THE UNIVERSITY OF AKRON
Summit College

Department of Allied Health

Criteria and Procedures for:
Reappointment
Tenure
Promotion

Approved by 2/3 of Department Faculty on:  February 28, 2011

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Criteria, Procedures, and Guidelines for
Reappointment, Tenure, and Promotion
of Regular Faculty

in the

Department of Allied Health
Summit College
The University of Akron

Approved as revised by the Allied Health Faculty on February 28, 2011
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Introduction

The guidelines, procedures, and timelines followed by the Department of Allied Health are as specified in the Criteria, Procedures, and Guidelines for Reappointment, Tenure, and Promotion of the Collective Bargaining Agreement (Article 13). The criteria and guidelines for The Department of Allied Health are as set forth in this document and are to be consistent with those adopted by The University of Akron and AAUP in the bargaining agreement Article 13. If there are any unresolved differences between this document and Article 13, the Collective Bargaining Agreement takes precedence.

The primary criterion for all reappointment, tenure, and promotion decisions is quality of teaching. As a teaching college, it is expected that faculty consistently demonstrate and provide documentation of high quality teaching. The process is cumulative, not all criteria need to be met every reappointment year.

Other important elements considered in the reappointment, tenure, and promotion (RTP) process are:

- increasing levels of service to The University, college, department, and program area
- on-going professional development
- continuing professional activities
- increasing levels of leadership

Community service, while expected and considered in the process, is of lesser importance than the factors above.

Additionally, research and publication, although not a requirement or expectation of The Department of Allied Health or Summit College, shall be considered as a positive measure should the candidate have material to be considered in this category.

The expectation for levels of faculty performance is that the levels will increase over time and with each successive rank.

If a candidate is already a tenured faculty member of a college or university other than The University of Akron, tenure shall be considered only after the faculty member has served at least two years at the rank of assistant professor or higher at The University of Akron. For early tenure consideration, see Section V. below.

I. Performance Expectations and Review of Regular Faculty

A. Three activities: teaching (see 1. below), professional activity (see 2. below), and service (see 3. below) make up the full-time faculty workload. In setting appropriate percentages or amounts of each activity for a full workload, Summit College places the greatest emphasis on teaching; therefore, it is the
effectiveness and quality of teaching that are the most important criteria in evaluation. Promotion to the ranks of associate professor and professor is based on effectiveness in teaching and increasing and demonstrable levels of achievement related to one's academic field, leadership, and service to the college, university, and community. At all times faculty are expected to carry out their responsibilities in a manner exemplifying their profession (see 4. below).

B. Specifically, Summit College annually evaluates and uses as the basis for RTP faculty performance outlined in 1., 2., and 3. below. Professional conduct is required (see 4. below).

1. Quality of Teaching

   a. Criteria may include but is not limited to

      i. Mastery of subject matter
      ii. Evaluation by students, colleagues, and supervisors
      iii. Availability to students for individual help
      iv. Ongoing course development and innovation
      v. Participation in activities related to accreditation
      vi. Supervision of part-time faculty, graduate and/or student assistants, staff, or others when applicable.

   b. Examples which may be provided to document quality of work performance include but are not limited to

      i. Results from college student evaluation of teaching instrument
      ii. Administrative evaluation of teaching
      iii. Scheduled structured peer evaluation/observation of teaching
      iv. Teaching portfolio
      v. Number of different preparations taught
      vi. Number of new preparations/new textbooks
      vii. Evidence of new or innovative techniques instituted in the classroom
      viii. Handouts, course syllabi, etc.
      ix. Examples of student projects or papers
      x. Student success in subsequent sequential courses
      xi. Results from additional student evaluation of teaching instruments
      xii. Team teaching
      xiii. Pre and post testing
      xiv. Supervision of student teachers
      xv. Grant awards that are directly related to teaching and learning
      xvi. New courses, certificates, or options developed and accepted by program area, department, or university
xvii. Comparison of student scores against national average or norms on standardized tests
xviii. Guest lecturers or field trips directly related to course content

