

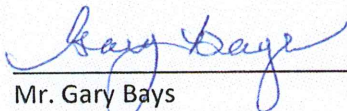


Wayne College

REAPPOINTMENT, TENURE, AND PROMOTION GUIDELINES


Approved by Department Faculty on: Fall 2010

Reviewed and Approved


Mr. Gary Bays
Faculty Representative

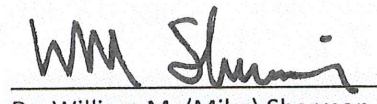
Date 2-23-11

Reviewed and Approved


Dr. Jack Kristofco
Dean, Wayne College

Date 2-23-11

Reviewed and Approved


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REAPPOINTMENT, TENURE, AND PROMOTION GUIDELINES

THE UNIVERSITY OF AKRON WAYNE COLLEGE
December 2010

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FORWARD

Faculty members must take responsibility for informing themselves of the institutional expectations for reappointment, tenure, and promotion and for fully documenting their accomplishments relevant to these expectations on an on-going basis. A candidate who has questions regarding the process should discuss those expectations with their mentor or contact the chair of the appropriate committee for further information. Formats are provided for each designation to assist the faculty member in presenting information in an efficient, but thorough, manner.

Candidates must realize that RTP and merit represent *two distinct processes* and require two distinct files. A satisfactory rating for merit does not mean a candidate is given an automatic recommendation for reappointment. Initial hires should work with their mentors in preparing these documents for the first time.

Faculty members serving on RTP committees must take responsibility for honoring the seriousness of this process through adhering to a confidentiality policy. Confidentiality means that information derived from discussion in closed committee meetings should remain exclusive to the members of that committee. Information should not be shared with the college at large or with the candidates before their official notification of the results of the meetings. Summary reports from Reappointment or Tenure Committees may be directed to the Promotion Committee for candidates simultaneously applying for reappointment/tenure and promotion. Such reports shall not constitute a violation of confidentiality.

Because Wayne College is the regional campus of The University of Akron, guidelines articulated in the University-AAUP Collective Bargaining Agreement (CBA)—for items such as appeals, college-wide review, timelines, and committee responsibilities—shall apply at Wayne College as well. All RTP meetings will be conducted according to *Robert's Rules of Order*.

All subsequent revisions of the Wayne College RTP guidelines will be the responsibility of the Faculty Committee and volunteers from the remaining faculty. As with all such revisions, changes to the document must be approved at a Faculty Meeting by a 2/3 vote of the eligible bargaining unit faculty.

TENURE-TRACK REAPPOINTMENT GUIDELINES

The mission of the Reappointment Committee is to support and assess the professional growth and development of non-tenured faculty members in preparation for their eventual requests for promotion and tenure. Based on documentation presented annually by each reappointment candidate, the members of the Reappointment Committee will make a written recommendation regarding the reappointment or non-reappointment of all non-tenured faculty.

The annual reappointment process at Wayne College will be conducted in an atmosphere of mutual respect and collegiality and with an appreciation for diversity. Based on open and direct communication among tenured and non-tenured faculty throughout the year, the annual meeting of the Reappointment Committee allows non-tenured faculty to summarize their professional activities in support of their request for reappointment.

Non-tenured faculty members should seek advice and guidance as needed to enhance teaching effectiveness and to promote success in fulfilling their professional responsibilities. Members of the Reappointment Committee should be accessible to non-tenured faculty for assistance and support. Recognizing the importance of academic freedom, collegial interaction should focus on self-directed improvement and an exchange of ideas that promotes professional development for all members of the faculty.

Goals and Responsibilities of Faculty Members

1. A faculty member has professional responsibilities to students, to the College and University, to colleagues, to one's discipline, and to oneself, as delineated in the CBA. While it is essential to recognize and value individual differences, collegiality and a professional demeanor that conveys respect for all members of the college community are important expectations of all faculty members.
2. In accordance with the mission of Wayne College, teaching and related duties are the primary focus of a faculty member's responsibility. There is also the expectation that a percentage of one's time will be devoted to scholarship/professional activities and to service.
3. Faculty members who are also technical or area program coordinators have additional performance expectations, as delineated at the time of initial appointment or the assignment of those duties.

Criteria for Reappointment

It is understood that the tenure process is cumulative, and not all criteria need be met every reappointment year. However, all criteria must be addressed by the time the faculty member applies for tenure and promotion.

