

**FORWARD TO REAPPOINTMENT, TENURE, AND PROMOTION
GUIDELINES
December 2001**

The purpose of these procedures for reappointment, tenure, and promotion is to promote a process at The University of Akron Wayne College 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.

IMPLEMENTATION OF RULE 3359-20-037 (University of Akron Faculty Manual): Regular faculty hired to begin employment on or after July 1, 2001, will be subject to the procedures and criteria of rule 3359-20-037 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.

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

Procedures of 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 2003.

Faculty members must take responsibility for informing themselves of the detailed institutional expectations for reappointment, tenure and promotion and for fully documenting their accomplishments relevant to these expectations on an on-going basis. A candidate who has questions regarding the process should contact the chair of the appropriate committee for further information. Formats are provided for each designation to assist the faculty member in presenting information in an efficient but thorough manner.

Faculty members serving on RTP committees must take responsibility for honoring the seriousness of this process through adhering to a confidentiality policy. Confidentiality means that information derived from discussion in closed committee

meetings should remain exclusive to the members of that committee. Information should not be shared with the college at large or with the candidates before their official notification of the results of the meetings. Summary reports from Reappointment or Tenure Committees may be directed to the Promotion Committee for candidates simultaneously applying for reappointment/tenure and promotion. Such reports shall not constitute a violation of confidentiality.

Because Wayne College is the regional campus of The University of Akron, policies articulated in The University of Akron Faculty Handbook apply at Wayne College as well. A good example of this is The University of Akron's nepotism policy. This policy, and others required by The University of Akron, shall be in effect at Wayne College as long as they are in effect at The University of Akron.

GUIDELINES FOR INITIAL APPOINTMENT OF FACULTY

- A. Formation and Role of the Search Committee
1. A Search Committee comprised of a minimum of three full-time faculty members will be formed by the Dean of Wayne College in consultation with the Associate Dean and the faculty of Wayne College.
 2. In certain academic disciplines, guidance and committee membership may be sought from the appropriate Akron campus department or college.
 3. The Search Committee will follow all hiring regulations of The University of Akron, and it is the responsibility of the Committee Chair, Associate Dean of Instruction, and Dean to ensure that those regulations are followed.
 4. In concert with the Dean, the Associate Dean, and the Strategic Planning and Budget Committee, the Search Committee will determine the salary range for the position as well as the initial salary of the successful candidate.
 5. After the completion of the interview process, the Search Committee shall select by secret ballot a candidate to recommend for appointment. A simple majority is required. The committee may recommend more than one candidate in priority order. The Chair shall forward the recommendation to the Dean.
 6. 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 Search Committee to discuss the reasons for not supporting the recommendation. If the discussion does not change the Dean's position about the recommended candidate, the committee shall make a new recommendation that could include that no candidate be appointed.
- B. Position Requirements
- The position requirements and experience for a particular hire will be determined by the Search Committee in concert with the Wayne College Office of Academic Affairs, the Dean, and the Office of the Senior Vice President and Provost.
- C. Rank at Initial Hire
- The rank at initial hire will be determined by the Search Committee in concert with the Wayne College Office of Academic Affairs, the Dean, and the Office of the Senior Vice President and Provost.
- D. Special Conditions of Initial Appointment
1. Special conditions of initial appointment may exist. These may concern a degree/certificate completion or some other special circumstance. The Dean, Associate Dean, and Reappointment Committee will monitor the progress of the new hire in the completion of the requirement. Failure

to complete a special condition within the required time may result in termination.

2. All special conditions of initial appointment will be described in writing by the Dean and agreed upon by the Dean and the candidate before the initial appointment.

TIMELINES

1. For reappointment during the first year:

Date(s)	Action Required
within one week of the date of initial appointment	Dean sends letter of notification to candidate
three weeks after the date of initial appointment	candidate sends letter of intent to Dean
three weeks after the date of initial appointment	candidate sends file to committee co-chairs send written notices of all meetings to participants
four weeks after the date of initial appointment	committee meets with candidate
six weeks after the date of initial appointment.	committee 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

2. For reappointment after the first year:

Date(s)	Action Required
by March 15	FWBRR notifies all faculty of Reappointment Committee membership
by April 1	Dean holds an organizational meeting to elect Reappointment Committee Co-chairs
by April 15	Dean sends letter of notification to candidate
final instructional day of spring semester	candidate sends letter of intent to Dean
second Friday of fall semester	candidate sends file to committee co-chairs send written notices of all meetings to participants
by third Friday of fall semester	committee meets to review materials
by fourth Friday of fall semester	committee meets with candidate

by sixth Friday of fall semester	committee 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 the 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 forward negative recommendation to candidate and Dean
first Wednesday in April, usually	Senior Vice President and Provost forward recommendations to the President, the Board of Trustees, Dean, and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

For tenure and/or promotion:

by March 15	selection of Tenure and Promotion Committees
by April 1	Dean holds an organizational meeting to elect chair of the tenure and Promotion Committees.
by April 1	election of the College-wide Review Committee
by April 15	Dean sends letter of notification to candidate
final instructional day of spring semester	candidate sends letter of intent to Dean including three names of potential external reviewers
by last day of finals week, spring semester	Dean notifies committee of candidates
second Friday of fall semester	candidate sends file to committee including the names of three potential external reviewers
Third Friday of fall semester	committee chair contacts external reviewers
fifth Friday of fall semester	committee meets to review candidate's file
sixth Friday of fall semester	candidate meets with committee

eighth Friday of fall semester	committee sends recommendation to candidate and Dean and the Chair of the College-wide Review Committee
tenth Friday of fall semester	College-wide Review Committee meets
twelfth week of fall semester	College-wide Review Committee sends recommendation to Dean
by December 15 or at the end of week sixteen of fall semester, whichever comes first	Dean forwards negative recommendation to candidate
second week of spring semester	Dean forwards negative recommendation to Senior Vice President and Provost
fourth week of spring semester	Dean forwards positive recommendation to candidate and Senior Vice President and Provost
ninth week 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

In the event that the steps cannot be followed, a request for extension and supporting rationale shall be forwarded to the appropriate committee chair, Dean, or Senior Vice President and Provost prior to said deadline. The request and rationale shall be included in the candidate's file.

UNIVERSITY-WIDE CRITERIA

University-wide criteria include but are not limited to:

- (1) Quality of work performance
 - (a) Effective instruction
 - (b) Effective administration and supervision, when applicable
- (2) Quality of professional activity
 - (a) Scholarship and/or creative activity as appropriate to the academic unit
 - (b) Professional organizations
 - (c) Professional development
 - (d) Professional recognition
- (3) Quality of service
 - (a) To the University of Akron
 - (b) To the college and/or department
 - (c) To the community
- (4) Professional conduct as defined in written standards including but not limited to the following:
 - (a) Sexual harassment policy 3359-11-13
 - (b) Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct – policies and procedures 3359-11-17
 - (c) Affirmative action policy 3359-38-01
 - (d) Alcohol policy 3359-47-01
 - (e) Drug-free workplace policy 3359-47-02
 - (f) “Statement on Professional Ethics” as published by the American Association of University Professors
 - (g) 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
 - (h) Disseminated codes of conduct as defined by relevant professional disciplines
 - (i) Disseminated codes of ethics as defined by relevant professional disciplines
 - (j) Professional responsibilities as defined by 3359-20-04-H

REAPPOINTMENT GUIDELINES

A. Introduction

The mission of the Reappointment Committee is to support and assess the professional growth and development of non-tenured faculty members in preparation for their eventual requests for promotion and tenure. Based on documentation presented annually by each reappointment candidate, the members of the Reappointment Committee will make a written recommendation regarding the reappointment or non-reappointment of all non-tenured faculty.

