




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

January 10, 2022 (approval given July 2021; signature page received and signed on 01/10/2022)

## **MEMORANDUM**

**TO:** Tim McCarragher, Acting Dean, College of Health and Human Science

**FROM:** John M. Wiencek 

**RE:** **Reappointment, Tenure, and Promotion Guidelines**

**COPY:** Judith Juvancic-Heltzel, Chair

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In accordance with the Collective Bargaining Agreement, please be aware of the following:

These guidelines take effect for applications submitted Spring 2022 (Article 13, Section 6, A.3).

Candidates who are applying for reappointment, tenure and/or promotion to associate professor shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his/her decision. However, the candidate may choose each time criteria are revised and are approved by the Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used (Article 13, Section 6, D.6).

Candidates who are applying for promotion but not for tenure shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five (5) years prior to the candidate's application, whichever is more recent (Article 13, Section 6, D.7). This includes faculty who are seeking promotion to full professor.

Your guidelines are approved and will be added to this website:

<https://www.uakron.edu/oaa/faculty-affairs/rtp-guidelines>



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

DATE: April 4, 2021

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

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

4-4-2021

RTP Guidelines Revision Committee Chair

Date

4-4-2021

Interim Director

Date

Acting Dean

1/7/22

Date

January 10, 2022

Executive Vice President and Provost

Date



*College of Health and Human Sciences*  
*School of Exercise and Nutrition Sciences*

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

[Approved on April 4, 2021]

**Tenure Track (TT) Bargaining Unit**  
**Faculty Reappointment, Tenure & Promotion Guidelines**  
**School of Exercise and Nutrition Sciences (SENS)**

**SECTION I: GUIDELINES (WITH CRITERIA) FOR TT REAPPOINTMENT, TENURE, AND PROMOTION IN THE SCHOOL OF EXERCISE AND NUTRITION SCIENCES**

**A. Criteria in Four Major Areas of Responsibility: Teaching, Scholarly Activity, Professional Service and Professional Conduct.**

This section presents a set of criteria to be employed in making RTP decisions and recommendations. These criteria are organized into four major areas of responsibility, conforming to the traditional academic areas of expected achievement: Teaching, Scholarly Activity, Professional Service, and Professional Conduct. Each of these three of the four major areas (Teaching, Scholarly Activity and Professional Service) is further subdivided into three or more categories of activity. Although the candidate may request that a particular category not be considered, if evidence of such is provided, the request will be considered with a decision based on Article 13 of Collective Bargaining Agreement (CBA). Each faculty member may manifest a unique pattern of accomplishments across the presented range of activities. It should be noted that the candidate does not need to provide evidence in each category unless otherwise specified.

1. Categories of Activities for TT Major Area I: TEACHING
  - a. Classroom Performance
  - b. Classroom Instructional Materials
  - c. Teaching Service
2. Categories of Activities for TT Major Area II: SCHOLARLY ACTIVITY
  - a. Refereed Writing and Publishing
  - b. Peer-Reviewed Scholarly Activities
  - c. Grant Activities
  - d. Editorial Activities
  - e. Guiding Student Research and Scholarship
3. Categories of Activities for TT Major Area III: PROFESSIONAL SERVICE
  - a. University, College, and School Service
  - b. Community Service
  - c. Professional Associations

4. Categories of Activities for Major Area IV: PROFESSIONAL CONDUCT, evidenced by adherence to the following University policies:
  - a. Sexual harassment policy
  - b. Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct
  - c. Affirmative action
  - d. Alcohol
  - e. Drug-free workplace
  - f. "Statement on Professional Ethics" as published by the AAUP
  - g. Other professional ethics policies as approved by the AAUP Committee on professional ethics published by the AAUP.
  - h. Disseminated codes of conduct and ethics defined by relevant professional disciplines

#### B. Use of Criteria

Any or all criteria under each category can be considered for appropriateness of rating the candidate's performance.

