

**Criteria, Procedures, and Guidelines for
Initial Appointment, Reappointment, Tenure, and
Promotion of Regular Faculty
in
Summit College**

*The University of Akron
Akron, Ohio*

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Criteria, Procedures, and Guidelines for Initial Appointment, Reappointment, Tenure, and Promotion of Regular Faculty in Summit College

A. Each department in Summit College shall prepare criteria and procedures for initial appointments, reappointment, tenure, and promotion (ARTP). These criteria and procedures shall be consistent with the faculty manual and college criteria.

B. Initial Appointment

1. When a faculty position becomes available in Summit College, the chair of the department where the faculty position will reside shall appoint a search committee of at least three members from the regular faculty from within the department. If there are not three regular faculty members in a department available to form a required search committee, additional qualified committee members shall be appointed by the department chair after consultation with the dean.
2. The committee shall, in conjunction with the dean and department chair, set out the job qualifications and duties and review the qualifications of candidates applying for positions within the department. The dean, the senior vice president & provost, and others as required by university policy shall approve the search plan.
3. The committee shall evaluate candidates on the basis of their:
 - a. Academic credentials and preparation
 - b. Professional and academic experience
 - c. Teaching and/or training experience

In addition to these criteria, the search committee may consider other criteria as set out in the search plan.

4. If the search committee rejects all candidates, the department chair and/or dean may ask the search committee to review other candidates. The search committee, or department chair may request to either reopen or to continue the search, as applicable.
5. If the search committee identifies acceptable candidate(s), they shall then submit a list of candidates, ranked or unranked, per the approved Search Plan, to the regular faculty of the department for consideration.
6. By a simple majority and secret ballot, the regular faculty of the department shall vote to recommend to the dean one or more candidates. The department chair shall vote as a member of the regular faculty and shall not submit a separate recommendation.
7. If the dean approves the recommendation, it shall be transmitted to the senior vice president & provost. If the dean does not support the recommendation, there shall be a meeting with the regular faculty to discuss the reasons for not supporting the

recommendation. If there is no change in the dean's recommendation, the faculty shall make a new recommendation that could include that no candidate be appointed.

8. The department chair shall provide all newly appointed faculty with written copies of department, college, and university RTP guidelines, procedures, and criteria..

C. Rank in Summit College will be Consistent with the University

1. Instructor: Only under compelling circumstances will Summit College consider hiring at the instructor level. These appointments will be temporary annual appointments. Full-time non-tenure track instructors shall be hired under standard university employment practices. To be considered for initial employment at the rank of instructor, an individual shall meet one of the following criteria:
 - a. The appointee must have an earned bachelor's degree from an accredited institution of higher education in a discipline related to his or her teaching field, plus a minimum of three years of employment related to the area of specialization with evidence of competence and accomplishment.
 - OR -
 - b. In exceptional circumstances in technical fields where a bachelor's degree is not commonly available or expected, the appointee must have the appropriate technical qualifications, proven competence, and substantial work experience. As a condition of continuing employment, persons qualifying under these criteria shall be required to obtain a bachelor's degree within the number of years specified at the time of initial employment.
 - c. The criteria, guidelines, procedures and timeline for annual review can be found in Sections E, F, G and O.
2. Assistant Professor - To be considered for initial employment at the rank of assistant professor, an individual shall have an earned master's degree from an accredited institution of higher education in a discipline relevant to his or her teaching field.
3. Associate Professor - To be considered for initial employment at the rank of associate professor, an individual shall at least meet the criteria required for promotion to the rank of associate professor and as reflected by equivalent service at other institutions of higher education.
4. Professor – To be considered for initial employment at the rank of professor, an individual shall at least meet the preceding criteria based on equivalent service at other institutions of higher education. The rank of professor shall be for individuals who clearly show superior qualifications, have established reputations as especially effective teachers, and who have made continuing, significant, and sustained contributions to the profession, college, university, and community.
5. Distinguished Professor - The title of distinguished professor shall be awarded only to one who, already holding the rank of professor at The University of Akron for five or more years, excels in the scholarship of teaching and learning and in scholarly

activity at The University of Akron at a level significantly beyond the expectations for the rank of professor. The award carries a suitable salary adjustment.

- a. Nominations for distinguished professor may be made either by majority vote of the nominee's department or college or by the dean of the college. Upon receiving or making a nomination, the dean shall convene the college review committee.
 - b. The college faculty shall elect its review committee to consider such nominations. Only faculty holding the rank of professor or the title of distinguished professor are eligible to serve. The committee shall choose its own chair. If a majority of the review committee approves of the nomination, the dean shall forward the review committee's recommendations, together with whatever comments the dean wishes to make, to the university distinguished professor recommendation committee convened by the senior vice president & provost.
6. Emeritus Faculty – The emeritus faculty is composed of all persons with the title of “emeritus” conferred by the board of trustees. Faculty and contract professionals are eligible for emeritus status upon retirement. The process for approval shall consist of nomination, with the consent of the individual, approval of the regular faculty of the department of principal appointment, and the recommendation of the dean of the college, the senior vice-president and provost, and the president.

