

3359-20-03.7 Guidelines for initial appointment, reappointment, tenure, and promotion of regular faculty.

Preamble: The purpose of these procedures for reappointment, tenure, and promotion is to promote a process at the university of Akron that is fair, consistent, and faculty-driven. The procedures are designed to define the guidelines under which the faculty members will be working, and to define the procedures and evaluative measures that are part of the process. All reappointment, tenure, and promotion recommendations are seen as a serious measure of the progress of the faculty member and shall serve as clear benchmarks of and suggestions for future progress.

It is understood that 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 faculty member applies for tenure and promotion.

These guidelines strive to establish fair and systematic methods of evaluating faculty members. Detailed criteria and procedures shall be adopted by each academic unit and shall be suitable for its special needs but consistent with the guidelines.

Implementation of rule 3359-20-03.7 of the Administrative Code: Regular faculty hired to begin employment on or after July 1, 2001 will be subject to the procedures and criteria of rule 3359-20-03.7 as changed and approved by the board of Trustees to be effective in 2001. Further, they will be held to academic unit guidelines and criteria resulting from the new rule. The certificates of appointment will include a statement regarding the implementation of this rule.

All academic units shall submit their guidelines and criteria to the Senior Vice President and Provost for review and approval by December 15, 2001.

Timelines as provided in the new rule shall be instituted for all regular faculty beginning March of 2002.

Procedures for reappointment shall be instituted for all probationary faculty beginning March of 2002.

Procedures for tenure and/or promotion, including the college wide review committees, but not including external review, shall be instituted for regular faculty beginning March 2002.

External review shall be instituted for all regular faculty applying for tenure and/or promotion beginning March of 2003.

(A) Definition of regular faculty

- (1) For the purposes of reappointment, tenure, and promotion, regular faculty are defined as follows.
 - (a) The regular faculty is composed of all full-time faculty with titles of distinguished professor, professor, associate professor, assistant professor. Members in these ranks are eligible to be awarded indefinite tenure. All regular faculty below the rank of distinguished professor are eligible for promotion to a higher rank.
 - (b) Members of the regular faculty generally have a full range of responsibilities to academic units including teaching, research, scholarship and other creative professional work; service to department, college, and university; and public service.
- (B) Nature of appointment of regular faculty
 - (1) Unless the university has awarded tenure or a fixed-term contract, all appointments of full-time regular faculty are on an annual, temporary, or probationary basis, renewable each academic year at the discretion of the university.
 - (2) The board of trustees normally appoints all regular faculty members for an initial period of one academic year. In some cases, appointments for a period of more or less than one academic year may be made, as in the case of initial appointments at midyear or emergency one semester appointments.
 - (a) Upon appointment every faculty member receives from the secretary of the board of trustees a certificate or letter of appointment as regular or auxiliary faculty, stating the rank or designation appropriate to the faculty member's status, annual salary or periodic salary if part-time, and length of appointment.
 - (b) Academic year and vacations. The academic year begins on the first day of classes in the fall semester and continues through spring semester commencement. Regular faculty members on an academic year contract shall be expected to be on duty during fall and spring semesters, continuing through the date that grades are due, and shall be entitled to all academic vacations during that period, but shall not earn or accrue any other vacation credits. Regular faculty and designated others with academic rank serving on a twelve-month contract shall have twenty-two days of vacation to be accrued and used in accordance with the vacation policy in rule 3359-11-03 of the Administrative Code.
 - (3) Without limiting the authority of the board of trustees as conferred and defined by law to act in such matters upon its own motion, the following principles and rules shall govern full-time regular faculty appointments and tenure:

- (a) Assistant professors, associate professors, professors, and distinguished professors shall be appointed by the board of trustees upon recommendation of the senior vice president and provost.
- (C) Probationary periods of regular faculty.
- (1) All non-tenured regular faculty are subject to annual reappointment following their initial appointment. Reappointments shall be carried out according to procedures outlined in rule 3359-20-03 of the Administrative Code and faculty manual.
 - (2) Faculty may serve either on annual appointment or on indefinite tenure, according to the following provisions:
 - (a) Faculty in a professorial rank may be granted indefinite tenure, that is, they are appointed for an indefinite term without the necessity of reappointment each year. An assistant professor, associate professor, or professor may be granted tenure not later than the end of the sixth year of active service in professorial rank at the university of Akron subject to conditions outlined in paragraphs (C)(a)(i), (C)(a)(ii), and (C)(a)(iii) of this rule.
 - (i) If tenure is granted, it shall be effective either at the beginning of the academic year of service after which the candidate applied, or as specified in the certificate of appointment issued by the board of trustees.
 - (ii) If at the end of six years in professorial rank, indefinite tenure has not been received, notice shall be given that employment terminates at the end of the seventh year of service.
 - (iii) Faculty hired after Friday of week seven of the fall semester may apply for tenure and/or promotion in either the tenth or twelfth semester of service, and tenure, if granted, will be effective in either the twelfth or fourteenth semester of service.
 - (b) In cases where there are clearly extenuating circumstances, the probationary period may be extended by one year provided that it is initiated by the candidate, recommended by the appropriate dean, and approved by the senior vice president and provost.
 - (c) Tenure may be granted before the sixth year in a professorial rank contingent upon the candidate's successful completion of the following criteria.

- (i) The candidate shall have completed at least two years of active service at the university of Akron before application for early tenure can be made.
- (ii) At a minimum, the candidate must meet the academic unit criteria for tenure.
- (iii) The academic unit tenure committee shall vote to determine if the candidate may apply for early tenure. The decision of the tenure committee is final and cannot be appealed.

A candidate may apply for early tenure only once. Should tenure be denied, the candidate shall complete the six year probationary period before making reapplication for tenure.

- (d) In exceptional circumstances, the board of trustees may grant indefinite tenure upon initial appointment to scholars who are nationally or internationally recognized and only upon the affirmative recommendation of the tenure committee of the academic unit of primary appointment, the dean, the senior vice president and provost, and the president.
 - (e) Regular faculty who hold the rank of assistant professor may be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances.
 - (f) Regular faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
 - (g) A full-time appointment for two semesters shall equal one year of active service. Summer sessions or leaves without compensation granted for one-half or more of any semester may not be counted toward the probationary period for tenure. Faculty improvement program leaves count toward the probationary period for tenure.
 - (i) A candidate's application for indefinite tenure shall normally be initiated after ten semesters of active service.
 - (ii) Faculty hired after Friday of week seven of the fall semester may apply for tenure either in their tenth or twelfth semester of active service, and tenure, if granted, will be effective in either the twelfth or fourteenth semester of service.
- (3) Notification of appointment, reappointment, tenure, and promotion of regular faculty.
- (a) The board of trustees usually acts upon recommendations for appointment,

reappointment, promotion, and the granting of indefinite tenure at its April meeting.