The annual reappointment review process at Wayne College will be conducted in an atmosphere of mutual respect and collegiality and with an appreciation for diversity. Based on open and direct communication among tenured and non-tenured faculty throughout the year, the annual meeting of the Reappointment Committee will afford the opportunity for non-tenured faculty to summarize their professional activities in support of their request for reappointment.

It is the responsibility of non-tenured faculty members to seek advice and guidance as needed to maximize teaching effectiveness and to enhance success in fulfilling their professional responsibilities. It is the responsibility of the members of the Reappointment Committee to be accessible to non-tenured faculty for assistance and support. In recognition of the importance of academic freedom, collegial interaction should focus on self-directed improvement and exchange of ideas that promotes professional development for all members of the faculty.

B. Goals and Responsibilities of Faculty Members

1. A faculty member has professional responsibilities to students, to the College and University, to colleagues, to one's discipline, and to oneself, as delineated in the *Faculty Manual* (Section 3359-20-04). While it is essential to recognize and value individual differences, collegiality and a professional demeanor that conveys respect for all members of the college community are important expectations of all faculty members.
2. In accordance with the mission of Wayne College, teaching and related duties are the primary focus of a faculty member's responsibility. There is also the expectation that 10% of one's time will be devoted to scholarship/professional activities and to service (see Section C. 4-5 below).
3. Faculty members who are also coordinators of technical programs or area coordinators have additional performance expectations, as

delineated at the time of initial appointment or the assignment of those duties.

C. Criteria for Reappointment

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.

1. Required fulfillment of professional responsibilities including
 - a. In-course grading
 - b. Office hours
 - c. Class preparation (variability of preparations required)
 - d. Tests, examinations, records
 - e. Required faculty initiatives
 - (1) Assessment implementation
 - (2) Support of reaccreditation activities
 - (3) Participation in program review as required
 - f. Professionalism, including personal attributes such as:
 - (1) Integrity
 - (2) Industry
 - (3) Open-mindedness
 - (4) Cooperation

2. Teaching effectiveness, which includes the following:
 - a. Quality of teaching and knowledge of subject, as evidenced by
 - (1) Evaluation by students
 - (2) Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - (3) Availability to students for individualized assistance
 - (4) Assessment activities
 - (5) A reputation among colleagues and students as an effective teacher
 - (6) Other items of evidence agreed upon by the committee and the candidate

The threshold of acceptability with current evaluation instruments is an overall average of 3.5 or higher on a five-point (5.0) scale for all courses taught in the previous academic year and an overall satisfactory rating on required peer evaluations. When an overall average of 3.5 is not obtained on student course evaluations, the committee shall investigate the cause, and/or extenuating circumstances which may influence the value. The committee shall report its findings in writing to the candidate along with recommendations for improvement in the initial reappointment letter.

- b. Evidence of growth in teaching such as
 - (1) Responsiveness to student and peer feedback
 - (2) Changes in course development and delivery
 - (3) Assessment activities
 - (4) Willingness to innovate

- 3. Fulfillment of coordinating/administrative duties, if applicable, which can include the following:
 - a. Student recruitment, reappointment, and advisement
 - b. Work with Advisory Committee
 - c. Program development and promotion
 - d. Hiring, support, and evaluation of part-time faculty
 - e. Budget preparation and management
 - f. Purchase and maintenance of equipment
 - g. Curriculum development
 - h. Assessment of courses in jurisdiction or supervision of assessment of courses in jurisdiction
 - i. Assistance in scheduling and staffing courses
 - j. Communication with appropriate Akron campus department(s)

- 4. Scholarship/professional activities, which include the following:
 - a. Required activities
 - (1) Continued studies such as:
 - (a) Completing advanced course work
 - (b) Attending professional workshops, seminars or conferences
 - (c) Obtaining/maintaining discipline-related credentials, certification, or licensure
 - (d) Reading professional literature
 - (2) Membership in professional organizations
 - b. Optional activities
 - (1) Research
 - (2) Obtaining discipline-related grants, fellowships, etc.
 - (3) Publication of articles in professional/academic journals
 - (4) Publication of books or book chapters
 - (5) Other discipline-related publishing
 - (6) Service on editorial boards
 - (7) Creative activities related to discipline
 - (8) Other discipline-related professional activities and recognition, such as:
 - a. Leadership in professional organizations
 - b. Presentations at professional meetings/conferences
 - c. Academic or professional awards
 - d. Discipline-related consulting
 - e. Direct professional practice

- f. Grant/stipend proposal writing
 - g. Editing or reviewing for professional publications/journals
 - h. Holding office in state or national organization
 - i. Coordinating state or national professional meeting/conference
5. Service, which can include the following:
- a. Required
 - (1) Active participation on standing and ad hoc college committees
 - (2) Attendance at faculty and college meetings
 - (3) Active participation on Search Committees, when requested
 - b. At least one of the following required
 - (1) Representing Wayne College on University committees
 - (2) Assisting with student organizations or special college/university programs and activities
 - (3) Public service that brings recognition to Wayne College/The University of Akron
 - (4) Membership on community boards
 - (5) Community presentations
 - (6) Significant community service related to profession or discipline
6. Reappointment candidates hired with conditions for continuing employment are expected to meet those conditions within the time frame designated in their initial letter of appointment or be subject to termination.

D. Reappointment Candidates

- 1. All non-tenured, full-time faculty shall send letter of intent to apply for reappointment to the Dean by the final instructional day of spring semester.
- 2. All non-tenured, full-time faculty shall participate in a reappointment review process that will include an annual meeting with the Reappointment Committee. Because the tenure decision is determinative regarding reappointment, candidates under consideration for indefinite tenure shall not meet with the Reappointment Committee.
- 3. Candidates shall submit copies of the following documentation to all members of the Reappointment Committee by the second Friday of fall semester.
 - a. 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.

- b. A narrative statement addressing the meeting of university-wide and college criteria
 - c. An up-to-date curriculum vita or personal résumé
 - d. A list of professional activities, by current year first, since the initial appointment or last promotion (see Appendix E for format). This list must include:
 - (1) An outline of professional responsibilities as they have been met
 - (2) A list of all courses taught in the current year and an explanation of assessment-based changes in course development or delivery
 - (3) A cumulative list of significant activities in the categories of scholarship/professional activities and service (see Section C.4-5 above)
 - (4) A list of current professional goals
 - (5) Evidence of accomplishment of previous goals
 - e. Student course evaluations for all courses taught for the previous year. These should include:
 - (1) Computerized printouts
 - (2) Written comments
 - (3) Numerical ratings for all courses taught the previous academic year
 - (4) Overall numerical rating for each semester
 - f. Peer evaluations, per Wayne College guidelines
 - g. Assessment forms from the previous academic year
 - h. Additional evidence of quality teaching, such as
 - (1) Self-evaluation of teaching
 - (2) Instructional changes related to classroom assessment
 - (3) Peer review of instructional materials
 - i. A summary of actions taken to address concerns in the final correspondence from the previous year's Reappointment Committee
 - j. All previous reappointment, tenure, and/or promotion recommendations from committees and Dean.
4. First-year candidates shall submit the following three weeks after the date of initial appointment:
- a. A one-page letter requesting reappointment and highlighting professional strengths
 - b. A list of courses that they are teaching
 - c. Copies of syllabi for all courses
 - d. An up-to-date curriculum vita or personal résumé
 - e. A list of current professional goals

