Date: May 14, 2010

To: David B. Baker, Interim Senior VP & Provost

From: George K. Haritos
       Dean, College of Engineering

Subject: RTP Guidelines
         Civil Engineering

The attached RTP guidelines and criteria have been approved by the Faculty of the Department of Civil Engineering on May 14, 2010. I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

Faculty Representative

Department Chair

Dean

Interim Senior VP & Provost
Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Civil Engineering

April 2010

Introduction

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

1. Materials for the RTP file

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

- Not Applicable

2. Annual Reappointment

The criterion for reappointment is that the applicant demonstrates satisfactory progress toward meeting the tenure criteria of the Department of Civil Engineering and expected performance to meet the missions of the College and the University. The tenure criteria of the Department of Civil Engineering are stated in the Tenure Criteria section of this document. In the quantitative portion of the RTP evaluation, the candidate must achieve the metrics as demonstrated in Table 1 as a minimum for assessment purposes. However, meeting the minimum expectations may not be sufficient for the award of reappointment.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Reappointment as Assistant Professor</th>
<th>Tenure/Promotion to Associate Professor</th>
<th>Promotion to Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scholarly Accepted Publications.</strong></td>
<td>3 papers by the end of third year,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of publications in prestigious and</td>
<td>or 1 paper per year.</td>
<td>10, including those required for</td>
<td>30, including those</td>
</tr>
<tr>
<td>high-quality peer-reviewed journals and</td>
<td></td>
<td>reappointment</td>
<td>required for tenure/</td>
</tr>
<tr>
<td>books (4 full conference proceeding papers</td>
<td></td>
<td></td>
<td>promotion to associate</td>
</tr>
<tr>
<td>are considered equivalent to 1 journal</td>
<td></td>
<td></td>
<td>professor (left column)</td>
</tr>
<tr>
<td>paper)</td>
<td></td>
<td></td>
<td>See footnote 1.</td>
</tr>
</tbody>
</table>

**Research Activity.**
- Proposals and grant income from competitive sources.
- 3 proposals/year with competitive review or $30k/year starting at the 2nd year
- $200k total

**Teaching Activity (avg./year over 3 years)**
- (i) Student evaluations as indicated in adjacent columns, and/or
- (ii) At least two good peer review evaluations.
- Within one standard deviation of College average and/or good peer reviews, starting at the second year.
- Within one standard deviation of College average and/or good peer reviews.
- Within one standard deviation of College average and/or good peer reviews.

**Service (avg./year over 3 years)**
- Number of separate academic or discipline-related professional activities. Categories include: review for journals, panel review, session chair for conferences, chair positions, active committee positions, editorial positions, student recruitment.
- 1 category, starting at the 2nd year.
- 2 categories as listed in this row.
- 3 categories as listed in this row.

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1. For individual faculty with prior academic experience from other institutions before joining The University of Akron, there are additional minimum requirements for achievement after appointment at The University of Akron (See Table 2).

2. For research grants exceeding $200k, each additional $50k can be considered equivalent to 1 paper for up to 3 papers.
Table 2. Additional minimum requirements for individuals with prior academic experience before joining The University of Akron

<table>
<thead>
<tr>
<th>Measure</th>
<th>Tenure/Promotion to Associate Professor</th>
<th>Promotion to Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly Accepted Publications since joining The University of Akron.</td>
<td>6, including those required for reappointment</td>
<td>9, including those required for tenure/promotion to associate professor (left column)</td>
</tr>
<tr>
<td>Research Activity since joining The University of Akron.</td>
<td>$120k total</td>
<td>$180k since tenure/promotion to associate professor</td>
</tr>
</tbody>
</table>

3. Promotion to Associate Professor/Indefinite Tenure

In the quantitative portion of the RTP evaluation, the candidate must achieve the metrics as demonstrated in Table 1 and Table 2 (if applicable) to be eligible for Tenure and Promotion to Associate Professor. In the quantitative portion of the RTP evaluation, the candidate must achieve the metrics as demonstrated in Table 1 and Table 2 (if applicable) as a minimum for assessment purposes. However, meeting the minimum expectations may not be sufficient for the award of tenure/promotion to Associate Professor.