- (b) Recommendations for appointment, reappointment, promotion, and the granting of indefinite tenure may be considered at other board of trustees' meetings as appropriate.
- (c) The appointment, reappointment, tenure, and promotion of regular faculty is subject to the approval of the board of trustees of the university of Akron. No officer, dean, committee, or other such entity shall have the authority to employ, set the compensation or other terms of employment except the board of trustees. All offers of employment shall be subject to this condition.
- (d) Following board of trustees' approval, the secretary of the board of trustees shall send a certificate of appointment detailing the agreement reached between the faculty member and the university. It shall include an endorsement of acceptance that the faculty member shall sign and return to the secretary of the board of trustees within the time period stipulated.

In the event a faculty member adds or deletes terms to the certificate of appointment, or fails to sign or return the endorsement, the secretary of the board of trustees shall submit the issue to the board of trustees at their next regular meeting for consideration of rescinding the certificate of appointment.

(D) Procedures for appointment of regular faculty.

- (1) For purposes of appointment the term "academic unit" is defined as one of the following:
 - (a) A department or school where faculty hold a primary appointment
 - (b) A college without departments where faculty hold a primary appointment.
- (2) After the senior vice president and provost has approved a regular faculty position, the academic unit shall form a search committee and appoint a committee chair. Academic unit guidelines shall include procedure for the search process.
 - (a) The search committee shall have a minimum of three members from the regular faculty from within the academic unit.
 - (b) In academic units without sufficient faculty to form the committee, faculty shall be appointed from outside the academic unit from within the college.

- (3) The search committee shall develop a search plan and execute the plan in conformity with academic unit guidelines and all university regulations. The dean and the senior vice president and provost and others as required by university policy shall approve the plan.
- (4) Academic unit approval of candidates
 - (a) The process of initial appointment is defined as a deliberative process. Therefore, those eligible who do not participate in or attend the deliberations are not permitted to vote. Individual unit's guidelines may allow for absentee ballots in extenuating circumstances for persons who have been participants in the deliberations.
 - (b) After the completion of the interview process, the regular faculty of the academic unit shall select by secret ballot a candidate to recommend for appointment. A simple majority is required. The academic unit may recommend more than one candidate in priority order.
 - (i) In academic units with departments, the department chair shall vote as a member of the regular faculty.
 - (ii) The dean shall not vote as a member of the regular faculty.
 - (a) In the school of law, the American Bar Association (ABA) standards shall apply if the standard is in conflict with the above rule.
 - (c) In academic units with departments, the department chair shall forward the recommendation to the dean. Department chairs shall not provide a separate recommendation.
 - (d) In academic units without departments, the chair of the search committee shall forward the recommendation to the dean.
- (5) If the dean approves the recommendation, he/she shall transmit the faculty recommendation and his/her recommendation to the senior vice president and provost. If the dean does not support the faculty recommendation, he/she shall call a meeting of the academic unit faculty to discuss the reasons for not supporting the recommendation. If the discussion does not change the dean's position about the recommended candidate, the faculty shall make a new recommendation that could include that no candidate be appointed.
- (6) If the senior vice president and provost approves the recommendation, the candidate may be contacted and offered employment at the university of Akron pending the approval of the board of trustees.

- (7) The department chair, school director, or the dean in colleges without departments shall provide a copy of the academic unit reappointment, tenure, and promotion guidelines and criteria to all newly appointment regular faculty.
- (E) Termination of appointment of regular faculty
- (1) The board of trustees may terminate the appointment of a regular faculty member not on indefinite tenure. The date of notice from the dean shall be the effective date of such notice of termination and shall be provided by:
 - (a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
 - (b) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
 - (c) At least twelve months before the expiration of an appointment after two or more years in the institution.
 - (2) The board of trustees may terminate the appointment of a regular faculty member on indefinite tenure for cause. The faculty member may request a hearing on the reasons for dismissal before the board of trustees or the faculty senate, or both.
 - (a) Except in the case of conduct involving moral turpitude, public safety, gross inefficiency, willful and persistent violations of board of trustee rules, convictions relative to Ohio Revised Code sections 3345.22 and 3345.23, and convictions of sex offenses defined as felonies, a faculty member on indefinite tenure shall be given one years notice of termination for cause.
 - (b) Except in the case of conduct involving moral turpitude, public safety, gross inefficiency, willful and persistent violations of board of trustee rules, convictions relative to Ohio Revised Code sections 3345.22 and 3345.23, and convictions of sex offenses defined as felonies, a faculty member not on indefinite tenure shall be given notice in accordance with paragraph (E) (1) of this rule.
 - (3) Nothing herein contained shall prevent the board of trustees from terminating an appointment in case of retrenchment necessitated by financial exigency or the termination of a program or function. See rule 3359-20-03.9 of the Administrative Code.
- (F) Procedures for reappointment, tenure, and promotion of regular faculty

- (1) For purposes of reappointment, tenure, and promotion, the term “academic unit” is defined as one of the following:
 - (a) A department or school where faculty hold a primary appointment
 - (b) A college without departments where faculty hold a primary appointment
- (2) All academic units shall follow university wide procedures for reappointment, tenure, and promotion and adhere to the appropriate calendar as shown in paragraph (F)(14) of rule 3359-20-03.7 of the Administrative Code.
- (3) University-wide criteria include but are not limited to:
 - (a) Quality of work performance
 - (i) Effective instruction
 - (ii) Effective administration and supervision, when applicable
 - (b) Quality of professional activity
 - (i) Scholarship and/or creative activity as appropriate to the academic unit.
 - (ii) Professional organizations
 - (iii) Professional development
 - (iv) Professional recognition
 - (c) Quality of service
 - (i) To the university of Akron
 - (ii) To the college and/or department
 - (iii) To the community
 - (d) Professional conduct as defined in written standards including but not limited to the following:
 - (i) Sexual harassment policy rule 3359-11-13 of the Administrative Code

- (ii) Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct - policies and procedures rule 3359-11-17 of the Administrative Code
 - (iii) Affirmative action policy rule 3359-38-01 of the Administrative Code
 - (iv) Alcohol policy rule 3359-47-01 of the Administrative Code
 - (v) Drug-free workplace policy rule 3359-47-02 of the Administrative Code
 - (vi) "Statement on Professional Ethics" as published by the American association of university professors
 - (vii) Other professional ethics policies as approved by the American association of university professors committee B on professional ethics published by the American association of university professors
 - (viii) Disseminated codes of conduct as defined by relevant professional disciplines
 - (ix) Disseminated codes of ethics as defined by relevant professional disciplines
 - (x) Professional responsibilities as defined by paragraph (H) of rule 3359-20-04 of the Administrative Code
- (e) The academic unit shall develop individual criteria for reappointment, tenure, and promotion. Criteria and guidelines shall be approved by the dean and the senior vice president and provost before being recognized as the official guidelines of the academic unit and before the guidelines can be applied to faculty.
- (4) Candidate files shall include at least:
- (a) A current vita
 - (b) Narrative statement by the candidate addressing the meeting of university-wide and academic unit criteria
 - (c) 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.