1. Required fulfillment of professional responsibilities including
 - A. In-course grading
 - B. Office hours
 - C. Class preparation (variability of preparations)
 - D. Tests, examinations, records
 - E. Required faculty initiatives
 - (1) Assessment implementation
 - (2) Support of reaccreditation activities
 - (3) Participation in program review as required
2. Teaching effectiveness, which includes the following:
 - A. Courses taught
 - B. Quality of teaching and knowledge of subject, as evidenced by the following:
 - (1) Evaluation by students
 - (2) Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - (3) Availability to students for individualized assistance
 - (4) Assessment activities
 - (5) Effective use of technology to enhance learning
 - (6) Other items included by the candidate

The threshold of acceptability with current evaluation instruments is an overall average of 3.5 or higher on a five-point (5.0) scale for all courses taught in the previous academic year and an overall satisfactory rating on required peer evaluations. When an overall average of 3.5 is not obtained on student course evaluations, the candidate shall include a brief narrative explaining the circumstances.

- C. Evidence of growth in teaching, such as
 - (1) Responsiveness to student and peer feedback
 - (2) Changes in course development and delivery
 - (3) Assessment activities and changes implemented due to assessment
 - (4) Implementation of class activities designed to improve teaching style and methodology
3. Fulfillment of coordinating duties, if applicable, which can include the following:
 - A. Student recruitment and retention in area or program
 - B. Work with Advisory Committee
 - C. Program development and promotion
 - D. Oversight and staffing of adjunct faculty
 - E. Participation in budget request process
 - F. Effective use of resources
 - G. Curriculum development

- H. Ensures assessment of courses taught by adjunct faculty in area
 - I. Communication with appropriate Akron campus academic department(s)
4. Scholarship/professional activities, which include the following:
- A. Required
 - (1) Continued studies
 - (a) Attending professional workshops, seminars or conferences (2 per year)
 - (b) In fields requiring it, obtaining/maintaining discipline related credentials, certification, or licensure
 - (2) Membership in professional organizations
 - B. Optional activities, such as
 - (1) Research and/or scholarship of teaching and learning
 - (2) Obtaining discipline-related grants, fellowships, etc.
 - (3) Publication in professional/academic journals
 - (4) Publication of books or book chapters
 - (5) Other discipline-related publishing
 - (6) Service on editorial boards
 - (7) Creative activities related to discipline
 - (8) Other discipline-related professional activities and recognition, such as
 - (a) Leadership in professional organizations
 - (b) Presentations at professional meetings/conferences
 - (c) Academic or professional awards
 - (d) Discipline-related consulting
 - (e) Direct professional practice
 - (f) Grant proposal writing
 - (g) Editing or reviewing for professional publications/journals
 - (h) Holding office in regional, state or national organizations
 - (i) Coordinating regional, state or national professional meetings/conferences
5. Service, which includes the following:
- A. Required
 - (1) Active participation on standing and ad hoc college committees
 - (2) Leadership in committee work
 - (3) Attendance at faculty and college meetings
 - (4) Active participation on search committees, when requested
 - B. Other Required Internal Activities (see Appendix C for the number of activities required for each rank)
 - (1) Advising student groups
 - (2) Advising student independent study projects
 - (3) Distinguished Student advisor
 - (4) Development and teaching of honors courses
 - (5) Assisting with student organizations or special college/university programs and activities

- C. Other Required External Activities (see Appendix C for the number of activities required for each rank)
 - (1) Representing Wayne College on University committees
 - (2) Discipline-related public service that brings recognition to The University of Akron Wayne College
 - (3) Membership on discipline-related community boards
 - (4) Discipline-related community presentations
 - (5) Other
6. Reappointment candidates hired with conditions for continuing employment are expected to meet those conditions within the time frame designated in their initial letter of appointment.

