TO:      Dr. Rex D. Ramsier, Provost and Senior Vice-President

FROM: Dr. Donald P. Visco, Jr., Interim Dean, College of Engineering

DATE:   March 20, 2017

SUBJ:   Modified RTP Guidelines, CE

The faculty in the Department of Civil Engineering met and discussed modifications to their RTP criteria during the Fall of 2016 and Spring of 2017. After several iterations with me, I have approved their guidelines and present them for your review/approval.

Faculty Representative

Department Chair

Dean

Senior VP and Provost

Date

3/20/17

Date

3/20/17

Date

3/20/17

Date

3/27/17
Criteria for Reappointment, Tenure and Promotion (RTP) of Tenure Track Bargaining Unit Members in the Department of Civil Engineering

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.

- Include notice of award for all funded projects

2. Annual Reappointment

The criterion for reappointment is that the applicant demonstrates satisfactory progress toward meeting the tenure criteria of the Department of Civil Engineering and expected performance to meet the missions of the College and University. The tenure criteria are stated in the Tenure Criteria section of this document. In the quantitative portion of the RTP evaluation, the candidate should achieve the metrics as demonstrated in Table 1. According to Section B.2 of Article 13 of the CBA, 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 tenure track faculty applies for tenure and promotion.” If a candidate does not meet the criteria in Table 1 for reappointment, they must address the concerns/suggestions stated in the Department RTP committee’s letter during the following year. Continued failure to meet the criteria and not working to address the committee’s concerns may lead to the candidate not being reappointed.

Table 1. Quantitative measures for minimum eligibility RTP requirements at assistant and associate professors in Civil Engineering

<table>
<thead>
<tr>
<th>Measure</th>
<th>Reappointment as Assistant Professor</th>
<th>Tenure/Promotion to Associate Professor</th>
<th>Promotion to Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly accepted publications. Number of publications in peer-reviewed journals, books, and patents</td>
<td>Average of 1 paper per year during first three years</td>
<td>10, including those required for reappointment</td>
<td>≥30 including those required for tenure/promotion to associate professor</td>
</tr>
<tr>
<td></td>
<td>See footnote 1</td>
<td>See footnotes 1-3</td>
<td>Number in conjunction with funding, See footnotes 1-4 and Table 2</td>
</tr>
<tr>
<td>Research Funding</td>
<td>3 proposals/year with competitive reviews or $30k/year starting at the second year</td>
<td>The faculty member's Individual IDC plus total external student support (graduate or undergraduate) must exceed whichever is greater (i) start up package(^6) or (ii) $200,000</td>
<td>Minimum listed in Table 2 not including amount secured during tenure/promotion to associate professor.</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>See footnote 5</td>
<td></td>
<td>See footnote 5 and Table 2</td>
<td></td>
</tr>
<tr>
<td>Teaching Activity</td>
<td>Within one standard deviation of college average at corresponding course level starting by the second year</td>
<td>Good peer reviews</td>
<td>Good peer reviews</td>
</tr>
<tr>
<td>(avg/yr over 3 yr)</td>
<td>Within one standard deviation of college average at corresponding course level</td>
<td>Within one standard deviation of college average at corresponding course level</td>
<td>Within one standard deviation of college average at corresponding course level</td>
</tr>
<tr>
<td>(i) Student evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Peer reviews</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Teaching at undergrad and grad level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Participation in ABET</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service (avg/yr over 3 years)</td>
<td>1 category in this row, starting at second year.</td>
<td>2 categories listed in this row.</td>
<td>3 categories listed in this row.</td>
</tr>
<tr>
<td>Number of separate academic or discipline related professional activities. Categories include: review for journals, proposal panel reviews, session chair for conferences, chair positions, active committee positions, student recruitment, leadership positions in professional society (e.g., ASCE, ASEE, etc.), editorial positions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. At least 75% in ISI journals or journals agreed upon by committee (agreed upon list will be updated as needed)
2. Four conferences papers can be equivalent to one journal paper for 'acceptable conferences.' This is limited to a maximum of 4 conference papers for an equivalent
one journal paper. This approval must be granted prior to the submission at the beginning of every year at the RTP meeting or the conference paper will not count. For example TRB is an acceptable conference for faculty conducting transportation-associated research.