- (d) All previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, deans
 - (e) Evidence of work performance, including results of teaching evaluations where applicable
 - (f) Evidence of professional activity
 - (g) Evidence of service
 - (h) External reviews, for tenure and promotion files
- (5) Review of the faculty for reappointment, tenure, and promotion shall originate only in the academic unit where the faculty member holds his/her primary appointment. See rule 3359-20-03.8 of the Administrative Code for procedures governing joint appointments.
- (6) Each academic unit shall have a set of separate criteria for faculty evaluation for purposes of reappointment, tenure, and promotion. All operative academic unit criteria will be available in the academic unit, the office of the dean of the college, and the office of the senior vice president and provost.
- (a) All academic unit guidelines shall comply with the faculty manual.
 - (i) All academic unit guidelines shall enumerate the specific materials that are to be included in the candidate's reappointment, tenure, and promotion files.
 - (b) In case of conflict, the faculty manual supercedes all other guidelines.
 - (c) The criteria prepared by each academic unit must be formally approved by two-thirds of the regular faculty of that unit. The college dean and the senior vice president and provost shall also formally approve the criteria before it becomes rule.
 - (d) Subsequent reviews of the criteria may be initiated by no fewer than one third of the faculty members of the academic unit faculty, the college dean, or the senior vice president and provost.
- (7) The composition of the reappointment, tenure and promotion committees is defined in paragraphs (G)(2), (H)(2), (I)(2), (J)(2), (K)(2), (L)(2), and (M)(2) of this rule.
- (8) Reappointment, tenure, and promotion committees must contain a quorum in order to conduct business. For the purpose of reappointment, tenure, and promotion of the regular faculty, a quorum is defined as two-thirds of the eligible

members. In the case where there are fewer than six eligible members, a quorum is defined to be at least three members. The college faculty shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.

- (9) The processes of reappointment, tenure, and promotion for the regular faculty are deliberative processes. Eligible committee members who do not participate in or attend the deliberations shall not be permitted to vote.
 - (a) To be eligible to vote, a member shall review candidate-submitted materials and shall attend all committee meeting(s) during which the candidate is discussed, subject to the exception in paragraph (C)(9)(b) of this rule.
 - (b) The committee may permit a member who has not attended all meetings but who has otherwise substantially met the participation standards of paragraph (F)(9)(a) of this rule to vote, by a majority vote of members present and voting. The reason for the exception shall be included in the committee recommendation.
 - (c) Unit guidelines may allow for absentee ballots in extenuating circumstances for persons who are otherwise eligible to vote. The committee may determine eligibility for an absentee ballot by a majority vote of members present and voting. Extenuating circumstances include death in the immediate family, serious illness, and inability to attend due to events beyond one's control. The nature of the extenuating circumstances and the vote shall be included in the committee recommendation.
- (10) For the purposes of reappointment, tenure, and promotion for the regular faculty, a simple majority vote in the affirmative, at the minimum, is necessary for adoption. Academic unit guidelines may determine individual unit requirements for a minimum affirmative vote beyond a simple majority. When there is a tie vote, the motion is rejected. While it is the duty of every member who has an opinion on a question to participate in these important deliberations, to arrive at an informed opinion, and to express it by his or her vote, he or she cannot be compelled to do so. He or she may prefer to abstain from voting, fully realizing that the effect is the same as if he or she voted on the prevailing side. Abstentions are not counted in the number of votes cast and are considered blank ballots. However, they are included in the report. For example, a vote of three positive, one negative and seven abstentions represents a seventy-five per cent positive vote and would be reported: three positive, one negative, seven abstentions.
- (11) For purposes of voting on any reappointment, tenure, and promotion matter, faculty shall voluntarily remove themselves from any discussion, voting, or

participation that would influence voting on reappointment, tenure, and promotion matters when the candidate is:

- (a) A member of that faculty member's immediate family (e.g. spouse, son, daughter, or other family member residing in that family member's household). (See conflict of interest policy paragraphs (B)(26) and (H)(5) of 3359-11-17 of the Administrative Code.)
 - (b) A member of that faculty member's extended family (e.g. siblings, parents, grandparents, cousins, uncles, aunts, or other next of kin). (See conflict of interest policy paragraphs (B)(26) and (H)(5) of 3359-11-17 of the Administrative Code.)
 - (c) For any other person where there would exist the appearance of conflict of interest or impropriety. (See conflict of interest policy rule 3359-11-17 of the Administrative Code.)
- (12) All colleges shall have college-wide tenure and/or promotion review committees. The college wide review committees shall provide a separate and independent recommendation to each candidate for tenure and/or promotion. The order of recommendations are sequential, not hierarchical. The tenure and promotion guidelines for each college shall include procedures for constituting college-wide review committees.
- (a) In colleges without departments that constitute tenure and promotion committees as committees of the whole tenured faculty, the tenure and/or promotion committee shall also operate as the college-wide review committee at the time of the initial meetings.
 - (b) In colleges with departments, and colleges without departments that establish separate tenure and/or promotion committees, the college-wide review committees shall be composed of no fewer than five members elected from the tenured faculty of the college. Each college shall develop guidelines for the election process and the voting process, including guidelines for replacing members unable to serve.
 - (c) A committee member from the department of the candidate being considered shall be recused and not vote.
 - (d) Members of the college-wide review committees shall meet the following criteria:
 - (i) Members of the college-wide tenure review committees shall be tenured faculty members.

- (ii) Members of the college-wide promotion-to-associate-professor review committee shall be tenured faculty holding the rank of associate professor or higher. In the case of a candidate applying for promotion to associate professor, but not applying for tenure, the review committee shall be the college-wide promotion-to-associate-professor review committee.
 - (iii) Members of the college-wide promotion to professor review committee shall be tenured faculty holding the rank of professor or higher.
 - (iv) Members of any college-wide review committee shall have completed at least one year of service at the university of Akron.
- (e) College-wide review committees shall evaluate candidates' files and all previous recommendations to determine:
- (i) That the candidate has satisfactorily met all approved tenure and/or promotion criteria established by the university and the academic unit
 - (ii) That the departmental tenure and/or promotion committee and the department chair have followed all approved procedures in their evaluation of the candidate
 - (iii) That the tenure and/or promotion committee and the department chair recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.
- (f) The college wide review committees shall not evaluate the merits of departmental guidelines or criteria.
- (g) If procedural error or inadequate consideration is identified, the irregularity shall be reported to the dean for action.
- (h) The college-wide review committee's written recommendation shall include in its findings that paragraphs (F)(12)(e)(i) to (F)(12)(e)(iii) of this rule have been addressed.
- (i) In colleges with separate college-wide review committees, if the committee's recommendation is not consistent with the recommendations from the tenure and/or promotion committee, or from the department chair, the committee recommendation shall explain those inconsistencies.