D. Performance Expectations of Regular Faculty

1. §3359-20-032 (B) (1) (d) provides that “*University two-year or associate degree programs: (active associate degree programs with no, or little, baccalaureate activity) faculty whose principal appointment is in the university associate degree department/program, with no, or limited, baccalaureate activity, should have undergraduate teaching as their major responsibility. Such faculty members may also have professional development and service as part of their workload expectations, as needed to further the mission of the program and the university. Departments with associate degree programs should be expected to devote between 80-90 percent of their total workload to teaching related activities, with the remaining 10-20 percent devoted to professional development and service.*”
2. Three activities, teaching (see E-5-a), professional and scholarly activity (see E-5-b), and service (see E-5-c) make up the full-time faculty workload. In setting appropriate percentages or amounts of each activity for a full workload, Summit College places the greatest emphasis on teaching, therefore it is the effectiveness and quality of teaching that are the most important criteria in evaluation. At all times, faculty are expected to carry out their responsibilities in a manner exemplifying their profession (see E-5-d).
3. It is understood that a regular faculty appointment includes obligations to one's students, discipline, college, the university, and to the community as a whole. The primary responsibilities of faculty are to the institution (FM§3359-09-03) and all activities, whether for compensation or otherwise, must be in compliance with the

university's *Conflict of Interest and Conflict of Commitment* policies and procedures set out in FM §3359-11-17.

E. Annual Performance Review of Regular Faculty

1. §3359-20-03 of the faculty manual provides “*Evaluations of the competencies of each faculty member are made at least annually to determine effectiveness in the performance of duties, and these evaluations shall be transmitted to the faculty member by the department chair. These evaluations are based upon the evidence of appropriate scholarship, the quality of teaching, professional demeanor, the amount and value of continued advanced study, the worth of research and publications, the professional recognition received, and service to the university and community.*”
2. Annual faculty performance evaluations for all tenure track, full-time non-tenure track faculty, and tenured faculty are prepared by the department chair and reviewed by the dean. Faculty performance evaluations are designed to evaluate how a faculty member performs his or her duties to the institution, college, department, and discipline. Criteria for each rank are, therefore, based on the quality of teaching effectiveness, the quality of professional development and activity (which may include efforts to enhance the scholarship of teaching and learning), the quality of service to the college, university, and the community. FM §3359-20-37-F-d shall be taken into consideration, as appropriate, in the annual evaluation of all faculty.
3. Specifically, Summit College annually evaluates, and uses as the basis for reappointment, tenure and promotion, and salary merit evaluation, faculty performance in a, b and c. Conducting oneself in a professional manner as set out is required. (See d).
 - a. *Quality of Work Performance/Teaching Effectiveness* (See department guidelines) may include but is not limited to
 - i. mastery of subject matter
 - ii. evaluation by students, colleagues, and supervisors
 - iii. availability to students for individual help
 - iv. ongoing course development and innovation
 - b. *Quality of Professional and Scholarly Activity* (See department guidelines) may include but is not limited to
 - i. professional development/scholarship
 - ii. quality, quantity, and range of continued study, which may include activities designed to enhance the scholarship of teaching and learning
 - iii. participation and/or leadership in academic or professional organizations
 - iv. professional or academic awards, grants, prizes, or other recognition
 - v. presentations, publications, and consultations
 - c. *Quality of Service* (See department guidelines)
 - i. service to the department, college, and university
 - ii. service to the community

- d. *Professional Conduct* – The faculty member should exhibit academic and professional conduct in a manner consistent with the guidelines set by professional societies and the university, and as defined in written standards including but not limited to
 - i. sexual harassment policy 3359-11-13
 - ii. conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct – policies and procedures 3359-11-17
 - iii. affirmative action policy 3359-38-01
 - iv. alcohol policy 3359-47-01
 - v. drug-free workplace policy 3359-47-02
 - vi. “Statement of Professional Ethics” as published by the American Association of University Professors (AAUP)
 - vii. other professional ethics policies as approved by the American Association of University Professors Committee B on professional ethics published by the American Association of University Professors
 - viii. disseminated codes of conduct as defined by relevant professional disciplines
 - ix. disseminated codes of ethics as defined by relevant professional disciplines
 - x. professional responsibilities as defined by 3359-20-04-H

F. General Guidelines for Retention, Tenure, and Promotion Process

1. Faculty members who satisfactorily perform their duties as set forth are entitled to consideration for reappointment, tenure, and promotion at the completion of the stated years of service. However, years of service do not assure reappointment, tenure, and/or promotion. It is the faculty member’s responsibility to request consideration for reappointment, tenure and/or promotion and to present for evaluation evidence relative to the criteria.
2. Each department shall have criteria for faculty evaluation for purposes of reappointment, tenure, and promotion. Each candidate for (a) reappointment, (b) tenure only, or (c) tenure and promotion to associate professor shall be evaluated under the department criteria in effect at the time of the candidate’s official appointment date. 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 or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president & provost. It is the responsibility of the candidate to inform the committee in the letter of intent which criteria set the candidate has selected. All department criteria shall comply with the faculty manual.
3. Each department shall enumerate specific materials that are to be included in the candidate’s reappointment, tenure, and promotion file. At a minimum, the following must be included:
 - a. a current vita
 - b. a narrative statement by the candidate addressing the meeting of university-wide and department criteria

