Date: September 6, 2011

To: Dr. Mike Sherman, Senior VP & Provost, COO

From: Dr. George K. Haritos
Dean, College of Engineering

Subject: RTP Guidelines
Mechanical Engineering

The attached RTP guidelines and criteria have been approved by the Faculty of the Department of Mechanical Engineering on August 15, 2011. I have approved all attached guidelines and criteria.

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

[Signatures]

Faculty Representative

[Signatures]

Department Chair

[Signatures]

Dean

[Signatures]

Senior VP & Provost, COO

Date

Sept. 6, 2011

Sept. 2, 2011

6 Sep 2011

9/9/11
Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Mechanical Engineering at the College of Engineering

Date: April 29, 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.

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

Please see Table 1: Minimum Eligibility Requirements to apply for RTP.

Please see Table 2: Minimum Eligibility Requirements to apply for Retention and Promotion (RP) for Non-tenure Track Faculty.

3. Promotion to Associate Professor

Please see Table 1: Minimum Eligibility Requirements to apply for RTP. The Department of Mechanical Engineering has identical requirements for promotion to associate professor and indefinite tenure.

Please see Table 2: Minimum Eligibility Requirements to apply for RP for Non-tenure Track Faculty.

4. Indefinite Tenure

Please see Table 1: Minimum Eligibility Requirements to apply for RTP.

5. Promotion to Professor

Please see Table 1: Minimum Eligibility Requirements to apply for RTP.
Please see Table 2: Minimum Eligibility Requirements to apply for Retention and Promotion (RP) for Non-tenure Track Faculty.

6. Materials for External Review

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

There will be no external review for non-tenure track faculty position.
APPENDIX I.

Table 1: **Minimum Eligibility Requirements** to apply for RTP. Satisfaction of these requirements does not mean RTP will be automatically granted. If a candidate does not satisfy these requirements he/she is not eligible to apply.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Reappointment as Assistant Professor</th>
<th>Tenure/ Promotion to Associate Professor</th>
<th>Promotion to Full Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scholarly Accepted Publications.</strong></td>
<td>One per year</td>
<td>Ten including those required for reappointment.</td>
<td>20 since tenure / promotion to associate professor.</td>
</tr>
<tr>
<td>Number of publications in prestigious and high-quality peer-reviewed journals and books (two conference proceeding papers are considered equivalent to one journal paper.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Research Activity.</strong> Proposals and grant income from competitive resources.</td>
<td>Three proposals/year with competitive review or $30K/year (starting at the second year)</td>
<td>$120K Total</td>
<td>$180K since tenure / promotion to associate professor</td>
</tr>
<tr>
<td><strong>Teaching Activity.</strong></td>
<td>Within one standard deviation of College average and/or good peer reviews, starting at the second year.</td>
<td>Within one standard deviation of College average and/or good peer reviews.</td>
<td>Within one standard deviation of College average and/or good peer reviews since tenure / promotion to associate professor.</td>
</tr>
<tr>
<td>- Peer reviews</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Numerical and written student evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Service Activity</strong></td>
<td>One category, starting at the second year.</td>
<td>Two categories as listed in the first column of this row.</td>
<td>Three categories as listed in the first column of this row since tenure / promotion to associate professor.</td>
</tr>
</tbody>
</table>
# Non Tenure Track Faculty

Table 2: **Minimum Eligibility Requirements** to apply for Retention and Promotion (RP) for *non-tenure track (NNT)* faculty. Satisfaction of these requirements does not mean RP will be automatically granted. If a candidate does not satisfy these requirements he/she is not eligible to apply.