- (ii) In colleges with no separate college-wide review committee, the recommendation from the committee of the whole shall explicitly include findings on paragraphs (F)(12)(e)(i) to (F)(12)(e)(iii) of this rule.
- (i) The college-wide review committee shall forward its recommendation to the dean, with copies to the department chair and the candidate.
- (13) "Robert's Rules of Order," in the most recent edition, shall be accepted as the authority on all questions of parliamentary procedure not determined by the faculty manual. In any conflict between the faculty manual and "Robert's Rules of Order," the faculty manual takes precedence.
- (14) Timelines

(a) For reappointment during the first year

Date(s)	Action required
within one week of the date of initial appointment	department chair or dean in colleges without departments sends letter of notification to candidate
three weeks after the date of initial appointment	candidate sends letter of intent to department chair or dean in colleges without departments
three weeks after the date of initial appointment	candidate sends file to committee
	committee sends recommendation to candidate and department chair
	department chair sends recommendation to candidate and dean
March 1	dean sends recommendation to candidate and senior vice president and provost
first Wednesday in April, usually	senior vice president and provost sends recommendation to the president, the board of trustees, dean and candidate
fourth Wednesday in April, usually	board of trustees votes on recommendation

(b) For reappointment after the first year

Date(s)	Action required
by March 15	in colleges without departments who have created a subcommittee of the tenured faculty, selection of reappointment committee
by April 1	department chair in colleges with departments or dean in colleges without departments holds an organizational meeting to elect chair of the reappointment committee
by April 15	department chair in colleges with departments or dean in colleges without departments, sends letter of notification to candidate

final instructional day of spring semester	candidate sends letter of intent to department chair or dean in colleges without departments
Second Friday of fall semester	candidate sends file to committee
Friday of week six of fall semester	committee sends recommendation to candidate, department chair, or dean in colleges without departments
Friday of week eight of fall semester	department chair sends recommendation to candidate and dean
December 15 or the end of week sixteen of the fall semester whichever comes first	dean forwards negative recommendation to candidate and senior vice president and provost
Friday of week two of spring semester	dean forwards positive recommendation to the candidate and senior vice president and provost
Friday of week nine of spring semester	senior vice president and provost forwards negative recommendation to candidate and dean
first Wednesday in April, usually	senior vice president and provost forwards recommendation to the president, the board of trustees, dean, and candidate
fourth Wednesday in April, usually	board of trustees votes on recommendation

(c) For tenure and/or promotion

Date(s)	Action required
by March 15	in colleges without departments who have created a subcommittee of the tenured faculty, selection of reappointment committee
by April 1	department chair in colleges with departments or dean in colleges without departments holds an organizational meeting to elect chair of the tenure committee
by April 1	in colleges with departments and in colleges without departments who have created a subcommittee of the tenured faculty, election of the college-wide review committee
by April 15	department chair in colleges with departments or dean in colleges without departments, sends letter of notification to candidate
final instructional day of spring semester	candidate sends letter of intent to department chair or dean in colleges without departments
second Friday of fall semester	candidate sends file to committee
Friday of week six of fall semester	committee sends recommendation to candidate and department chair in colleges with departments, or to the dean and the chair of the college-wide review committee in colleges without departments who have chosen option 2
Friday of week eight of fall semester	in colleges with departments, department chair sends recommendation to dean and the chair of the college-wide review committee

Friday of week twelve of fall semester	college-wide review committee sends recommendation to the dean
by December 15 or the end of week sixteen of fall semester whichever comes first	dean forwards negative recommendation to candidate
Friday of week four of spring semester	dean forwards positive recommendation to candidate and senior vice president and provost
Friday of the second week of spring semester	dean forwards negative recommendation to the senior vice president and provost
Friday of week nine of spring semester	senior vice president and provost forwards negative response to candidate and dean
first Wednesday in April, usually	senior vice president and provost sends recommendation to the president, the board of trustees, dean, and candidate
fourth Wednesday in April, usually	board of trustees votes on recommendation

- (d) In the event that the date for completion of a step cannot be met, a request for extension and supporting rationale shall be forwarded to the appropriate committee chair, department chair in academic units with departments, dean, or senior vice president and provost prior to said deadline. The request and rationale shall be included in the candidate's file.
- (i) The committee chair, department chair in academic units with departments, dean, or senior vice president and provost shall accept or reject the request for extension. Rationale for the decision shall be included in the candidate's file.
- (ii) Extension of the deadline at any level does not automatically extend future deadlines.
- (15) Process for review of the reappointment, tenure and promotion procedures.
- (a) The purpose of this procedural review is to determine the effectiveness and efficiency of the process. Decisions that result from the process should be fair, credible and allow identification of capable and proficient faculty.
- (b) Every three years, a committee of the faculty senate shall perform a comprehensive review of the reappointment, tenure, and promotion procedures and decisions. The committee shall provide a written report of their findings along with any recommendations for process changes to the faculty senate.
- (c) The faculty senate shall vote to accept or reject the recommendations, and whether to proceed with any recommended changes to the process.

- (d) After the board of trustees acts but before the start of the fall semester, the dean of each college shall forward a report documenting all reappointment, tenure, and promotion information to the senior vice president and provost. This information shall be made available to the faculty senate review committee and shall include:
- (i) A summary of the number of faculty members who underwent review for reappointment, tenure, and promotion including the number where the final decision was to not grant their application and the number who removed their application from consideration.
 - (ii) A report documenting those cases, by academic unit, which did not meet the required deadlines. A statement of which deadline was missed, whether permission for an extension was granted, and how long after the deadline the task was completed.
 - (iii) A report documenting, by academic unit, the quality of the feedback given to the candidate via the recommendation letters including information concerning whether the recommendations provided the applicant a clear statement of how to enhance his/her performance.
 - (iv) A table which summarizes all reappointment, tenure and promotion decisions which includes:
 - (a) Applicants name and the desired action
 - (b) The number of external reviews solicited and number of external reviews received, if applicable
 - (c) The department committee vote and the department committee recommendation (yea or nay), if applicable
 - (d) The department chair recommendation (yea or nay), if applicable
 - (e) The college wide review committee vote and the college wide committee recommendation (yea or nay), if applicable
 - (f) The dean's recommendation (yea or nay)
 - (g) The final decision from the board of trustees.

- (v) A written evaluation of the overall effectiveness and efficiency of the reappointment, tenure, and promotion procedures including difficulties in implementation.
- (G) Procedures for reappointment during the first year in colleges with departments
- (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (2) Composition of the reappointment committee in academic units with departments
 - (a) The reappointment committee shall be composed exclusively of all eligible tenured members of the academic unit who have completed at least one year of service at the university of Akron.
 - (i) The college faculty shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (b) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (c) Committee members shall be responsible for the maintenance of minutes and the documentation of the committee proceedings
 - (d) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
 - (3) Duties and responsibilities of the reappointment committee
 - (a) The reappointment committee shall review the qualifications of any faculty of the academic unit who has applied for reappointment and shall make recommendations to the department chair or school director regarding the granting or denial of reappointment.

