



DATE: July 17, 2008
TO: Elizabeth Stroble, Sr. Vice President and Provost
CC: Rex Ramsier, Associate Provost
FROM: N. Margaret Wineman, Dean
RE: RTP Guidelines

Attached please find the College of Nursing RTP Guidelines. Modifications to these guidelines were recommended by the College of Nursing RTP committee, endorsed by the faculty at the April 28, 2008 College Organization meeting and accepted by the Dean.

Signature: *Trene Glanville /B J F*
Dr. Trene Glanville
Chair RTP Committee

Date: 7/17/08

Signature: *N. Margaret Wineman*
Dr. N. Margaret Wineman
Dean, College of Nursing

Date: 7/17/08

Signature: *Elizabeth Stroble*
Dr. Elizabeth Stroble
Senior Vice President and Provost

Date: 7/17/08

Endorsed 4/28/2008
Revised 5/8/2008



College of Nursing

**Guidelines, Procedures, and Criteria for Appointment,
Reappointment,
Tenure, and Promotion (RTP)**



RETENTION, TENURE AND PROMOTION

PREAMBLE

This document is divided into two major sections. Part I contains the University of Akron Retention, Tenure and Promotion (RTP) guidelines that are relevant to the College of Nursing and specified in the Collective Bargaining Agreement between the University of Akron and the American Association of University Professors, The University of Akron Chapter. Part I contains the timelines and procedures for retention, tenure and promotion. The second major section, Part II, contains the guidelines developed specifically for the College of Nursing. Part II is designed to supplement the guidelines in Part I and give detailed information for the college RTP procedures. Part II is sub-divided into five sections. In the first section, scholarship in the discipline of nursing is defined and examples are provided of each of the four types of scholarship that advance the profession of nursing. The second section of Part II contains the specific criteria for each rank in the College of Nursing, as voted by its faculty. The third section consists of the college's timelines particular to obtaining an external review for tenure and promotion. The fourth section contains guidelines for preparing the candidate file that is submitted yearly as part of the retention process or when the faculty seeks tenure and/or promotion. The final section is comprised of the vitae format agreed upon in the College of Nursing.

PART I*

Section 1. Definitions and General Procedures Regarding Reappointment, Tenure and Promotion of Bargaining Unit Faculty.

- A. The purpose of these procedures for reappointment, tenure, and promotion is to promote a process at the University of Akron that is fair, consistent, and faculty-driven. The procedures are designed to define the guidelines under which the bargaining unit faculty will be working, and to define the procedures and evaluative measures that are part of the process. All reappointment, tenure, and promotion recommendations are seen as a serious measure of the progress of the bargaining unit faculty member and shall serve as clear benchmarks of and suggestions for future progress.
- B. 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 bargaining unit faculty member applies for tenure and promotion.
- C. These guidelines strive to establish fair and systematic methods of evaluating bargaining unit faculty. Detailed criteria and procedures shall be adopted by each academic unit and shall be suitable for its special needs but consistent with the guidelines.

*Sections of Article 13 of the University of Akron/American Association of University Professors, University of Akron Chapter, Collective Bargaining Agreement pertaining to the College of Nursing RTP process are included. Sections that do not pertain have been deleted and are so noted in the document. Revised 11/20/06 by the CON RTP Committee.

- D. Bargaining unit faculty hired to begin employment prior to July 1, 2001 will be subject to the procedures and criteria of applicable University rules as approved by the Board of Trustees as of their date of hire. Further, they will be held to academic unit guidelines and criteria resulting from the same. The certificates of appointment will include a statement regarding this Section
- E. Eligibility for tenure and promotion.
 - 1. Bargaining unit faculty in the rank of distinguished professor, professor, associate professor and assistant professor are eligible to be awarded indefinite tenure.
 - 2. Bargaining unit faculty at the rank of assistant professor, associate professor and professor are eligible for promotion to a higher rank.
- F. Members of the bargaining unit at the rank of assistant professor, associate professor, professor and distinguished professor generally have a full range of responsibilities to academic units including teaching, research, scholarship and other creative professional work; service to the department, college and university; and public service.

Section 2. Probationary Periods of Bargaining Unit Faculty.

- A. All non-tenured bargaining unit faculty are subject to annual reappointment following their initial appointment.
- B. Bargaining unit faculty may serve either on annual appointment or on indefinite tenure, according to the following provisions:
 - 1. Bargaining unit faculty in a professorial rank may be granted indefinite tenure, that is, they are appointed for an indefinite term without the necessity of reappointment each year. An assistant professor, associate professor, or professor may be granted tenure not later than the end of the sixth year of active service in professorial rank at the University of Akron subject to conditions outlined in this Article.
 - a. If tenure is granted, it shall be effective either at the beginning of the academic year of service after which the candidate applied, or as specified in the certificate of appointment issued by the Board of Trustees.
 - b. If at the end of six years in professorial rank, indefinite tenure has not been received, notice shall be given that employment terminates at the end of the seventh year of service.
 - c. Bargaining unit faculty hired after Friday of week seven of the fall

semester may apply for tenure and/or promotion in either the tenth or twelfth semester of service, and tenure, if granted, will be effective in either the twelfth or fourteenth semester of service.

2. Full-time appointment for two semesters shall equal one year of active service. Summer sessions or leaves without compensation granted for one-half or more of any semester may not be counted toward the probationary period for tenure. Faculty improvement program leaves count toward the probationary period for tenure. A candidate's application for indefinite tenure shall normally be initiated after ten semesters of active service.
3. In cases where there are clearly extenuating circumstances, the probationary period may be extended by one year provided that it is initiated by the candidate, recommended by the appropriate dean, and approved by the Senior Vice President and Provost.
4. Tenure may be granted before the sixth year (early tenure) in a professorial rank contingent upon the candidate's successful completion of the following criteria.
 - a. The candidate shall have completed at least two years of active service at the University of Akron before application for early tenure can be made.
 - b. At a minimum, the candidate must meet the academic unit criteria for tenure.
 - c. The academic unit tenure committee shall vote to determine if the candidate may apply for early tenure. The decision of the tenure committee is final and cannot be appealed.
5. A candidate may apply for early tenure only once. Should tenure be denied, the candidate shall be awarded reappointment for the next academic year, and shall complete the six year probationary period before making reapplication for tenure.
6. In exceptional circumstances, the Board of Trustees may grant indefinite tenure upon initial appointment to scholars who are nationally or internationally recognized and only upon the affirmative recommendation of the tenure committee of the academic unit of primary appointment, the dean, the Senior Vice President and Provost, and the President.
7. Bargaining unit faculty who hold the rank of assistant professor may be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances.

8. Bargaining unit faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
- C. Notification of appointment, reappointment, tenure, and promotion of bargaining unit faculty shall occur as follows:
1. The Board of Trustees usually acts upon recommendations for appointment, reappointment, promotion, and the granting of indefinite tenure at its April meeting.
 2. Recommendations for appointment, reappointment, promotion, and the granting of indefinite tenure may be considered at other Board of Trustees' meetings as appropriate.
 3. The appointment, reappointment, tenure, and promotion of bargaining unit faculty is subject to the approval of the Board of Trustees of the University of Akron. No officer, dean, committee, or other such entity shall have the authority to employ, set the compensation or other terms of employment except the Board of Trustees. All offers of employment shall be subject to this condition.
 - a. Following the Board of Trustees' approval, the Secretary of the Board of Trustees shall send a certificate of appointment detailing the agreement reached between the bargaining unit faculty member and the University. It shall include an endorsement of acceptance that the bargaining unit faculty member shall sign and return to the Secretary of the Board of Trustees within the time period stipulated.
 - b. In the event a bargaining unit faculty member adds or deletes terms to the certificate of appointment, or fails to sign or return the endorsement, the Secretary of the Board of Trustees shall submit the issue to the Board of Trustees at their next regular meeting for consideration of rescinding the certificate of appointment.

Section 3. Procedures for Reappointment, Tenure, and Promotion ("RTP") of Bargaining Unit Member.

- A. The term "academic unit" is defined as one of the following:
1. A department or school where bargaining unit faculty hold a primary appointment.
 2. A college without departments where bargaining unit faculty hold a primary appointment.