- E. Reappointment Committee membership and duties
1. The membership of the Reappointment Committee will be selected by March 15 and shall be comprised of tenured faculty of Wayne College as indicated on the chart in Appendix A.
 2. At the request of the committee, the Associate Dean of Instruction shall attend meetings of the committee for informational purposes.
 3. By April 1, the members of the committee shall elect two co-chairs to facilitate the annual review process.
 4. The presence of 2/3 of the eligible members of the committee, excluding the Associate Dean of Instruction, shall constitute a quorum for all meetings of the committee.
 5. All tenured faculty (as indicated in the chart in Appendix A) shall attend meetings of the Reappointment Committee, carefully review documentation submitted by candidates, and carry out their supportive role with non-tenured faculty throughout the year, providing assistance as requested.
 6. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
- F. Responsibilities of the co-chairs
1. The co-chairs shall schedule meetings with individual candidates according to a random drawing of names, first within the ranks of Assistant Professor or higher and then within the rank of Instructor.
 2. By the second Friday of fall semester, the co-chairs shall send written notices of all meetings to those individuals whose participation is requested.
 3. The co-chairs shall oversee the preparation of all committee correspondence to the candidates and to the Dean. They shall also distribute drafts reflecting the consensus of the committee to all members of the Reappointment Committee..
 4. The co-chairs shall ensure that records of all meetings are kept and submitted to the permanent file kept by the Dean. These records should consist of
 - a. All documents submitted by the candidate
 - b. Minutes of committee proceedings (see Appendix B)
 - c. Copies of correspondence to candidates and the Dean

- d. Copies of any correspondence submitted to the committee by the candidate

A draft of the minutes of all Reappointment Committee meetings should be submitted to the candidate and all members of the Reappointment Committee no later than one week after the reappointment meeting with the candidate. The copy to the candidate will also include the candidate's form for reviewing the minutes (see Appendix C). The candidate should return the completed review form to one of the committee co-chairs no later than two weeks after the reappointment hearing. Each member of the Reappointment Committee will review the final draft of the minutes before it is submitted to the Dean. The final version of the approved minutes should be submitted to the Dean by the chair or co-chair of the Reappointment Committee no later than the sixth Friday of fall semester (see Appendix D).

- G. Procedures for the Annual Reappointment Committee Meetings
 1. Members of the committee shall review candidates' documentation prior to the first meeting of the committee and note questions or concerns regarding evidence of the fulfillment of criteria for reappointment.
 2. The committee shall hold its first meeting the third Friday of fall semester to decide whether each candidate has met the criteria for reappointment based on:
 - a. Documentation submitted
 - b. Discussion of questions or concerns shared by the majority of the committee
 3. If the committee agrees that specific questions or concerns should be raised with a candidate, then the co-chairs shall request, in writing that the candidate come to the annual meeting with the committee prepared to address specific questions or concerns and/or to provide additional information.
 4. The candidate may request a meeting with one or both of the Reappointment Committee co-chairs prior to the annual meeting to discuss any concerns he/she may have.
 5. The annual meetings of the committee with reappointment candidates shall be scheduled for the fourth Friday of fall semester. These meetings will be in lieu of monthly faculty meetings, and the faculty will not be available for college meetings.
 6. The primary purpose of the annual meetings of the Reappointment Committee is for candidates to briefly summarize their professional activities since the previous meeting. Questions from committee

members will be limited to clarification regarding the candidate's presentation. There will also be an opportunity for reappointment candidates to ask questions or to request advice, assistance, or support.

7. If applicable, candidates will be asked to discuss specific questions or concerns brought to their attention prior to the meeting and/or in the committee's correspondence following the previous annual meeting.
8. After concluding the meeting with the candidate, the co-chairs shall ask if the committee wants to deliberate on the candidate. If a majority feels it is unnecessary, the committee will vote immediately by secret ballot to recommend the reappointment or non-reappointment of the candidate. There shall be no absentee voting.
9. A favorable vote by a simple majority of committee members present and voting shall be required for a recommendation of reappointment. Abstention is defined as not voting. The failure to obtain a majority vote of those present and voting shall result in a recommendation of non-reappointment.
10. Immediately following the decision by the committee, the candidate will be privately and confidentially informed of the vote by one of the co-chairs. The candidate will be afforded the opportunity to make a brief response to the vote before the committee.
11. The Reappointment Committee shall discuss what should be communicated in writing to each candidate, including evidence to support the committee's recommendation. When applicable, the committee shall also discuss stipulations regarding the reappointment and conditions to be met in the upcoming year. The committee shall discuss how each candidate can enhance performance towards meeting the goal of tenure and promotion.
12. The co-chairs 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.
13. The co-chairs shall write a memorandum to the Dean that includes documentation of the committee's proceedings, the vote, and the recommendation of the committee and evidence to support the recommendation. The recommendation letter shall be reviewed and approved by the committee. Each candidate shall receive a copy of this correspondence by the sixth Friday of fall semester.

H. Spring Meeting with First-Year Faculty

1. The purpose of the Spring meeting with first-year faculty is to meet informally with each new faculty member to offer support and assistance with regard to teaching and non-teaching responsibilities and to do the following:
 - a. Provide an opportunity for new faculty to discuss their first-year experiences at Wayne with a small group of tenured faculty
 - b. Answer questions or address concerns of the new faculty
 - c. Review the student course evaluations from Fall Semester with new faculty
 - d. Make suggestions or give advice in areas of mutual concern
 - e. When applicable, have a follow-up discussion regarding recommendations of the Reappointment Committee from the fall meeting
2. The co-chairs will schedule the spring meeting, notify committee members and first-year faculty of the meeting date and time, and provide first-year faculty with a list of committee members.
3. The co-chairs will request that first-year faculty provide the committee members with copies of the fall semester student course evaluations. No other written documentation will be requested.
4. Following the meeting with first-year faculty, the co-chairs will send a letter summarizing the discussion to each new faculty member and to the Dean for inclusion in the individual's reappointment file.

I. Responsibilities of the Dean

1. By April 15 the Dean shall provide candidates in writing
 - a. The dates for submission of required documentation
 - b. A list of committee members to receive copies of required documentation
 - c. Copies of the Reappointment Guidelines for Wayne College
2. By the last day of finals week in spring semester the Dean will notify the Reappointment Committee of all potential candidates for reappointment.
3. The Dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
4. If the Dean's recommendation differs from that of the Reappointment Committee, the Dean shall discuss his/her recommendation with the committee.

TENURE GUIDELINES

A. Introduction and Philosophy

Faculty members who are awarded indefinite tenure at the University of Akron Wayne College have earned a great deal of respect and are recognized by their Wayne College colleagues and by external reviewers as having achieved a high level of professional success. It is further recognized that tenured faculty members exhibit excellence in the collective endeavors of teaching, scholarship, professional growth, service, and collegiality at Wayne College, its service area, and the University community.