- (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.
 - (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the department chair
 - (a) The department chair shall evaluate the candidate's file and the departmental committee's recommendation to formulate his/her recommendation.
 - (b) The department chair has the responsibility to determine that the departmental reappointment committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
 - (c) The department chair's report shall include an assessment of his/her determination that paragraph (G)(4)(b) of this rule has been addressed.
- (5) Duties and responsibilities of the dean
 - (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee or department chair, the dean shall discuss his/her recommendation with the committee or department chair.
- (6) Appeals committee. The appeals process is found in paragraph (N) of this rule.
 - (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college, and shall be included in the college guidelines.
 - (b) No member of the departmental reappointment committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.

- (7) Process for reappointment of regular faculty.
- (a) The department chair or school director shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 - (b) The department chair or school director shall notify all candidates eligible for reappointment no later than Friday of the first week after the date of the initial appointment beginning either fall or spring semester.
 - (i) If the candidate is hired so that the initial appointment begins in the spring semester, the entire first reappointment evaluation shall be completed no later than the first Wednesday in April. The process as described shall be followed without regard to stated timelines.
 - (ii) If the candidate is hired during the fall semester, the first reappointment evaluation shall take place immediately.
 - (c) Eligible candidates shall submit to the department chair or school director a letter of intent to apply for reappointment no later than Friday of the third week after the date of initial appointment. The candidate may withdraw his/her application at any time by submitting a letter to the chair or school director.
 - (d) Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the third week after the date of initial appointment.
 - (e) The committee chair shall convene all meetings and conferences, other than the organizational meeting required by the academic unit guidelines, and preside at these meetings and conferences.
 - (f) The committee chair shall invite the candidate to meet with the committee before the recommendation is made.
 - (g) The committee chair shall inform the candidate in writing of the committee's recommendation and supporting reasons no later than Friday of week six of the relevant semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
 - (h) The committee chair shall transmit copies of the committee's recommendations with supporting materials to the department chair or school director no later than Friday of week six of the relevant semester.

- (i) The department chair shall transmit his/her recommendation and the departmental committee recommendation to the dean no later than Friday of week eight of the relevant semester.
 - (j) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the following spring semester with a copy to the candidate.
 - (k) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
 - (l) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the following spring semester with a copy to the dean.
 - (m) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April board meeting.
- (H) Procedures for reappointment of regular faculty during the first year in colleges without departments
 - (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (2) Composition of the reappointment committee
 - (a) Academic units without departments have two options for composing the reappointment committee.
 - (i) Option 1: The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the university of Akron.

- (a) In this case, there is no college appeals committee, and the university faculty rights and responsibilities committee may hear an appeal as outlined in paragraph (N) of this rule.
 - (ii) Option 2: The reappointment committee shall be composed of no fewer than five tenured faculty members who have completed at least one year of service at the university of Akron.
 - (a) The tenured faculty of the academic unit shall select the committee members according to academic unit guidelines.
 - (b) Membership shall not be by administrative appointment.
 - (c) Selection shall be made by March 15 of the spring semester preceding action.
 - (d) The college faculty shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (a) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (b) Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 - (c) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
- (3) Duties and responsibilities of the reappointment committee
- (a) The reappointment committee shall review the qualifications of any faculty of the academic unit who has applied for reappointment and shall make recommendations to the department chair, school director or dean in colleges without departments regarding the granting or denial of reappointment.
 - (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.

- (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the dean
- (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee or department chair, the dean shall discuss his/her recommendation with the committee or department chair.
- (5) Appeals committee. The appeals process is found in paragraph (N) of this rule.
- (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college and shall be included in the college guidelines.
 - (b) No member of the college reappointment committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
- (6) Process for reappointment of regular faculty
- (a) The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 - (b) The dean shall notify all candidates eligible for reappointment no later than Friday of the first week after the date of the initial appointment beginning either fall or spring semester.
 - (i) When the initial appointment of the candidate begins in the spring semester, the entire first reappointment evaluation shall be completed no later than the first Wednesday in April. The process as described shall be followed without regard to stated timelines.
 - (ii) If the candidate is hired during the fall semester, the first reappointment evaluation shall take place during that fall semester.

- (c) Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than Friday of the third week after the date of initial appointment. The candidate may withdraw his/her application at any time by submitting a letter to the dean.
- (d) Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the third week after the date of initial appointment.
- (e) The committee chair shall convene all meetings and conferences, other than the organizational meeting required by the academic unit guidelines, and preside at these meetings and conferences.
- (f) The committee chair shall invite the candidate to meet with the committee before the recommendation is made.
- (g) The committee chair shall inform the candidate in writing of the committee's recommendation and supporting reasons no later than Friday of week six of the relevant semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
- (h) The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the relevant semester.
- (i) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the following spring semester with a copy to the candidate.
- (j) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
- (k) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the following spring semester with a copy to the dean.
- (l) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April board meeting.

- (I) Procedures for reappointment of regular faculty after the first year in colleges with departments
- (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (2) Composition of the reappointment committee in academic units with departments
 - (a) The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the university of Akron.
 - (i) The college faculty shall formulate rules as part of the college and/or academic unit guidelines to add committee members from outside the academic unit to the reappointment committee if there are fewer than three eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (b) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (c) Committee members shall be responsible for the maintenance of minutes and the documentation of the committee proceedings.
 - (d) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
 - (3) Duties and responsibilities of the reappointment committee
 - (a) The reappointment committee shall review the qualifications of any faculty of the academic unit who has applied for reappointment and shall make recommendations to the department chair or school director regarding the granting or denial of reappointment.
 - (b) The recommendation shall include documentation of the committee's

procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.

- (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the department chair in academic units with departments.
- (a) The department chair shall evaluate the candidate's file and the departmental committee's recommendation to formulate his/her recommendation.
 - (b) The department chair has the responsibility to determine that the departmental reappointment committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
 - (c) The department chair's report shall include an assessment of his/her determination that paragraph (I)(4)(b) of this rule has been addressed.
- (5) Duties and responsibilities of the dean
- (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee or department chair.
- (6) Appeals committee. The appeals process is found in paragraph (N) of this rule.
- (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college and shall be included in the college guidelines.
 - (b) No member of the departmental reappointment committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.

- (7) Process for reappointment of regular faculty
- (a) The department chair or school director shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action to be taken on eligible candidates.
 - (b) The department chair or school director shall notify all candidates of their eligibility for reappointment no later than April 15 in the spring semester preceding action.
 - (c) Eligible candidates shall submit a letter of intent to apply for reappointment to the department chair or school director no later than the final instructional day of spring semester preceding action. The candidate may withdraw his/her application at any time by submitting a letter to the chair or school director.
 - (d) Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the second week of fall semester.
 - (e) The committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the academic unit guidelines and preside at these meetings and conferences.
 - (f) The committee chair shall invite the candidate to meet with the committee before a recommendation is made.
 - (g) The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
 - (h) The committee chair shall transmit copies of the committee's recommendations with supporting materials to the department chair or school director no later than Friday of week six of the fall semester.
 - (i) The department chair shall transmit his/her recommendation and the departmental committee recommendation to the dean no later than Friday of week eight of the fall semester with a copy to the candidate.
 - (j) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the following spring semester with a copy to the candidate.