Reappointment Candidates

1. All non-tenured, full-time faculty shall send a letter of intent to apply for reappointment to the Dean in accordance with the CBA timeline.
2. All non-tenured, full-time faculty shall be invited to an annual meeting with the Reappointment Committee. Because the tenure decision is determinative regarding reappointment, candidates under consideration for indefinite tenure shall not be invited to meet with the Reappointment Committee.
3. Candidates shall submit paper or electronic copies of the following documentation to all members of the Reappointment Committee following the CBA timeline.
 - A. A table of contents of materials included in the file; the table of contents shall be amended to reflect any additions or deletions to the file.
 - B. A narrative statement summarizing how University-wide and College criteria have been met for the previous academic year, (August to May, summer if applicable) and how the candidate is progressing toward tenure
 - C. An up-to-date curriculum vitae
 - D. A list of professional activities, by current year first, since the initial appointment. This list must include the following:
 - (1) An outline of professional responsibilities as they have been met
 - (2) A cumulative list of all courses taught and an explanation of assessment-based changes in course development or delivery
 - (3) A cumulative list of significant activities—with dates—in the categories of scholarship/professional activities and service
 - (4) A list of current professional goals
 - (5) Evidence of accomplishment of previous goals
 - E. Student course evaluations for all courses taught for the previous year. These shall include the following:
 - (1) Computerized printouts
 - (2) Numerical ratings for all courses taught
 - (3) Overall numerical rating for each semester

- F. Evaluation by peers (which includes classroom visitation and review of instructional materials)
- G. Assessment forms from the previous academic year
- H. Additional evidence of quality teaching, such as
 - (1) Self-evaluation of teaching
 - (2) Written student evaluation comments, at the discretion of the candidate.
- I. A summary of actions taken to address concerns in the final correspondence from the previous year's Reappointment Committee
- J. All previous reappointment, tenure, and/or promotion recommendations from committees and the Dean.

TENURE AND PROMOTION GUIDELINES

Faculty members who are awarded indefinite tenure at The University of Akron Wayne College are recognized by their Wayne College colleagues and by external reviewers as having achieved a high level of professional success. Tenured faculty members exhibit excellence in the collective endeavors of teaching, scholarship, professional growth, service, and collegiality at Wayne College, its service area, and the University community. Meeting minimum expectations may not be sufficient for the awarding of tenure.

Tenure is an indication of a noteworthy and exceptional level of sustained professional growth and a consistent pattern of teaching excellence. The granting of indefinite tenure recognizes a colleague has attained professional maturity and acknowledges there is a continuing expectation of the expression of that maturity. Tenured individuals are, therefore, expected to maintain a high level of commitment to the institution, excellence in their academic endeavors, and exemplary professionalism.

Promotion is the recognition of exemplary performance. Whereas reappointment is the acknowledgement that one has fulfilled the expectations of one's position and tenure the affirmation of one's value as a continuing colleague, promotion recognizes the individual's distinct contribution to the college and professional community. Guidelines established for promotion provide information about the procedural steps needed by candidates; they also provide a model for continuing improvement that may be used by all faculty to measure their professional development.

Materials submitted for consideration of promotion should address the depth as well as the breadth of the candidate's contributions and demonstrate a pattern of growth and maturation over the span of the individual's time at Wayne College. Promotion criteria should make a distinction among professorial ranks in both the level of activity and the substance of performance, with higher standards of achievement and leadership required for the higher ranks of recognition.

Bargaining unit faculty who hold the rank of Assistant Professor shall be awarded tenure only if they are granted promotion to Associate Professor at the same time. Bargaining unit faculty who hold rank beyond that of Assistant Professor, but without tenure, may seek and be awarded tenure without promotion.

Normally, indefinite tenure may be granted not later than the end of the sixth year of active service in professorial capacity at the University of Akron. Candidates seeking early tenure should consult the CBA for criteria and guidelines.

Goals and Responsibilities of Faculty Members

1. A faculty member has professional responsibilities to students, to the College and University, to colleagues, to one's discipline, and to one's self as delineated in the CBA. While it is essential to recognize and value individual differences, collegiality and a professional demeanor that conveys respect for all members of the college community are also important expectations of all faculty members.
2. In accordance with the mission of Wayne College, teaching and related duties are the primary focus of a faculty member's responsibility. There is also the expectation that a percentage of one's time will be devoted to scholarship/professional activities and to service.
3. Faculty members who are also coordinators of technical programs or area coordinators have additional performance expectations, as delineated at the time of the initial appointment or the assignment of those duties.

