DATE: February 8, 2013

TO: William M. Sherman  
Sr. Vice President, Provost and C.O.O.

FROM: Chand Midha  
Dean

RE: Reappointment, Tenure and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the School of Family and Consumer Sciences on February 4, 2013.

I have approved all attached guidelines and criteria.

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

Virginia Kenny  
Department Chair, School Director or Faculty Representative  
2/11/2013  
Date

John Zipp  
Dean  
2/14/2013  
Date

Mike Sherman  
Senior Vice President, Provost and Chief Operating Officer  
2/21/13  
Date
Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the School of Family and Consumer Sciences

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document is intended to conflict with the CBA or University rules.

1. Materials for the RTP file

Specific materials, other than those already specified in the CBA, that are to be included in the candidate’s RTP file:

- One copy of the relevant RTP guidelines, as described in the CBA.
- One and five-year goals.
- Curriculum vita, narrative statement of teaching, research and service, and documentation of scholarly accomplishments.
- Current syllabus and outline for each course taught by the candidate.
- One copy of the course evaluation score report sheet for each time a course was taught.
- Peer evaluations of teaching.
- Summary of student open-ended evaluations of courses taught by the candidate, as well as the candidate’s response to the open-ended evaluations. Candidates are expected to retain copies of their open-ended evaluations and to provide them for review if requested.
- One copy of each scholarly publication.
- Documentation of other scholarly activity, i.e., invited national presentations, refereed presentations, successful grant activity, invited publications, creative activities.
- Documentation of service, including university, college, school, professional and community.
- Other materials that are unique to the candidate, including letters of support or appreciation from students, community members and colleagues.

2. Annual Reappointment

Clear and specific measure of performance and indications of progress toward tenure:

- Non-tenured tenure-track faculty shall be evaluated in terms of teaching, research and service. It is the candidate’s responsibility to provide evidence of meeting these criteria. The RTP Committee shall conduct its review of the candidate with an emphasis on the candidate’s progress toward tenure.
3. **Indefinite Tenure and Promotion to Associate Professor**

Candidates for indefinite tenure and promotion to Associate Professor must provide evidence of teaching effectiveness, productive on-going research, and active and engaged service.

Clear and specific minimum criteria that a candidate must meet to be recommended for indefinite tenure and promotion to Associate Professor:

- Possession of an earned doctorate from an accredited university or the equivalent/recognized terminal degree, or in special circumstances, training and/or professional experience in the field.
- A minimum of four refereed scholarly publications, at least three of which must be refereed articles in academic journals, with evidence of continuing quality research activity, since the initial appointment at The University of Akron. An externally funded research grant or refereed book chapter may count as the fourth scholarly publication. In appropriate disciplines, design work that wins grants and awards or is published and/or reviewed in reputable journals, displayed or selected for national or international juried exhibitions or installed at reputable galleries is considered significant creative work that makes a contribution to the professional discipline. Attaining minimum standards is not a guarantee of tenure or promotion.
- Additional scholarly works that may be considered beyond the minimum requirements include:
  - Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal
  - Refereed presentations
  - Funded internal research grants
  - Textbooks or invited book chapters
  - Other scholarly contributions, as deemed appropriate by the School
- Demonstrated competence in subject matter evidenced through effective teaching and, where applicable, effective administration and supervision. Effective teaching is determined through:
  - Course evaluation scores
  - Open-ended course evaluations
  - Peer evaluation of teaching
  - Course syllabi and outlines
  - Interview with candidate
- Innovative development of courses and teaching methods.
- Evidence of service to the College and School.
- Evidence of professional and/or community service related to the candidate’s area of expertise.
4. Promotion to Professor

A candidate for promotion to Professor will have already demonstrated competence in teaching and research by attaining the rank of Associate Professor. It is therefore expected that the candidate must also demonstrate leadership in teaching, research and service. All candidates must provide evidence that they have met the minimal expectations to be eligible for consideration for promotion to Professor.

Clear and specific minimum criteria a candidate must meet to be recommended for promotion to Professor:

- Possession of an earned doctorate from an accredited university or the equivalent/recognized terminal degree, or in special circumstances, training and/or professional experience in the field.
- A minimum of five refereed scholarly publications, at least four of which must be refereed articles in academic journals, with evidence of continuing quality research activity, since tenure. An externally funded research grant or refereed book chapter may count as the fifth scholarly publication. In appropriate disciplines (e.g.: interior design), design work that wins grants and awards or is published and/or reviewed in reputable journals, displayed or selected for national or international juried exhibitions or installed at reputable galleries is considered significant creative work that makes a contribution to the professional discipline. Attaining minimum standards is not a guarantee of tenure or promotion.
- Demonstrated competence in subject matter as stated in Section 3 above.
- Recognized distinction in field and profession through composite of accomplishments nationally and/or internationally from the following:
  - Excellence in research and scholarly accomplishments.
  - Leadership in undergraduate and graduate programs.
  - Leadership in the profession.
  - Leadership in public service.
- Demonstrated leadership within College and University.

5. Materials for External Review

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the bases by which these materials are assessed:

- Materials sent to the external reviewers shall include the candidate’s curriculum vita, the candidate’s narrative statement of teaching, research, and service, and documentation of scholarly accomplishments.
- Guidelines for tenure and/or promotion as adopted by the School of Family and Consumer Sciences.
- External reviewers shall be instructed to review the candidate’s scholarly publications and, if appropriate, creative accomplishments based upon the criteria outlined in this document, as appropriate to the candidate’s request for tenure and/or promotion.

Approved by the faculty of the School of Family and Consumer Sciences
January 2013