- c. 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
 - d. all previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, deans
 - e. all previous Faculty Activity Summaries and Faculty Performance Evaluations
 - f. evidence of work performance, including results of teaching evaluations where applicable
 - g. all previous external reviews (if applicable)
 - h. evidence of professional activity
 - i. evidence of service
4. The criteria prepared by each department must be formally approved by two-thirds of the regular faculty of that unit. The college dean and the senior vice president & provost shall also formally approve the criteria before it becomes rule.
 5. The department chair shall call an organizational meeting to elect, where appropriate, RTP committee chair(s) no later than April 1 in the spring semester preceding action. If the committee chair is unable, unwilling, or unavailable to serve, the department chair shall appoint a chair from the eligible faculty.
 6. Reappointment, tenure, and promotion committees must contain at least three (3) eligible faculty. Lacking three (3) eligible department faculty members to form the committee; the department chair, in consultation with the candidate(s), shall recommend an eligible faculty member from within the college to serve on the committee. If there is no consensus, the college dean, in consultation with the candidate(s), shall appoint the member(s) from the regular faculty college or university community.
 7. To conduct business as an RTP committee a quorum of eligible faculty is necessary. A quorum is two-thirds of the eligible faculty. If fewer than six eligible members, a quorum is defined to be at least three members.
 8. The processes of reappointment, tenure, and promotion for the regular faculty are deliberative processes. Therefore, eligible faculty who have not reviewed all candidate-submitted materials, or who do not participate in or attend the deliberations shall not be permitted to vote. Department guidelines may allow, by a simple majority vote of the members present and voting, one who has not attended all meetings but has otherwise substantially met the participation standards of FM§3359-20-037-F-9-a, to vote. Likewise, department guidelines may allow for absentee ballots in extenuating circumstances for persons who have been a participant in the majority of deliberations. The reason or reasons for the exceptions shall be included in the committee recommendations. Under no circumstances shall a proxy vote be allowed.
 9. A simple majority is necessary for an affirmative vote. If a tie, the motion is rejected. Abstentions are not counted in the number of votes cast and are considered blank ballots. They are, however, to be included in the official tally.

10. Neither the department chair, nor the college dean, nor his/her designee, nor any college administrator shall be members of any college RTP committee but may, at the committee's request, attend for informational purposes. In the event any of the aforementioned shall attend the RTP committee meeting(s), the candidate(s) shall be notified and informed of the purpose of such attendance.
11. No member of the candidate's immediate family or extended family, as set out in FM §3359-11-17-B-26 and H-5, shall participate in the deliberations or vote. Any other person where there would exist the appearance of conflict of interest or impropriety shall also be recused by the committee upon the recommendation of the candidate and a majority vote of the committee.
12. "Robert's Rules of Order," in the most recent edition, shall be accepted as the authority on all questions of parliamentary procedure not determined by the faculty manual. In any conflict between the faculty manual and "Robert's Rules of Order," the faculty manual takes precedence.
13. Minutes, ballots, and committee recommendations are to be kept and filed with the department office until March of the following academic year, or unless otherwise required to by other university or related bodies.

G. Criteria, Guidelines, Procedures, and Timeline for Reappointment of Non-Tenure Track Faculty (Instructors)

1. Criteria for Reappointment of Non-Tenure Track Faculty
 - a. Non-tenure track faculty who hold the rank of instructor shall be recommended for reappointment only if they have made satisfactory progress towards the requirements of their position as set out in their employment contract; and have met their performance expectations for non-tenure track faculty as set out in department guidelines and as evaluated by the department reappointment committee, department chair, and dean on the basis of their:
 - i. teaching effectiveness
 - ii. service to the department, college, and university
 - iii. continuing professional development/scholarship
 - iv. community service
 - v. satisfactory professional conduct as defined in written standards set out in FM §3359-20-037 (F) (d)
 - b. The candidate shall submit to the department chair, by the last day of the spring semester, a letter of intent indicating by which criteria the candidate chooses to be evaluated. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president & provost. The department chair shall confirm receipt of said letter in writing.
 - c. For reappointment of faculty during the first year, the department chair shall, in writing, notify all eligible candidates no later than Friday of the first week of the initial appointment. The candidate shall submit to the department chair, no later

- than Friday of the third week after the date of initial appointment, a letter of intent. The department chair shall confirm receipt of said letter in writing.
- d. Guidelines, Procedures and Timeline as set out in Sections F , H and P .

H. **Criteria, Guidelines, Procedures, and Timeline for Reappointment of Non-Tenured (Tenure Track) Faculty**

1. Criteria for Reappointment of Tenure Track Faculty
 - a. Performance expectations for reappointment are listed in E (3) a-d and in department guidelines.
 - b. Specifically, the candidate shall demonstrate high quality teaching and competence in their area of specialization. The college also requires service to the college, department, university, and community as well as professional development/scholarship within one's field. Professional conduct as set out in Section E (3) (d) is also required.
2. General Guidelines and Composition of Reappointment Committee
 - a. The Committee to Reappoint Non-Tenured Faculty (hereafter the "reappointment committee") shall consist of all tenured faculty in the department, or as otherwise selected (see F-6). Any person on the committee shall have served at least one year at The University of Akron.
 - b. See Section F (1-13).
3. Procedure/Process for Reappointment of Regular Faculty (Tenure and Non-Tenure Track)
 - a. Candidates for reappointment on a non-tenure track are not eligible for promotion to tenure track positions.
 - b. Candidates for reappointment shall be notified by the department chair pursuant to timelines as set out in Section N .
 - c. The candidate shall submit to the department chair, by the last day of the spring semester, a letter of intent indicating by which criteria the candidate chooses to be evaluated. Once a choice is made; the candidate may not reverse his or her criteria decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president & provost. The department chair shall confirm receipt of said letter in writing.
 - d. For reappointment of faculty during the first year, the department chair shall, in writing, notify all eligible candidates no later than Friday of the first week of the initial appointment. The candidate shall submit to the department chair, no later than Friday of the third week after the date of initial appointment, a letter of intent to be considered for reappointment. The department chair shall confirm receipt of said letter in writing.
 - e. The candidate is responsible for compiling and maintaining their file which shall contain, at a minimum, the materials set forth in F-3.

- f. After the 3rd Friday of fall semester, the candidate is required to notify the committee of any additions or deletions to the file, and to maintain an up-to-date table of contents.
- g. Each candidate eligible for reappointment shall submit his/her file, including written permission for authorized person(s) to view the file, to the committee chair no later than the second Friday of the fall semester.