Criteria for Tenure and Promotion

1. Required fulfillment of professional responsibilities including:
 - A. In-course grading
 - B. Office hours
 - C. Class preparation (variability of preparations)
 - D. Tests, examinations, records
 - E. Required faculty initiatives
 - (1) Assessment implementation
 - (2) Support of reaccreditation activities
 - (3) Participation in program review as required

2. Teaching effectiveness, which includes the following:

- A. Courses taught
- B. Quality of teaching and knowledge of subject, as evidenced by the following:
 - (1) Evaluation by students
 - (2) Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - (3) Availability to students for individualized assistance
 - (4) Assessment activities
 - (5) Using technology effectively to enhance learning in the classroom
 - (6) Other items included by the candidate

The threshold of acceptability with current evaluation instruments is an overall average of 3.5 or higher on a five-point (5.0) scale for all courses taught in the previous academic year and an overall satisfactory rating on required peer evaluations. When an overall average of 3.5 is not obtained on student course evaluations, the candidate shall include a brief narrative explaining the circumstances.

- C. Evidence of growth in teaching, such as
 - (1) Responsiveness to student and peer feedback
 - (2) Changes in course development and delivery
 - (3) Assessment activities and changes implemented due to assessment
 - (4) Implementation of class activities designed to improve teaching style and methodology

3. Fulfillment of coordinating/administrative duties, if applicable, which can include the following:

- A. Student recruitment and retention in area or program
- B. Work with Advisory Committee
- C. Program development and promotion
- D. Oversight and staffing of adjunct faculty
- E. Participation in budget request process
- F. Effective use of resources
- G. Curriculum development
- H. Ensures assessment of courses taught by adjunct faculty in area
- I. Communication with appropriate Akron campus academic department(s)

4. Scholarship/professional activities, which include the following:
 - A. Required:
 - (1) Continued studies:
 - (a) Attending professional workshops, seminars, or conferences (2 per year)
 - (b) In fields requiring it, obtaining/maintaining discipline-related credentials, certification, or licensure
 - (2) Membership in professional organizations
 - B. Optional activities:
 - (1) Research and/or scholarship of teaching and learning
 - (2) Obtaining discipline-related grants, fellowships, etc.
 - (3) Publication in professional/academic journals
 - (4) Publication of books or book chapters
 - (5) Other discipline-related publishing
 - (6) Service on editorial boards
 - (7) Creative activities related to discipline
 - (8) Other discipline-related professional activities and recognition, such as
 - (a) Leadership in professional organizations
 - (b) Presentations at professional meetings/conferences
 - (c) Academic or professional awards
 - (d) Discipline-related consulting
 - (e) Direct professional practice
 - (f) Grant proposal writing
 - (g) Editing or reviewing professional publications/journals
 - (h) Holding office in regional, state, or national, organizations
 - (i) Coordinating regional, state, or national professional meetings/conferences
5. Service, which can include the following:
 - A. Required
 - (1) Active participation on standing and ad hoc college committees
 - (2) Leadership in committee work
 - (3) Attendance at faculty and college meetings
 - (4) Active participation on Search Committees, when requested
 - B. Other Required Internal Activities (see Appendix C for the number of activities required)
 - (1) Advising student groups
 - (2) Advising student independent study projects
 - (3) Distinguished Student advisor
 - (4) Development and teaching of honors courses
 - (5) Assisting with student organizations or special college/university programs and activities
 - C. Other Required External Activities (see Appendix C for the number of activities required)
 - (1) Representing Wayne College on University committees

- (2) Discipline-related public service that brings recognition to The University of Akron Wayne College
- (3) Membership on discipline-related community boards
- (4) Discipline-related community presentations
- (5) Other

Indicators of quality and value should be made by the candidate for such service.

Tenure and Promotion Candidates

1. Candidates must send letter of intent to apply for tenure to the Dean according to the CBA timeline. This letter shall include names and contact information for at least three individuals to serve as potential external reviewers.
2. Candidates shall submit paper or electronic copies of the following documentation to all members of the Tenure and Promotion Committees according to the CBA guidelines:
 - A. A table of contents of materials included in the file; the table of contents shall be amended to reflect any additions or deletions to the file.
 - B. A narrative statement addressing the meeting of University-wide and College criteria
 - C. An up-to-date curriculum vitae
 - D. A list of professional activities, with dates by current year first, since the initial appointment. This list must include:
 - (1) An outline of professional responsibilities as they have been met
 - (2) A list of all courses taught in the current year and an explanation of assessment-based changes in course development or delivery
 - (3) A cumulative list of significant activities in the categories of scholarship/professional activities and service
 - (4) A list of current professional goals
 - (5) Evidence of accomplishment of previous goals
 - E. Student course evaluations for all courses taught during the probationary period. These shall include the following:
 - (1) Computerized printouts
 - (2) Numerical ratings for all courses taught
 - (3) Overall numerical rating for each semester
 - F. Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - G. Assessment forms from the previous academic years
 - H. Additional evidence of quality teaching, such as
 - (1) Self-evaluation of teaching
 - (2) Written student evaluation comments, at the discretion of the candidate.

