



College of Engineering  
and Polymer Science

Akron, OH 44325-3901  
t: 330-972-6978  
f: 330-972-5162  
e: [engineering@uakron.edu](mailto:engineering@uakron.edu)  
[uakron.edu/engineering](http://uakron.edu/engineering)

**To:** Dr. John Wiencek, Executive Vice President and Provost

**From:** Dr. Craig C. Menzemer, Dean, College of Engineering and Polymer Science

**Date:** October 6, 2023

**Subject:** RTP Guidelines, Department of Mathematics

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The faculty in the Department of Mathematics met and discussed modifications to the RTP criteria during the spring 2023 and fall 2023 semesters. I have approved the guidelines and present them for your review and approval.

  
\_\_\_\_\_  
RTP Committee Chair

10/6/23  
\_\_\_\_\_  
Date

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

10/6/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

10/6/2023  
\_\_\_\_\_  
Date

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Senior VP and Provost

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Date

# **Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Mathematics, College of Engineering and Polymer Science**

**Date: August 2023**

## **Introduction**

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

## **1. Materials for the RTP file**

Specific materials, other than those already specified in the CBA, are to be included in the candidate's RTP file. (If not applicable, please fill in this section with "N/A").

- A. Results of all student teaching evaluations (all numerical data and all written student comments) for all courses taught during the evaluation period,
- B. Results of all peer or mentor evaluations of classes taught during the evaluation period,
- C. A table listing the classes taught during the evaluation period, including number of students enrolled, number of student evaluation responses, and numerical means for the questions 'how would you rate the instructor?' and 'the instructor presented material in an understandable manner'.

## **2. Annual Reappointment**

Clear and specific measures of performance and indications of progress toward tenure:

- A. Non-tenured tenure-track faculty shall be evaluated mainly in terms of teaching and research, and to a lesser extent in terms of service. The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward Tenure. Candidates shall be examined with greater scrutiny in each successive year of the Reappointment deliberations.
- B. The Reappointment Committee's recommendation letters to the candidate and the Department Chair shall contain an explicit assessment of the candidate's strengths and

weaknesses, if any. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for Tenure.

- C. It is the responsibility of a tenure-track candidate for Reappointment to provide evidence that he or she shall be able to meet the criteria for Tenure and Promotion to Associate Professor (if applicable) at the end of the probationary period.

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

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor:

A candidate for promotion to Associate Professor who is also applying for tenure must provide evidence of teaching effectiveness and a productive, on-going research program. Minimal expectations are the same as those for tenure.

A candidate for promotion to Associate Professor who is not also applying for tenure shall be evaluated according to a standard that is slightly different from that for tenure.

*Teaching Expectations.* Teaching expectations are the same as for tenure.

*Research Expectations.* As with tenure applications, the candidate should have at least five scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, awarded external research grants, and commercialization activities, each of which should be in the areas of mathematics, applications of mathematical methods in science and engineering, or the scholarship of teaching and learning<sup>\*</sup>), and at least three of these works should be refereed journal articles. Interdisciplinary activities are encouraged. However, unlike tenure applications, work done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. Early promotion candidates are reminded that they must still have at least five scholarly works that bear The University of Akron address when applying for tenure.

*Service Expectations.* The candidate should have participated in at least two service activities during the probationary period. These activities may include committee work for the department, college, or university, or discipline-related professional activities.

#### **4. Indefinite Tenure**

Clear and specific minimum criteria that a candidate must meet to be recommended for indefinite tenure:

Candidates must provide evidence of teaching effectiveness and a productive, on-going research program.

*Teaching Expectations.* The candidate's teaching credentials shall be measured by evaluation of the items listed below.

- a. Results of all teaching evaluations (student evaluation data and peer or mentor evaluations of classes and course materials)
- b. Listing of all courses taught,
- c. Details of courses or workshops developed (if applicable),
- d. Details of participation in conferences on teaching (if applicable),
- e. Details of courses or workshops on teaching attended (if applicable),
- f. Innovations in pedagogy developed or introduced (if applicable).
- g. Other materials may be submitted at the candidate's discretion.

For the numerical data from the candidate's student teaching evaluations, the RTP Committee will focus on the two questions "How would you rate the instructor?" and "The instructor presented material in an understandable manner". The scores for each of these 2 questions will be separately averaged over the evaluation period. These two averages should each meet or exceed 2.5 in introductory courses (100 level) and 3.0 in intermediate and higher-level courses (200+ level). (See Appendix A for the list of introductory courses.) If these minimum criteria are not met, the Committee will consider any extenuating circumstances as explained in the candidate's narrative statement.

Written comments from the candidate's student teaching evaluations should not exhibit a long-term pattern of legitimate student complaints. The peer visits of the candidate should indicate that the candidate is preparing sufficiently for class and presenting material in a clear and understandable manner.