Tenure is an indication of a noteworthy and exceptional level of sustained professional growth and a consistent pattern of teaching excellence. The granting of indefinite tenure signifies the belief that a colleague has attained professional maturity and that there is a continuing expectation of the expression of that maturity. Tenured individuals are, therefore, expected to maintain a high level of commitment to the institution, excellence in their academic endeavors, and exemplary professionalism.

B. Goals and Responsibilities of Faculty Members

1. A faculty member has professional responsibilities to students, to the College and University, to colleagues, to one's discipline, and to oneself as delineated in the *Faculty Manual* (Section 3359-8-04). While it is essential to recognize and value individual differences, collegiality and a professional demeanor that conveys respect for all members of the college community are also important expectations of all faculty members.
2. In accordance with the mission of Wayne College, teaching and related duties are the primary focus of a faculty member's responsibility. There is also the expectation that 10% of one's time will be devoted to scholarship/professional activities and to service (see Section C, 4-5 below).
3. Faculty members who are also coordinators of technical programs or area coordinators have additional performance expectations, as delineated at the time of the initial appointment or the assignment of those duties.

C. Criteria for Tenure

1. Required fulfillment of professional responsibilities including:
 - a. In-course grading
 - b. Office hours

- c. Class preparation (variability of preparations required)
 - d. Tests, examinations, records
 - e. Required faculty initiatives
 - (1) Assessment implementation
 - (2) Support of reaccreditation activities
 - (3) Participation in program review as required
 - f. Professionalism, including personal attributes such as:
 - (1) Integrity
 - (2) Industry
 - (3) Open-mindedness
 - (4) Cooperation
2. Teaching effectiveness, which includes the following:
- a. Quality of teaching and knowledge of subject, as evidenced by
 - (1) Evaluation by students
 - (2) Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - (3) Availability to students for individualized assistance
 - (4) Assessment activities
 - (5) A reputation among colleagues and students as an effective teacher
 - (6) Other items of evidence agreed upon by the candidate and the committee

The threshold of acceptability with current evaluation instruments is an overall average of 3.5 or higher on a five-point (5.0) scale for all courses taught in the previous academic year and an overall satisfactory rating on required peer evaluations. When an overall average of 3.5 is not obtained on student course evaluations, the committee shall investigate the cause, and/or extenuating circumstances which may influence the value. The committee shall report their findings in writing to the candidate along with recommendations for improvement in the tenure letter.

- b. Evidence of growth in teaching such as
 - (1) Responsiveness to student and peer feedback
 - (2) Changes in course development and delivery
 - (3) Assessment activities
 - (4) Willingness to innovate
3. Fulfillment of coordinating/administrative duties, if applicable, which can include the following:
- a. Student recruitment, reappointment, and advisement
 - b. Work with Advisory Committee
 - c. Program development and promotion
 - d. Hiring, support, and evaluation of part-time faculty

- e. Budget preparation and management
 - f. Purchase and maintenance of equipment
 - g. Curriculum development
 - h. Assessment of courses in jurisdiction or supervision of assessment of courses in jurisdiction
 - i. Assistance in scheduling and staffing courses
 - j. Communication with appropriate Akron campus department(s)
4. Scholarship/professional activities, which include the following:
- a. Required activities
 - (1) Continued studies such as:
 - (a) Completing advanced course work
 - (b) Attending professional workshops, seminars, or conferences
 - (c) Obtaining/maintaining discipline-related credentials, certification, or licensure
 - (d) Reading professional literature
 - (2) Membership in professional organizations
 - b. Optional activities
 - (1) Research
 - (2) Obtaining discipline-related grants, fellowships, etc.
 - (3) Publication of articles in professional/academic journals
 - (4) Publication of books or book chapters
 - (5) Other discipline-related publishing
 - (6) Service on editorial boards
 - (7) Creative activities related to discipline
 - (8) Other discipline-related professional activities and recognition, such as:
 - (a) Leadership in professional organizations
 - (b) Presentations at professional meetings/conferences
 - (c) Academic or professional awards
 - (d) Discipline-related consulting
 - (e) Direct professional practice
 - (f) Grant/stipend proposal writing
 - (g) Editing or reviewing professional publications/journals
 - (h) Holding office in state or national organization
 - (i) Coordinating state or national professional meeting/conference
5. Service, which can include the following:
- a. Required
 - (1) Active participation on standing and ad hoc college committees
 - (2) Attendance at faculty and college meetings
 - (3) Active participation on Search Committees, when requested

- b. At least one of the following required
 - (1) Representing Wayne College on University committees
 - (2) Assisting with student organizations or special college/university programs and activities
 - (3) Public service that brings recognition to Wayne College/The University of Akron
 - (4) Membership on community boards
 - (5) Community presentations
 - (6) Significant community service related to profession or discipline
6. Tenure candidates hired with conditions for continuing employment are expected to meet those conditions within the time frame designated in their initial letter of appointment.
7. To maintain a quality standard relative to comparable universities and colleges, review, external to the university, is required for tenure and promotion
- a. A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee, and the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - b. The committee shall select at least one of the reviewers submitted by the candidate.
 - c. The committee chair shall solicit the external reviews from the selected reviewers.
 - d. 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.
 - e. The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
 - 1. 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.
 - 2. Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - 3. 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.

D. Tenure Candidates

1. Candidates must send letter of intent to apply for tenure to the Dean by the final instructional day of spring semester. Beginning 2003, this letter shall include names and contact information for three individuals to serve as potential external reviewers.
2. Candidates shall submit copies of the following documentation to all members of the Tenure Committee by the second Friday of fall semester:
 - a. 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.
 - b. A narrative statement addressing the meeting of university-wide and college criteria
 - c. An up-to-date curriculum vita or résumé
 - d. A list of professional activities, by current year first, since the initial appointment or last promotion (see Appendix E for format). This list must include:
 - (1) An outline of professional responsibilities as they have been met
 - (2) A list of all courses taught in the current year and an explanation of assessment-based changes in course development or delivery
 - (3) A cumulative list of significant activities in the categories of scholarship/professional activities and service (see Section C.4-5 above)
 - (4) A list of current professional goals
 - (5) Evidence of accomplishment of previous goals
 - e. Student course evaluations (for all courses taught for the previous five years). These should include:
 - (1) Computerized printouts
 - (2) Written comments
 - (3) Numerical ratings for all courses taught the previous academic year
 - (4) Overall numerical rating for each semester
 - f. Peer evaluations, per Wayne College guidelines
 - g. Assessment forms from the previous academic years
 - h. Additional evidence of quality teaching, such as
 - (1) Self-evaluation of teaching
 - (2) Instructional changes related to classroom assessment
 - (3) Peer review of instructional materials
 - i. The list of three potential external reviewers the candidate included in their letter of intent to apply for tenure.
 - j. A summary of actions taken to address concerns in the final correspondence from the previous year's Reappointment Committee

- k. All previous reappointment, tenure, and/or promotion recommendations from committees and Dean.

E. Tenure Committee membership and duties

1. The membership of the Tenure Committee shall be comprised of all tenured faculty of Wayne College.
2. At the request of the committee, the Associate Dean of Instruction shall attend meetings of the committee for informational purposes.
3. By April 1, the members of the Tenure Committee shall elect a chair to facilitate the annual review process.
4. The presence of 2/3 of the eligible members of the committee, excluding the Associate Dean of Instruction, shall constitute a quorum for all meetings of the committee.
5. All tenured faculty (as indicated on the chart in Appendix A) shall attend meetings of the Tenure Committee, carefully review documentation submitted by candidates, and carry out their supportive roles.

