

3359-20-03 The faculty: general personnel policies.

(A) Faculty appointments.

(1) Faculty status.

(a) Regular faculty.

- (i) The regular faculty is composed of all full-time faculty with titles of distinguished professor, professor, associate professor, and assistant professor. Members holding 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.
- (ii) Members of the regular faculty generally have a full range of responsibilities to academic units including teaching; research and other creative professional work; service to department, college, and university; and public service related to their areas of expertise.

(b) Instructor.

The instructor rank is composed of full-time non-tenure track faculty. Unless otherwise defined in individual letters of assignment or certificates of appointment, members of the instructors generally have a full range of responsibilities to academic units including teaching, research and other creative professional work; service to department, college and university; and public service related to their areas of expertise.

Instructors are subject to annual review using the process, timelines and procedures for regular faculty as detailed in rule chapter 3359-20-03.7 of the Administrative Code for non-bargaining unit instructors. Article 13 of the collective bargaining agreement between the university of Akron and the American association of university professors, the university of Akron chapter, which became effective in

2005 shall apply to bargaining unit instructors.

An appointment at the rank of instructor does not lead to nor count toward promotion or tenure. While many instructors may be reappointed for successive academic terms, the appointments and any reappointment confer no expectancy whatsoever of continued employment. Continued reappointment for longer than six years shall not constitute de facto tenure.

Instructors shall have full voting rights unless specifically prohibited by the administrative code or of the collective bargaining agreement between the university of Akron and the American association of university professors, the university of Akron chapter, which became effective in 2005. For example, non-tenure track faculty shall not have voting rights in retention, tenure, and promotion procedures as limited in rule 3359-20-03.7 of the Administrative Code.

- (c) Emeritus faculty. (See also rule 3359-20-04.3 of the Administrative Code.)

The emeritus faculty is composed of all persons with the title of emeritus conferred by the board of trustees. Faculty and contract professionals are eligible for emeritus status upon retirement provided they shall have served the university of Akron as a full-time employee for at least ten consecutive years. The process for approval shall consist of nomination, with the consent of the individual, approval of the regular faculty of the department of principal appointment or the contract professional group of the appropriate unit, and recommendation of the dean of the college or administrator of the contract professional unit, the senior vice president and provost and chief operating officer and the president.

- (d) The auxiliary faculty.
 - (i) The auxiliary faculty is composed of all faculty persons not on the regular faculty, including but not limited to those with visiting appointments, research

appointments, part-time appointments, and adjunct appointments. A part-time or adjunct faculty appointment does not lead to nor count toward promotion or tenure. With the agreement of the faculty member, tenured departmental faculty, department chair, dean and senior vice president and provost and chief operating officer, a maximum of one year of a visiting or research appointment at professorial rank (assistant professor, associate professor or professor) may count toward promotion and tenure provided there is no break in full-time service.

Participation and voting in departmental affairs by auxiliary faculty is not permitted unless special approval is given by the departmental faculty, department chairs, and dean.

- (ii) Visiting faculty.
 - (a) Visiting faculty shall be limited to persons of one of the following descriptions:
 - (i) A person on leave from another institution, an eminent scholar or an expert available for a limited period whose primary objective is to pursue teaching, research or to occupy a rotating chair during the appointment.
 - (ii) A faculty member who is appointed to fill a temporary vacancy caused by a regular faculty member's leave or other temporary absence of a regular faculty member.
 - (b) With the exception of endowed chairholders appointed for specific terms, visiting faculty status shall not be used as a substitute for tenure track appointments. A visiting faculty

member may be appointed to fill a temporary vacancy when the department faculty, department chair and dean agree that no suitable candidate is available at that time.

(iii) Part-time faculty.

The part-time faculty policy is detailed in rule 3359-20-06.1 of the Administrative Code.

(iv) Adjunct faculty.

Adjunct appointments are normally accorded to highly skilled professionals who are employed in the community or elsewhere and who are appointed to academic responsibilities on a part-time basis to enrich the university's offerings or competencies.