*Research Expectations.* The candidate should have at least five scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, awarded external research grants, and commercialization activities, each of which should be in the areas of mathematics, applications of mathematical methods in science and engineering, or the scholarship of teaching and learning\*) that bear The University of Akron address. At least

three of these works should be refereed journal articles. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. In addition, the candidate should have a record of seeking external funding, as evidenced by submitted grant proposals. Interdisciplinary activities are encouraged.

*Service Expectations.* The candidate should have participated in at least two service activities during the probationary period. These activities may include committee work for the department, college, or university, or discipline-related professional activities.

## **5. Promotion to Professor**

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

A candidate for promotion to Professor will have already demonstrated competence in teaching and research by attaining the rank of Associate Professor. It is therefore expected that the candidate must also demonstrate leadership in teaching, research, and service. The Promotion to Professor Committee shall consider the candidate's leadership role in each of these areas in the context of the candidate's entire career and may place a different emphasis on each area for different candidates.

All candidates must provide evidence that they have met the following minimal expectations to be eligible for consideration for promotion to Professor.

- a. Teaching Expectations. In addition to teaching effectiveness, candidates should also demonstrate leadership in teaching. Such leadership may be evidenced by the supervision of student research, curricular development, or other appropriate activities.
- b. Research Expectations. Candidates should have at least five scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, awarded external research grants, and commercialization activities, each of which should be in the areas of mathematics, applications of mathematical methods in science and engineering, or the scholarship of teaching and learning\*) since attaining tenure. At least four of these works should be refereed journal articles. In addition, candidates must demonstrate leadership in research, as evidenced by an on-going research program with visibility outside The University of Akron. This visibility shall be evaluated in part by the external reviews and the candidate's written assessment of his/her scholarly contributions to his/her discipline. Interdisciplinary activities are encouraged.

- c. Service Expectations. Candidates should demonstrate leadership within the Department in the area of service. Such leadership may be evidenced by professional activities within the Department, College, and University, as well as professional activities at the regional, state, national and international levels.

## **6. Supplemental Guidelines**

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section:

Faculty members whose primary appointment had been in Applied General and Technical Studies in the College of Applied Science and Technology were merged with the Department of Mathematics in July 2020. At the time of the merger, AGTS had RTP guidelines that had been approved in Fall 2018, and Mathematics had RTP guidelines that had been approved in 2010. When applying for promotion to associate professor and/or tenure, the former AGTS faculty members may choose to be evaluated under either set of guidelines. In their application file, they must state clearly which set of guidelines are to be used for evaluation. When applying for promotion to professor, the former AGTS faculty members may choose to be evaluated under either set of guidelines through the 2024-2025 academic year. In their application file, they must state clearly which set of guidelines are to be used for evaluation. After the 2024-2025 academic year, all faculty members will use the criteria in section 5.

The RTP Committee shall conduct its deliberations in accordance with the following policies:

- A. The RTP Committee shall focus its attention primarily on scholarly work done by the candidate since joining The University of Akron, although in the case of early Promotion to Associate Professor, prior work may be taken into consideration,
- B. The candidate's credentials shall be judged with respect to quality and the contributions they make to the candidate's discipline,
- C. The candidate may appear before the RTP Committee at his/her own request, or at the request of the Committee,
- D. At the conclusion of the discussion of the candidate's qualifications, the RTP Committee shall generate an assessment of the candidate,
- E. After viewing the assessment, the RTP Committee shall vote by secret ballot,
- F. A RTP Committee member absent for the vote with just cause, but present for a majority of the deliberations, shall be given the opportunity to vote in absentia. Absentee ballots shall be collected within one working day after the original vote. The vote shall not be announced until all valid absentee ballots are collected,

- G. After the RTP Committee decision is reached, the Committee Chair shall promptly notify the candidate and the Department Chair in writing of the Committee's recommendation.

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

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the bases by which these materials are assessed:

Materials sent to external reviewers shall include the candidate's curriculum vitae, the candidate's statement of his/her research program and three of the candidate's papers, chosen by the candidate. The language in the solicitation letter for the basis of assessment shall read 'In this regard our personnel committee is most interested in your assessment of the quality and significance of these selected works, and of Dr. X's research program.'

\* The scholarship of teaching and learning (SoTL) involves activities that are directly related to improving pedagogical practices, problem-posing about aspects of teaching or learning, study of problems through methods appropriate to the disciplinary epistemologies, applications of results to practice, communication of results, self-reflection, and peer review. SoTL is oriented to discovery, evaluation, and communication of information about the learning process.

## Appendix A. Introductory versus Intermediate or Higher-Level Courses

Any course not listed below is considered intermediate or higher-level

### Introductory Courses

135	Mathematics for Everyday Life
140	Fundamentals of Mathematics for Primary Educators
143	Technical Algebra and Trigonometry 1 – Extended
144	Technical Algebra and Trigonometry 1
145	Algebra for Calculus
149	Precalculus
151	Technical Mathematics I
152	Technical Mathematics II
153	Technical Mathematics III
154	Technical Algebra and Trigonometry 2
161	Mathematics for Modern Technology
208	Discrete Mathematics
210	Calculus with Business Applications
240	Mathematical Foundations for Early Childhood Educators