F. Responsibilities of the Chair

1. By the fourth Friday of fall semester the chair shall schedule meetings with individual candidates according to a random drawing of names.
2. By the fourth Friday of fall semester the chair shall send written notices of all meetings to all individuals whose participation is requested.
3. By the third Friday of fall semester the chair shall solicit external reviews from at least three sources to be included in the candidate's file.
4. The chair shall oversee the preparation of all committee correspondence to the candidates and to the Dean. The chair shall also distribute drafts of correspondence reflecting the consensus of the committee to all members of the Tenure Committee.
5. The chair shall share materials from the tenure hearing with the Promotion Committee in the case of any candidates who are applying for tenure and promotion simultaneously.
6. The chair shall ensure that records of all meetings are kept and submitted to the permanent file kept by the Dean. These records shall consist of:
 - a. All documents submitted by the candidate

- b. Minutes of committee proceedings (see Appendix B)
- c. Copies of correspondence to candidates and to the Dean
- d. Copies of any correspondence submitted to the committee by the candidate.
- e. Written evaluations by external reviewers.

A draft of the minutes of the Tenure Committee meetings with individual candidate's should be submitted to the candidate and all members of the Tenure Committee no later than one week after the Tenure meeting with the candidate. The copy to the candidate will also include the candidate's form for reviewing the minutes (see Appendix C). The candidate should return the completed review form to the committee chair no later than two weeks after the tenure hearing. Each member of the Tenure Committee will review the final draft of the minutes before it is submitted to the Dean. The final version of the approved minutes should be submitted to the Dean by the chairperson of the Tenure Committee no later than the eighth Friday of fall semester (see Appendix D).

G. Procedures for the Annual Tenure Committee Meetings

1. Members of the committee shall review candidates' documentation and external reviews prior to the first meeting and note questions or concerns regarding evidence of the fulfillment of criteria for tenure.
2. The committee shall hold its first meeting on or about the fifth Friday of fall semester to determine whether the candidates' materials are complete and whether additional information is needed.
3. If the committee believes that more information is required or that specific questions/concerns should be raised with a candidate, then the chair shall request, in writing, that the candidate provide additional information and be prepared to address the questions/concerns raised by the committee.
4. The annual meetings of the committee with tenure candidates shall be scheduled on the sixth Friday of fall semester.
5. The primary purpose of the annual meetings of the committee with the candidates is for the candidates to briefly summarize their academic and professional activities for the committee members. This meeting will also provide the opportunity for the committee to ask questions of the candidate.
6. After concluding the meeting with the candidate, the chair shall facilitate the committee's deliberation. The committee will vote by

secret ballot immediately after deliberation to recommend the tenure or non-tenure of the candidate. There shall be no absentee voting.

7. A favorable vote by a simple majority of committee members present and voting shall be required for a recommendation of tenure. Abstention is defined as not voting. The failure to obtain a majority vote of those present and voting shall result in a recommendation of non-tenure.
8. Immediately following the decision by the committee, the candidate will be privately and confidentially informed of the vote by the chair. The candidate will be afforded the opportunity to make a brief response to the vote before the committee.
9. The committee shall discuss what should be communicated in writing to each candidate, including documentation to support the committee's recommendation.
10. The chair shall write a memorandum to the Dean , which includes the vote and recommendation of the committee and documentation to support the recommendation by the eighth Friday of fall semester. Each candidate shall receive a copy of this correspondence.

H. Responsibilities of the Dean

1. By April 15 the Dean shall provide candidates in writing
 - a. The dates for submission of required documentation
 - b. A list of committee members to receive copies of required documentation
 - c. Copies of the Tenure Guidelines for Wayne College
- 2.. By the last day of finals week in spring semester the Dean will notify the Tenure committee of all potential candidates for tenure.

PROMOTION GUIDELINES

A. Introduction

Promotion is the recognition of exemplary performance. Whereas reappointment is the acknowledgement that one has fulfilled the expectations of one's position and tenure the affirmation of one's value as a continuing colleague, promotion recognizes the individual's distinct contribution to the college and professional community. Guidelines established for promotion should provide not only information about the procedural steps needed by candidates; they also should provide a model for continuing improvement that may be used by all faculty to measure their professional development. Materials submitted for consideration of promotion should address the depth as well as the breadth of the candidate's contributions and demonstrate a pattern of growth and maturation over the span of the individual's time at Wayne College. Promotion criteria should make a distinction among professorial ranks in both the level of activity and the substance of performance, with higher standards of achievement and leadership required for the higher ranks of recognition.

NOTE: FOR CRITERIA SPECIFICATIONS FOR EACH LEVEL OF PROMOTION, SEE APPENDIX F

B. Goals and Responsibilities of Faculty Members

1. A faculty member has professional responsibilities to students, to the College and University, to colleagues, to one's discipline, and to oneself, as delineated in the Faculty Manual (Section 3359-20-04). While it is essential to recognize and value individual differences, collegiality and a professional demeanor that conveys respect for all members of the college community are important expectations of all faculty members.
2. In accordance with the mission of Wayne College, teaching and related duties are the primary focus of a faculty member's responsibility. There is also the expectation that 10% of one's time will be devoted to scholarship/professional activities and to service (see Section C 4-5 below).
3. Faculty members who are also coordinators of technical programs or area coordinators have additional performance expectations as delineated at the time of initial appointment or the assignment of those duties.

C. Criteria for Promotion

1. Required fulfillment of professional responsibilities including:
 - a. In-course grading
 - b. Office hours

- c. Class preparation (variability of preparations required)
 - d. Tests, examinations, records
 - e. Required faculty initiatives:
 - (1) Assessment implementation
 - (2) Support of reaccreditation activities
 - (3) Participation in program review as required
 - f. Professionalism, including personal attributes such as:
 - (1) Integrity
 - (2) Industry
 - (3) Open-mindedness
 - (4) Cooperation
2. Teaching effectiveness, which includes the following:
- a. Quality of teaching and knowledge of subject, as evidenced by
 - (1) Evaluation by students
 - (2) Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - (3) Availability to students for individualized assistance
 - (4) Assessment activities
 - (5) A reputation among colleagues and students as an effective teacher
 - (6) Other items of evidence agreed upon by the candidate and the committee

The threshold of acceptability with current evaluation instruments is an overall average of 3.5 or higher on a five-point (5.0) scale for all courses taught in the previous academic year and an overall satisfactory rating on required peer evaluations.