- (k) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
 - (l) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the following spring semester with a copy to the dean.
 - (m) The senior vice president and provost shall transmit his/her recommendation to president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April meeting of the board.
- (J) Procedures for reappointment of regular faculty after the first year in colleges without departments
- (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (2) Composition of the reappointment committee
 - (a) Academic units without departments have two options for composing the reappointment committee.
 - (i) Option 1: The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the university of Akron.
 - (a) In this case, there is no college appeals committee, and the university faculty rights and responsibilities committee may hear an appeal as outlined in paragraph (N) of this rule.
 - (ii) Option 2: The reappointment committee shall be composed of no fewer than five tenured faculty members who have completed at least one year of service at the university of Akron.

- (a) The tenured faculty of the academic unit shall select the committee members according to academic unit guidelines.
 - (b) Membership shall not be by administrative appointment.
 - (c) Selections shall be made by March 15 of the spring semester preceding action.
 - (d) The college faculty shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (b) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (c) Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 - (d) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
- (3) Duties and responsibilities of the reappointment committee
- (a) The reappointment committee shall review the qualifications of any faculty of the academic unit who has applied for reappointment and shall make recommendations to the dean regarding the granting or denial of reappointment.
 - (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria
 - (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the dean
- (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee, the dean

shall discuss his/her recommendation with the committee or department head.

- (5) Appeals Committee. The appeals process is found in paragraph (N) of this rule.
 - (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college and shall be included in the college guidelines.
 - (b) No member of the college reappointment committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
- (6) Process for reappointment of regular faculty
 - (a) The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 - (b) The dean shall notify all candidates of their eligibility for reappointment no later than April 15 in the spring semester preceding action.
 - (c) Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than the final instructional day of spring semester preceding action. The candidate may withdraw his/her application at any time by submitting a letter to the dean.
 - (d) Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the second week of fall semester.
 - (e) The committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the academic unit guidelines and preside at these meetings and conferences.
 - (f) The committee chair shall invite the candidate to meet with the committee before a recommendation is made.
 - (g) The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than

Friday of week six of the fall semester. The letter, if positive, shall include a statement of how the candidate can enhance performance toward meeting the goal of tenure and promotion.

- (h) The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the fall semester.
- (i) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the following spring semester with a copy to the candidate.
- (j) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
- (k) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the following spring semester with a copy to the dean.
- (l) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April meeting of the board.

(K) Procedures for tenure of regular faculty in colleges with departments

- (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (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, except in compelling circumstances.
 - (b) Faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.

- (c) Indefinite tenure may be granted not later than the end of the sixth year of active service in a professorial capacity at the university of Akron. See paragraph (B) of this rule concerning probationary periods for the granting of tenure.
- (2) Composition of the tenure committee
- (a) The departmental tenure committee shall be composed exclusively of all tenured members of the academic unit who have completed at least one year of service at the university of Akron.
 - (i) The college faculty shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (b) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (c) Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 - (d) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
- (3) Duties and responsibilities of the tenure committee
- (a) The tenure committee shall review the qualifications of any faculty of the academic unit who has applied for tenure and shall make recommendations to the department chair, school director or dean regarding the granting or denial of reappointment.
 - (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.
 - (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the department chair in academic units with departments.

- (a) The department chair shall evaluate the candidate's file and the departmental committee's recommendation to formulate his/her recommendation.
 - (b) The department chair has the responsibility to determine that the departmental tenure committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
 - (c) The department chair's recommendation shall include an assessment of his/her determination that paragraph (K)(b)(4) of this rule has been addressed.
 - (d) If procedural error is identified, the chair may act to correct the error.
- (5) Duties and responsibilities of the dean
- (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee or department head.
 - (c) If procedural error is identified at any level, the dean may act to correct the error.
- (6) Duties and responsibilities of the college-wide tenure committee are found in paragraph (F)(12) of this rule.
- (7) Appeals committee. The appeals process is found in paragraph (N) of this rule.
- (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college and shall be included in the college guidelines.
 - (b) No member of the departmental tenure committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the tenure process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.

- (8) Process for tenure of regular faculty. This process applies to candidate applying for tenure only, and for candidates applying for tenure and promotion to associate professor. The process for promotion without tenure is found in paragraph (M) of this rule.
- (a) The department chair or school director shall call an organizational meeting to elect a tenure committee chair no later than April 1 in the spring semester preceding action.
 - (b) The department chair or school director shall notify all candidates of their eligibility for tenure no later than April 15 in the spring semester preceding action.
 - (c) Eligible candidates shall submit a letter of intent to the department chair or school director to apply for tenure no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time by submitting a letter to the chair or school director.
 - (i) To maintain a quality standard relative to comparable university and colleges, review, external to the university, is required for tenure and promotion.
 - (a) Each academic unit shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.
 - (b) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee, the department chair, the school director and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (c) The committee shall select at least one of the reviewers submitted by the candidate.
 - (d) The committee chair shall solicit the external reviews from the selected reviewers.
 - (e) At least three reviews shall be required. The file shall not be considered complete and shall not go forward until three letters of external review have been included. If three reviews have not been received by Wednesday of week eleven of the fall semester, the dean may permit the file to go forward if compelling circumstances, documented by

the committee chair, justify the absence of any of the external reviews.

- (f) The committee shall include copies of the text of all requested and received external reviews in the candidate's file.

 - (i) The identity of the external reviewer and the original of the review shall be deemed by the university and the candidate as confidential to the extent permitted by law.
 - (ii) Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - (iii) The reviewer shall be apprised that the review may be subject to disclosure under such circumstances including but not limited to subpoena, validly issued court order, or public records request.
- (ii) The candidate shall provide all materials relevant to external review as determined by the academic unit guidelines to the chair of the tenure and/or promotion committee by such date as is set in the academic unit guidelines.
- (d) Each candidate eligible for tenure shall submit his/her file to the tenure committee chair no later than the second Friday of the fall semester.

 - (i) The committee chair shall notify the candidate, all committee members, the department chair, the school director, and the dean of the location and availability of the candidate's file.
 - (ii) The committee chair shall notify the candidate, all committee members, the department chair, the school director, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - (iii) Only the candidate can make deletions to the file. Deletions shall be limited to materials submitted by the candidate. The table of contents shall be amended to reflect any deletions.
- (e) The tenure committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings and conferences.