#### C. Allowance for Faculty Members' Uniqueness

The faculty member must demonstrate achievement in each of the three required areas: Teaching, Scholarly Activity, and Professional Service. To facilitate the uniqueness of each faculty member's presentations, some categories may not be applicable to the faculty member's dossier. While breadth of activity should be weighed, quality of performance and level of productivity are the major factors to be considered in making a recommendation.

Attainment of minimum requirements is only the starting place for consideration - surpassing the minimum is expected. Attaining minimum standards shall not ensure a positive recommendation.

Although each faculty member is unique, each individual is expected to contribute to a collegial atmosphere within the University and community.

#### D. Criteria for Rank of Assistant Professor

An Assistant Professor must hold an earned doctorate or if appointed ABD, a faculty with ABD status must have completed the doctoral degree by the end of the next academic year. The recommending appointment of a candidate as Assistant Professor shall use the criteria in this document and judge the candidate to be potentially capable in the required Categories of Activity in each of the four major areas of responsibility. Further, the candidate shall be judged by their potential capabilities of developing the qualifications for maintaining and improving the qualities of professional activities.

#### E. Criteria for Reappointment

In decisions of reappointment, the candidate's progress shall be reviewed for meeting requirements for RTP. This review includes the previous year's achievements and all recommendations from prior years.

#### F. Criteria for Promotion to Associate Professor

Associate Professors must meet the criteria for Assistant Professor. Additionally, their scholarship should show a focus in a line of research that will point to leadership in their field(s). Evidence of effective teaching is readily apparent, and they must provide satisfactory service. In addition, the candidate will be expected to maintain and improve the quality of professional activities. For candidates who are already members of the tenure-track faculty, tenure and Associate Professor status may be awarded simultaneously. In cases where the faculty member is already an Associate Professor, these criteria will apply to tenure only. If the candidate requests early tenure, refer to the CBA.

#### G. Criteria for Promotion to Professor

Candidates who hold the rank of Associate Professor are eligible to apply for promotion to the rank of Professor, if the following criteria are met:

Their research line of inquiry must be well established, and continued growth and development must be evident in teaching. In addition, the candidate will be expected to maintain and improve the qualities of professional activities.

#### H. Employment of Faculty with Experience at Another Institution

The rank of Associate Professor or Professor may be awarded to a newly hired faculty. Refer to the CBA for criteria. The applicant's credentials should reflect accomplishments in Teaching, Scholarly Activity, and Service, and these must be evaluated in relation to the criteria for the expected rank in this document. A new faculty member not immediately granted tenure with three years at the rank of Assistant professor or above at another institution may apply for tenure after two years of successful employment at The University of Akron.

### **EVALUATION OF MAJOR AREA I: TEACHING**

#### A. Classroom Performance

Criteria: The focus is on the quality of teaching as exemplified by the faculty member's thorough knowledge of the subject area and his/her ability to organize and present content effectively in the classroom/laboratory/other instructional venues. The instructor organizes course content into logical sequences for student understanding, communicates effectively, uses motivational strategies, and interacts with students in a professional manner. The

instructor respects learners' status by responding and providing feedback. The instructor employs a variety of instructional methods and strategies, including the creative and current use of technology. The instructor devises activities to convey, reinforce, and evaluate learning and to promote students' thinking and creativity.

Evidence presented must include the following items:

1. A minimum of two or more peer reviews of teaching based on direct classroom observation, completed by a faculty member at the same rank or higher, from within the School or College.
2. Standardized student course evaluations
3. Documentation of participation in assessment of learning outcomes
4. Material from the candidate describing teaching activities (for example videos, student portfolios, syllabi, examples of student work)

Evidence presented may also include:

1. Letters/emails of support or recommendations
2. Documentation of nominations or recognition received for quality of instruction

To be considered for promotion to Associate Professor:

Dossier indicates a highly competent level of teaching activities; receives greater than or equal to 3.5 average of all classes evaluated on a scale of 1-5 where 5 being the maximum. Evaluative comments from peers and students support rating of quality teaching based on the descriptive criteria. The sample size indicating the number of students who participated in each course evaluation should be provided.