4. Duties and Responsibilities of the Reappointment Committee

- a. The reappointment committee shall review the qualifications of all department faculty who must be considered for reappointment and shall make recommendations to the department chair.
- b. The committee chair shall notify the candidate, all committee members, the department chair, and the dean of the location and availability of the candidate's file.
- c. The committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the department guidelines and preside at the meetings and conferences.
- d. The committee shall be responsible for the maintenance of minutes, ballots, and the documentation of committee proceedings. All materials shall be filed with the department office.
- e. The committee chair shall, in writing, notify the candidate of his/her obligation to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant. The candidate(s) shall be given seven (7) calendar days written notice of the time, place and purpose of such meeting.
- f. The candidate is then excused and the committee discusses, deliberates, and votes by secret ballot on each candidate separately.
- g. The committee chair shall inform the candidate in writing of the committee's recommendation not later than Friday of week six of fall semester. The letter shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of university, college, and department criteria. The recommendation shall be reviewed and approved by the committee prior to being forwarded to the candidate, and include a copy of the recommendation, together with the file.
- h. The committee chair shall complete the transmittal form and include a copy of the recommendation letter, together with the complete file to the department chair no later than Friday of week six of fall semester.
- i. One of the following statements must appear in the letter to the candidate:
 - i. If the candidate is an instructor seeking reappointment
 - Reappointment recommended
 - Reappointment not recommended
 - OR -
 - ii. If the candidate is an assistant professor seeking reappointment
 - Reappointment recommended; satisfactory progress toward tenure and promotion;
 - Reappointment recommended; improvement necessary to progress toward tenure and promotion;

- Reappointment not recommended; unsatisfactory progress

5. Duties and Responsibilities of the Department Chair

- Upon receipt of the letters of intent, the department chair shall notify in writing the committee chair of the candidates for reappointment and the criteria by which they will be evaluated.
- The department chair shall evaluate the candidate's file and department committee's recommendation to formulate his/her recommendation.
- The department chair has the responsibility to determine that the reappointment committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria selected by the candidate.
- If procedural error is identified, the chair may act to correct the error.
- If the department chair's recommendation differs from that of the committee, the chair shall meet with the committee.
- The department chair shall convey in writing, by Friday of week eight of fall semester, his/her recommendation to the candidate.
- The department chair shall complete the transmittal form, and transmit his/her written recommendation, together with the candidate's file to the dean by Friday of week eight of fall semester.

6. Duties and Responsibilities of the Dean

- The dean shall evaluate the candidate's file to form his/her own recommendation.
- The dean has the responsibility to determine that the reappointment committee and department chair followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria selected by the candidate.
- If procedural error is identified at any level, the dean will act to correct the error.
- Should the dean's recommendation differ with the department committee or department chair, the dean shall meet with the committee and/or department chair.
- For a candidate in his or her first year, if the dean's recommendation is positive, the candidate shall be notified, in writing, by March 1.
- For a candidate, after their first year, if the dean's recommendation is positive, the candidate shall be notified, in writing by Friday of week two of Spring semester.
- If the dean's recommendation is negative, the candidate shall be informed by December 15 or the end of week sixteen of fall semester, whichever comes first. If the dean's recommendation is negative, the candidate shall be informed of the appeals process as set out in Section N.
- The dean reports in writing his/her recommendation to the senior vice president & provost according to the timeline set out in Section N – 1 or 2.

I. **Termination Process for Regular Non-Tenured Faculty is found in FM §3359-20-037 (E)**

- The board of trustees may terminate the appointment of a regular faculty member not on indefinite tenure. The date of notice from the dean shall be the effective date of such notice of termination and shall be provided by:

- a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
- b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year.
- c. At least twelve months before the expiration of an appointment after two or more years in the institution.

**J. Criteria, Guidelines, Procedures, and Timeline for Tenure Only or Tenure/
Promotion to Associate Professor**

1. Criteria for Tenure Only and Tenure/Promotion to Associate Professor

- a. 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, except in rare and compelling circumstances.
- b. Faculty who hold rank of Associate Professor or Full Professor, but without tenure, may seek and be awarded tenure without promotion.
- c. The candidate for tenure only or tenure/promotion to associate professor shall have a demonstrated and sustained record of teaching excellence and competence in his or her area of specialization as shown by appropriate evaluations, a sustained record of service to the department, college, university, and community and evidence of sustained professional growth and achievement beyond that reached at the time of attainment of the present rank. This growth and achievement shall be assessed against criteria established by the department (see Section C-3). Faculty are expected to carry out their responsibilities in a manner exemplifying their profession (see E-3-d and as set out in FM §3359-20-037-F-d).
- d. Tenure only or tenure/promotion may only be granted before the sixth year in a professorial rank contingent upon the candidate's successful completion of the following criteria:
 - i. At a minimum, the candidate must meet the department criteria for tenure.
 - ii. The department tenure committee shall vote to determine whether the candidate may apply for early tenure (see f,).
 - iii. A candidate may apply for early tenure only once. Should tenure be denied, the candidate shall complete the five-year probationary period before making reapplication for tenure and promotion.
- e. Faculty must be considered for indefinite tenure not later than the end of the sixth year of active service at the rank of assistant professor or at The University of Akron. See FM §3359-20-037-C concerning probationary periods for the granting of tenure.
- f. In special cases, tenure may be awarded after two years of service at The University of Akron. Such special cases include, but are not necessarily limited to: service at the rank of assistant professor or higher at another institution of higher education; outstanding candidates who have met or surpassed the department criteria within a time-frame less than six years, but two or more, at The University of Akron.