- B. All academic units shall follow University-wide procedures for reappointment, tenure, and promotion and adhere to the calendar as shown in this Article below.
- C. The criteria to be considered for reappointment, tenure and promotion University-wide include but are not limited to:
 - 1. Quality of teaching.
 - a. Effective instruction as evidenced by student and peer evaluations and by documented assessment of learning outcomes.
 - (i) Only quantitative data from the University approved student evaluation of teaching will be required. Written comments shall be included at the discretion of the candidate.
 - b. Effective advising.
 - c. Appropriate curricular development.
 - d. Participation in activities related to accreditation.
 - e. Effective administration and supervision of part-time faculty, graduate and/or student assistants, staff or others, when applicable.
 - 2. Quality of research and scholarly activity.
 - a. Scholarship and/or creative activity as appropriate to the academic unit including activities in the discipline and in the scholarship of teaching and learning.
 - (i) Publications.
 - (ii) Presentations, scholarly and creative.
 - (iii) Grant funding and/or development activity.
 - b. Professional organizations.
 - (i) Leadership positions.
 - c. Professional development.
 - d. Professional recognition.
 - 3. Quality of professional, University and community service.

- a. Professional organizations.
 - (i) Leadership positions.
 - b. To the University of Akron.
 - c. To the college and/or department.
 - d. Discipline related service to the community.
4. Professional conduct as defined in written standards including but not limited to the following:
- a. Sexual harassment policy of the University.
 - b. Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct policy of the University.
 - c. Affirmative action policy of the University.
 - d. Alcohol policy of the University.
 - e. Drug-free workplace policy of the University.
 - f. "Statement on Professional Ethics" as published by the American Association of University Professors.
 - g. 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.
 - h. Disseminated codes of conduct as defined by relevant professional disciplines.
 - i. Disseminated codes of ethics as defined by relevant professional disciplines.
 - j. Professional responsibilities as set out in University rules.
- D. The academic unit shall develop individual criteria for reappointment, tenure, and promotion. Criteria and guidelines shall be approved by the dean and the Senior Vice President and Provost before being recognized as the official guidelines of the academic unit and before the guidelines can be applied to bargaining unit faculty.

- E. Each academic unit shall have a set of separate criteria for bargaining unit faculty's evaluation for purposes of reappointment, tenure, and promotion. All operative academic unit criteria will be available in the academic unit, the office of the dean of the college, and the office of the Senior Vice President and Provost.
 - 1. All academic unit guidelines shall comply with the applicable provisions of this Article.
 - 2. All academic unit guidelines shall enumerate the specific materials that are to be included in the candidate's reappointment, tenure, and promotion files.
 - 3. In case of conflict, the applicable provisions of this Article supersede all other guidelines.

- F. The criteria prepared by each academic unit must be formally approved by two-thirds of the bargaining unit faculty of that academic unit present and voting at a meeting called for that purpose. The college dean and the Senior Vice President and Provost shall also formally approve the criteria before it becomes effective.

- G. Subsequent reviews of the criteria may be initiated by no fewer than one-third of the bargaining unit faculty of the academic unit, the college dean, or the Senior Vice President and Provost.

- H. Candidate files shall include at least:
 - 1. A current vita;
 - 2. Narrative statement by the candidate addressing the meeting of University-wide and academic unit criteria;
 - 3. A table of contents of materials included in the RTP file; the table of contents shall be amended to reflect any additions or deletions to the RTP file;
 - 4. All previous reappointment, tenure, and/or promotion recommendations from committees, academic unit chairs, or deans;
 - 5. Evidence of work performance, including results of teaching evaluations where applicable;
 - 6. Evidence of professional activity;
 - 7. Evidence of service;
 - 8. External reviews, for tenure and promotion files.

- I. Review of the bargaining unit faculty member for reappointment, tenure, and promotion shall originate only in the academic unit where the bargaining unit faculty member holds his/her primary appointment. Bargaining unit faculty holding joint appointments shall be reviewed by all appropriate units.
- J. Reappointment, tenure, and promotion committees must contain a quorum in order to conduct business. For the purpose of reappointment, tenure, and promotion of the bargaining unit member, a quorum is defined as two-thirds of the eligible members. In the case where there are fewer than six eligible members, a quorum is defined to be at least three members. The college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or academic unit.
- K. The processes of reappointment, tenure, and promotion for the bargaining unit faculty are deliberative processes. Eligible committee members who do not participate in or attend the deliberations shall not be permitted to vote.
 - 1. To be eligible to vote, a member shall review candidate-submitted materials and shall attend all committee meeting(s) during which the candidate is discussed. Exceptions to this rule are as follows:
 - a. The committee may permit a member who has not attended all meetings but who has otherwise substantially met the participation standards of paragraph (K)(1) of this Section to vote, by a majority vote of members present and voting. The reason for the exception shall be included in the committee recommendation.
 - b. Unit guidelines may allow for absentee ballots in extenuating circumstances for persons who are otherwise eligible to vote. The committee may determine eligibility for an absentee ballot by a majority vote of members present and voting. Extenuating circumstances include death in the immediate family, serious illness, and inability to attend due to events beyond one's control. The nature of the extenuating circumstances and the vote shall be included in the committee recommendation.
- L. For the purposes of reappointment, tenure, and promotion for the bargaining unit member, a simple majority vote in the affirmative, at the minimum, is necessary for adoption. Academic unit guidelines may determine individual unit requirements for a minimum affirmative vote beyond a simple majority. When there is a tie vote, the motion is rejected. While it is the duty of every member who has an opinion on a question to participate in these important deliberations, to arrive at an informed opinion, and to express it by his or her vote, he or she cannot be compelled to do so. He or she may prefer to abstain from voting, fully

realizing that the effect is the same as if he or she voted on the prevailing side. Abstentions are not counted in the number of votes cast and are considered blank ballots. However, they are included in the report. For example, a vote of three positive, one negative and seven abstentions represents a seventy-five percent positive vote and would be reported: three positive, one negative, seven abstentions.

- M. For purposes of voting on any reappointment, tenure, and promotion matter, bargaining unit faculty shall comply with the University's conflict of interest policy and voluntarily remove themselves from any discussion, voting, or participation that would influence voting on reappointment, tenure, and promotion matters when the candidate is:
1. A member of that bargaining unit faculty member's immediate family (e.g. spouse, son, daughter, or other family member residing in that family member's household).
 2. A member of that bargaining unit faculty member's extended family (e.g. siblings, parents, grandparents, cousins, uncles, aunts, or other next of kin).
 3. For any other person where there would exist the appearance of conflict of interest or impropriety.

Section 4. College Wide Review Committee.*

- A. All colleges shall have college-wide tenure and/or promotion review committees. The college-wide review committees shall provide a separate and independent recommendation to each candidate for tenure and/or promotion. The order of recommendations is sequential, not hierarchical. The tenure and promotion guidelines for each college shall include procedures for constituting college-wide review committees.
1. In colleges without departments that constitute tenure and promotion committees as committees of the whole tenured bargaining unit, the tenure and/or promotion committee shall also operate as the college-wide review committee at the time of the initial meetings.
 2. Deleted
 3. Deleted
 4. Members of the college-wide review committees shall meet the following criteria:

* College of Nursing RTP Committee.

- a. Members of the college-wide tenure review committees shall be tenured bargaining unit faculty.
 - b. Members of the college-wide promotion-to-associate-professor review committee shall be tenured bargaining unit faculty holding the rank of associate professor or higher. In the case of a candidate applying for promotion to associate professor, but not applying for tenure, the review committee shall be the college-wide promotion-to-associate-professor review committee.
 - c. Members of the college-wide promotion to professor review committee shall be tenured bargaining unit 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.
5. The college-wide review committees shall evaluate candidates' files and all previous recommendations to determine:
- a. That the candidate has satisfactorily met all approved tenure and/or promotion criteria established by the University and the academic unit;
 - b. That the departmental tenure and/or promotion committee and the academic unit chair have followed all approved procedures in their evaluation of the candidate;
 - c. That the tenure and/or promotion committee and the academic unit chair recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.
6. The college-wide review committees shall not evaluate the merits of departmental guidelines or criteria.
7. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the dean for action with copies to the candidate, the RTP committee chair and the academic unit chair.

* If there are not three professors available on the College Wide Review Committee, professors from within the university will be recruited to comprise a committee of no fewer than three. (see section 14B of this Article.)

8. The college-wide review committee's written recommendation shall include in its findings that paragraphs (5)(a), (5)(b) and (5)(c) of this Section have been addressed.
 - a. In colleges with separate college-wide review committees, if the committee's recommendation is not consistent with the recommendations from the tenure and/or promotion committee, or from the academic unit chair, the committee recommendation shall explain those inconsistencies.
 - b. In colleges with no separate college-wide review committee, the recommendation from the committee of the whole shall explicitly include findings on paragraphs (5)(a), (5)(b), and (5)(c) of this Section.
9. The college-wide review committee shall forward its recommendation to the dean, with copies to the academic unit chair, the RTP committee chair, and the candidate.