- (f) The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant.
- (g) The committee chair shall inform the candidate in writing of the committee's recommendation with supporting reasons no later than Friday of week six of the fall semester.
- (h) The committee chair shall transmit copies of the committee's recommendation with supporting materials to the department chair, school director, or dean no later than Friday of week six in the fall semester.
- (i) The department chair shall transmit his/her recommendation and the departmental committee recommendation to the dean and to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
- (j) The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
- (k) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week four of the following spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the department chair or school director.
- (l) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
- (m) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the department chair or the school director.
- (n) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the dean, school director, and department chair.

- (o) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April board meeting.

(L) Procedures for tenure of regular faculty in colleges without departments

- (1) The candidate shall be evaluated under the academic unit 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. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the senior vice president and provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 - (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, except in rare and compelling circumstances.
 - (b) Faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
 - (c) Normally, indefinite tenure may be granted not later than the end of the sixth year of active service in professorial capacity at the university of Akron. See paragraph (B) of this rule concerning probationary periods for the granting of tenure.
- (2) Composition of the tenure committee
 - (a) Academic units without departments have two options for composing the tenure committee.
 - (i) Option 1: The tenure committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the university of Akron.
 - (a) A committee of the whole tenured faculty shall serve the function of the college-wide review committee. See paragraph (D)(12) of this rule.
 - (b) In this case, there is no college appeals committee, and the university faculty rights and responsibilities committee may hear an appeal as outlined in paragraph (N) of this rule.

- (ii) Option 2: The tenure committee shall be composed of no fewer than five tenured faculty members who have completed at least one year of service at the university of Akron.
 - (a) The tenured faculty of the academic unit shall select the committee members according to academic unit guidelines.
 - (b) Membership shall not be by administrative appointment.
 - (c) Selections shall be made by March 15 of the spring semester preceding action.
 - (d) The college faculty shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 - (b) A chairperson shall be elected at the organizational meeting and shall serve for one year.
 - (c) Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 - (d) Persons within the college who are required to provide separate recommendations (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
- (3) Duties and responsibilities of the tenure committee
- (a) The tenure committee shall review the qualifications of any faculty of the academic unit who has applied for tenure and shall make recommendations to the dean regarding the granting or denial of reappointment.
 - (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.
 - (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the dean

- (a) The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 - (b) If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee.
 - (c) If procedural error is identified at any level, the dean may act to correct the error.
- (5) Duties and responsibilities of the college-wide tenure committee are found in paragraph (F)(12) of this rule.
- (6) Appeals committee. The appeals process is found in paragraph (N) of this rule.
- (a) The composition of the college appeals committee shall consist of eligible tenured faculty, shall be determined by each college, and shall be included in the college guidelines.
 - (b) No member of the departmental tenure committee shall serve on the college appeals committee.
 - (c) The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the tenure process.
 - (d) The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
- (7) Process for tenure of regular faculty. This process applies to candidates applying for tenure only, and for candidates applying for tenure and promotion to associate professor. The process for promotion without tenure is found in paragraph (M) of this rule.
- (a) The dean shall call an organizational meeting to elect a tenure committee chair no later than April 1 in the spring semester preceding action.
 - (b) The dean shall notify all candidates of their eligibility for tenure no later than April 15 in the spring semester preceding action.
 - (c) Eligible candidates shall submit to the dean a letter of intent to apply for tenure no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time by submitting a letter to the dean.

- (i) To maintain a quality standard relative to comparable universities and colleges, review, external to the university is required for tenure and promotion.
 - (a) Each academic unit shall develop instructions for the external reviewers including the materials and the bases by which the materials shall be assessed.
 - (b) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee, the department chair, the school director and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (c) The committee shall select at least one of the reviewers submitted by the candidate.
 - (d) The committee chair shall solicit the external reviews from the selected reviewers.
 - (e) At least three reviews shall be required. The file shall not be considered complete and shall not go forward until three letters of external review have been included. If three reviews have not been received by Wednesday of week eleven of the fall semester, the dean may permit the file to go forward if compelling circumstances, documented by the committee chair, justify the absence of any of the external reviews.
 - (f) The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
 - (i) The identity of the external reviewer and the original of the review shall be deemed by the university and the candidate as confidential to the extent permitted by law.
 - (ii) Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - (iii) The reviewer shall be apprised that the review may be subject to disclosure under such circumstances

including but not limited to subpoena, validly issued court order, or public records request.

- (ii) The candidate shall provide all materials relevant to review as determined by the academic unit guidelines to the chair of the tenure committee by such date as is set in the academic unit guidelines.
- (d) Each candidate eligible for tenure shall submit his/her file to the tenure committee chair no later than the second Friday of the fall semester.
- (i) The committee chair shall notify the candidate, all committee members, and the dean of the location and availability of the candidate's file.
 - (ii) The committee chair shall notify the candidate, all committee members, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - (iii) Only the candidate can make deletions to the file. Deletions shall be limited to materials submitted by the candidate. The table of contents shall be amended to reflect any deletions.
- (e) The tenure committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings and conferences.
- (f) The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee of the candidate considers relevant.
- (g) The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester.
- (h) The committee chair shall transmit copies of the committee's recommendation with supporting materials to the dean no later than Friday of week six in the fall semester.
- (i) The committee chair shall transmit the committee recommendation to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
- (j) The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.

- (k) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the following spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the chair of the departmental committee.
 - (l) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - (m) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week four of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the chair of the departmental committee.
 - (n) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the dean, the school director and the department chair.
 - (o) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April board meeting.
- (M) Procedures for promotion of regular faculty who are not applying for tenure.
- (1) The candidate shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five years prior to the candidate's application, whichever is the most recent.
 - (a) Process for promotion to the rank of associate professor. The appeals process is found in paragraph (N) of this rule.
 - (i) 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, except in those rare and compelling circumstances. For the combined tenure and promotion to associate professor procedures in colleges with departments, see paragraph (K)(7) of

this rule; for the combined tenure and promotion to associate professor procedures in colleges without departments, see paragraph (L)(7) of this rule.

- (ii) In those rare and compelling circumstances, promotion to the rank of associate professor does not occur during the tenure year, the candidate shall be evaluated under the academic unit criteria in effect either at the time of the candidate's initial appointment date, or at the time of the candidate's tenure, or criteria in effect five years prior to the candidate's application for promotion, whichever is the most recent.
- (b) Process for promotion to the rank of professor. The appeals process is found in section 3359-20-03_7-N.
 - (i) The candidate shall be evaluated under the academic unit criteria in effect either during the year of the candidate's last promotion or criteria in effect five years prior to the candidate's application, whichever is the most recent.
 - (ii) A minimum of two years must elapse between the granting of the rank of associate professor and the application to the rank of professor except in rare and compelling circumstances.
- (2) Composition of the promotion committee
 - (a) The promotion committee shall be composed of all tenured members of the academic unit at or above the academic rank to which the candidate is applying. Any person on such a committee shall have served at least one year at the university of Akron in the candidate's department.
 - (b) Persons within the college who are required to provide a separate recommendation (e.g. department chairs, directors of schools, deans or their designees) cannot be members of the committee but may, at the committee's request, attend for informational purposes.
 - (c) The college faculty shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible faculty members in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
- (3) Duties and responsibilities of the promotion committee
 - (a) The promotion committee shall review the qualifications of any faculty of the academic unit who has applied for promotion and shall make recommendations to the department chair, school director, or dean

regarding the granting or denial of promotion.