<table>
<thead>
<tr>
<th>Activity and its Measures</th>
<th>Reappointment</th>
<th>Promotion to NTT Associate Professor</th>
<th>Promotion to NTT Full Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support of student Design Groups</strong></td>
<td>Actively seeking external support for student design groups and industrial senior design projects. The minimum requirement on a three year rolling average basis is three proposals per year or $15K/year that includes both cash and in-kind support.</td>
<td>$60K total that includes both cash and in-kind support.</td>
<td>$100K since promotion to associate professor. $100K includes both cash and in-kind support.</td>
</tr>
<tr>
<td>Measurement tools:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External funding to help senior design projects.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposals submitted for external funding to help senior design projects.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teaching Activities</strong></td>
<td>Within one standard deviation of College average and/or good peer reviews.</td>
<td>Within one standard deviation of College average and/or good peer reviews.</td>
<td>Within one standard deviation of College average and/or good peer reviews since promotion to associate professor.</td>
</tr>
<tr>
<td>Teaching design courses as well as coordinating senior design projects.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helping students in student design competitions such as the ones organized by the SAE, ASME and industry.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measurement Tools:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Peer reviews</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Numerical and written student evaluations</td>
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</tr>
<tr>
<td><strong>Service to Department, College and University</strong></td>
<td>A total of three activities in categories listed in the first column of this row.</td>
<td>A total of ten activities in categories listed in the first column of this row.</td>
<td>A total of 15 activities in categories listed in the first column of this row.</td>
</tr>
<tr>
<td>As requested by the department chair, commensurate with activity of tenure-track faculty at the corresponding level.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Categories Include:
(1) Evaluating transfer students

(2) Working with the Mechanical Engineering Industrial Advisory Council to support senior design projects

(3) Serving as advisor for student organizations

(4) Participating in student recruitment including honor interviews

(5) ABET accreditation for programs in the department

Service to technical Community

Categories Include:
(1) Active committee positions
(2) Organizing technical meetings
From: Batur,Celal  
Sent: Thursday, August 25, 2011 2:36 PM  
To:  
Haritos,George K; Mahajan,Ajay; Chandy,Abhilash J; batur@uakron.edu; Choi,Jae-Won; Engeberg,Erik D; fchoy@uakron.edu; Gao,Xiaosheng; Mittal,Gaurav; Wang,Guo-Xiang; Hoo Fatt,Michelle S; jdrummond@uakron.edu; Gerhardt,Jon Stuart; Loth,Francis; mbraun@uakron.edu; Morscher,Gregory N; 'povitsky@uakron.edu'; Quinn,D. Dane; Gross,Richard J; Kelly III,S. Graham; Sawyer,Scott D; tsrivatsan@uakron.edu; Wang,Shengyong; Wong,Shing-Chung Josh; Zhe,Jiang John  
Cc: Brodie,Marilyn; Meier,Stacy  
Subject: RTP Criteria of Mechanical Engineering - NON-TENURE TRACK CATEGORY CHANGES ASKED BY DR. RAMSIER  
Attachments: RTP Criteria - Document returned by Dr. Ramsier.pdf; RTP_Criteria_Mechanical_Engineering_including_NTT_position.docx

Colleagues,

We received 19 positive votes accepting the changes we made on the RTP criteria for the non-tenure track faculty position, one faculty did not vote.

Dr. Ramsier did not ask for any modification for the tenure track RTP criteria.

I will forward the new document to Dean Haritos today.

Thanks

Celal

From: Batur,Celal  
Sent: Monday, August 22, 2011 10:54 AM  
To: Abhilash J Chandy; batur@uakron.edu; Choi,Jae-Won; ee9@uakron.edu; fchoy@uakron.edu; Gao,Xiaosheng; gm29@uakron.edu; gwang@uakron.edu; Hoo Fatt,Michelle S; ijerhar@uakron.edu; Loth,Francis; mbraun@uakron.edu; Morscher,Gregory N (gm33@uakron.edu); 'povitsky@uakron.edu'; quinn@uakron.edu; sgraham@uakron.edu; ssawyer@uakron.edu; tsrivatsan@uakron.edu; Wang,Shengyong; Wong,Shing-Chung Josh; Zhe,Jiang John  
Subject: RTP Criteria of Mechanical Engineering - NON-TENURE TRACK CATEGORY CHANGES

Colleagues

Dr. Rex Ramsier has returned our RTP document. He suggests some changes in the NON-TENURE TRACK CRITERIA; this position is currently occupied by Jon.

He does not suggest any change in TENURE TRACK CRITERIA.

I attached the document he returned: (RTP Criteria – Document returned by Dr. Ramsier.pdf)

Since changes are trivial I took care of them. I also attached this corrected document as:

(RTP Criteria_Mechanical_Engineering_including_NTT_position.docx)

If you accept the new document please send an e-mail, write YES  
If you do not accept, write NO

The deadline is Thursday Aug., 25, 6 PM.
If anyone has questions then I will set up a meeting for this Friday. No question, no meeting.

Celal