Section 5. The University Wide Review Committee.

- A. The University-wide review committees shall provide a separate and independent recommendation only regarding candidates for tenure and/or promotion when the recommendations from the RTP committee, the college-wide review committee, the chair, and the dean are not consistent. The order of recommendations is sequential, not hierarchical.
- B. Each college and the library shall elect one member to the committee.
- C. Only tenured bargaining unit faculty who hold the rank of professor or above are eligible for election to the committee.
- D. The University-wide committee shall evaluate the candidates' files and all previous recommendations to determine:
 1. The candidate has satisfactorily met all approved tenure and/or promotion criteria established by the University and the academic unit;
 2. That the departmental tenure and/or promotion committee, the academic unit chair, the dean and the college-wide review committee have followed all approved procedures in their evaluation of the candidate;
 3. That the tenure and/or promotion committee, the academic unit chair, the dean and the college-wide review committee recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.

- E. The University-wide committee shall not evaluate the merits of the departmental guidelines or criteria.
- F. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the Senior Vice President and Provost for action with copies to the dean, the college-wide review committee, the academic unit chair, the departmental committee chair and the candidate.
- G. The University-wide review committee's written recommendation shall include in its findings that paragraphs (D)(1), (D)(2) and (D)(3) of this Section have been addressed.
- H. The University-wide review committee shall forward its recommendation to the Senior Vice President and Provost, with copies to the dean, the college-wide review committee, the academic unit chair, the departmental committee, and the candidate.

Section 6. Parliamentary Procedure.

"Robert's Rules of Order," in the most recent edition, shall be accepted as the authority on all questions of parliamentary procedure.

Section 7. Timelines.

- A. For reappointment during the first year:

Date(s)	Action required
within one week of the date of initial appointment	Dean in colleges without departments sends letter of notification to candidate
three weeks after the date of initial appointment	candidate sends letter of intent to dean in colleges without departments
three weeks after the date of initial appointment	candidate sends file to committee
Friday of week 5 of the relevant semester	committee sends recommendation to candidate and dean.
Friday of week 9 of the relevant semester	dean sends recommendation to candidate and Senior Vice President and Provost
first Wednesday in April, usually	Senior Vice President and Provost sends recommendation to the president, the Board of Trustees, dean and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

B. For reappointment after the first year:

Date(s)	Action required
by April 1	Dean in colleges without departments holds an organizational meeting to elect chair of the reappointment committee
by April 15	Dean in colleges without departments, sends letter of notification to candidate
final instructional day of spring semester	candidate sends letter of intent to dean in colleges without departments.
Friday of week 2 of fall semester	candidate sends file to committee
Friday of week six of fall semester	Committee sends recommendation to candidate and dean in colleges without departments
December 15 or the end of week sixteen of the fall semester whichever comes first	dean forwards negative recommendation to candidate and Senior Vice President and Provost
Friday of week two of spring semester	dean forwards positive recommendation to the candidate and Senior Vice President and Provost
Friday of week nine of spring semester	Senior Vice President and Provost forwards negative recommendation to candidate and dean
first Wednesday in April, usually	Senior Vice President and Provost forwards recommendation to the president, the Board of Trustees, dean, and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

C. For tenure and/or promotion:

Date(s)	Action required
by April 1	Dean in colleges without departments holds an organizational meeting to elect chair of the tenure committee
by April 15	Dean in colleges without departments, sends letter of notification to candidate
final instructional day of spring semester	candidate sends letter of intent to dean in colleges without departments
second Friday of fall semester	candidate sends file to 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 negative recommendation to the Senior Vice President and Provost with copies to the candidate, the University-wide review

	committee, and the college-wide review committee
Friday of week one of spring semester	dean forwards all other recommendations to the candidate and the Senior Vice President and Provost with copies to the University-wide review committee, and the college-wide review committee
Friday of week five of the spring semester	University-wide committee forwards recommendation to candidate, Senior Vice President and Provost, dean, and college-wide committee
Friday of week nine of spring semester	Senior Vice President and Provost forwards negative response to candidate and dean
first Wednesday in April, usually	Senior Vice President and Provost sends recommendation to the president, the Board of Trustees, dean, and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

- D. 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 college of nursing RTP committee chair, dean, or Senior Vice President and Provost prior to said deadline. The request and rationale shall be included in the candidate's file.
1. The committee chair, academic unit chair in academic units with departments, dean, or Senior Vice President and Provost shall accept or reject the request for extension. Rationale for the decision shall be included in the candidate's file.
 2. Extension of the deadline at any level does not automatically extend future deadlines.

Section 8. Procedures for Reappointment During the First Year in Colleges with Departments. Section deleted

Section 9. Procedures for Reappointment of Bargaining Unit Faculty During the First Year in Colleges without Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. 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 and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.

- B. Composition of the reappointment committee in academic units without departments.
1. Academic units without departments have two options for composing the reappointment committee.
 - a. Option 1:* The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 - (i) In this case, appeals are referred to the university appeals committee.
 - b. Deleted
 2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
 3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.
- C. Duties and responsibilities of the reappointment committee.
1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the dean regarding the granting or denial of reappointment.
 2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
 3. The recommendation letter shall be reviewed and approved by the committee.
- D. Duties and responsibilities of the dean.

* Faculty selected option 1 at the 9/25/06 College of Nursing Organization committee meeting.

1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 2. If the dean's recommendation differs from that of the committee or academic unit chair, the dean shall discuss his/her recommendation with the committee.
 3. If procedural error is identified at any level, the dean shall act to correct the error.
- E. Appeals Committee. The appeals process is found in Section 15 of this Article.
- F. Process for reappointment of bargaining unit faculty.
1. The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 2. The dean shall notify all candidates eligible for reappointment no later the Friday of the first week after the date of the initial appointment beginning either fall or spring semester.
 - a. If the candidate is hired so that the initial appointment begins in the spring semester, the entire first reappointment evaluation shall be completed no later than the first Wednesday in April. The process as described shall be followed without regard to stated timelines.
 - b. If the candidate is hired during the fall semester, the first reappointment evaluation shall take place during that fall semester.
 3. Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than Friday of the third week after the date of initial appointment. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
 4. Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the third week after the date of initial appointment.
 - a. The committee chair shall notify the candidate, all committee members, the school director, and the dean of the location and availability of the candidate's file.

- b. The committee chair shall notify the candidate, all committee members and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The committee chair shall convene all meetings, other than the organizational meeting required by the academic unit guidelines, and preside at these meetings.
 6. The committee chair shall invite the candidate to meet with the committee before the recommendation is made.
 7. The committee chair shall inform the candidate in writing of the committee's recommendation and supporting reasons no later than Friday of week six of the relevant semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
 8. The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the relevant semester.
 9. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week two of the following spring semester with a copy to the candidate.
 10. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
 11. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation no later than Friday of week nine of the following spring semester with a copy to the dean.
 12. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 10. Procedures for Reappointment of Bargaining Unit Faculty After the First Year in Colleges with Departments.

Section deleted

Section 11. Procedures for Reappointment of Bargaining Unit Faculty After the First Year in Colleges without Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's initial appointment date to the tenure track position. If the criteria has 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 and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
- B. Composition of the reappointment committee.
 - 1. Academic units without departments have two options for composing the reappointment committee.
 - a. Option 1: The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 - (i) In this case, appeals are referred to the University appeals committee.
 - b. Deleted
 - 2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - 3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 - 4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the reappointment committee.

1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the dean regarding the granting or denial of reappointment.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the dean.

1. The dean shall evaluate all previous recommendations and materials from the candidate's RTP file to formulate his/her own recommendation.
2. If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee.
3. If procedural error is identified at any level, the dean shall act to correct the error.

E. Process for reappointment of bargaining unit faculty.

1. The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
2. The dean shall notify all candidates of their eligibility for reappointment no later than April 15 in the spring semester preceding action.
3. Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than the final instructional day of spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
4. Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the second week of fall semester.

- a. The committee chair shall notify the candidate, all committee members and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at these meetings.
6. The committee chair shall invite the candidate to meet with the committee before a recommendation is made.
7. The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester. The letter, if positive, shall include a statement of how the candidate can enhance performance toward meeting the goal of tenure and promotion.
8. The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the fall semester.
9. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week two of the following spring semester with a copy to the candidate.
10. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
11. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation no later than Friday of week nine of the following spring semester with a copy to the dean.

12. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April meeting of the board.

Section 12. Procedures for Tenure of Bargaining Unit Faculty in Colleges with Departments.

Section deleted

Section 13. Procedures for Tenure of Bargaining Unit Faculty in Colleges without Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. 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 Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 1. 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, except in rare and compelling circumstances.
 2. Bargaining unit faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
 3. 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. See Section 2 of this Article concerning probationary periods for the granting of tenure.
- B. Composition of the tenure committee.
 1. Academic units without departments have two options for composing the tenure committee.
 - a. Option 1: The tenure committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.

- (i) A committee of the whole tenured bargaining unit shall serve the function of the college-wide review committee. See paragraph (E) of this Section.
- (ii) In this case, appeals are referred to the University appeals committee.

b. Deleted

2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the tenure committee.

1. The tenure committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for tenure and shall make recommendations to the dean regarding the granting or denial of reappointment.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the dean.

1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
2. If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee.
3. If procedural error is identified at any level, the dean may act to correct the error.

- E. Duties and responsibilities of the college-wide tenure committee are found in Section 4 of this Article.
- F. Duties and responsibilities of the University-wide review committee are found in Section 5 of this Article.
- G. Process for tenure of bargaining unit member. This process applies to candidates applying for tenure only, and for candidates applying for tenure and promotion to associate professor. The process for promotion without tenure is found in Section 14 of this Article.
 - 1. The dean shall call an organizational meeting to elect a tenure committee chair no later than April 1 in the spring semester preceding action.
 - 2. The dean shall notify all candidates of their eligibility for tenure no later than April 15 in the spring semester preceding action.
 - 3. Eligible candidates shall submit to the dean a letter of intent to apply for tenure no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
 - a. To maintain a quality standard relative to comparable universities and colleges, review of scholarly publications and/or creative activities, external to the University is required for tenure and promotion.
 - (i) Each academic unit shall develop instructions for the external reviewers including the materials and the bases by which the materials shall be assessed.
 - (ii) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (1) It is expected that reviewers will ordinarily be from academic institutions and;
 - (aa) Shall be at or above the rank of the candidate;
 - (bb) Shall be from institutions that are comparable in the discipline, for example,

from institutions in or above the same Carnegie classification as the University of Akron.

- (2) Reviewers with expertise appropriate to address the candidate's meeting of the academic unit criteria, may be from other reputable external organizations relevant to the discipline, for example, from industry, business, or government.
 - (iii) The committee, with the approval of the dean, shall select the reviewers to be solicited. At least one reviewer shall be from the candidate's list.
 - (iv) The committee chair shall solicit the external reviews from the selected reviewers.
 - (v) 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.
 - (vi) The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
 - (1) 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.
 - (2) Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - (3) 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.
- b. The candidate shall provide all materials relevant to review as determined by the academic unit guidelines to the chair of the

tenure committee by such date as is set in the academic unit guidelines.

4. Each candidate eligible for tenure shall submit his/her file to the tenure committee chair no later than the second Friday of the fall semester.
 - a. The committee chair shall notify the candidate, all committee members, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The tenure committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings.
6. The committee chair shall invite the candidate 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.
7. The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester.
8. The committee chair shall transmit copies of the committee's recommendation with supporting materials to the dean no later than Friday of week six in the fall semester.
9. The committee chair shall transmit the committee recommendation to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
10. The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.

11. The chair of the University-wide review committee shall transmit the committee's recommendation to the Senior Vice President and Provost no later than Friday of week five of the spring semester, if applicable.
12. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week one of the following spring semester.
 - a. Copies of the recommendation shall be transmitted to the candidate.
13. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - a. Copies of the recommendation shall be transmitted to the candidate, the chair of the University-wide review committee, the chair of the college-wide review committee, the academic unit chair, and the chair of the departmental committee.
14. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - a. Copies of the recommendation shall be transmitted to the dean, the school director and the academic unit chair.
15. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 14. Procedures for Promotion of Bargaining Unit Faculty Who Are Not Applying for Tenure.

- A. The candidate shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five years prior to the candidate's application, whichever is the most recent.
 1. Process for promotion to the rank of associate professor. The appeals process is found in Section 15 of this Article.
 - a. 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, except in rare and compelling circumstances. For the combined tenure and promotion to associate professor procedures in colleges with departments, see Section 12 of this Article; for the combined tenure and promotion to associate professor procedures in colleges without departments, Section 13 of this Article.

- b. In those rare and compelling circumstances, promotion to the rank of associate professor does not occur during the tenure year, the candidate shall be evaluated under the academic unit 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. Process for promotion to the rank of professor.

- a. The candidate shall be evaluated under the academic unit criteria in effect either during the year of the candidate's last promotion or criteria in effect five years prior to the candidate's application, whichever is the most recent.
- b. A minimum of two years must elapse between the granting of the rank of associate professor and the application to the rank of professor except in rare and compelling circumstances.

B. Composition of the promotion committee.

- 1. The promotion committee shall be composed of all tenured members of the academic unit at or above the academic rank to which the candidate is applying. Any person on such a committee shall have served at least one year at the University of Akron in the candidate's department.
- 2. Persons within the college who are required to provide a separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.
- 3. If there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee, the college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit. These rules shall be included in the procedures of the college or school.

C. Duties and responsibilities of the promotion committee.

1. The promotion committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for promotion and shall make recommendations to the academic unit chair, school director, or dean regarding the granting or denial of promotion.
 2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
 3. The recommendation letter shall be reviewed and approved by the committee.
- D. Duties and responsibilities of the college-wide promotion committee are found in Section 4 of this Article.
- E. Duties and responsibilities of the University-wide review committee are found in Section 5 of this Article.
- F. Process for promotion of bargaining unit faculty. The appeals process is found in Section 15 of this Article.
1. The academic unit chair, school director, or dean shall call an organizational meeting to elect a promotion committee chair no later than April 1 in the spring semester preceding action.
 2. Eligible candidates shall submit a letter of intent to the academic unit chair, school director, or dean to apply for promotion no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the chair.
 - a. To maintain a quality standard relative to comparable universities and colleges, review of scholarly publications and/or creative activities, external to the University, is required for promotion.
 - (i) Each academic unit shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.
 - (ii) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the promotion committee, the academic unit chair, the school director, and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.

- (1) It is expected that reviewers will ordinarily be from academic institutions and;
 - (aa) Shall be at or above the rank of the candidate;
 - (bb) Shall be from institutions that are comparable in the discipline, for example, from institutions in or above the same Carnegie classification as the University of Akron.
- (2) Reviewers with expertise appropriate to address the candidate's meeting of the academic unit criteria, may be from other reputable external organizations relevant to the discipline, for example, from industry, business, or government.
- (iii) The committee, with the approval of the dean, shall select the reviewers to be solicited. At least one reviewer shall be from the candidate's list.
- (iv) The committee chair shall solicit the external reviews from the selected reviewers.
- (v) 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.
- (vi) The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
 - (1) 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.

- (2) Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - (3) 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.
 - b. The candidate shall provide all materials relevant to external review as determined by the academic unit guidelines to the chair of the promotion committee by such date as is set in the academic unit guidelines.
3. Each candidate eligible for promotion shall submit his/her file to the promotion committee chair no later than the second Friday of the fall semester.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and/or the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and/or the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
4. The promotion committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings.
5. The committee chair shall invite the candidate 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.
6. The committee chair shall inform the candidate in writing of the committee's recommendation with supporting reasons no later than Friday of week six of the fall semester.
7. The committee chair shall transmit copies of the committee's

recommendation with supporting materials to the academic unit chair, school director, or dean no later than Friday of week six in the fall semester.

8. In colleges with departments, the academic unit chair shall transmit his/her recommendation and the departmental committee recommendation to the dean and to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
9. The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
10. The chair of the University-wide review committee shall transmit the committee's recommendation to the Senior Vice President and Provost no later than Friday of week five of the spring semester, if applicable.
11. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week one of the following spring semester.
 - a. Copies of the recommendation shall be transmitted to the candidate.
12. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - a. Copies of the recommendation shall be transmitted to the candidate, the chair of the University-wide committee, the chair of the college-wide committee, the academic unit chair, and the chair of the department committee.
13. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - a. Copies of the recommendation shall be transmitted to the dean, school director, and academic unit chair.
14. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 15. Process for Appeals.