- I. A summary of actions taken to address concerns in the final correspondence from the previous year's Reappointment Committee
- J. All previous reappointment, tenure, and/or promotion recommendations from committees and the Dean.

**NOTE: FOR CRITERIA FOR EACH LEVEL OF PROMOTION,
SEE APPENDIX C**

- 1. Promotion to Associate Professor
 - A. Earned master's degree from an accredited institution of higher education in a field related to the teaching discipline
 - B. Evidence of commitment to excellent teaching
 - C. Evidence of continued committee participation and leadership
 - D. Evidence of disciplinary growth and commitment
- 2. Promotion to Professor
 - A. For all general education faculty hired in the Fall of 1999 or thereafter, an earned doctorate from an accredited institution of higher education in a field related to the teaching discipline; for all faculty hired before fall semester of 1999, an earned master's degree from an accredited institution of higher education in a field related to the teaching discipline.
 - B. In technical fields, a technical degree from an accredited institution of higher education in a field related to the teaching discipline
 - C. Evidence of commitment to exemplary teaching as demonstrated by the submission of a teaching portfolio
 - D. Demonstrated leadership role in college community and evidence of the impact of that leadership
 - E. Evidence of continued commitment and contributions to the college community
 - F. Substantial contribution to the discipline at the national, state, and/or local level
 - G. Evidence of disciplinary growth and achievement

APPENDIX A

REAPPOINTMENT, TENURE, AND PROMOTION MEETING MINUTES

The University of Akron Wayne College

Candidate: _____ Reappointment Promotion Tenure

Date: _____

Committee Members Present:

Candidate's Introductory Remarks

Committee Questions and Candidate's Responses

Open Discussion with Candidate

Committee Deliberations and Vote

APPENDIX B

CANDIDATE MINUTES REVIEW The University of Akron Wayne College

Candidate (please print): _____

_____ I have read the attached minutes and they accurately report the content of the meeting.

_____ I have read the attached minutes and they do not accurately report the content of the meeting in the following ways:

Comments:

Signature _____

Date _____

APPENDIX C

RTP WORKSHEET Teaching Effectiveness

Category	Assistant Professor	Associate Professor and Tenure	Professor
Professional Responsibilities <ul style="list-style-type: none"> • In-course grading • Office hours • Class preparation (variability of preparations) • Tests, examinations, records • Assessment Implementation 	All Required	All Required	All Required
Evaluation by Students	Typically receives satisfactory student evaluations which includes but is not limited to course evaluation instrument scores (last two (2) years)	Typically receives satisfactory student evaluations which includes but is not limited to course evaluation instrument scores and affirmative student comments	Routinely receives satisfactory student evaluations which includes but is not limited to course evaluation instrument scores and affirmative student comments since last promotion
Evaluation by Peers	Receives satisfactory (3/5) rating on at least two (2) peer evaluations, one (1) each semester in first year	Receives above satisfactory (4/5) rating on peer evaluations, three (3) new, with at least two (2) above satisfactory	Receives above satisfactory (4/5) rating on peer evaluations, three (3) new, with at least two (2) above satisfactory since last promotion
Availability to Students for Individual Assistance	Rare or few incidences of negative feedback	Rare or few incidences of negative feedback, plus affirmative comments from students	Rare or few incidences of negative feedback plus affirmative comments from students since last promotion

RTP WORKSHEET Teaching Effectiveness (continued)

Category	Assistant Professor	Associate Professor and Tenure	Professor
Assessment Activities	Compliance with assessment protocols Provides examples	Compliance with assessment protocols Provides examples	Compliance with assessment protocols Provides examples
Using Technology to Enhance Learning in the Classroom			
Teaching Portfolio			<p>Provide a Teaching Portfolio that includes the following:</p> <p>A narrative of growth and development in teaching, course materials that demonstrate different instructional techniques and strategies, and a well-developed philosophy of teaching.</p> <p>Evidence of effective teaching, including:</p> <ul style="list-style-type: none"> • Meaningful assessment of student learning. • Student evaluation scores. • Student evaluation comments (optional). • Peer evaluation (minimum of <i>three</i> (3) since last promotion.