The criteria for tenure and promotion to Associate Professor within the Department of Civil Engineering at The University of Akron are:

1. Demonstrating teaching proficiency in at least one subject area of the department of primary appointment. The evaluation of teaching proficiency shall use:
   - the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
   - peer review of teaching performance and course materials. This review may be either internal or external to the university, as applicable;
   - activities of the candidate to improve teaching effectiveness, the engineering program or course curriculum, and other activities related to quality of teaching;
   - consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member;
   - participation in activities related to accreditation; and
   - effective administration and supervision of part-time faculty, graduate and/or student assistants, staff or others, when applicable.
2. Demonstrating research proficiency in at least one subject area of the department of primary appointment. The evaluation of research proficiency shall use
- refereed publications and associated refereed reviews;
- quantity and quality of proposals submitted to programs with a competitive review process including the corresponding review;
- peer review, external to the university;

and may include
- consideration of citations, other publications and proposals, reports, books and/or book chapters, presentations, patents, and theses and dissertations written under the direction of the faculty member; or
- external funding from technical research and/or teaching and learning development grants.

3. Providing service to the university, department, college, or professional community. The evaluation of quality of service shall use
- the candidate’s summary of his or her participation in department, college, or university activities that are not directly related to assigned teaching duties; and
- involvement in discipline-related community service (for example, service related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), if applicable.

Evaluation of research and teaching performance shall be based primarily on accomplishments while at The University of Akron. These criteria shall also apply to faculty with previous academic experience who were not considered for tenure upon initial appointment.

4. Promotion to Professor

The rank of Professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of engineering and/or engineering education and the achievement of effective teaching skill. The Professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for ranks below the level of Professor.

In the quantitative portion of the RTP evaluation, the candidate must achieve the metrics as demonstrated in Table 1 and Table 2 (if applicable) to be eligible for Promotion to Professor. In the quantitative portion of the RTP evaluation, the candidate must achieve the metrics as demonstrated in Table 1 and Table 2 (if applicable) as a minimum for assessment purposes.
However, meeting the minimum expectations may not be sufficient for the award of promotion to Professor. The criteria for promotion from Associate Professor to Professor in the Department of Civil Engineering at The University of Akron are:

1. Maintaining teaching proficiency in required undergraduate course(s) and required or elective courses at the graduate level. The evaluation of teaching proficiency shall use:
   - the standardized teaching evaluation procedure that has been approved by the faculty members of the College of Engineering;
   - peer review of teaching performance and course materials. This review may be either internal or external to the university, as applicable;
   - activities of the candidate to improve teaching effectiveness, the engineering program or courses curriculum, and other activities related to quality of teaching;
   - consideration of the level taught, course and laboratory development, and other evidence of teaching proficiency submitted by the faculty member;
   - participation in activities related to accreditation; and
   - effective administration and supervision of part-time faculty, graduate and/or student assistants, staff or others, when applicable.

2. Demonstrating research proficiency that is recognized nationally. The evaluation of research proficiency shall use:
   - refereed research proposals and associated refereed reviews;
   - external funding from technical research and/or teaching and learning development grants;
   - refereed publications;
   - citations;
   - evidence of successful collaborative efforts with students, including theses and dissertations written under the direction of the faculty member;
   - peer review, external to the university;
   - evidence of national recognition;

   and may also include consideration of other publications and proposals, reports, books and/or book chapters, presentations, and patents.

3. Providing leadership in service to the university, department, college, or professional community. The evaluation of quality of service shall use:
   - the candidate’s summary of his or her participation in department, college, or university activities that are not directly related to assigned teaching duties; and
   - involvement in discipline-related community service (for example, service related to professional societies and organizations, journal and proposal review, relevant community outreach, etc.), if applicable.

Evaluation of research and teaching performance shall be based primarily on accomplishments while at The University of Akron. These criteria shall also apply to faculty with previous academic experience who were not considered for tenure upon initial appointment.
5. Supplemental Guidelines

- Please refer to Appendix A & B

6. Materials for External Review

To maintain a quality standard relative to comparable universities and colleges, review, external to the university, is required for tenure and promotion.