- A. After the dean has made his/her recommendation, the candidate may appeal any level of recommendation up to and including the recommendation of the Dean to the college appeals committee, if that candidate's college has an appeals committee. If no college appeals committee exists, the candidate may appeal directly to the University Appeals Committee.

In all cases, and after the Provost has made his/her recommendation, the candidate may appeal an adverse decision from the college-wide review committee, the dean, the university wide review committee, or the Senior Vice President and Provost to the University Appeals Committee.

During any appeal process, the candidate may appeal only once to the University Appeals Committee. For example, should the candidate appeal the decision of the dean to the University Appeals Committee, he/she cannot then appeal the decision of the Senior Vice President and Provost.

1. Deleted
2. Composition of the University Appeals Committee: This committee shall be composed of one member from the tenured bargaining unit faculty at the rank of Professor or above of each degree-granting college except the School of Law, elected by its full-time bargaining unit faculty and one full-time bargaining unit faculty member at the rank of Professor or above from the university libraries, elected by its full-time bargaining unit faculty.
 - a. The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - b. The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
 - c. In the case of an appeal of reappointment or tenure the candidate will be reappointed for the following year on a terminal contract. The Board of Trustees will not be asked to consider the candidate's status until after the final disposition of the appeal.

- B. The following procedures for the College Appeals Committee shall be followed.
Section deleted

- C. The following procedures for the University Appeals Committee shall be followed.
1. The candidate shall file an appeal with the university appeals committee no later than Friday prior to the April meeting of the Board of Trustees. The written and signed appeal shall be sent to the chair of the University Appeals Committee with a copy to the dean and the Senior Vice President and Provost.
 2. The candidate's appeal shall provide a statement of specific procedural error or a claim of inadequate consideration.
 3. 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.
 4. Within seven calendar days after receiving the appeal, the chair of the university appeals committee shall hold a meeting.
 - a. All committee members shall read the candidate's written and signed appeal before attending the meeting.
 - b. The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
 - c. After reviewing the appeal, and in closed session, the committee shall vote to 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.
 5. If the appeal is rejected, the committee shall notify the candidate, the dean, and the Senior Vice President and Provost of the rationale for the decision.
 6. If the appeal is accepted, the committee shall notify the candidate, dean, and Senior Vice President and Provost.
 7. 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 and Provost.
- D. The President of the University is the candidate's last point of institutional appeal and shall inform all parties of his/her decision within thirty days from receipt of any appeal.

- E. If an appellant believes that an adverse decision ultimately rendered on appeal by the President was caused in substantial part by a procedural error or omission either in the original decision-making process or in the appeals process and such alleged procedural error or omission was timely raised as set forth in (B)(1) of this Section, such appellant may, with the concurrence of the Akron-AAUP, appeal the matter to arbitration. This shall be done by filing a grievance, which shall be initiated at the Step 2 level and thereafter proceed to arbitration pursuant to the procedures established in Article 12 (Grievance).

- F. In any such arbitration, the arbitrator shall consider all procedural errors or claims of inadequate consideration and determine if, in their totality, they constitute substantive prejudice to the candidate.

The arbitrator shall remand the promotion or tenure decision being grieved to the point of initial error with directions as to which of the existing procedures in the Agreement or in applicable college or departmental bylaws are to be followed.

The arbitrator does not have the authority to award promotion or tenure to a bargaining unit member.

At each level where a tenure or promotion case is remanded and/or subsequently reviewed, individual and committees will duly consider all advice and recommendations of the Arbitrator on an expedited basis.

G. In the case of a violation of the procedures, it is not intended that appointment, reappointment, promotion or tenure be awarded by default.

PART II

Specific Guidance Relevant to the College of Nursing

Part II of this document is divided into five sections. In the first section, scholarship in the discipline of nursing is defined and examples are provided that demonstrate each of the four types of scholarship. Section two includes the specific criteria for each rank in the College of Nursing, as voted by its faculty. The third section consists of the college's timelines particular to obtaining an external review for the purpose of tenure and promotion. The fourth section contains guidelines for preparing the candidate file that is submitted yearly, as part of the retention process or when faculty seek tenure and/or promotion. The fifth section is the college's required format for the curriculum vitae.

Section 1. Nursing Scholarship

The College of Nursing criteria for RTP discussed in this document are based upon the Boyer Model of Scholarship (Boyer, 1990), and the American Association of Colleges of Nursing *Position Statement on Defining Scholarship for the Discipline of Nursing* (AACN, 1999).

According to the AACN, "Scholarship in nursing can be defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that (1) is significant to the profession, (2) is creative, (3) can be documented, (4) can be replicated or elaborated, and (5) can be peer-reviewed through various methods" (AACN, 1999, p. 2). Boyer (1990) describes four types of scholarship: discovery, teaching, application, and integration, and emphasizes knowledge dissemination as central to defining the adequacy of a scholarly activity.

A. Scholarship of Discovery: "The scholarship of discovery is inquiry that produces the disciplinary and professional knowledge that is at the very heart of academic pursuits" (Boyer, 1990 as cited in AACN, 1999, p. 2) and includes "primary empirical research, historical research, theory development and testing, methodological studies, and philosophical inquiry and analysis" (AACN, 1999, p.2).

American Association of Colleges of Nursing. (1999). *Position statement: Defining scholarship for the discipline of nursing*. (www.aacn.nche.edu/Publications/positions/scholar.htm).

Boyer, E. (1990). *Scholarship reconsidered: Priorities for the professoriate*. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching.

Examples of Scholarship of Discovery:

- Peer-reviewed publications of research, theory, or philosophical essays,
- Presentations of research, theory, or philosophical essays,
- Grant awards in support of research or scholarship,
- Mentorship of junior colleagues in research or scholarship,
- State, regional, national, or international recognition as a scholar,
- Positive peer evaluations of the body of work (AACN, 1999, p. 3).

B. Scholarship of Teaching: “The scholarship of teaching is inquiry that produces knowledge to support the transfer of the science and art of nursing from the expert to the novice, building bridges between the teacher’s understanding and the student’s learning” (Boyer, 1990 as cited in AACN, 1999, p. 3) and includes “application of knowledge of the discipline or specialty area in the teaching-learning process, the development of innovative teaching and evaluation methods, program development, learning outcome evaluation, and professional role modeling” (AACN, 1999, p.4).

Examples of Scholarship of Teaching:

- Peer-reviewed publications of research related to teaching methodology or learning outcomes, case studies related to teaching-learning, learning theory development, and development or testing of education models or theories,
- Accreditation or other comprehensive program reports,
- Successful applications of technology to teaching and learning,
- Positive peer assessments of innovations in teaching,
- State, regional, national, or international recognition as a master teacher,
- Published textbooks or other learning aids,
- Grant awards in support of teaching and learning,
- Design of outcome studies or evaluation/assessment programs, and
- Presentations related to teaching and learning (AACN, 1999, p. 4).

C. Scholarship of Practice (Application): “The scholarship of practice encompasses all aspects of the delivery of nursing service where evidence of direct impact in solving health care problems or in defining the health problems of a community is presented” (AACN, 1999, p. 4) and includes “application of nursing and related knowledge to the assessment and validation of patient care outcomes, the measurement of quality of life indicators, the development and refinement of practice protocols/strategies, the evaluation of systems of care, and the analysis of innovative health care delivery models” (AACN, 1999, p. 5).

Examples of Scholarship of Practice:

- Peer-reviewed publications of research, case studies, technical applications, or other practice issues,
- Presentations related to practice,
- Consultation reports,
- Reports compiling and analyzing patient or health services outcomes,
- Products, patents, license copyrights,

- Grant awards in support of practice,
- State, regional, national, or international recognition as a master practitioner,
- Professional certifications, degrees, and other specialty credentials,
- Reports of meta-analyses related to practice problems,
- Reports of clinical demonstration projects,
- Policy papers related to practice (AACN, 1999, p. 5-6).

D. Scholarship of Integration: “The scholarship of integration refers to writings and other products that use concepts and original works from nursing and other disciplines in creating new patterns, placing knowledge in a larger context, or illuminating the data in a more meaningful way . . . integration emphasizes the interconnection of ideas, and brings new insight to bear on original concepts and research. Critical analysis and interpretation are two common methodologies, but interdisciplinary work may take place through any medium for scholarship such as those described as discovery, teaching, or practice” (Boyer, 1990 as cited in AACN, 1999, p. 6).