RTP WORKSHEET Evidence of Growth

Category	Assistant Professor	Associate Professor and Tenure	Professor
Responsiveness to Student Feedback	Provides a narrative describing examples of responsiveness to student feedback	Provides a new narrative describing evidence	Provides a new narrative since last promotion
Responsiveness to Peer Feedback	Provides a narrative describing examples of responsiveness to peer feedback	Provides a new narrative describing evidence	Provides a new narrative describing responsiveness to peer feedback and evidence of collaboration with other members of the college community since last promotion (letters of recommendation, outside reviews)
Changes in Course Development	Provides examples of changes that may include methodology, technology, course materials, and teaching and learning strategies that indicate improvements and changes	Provides specific evidence of changes that may include methodology, technology, course materials, and teaching and learning strategies that indicate improvements and changes	Provides qualitative and/or quantitative evaluative analysis of changes/improvements since last promotion
Assessment Activities	Provides examples of implementing changes derived from assessment feedback	Provides evidence of implementing changes derived from assessment feedback	Provides qualitative and/or quantitative evaluative analysis of changes/improvements since last promotion
Class Activities to Improve Teaching Style and Methodology	Provides examples	Provides examples	Provides qualitative and/or quantitative evaluative analysis of the innovation since last promotion

RTP WORKSHEET Evidence of Growth (continued)

Category	Assistant Professor	Associate Professor and Tenure	Professor
<i>Required Activity</i> Continued Learning	Completion of Master's degree and development of professional program of study	Evidence of progress in professional plan of study	Evidence of continued growth in one's discipline.
<i>Required Activity</i> Membership in Professional Organizations	Evidence of current membership in relevant professional organization	Evidence of active participation in one or more relevant professional associations at state or regional level	Evidence of leadership or office in one or more professional associations at state, regional, national, or international level since last promotion
<i>Scholarly Activities</i>	Evidence of at least one (1) scholarly activity	Evidence of at least two (2) scholarly activities	<p>Recognized achievements in one's discipline, in applied scholarship, or in the scholarship of teaching as evidenced by a minimum of <i>three</i> (3) of the following (in any combination) since last promotion:</p> <ul style="list-style-type: none"> • Publication in refereed journal. • Publication of book. • Publication or performance of creative work. • Presentation at conference of a nationally or internationally recognized professional organization. • Other professional activity comparable to the above achievements.

RTP WORKSHEET
Scholarship/Professional Activities

Category	Assistant Professor	Associate Professor and Tenure	Professor
<i>Required Activity</i> Continued Learning	Completion of Master's degree and development of professional program of study	Evidence of progress in professional plan of study	Evidence progress in professional plan of study since last promotion
<i>Required Activity</i> Membership in Professional Organizations	Evidence of current membership in relevant professional organization Evidence of at least <i>one</i> (1) scholarly activity	Evidence of active participation in one or more relevant professional associations at state or regional level Evidence of at least <i>two</i> (2) scholarly activities	Evidence of leadership or office in one or more professional associations at state, regional, national, or international level since last promotion Evidence of at least <i>three</i> (3) scholarly activities since last promotion

RTP WORKSHEET Service to the Institution

Category	Assistant Professor	Associate Professor and Tenure	Professor
<i>Required Activities</i> <ul style="list-style-type: none"> • Active participation on standing and ad hoc college committees • Leadership in committee work • Attendance at faculty and college meetings • Active participation on Search Committees, when requested 	All Required	All Required	All Required
<i>Other Required Internal Activities</i> <ul style="list-style-type: none"> • Advising student groups • Advising student independent study projects • Distinguished Student advisor • Development and teaching of honors courses • Assisting with student organization or special college/university programs and activities 	At least one (1) required	At least one (1) required internal activity since last promotion	Evidence of at least two (2) required internal activities since last promotion

RTP WORKSHEET Service to the Institution (continued)

Category	Assistant Professor	Associate Professor and Tenure	Professor
<p><i>Other Required External Activities</i></p> <ul style="list-style-type: none"> Representing Wayne College on University Committees Discipline-related public service that brings recognition to The University of Akron Wayne College Membership on discipline-related community boards Discipline-related community presentations Other 	Evidence of at least <i>one</i> (1) external required activity since last promotion.	Evidence of at least <i>two</i> (2) external required activities since last promotion	Evidence of at least <i>three</i> (3) external required activities since last promotion