory ratings for all courses on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the Summit College evaluation instrument. In the event that the overall average is below a 3.0, the faculty may submit an explanation.
 - b. develop a portfolio of course materials (syllabi, student assignments, tests) demonstrating ongoing course development and multiple preparations.

In addition, candidates shall submit at least three of the following:

- a. supervisory or peer classroom evaluations;
- b. open-ended surveys soliciting student comments or other student ratings instruments;
- c. documentation of teaching awards/nominations;
- d. pre-test/post-test demonstrations of student outcomes or documentation of student success in subsequent courses;
- e. documentation of the development of a new course, or innovations in the mode of delivery, or innovations in instructional methods;
- f. documentation of team-teaching and/or participation in Learning Communities;
- g. samples of student work which document student learning or teaching innovations;
- h. documentation of course innovations related to new textbook adoption;
- i. documentation of accessibility to students through study or help sessions, use of a website, or volunteer tutoring in the Learning Resource Lab;
- j. documentation of student teacher supervision;
- k. documentation of guest lecturing; or
- l. other evidence of teaching effectiveness as selected by the candidate.

3. For the criteria of professional and scholarly activity, the candidate for tenure and/or promotion to Associate Professor shall demonstrate a record of professional development and scholarship through the following activities. Candidates shall:

- a. have presented at a minimum of one local/state/regional/national/or international conference in the discipline;

AND

- b. have attended or presented at a minimum of one local/state/regional/national or international workshop or conference on the scholarship of teaching and learning or innovative technologies for teaching or instructional methods or student retention;

AND

- c. have attended and/or presented at one additional local state/regional/national or international conference in the discipline or in the categories listed above;

AND

- d. hold membership in a minimum of one professional or discipline related organization.

Beyond the above requirements, candidates may choose a combination of the following to document a minimum of two additional professional and scholarly activities:

- a. authorship of a book, monograph, book chapter, journal or magazine article;
- b. software/media development, software review or book review including pre-publication review for publishers;
- c. non-refereed materials including conference proceedings;
- d. invited papers or presentations;
- e. articles in or editing newsletters in the discipline or on the scholarship of teaching/learning;
- f. development of a custom-published textbook;
- g. ongoing research (discipline-based or the scholarship of teaching/learning);
- h. professional recognition such as awards, honors;
- i. additional or advanced degrees or certifications or pursuing additional; coursework, CEU, CLE, or training sessions;
- j. serving as a consultant or presenting training workshops;
- k. participating in professional organizations including holding office or serving on committees or organizing conferences or consulting to organizations;
- l. serving on accrediting bodies or serving on professional task forces;
- m. submission of grant proposals or fellowships;
- n. attendance/presentation at additional conferences in the discipline;
- o. attendance/presentation at additional workshops or conferences on the scholarship of teaching/learning or innovative technologies for teaching or instructional methods or student retention;

- p. membership in additional professional organizations; or
 - q. other evidence of professional and scholarly activity as selected by the candidate.
4. For the c criteria of professional, University and community service, the candidate for tenure and/or promotion to Associate Professor shall submit documentation of active participation, defined as serving in a leadership role on a professional organization, one departmental and/or one college committee, one University committee and service on one discipline related venue of community service as defined below:
- a. chairing departmental committees;
 - b. serving in a leadership capacity for a program;
 - c. assisting with curriculum development or revision;
 - d. mentoring new or part-time faculty;
 - e. chairing or serving on college committees;
 - f. planning or conducting in-house workshops;
 - g. participating in or planning student recruitment and retention projects;
 - h. participating in work force development projects or Tech/Prep initiatives;
 - i. serving as a marshal at graduation;
 - j. serving on or chairing university committees/task forces;
 - k. serving on Faculty Senate;
 - l. advising or serving as an advisor for registered student organizations;
 - m. serving on search committees at the department, college, or university levels;
 - n. participating in articulation efforts;
 - o. serving as a marshal at graduation;
 - p. participating in local, state, or national civic organizations;
 - q. serving on the boards of non-profit agencies;
 - r. applying academic expertise in the local, state, or national community without pay or profit;
 - s. volunteering for non-profit agencies;
 - t. appearing as an expert witness;
 - u. speaking at or collaborating with area schools;
 - v. editing newsletters for civic organizations and non-profit agencies;
 - w. testifying before legislative and congressional committees;
 - x. participating in economic or community development activities;
 - y. serving on additional departmental/college committees or task forces; or
 - z. other evidence of service as selected by the candidate.
5. While individuals may be considered for tenure and/or promotion to the rank of Associate Professor after two years of service at The University of Akron, years of service do not assure tenure and/or promotion. It should be noted that tenure only, or tenure/promotion to Associate Professor, before the sixth year of service will be the exception rather than the rule. More than two years of service will typically be needed for candidates to demonstrate a sustained record of performance. It is recommended that candidates carefully consider the levels and quality of their contributions prior to making application for tenure and/or promotion in a shortened time period.