Examples of Scholarship of Integration:

- Peer-reviewed publications of research, policy analysis, case studies, integrative reviews of literature, and others,
- Copyrights, licenses, patents, or products for sale,
- Published books,
- Positive peer evaluations of contributions to integrative scholarship,
- Reports of interdisciplinary programs or service projects,
- Interdisciplinary grant awards,
- Presentations, and
- Policy papers designed to influence organizations or governments (AACN, 1999, p. 6).

Section 2. Criteria for Appointment and Reappointment at Each Rank

This section contains the criteria for appointment and reappointment of each of the ranks that exist in the College of Nursing. Constructed in table form, the first table contains the criteria for appointment and reappointment as an instructor. The next three tables comprise the criteria for the appointment, promotion, and reappointment of the of the tenure track ranks of assistant professor, associate professor and professor. The last three tables summarizes the criteria for the clinical track faculty and includes appointment, reappointment and promotion criteria for the assistant professor, clinical track, associate professor, clinical track, and professor, clinical track.

**CRITERIA FOR APPOINTMENT AND REAPPOINTMENT
INSTRUCTOR**

Approved at college organization meeting of 2/26/07

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p>INITIAL APPOINTMENT Holds a master's degree in nursing from a CCNE or NLNAC accredited school; national certification and/or licensure in specialty area is preferred.</p>	<p>INITIAL APPOINTMENT Classroom and clinical teaching experience at the collegiate level is preferred.</p>	<p>INITIAL APPOINTMENT 1. Maintains current registered nurse licensure in Ohio. 2. Holds membership in professional organizations (i.e., clinical specialty, educational, administrative, etc.).</p>	<p>INITIAL APPOINTMENT Attends conferences related to professional specialty and/or scholarly and research areas of interest</p>
	<p>REAPPOINTMENT <u>Above plus:</u> 1. Shares teaching load appropriate to course needs. 2. Presents appropriate and current content in clinical laboratory and/or lecture. 3. Maintains open communication with students and colleagues to enhance the teaching/learning process. 4. Provides an environment conducive to learning. 5. Utilizes a variety of teaching methods. 6. Uses primary and current scholarly/ research findings in teaching. 7. Competent in organization and presentation of content. 8. Assists students with transfer of information, utilization, and synthesis of previous knowledge. 9. Participates actively in curriculum planning, development, and revision within course areas. 10. Serves as a role model for professional nursing practice. 11. Measures achievement of student learning through the evaluation process. 12. Participates in self and peer evaluation of teaching effectiveness. 13. Uses evaluative data from self, peers, students, and administration to improve teaching effectiveness. 14. Serves as a student advisor.</p>	<p>REAPPOINTMENT <u>Above plus:</u> 1. Participates actively in course groups and faculty organization meetings (attends the meetings regularly). 2. Demonstrates accountability for completion of committee work and assigned projects. 3. Participates in community activity relative to the professional nurse role. 4. Assists in orienting new faculty to the college and clinical settings.</p>	<p>REAPPOINTMENT 1. Uses evidence-based knowledge in teaching and practice. 2. Demonstrates recent involvement in scholarly activities related to discovery, teaching, application (practice), or integration (see AACN definitions of scholarship).</p>

**CRITERIA FOR APPOINTMENT, PROMOTION, AND REAPPOINTMENT
ASSISTANT PROFESSOR**

Approved by faculty ballot January 30, 2002

Appointment to the rank of assistant professor includes the criteria for instructor and, in addition:

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p><u>INITIAL APPOINTMENT/ PROMOTION</u></p> <p>1. Earned, terminal, research doctorate in nursing or related field.*</p> <p>2. If the earned doctorate is in a related field, master's degree must be in nursing.</p>	<p>INITIAL APPOINTMENT/ PROMOTION</p> <p>Teaching experience in a collegiate nursing program is preferred.</p>	<p>INITIAL APPOINTMENT/ PROMOTION</p> <p>Participates in activities and /or committees of professional organizations.</p>	<p>INITIAL APPOINTMENT/ PROMOTION</p> <p>Demonstrates recent involvement in a scholarly activity (i.e., completion of dissertation with evidence of manuscript development based on dissertation).</p>
	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Assumes responsibility for working with faculty and students in the planning, guidance, implementation, and evaluation of learning experience of students.</p> <p>2. Demonstrates competence in teaching by: Positive peer evaluations Positive student evaluations</p> <p>3. Functions as a role model for peers.</p> <p>4. Provides leadership within a clinical or functional area.</p> <p>5. Serves as a student advisor.</p>	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Participates actively in the course groups, and faculty organization meetings, and College of Nursing committees.</p> <p>2. Demonstrates accountability for completion of committee work and assigned projects.</p> <p>3. Contributes professional expertise to the community.</p> <p>4. Serves in a leadership role in the college.</p>	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Develops a focus for and begins to implement scholarly activities in areas of discovery, application, integration, and/or teaching (see attached AACN definitions of scholarship).</p> <p>2. Develops a beginning record of scholarship (i.e., peer-reviewed or refereed publications,* presentations).</p> <p>3. Disseminates findings through publications and presentations.</p> <p>4. Participates in regional/national nursing conference(s) yearly.</p> <p>5. Seeks internal and/or external funding for scholarly activities.</p> <p>6. Is eligible for Graduate Faculty Status Categories I and/or II with doctoral degree.</p> <p>*Should demonstrate evidence of developing, submitting, or publishing, at minimum, one refereed manuscript per year in order to develop a track record of publications. First authorship is weighted more heavily than second, third, etc., authorship. It is essential for all candidates to describe their contributions to a publication with multiple authors and the percentage of the contribution must be delineated.</p>

*PhD, DNS, DNSc, DrPH, EdD, (ND is not a research doctorate and is not recognized here; ND is a clinical doctorate qualifying individual for clinical instructor role).

CRITERIA FOR APPOINTMENT, PROMOTION, REAPPOINTMENT, AND TENURE

ASSOCIATE PROFESSOR

Approved by faculty ballot January 30, 2002

Appointment and promotion to the rank of associate professor includes the criteria for assistant professor and, in addition:

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Earned, terminal, research doctorate in nursing or related field.*</p> <p>2. If the earned doctorate is in a related field, master's degree must be in nursing.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Has experience at the rank of assistant professor at this university or one of equal standing.</p> <p>2. Develops and teaches courses; and participates in major curriculum revisions as necessary.</p> <p>3. Develops and evaluates innovative methods of teaching.</p> <p>4. Works with students outside the classroom to further their professional growth.</p> <p>5. Mentors other faculty in their teaching, providing service to colleagues in their teaching.</p> <p>6. Guides student research and scholarship.</p> <p>7. Serves as a student advisor.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Demonstrates leadership on college committees and/or membership on university committees (attends meetings regularly).</p> <p>2. Demonstrates accountability for completion of committee work and assigned projects.</p> <p>3. Participates as a community speaker related to specialty area.</p> <p>4. Participates in local, regional, or national level professional association meetings.</p> <p>5. Serves in a leadership role in a related professional organization at local or state level.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Publishes in refereed journals (at minimum, one refereed article per year).</p> <p>2. Conducts funded research, evidence-based teaching projects, and/or clinical demonstration projects (scholarship of discovery, application, teaching, and/or integration).</p> <p>3. Seeks and secures continuous extramural funding for scholarly activities (i.e., foundations, state, federal agencies as funding sources). NOTE: Funding received to support student professional traineeships is <u>not</u> recognized as extramural funding.</p> <p>4. Disseminates findings upon completion of these projects through annual presentations and peer-reviewed publications.</p> <p>5. First authorship is weighted more heavily than second, third, etc., authorship. It is essential for all candidates to describe their contributions to a publication with multiple authors and the percentage of the contribution must be delineated.</p>

*PhD, DNS, DNSc, DrPH, EdD, (ND is not a research doctorate and is not recognized here; ND is a clinical doctorate qualifying individual for clinical instructor role).

**CRITERIA FOR APPOINTMENT, PROMOTION, REAPPOINTMENT, AND TENURE
PROFESSOR**

Approved by faculty ballot January 30, 2002

Appointment to the rank of professor supposes in addition to the fulfillment of the requirements of the previous ranks, evidence of each outstanding quality of scholarship as to merit general recognition among scholars and educators outside the local area. In addition to having the qualifications of an associate professor, the appointee shall have demonstrated a degree of proficiency in teaching and research sufficient to establish an excellent reputation among regional, national, and/or international colleagues.