- b. Documentation of growth in teaching such as:
 - (1) Responsiveness to student and peer feedback
 - (2) Changes in course development and delivery
 - (3) Assessment activities and changes implemented due to assessment
 - (4) Implementation of class activities designed to improve teaching style and methodology
3. Fulfillment of coordinating/administrative duties, if applicable, which can include the following:
- a. Student recruitment, reappointment, and advisement
 - b. Work with Advisory Committee
 - c. Program development and promotion
 - d. Hiring, support, and evaluation of part-time faculty
 - e. Budget preparation and management
 - f. Purchase and maintenance of equipment
 - g. Curriculum development

- h. Assessment of courses in jurisdiction or supervision of assessment of courses in jurisdiction
 - i. Assistance in scheduling and staffing courses
 - j. Communication with appropriate Akron campus department(s)
4. Scholarship/professional activities, which include the following:
- a. Required activities
 - (1) Continued study, such as
 - (a) Completing advanced course work
 - (b) Attending professional workshops, seminars, or conferences
 - (c) Obtaining/maintaining discipline-related credentials, certification, or licensure
 - (d) Reading professional literature
 - (2) Membership in professional organizations
 - b. Activities that demonstrate exemplary performance, which may include the following:
 - (1) Research
 - (2) Obtaining discipline-related grants, fellowships, etc.
 - (3) Publication of articles in professional/academic journals
 - (4) Publication of books or book chapters
 - (5) Other discipline-related publishing
 - (6) Service on editorial boards
 - (7) Creative activities related to discipline
 - (8) Other discipline-related professional activities and recognition, such as:
 - (a) Leadership in professional organizations
 - (b) Presentations at professional meetings/conferences
 - (c) Academic or professional awards
 - (d) Discipline-related consulting
 - (e) Direct professional practice
 - (f) Grant/stipend proposal writing
 - (g) Editing or reviewing professional publications/journals
 - (h) Holding office in state or national organization
 - (i) Coordinating state or national professional meeting/conference
5. Service, which can include the following:
- a. Required Activities
 - (1) Active participation on standing and ad hoc college committees
 - (2) Leadership in committee work
 - (3) Attendance at faculty and college meetings
 - (4) Active participation on Search Committees, when requested
 - (5) Advising student groups

- (6) Advising student independent study projects
 - (7) Distinguished Student advisor
 - (8) Development and teaching of honors courses
- b. At least one of the following required
- (1) Representing Wayne College on University committees
 - (2) Assisting with student organizations or special college/university programs and activities
 - (3) Public service that brings recognition to the college or university
 - (4) Membership on community boards
 - (5) Community presentations
 - (6) Significant community service related to profession or discipline
6. To maintain a quality standard relative to comparable universities and colleges, review, external to the university, is required for tenure and promotion
- a. A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the promotion committee, and the Dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - b. The committee shall select at least one of the reviewers submitted by the candidate.
 - c. The committee chair shall solicit the external reviews from the selected reviewers.
 - d. 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.
 - e. The committee shall include copies of the text of all requested and received external reviews in the candidate's file.
 - (1). 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.
 - (2) Upon the request of an external reviewer, the candidate may be requested to sign a release and waiver.
 - (3) 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.

- D. Expectations for Different Ranks
1. Promotion to Assistant Professor
 - a. Earned master's degree from an accredited institution of higher education in a field related to the teaching discipline
 - b. A minimum of three (3) years at the rank of instructor at Wayne College
 - c. Evidence of commitment to quality teaching at Wayne College
 - d. Service on at least three (3) Wayne College or University committees and evidence of the contribution made to those committees
 - e. Evidence of disciplinary growth and commitment
 - f. Additional contributions-as determined by the candidate and the committee

 2. Promotion to Associate Professor
 - a. Earned master's degree from an accredited institution of higher education in a field related to the teaching discipline
 - b. A minimum of five (5) years at the rank of an assistant professor at Wayne College
 - c. Evidence of commitment to excellent teaching
 - d. Evidence of continued committee participation and leadership
 - e. Evidence of disciplinary growth and commitment

 3. Promotion to Professor
 - a. For all general education faculty hired in the Fall of 1999 or thereafter, an earned doctorate from an accredited institution of higher education in a field related to the teaching discipline; for all faculty hired before Fall of 1999, an earned master's degree from an accredited institution of higher education in a field related to the teaching discipline.
 - b. In technical fields, a technical degree from an accredited institution of higher education in a field related to the teaching discipline.
 - c. A minimum of five (5) years at the rank of Associate Professor at Wayne College
 - d. Evidence of commitment to exemplary teaching
 - e. Demonstrated leadership role in college community and evidence of the impact of that leadership
 - f. Evidence of continued commitment and contributions to the college community
 - g. Substantial contribution to the discipline at the national, state, and/or local level
 - h. Evidence of disciplinary growth and achievement

E. Promotion Candidates

1. Candidates must send letter of intent to apply for promotion to the Dean by the final instructional day of spring semester. Beginning 2003, this letter shall contain a list of three names and contact information for potential external reviewers.
2. Candidates shall submit copies of the following documentation to all members of the Promotion Committee by the second Friday of fall semester.
 - a. 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.
 - b. A detailed letter of no more than three pages requesting promotion to the rank desired which addresses the following:
 - (1) Fulfillment of criteria for promotion described in D above
 - (2) Professional growth since the candidate's initial appointment or last promotion
 - (3) Strengths and contributions
 - (4) Documentation of achievement of past goals
 - (5) Future goals and plans for achieving them
 - c. An up-to-date curriculum vita or personal résumé
 - d. A list of professional activities since the initial appointment or last promotion (See Appendix E for standardized format). This list must include:
 - (1) A list of all courses taught in the current year and an explanation of assessment-based changes in course development or delivery.
 - (2) A cumulative list of significant activities in the categories of scholarship/professional activities and service (see section C.4-5 above).
 - (3) A list of professional goals
 - (4) Evidence of accomplishment of previous goals
 - e. Student course evaluations for all courses taught since appointment or last promotion. These should include:
 - (1) Computerized printouts
 - (2) Written comments
 - (3) Numerical ratings for all courses taught the previous academic year
 - (4) Overall numerical rating for each semester since appointment or last promotion
 - f. Peer evaluations, per Wayne College guidelines
 - g. Assessment forms from the previous academic years
 - h. Additional evidence of quality teaching, such as
 - (1) Self-evaluation of teaching
 - (2) Results of classroom assessment

- (3) Peer review of instructional materials
- (4) Letters from colleagues familiar with one's work
- i. If the candidate has been previously denied promotion, a summary of actions taken to address concerns stated in the final correspondence of the previous Promotion Committee.
- j. The list of three potential external reviewers the candidate included in their letter of intent to apply for promotion.
 - (1) The committee will select at least one external reviewer from this list.
- k. All previous reappointment, tenure, and/or promotion recommendations from committees and Dean.

F. Promotion Committee memberships and duties

- 1. The membership of the committee shall be comprised of faculty of Wayne College within and above the rank desired by the candidate as indicated on the chart in Appendix A.
- 2. At the request of the committee, the Associate Dean of Instruction shall attend meetings of the committee for informational purposes.
- 3. The members of the committee shall elect a chair to facilitate the review process.
- 4. The presence of 2/3 of the eligible members of the committee, excluding the Associate Dean of Instruction, shall constitute a quorum for all meetings of the Promotion Committee.
- 5. All faculty in rank (as indicated on the chart in Appendix A) shall attend meetings of the committee, carefully review documentation submitted by candidates and carry out their supportive roles.

G. Responsibilities of the Chair

- 1. The chairs shall schedule meetings with individual candidates according to a random drawing of names.
- 2. By the first week of fall semester the chair shall solicit external reviews from at least three sources to be included in the candidate's file.
- 3. At least two weeks prior to scheduled meetings, the chair shall send written notices of all meetings to all individuals whose participation is requested.
- 4. The chair shall oversee the preparation of all correspondence to candidates and to the Dean. The chair shall also distribute drafts of

correspondence reflecting the consensus of the committee to all members of the Promotion Committee.