2. Quality of Professional Activity

a. May include but not be limited to

i. Professional development
ii. Professional contribution
iii. Quality, quantity, and range of continued study, which may include activities designed to enhance the scholarship of teaching and learning
iv. Participation and/or leadership in academic or professional organizations
v. Professional or academic awards, grants, prizes, or other recognition
vi. Presentations, publications, and consultations

b. Examples may include but are not limited to

i. Paper presentations on teaching, areas relevant to two-year colleges, or subject area
ii. Textbook reviews
iii. Participation in focus groups related to teaching, areas relevant to two-year colleges, or subject area
iv. Publication of articles related to teaching, areas relevant to two-year colleges, or subject area
v. Elected official in a regional, national, or international professional organization
vi. Member of a professional organization or advisory group by invitation
vii. Submission of grant proposals and grants awarded
viii. Maintenance of professional credentials

3. Quality of Service may include but not be limited to

a. Service to the department

i. Performing activities that contribute to the success or mission of the department
ii. Examples may include but are not limited to

1. Evidence of participation on department committees
2. Serving as program director or lead faculty member
b. Service to the program area
   i. Performing activities that contribute to the success or mission of the program area
   ii. Examples include but are not limited to
       1. Curriculum development
       2. Course scheduling for the program area
       3. Student recruitment
       4. Student retention efforts
       5. Student career planning

c. Service to the college
   i. Performing activities that contribute to the success or mission of Summit College
   ii. Examples may include but are not limited to
       1. Service on college committees
       2. Recruitment activities on and off campus
       3. Participation in career days

d. Service to the university
   i. Providing service that connects Summit College or The Department of Allied Health to The University at-large; enhances the visibility of the college, department, and program area within The University; and/or contributes in a way that enhances the quality of university programs
   ii. Examples include but are not limited to
       1. Service on university committees
       2. Advising official university sanctioned student organizations
       3. Marshal at graduation
       4. Officially representing The University on an outside board or committee
       5. Participation at graduation
       6. Teaching Student Success Seminar
       7. Solicitation and/or coordination of donations

e. Service to the community
   i. The Department of Allied Health considers community service to be any discipline-related voluntary service to recognized charities and/or community organizations and groups.
ii. Activities in this category are meant to provide service to the community while at the same time enhancing community awareness or recognition of The University of Akron.

4. Professional Conduct - Professional conduct is expected as defined in the Collective Bargaining Agreement

II. General Guidelines for Retention, Tenure, and Promotion Process (See Article 13 of the Collective Bargaining Agreement)

A. All candidates being considered for tenure, retention, and promotion shall provide a file required to include

1. A table of contents of materials included in the file; the table of contents shall be amended to reflect any additions or deletions to the file
2. A letter from the candidate authorizing the committee members and appropriate administrators to review the file for the purpose of evaluating the candidate for reappointment, promotion, or tenure
3. Current vita
4. A narrative statement by the candidate addressing the meeting of university-wide and department criteria
5. Copies of past committee reports and letters of reappointment
6. Evidence of work performance including but not limited to results of teaching evaluations where applicable (see I. B. 1. for additional optional evidence of work performance)
7. Evidence of professional activity (see section I. B. 2.)
8. Evidence of service (see section I. B. 3.)
9. Where applicable (see section II. B. below) a letter of intent specifying which criteria is to be used in evaluation

B. Each candidate shall be evaluated under the department 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. It is the responsibility of the candidate to inform the committee in the letter of intent which criteria set the candidate has selected.

C. Faculty members who satisfactorily perform their duties as set forth above are entitled to consideration for reappointment, tenure, and promotion at the completion of the stated years of service. However, years of service alone do not assure reappointment, tenure, and promotion.

D. It is the faculty member’s responsibility to request consideration for promotion and to present for evaluation evidence relative to the criteria. Faculty must
demonstrate high levels in quality of activity as well as quantity and breadth of accomplishments in all categories under consideration to attain tenure and promotion. Therefore, it is recommended that candidates carefully consider the levels and quality of their contributions prior to making application for tenure and promotion in a shortened time period.

E. Reappointment, tenure, and promotion committees must contain at least three committee members. If there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee, the candidate for reappointment, tenure, or promotion shall select the member(s) from outside the academic unit.