3. A minimum of 70% of journal publications should be with students.

4. Conference papers will only be counted for papers toward tenure/promotion to Associate Professor. Conversion of conference papers post tenure cannot be used as part of the "new" papers used in the consideration of promotion from Associate Professor to Professor.

5. Notice of Award for funded proposals/projects must be included in Bluebook. Amount is based on total. Total is defined as total money brought to UA if participation is above 20%. If participation is less than or equal to 20% only individual portion is counted.

6. Infrastructure money and departmental student support will not be included as part of the start up package "total."

7. Student support is based on graduate students you are the primary advisor for and/or undergraduate students you supervise and financially support.

Table 2. Tiered system of minimum journal publications and funding required to be eligible for promotion to Professor ($500k increments with 10 papers)

<table>
<thead>
<tr>
<th>Refereed Journal Publications</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>$500k</td>
</tr>
<tr>
<td>50</td>
<td>$1M</td>
</tr>
<tr>
<td>40</td>
<td>$1.5M</td>
</tr>
<tr>
<td>30</td>
<td>$2.5M</td>
</tr>
</tbody>
</table>

Candidates with prior academic experience should refer to Table 3 if the offer letter does not specify specific promotion criteria. As per CBA guidelines, candidates must have completed two years of service at UA before applying for promotion to associate professor or professor unless candidate's appointment letter indicates promotion can be considered early.

Table 3. Additional minimum requirements for individuals with prior academic experience before joining The University of Akron

<table>
<thead>
<tr>
<th>Measure</th>
<th>Tenure/Promotion to Associate Professor</th>
<th>Promotion to Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly accepted publications since joining The University of Akron</td>
<td>6, including those required for reappointment</td>
<td>At least 10-including those required for tenure/promotion to associate professor</td>
</tr>
<tr>
<td>Research funding since joining the University of Akron</td>
<td>The faculty member's Individual IDC plus total external student support (graduate or undergraduate) must exceed whichever is greater (i) start up package or (ii) $200,000</td>
<td>Minimum listed in Table 2 not including amount secured during tenure/promotion to associate professor.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>See footnotes 5-7 listed under Table 1</td>
<td>See footnote 5 (under table 1) and Table 2</td>
</tr>
<tr>
<td>Teaching Activity (avg/yr over 3 yr)</td>
<td>Within one standard deviation of college average at corresponding course level</td>
<td>Within one standard deviation of college average at corresponding course level</td>
</tr>
<tr>
<td>(i) Student evaluations</td>
<td>Good peer reviews</td>
<td>Good peer reviews</td>
</tr>
<tr>
<td>(ii) Peer reviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Teaching at undergrad and grad level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Participation in ABET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service (avg/yr over 3 years)</td>
<td>2 categories listed in this row.</td>
<td>3 categories listed in this row</td>
</tr>
<tr>
<td>Number of separate academic or discipline related professional activities. Categories include: review for journals, proposal panel reviews, session chair for conferences, chair positions, active committee positions, student recruitment, editorial positions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Promotion to Associate Professor with Indefinite Tenure

The candidate must achieve the appropriate metrics in Table 1 and Table 3 (if applicable) to be eligible for Tenure and Promotion to Associate Professor. However, only meeting the minimum expectations may not be sufficient for the award of tenure/promotion to Associate Professor.

The criteria for tenure and promotion to Associate Professor within the Department of Civil Engineering at The University of Akron are:

1. Demonstrating teaching proficiency in at least one subject area. The evaluation of teaching proficiency shall use:
   - teaching must be at the undergraduate and graduate level;
   - the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
   - peer review of teaching performance and course materials. This review may be internal or external to the university as applicable;
   - activities of the candidate to improve teaching effectiveness, the engineering program or course curriculum, and other activities related to the quality of teaching;
   - consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member;
   - participation in activities related to accreditation;
   - effective administration and supervision of part-time faculty, graduate and/or undergraduate assistants, staff or others, when applicable; and
   - faculty members that have used department/college funding for graduate student stipends must graduate, at a minimum, students at the MS or Ph.D. level equivalent to the number of department/college funded graduate stipends used.