6. Candidates must be considered for indefinite tenure not later than the fifth year in a professorial rank. For candidates seeking early tenure, the department tenure committee shall vote to determine whether the candidate may apply for early tenure. Candidates may apply for early tenure only once. Should tenure be denied, the candidate shall complete the probationary period before making reapplication for tenure and promotion. The department may consider years of service or tenure at an institution of higher education other than The University of Akron in deciding to permit candidates to apply for early tenure..
7. All candidates for tenure and promotion shall be subjected to external review as provided for in the collective bargaining agreement.

G. Criteria for Professor

1. The rank of professor shall be for individuals who clearly demonstrate superior qualifications. For promotion to the rank of professor, the department requires the candidate, since the attainment of present rank, to demonstrate continuing, significant, and sustained:
 - a. teaching excellence
 - b. professional and scholarly activity beyond that reached at the attainment of the present rank
 - c. service to the department, college, and university and community beyond that reached at the attainment of the present rank
 - d. leadership, preferably at the university level.

Both the breadth and quality of activity will be assessed. Professional conduct, as defined in the university and college guidelines, is required.

2. Teaching effectiveness includes, but is not limited to, mastery of the subject matter, availability to students, and ongoing course development and innovation. For the criteria of teaching excellence, the candidate for promotion to Professor shall:
 - a. demonstrate a pattern of satisfactory ratings, for all courses in alternate semesters, on the college student evaluation of teaching instrument. Satisfactory teaching shall be defined as: An overall average of 3.0 or above on the Summit College evaluation instrument. In the event that the overall average is below a 3.0, the faculty may submit an explanation.

AND

- b. develop a portfolio of course materials (syllabi, student assignments, tests) demonstrating ongoing course development and multiple preparations.

In addition, candidates shall submit, since the attainment of present rank, at least four of the following:

- a. supervisory or peer classroom evaluations;
 - b. open-ended surveys soliciting student comments or other student ratings instruments;
 - c. documentation of teaching awards/nominations;
 - d. pre-test/post-test demonstrations of student outcomes or other documentation of student success in subsequent courses;
 - e. documentation of the development of a new course, innovations in the mode of delivery, or innovations in instructional methods;
 - f. documentation of team-teaching and/or participation in Learning Communities;
 - g. samples of student work which document student learning or teaching innovations;
 - h. documentation of course innovations related to new textbook adoption;
 - i. documentation of accessibility to students through study or help sessions, use of a website, or volunteer tutoring in the Learning Resource Lab;
 - j. documentation of student teacher supervision;
 - k. documentation of guest lecturing; or
 - l. other evidence of teaching effectiveness as selected by the candidate.
3. For the criteria of professional and scholarly activity, the candidate for promotion to Professor, since the attainment of present rank, shall:
- a. have presented at a minimum of two of either local/state/regional/national or international conferences in the discipline or in their area of professional licensure, or local/state/regional/national or international workshops or conferences on the scholarship of teaching and learning or innovative technologies for teaching or instructional methods or student retention or a combination of both;

AND

- c. have attended or presented at a minimum of one additional conference or workshop.

AND

- d. hold membership in a minimum of two professional organizations.