III. Criteria for Reappointment of Non-Tenured (Tenure Track) Faculty

A. Performance expectations for reappointment are listed in Article 13, Section 3, of the Collective Bargaining Agreement.

B. The candidate shall demonstrate high quality teaching and competence in their area of specialization.

C. The candidate is also expected to demonstrate increasing levels of

1. Service to the college, department, and community
2. Professional development
3. Professional activities
4. Professional conduct as set out in Article 13 of the Collective Bargaining Agreement

D. If a candidate’s performance is found deficient in regards to identified expectations and criteria, re-appointment may be recommended with clearly stated requirements necessary for future appointments. Non-reappointment may also be recommended.

E. Guidelines, procedures, and timelines are as stated in Article 13 of the Collective Bargaining Agreement.

IV. Criteria for Tenure and Promotion to Associate Professor

A. 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.

B. Faculty holding the rank of associate professor or professor but without tenure may seek and be awarded tenure without promotion.

C. The candidate for tenure only or tenure/promotion to associate professor shall have demonstrated activities in the following areas at The University of Akron.
1. A demonstrated record of teaching effectiveness and competence in his or her area of specialization as shown by appropriate evaluations
2. A record of service to the department, college, and university
3. Evidence of professional growth and achievement beyond that reached at the time of attainment of the present rank
4. Increasing levels of leadership within the department and college
5. Evidence of service to the community

D. Faculty are expected to conduct themselves professionally as defined in Article 13 of the Collective Bargaining Agreement.

E. To be considered for promotion to the rank of associate professor, an individual shall have a minimum of two years of service (excluding summer sessions) at The University of Akron at the rank of assistant professor.

F. Years of service alone do not ensure tenure or promotion. To be considered for promotion to the rank of associate professor and tenure, candidates must demonstrate a record of teaching effectiveness, professional development, and service (see Section III).

G. Individuals may be considered for tenure and promotion to the rank of associate professor after two years of service at The University of Akron. It should be noted that tenure/promotion to associate professor or promotion to associate professor before the sixth year of service will be the exception rather than the rule. For candidates to demonstrate a record of performance, more than two years of service will typically be required.

H. A candidate should consider carefully any decision to apply for tenure and promotion to associate professor prior to the fifth year in professorial rank.

I. The department may consider years of service or tenure at other colleges or universities when deciding to permit candidates to apply for early tenure and promotion.

J. Guidelines, procedures, and timelines are as set out in Article 13 of the Collective Bargaining Agreement.

V. Criteria for Promotion to Professor

A. To be considered for promotion to the rank of professor, the candidate must have a minimum of two years of service at The University of Akron at the rank of associate professor.

B. The candidate for promotion to the rank of professor shall have demonstrated continued growth and activity in the following areas since the last promotion.
1. Teaching effectiveness
2. Service to the department, college, and the university
3. Professional development
4. Contributions to the individual's profession through research, publications, and/or evidence of participation in professional activities
5. Community service
6. Leadership; and
7. Satisfactory evidence of professional conduct as set out in Article 13, Section 3. B., of the Collective Bargaining Agreement

C. The candidate shall be evaluated under the department's criteria in effect either at the time of the candidate's last official promotion or the department criteria in effect five years prior to the candidate's application, whichever is the most recent.

VI. Criteria for External Review

A. Faculty seeking tenure and promotion to associate professor or professor are required to submit their file for external review per Article 13.

B. External review process for The Department of Allied Health

1. The candidate will submit:

   a. Their request to be reviewed for RTP
   b. A pool of potential reviewers sufficient to guarantee three (3) letters of external review shall be created. At least one of these must be an educator, and the remainder can be educators or professionals in their area.
   c. A current vita
   d. A narrative statement by the candidate addressing the meeting of criteria
   e. Copies of most recent syllabi
   f. A sample of a lecture or lesson selected by the candidate
   g. A sample exam or student assignment selected by the candidate
   h. One additional piece of evidence selected by the candidate which demonstrates teaching effectiveness and professional and scholarly activity or service
   i. A signed permission form to allow the reviewer to access and review the materials