To be considered for promotion to Professor:

Dossier indicates a highly competent level of teaching activities; receives greater than or equal to 3.5 average of all classes evaluated on a scale of 1-5 where 5 being the maximum. Evaluative comments from peers and students support rating of quality of teaching and responsiveness to students based upon descriptive criteria. The sample size indicating the number of students who participated in each course evaluation should be provided.

## B. Classroom Instructional Materials

Criteria: The focus here is on written and/or other materials that may be developed and used by the faculty member to supplement and support classroom instruction.

Evidence: Such materials may include most current syllabi, course outlines and calendars, extensive current lesson plans, power point presentations made available to students, student handbooks, and instructional packets that may contain original or reproduced articles and worksheets. In addition, consideration will be given to the use/creation of video or slide presentations, computerized supplemental instruction, and other use of media and technology which may be unique and innovative. The candidate should present actual materials developed for and used in the courses, or, if because of the nature of the materials, including them is not practical, the candidate may provide descriptive information about the materials and their use.

To be considered for promotion to Associate Professor:

The instructor effectively employs a variety of teaching methodologies to aid student learning; syllabi and other materials reflect the current state of information in the field; media and technology are used effectively as noted by syllabi.

To be considered for promotion to Professor:

Dossier shows evidence of continued growth and refinement from Associate level. This verification may include documentation of student work, technologies utilized, and materials that reflect the current state of information in the field. Documentation should show progressive advancements since the status of Associate Professor.

### C. Teaching Service

Criteria: The focus is on some combination of the following: (a) general support of the School and College through program development and maintenance, (b) working with individual students outside the classroom to further their growth and development, including internships and practicum experiences (c) mentoring other faculty in their teaching, (d) providing service to colleagues in their teaching, (e) providing service learning activities/volunteer opportunities, (t) supporting interdisciplinary activities/volunteer opportunities and (g) crafting recommendations for the students.

Evidence: Documentation of aforementioned activities (e.g., letters/emails, minutes, or reports that document work on committees, program development, advising activities).

To be considered for promotion to Associate Professor:

Program development activities related to general support of the School and College's teaching mission.

To be considered for promotion to Professor:

There must be evidence of continued growth and refinement of teaching from the Associate Professor level.



## EVALUATION IN MAJOR AREA II: SCHOLARLY ACTIVITY

### A. Refereed Writing and Publishing

Criteria: Focus is on faculty member's scholarly endeavors, which is on activities that may include books, chapters in books, monographs, journal articles, book reviews, articles in publications, and published abstracts. Such writing is expected to be of high quality as judged by peers. The faculty member should be expected to produce articles and abstracts which appear in discipline specific or interdisciplinary refereed journals. In addition, other writings (such as book reviews and critiques) may be included. Published writing may be co-authored and the position in authorship credits is not crucial.

For the purpose of clarification, "refereed" shall be defined according to the following:

- requires review by peers prior to acceptance and publication
- may be reviewed by an editorial board but cannot be reviewed by an editor alone
- may be in format of journal article (paper or web publication), book, book chapter, or proceedings, if evidence of peer review process directly related to material submitted is included with copy of publication

Evidence: Copies of the published work, letters of refereed articles in press, books, book contracts, letters or emails of acceptance for book, monograph, or electronic resource.

Documentation of nominations or recognition received for research events.

#### To be considered for promotion to Associate Professor:

1. Current scholarly competence as demonstrated by at least four refereed scholarly publications bearing the University of Akron address or as specified in CBA, Article 13, or the equivalent during last five years before the tenure and promotion decision. Examples may include refereed journal articles, chapters in scholarly books, conference proceedings, and other creative works appropriate to one's field. Two of these refereed publications (electronic or print) must be journal articles or chapters in scholarly books.
2. In appropriate disciplines, scholarly books containing substantial original material by the author may be substituted for the refereed publications described above.