   A faculty member that teaches a course that is directly related to subject matter that will be tested on the Fundamental of Engineering (FE) exam may be expected to demonstrate effort to address any short comings based on student performance on the FE exam in subsequent offering of the course.

2. Demonstrating research proficiency in at least one subject area of the department of primary appointment. The evaluation of research proficiency shall include:
   - referred journal publications with copies of associated reviews;
   - quantity and quality of proposals submitted to programs with competitive review process included the corresponding review (both for unfunded and funded proposals; notice of award must be included in Bluebook);
   - external funding from technical research and/or teaching and learning development grants;
• publication citations and h-index;
• other publications and proposals, book chapters, presentations, patent, theses and dissertations completed under the direction of the faculty member; and
• peer review external to the university

3. Providing service to the department, college, university or professional community. The evaluation of service shall use
• the candidate's summary of his or her participation of department, college and university activities that are not directly assigned teaching duties;
• at the department level, candidate must be actively involved in at least two of the following: ABET, undergraduate committee, graduate committee, recruitment, ASCE (or other undergraduate student organization); and
• active involvement in discipline-related community service such as service related to professional societies, journal and proposal review, relevant community outreach, etc.

Evaluation of research and teaching performance shall be based on performance while at The University of Akron. These criteria shall also apply to faculty with previous academic experience that who were not considered for tenure upon initial appointment.

4. Promotion to Professor

The candidate must achieve the metrics in Table 1 Table 2 and Table 3 (if applicable) to be eligible for Promotion to Professor. However, only meeting the minimum expectations may not be sufficient for the promotion to Professor.

The criteria for tenure and promotion to Professor within the Department of Civil Engineering at The University of Akron are:

1. Demonstrating teaching proficiency in at least one subject area. The evaluation of teaching proficiency shall use:
• teaching must be at the undergraduate and graduate level;
• the standardized teaching evaluation procedure that has been approved by the faculty of the College of Engineering;
• peer review of teaching performance and course materials. This review may be internal or external to the university as applicable;
• activities of the candidate to improve teaching effectiveness, the engineering program or course curriculum, and other activities related to the quality of teaching;
• consideration of the level taught, course and laboratory development and other evidence of teaching proficiency submitted by the faculty member;
• participation in activities related to accreditation;
• effective administration and supervision of part-time faculty, graduate and/or undergraduate assistants, staff or others, when applicable; and
• faculty members that have used department/college funding for graduate student stipends must graduate, at a minimum, students at the MS or Ph.D. level equivalent to the number of department/college funded graduate stipends used; and
• successful graduation of 2 PhD students.

A faculty member that teaches a course that is directly related to subject matter that will be tested on the Fundamental of Engineering (FE) exam may be expected to demonstrate effort to address any short comings based on student performance on the FE exam in subsequent offering of the course.

2. Demonstrating research proficiency in at least one subject area of the department of primary appointment. The evaluation of research proficiency shall include
• referred journal publications with copies of associated reviews;
• quantity and quality of proposals submitted to programs with competitive review process included the corresponding review (both for unfunded and funded proposals);
• external funding from technical research and/or teaching and learning development grants;
• publication citations, h-index, other publications and proposals, book chapters, presentations, patent, theses and dissertations completed under the direction of the faculty member; and
• peer review external to the university

3. Providing service to the department, college, university or professional community. The evaluation of service shall use
• the candidate's summary of his or her participation of department, college and university activities that are not directly assigned teaching duties;
• at the department level, candidate must be actively involved in at least two of the following: ABET, undergraduate committee, graduate committee, recruitment, ASCE (or other undergraduate student organization);
• must have chaired one of the key department committees;
• provide examples of how his/her service has helped the department; and
• active involvement in discipline-related community service such as service related to professional societies, journal and proposal review, relevant community outreach, etc.
Evaluation of research and teaching performance shall be based on performance while at The University of Akron. These criteria shall also apply to faculty with previous academic experience that who were not considered for tenure upon initial appointment.