2. General Guidelines and Composition of Tenure Only or Tenure/Associate Professor Promotion Committee
 - a. The department tenure and associate professor promotion committee shall consist of all tenured associate professors and professors in the department, or as otherwise selected (see F-7). Any person on the committee shall have served at least one year at The University of Akron.
 - b. See Section F (1-13).

3. Procedure/Process for Tenure and/or Promotion of Regular Faculty
 - a. These procedures and processes apply to candidates applying for tenure only **and** for candidates applying for tenure and promotion to the rank of associate professor. The process for promotion without tenure is found in Sections K and L.
 - b. The department chair shall notify all eligible candidates no later than April 15 in the spring semester preceding review.
 - c. Eligible candidates shall submit a letter of intent to the department chair no later than the final instructional day of the spring semester preceding action. The letter of intent must indicate by which criteria the candidate chooses to be evaluated. Once a choice is made, the candidate may not reverse his or her decision on the choice of criteria, unless or until the criteria have been changed. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president & provost. Effective March 2003, the letter must include names the candidate wishes to have considered for the pool of external reviewers. The department chair shall confirm receipt of said letter in writing.
 - d. Each candidate eligible for tenure and/or promotion shall submit his/her file, including written permission for authorized person(s) to view the file, to the committee chair no later than the second Friday of the fall semester.
 - e. The candidate's file shall, at a minimum, include materials set forth in Section F-3 .
 - f. Prior to the sixth year of employment at the rank of assistant professor, the candidate may withdraw his/her application at any time by submitting a letter to the appropriate level.

4. Duties and Responsibilities of the Tenure Only or Tenure/Promotion Committee
 - a. The committee shall review the qualifications of all department faculty who are being considered for tenure only or tenure/promotion and shall make recommendations to the department chair.
 - b. The committee chair shall notify the candidate, all committee members, the department chair, and the dean of the location and availability of the candidate's file.
 - c. Only the candidate can make deletions to the file. Deletions shall be limited to materials submitted by the candidate. The table of contents shall be amended to reflect any deletions.

- d. The committee chair shall notify the candidate, all committee members, the department chair, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
- e. Effective March 2003, the committee chair shall solicit the external reviews from the selected reviewers (see Section L).
- f. The committee chair shall convene all meetings and conferences other than the organizational meeting required by the department guidelines and preside at the meetings and conferences.
- g. The committee shall be responsible for the maintenance of minutes, ballots, and the documentation of committee proceedings. All materials shall be filed in the department office.
- h. The committee chair shall, in writing, notify the candidate of his/her option to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant. The candidate(s) shall be given seven (7) calendar days written notice of the time, place and purpose of such meeting.
- i. The committee discusses, deliberates, and votes by secret ballot on each candidate separately without any candidates present.
- j. A simple majority of ballots determines one of two possible outcomes:
 - i. Recommendation for Tenure and Promotion
 - ii. Non-recommendation for Tenure and Promotion
- k. The committee chair shall inform the candidate in writing of the committee's recommendation no later than Friday of week six of fall semester. The letter shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of university, college, and department criteria. The recommendation shall be reviewed and approved by the committee prior to being forwarded to the candidate.
- l. The committee chair shall complete the transmittal form and include a copy of the letter of recommendation, together with the completed file, to the department chair no later than Friday of week six in the fall semester.

5. Duties and Responsibilities of the Department Chair

- a. Upon receipt of the letters of intent, the department chair shall notify in writing the committee chair of eligible candidates and the criteria by which they will be evaluated.
- b. The department chair shall evaluate the candidate's file and the department committee's recommendation to formulate his/her recommendation.
- c. The department chair has the responsibility to determine that the tenure & promotion committee followed correct procedures and accurately, consistently, and fairly applied the approved department criteria selected by the candidate.
- d. If procedural error is identified, the chair may act to correct the error.
- e. If the department chair's recommendation differs from that of the committee, the chair shall meet with the committee.
- f. The department chair shall convey in writing, by Friday of week eight of fall semester, his/her recommendation to the candidate.
- g. The department chair shall complete the transmittal form, and transmit his/her written recommendation, together with the candidate's file to the dean's office

by Friday of week eight of fall semester for review by the dean and by the college-wide review committee.

6. Duties and Responsibilities of the College-Wide Review Committee

- a. See Section L.
- b. The college wide review committee recommendation is due to the dean, department chair, and candidate by Friday of Week 12 of the Fall Semester.

7. Duties and Responsibilities of the Dean

- a. The dean shall evaluate the candidate's file to formulate his/her own recommendation.
- b. The dean has the responsibility to determine that the tenure/promotion committee and department chair followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria selected by the candidate.
- c. If procedural error is identified at any level, the dean may act to correct the error.
- d. If the dean's recommendation differs from either that of the department or college wide committee, or the department chairs, the dean shall meet to discuss his/her recommendation with the committee or department chair.
- e. The dean shall notify the candidate in writing of his/her recommendation.
- f. If the dean's recommendation is negative, the candidate shall be informed by December 15 or the end of week sixteen of fall semester, whichever comes first. If the dean's recommendation is negative, the candidate shall be informed of the appeals process as set out in Section N . If the dean's recommendation is positive, the candidate shall be notified by Friday of week four of the spring semester.
- g. The dean reports, in writing, his/her recommendation to the senior vice president & provost according to the timeline set out in section O.