#### To be considered for promotion to Professor:

The level of scholarly competence must be *affirmed* by peers in the field as shown by at least five refereed scholarly publications in the most recent 6 years since promotion to Associate Professor. Three of these refereed publications (electronic or print) must be journal articles or chapters in scholarly books.

### 8. Peer-Reviewed Scholarly Activities

Criteria: Focus is on the number and quality of peer-reviewed scholarly activities and may include journal articles, book chapters in books and presentations (oral or poster) made at national, regional, or state conventions or conferences.

Evidence: Examples of documentation of peer-reviewed scholarly activities may include copies of the published work, letters of refereed articles in press, books, book contracts, letters or emails of acceptance for book, copies of conference programs, letters of acceptance, etc.

To be considered for promotion to Associate Professor:

A minimum of 4 peer-reviewed scholarly activities with at least 2 peer-reviewed presentations (oral or poster) at national, regional, or state conventions or conferences. The others may come from any combination of acceptable peer-reviewed scholarly activities (as defined above). The publications used for Refereed Publications (A. see above) cannot be counted twice to satisfy these criteria.

To be considered for promotion to Professor:

Evidence of continued growth and refinement from the Associate level is required. Specifically, a minimum of 8 peer-reviewed scholarly activities with at least 4 peer-reviewed presentations (oral or poster) at national, regional, or state conventions or conferences. The others may come from any combination of acceptable peer-reviewed scholarly activities (as defined above). The publications used for Refereed Publications (A. see above) cannot be counted twice to satisfy these criteria.

### C. Grant Activities

Criteria: Foci are on the quality of research projects and the application for or receipt of grants that contribute to the discipline, interdisciplinary or to the goals of the College of Health Professions. Grants may be received for a variety of purposes.

Evidence: Final or interim reports of research completed or in progress; letters of notification of grants submitted or awarded; letters of response to or supportive of the research; notification of award for quality of research; citation documentation.

To be considered for promotion to Associate Professor:

Maintains an active systematic research line of inquiry by submitting at least one proposal for internal and/or external grants.

To be considered for promotion to Professor:

There is continued evidence of grant activity. At least 2 submitted grants (internal or external) since promotion to Associate Professor.

#### D. Editorial Activities

Criteria: Focus is on the faculty member's activity in editing professional publications or other relevant materials.

Evidence: Examples of documentation of editorial activity would be copies of editorial page, letters of invitation, or documentation of editing other professional materials.

To be considered for promotion to Associate Professor:

Faculty member serves as editor or guest editor of refereed journal; edits national refereed newsletter; is a book editor; serves on national editorial board of professional journal; is an active ad hoc reviewer for professional publication; on editorial board for state or regional publication and/or for refereed newsletter; reviews textbook material or test instruments for publisher.

To be considered for promotion to Professor:

Same as evidence for promotion to Associate Professor. If serving as a reviewer, faculty member seeking Professor status is expected to maintain service as a reviewer.

#### E. Guiding Student Research and Scholarship

Criteria: Focus is on the instructor as a guide, mentor, and supporter of students in discipline specific or interdisciplinary research and scholarship. The instructor directs or serves on dissertation committees and/or supervises master's theses, Honor's projects, and scholarly papers. Faculty member encourages students in research providing direction and guidance. Faculty member promotes high standards of scholarship and professionalism through examples and expectations, engages in cooperative research projects with students, and co-publishes results in appropriate journals or state or local publications. Faculty member promotes student independent or cooperative presentations. Advisement plays an important role here.

Evidence: Documentation of dissertations on which instructor is chair or committee member or serves as supervisor or committee member on master's or Honors papers, and on other student products. Documentation may include convention or meeting programs listing cooperative presentations by students of supervised work, awards received by advisees for research and scholarship, and published abstracts.

To be considered for promotion to Associate Professor:

Evidence may include collaborative projects published (i.e., co-authored with student) in professional publications; collaborative presentations at international, national, state, or local level; documentation of active involvement in guiding student research for dissertations, master theses, Honors projects, or research team projects.