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Earned, terminal, research doctorate in nursing or related field.*</p> <p>2. If the earned doctorate is in a related field, master's degree must be in nursing.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Has experience at the rank of associate professor at this university or one of equal standing.</p> <p>2. Develops and teaches courses; and participates in major curriculum revisions as necessary.</p> <p>3. Develops and evaluates innovative methods of teaching.</p> <p>4. Works with students outside the classroom to further their professional growth.</p> <p>5. Mentors other faculty in their teaching, providing service to colleagues in their teaching.</p> <p>6. Guides student research and scholarship Serves as master teacher role model.</p> <p>7. Serves on and/or chairs thesis and dissertation committees; guiding student research and scholarship.</p> <p>8. Creates teaching/learning opportunities from own research.</p> <p>9. Serves as a student advisor.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Serves as a resource person beyond local level.</p> <p>2. Is recognized by colleagues for expertise in nursing at national and international levels.</p> <p>3. Provides leadership on college and university committees (attends meetings regularly).</p> <p>4. Demonstrates accountability for completion of committee work and assigned projects.</p> <p>5. Participates in local, regional, national, or international level professional association meetings.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/ TENURE</p> <p>1. Evidence of sustained scholarly publications* and continued growth as a scholar; seeking and securing professionally reviewed research grants, demonstration grants, and/or training grants, especially extramural grants (continuously funded by foundations, state or federal agencies). NOTE: Funding received to support student professional traineeships is <u>not</u> recognized as extramural funding.</p> <p>2. Fosters collaborative research and other types of scholarly endeavors beyond the College of Nursing.</p> <p>3. Assumes the mentoring role with colleagues as a scholar and researcher.</p> <p>4. Continues to disseminate findings from scholarly activities through publications and peer-reviewed and invited presentations (Is active as an invited speaker or consultant).</p> <p>*Two refereed publications per year; majority of publications at this level should demonstrate first authorship; however, later authorship may appear in publications to clearly demonstrate direction and mentoring of masters/doctoral students and/or clinical nurses and junior faculty as part of the research team. First authorship is weighted more heavily than second, third, etc., authorship. It is essential for all candidates to describe their contributions to a publication with multiple authors and the percentage of the contribution must be delineated.</p>

*PhD, DNS, DNSc, DrPH, EdD, (ND is not a research doctorate and is not recognized here; ND is a clinical doctorate qualifying individual for clinical instructor role).

**CRITERIA FOR APPOINTMENT, PROMOTION, AND REAPPOINTMENT
ASSISTANT PROFESSOR, CLINICAL TRACK (NON TENURED)**

Approved at faculty organization meeting of April 25, 2005

Appointment to the rank of assistant professor includes the criteria for instructor and, in addition:

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p><u>INITIAL APPOINTMENT/ PROMOTION</u></p> <p>Minimum of a Masters degree in nursing .</p> <p>Holds national certification in specialty area or requisite licensure for specialty area.</p> <p>Three years current practice in designated area of clinical experience.</p>	<p><u>INITIAL APPOINTMENT/ PROMOTION</u></p> <p>Teaching experience in a collegiate nursing program is preferred.</p>	<p><u>INITIAL APPOINTMENT/ PROMOTION</u></p> <p>Participates in activities and/or committees of professional organizations.</p>	<p><u>INITIAL APPOINTMENT/ PROMOTION</u></p> <p>Demonstrates recent involvement in a scholarly activities (for example peer reviewed presentations, consultation reports, or recognition as an expert clinician).</p>
	<p><u>REAPPOINTMENT</u> <u>Above plus:</u></p> <ol style="list-style-type: none"> 1. Assumes responsibility for working with faculty and students in the planning, guidance, implementation, and evaluation of learning experience of students. 2. Demonstrates competence in teaching by: Positive peer evaluations Positive student evaluations 3. Functions as a role model for peers. 4. Provides leadership within a clinical or functional area. 5. Serves as a student advisor. 	<p><u>REAPPOINTMENT</u> <u>Above plus:</u></p> <ol style="list-style-type: none"> 1. Participates actively in the course groups, faculty organization meetings, and College of Nursing committees. 2. Demonstrates accountability for completion of committee work and assigned projects. 3. Contributes professional expertise to the community. 4. Serves in a leadership role in the college. 	<p><u>REAPPOINTMENT</u> <u>Above plus:</u></p> <ol style="list-style-type: none"> 1. Further defines clinical interests in specialty practice. 2. Develops a focus for and begins to implement scholarly activities in the area of application. (See attached AACN definition for Scholarship of Practice.) 3. Disseminates clinical knowledge that impacts patient outcomes and/or healthcare policies. 4. Receives peer recognition for practice innovation which could include serving as a clinical consultant. 5. Participates in regional/national nursing conference(s) yearly.

**CRITERIA FOR APPOINTMENT, PROMOTION, AND REAPPOINTMENT
ASSOCIATE PROFESSOR, CLINICAL TRACK (NON TENURED)**

Approved at faculty organization meeting of April 25, 2005

Appointment and promotion to the rank of associate professor includes the criteria for assistant professor and, in addition:

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>Minimum of a Masters degree in nursing</p> <p>Maintains national certification in specialty area or requisite licensure for specialty area.</p> <p>Four years current practice in designated area of clinical experience.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Has experience equivalent to or at the rank of assistant professor at this university or one of equal standing.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Demonstrates leadership on college committees and/or membership on university committees (attends meetings regularly).</p> <p>2. Demonstrates accountability for completion of committee work and assigned projects.</p> <p>3. Participates as a leader in community activities.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Recognized as a : clinical expert</p> <p>2. Disseminates clinical and/or research knowledge consistent with the Scholarship of Practice via peer reviewed publications and/or presentations.</p>
	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Demonstrates depth and currency in specialty area.</p> <p>2. Develops and teaches courses and participates in major curriculum revisions as necessary.</p> <p>3. Develops and evaluates innovative methods of teaching.</p> <p>4. Works with students outside the classroom to further their professional growth.</p> <p>5. Mentors other faculty in their teaching, and provides service to colleagues in their teaching.</p> <p>6. Guides student scholarly activities.</p> <p>7. Serves as a student advisor.</p>	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Participates in local, regional, or national level professional association meetings.</p> <p>2. Serves in a leadership role in a related professional organization at local or state level.</p>	<p>REAPPOINTMENT <u>Above plus:</u></p> <p>1. Continues to be recognized as a clinical expert.</p> <p>2. Participates in or conducts evidence based teaching projects or clinical projects and/or clinical demonstration projects (Scholarship of Practice.)</p> <p>3. Assumes an active participant role in the development, implementation and/or evaluation of healthcare policies or clinical protocols/standards at the local, state or regional level.</p> <p>4. Continues to disseminate clinical and/or research knowledge consistent with Scholarship of Practice (publications, presentations, etc.)</p>

**CRITERIA FOR APPOINTMENT, PROMOTION, AND REAPPOINTMENT
PROFESSOR, CLINICAL TRACK (NON TENURED)**

Approved at faculty organization meeting of April 25, 2005

Appointment to the rank of professor supposes in addition to the fulfillment of the requirements of the previous ranks, evidence of each outstanding quality of scholarship as to merit general recognition among scholars and educators outside the local area. In addition to having the qualifications of an associate professor, the appointee shall have demonstrated a degree of proficiency in teaching and clinical practice sufficient to establish an excellent reputation among regional, national, and/or international colleagues.

