

# **Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Mathematics, Buchtel College of Arts and Sciences**

**Date: March 2010**

Note: This document is to be used as an example of how to use the RTP Guidelines Criteria Template. It is not intended to be a final version of the Math Department guidelines. It does, however, contain the intended spirit of those guidelines, and the format and content has the approval of the Provost's Office.

## **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 mainly in terms of teaching and research, and to a lesser extent in terms of service. The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward Tenure. Candidates shall be examined with greater scrutiny in each successive year of the Reappointment deliberations.
- 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.

### **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 and a productive, on-going research program. Minimal expectations are the same as those for tenure.

A candidate for promotion to Associate Professor who is not also applying for tenure shall be evaluated according to a standard that is slightly different from that for tenure.

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

Research Expectations. As with tenure applications, the candidate should have at least five scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, and awarded external research grants, each of which may be in the areas of mathematics, engineering, science or the scholarship of teaching and learning), and at least three of these works should be refereed journal articles. However, unlike tenure applications, work done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. Early promotion candidates are reminded that they must still have at least five scholarly works that bear The University of Akron address when applying for tenure.

### **4. Indefinite Tenure**

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

Candidates must provide evidence of teaching effectiveness and a productive, on-going research program.

Teaching Expectations. The candidate's teaching credentials shall be measured by the items listed below. Candidates are expected to provide evidence of teaching proficiency in at least one subject area of the department. Teaching evaluations are expected to be no lower than one standard deviation below average.

- a. Results of all teaching evaluations (student evaluations, written student comments and peer, mentor or external evaluations of classes and course materials) where applicable,
- b. Listing of all courses taught, and all associated grade distributions,
- c. Details of courses or workshops developed,
- d. Details of participation in conferences on teaching,
- e. Details of courses or workshops on teaching attended,
- f. Innovations in pedagogy developed or introduced;

Research Expectations. The candidate should have at least five scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, and awarded external research grants, each of which may be in the areas of mathematics, engineering, science or the scholarship of teaching and learning) that bear The University of Akron address. At least three of these works should be refereed journal articles. The quality and impact of the candidate's scholarly work shall be judged in part by the external reviews. In addition, the candidate should have a record of seeking external funding, as evidenced by submitted grant proposals.

## **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 Expectations. In addition to teaching effectiveness, candidates should also demonstrate leadership in teaching. Such leadership may be evidenced by the supervision of student research, curricular development or other appropriate activities.
- b. Research Expectations. Candidates should have at least six scholarly works (refereed journal articles, refereed conference proceedings, books, book chapters, and awarded external research grants, each of which may be in the areas of mathematics, engineering, science or the scholarship of teaching and learning) since attaining tenure. In addition, candidates must demonstrate leadership in

research, as evidenced by an on-going research program with visibility outside The University of Akron. This visibility shall be evaluated in part by the external reviews and the candidate's written assessment of his/her scholarly contributions to his/her discipline.

- c. Service Expectations. Candidates should demonstrate leadership within the Department in the area of service. Such leadership may be evidenced by professional activities within the Department, College, and University, as well as professional activities at the regional, state, national and international levels.

## **6. Supplemental Guidelines**

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section:

The RTP Committee shall conduct its deliberations in accordance with the following policies:

- A. The RTP Committee shall focus its attention primarily on scholarly work done by the candidate since joining The University of Akron, although in the case of early Promotion to Associate Professor, prior work may be taken into consideration,
- B. The candidate's credentials shall be judged with respect to quality and the contributions they make to the candidate's discipline,
- C. The candidate may appear before the RTP Committee at his/her own request, or at the request of the Committee,
- D. At the conclusion of the discussion of the candidate's qualifications, the RTP Committee shall generate an assessment of the candidate,
- E. After viewing the assessment, the RTP Committee shall vote by secret ballot,
- F. A RTP Committee member absent for the vote with just cause, but present for a majority of the deliberations, shall be given the opportunity to vote in absentia. Absentee ballots shall be collected within one working day after the original vote. The vote shall not be announced until all valid absentee ballots are collected,
- G. After the RTP Committee decision is reached, the Committee Chair shall promptly notify the candidate and the Department Chair in writing of the Committee's recommendation. This must be done before the end of the sixth week of the fall semester.

## **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:

Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's statement of his/her research program and three of the candidate's papers, chosen by the candidate. The language in the solicitation letter for the basis of assessment shall read 'In this regard our personnel committee is most interested in your assessment of the quality and significance of these selected works, and of Dr. X's research program.'