The faculty member shall develop a tenure review packet that contains the following and submit it to the committee by Friday of spring semester finals week:

- vita;
- documentation on teaching and service workload, including title and level of courses taught and/or developed;
- information describing level of research activity, for example number of graduate students advised and graduated, proposals submitted, scholarly publications, ... etc;
- copies of not more than five refereed publications; and
- a summary of research proposals submitted identifying the relevant programs.

Reviewer

The reviewers will be asked to

- comment on the overall workload of the tenure candidate with respect to tenure/promotion criteria given the level of teaching, service and research accomplishments; and
- present an opinion on whether the tenure candidate is positioning himself or herself to make an impact in a research area given the research accomplishments to date. The basis for the opinion should be explained; and
- provide an opinion as to whether the accomplishments warrant tenure/promotion.
APPENDIX A: Teaching Evaluation

Standardized Teaching Evaluation Procedure
The evaluation of teaching proficiency shall include the use of a standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering. The evaluation of teaching proficiency shall also include consideration of the level taught, course and laboratory development, and other evidence of teaching proficiency. The evaluation shall include 1) student evaluation of instruction; 2) peer review; and 3) student exit interviews performed by the appropriate department faculty.

Student Evaluation of Instruction
A student evaluation form, developed for use by the College of Engineering, shall be used to determine teaching proficiency. Student evaluation of instruction shall occur every semester and in every course taught by the faculty member.

Permanent records of a faculty member’s student evaluations will be kept by the department and will be accessible to Reappointment, Tenure and Promotion Committees. The department chair will discuss the evaluations with the faculty member and provide positive and developmental feedback.

Initiating Peer Review
Before the beginning of fall semester, the department chair shall develop a list of all faculty members who will undergo peer review that academic year. The department chair and the faculty member shall agree on the composition of the Peer Review Committee.

Non-tenured faculty shall be subjected to two peer reviews during their probationary period. Peer review should normally occur during the third and fifth year since the faculty’s initial appointment. Each untenured faculty, however, has an option for requesting peer review at a time that is different from the normal schedule. This would be especially relevant to anyone wishing to be considered for early tenure.

At the time of the review, the Peer Review Committee shall select for review one course from the previous semester and one course from the current semester. To facilitate the review, the non-tenured faculty member should submit all class notes and other instructional materials such as syllabus, homework assignments, handouts, projects, laboratory experiments, and exams to the Peer Review Committee.

The Peer Review Committee has the option of unannounced classroom observation of the faculty member during the semester but this is limited to a total of two visits.

The Peer Review Committee for each faculty shall consist of two faculty members from the candidate’s academic department. Faculty who teach undergraduate courses in a department other than their primary appointment may select committee members from the department in which the course under review is taught. The Peer Review Committee shall submit a report to the faculty member’s department chair and to the faculty member and shall address a) general course organization; b) vocal and visual clarity; c) conceptual clarity; d) instructor’s preparation;
e) instructor’s ability to answer questions; and f) instructor’s ability to explain difficult material. The report will be accessible to the appropriate Reappointment or Tenure Committee.

APPENDIX B: Other Evidence of Teaching Proficiency

Each faculty member is responsible for demonstrating teaching competence in at least one subject area of the department of primary appointment. The appropriate Reappointment, Tenure and Promotion Committee, the department chair, and the dean of the College of Engineering must consider other evidence of teaching proficiency in addition to the student evaluations and the peer review. This evidence may include:

1. Development of new courses, laboratories, programs;
2. Updating and refining existing courses;
3. Effective advising of undergraduate and graduate students;
4. Competitive proposals for support of teaching projects or a faculty member’s teaching plan;
5. External support which directly benefits the education of undergraduate or graduate students;
6. Teaching awards;
7. Other evidence submitted by the faculty member, which may include class notes, instructional material or demonstrations, laboratory experiments, examinations and assignments.

The faculty member should select and identify only those elements pertinent to the review process which are important for the evaluation.