5. The chair shall ensure that records of all meetings are kept and submitted to the permanent file kept by the Dean. These records shall consist of:
 - a. All documents submitted by the candidate
 - b. Minutes of the committee proceedings (see Appendix B)
 - c. Copies of correspondence to candidates and to the Dean
 - d. Copies of any correspondence submitted to the committee by the candidate
 - e. Written evaluations from external reviewers.

A draft of the minutes of all Promotion Committee meetings should be submitted to the candidate and all members of the Promotion Committee no later than one week after the promotion meeting with the candidate. The copy to the candidate will also include the candidate's form for reviewing the minutes (see Appendix C). The candidate should return the completed review form to the committee chair no later than two weeks after the promotion hearing. Each member of the Promotion Committee will review the final draft of the minutes before it is submitted to the Dean. The final version of the approved minutes should be submitted to the Dean and the College Wide Review Committee by the chairperson of the Promotion Committee no later than eighth Friday of fall semester (see Appendix D).

H. Procedures for the Annual Promotion Committee Meetings

1. Members of the committee shall review the candidates' documentation and external reviews prior to the first meeting and note questions or concerns regarding the evidence of the fulfillment of criteria for promotion.
2. The committee shall hold its first meeting no later than the fifth Friday of fall semester to determine whether the candidates' materials are complete and whether additional information is needed.
3. The meeting of the committee with promotion candidates shall be scheduled on the sixth Friday of fall semester.
4. The primary purpose of the meeting of the committee with the candidate(s) is for candidates to briefly summarize their academic and professional activities for committee members. This meeting will also provide an opportunity for the committee to ask questions of the candidate.

5. After concluding the meeting with the candidate, the chair shall facilitate the committee's deliberation. The committee will vote by secret ballot immediately after deliberation to recommend the promotion or not to recommend the promotion of the candidate. There shall be no absentee voting.
6. A favorable vote will be indicated by a simple majority of the committee members present and voting. Abstention is defined as not voting. The failure to attain a majority vote of those present and voting shall result in a recommendation not to promote the candidate.
7. Immediately following the decision by the committee, the candidate will be privately and confidentially informed of the vote by the chair. The candidate will be afforded the opportunity to make a brief response to the vote before the committee.
8. The committee shall discuss what should be communicated in writing to each candidate, including documentation to support the Committee's recommendation.
9. The chair shall write a memorandum to the Dean which includes the vote and recommendation. Each candidate shall receive a copy of this correspondence by the eighth Friday of fall semester.

REAPPOINTMENT, TENURE, AND PROMOTION APPEALS PROCEDURE

A. Introduction

These guidelines are established to ensure fair and systematic methods of evaluating faculty members. A full-time faculty member who has not been recommended for reappointment, tenure, or promotion shall be afforded a formal appeals process.

1. After the Dean has made his/her recommendation, the retention 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. For retention candidates, 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.
 1. All committee members shall read the candidate's written and signed appeal before attending the meeting.
 2. The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
 3. 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 Retention Tenure and/or Promotion Committee, 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 section 3359-20-036.
 - 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.

E. Summary

These guidelines are established to ensure fair and systematic methods of evaluating faculty members and are consistent with University of Akron guidelines. In the case of violation of the procedures, it is not intended that appointment, reappointment, tenure, or promotion be awarded by default.

Nevertheless, in such cases the appeals committee shall attempt to rectify matters by considering how a violation of the guidelines may have affected the opportunity for a fair, impartial hearing, and by providing effective relief. Such cases and recommend relief, if any, shall be brought to the attention of the Dean and Senior Vice President and Provost for comment.

**APPENIX A
RTP Guidelines
Committee Makeup**

<p>SCIENCE</p> <ol style="list-style-type: none"> 1. Emily Rock 2. Forest Smith 3. Tim Vierheller 	<p>MATH/ENGINEERING</p> <ol style="list-style-type: none"> 1. Lou Janelle 2. Jerry Obiekwe 3. Monica Smith 4. Dan Deckler 	<p>BUSINESS MANAGEMENT</p> <ol style="list-style-type: none"> 1. Tom Andes 2. Rick Maringer 3. Doug Woods
<p>ENGLISH</p> <ol style="list-style-type: none"> 1. Gary Bays 2. Debra Johanyak 3. Janet Minc 	<p>COMMUNICATIONS/ HISTORY/SOCIAL SCIENCES</p> <ol style="list-style-type: none"> 1. Kay Billions 2. Tye Turning 3. Paul Weinstein 4. Jennifer Holz 	<p>TECHNICAL</p> <ol style="list-style-type: none"> 1. Patsy Malavite 2. Jane Roberts
<p><i>Reappointment-Year 2000</i> (5 or 6 members) 2s</p>	<p><i>Reappointment Appeal</i> All remaining tenured faculty not on original committee.</p>	
<p><i>Tenure-Year 2000</i> (5 or 6 members) 2s</p>	<p><i>Tenure Appeal</i> All remaining tenured faculty not on original committee.</p>	
<p><i>Promotion: Assistant and Associate Professor-Year 2000</i> (5 or 6 members) 3s</p>	<p><i>Promotion Appeal</i> All remaining tenured faculty not on original committee.</p>	
<p><i>Promotion: Professor Year 2000</i> (At least three members)</p>	<p><i>Promotion Appeal</i> All Professors</p>	

If someone is on professional leave or there are not enough to complete a committee, the Dean would appoint a member so that committees have the required membership.

New tenured faculty will be added to the bottom of the list chronologically by tenure date.

Until there is a majority of 4s, those faculty members will be include with the 3s.

Appendix B

Reappointment, Promotion, Tenure Meeting Minutes
The University of Akron-Wayne College

Candidate: _____ Reappointment Promotion Tenure

Date: _____

Committee Members Present:

Candidate's Introductory Remarks

Committee Questions and Candidate's Responses

Open Discussion with Candidate

Committee Deliberations and Vote

Candidate's Remarks Following Notification

Appendix C

Candidate Minutes Review
The University of Akron-Wayne College

Candidate (please print): _____

_____ I have read the attached minutes and they accurately report the content of the meeting.

_____ I have read the attached minutes and they do not accurately report the content of the meeting in the following ways:

Comments:

Signature _____ Date _____

Appendix D

RTP Minutes Deadline

The University of Akron-Wayne College

A draft of the minutes of all RTP meetings should be submitted to the Dean and Chairperson of the RTP committee no later than the seventh Friday of fall semester. The approved minutes should be submitted to the Dean and Chairperson of the RTP committee no later than the eighth week of fall semester.

The appropriate sections of the draft minutes should also be submitted to the candidate for his/her review and comment. The candidate should return the Candidate Minutes Review form to the Chairperson no later than the seventh week of fall semester.

Appendix E
Summary of Professional Activities and Goals
The University of Akron –Wayne College

Please utilize the following format to prepare the cumulative list of professional activities, with current year first, required for reappointment, tenure, and promotion and to list current professional goals. Provide information regarding categories and optional ones when applicable.