8. Timeline for all steps in the tenure and/or promotion process is set out in section O.

K. Criteria, Guidelines, Procedures, and Timeline for Promotion of Faculty who are Not Applying for Tenure

1. Criteria for Promotion to Associate Professor

- a. See Sections J, K and L.
- b. Only in rare and compelling situations will promotion to associate professor without the concurrent granting of tenure occur.
- c. The candidate for promotion shall have a demonstrated and sustained record of teaching excellence and competence in his or her area of specialization, a sustained record of service to the department, college, and university, and evidence of sustained professional development/scholarship, as assessed against criteria established by the department (see section C-3). Faculty are expected to carry out their responsibilities in a manner exemplifying their profession (see D-5-d and as set out in FM §3359-20-037-F-d).

- d. To be considered for promotion to the rank of associate professor, the candidate must have at least an earned master's degree from an accredited institution of higher education in a discipline relevant to one's teaching field. Refer to section J (1) e for special cases where two (2) years of service at The University of Akron at the rank of assistant professor is sufficient to apply to promotion to associate professor (with or without tenure).
- e. In those rare and compelling circumstances when promotion to the rank of associate professor does not occur during the tenure year, the candidate shall be evaluated under the department criteria in effect either at the time of the candidate's initial appointment date, or at the time of the candidate's tenure, or criteria in effect five years prior to the candidate's application for promotion, whichever is the most recent.

2. Criteria for Promotion to Professor

- a. The rank of professor shall be for individuals who clearly demonstrate superior qualifications, have established reputations as especially effective teachers, and who have made meaningful contributions to their profession, department, college, university, and community. Satisfactory professional conduct as defined in FM 3359-20-037-(F) (d) is required.
- b. To be considered for promotion to the rank of professor, the candidate must have at least an earned master's degree from an accredited institution of higher education in a discipline relevant to one's teaching field and a minimum of two years of service at The University of Akron at the rank of associate professor, except in rare and compelling circumstances (See C-4).
- c. In addition, for promotion to the rank of professor, the college requires from the time of the last promotion continuing, significant, and sustained:
 - i. teaching excellence
 - ii. service to the department, college, and the university
 - iii. professional and scholarly activity
 - iv. contributions to the individual's profession through research, publications, or evidence of participation in professional activities
 - v. community service
 - vi. leadership preferably at the university level.
- d. The candidate shall be evaluated under the department criteria in effect either at the time of the candidate's last official promotion or the department criteria in effect five years prior to the candidate's application, whichever is the most recent.

3. Criteria for Promotion to Distinguished Professor

- a. The title of distinguished professor shall be awarded only to one who, already holding the rank of professor at The University of Akron for five or more years excels in the scholarship of teaching and learning and in scholarly activity at The University of Akron at a level significantly beyond the expectations for the rank of professor.
- b. Process and procedure set out in Section C-5 (a-b) .

4. General Guidelines and Composition of Associate and Professor Promotion Committees
 - a. The associate professor promotion committee shall consist of all tenured associate professors and professors in the department, or as otherwise selected (see E-7). Any person on the committee shall have served at least one year at The University of Akron. The committee shall follow the guidelines and process for the Tenure and Associate Professor Promotion committee as set out in Section J. .
 - b. The professor promotion committee shall consist of all tenured professors in the department, or as otherwise selected (see F-6). Any person on such a committee shall have served at least one year at The University of Akron.
 - c. See section F (1-13).

5. Procedure/Process for Promotion to Professor
 - a. Eligible candidates shall submit a letter of intent to the department chair no later than the final instructional day of the spring semester preceding action. The department chair shall confirm receipt of said letter in writing. The letter of intent must include names the candidate wishes to be considered for the pool of external reviewers.
 - b. The candidate may withdraw his/her application at any time by submitting a letter to the department chair.
 - c. The candidate's file shall, at a minimum, include materials set forth in Section E-3 .
 - d. Each candidate for promotion shall submit his/her file, including written permission for authorized persons to view the file, to the committee chair no later than the second Friday of Fall semester.

6. Duties and Responsibilities of Promotion Committees
 - a. The promotion committee shall review the qualifications of faculty who have requested consideration for promotion, and shall make written recommendations to the department chair.
 - b. The committee chair shall notify the candidate, all committee members, and the department chair of the location and availability of the candidate's file.
 - c. Only the candidate can make deletions to the file. Deletions shall be limited to materials submitted by the candidate. The table of contents shall be amended to reflect any deletions.
 - d. The committee chair shall notify the candidate, all committee members, and the department chair of any additions to the file.
 - e. Once the candidate's file has been submitted for review, the candidate, in consultation with the committee chair, shall solicit external reviews from the selected reviewers (See Section L).
 - f. The promotion committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the department guidelines and preside at the meetings and conferences.

- g. The committee chair shall be responsible for the maintenance of minutes, ballots and documentation of committee proceedings. All materials shall be filed with the department office.
- h. The candidate shall be given seven (7) calendar days written notice of the time, place and purpose of such meeting. The committee chair shall, in writing, invite the candidate to meet with the committee before any recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant.
- i. The candidate is then excused and the committee discusses, deliberates, and votes by secret ballot on each candidate separately.
- j. A simple majority of ballots determines one of two possible outcomes:
 - i. Promotion is recommended
 - ii. Promotion is not recommended
- k. The committee chair shall inform the candidate in writing of the committee's recommendation no later than Friday of week six of fall semester. The letter shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of university-wide, college, and department criteria. The letter of recommendation shall be reviewed and approved by the committee prior to being forwarded to the candidate.
- l. The committee chair shall transmit the committee's written recommendation and the candidate's RTP file to the department chair not later than Friday of week six of the fall semester.

