Date: October 1, 2018

TO: Rex Ramsler
Executive VP & Chief Admin Officer

FROM: Linda Subich

SUBJECT: Reappointment, Tenure, and Promotion Guideline and Criteria

The attached guidelines have been approved by the faculty of the Mary Schiller Myers School of Art on October 1, 2018.

I have approved all attached guidelines and criteria.

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

[Signatures]

Department Chair

Dean Buchtel College of Arts & Sciences

Exec VP & Chief Admin Officer

10-1-2018

10-11-18

10-23-18
Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Mary Schiller Myers School of Art.

Introduction

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

1. Materials for the RTP file

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

Not applicable.

2. Annual Reappointment

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

A. Non-tenured tenure-track faculty shall be evaluated in terms of teaching, research, and service. The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward Tenure.

B. The Reappointment Committee's recommendation letters to the candidate and the Department Chair shall contain an explicit assessment of the candidate's strengths and weaknesses, if any. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for Tenure.

C. It is the responsibility of a tenure-track candidate for Reappointment to provide evidence that he or she shall be able to meet the criteria for Tenure and Promotion to Associate Professor (if applicable) at the end of the probationary period.

Clear and specific measures of performance for NTT Faculty:

A. Non-tenure track faculty shall be evaluated as specified in the letter of appointment/reappointment defined by the purpose for the position for which the BUF member is hired/retained.

3. Promotion to Associate Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor:
A candidate for promotion to Associate Professor who is also applying for tenure must provide evidence of teaching effectiveness, productive, on-going research and active and engaged service. Minimal expectations are the same as those for tenure.

A candidate for promotion to Associate Professor who is not also applying for tenure may only do so under compelling circumstances. The candidate shall be evaluated according to a standard that is different from that for tenure. Unlike tenure applications, scholarly research and creative accomplishments done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee.

A. Teaching. Teaching expectations are the same as for tenure.

B. Scholarly Research and Creative Accomplishment.

1) As with tenure applications, the candidate should demonstrate substantial contribution in at least one of the areas of research, creative activity or scholarly inquiry.

2) For studio art faculty, depending on the medium and specialization involved, substantial creation, production, interpretation or criticism of works of art are expected. Such activity may include solo exhibits, group exhibitions, performances, productions, awards, grants, curatorial activities, commissions, presentations, technology research and writings.

3) For art education and art history faculty substantial works may include refereed journal articles, refereed conference proceedings, books, reviews, book chapters, lectures, seminars, creative programming, awarded research grants and papers presented at meetings or conferences.

4) For design faculty, substantial design work may include consultation, client work, commissions, design research, performances, productions, awards, grants, lectures, curatorial activities, design articles, books, technology research and presentations.

5) In evaluating a faculty member’s research, creative activity, or scholarly inquiry, attention will be directed to overall quality and significance to the field as judged by professional colleagues on and off campus. The evaluation of this body of scholarly research and creative accomplishment will include such things as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, method, design, and/or analysis.

C. Service. Service expectations are the same as for tenure.

4. Indefinite Tenure

Clear and specific minimum criteria that a candidate must meet to be recommended for indefinite tenure:
Candidates for indefinite tenure must provide evidence of teaching effectiveness, productive, on-going research and active and engaged service.

A. Teaching. A candidate for promotion to Associate Professor shall have demonstrated a history of effective teaching as evidenced by the following:

1) Teaching and peer evaluations (student evaluations, written student comments if included, and peer, mentor or external evaluations of classes and course materials where applicable);

2) Teaching portfolio, which includes course syllabi, examples of student work, lecture handouts, and other instructional materials that help to organize and direct the learning environment;

3) Curricular development, where applicable;

4) Details of attendance and participation in conferences, courses and workshops on teaching, as applicable;

5) Innovations in pedagogy developed and introduced;

6) Evidence of student success;

7) Details of efforts to stay current in one's discipline;

8) Contribution of significant new knowledge to the course and/or subject matter through related personal and/or professional research;

9) Concern for and maintenance of a safe classroom environment;

10) Establishment of a learning environment that promotes skills, thinking, and creativity, and

11) Effective coordination of an area, when applicable.