NOTE: FOR SPECIFICATIONS, SEE APPENDIX F

I. REQUIRED FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Including:

- A. In-course grading
- B. Office hours
- C. Class preparation (variability of preparations required)
- D. Tests, examinations, records
- E. Required faculty initiatives
 - 1. Assessment implementation
 - 2. Support of reaccreditation activities
 - 3. Participation in program review as required
- F. Professionalism, including personal attributes such as
 - 1. Integrity
 - 2. Industry
 - 3. Open-mindedness
 - 4. Cooperation

II. TEACHING EFFECTIVENESS which includes the following:

- A. Courses taught
- B. Quality of teaching and knowledge of subject, as evidence in
 - 1. Evaluation by students
 - 2. Evaluation by peers (which includes classroom visitation and review of instructional materials)
 - 3. Availability to students for individualized assistance
 - 4. Assessment activities
 - 5. A reputation among colleagues and students as an effective teacher
 - 6. Other items of evidence agreed upon by the committee and the candidate
- C. Evidence of growth in teaching such as
 - 1. Responsiveness to student and peer feedback
 - 2. Changes in course development and delivery
 - 3. Assessment activities
 - 4. Willingness to innovate

III. COORDINATING/ADMINISTRATIVE DUTIES (if applicable) which can include the following:

- A. Student recruitment, reappointment, and advisement
- B. Work with Advisory Committee
- C. Program development and promotion
- D. Hiring, support, and evaluation of part-time faculty
- E. Budget preparation and management
- F. Purchase and maintenance of equipment
- G. Curriculum development
- H. Assessment of courses in jurisdiction or supervision of assessment of courses in jurisdiction
- I. Assistance in scheduling and staffing courses
- J. Communication with appropriate Akron campus department(s)

IV. SCHOLARSHIP/PROFESSIONAL ACTIVITIES which include the following:

- A. Required activities
 - 1. Continued student such as
 - a. Completing advanced course work
 - b. Attending professional workshops, seminars, or conferences
 - c. Obtaining/maintaining discipline-related credentials, certification, or licensure
 - d. Reading professional literature
 - 2. Membership in professional organizations
- B. Optional activities
 - 1. Research
 - 2. Obtaining discipline-related grants, fellowships, etc.
 - 3. Publication in professional/academic journals
 - 4. Publication of books or book chapters
 - 5. Other discipline-related publishing
 - 6. Service on editorial boards
 - 7. Creative activities related to discipline
 - 8. Other discipline-related activities and recognition, such as
 - a. Leadership in professional organizations
 - b. Presentations at professional meetings/conferences
 - c. Academic or professional awards
 - d. Discipline-related consulting
 - e. Direct professional practice
 - f. Grant/stipend proposal writing
 - g. Editing or reviewing professional publications/journals
 - h. Holding office in state or national organization
 - i. Coordinating state or national professional meeting/conference

V. SERVICE which can include the following:

- A. Required
 - 1. Active participation on standing ad hoc committees
 - 2. Attendance at faculty and college meetings
 - 3. Active participation on Search Committees, when requested
- B. At least one of the following required
 - 1. Representing Wayne College on University committees
 - 2. Assisting with student organization or special college/university programs and activities
 - 3. Public service that brings recognition to Wayne College/The University of Akron
 - 4. Membership on community boards
 - 5. Community presentations
 - 6. Significant community service related to profession or discipline

VI. CURRENT PROFESSIONAL GOALS

Appendix F

RTP Worksheet

Teaching Effectiveness

Category	Assistant Professor	Associate Professor	Professor
Evaluation by Peers	Receives “satisfactory” rating on at least <i>two</i> (2) peer evaluations	Receives “above satisfactory” rating on peer evaluations (<i>Three</i> (3) new with at least <i>two</i> (2) above satisfactory since last promotion)	Receives “above satisfactory” rating on peer evaluations (Three (3) new with at least <i>two</i> (2) above satisfactory since last promotion)
Evaluation by Students	Typically receives satisfactory student evaluations* (last <i>two</i> (2) years)	Typically receives satisfactory student evaluations* and affirmative student comments since last promotion	Routinely receives satisfactory student evaluations* and affirmative student comments since last promotion
Availability to Students for Individual Assistance	Rare or few incidences of negative feedback	Rare or few incidences of negative feedback, plus affirmative comments from students since last promotion	Rare or few incidences of negative feedback plus affirmative comments from students since last promotion
Assessment Activities	Compliance with assessment protocols	Compliance with assessment protocols	Compliance with assessment protocols

* includes but is not limited to course evaluation instrument scores

RTP Worksheet

Evidence of Growth

Category	Assistant Professor	Associate Professor	Professor
Responsiveness to Student Feedback	Provides a narrative describing examples of responsiveness to student feedback	Provides a new narrative since last promotion	Provides a new narrative since last promotion
Responsiveness to Peer Feedback	Provides a narrative describing examples of responsiveness to peer feedback	Provides a new narrative describing evidence since last promotion	Provides a new narrative describing responsiveness to peer feedback and evidence of collaboration with other members of the college community since last promotion (letters of recommendation, outside reviews)
Changes in Course Development	Provides examples of changes that may include methodology, technology, course materials, and teaching and learning strategies that indicate improvements and changes	Provides specific evidence of changes that may include methodology, technology, course materials, and teaching and learning strategies that indicate improvements and changes	Provides qualitative and/or quantitative evaluative analysis of changes/improvements since last promotion
Assessment Activities	Provides examples of implementing changes derived from assessment feedback	Provides evidence of implementing changes derived from assessment feedback since last promotion	Provides qualitative and/or quantitative evaluative analysis of changes/improvements since last promotion
Willingness to Innovate	Provides examples of innovation	Provides evidence of innovation since last promotion	Provides qualitative and/or quantitative evaluative analysis of the innovation since last promotion

RTP Worksheet

Scholarship/Professional Activities

Category	Assistant Professor	Associate Professor	Professor
<i>Required Activity</i> Continued Learning	Completion of Master’s degree and development of professional program of study	Evidence of progress in professional plan of study since last promotion	Evidence of progress in professional plan of study since last promotion
<i>Required Activity</i> Membership in Professional Organizations	Evidence of current membership in relevant professional organization	Evidence of active participation in one or more relevant professional associations at state or regional level since last promotion	Evidence of leadership or office in one or more professional associations at state, regional, national, or international level since last promotion
<i>Scholarly Activities</i> See section 4b on pg. 30	Evidence of at least <i>one</i> (1) scholarly activity	Evidence of at least <i>two</i> (2) scholarly activities since last promotion	Evidence of at least <i>three</i> (3) scholarly activities since last promotion

RTP Worksheet

Service to the Institution

Category	Assistant Professor	Associate Professor	Professor
<p><i>Required Activities (5a)</i></p> <ul style="list-style-type: none"> • Active participation on standing and ad hoc college committees • Attendance at faculty and college meetings • Active participation on Search Committees, when requested 	All Required	All Required	All Required
<p><i>Required Internal Activities (5a)</i></p> <ul style="list-style-type: none"> • Leadership in committee work • Advising student groups • Advising student independent study projects • Distinguished Student advisor • Development and teaching of honors courses 	At least <i>one</i> (1) required	At least <i>one</i> (1) required internal activities since last promotion	Evidence of at least <i>two</i> (2) required internal activities since last promotion

RTP Worksheet

Service to the Institution (continued)

Category	Assistant Professor	Associate Professor	Professor
Required External Activities (5b) <ul style="list-style-type: none"> • Representing Wayne on University Committee • Assisting with student organization or special college/university program/activity • Public service that brings recognition to Wayne College/Akron • Membership on community boards • Community Presentations • Significant community service 	Evidence of at least <i>one</i> (1) external required activity since last promotion.	Evidence of at least <i>two</i> (2) external required activities since last promotion	Evidence of at least <i>three</i> (3) external required activities since last promotion