ACADEMIC PREPARATION & OTHER CREDENTIALS	TEACHING ACTIVITIES	PROFESSIONAL, COMMUNITY AND UNIVERSITY SERVICE	SCHOLARSHIP
<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Earned, terminal research or clinical doctorate in nursing or related field. If the earned doctorate is in a related field, master's degree must be in nursing from an NLNAC or CCNE accredited program.</p> <p>Maintains national certification in specialty area or requisite licensure for specialty area.</p> <p>Four years current practice in esignated area of clinical experience.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION/</p> <p>1. Has experience at the rank of associate professor at this university or one of equal standing.</p> <p>2. Develops and teaches courses; and participates in major curriculum revisions as necessary.</p> <p>3. Develops and evaluates innovative methods of teaching.</p> <p>4. Works with students outside the classroom to further their professional growth.</p> <p>5. Mentors other faculty in their teaching, providing service to colleagues in their teaching.</p> <p>6. Guides student research and scholarship Serves as master practitioner/teacher role model.</p> <p>7. Serves on and/or chairs thesis and dissertation committees; guiding student research and scholarship.</p> <p>8. Creates teaching/learning opportunities from own research.</p> <p>9. Serves as a student advisor.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Serves as a resource person beyond local level.</p> <p>2. Is recognized by colleagues for expertise in nursing at national and/or international levels.</p> <p>3. Provides leadership on college and university committees (attends meetings regularly).</p> <p>4. Demonstrates accountability for completion of committee work and assigned projects.</p> <p>5. Participates in local, regional, national, or international level professional association meetings.</p>	<p>INITIAL APPOINTMENT/ REAPPOINTMENT/PROMOTION</p> <p>1. Evidence of sustained clinical excellence and continued growth as a clinical scholar.</p> <p>2. Evidence of established record and continued scholarly writing.</p> <p>3. Evidence of leadership in the development, implementation and/or evaluation of healthcare policies or clinical protocols/standards at the local, state, regional and national level.</p> <p>4. Fosters collaborative clinical scholarship and other types of scholarly endeavors beyond the College of Nursing.</p> <p>5. Assumes the mentoring role with colleagues as a scholar and practitioner.</p> <p>6. Engages in activities to secure financial awards in support of practice / clinical scholarship</p>

Section 3. College of Nursing's Timelines Particular to Obtaining Three External Reviews for Tenure and Promotion

Reviews conducted by other professionals external to the University of Akron are required for tenure and promotion to maintain a quality standard relative to comparable universities and colleges. It is strongly suggested that candidates review the details as directed in the 2005 Bargaining Unit Agreement, Article 13, Section 13, G., 3. a., as other relevant information is provided there.

This section of Part II provides the college's particular timelines for accomplishing that charge. The candidate submits three names of potential reviewers with the letter of intent, which is due to the dean by the final instructional day of spring semester. It is suggested that the candidate contact the potential reviewers and obtain their agreement to serve as external reviewers. At least one of the three reviewers must be selected from the list submitted by the candidate (See Part I, Section 13, G. 3. a. iii for additional details regarding the selection process).

The candidate shall provide all materials relevant to the external review to the dean by June 15th. When the external reviewers agree to perform the review, the dean will send the reviewers the candidate's file. The reviewers will also be sent the College tenure and promotion criteria relevant to the review.

Section 4. Guidance for Preparation of the Candidate File for Reappointment, Tenure and Promotion.

This section contains guidelines for preparing the candidate file, which is submitted yearly as part of the retention process, or when the faculty member seeks tenure or promotion. Eligibility for reappointment, tenure, and promotion is determined by examining faculty performance of the criteria corresponding to the current rank, or next highest rank for the individual requesting tenure or promotion. The members of the college-wide review committee and external reviewers examine the evidence compiled in the candidate file for evidence of success in meeting criteria. The candidate file should illustrate and document the consistency of sustained and increasingly improved scholarly activities across all relevant criteria, particularly when the candidate is seeking tenure and promotion. For reappointment purposes, materials should be inclusive of the past year. For tenure and promotion purposes, all materials from the past years that are deemed necessary for portraying the highest level of excellence should be included. The accepted College format for the curriculum vitae is included in section five.

The candidate file is a compilation of required sections with evidence and optional sections with evidence that validate the level of faculty performance. An example is available for your examination in MGH 101. Please ask the Dean's Senior Administrative Assistant to review that file.

A. General Information

1. The candidate file is assembled in a 3-ring notebook. Two identical notebooks are submitted according to the established timeline for RTP review.
2. The spine of each notebook should be labeled with the full faculty name and credentials.
3. Evidence in the sections for scholarly work, teaching and service should reflect the most recent 5 years.
4. The file should include dividers for each major section and the dividers should be clearly labeled.

B. Required sections of the RTP candidate file [if applicable], in the following order:

1. A table of contents of materials must be included at the beginning of the file; the table of contents shall be amended to reflect any additions or deletions to the file.
2. On college letterhead, a cover letter should indicate the candidate's request for reappointment, promotion or tenure.
3. All Administrative Evaluations [beginning with the most recent year and working backwards].
4. All RTP Committee Evaluations [beginning with the most recent year and working backwards].
5. Curriculum Vitae [template available on H drive for your convenience]
6. 1- and 5-year Goals for the next academic year [spelled out in a dedicated document]
7. Self evaluation of 1- and 5-year goals and addressing the meeting of College of Nursing criteria for reappointment.
8. Teaching Evaluations [include all printouts and individual student narrative comment sheets from classroom or clinical courses taught for most recent year; the previous 5 years can be summarized in a data table, by year and course]
9. Peer Reviews [include copies of the reviews]
10. Service: College , UA, Community [evidence of leadership in the college, university, professional discipline]
11. Refereed Presentations [include copy of program or notification of acceptance.
12. Personal Awards [include official notification letter or copy of plaque]
13. Certifications [include copy of official notification or certificate]
14. Proposals [include official notification letter of funded proposals]
15. Invited Presentations [include official correspondence or notification letter]
16. Books Published, Chapters in Books [for chapters, include either a copy of the table of contents or first page of chapter, whichever shows the author name; for whole books include publisher's advertisement]
17. Articles Published [include copy of each article or galley print]
18. Other Publications [include copy of each article]
19. Professional Memberships [include copy of membership card]
20. Contact Hours for last 5 years in table form – Excel template [formatted as below] is provided on the H drive. Certificates are not included, but should be available upon request.

Workshop/Seminar Topic/Title Location, Date	Speaker Name(s)	Contact Hours	Sponsored by:
Begin with most recent CEU and work backwards; include most recent 5 years			
Add row for each offering			

C. Optional sections in the candidate file

1. “Making a Difference” or whatever name you prefer [letters of appreciation or commendation from institutions/individuals, published comments about one’s scholarly work, relevant personal communications from colleagues/readers of your scholarly work, citations of your work by others in their scholarly work]
2. Practice [evidence of professional practice, letters of support from collaborating physician or supervisor, notification of continued hospital or organization clinical privileges]
3. Web [mention/links on other’s web pages, own web page]

Section 5. Curriculum Vitae Format

The College of Nursing has an agreed upon format for the curriculum vitae. A sample follows on the next pages. The administrative assistant in the Office of Nursing Research and Scholarly Activity is available to assist you with vitae preparation. Submit your data for typing/formatting to this office.

Place your information in the most appropriate section of the vitae; data. For each section, begin with the most recent occurrence and work backwards in order.

Expand the CEU table to include a row for each workshop or meeting; the data should include the information specified in the headings.

CURRICULUM VITAE of XXXX XXXXXX [in header]

YOUR NAME, CREDENTIALS

200X-200X [should be the current academic year]

Rank: Your current rank

Area of Responsibility: Name of the program/track in which you teach

Date of Initial Appointment: Month/Year first hired

Date of Appointment to Current Rank: Month/Year you earned present rank

License Number: RN-XXXXXX, expiration date
APN-XXXX (if applicable), expiration date
Certificate to Prescribe XXXXX (if applicable), expiration date

Certifications: List all specialty certifications including: name of certifying body, specialty, certificate number, expiration date

Same info for each certification you hold, including CPR

Graduate Faculty Status: if applicable, level and date

EDUCATIONAL PREPARATION:

<u>Institution</u>	<u>Degree</u>	<u>Date</u>
Each institution applicable	Doctorate, if applicable	month, year
	Master's, if applicable	month, year
	Baccalaureate	month, year

TEACHING EXPERIENCE:

<u>Institution</u>	<u>Course</u>	<u>Date</u>
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Each institution applicable – both at this university and any other; start with most recent

number/name of all courses

Semester, year

Include All types of teaching [ex., acting as a clinical preceptor, workshop(s) you've presented]

number/name of all courses

Dates

PROFESSIONAL EXPERIENCE:

Institution

Position

Date

Each applicable institution as RN or APN staff, paid or volunteer start with most recent

title or position

month/year began/ended

Include all categories of nursing experience, (such as volunteer RN at a summer camp)

title or position

month/year began/ended

PUBLICATIONS:

Refereed:

Non-refereed:

Other publications:

PAPERS PRESENTED - NOT PUBLISHED:

Refereed:

Invited Papers Presented:

POSTER PRESENTATIONS:

Refereed:

Invited Presentations:

RESEARCH:

Grants - Internal Funding:

Grants - External Funding:

Unfunded Research:

Other Research Activities:

PROFESSIONAL ACTIVITIES:

Honors:

Professional Organizations:

Community Organizations/Activities:

College and University Activities:

POST MASTERS/DOCTORAL ACADEMIC CREDIT (If applicable)

Institution

Course

Date