2. The chair of the committee will:

   a. Send a letter to the persons listed as reviewers to determine if they are available and willing to do a review.
b. Select the names of those reviewers which will be used.

c. Send the reviewers the appropriate departmental RTP criteria, the candidate’s vita, narrative statement addressing the meeting of criteria, copies of most recent syllabi, a sample of a lecture or lesson selected by the candidate, a sample exam or student assignment selected by the candidate, one additional piece of evidence selected by the candidate which demonstrates teaching effectiveness, professional and scholarly activity or service, and a signed permission form to allow the reviewer to access and review the materials. The chair will include a letter which provides the reviewer instructions whereby they are to determine if the candidate’s external review materials meet the departmental RTP criteria. A due date for return of the review will also be provided.

d. Collect the external reviews separate from the candidate’s file.
Appendix A

A. A candidate for tenure and promotion to associate professor shall have

I. A demonstrated record of teaching effectiveness and competence in his or her area of specialization

Criteria to be used:

1. Required fulfillment of professional responsibilities including:

   A. In-course grading
   B. Office hours
   C. Class preparations
   D. Tests, examinations, records
   E. Required faculty initiatives
      1. Assessment of teaching effectiveness
      2. Support of accreditation activities
      3. Participate in program review

   F. Professionalism including personal attributes such as:
      1. Integrity
      2. Industry
      3. Open-mindedness
      4. Cooperation

2. Teaching effectiveness

   A. Quality of teaching and knowledge of the subject:
      Evidence can include but is not limited to the following:
      1. An overall rating on student evaluations that meets or exceeds the standard set by the Evaluation of Teaching Committee for effective teachers
      2. Administrative evaluations indicating effective teaching
      3. Reputation among colleagues
      4. Pre and post tests results
      5. Availability to students for assistance
      6. Results of alumni surveys
      7. Results of employer surveys
      8. Graduates’ results on credentialing exams
      9. Self evaluations of effectiveness
      10. Results of assessment of the effectiveness of new techniques tried to improve teaching effectiveness.
      11. External review of curriculum relating to its relevance to the profession.
12. Input from program self study and site visits by accrediting agencies.

B. Evidence of growth in teaching such as:
   1. Responsiveness to student feedback
   2. Changes in course development and delivery designed to improve teaching style and methodology
   3. Assessment activities and changes implemented due to this assessment
   4. Willingness to try new approaches or develop and teach new courses

3. A record of service to the department, college, and university

A. Service to Department – examples include but are not limited to:
   1. Student recruitment
   2. Student retention
   3. Student advisement
   4. Work with advisory committee
   5. Program development and promotion
   6. Nominating, mentoring, and evaluating part-time faculty
   7. Purchase and maintenance of equipment
   8. Curriculum development
   9. Assessment of courses in teaching area
   10. Communication with appropriate departments
   11. Active participation on search committees
   12. Serve on RTP committees as appropriate
   13. Serve as student group advisor

B. Service to College - examples include but are not limited to:
   1. Required:
      - Active participation on standing and ad hoc college committees
   2. - Serve as chair of college committee

C. Service to University - examples include but are not limited to; however, some activity in the following is required:
   1. Serving on Senate
   2. Serving on senate or university committees
   3. Faculty Marshal at graduation
   4. Marching at graduation
   5. BSMD Admissions interviewer
   6. Solicitation of/or Coordination of Donations

D. Health Related Community Service - examples include but are not limited to:
1. Membership on community boards
2. Fund raising activities for non-profit organizations
3. Speaking to service or community groups
4. Teaching community health and wellness classes
5. Work with support groups

4. Evidence of professional growth and achievement beyond that reached at the time of attainment of the present rank

A. Required Activities:
   1. Maintaining credentials to work in profession
   2. Membership in professional organizations
   3. Maintaining currency in field by
      - Reading professional literature
      - Attending professional seminars, conferences, and workshops

B. Other activities can include but are not limited to:
   - Research
   - Writing grants
   - Publication of articles in professional journals
   - Authoring books, book chapters, etc.
   - Serving on editorial boards
   - Discipline-related professional activity
   - Review of books for publication
   - Professional activities can include but are not limited to:
     - Leadership in professional organizations
     - Presentations at professional meetings
     - Academic or professional awards
     - Discipline related consulting
     - Direct professional practice
     - Holding office in state or national organization
     - Coordination of state or national professional meetings/conferences
Appendix B

A. Candidate for promotion to professor shall have:

I. Demonstrated a record of teaching effectiveness and competence in his or her area of specialization since their last promotion. The candidate must show evidence of continued growth and activity in the following areas.