7. Department Chair Responsibilities

- a. By the last instructional day of the semester preceding action, and upon receipt of the candidate's letter(s) of intent, the department chair shall notify the appropriate committee chair of candidates and the appropriate criteria by which they will be evaluated.
- b. The department chair shall review and evaluated each candidate's file and the department committee's recommendation prior to formulating his or her independent recommendation.
- c. If the department chair's recommendation differs from that of the committee, the chair shall meet with the committee.
- d. The department chair has the responsibility to determine that the department committee followed correct procedures and has accurately, consistently, and fairly applied the appropriate department criteria.
- e. If procedural error is identified, the chair shall act to correct the error.
- f. The department chair shall convey in writing, by Friday of week eight of fall semester, his/her recommendation to the candidate.
- g. Concurrently, the department chair shall convey in writing by Friday of week eight of Fall semester, his/her recommendation to the dean and the chair of the college-wide review committee, together with the candidate's file.

8. College-Wide Review Committee Responsibilities – See Section L . The chair of each college-wide review committee shall transmit the committee's written recommendation in writing to the dean, department chair, and candidate no later than Friday of week twelve of the Fall semester.

9. Dean Responsibilities

- a. The dean shall review and evaluate all prior recommendations and materials from the candidate's file to formulate his/her own recommendation.
- b. If the dean's recommendation differs from either that of the department or college-wide review committee, or the department chair's, the dean shall meet to discuss his/her recommendation with the committee or department chair.
- c. The dean shall notify the candidate in writing of his/her recommendation by Friday of week 16 of Fall semester. If the dean's recommendation is negative, the candidate shall be informed of the appeals process as set out in Section M. If the dean's recommendation is negative, the senior vice president & provost shall be informed no later than Friday of week two of the Spring semester.
- e. If the dean's recommendation is positive, the recommendation shall be forwarded to the candidate, department chair, and the senior vice president & provost by Friday of week four of Spring semester.
- f. If procedural error is identified at any level, the dean shall act to correct the error.

L. **College-Wide Review Committee (Tenure and Promotion)**

1. There shall be three college-wide review committees: one for tenure only, one for tenure and promotion to associate professor, and one for candidates seeking promotion to professor. Each shall provide a separate and independent written recommendation, based on the appropriate criteria, to each candidate. The order of recommendations is sequential, not hierarchical.
2. If the committee's recommendation is not consistent with the recommendations of either the tenure and/or promotion committee, and/or with the department chairs, the committee shall meet with the committee whose recommendation differs, and shall explain the basis for the recommendation.
3. Each college-wide review committee shall be composed of one regular tenured faculty member elected from each department and three alternates elected from the tenured faculty of the college. There shall be one faculty from each department elected as members of the committee and no more than two from the same department as alternates. Committee members shall be elected by the regular faculty and shall serve three year terms. Alternates shall serve one-year terms.
4. The committee member from the candidate's department shall be recused and will not vote. That member shall, however, be available to the committee for informational purposes only and shall neither participate in the deliberations nor the vote. The candidate shall select an alternate from the remaining three.
5. Members of the college-wide review committees shall meet the following criteria:
 - a. They shall be tenured faculty members.
 - b. Members of the college-wide promotion to associate professor review committee shall be tenured faculty holding the rank of associate professor or higher.

- c. Members of the college-wide promotion to professor review committee shall be tenured faculty holding the rank of professor or higher.
- d. Members of any college-wide review committee shall have completed at least one year of service at The University of Akron.
- e. Each committee shall elect its own chair, and shall keep a record of its deliberations. College-wide review committees shall evaluate the candidate's file and all previous recommendations. The college-wide review committee's written recommendation shall include in its findings that:
 - i. the candidate has or has not satisfactorily met all appropriate tenure and/or promotion criteria established by the department, college, and university
 - ii. the departmental tenure and/or promotion committee and the department chair have followed all approved procedures in their evaluation of the candidate
 - iii. the tenure and/or promotion committee and department chair recommendations of the candidate are consistent with the goals of the department as stated in the department guidelines
- f. The college-wide review committees shall not evaluate the merits of the departmental guidelines or criteria. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the dean for action.
- g. The college-wide review committee shall forward its recommendation to the dean with copies to the department chair and the candidate by Friday of week twelve (12) of the fall semester.

M. **External Review** – Faculty seeking tenure and/or promotion to associate or full professor are required to submit their file for external review. Each department shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.

1. Each department shall create a pool of potential reviewers sufficient to guarantee three letters of external review. The candidate, the tenure and/or promotion committee, the department chair and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
2. The committee shall select at least one of the reviewers submitted by the candidate.
3. The candidate, in consultation with the committee chair, shall solicit the external reviews from the selected reviewers as soon as possible, and as set out in the department guidelines. Reviewers are to be notified, in writing, that their written review is due no later than the second Friday of Fall semester.
4. At least three reviews shall be required. The file shall not be considered complete and shall not go forward until three letters of external review have been included. If three reviews have not been received by Wednesday of week eleven of the Fall semester, the dean may permit the file to go forward if compelling circumstances, documented by the committee chair, justify the absence of any of the external reviews.

5. The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
6. The identity of the external reviewer and the original of the review shall be deemed by the university and the candidate as confidential to the extent permitted by law.
7. Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver prior to submission of the file.
8. The reviewer shall be apprised that the review may be subject to disclosure under such circumstances including but not limited to subpoena, validly issued court order, or public records request.
9. The candidate shall provide all materials relevant to external review as determined by the department guidelines to the chair of the tenure and/or promotion committee by such date as is set in the department guidelines.

N. **Process of Appeals** – After the dean has made his/her recommendation, the candidate may appeal any level of recommendation to the college appeals committee, as set for the .