In addition, candidates shall submit documentation of least four of the following:

- a. authorship of a book, monograph, book chapter, journal or magazine article;
- b. software/media development, software review or book review including pre-publication review for publishers;
- c. non-refereed materials including conference proceedings;
- d. invited papers or presentations;
- e. articles in or editing newsletters in the discipline or the scholarship of teaching/learning;
- f. development of a custom-published textbook;
- g. ongoing research (discipline-based or the scholarship of teaching/learning);

- h. professional recognition such as awards, honors;
 - i. additional or advanced degrees or certifications or pursuing additional coursework CEU, CLE or training sessions;
 - j. serving as a consultant or presenting training workshops;
 - k. participating in professional organizations or discipline related organizations including holding office or serving on committees or organizing conferences or consulting to organizations;
 - l. serving on accrediting bodies or serving on professional task forces;
 - m. submission of grant proposals or fellowships;
 - n. attendance/presentation at additional conferences in the discipline;
 - o. attendance/presentation at workshops or additional conferences on the scholarship of teaching and learning or innovative technologies for teaching or instructional methods or student retention;
 - p. membership in additional professional organizations; or
 - q. other evidence of professional and scholarly activity as selected by the candidate.
4. For the criteria of professional, University and service, the candidate shall have chaired or served on a a professional or discipline related organization or committee or subcommittee, or one departmental and one college committee **or** have served on a university committee (standing, ad hoc, Faculty Senate, search) **and** actively participate in one discipline related community service initiative, committee or activity since the attainment of present rank. The following is a non-exhaustive list of acceptable service:
- a. chairing additional departmental committees;
 - b. serving in a leadership capacity for a program;
 - c. assisting with curriculum development or revision;
 - d. mentoring new or part-time faculty;
 - e. serving on or chairing additional college committees or task forces;
 - f. planning and conducting in-house workshops;
 - g. participating in or planning student recruitment and retention projects;
 - h. participating in work force development projects or Tech/Prep initiatives;
 - i. advising student organizations
 - j. serving on or chairing additional university committees/task forces;
 - k. serving on Faculty Senate in addition to service on other university committees;
 - l. serving as an advisor for registered student organizations;
 - m. serving on additional search committees at the department, college, or university levels;
 - n. participating in articulation efforts;
 - o. serving as a marshal at graduation;
 - p. participating in local, state, or national civic organizations;
 - q. serving on the boards of non-profit agencies;
 - r. applying academic expertise in the local, state, or national community pro bono
 - s. volunteering for non-profit agencies;
 - t. appearing as an expert witness;
 - u. speaking at or collaborating with area schools;
 - v. editing newsletters for civic organizations and non-profit agencies;
 - w. testifying before legislative and congressional committees;

- x. participating in economic or community development activities;
 - y. serving on additional departmental, college, or university committees; or
 - z. other evidence of service as selected by the candidate.
5. Candidates may apply for promotion to professor after two years of service at The University of Akron at the rank of Associate Professor. It should be noted that promotion to full Professor before the fifth year of service as an Associate Professor should be the exception rather than the rule. More than two years of service will typically be needed for candidates to demonstrate a record of leadership and sustained excellence in teaching, professional and scholarly activity, and service. It is recommended that candidates carefully consider the levels and quality of their contributions prior to making application for promotion in a shortened time period.

In accordance with Article 13, sec 8, lacking three (3) eligible department bargaining unit faculty to form the RTP Committee, the department chair, in consultation with the candidate(s), shall recommend a college bargaining unit faculty member to serve on the committee. If there is no agreement, the dean, in consultation with the candidate(s), shall appoint from the eligible bargaining unit faculty of the college or university community.

H. External Reviews

1. External reviewers will be provided with a summary of the departmental criteria and the following materials from the candidate's file:
 - a. a current vita
 - b. a narrative statement by the candidate addressing the meeting of departmental criteria and previous Faculty Activities Summaries
 - c. copies of most recent syllabi
 - d. a sample of a lecture or lesson selected by the candidate
 - e. a sample of an exam or student assignment selected by candidate
 - f. any other supportive documentation selected by the candidate

The committee will also provide a list of specific questions the reviewer should consider in making his/her assessment of the candidate's performance.