B. Scholarly Research and Creative Accomplishment.

1) The candidate should demonstrate substantial contribution in at least one of the areas of research, creative activity or scholarly inquiry.

2) For studio art faculty, depending on the medium and specialization involved, substantial creation, production, interpretation or criticism of works of art are expected. Such activity may include solo exhibits, group exhibitions, performances, productions, awards, grants, curatorial activities, commissions, presentations, technology research and writings.
3) For art education and art history faculty, substantial works may include refereed journal articles, refereed conference proceedings, books, reviews, book chapters, lectures, seminars, creative programming, and awarded external research grants, and papers presented at meetings or conferences.

4) For design faculty, substantial design work may include consultation, client work, commissions, design research, performances, productions, awards, grants, lectures, curatorial activities, design articles, books, technology research and presentations.

5) In evaluating a faculty member’s research, creative activity, or scholarly inquiry, attention will be directed to overall quality and significance to the field as judged by professional colleagues on and off campus. The evaluation of this body of scholarly research and creative accomplishment will include such things as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, method, design, and/or analysis.

6) Tenure relates to the potential for and promise of future achievement and recognition based on performance and accomplishment exhibited during the review period.

C. Service. Candidates should demonstrate active engagement within the School and College in the area of service. Such engagement may be evidenced by active contributions to school and college committees and professional activities within the School and College as well as professional activities at local and regional levels. Faculty are encouraged to show commitment to the community through discipline related service at the local and regional level.

5. Promotion to Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for 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. The Promotion to Professor Committee shall consider the candidate’s leadership role in each of these areas in the context of the candidate’s entire career, and may place a different emphasis on each area for different candidates.

All candidates must provide evidence that they have met the following minimal expectations to be eligible for consideration for promotion to Professor.

A. Teaching. In addition to teaching effectiveness, candidates should also demonstrate leadership in teaching. Such leadership may be evidenced by curricular development,
innovations in pedagogy and evidence of student success, or other appropriate activities.

B. Scholarly Research and Creative Accomplishment.

1) Candidates must demonstrate leadership in research, as evidenced by on-going research with visibility outside The University of Akron. The candidate should demonstrate substantial and sustained contributions in the areas of scholarly or creative research.

2) For studio art faculty, depending on the medium and specialization involved, substantial creation, production, interpretation or criticism of works of art are expected. Such activity may include solo exhibits, group exhibitions, performances, productions, awards, grants, curatorial activities, commissions, presentations, technology research and writings.

3) For art education and art history faculty, substantial works may include refereed journal articles, refereed conference proceedings, books, reviews, book chapters, lectures, seminars, creative programming, and awarded external research grants, and papers presented at meetings or conferences.

4) For design faculty, substantial design work may include consultation, client work, commissions, design research, performances, productions, awards, grants, lectures, curatorial activities, design articles, books, technology research and presentations.

5) In evaluating a faculty member's research, creative activity, or scholarly inquiry, attention will be directed to overall quality and significance to the field as judged by professional colleagues on and off campus. The evaluation of this body of scholarly research and creative accomplishment will include such things as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, method, design, and/or analysis.

C. Service. Candidates should demonstrate leadership within the School, College and University in the area of service. Such leadership may be evidenced by, for example, the chairing of school or college committees and professional activities within the School, College and University as well as professional activities at local, regional and national levels. Faculty are encouraged to show commitment to the community through discipline related service at the local, regional or national level.

6. Supplemental Guidelines

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section:
1. The candidate may appear before the RTP Committee at his/her own request, or at the request of the Committee,
2. A Committee of Peer Evaluation will be established annually for each faculty member standing for retention, tenure, or promotion. The CPE will consist of a minimum of two
members of the RTP Committee, and are responsible for peer evaluation of the 
candidate’s teaching. The CPE will present a summary of the data provided by the 
candidate to facilitate discussion during the RTP Committee review session.

3. All deliberations relating to candidates being reviewed for retention, tenure or 
promotion will be kept in the strictest professional confidence by committee members.

7. 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:

1. Materials sent to external reviewers shall include the candidate’s curriculum vita, 
the candidate’s narrative statement of teaching, research and service and 
documentation of teaching, research and service.

2. External reviewers shall be instructed to review the candidate 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 Myers School of Art, November 16, 2011