1. The regular faculty for purposes set out herein will elect a college appeals committee. The membership of the committee will consist of one tenured faculty elected from each department of the college. In addition, three alternates shall be elected at-large from the full-time tenured faculty of the college, with not more than two from the same department.
2. If the candidate believes that either the process and/or decision of the reappointment, tenure and/or promotion committee was incorrect or otherwise flawed, he or she has the discretion of filing an appeal with the college appeals committee.
3. The candidate shall file an appeal with the college appeals committee no later than Friday of week three of the Spring semester. The written and signed appeal shall be sent to the chair of the college appeals committee with a copy to the dean.
4. The candidate's written appeal shall provide a statement of specific procedural error or a claim of inadequate, inappropriate, or incorrect consideration and assessment
5. The appeals committee shall consider all procedural errors or claims of inadequate consideration and determine if, in their totality, they constitute substantive prejudice to the candidate.
6. Within seven calendar days after receiving the appeal or by Friday of the fourth week of Spring semester, whichever comes later, the chair of the college appeals committee shall hold a meeting.
7. All committee members shall read the candidate's written and signed appeal before attending the meeting.

8. The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
9. The appellant may bring another faculty member to the meeting. After reviewing the candidate's appeal, and in closed session, the committee shall vote to either accept or reject the appeal. A simple majority vote of the full committee shall be required to accept the appeal and to submit it to further investigation.
10. Should the candidate request to be represented by an attorney, the candidate shall be advised that there will be no meeting until the matter has been submitted to the Office of General Counsel. If the appeal is rejected, the committee shall, in writing, notify the candidate and the dean of the rationale for the decision.
11. If the appeal is accepted, the committee shall notify the candidate, dean, and senior vice president & provost.
12. Within fifteen calendar days, the committee shall complete its investigations and report their findings and recommendations to the candidate, the dean, and the senior vice president & provost.
13. In all cases, the candidate may appeal an adverse decision from the departmental committee, the college-wide review committee, THE DEPARTMENT CHAIR (Senate 3/7/02), the dean, or the senior vice president & provost to the university faculty rights and responsibilities committee.
14. During any appeal process, the candidate may appeal only once to the university faculty rights and responsibilities committee. For example, should the candidate appeal the decision of the dean to the university faculty rights and responsibilities committee, he/she cannot then appeal the decision of the senior vice president & provost.

O. Timelines

1. For Reappointment During the First Year:

DATE(S)	ACTION REQUIRED
Within one week of the date of initial appointment	Department chair sends letter of notification to candidate
Three weeks after the date of initial appointment	Candidate sends letter of intent to department chair
Three weeks after the date of initial appointment	Candidate sends file to committee
	Committee sends recommendation to candidate
	Department chair sends recommendation to candidate and dean
March 1	Dean sends recommendation to candidate and senior vice president & provost
First Wednesday in April (usually)	Senior vice president & provost sends recommendation to the president, the board of trustees, dean, and candidate
Fourth Wednesday in April (usually)	Board of trustees votes on recommendation

2. For Reappointment After the First Year:

DATE(S)	ACTION REQUIRED
By April 1	Department chair holds an organizational meeting to elect chair of the reappointment committee
By April 15	Department chair sends letter of notification to candidate
Final instructional day of spring semester	Candidate sends letter of intent to department chair
Second Friday of fall semester	Candidate sends file to committee
Friday of week six of fall semester	Committee sends recommendation to candidate and department chair
Friday of week eight of fall semester	Department chair sends recommendation to candidate and dean
December 15 or the end of week sixteen of the fall semester, whichever comes first	Dean forwards recommendation to candidate and senior vice president & provost
Friday of week nine of spring semester	Senior vice president & provost forwards negative recommendation to candidate and dean
First Wednesday in April (usually)	Senior vice president & provost forwards recommendation to the president, the board of trustees, dean, and candidate
Fourth Wednesday in April (usually)	Board of trustees votes on recommendation

3. For Tenure and/or Promotion:

DATE(S)	ACTION REQUIRED
By April 1	Department chair holds an organizational meeting to elect chair of the tenure committee
By April 1	Election of the college-wide review committee
By April 15	Department chair sends letter of notification to candidate
Final instructional day of spring semester	Candidate sends letter of intent to department chair
Second Friday of fall semester	Candidate sends file to committee
Friday of week six of fall semester	Committee sends recommendation to candidate and department chair
Friday of week eight of fall semester	Department chair sends recommendation to dean and the chair of the college-wide review committee
Friday of week twelve of fall semester	College-wide review committee sends recommendation to the dean
By December 15 or the end of week sixteen of fall semester, whichever comes first	Dean forwards recommendation to candidate
Friday of week four of spring semester	Dean shall forward positive recommendation to senior vice president & provost
Friday of the second week of spring semester	Dean forwards negative recommendation to the senior vice president & provost
Friday of week nine of spring semester	Senior vice president & provost forwards negative response to candidate and dean
First Wednesday in April (usually)	Senior vice president & provost sends recommendation to the president, the board of trustees, dean, and candidate
Fourth Wednesday in April (usually)	Board of trustees votes on recommendation

4. In the event that the date for completion of a step cannot be met, a request for extension and supporting rationale shall be forwarded to the appropriate committee chair, department chair, dean, or senior vice president & provost prior to said deadline. The request and rationale shall be included in the candidate's file.

5. The committee chair, department chair, dean, or senior vice president & provost shall accept or reject the request for extension. The rationale for the decision shall be included in the candidate's file.
6. Extension of the deadline at any level does not automatically extend future deadlines.