(2) 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. The title of distinguished professor is an honor recognizing a career that demonstrates substantial professional accomplishments.

(i) Each department or college without departments shall develop criteria for distinguished professor including that expressed below in this section. Departmental/college criteria shall be approved by both the dean and the Provost. In colleges without departments, the entire college faculty functions as the departmental faculty.

(ii) The candidate shall excel in teaching at the university of Akron at a level significantly beyond the current expectations for the rank of professor.

(iii) The candidate shall excel in scholarly activity (pedagogical or discipline specific) or artistic

performance at the university of Akron at a level significantly beyond the current expectations for the rank of professor.

- (iv) The candidate shall have made sufficient contributions to the discipline to be nationally recognized.
- (b) Process of nominations. Nominations for distinguished professor shall be made by tenured or tenure track bargaining unit faculty at the university of Akron. The nomination shall be submitted to the department for review and recommendation.
- (c) Process for departmental recommendations.
 - (i) Upon receiving a nomination, the department chair, school director, or dean in colleges without departments shall call a meeting of the departmental bargaining unit faculty.
 - (ii) Except for the nominee, all tenured members of the department shall be included.
 - (iii) The department chair or school director shall participate as a member of the department.
 - (iv) The departmental bargaining unit faculty shall review the nomination and put forward its recommendation – positive or negative. A simple majority of those voting is required for a positive recommendation.
- (d) The dean shall convene the distinguished professor college review committee.
- (e) The chair of the departmental committee shall forward the departmental recommendation to the college committee.
- (f) Each college faculty shall elect its college review committee to consider such recommendations. Only

bargaining unit faculty at the rank of professor or with the title of distinguished professor are eligible to serve. The committee shall choose its own chair. A simple majority of those voting is required for a positive recommendation. If a majority of the college review committee supports the recommendation, the dean shall forward the review committee's recommendations, with his/her recommendations, to the university distinguished professor recommendation committee convened by the senior vice president and provost and chief operating officer.

- (g) 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 Summit college, the college of engineering, the college of business administration, the college of nursing, university libraries, 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 creative and professional arts~~, the college of health sciences and human services, the college of polymer science and polymer engineering, and the school of law. Only bargaining unit faculty at the rank of professor or with the title of distinguished professor are eligible to serve on this committee.
- (h) The candidate's file shall include:
 - (i) Current vita;
 - (ii) Narrative statement of qualifications;
 - (iii) Supporting documentation;
 - (iv) The list of external reviewers.
- (i) Materials in the candidate's file shall include:

- (i) Departmental or college criteria for distinguished professor;
- (ii) Current departmental criteria for the rank of professor;
- (iii) Letters of recommendation from the department, dean, and college committee shall include a summary of how the candidate significantly exceeds the current criteria for the rank of professor and how the candidate meets the criteria for the rank of distinguished professor;
- (iv) External letters of recommendation.
 - (a) The chair of the departmental committee requests the external letters of recommendation from a list of external nationally recognized individuals in their discipline.
 - (b) The list shall include the credentials of the potential reviewer and his/her relationship to the candidate.
 - (c) Letters of request will include:
 - (i) Departmental criteria for professor and distinguished professor;
 - (ii) University criteria for distinguished professor;
 - (iii) Request that the reviewer address the context of the candidate's work as it relates to the discipline;
 - (iv) Candidate's vita and narrative statement;

- (v) Due date.
- (j) Procedures of the university distinguished professor committee shall be determined by the committee and shall include the following:
- (i) The committee shall elect its own chair.
 - (ii) The committee shall consider each candidate individually.
 - (iii) Following discussion and deliberation of the individual candidate, the committee shall vote.
 - (iv) If a two-thirds majority of the review committee votes favorably, it shall forward the recommendation to the senior vice president and provost and chief operating officer.
 - (v) The committee shall forward its recommendations to the senior vice president and provost and chief operating officer by April fifteenth.
- (k) Procedures of the university distinguished professor committee may include, but are not limited to the following:
- (i) The committee may interview the chair of the departmental committee.
 - (ii) The committee may interview the department chair.
 - (iii) The committee may interview the college committee chair.
 - (iv) The committee may interview the dean.
 - (v) The committee may interview the candidate.
 - (vi) The senior vice president and provost and chief operating officer shall forward the

recommendations, with 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.