Criteria to be used:

1. Required fulfillment of professional responsibilities including:
   
   A. In-course grading
   B. Office hours
   C. Class preparations
   D. Tests, examinations, records
   E. Required faculty initiatives
      1. Assessment of teaching effectiveness
      2. Support of accreditation activities
      3. Participate in program review

   F. Professionalism including personal attributes such as:
      1. Integrity
      2. Industry
      3. Open-mindedness
      4. Cooperation

2. Teaching effectiveness
   
   A. Quality of teaching and knowledge of the subject:
      Evidence can include but is not limited to the following:
      1. An overall rating on the student evaluation consistent with or exceeding the standard established by Evaluation of Teaching Committee for effective teachers. This must be maintained since last promotion.
      2. Administrative evaluations indicating effective teaching
      3. Reputation among colleagues
      4. Pre and post tests results
      5. Availability to students for assistance
      6. Results of alumni surveys
      7. Results of employer surveys
      8. Graduates' results on credentialing exams
      9. Self evaluations of effectiveness
      10. Assessment results of new techniques used to improve teaching effectiveness
11. Results of external review of curriculum used and its relevance to the profession.

12. Input from program self study and site visits by accrediting agencies.

B. Evidence of growth in teaching such as:
   1. Responsiveness to student feedback
   2. Changes in course development and delivery designed to improve teaching style and methodology.
   3. Assessment activities and changes implemented due to this assessment
   4. Willingness to try new approaches or develop and teach new courses

3. A record of service to the department, college, and university. For promotion to professor, the candidate must provide evidence of effective leadership in this area.

A. Service to Department – examples include but are not limited to:
   1. Student recruitment
   2. Student retention
   3. Student advisement
   4. Work with advisory committee
   5. Program development and promotion
   6. Nominating, mentoring, and evaluating part-time faculty
   7. Purchase and maintenance of equipment
   8. Develop curriculum
   9. Continuous assessment of courses in teaching area and changes made to address weaknesses identified
   10. Communication with appropriate departments
   11. Chair search committees
   12. Chair RTP committees as appropriate
   13. Serve as student group advisor

B. Service to College - examples include but are not limited to:
   1. Required:
      - Chair at least one standing and/or ad_hoc college committees
      - Be elected by the Faculty to represent them on a committee

C. Service to University - examples include but are not limited to; however, some activity in the following is required:
   1. Serving on Senate
2. Chairing senate or university committees
3. Faculty Marshal at graduation
4. Marching at graduation
5. BSMD Admissions interviewer

D. Health Related Community Service - examples include but are not limited to:
1. Chair community boards and/or committees
2. Chair or organize fund raising activities for non-profit organizations
3. Speaking to service or community groups
4. Teaching community health and wellness classes
5. Work with support groups

4. Evidence of professional growth and achievement beyond that reached at the time of attainment of the present rank

A. Required Activities:
1. Maintaining credentials to work in profession
2. Membership in professional organizations
3. Maintaining currency in field by
   - Reading professional literature
   - Attending professional seminars, conferences, and workshops

B. Other activities can include but are not limited to:
   - Research
   - Writing grants
   - Publication of articles in professional journals
   - Authoring books, book chapters, etc.
   - Serving on editorial boards
   - Creative discipline-related professional activity
   - Review of books for publication
   - Professional activities including but limited to:
     - Leadership in professional organizations
     - Presentations at professional meetings
     - Academic or professional awards
     - Discipline-related consulting
     - Direct-professional practice
     - Holding office in state or national organization
     - Coordination of state or national professional meetings/conferences