5. Supplemental Guidelines

Please refer to Appendix A & B

6. Materials for External Review

To maintain a quality standard relative to comparable universities and colleges, review external to the university is required for tenure and promotion.

The faculty member shall develop a tenure review packet or promotion to professor packet that contains the following and submit to the department following the timeline outlined in the CBA:

- vita;
- documentation on teaching and service workload, including title and level of courses taught and/or developed;
- information on describing the level of research activity for example the number of students advised and graduated, proposals submitted, scholarly publications, etc.;
- copies of at least five refereed journal publications; and
- a summary of research proposals submitted identifying the relevant programs.

For promotion to professor, the faculty member should separate pre-tenure activities from post-tenure activities in the relevant items above.
APPENDIX A: Teaching Evaluation

Standardized Teaching Evaluation Procedure
The evaluation of teaching proficiency shall include the use of standardized teaching evaluation procedure approved by the College of Engineering. The evaluation will include consideration of the level taught, course and laboratory development, and other evidence of teaching proficiency. The evaluation shall include 1) quantitative student evaluations; 2) peer review; and 3) student exit interviews performed by the appropriate department faculty.

Student Evaluation of Instruction
A student evaluation form, developed by the College of Engineering, shall be used as one aspect to determine teaching proficiency. Student evaluation of instruction shall occur every semester in every course taught by the faculty member.

Permanent records of a faculty member's student evaluations will be kept by the department and will be accessible to Reappointment, Tenure and Promotion Committees. The department chair shall discuss the evaluations with the faculty member and provide positive and developmental feedback.

Initiating Peer Review

Before the beginning of the fall semester, the department chair shall develop a list of all faculty members who will undergo a peer review that academic year. The department chair and the committee member shall agree on the composition of the Peer Review Committee.

Non-tenured faculty shall be subjected to a minimum of two peer reviews during their probationary period. Peer review should normally occur during the third and fifth years since the faculty member's initial appointment. Each untenured faculty has the option for requesting a peer review at a time that is different from the normal schedule. This would be especially relevant to anyone wishing to be considered for early tenure.

The Peer Review Committee has the option of unannounced classroom observation of the faculty member during the semester, but is limited to two visits. At least one visit must be to an undergraduate course.

The Peer Review Committee for each faculty shall consist of two faculty members from the candidate's academic department. Faculty who teach undergraduate courses in a department other than their primary appointment may select committee members from the department from which the course under review is taught. The Peer Review Committee shall submit a report to the department member's department chair and to the faculty member and shall address a) general course organization, b) vocal and visual clarity, c) conceptual clarity, d) instructors preparation, e) instructors ability to answer
questions, and f) instructors ability to explain difficulty material. The report will be accessible to the appropriate Reappointment or Tenure Committee.

APPENDIX B: Other Evidence of Teaching Proficiency

Each faculty member is responsible for demonstrating teaching competency in at least one subject area of the department of primary appointment. It is expected that all who perform a formal evaluation of the faculty member for RTP purposes in this area must consider other evidence of teaching proficiency in addition to the student evaluations and peer review. This evidence may include:

1. Development of new courses, laboratories, programs;
2. Updating and refining existing courses;
3. Effective advising of undergraduate and graduate research students;
4. Competitive proposals for support of teaching projects or a faculty members teaching plan;
5. External support that directly benefits the education of undergraduate students;
6. Teaching awards;
7. Other evidence submitted by the faculty member, which may include class notes, instructional material or demonstrations, laboratory experiments, examinations and assignments.

The faculty member shall select and identify only those elements pertinent to the review process that are important for the evaluation.