To be considered for promotion to Professor:

Evidence of continued growth and refinement from the Associate level is required. Faculty member serves on dissertation committees, supervises master's theses, Honor's projects, scholarly papers, or special projects. Activities noted in "promotion to Associate Professor" should be continuing.

## **EVALUATION IN MAJOR AREA III: SERVICE**

### **A. University, College, and School Service**

Criteria: Focus is on the faculty member's service within the academic community. Such service demonstrates the individual's commitment to the welfare of the University, College, or School.

Evidence: Vita entries; in-house documentation and records of service.

To be considered for promotion to Associate Professor:

Member of a minimum of two University, College or School committees demonstrating commendable work in accomplishing committee goals; attends School and College meetings; contributes constructively and works collaboratively with other committee members.

To be considered for Promotion to Professor:

Continues the activities of Associate Professor and participates in leadership roles as appropriate. Candidate for Professor presents documentation as chair of at least one University, College or School committee since promotion to Associate Professor.

### **B. Community Service**

Criteria: Focus is on the faculty member's active participation and/or contribution to off campus projects. This service includes professional consultation to schools or community agencies and may include supervision of field-based interns and taking initiative in creating projects of value to the community. Outreach to develop formal partnerships with organizations is important

Evidence: Documentation includes vita entries, in-house documentation of projects, or letters of agreement/appreciation.

To be considered for promotion to Associate Professor:

Faculty member serves on a team or committee of a school- or community-based agency, advisory board, school-university or school-based project. Faculty member may be a consultant to educational, community, or other professional agency.

To be considered for promotion to Professor:

Faculty member continues the activities of Associate Professor and participates in leadership roles as appropriate. Faculty member presents evidence that notes activity in at least one community agency since promotion to Associate Professor.

### C. Professional Associations

Criteria: Focus is on the faculty member involvement in any type of professional organization or association at international, national, state, or local levels. Faculty members are actively involved in their professional organization(s).

Evidence: Vita entries; correspondence from professional organizations; notification of eligibility or receipt of award.

To be considered for promotion to Associate:

Appointed member of a governing or advisory committee of a national, regional, state or local organization; active within a professional organization/association, e.g., serving on a standing committee of an organization/association.

To be considered for promotion to Professor:

Continues the activities of Associate Professor and participates in a leadership role in at least one professional organization.

### Indefinite tenure

To obtain indefinite tenure a candidate must satisfy the criteria for rank of associate professor or higher. Evidence of an established program of research as well as consistency of performance in scholarship, teaching, and service must be demonstrated. Meeting minimal criteria does not guarantee the candidate will be awarded tenure. Emphasis is placed on consistency of performance and sustained growth in scholarship, teaching and service over time.

#### 1. Teaching

- a. Applies innovative strategies to facilitate learning
- b. Participates in activities to enhance curriculum and foster engagement of students

- c. Exhibits teaching proficiency in subject matter.
- d. One additional peer observation above promotion to associate or full professor

## 2. Scholarly Activity

- a. Exhibits ongoing line of research either interdisciplinary or discipline specific
- b. Consistently disseminates research via peer-reviewed publications and presentations
- c. Consistently demonstrates continued grant activity
- d. Minimum of one first author peer reviewed publication AND presentation above promotion to associate or full professor

## 3. Service

- a. Engages in service activities to benefit school, college, university, professional organizations and the community
- b. Demonstrates leadership in both academic and professional activities.
- c. Advocate for the School, College and University
- d. Minimum of one committee chair of either University, College or school committee AND leadership role in professional organization above promotion to associate or full professor

# **EVALUATION IN MAJOR AREA IV: PROFESSIONAL CONDUCT**

Along with the teaching, research/scholarly activity, and service requirements, all tenure track faculty members applying for reappointment, tenure, and promotion are expected to follow the professional conduct standards as outlined in the CBA.