- (b) The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the university-wide and academic unit criteria.
 - (c) The recommendation letter shall be reviewed and approved by the committee.
- (4) Duties and responsibilities of the college-wide promotion committee are found in paragraph (F)(12) of this rule.
- (5) Process for promotion of regular faculty. The appeals process is found in paragraph (N) of this rule.
- (a) The department chair, school director, or dean shall call an organizational meeting to elect a promotion committee chair no later than April 1 in the spring semester preceding action.
 - (b) Eligible candidates shall submit a letter of intent to the department chair, school director, or dean to apply for promotion no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time by submitting a letter to the chair.
 - (i) To maintain a quality standard relative to comparable universities and colleges, review, external to the university, is required for promotion.
 - (a) Each academic unit shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.
 - (b) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the promotion committee, the department chair, the school director, and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (c) The committee shall select at least one of the reviewers submitted by the candidate.
 - (d) The committee chair shall solicit the external reviews from the selected reviewers.

- (iii) Only the candidate can make deletions to the file. Deletions shall be limited to materials submitted by the candidate. The table of contents shall be amended to reflect any deletions.
- (e) The promotion committee chair shall convene all meetings and conferences, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings and conferences.
- (f) The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant.
- (g) The committee chair shall inform the candidate in writing of the committee's recommendation with supporting reasons no later than Friday of week six of the fall semester.
- (h) The committee chair shall transmit copies of the committee's recommendation with supporting materials to the department chair, school director, or dean no later than Friday of week six in the fall semester.
- (i) In colleges with departments, the department chair shall transmit his/her recommendation and the departmental committee recommendation to the dean and to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
- (j) The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
- (k) If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week four of the following spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the department chair or school director.
- (l) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
- (m) If the dean issues a negative recommendation, he/she shall transmit the recommendation to the senior vice president and provost no later than Friday of week two of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the candidate and to the department chair or the school director.

- (n) If the senior vice president and provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - (i) Copies of the recommendation shall be transmitted to the dean, school director, and department chair.
 - (o) The senior vice president and provost shall transmit his/her recommendation to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration at the April board meeting.
- (6) Distinguished professor.
- (a) The title of distinguished professor shall be awarded only to one already at the rank of professor at the university of Akron for five or more years and who excels in teaching and in scholarly activity or artistic performance at the university of Akron at a level significantly beyond the expectations for the rank of professor.
 - (b) Nominations for distinguished professor may be made either by majority vote of the nominee's department, or college, or by the dean of the college. Upon receiving or making a nomination, the dean shall convene the distinguished professor college review committee.
 - (c) Each college faculty shall elect its review committee to consider such nominations. Only faculty at the rank of professor or with the title of distinguished professor are eligible to serve. The committee shall choose its own chair. If a majority of the review committee approves of the nomination, the dean shall forward the review committee's recommendations, with his/her comments, to the university distinguished professor recommendation committee convened by the senior vice president and provost.
 - (d) The university distinguished professor recommendation committee shall consist of one member elected from each of the degree granting colleges and university libraries. Those elected shall serve two-year terms. In even-numbered academic years, representatives shall be elected from the community and technical college, the college of engineering, the college of business administration, the college of nursing, and Wayne college. In odd-numbered academic years, representatives shall be elected from the Buchtel college of arts and sciences, the college of education, the college of fine and applied arts, the college of polymer science and polymer engineering, and the school of law. Only faculty at the rank of professor or with the title of distinguished professor are eligible to serve on this

committee, which shall elect its own chair.

- (e) If a two-thirds majority of the review committee votes favorably, it shall forward the recommendation to the provost. The provost shall forward the recommendation, with comments, to the president for submission to the board of trustees for approval.
- (7) For promotion in rank, there must be evidence of professional growth and achievement beyond that reached at the time of attainment of present rank. This growth and achievement shall be assessed against criteria established by the academic unit.
- (N) Process for appeals
- (1) After the dean has made his/her recommendation, the candidate may appeal any level of recommendation to the college appeals committee. If no college appeals committee exists, the candidate may appeal directly to the university faculty rights and responsibilities committee.
 - (2) In colleges with appeals committees, the following procedures shall be followed.
 - (a) The candidate shall file an appeal with the college appeals committee no later than Friday of week three of the spring semester. The written and signed appeal shall be sent to the chair of the college appeals committee with a copy to the dean.
 - (b) The candidate's appeal shall provide a statement of specific procedural error or a claim of inadequate consideration.
 - (c) The appeals committee shall consider all procedural errors or claims of inadequate consideration and determine if, in their totality, they constitute substantive prejudice to the candidate.
 - (d) Within seven calendar days after receiving the appeal, or by Friday of the first week of the spring semester, whichever comes later, the chair of the college appeals committee shall hold a meeting.
 - (i) All committee members shall read the candidate's written and signed appeal before attending the meeting.
 - (ii) The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
 - (iii) After reviewing the appeal, and in closed session, the committee shall vote to accept or reject the appeal. A simple majority vote of

the full committee shall be required to accept the appeal and to submit it to further investigation.

- (e) If the appeal is rejected, the committee shall notify the candidate and the dean of the rationale for the decision.
 - (f) If the appeal is accepted, the committee shall notify the candidate, dean, and senior vice president and provost.
 - (g) Within fifteen calendar days, the committee shall complete its investigations and report their findings and recommendations to the candidate, the dean, and the senior vice president and provost.
- (3) In all cases, the candidate may appeal an adverse decision from the departmental committee, the department chairs or school directors, the college-wide review committee, the dean, or the senior vice president and provost to the university faculty rights and responsibilities committee.
- (a) During any appeal process, the candidate may appeal only once to the university faculty rights and responsibilities committee. For example, should the candidate appeal the decision of the dean to the university faculty rights and responsibilities committee, he/she cannot then appeal the decision of the senior vice president and provost.
 - (b) The university faculty rights and responsibilities committee shall follow its own procedures found in rule 3359-20-03.6 of the Administrative Code.
 - (c) Within two weeks of its final action, the university faculty rights and responsibilities committee shall forward any findings and recommendations to the administrative officer issuing the adverse recommendation under appeal with copies to the candidate.
- (4) The president of the university is the candidate's last point of institutional appeal and shall inform all parties of his/her decision within thirty days from receipt of any appeal.
- (5) In the case of a violation of the procedures, it is not intended that appointment, reappointment, promotion or tenure be awarded by default.

Effective: December 21, 2002

Certification:

Ted A. Mallo
Secretary

Board of Trustees

Prom. Under: 111.15

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