- (vii) The successful candidate(s) shall be recognized by the university community at fall convocation.
- (1) A minimum compensatory award of six thousand dollars, which shall be added to the base salary, shall accompany the award of the title of distinguished professor.
- (3) Department chairs and directors are selected in accordance with rule 3359-20-02 of the Administrative Code.
- (4) An associate or assistant dean is selected by the appropriate dean, who, after consulting with department chairs and faculty within the college, and the senior vice president and provost and chief operating officer recommends the candidate for approval by the president and the board.
- (5) A dean is selected by the president according to procedures outlined in paragraph (B)(3) of rule 3359-20-02 of the Administrative Code. The president recommends the candidate for approval by the board.
- (6) The senior vice president and provost and chief operating officer is selected by the president according to procedures outlined in paragraph (B)(2) of rule 3359-20-02 of the Administrative Code and recommended for approval by the board.
- (7) An assistant to a vice president is selected by the appropriate vice president who then recommends the candidate for approval by the president and the board.
- (8) The president of the university is chosen by the board according to the procedures outlined in paragraph (B)(1) of rule 3359-20-02 of the Administrative Code.
- (9) Assistants to the president are selected by the president who

recommends candidates for approval by the board.

- (10) Academic administrators with faculty status:
- (a) Faculty status for administrators.
 - (i) University of Akron faculty members who assume administrative positions within the university shall retain an academic appointment in a department, school, or college in which they have been granted indefinite tenure.
 - (ii) Persons who are recruited by the university to serve exclusively or primarily in the academic administrative positions listed in rule 3359-20-02 of the Administrative Code may also be granted an appointment at appropriate academic rank in the department, or, where appropriate, school, or college of their discipline. They may also apply for indefinite tenure in that faculty position.
 - (b) The search committee for the administrative position shall present the full vita of each finalist to the tenure committee of the department that the search committee deems suitable and give the department committee an opportunity to interview the candidate. A professorial appointment in that department shall not be made without the concurrence of the departmental tenure committee and (with the exception of the appointment of a dean of the same college) the dean of the college.
 - (c) If an administrative academic appointment is made, the administrator may apply to the departmental tenure committee for indefinite tenure. The procedures to be followed shall be those adopted by that department or, where appropriate, school, or college, for its faculty members, but the following criteria shall be taken into consideration:
 - (i) Because the administrator has been performing other duties since leaving a full-time

teaching/research assignment, the record of accomplishment in the discipline shall be judged in comparison with faculty members with similar years of academic experience at the time when the administrator left a full-time teaching/research assignment.

- (ii) Because an administrator may not be current with recent developments in the academic discipline, the committee shall consider if the candidate could function as a typical member of that department within one year after relinquishing the administrative appointment.

(B) Academic freedom.

The university of Akron subscribes to the following statements from the "academic freedom and tenure" document as presented in the quarterly "academe" publication of the American association of university professors:

- (1) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. The principles of academic freedom and freedom of inquiry shall be interpreted to include freedom of expression in both traditional print and newly-emerging electronic formats such as the creation of digital images, web sites, or home pages.
- (2) Teachers are entitled to freedom in the classroom (including the virtual classroom) in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (3) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the

community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

- (C) Evaluation. Evaluations of the competencies of each faculty member are made at least annually to determine effectiveness in the performance of duties, and these evaluations shall be transmitted to the faculty member by the department chair. These evaluations are based upon the evidence of appropriate scholarship, the quality of teaching, professional demeanor, the amount and value of continued advanced study, the worth of research and publications, the professional recognition received, and service to the university and community.

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 Ted A. Mallo
 Secretary
 Board of Trustees

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