

ARTICLE 13
RETENTION, TENURE AND PROMOTION

Section 1. Definitions and General Procedures Regarding Reappointment, Tenure and Promotion of Bargaining Unit Faculty.

- A. The purpose of these procedures for reappointment, tenure, and promotion is to promote a process at the University of Akron that is fair, consistent, and faculty-driven. The procedures are designed to define the guidelines under which the bargaining unit faculty 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 bargaining unit faculty member and shall serve as clear benchmarks of and suggestions for future progress.
- B. 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 bargaining unit faculty member applies for tenure and promotion.
- C. These guidelines strive to establish fair and systematic methods of evaluating bargaining unit faculty. Detailed criteria and procedures shall be adopted by each academic unit and shall be suitable for its special needs but consistent with the guidelines.
- D. Bargaining unit faculty hired to begin employment prior to July 1, 2001 will be subject to the procedures and criteria of applicable University rules as

approved by the Board of Trustees as of their date of hire. Further, they will be held to academic unit guidelines and criteria resulting from the same. The certificates of appointment will include a statement regarding this Section.

- E. Eligibility for tenure and promotion.
 - 1. Bargaining unit faculty in the rank of distinguished professor, professor, associate professor and assistant professor are eligible to be awarded indefinite tenure.
 - 2. Bargaining unit faculty at the rank of assistant professor, associate professor and professor are eligible for promotion to a higher rank.
- F. Members of the bargaining unit at the rank of assistant professor, associate professor, professor and distinguished professor generally have a full range of responsibilities to academic units including teaching, research, scholarship and other creative professional work; service to the department, college and university; and public service.

Section 2. Probationary Periods of Bargaining Unit Faculty.

- A. All non-tenured bargaining unit faculty are subject to annual reappointment following their initial appointment.
- B. Bargaining unit faculty may serve either on annual appointment or on indefinite tenure, according to the following provisions:
 - 1. Bargaining unit faculty in a professorial rank may be granted indefinite tenure, that is, they are appointed for an indefinite term without the necessity of reappointment each year. An assistant professor, associate professor, or professor may be granted tenure not later than the end of the sixth year of active service in professorial rank at the University of Akron subject to conditions outlined in this Article.
 - a. If tenure is granted, it shall be effective either at the beginning of the academic year of service after which the candidate applied, or as specified in the certificate of appointment issued by the Board of Trustees.
 - b. If at the end of six years in professorial rank, indefinite tenure has not been received, notice shall be given that employment terminates at the end of the seventh year of service.

- c. Bargaining unit faculty hired after Friday of week seven of the fall semester may apply for tenure and/or promotion in either the tenth or twelfth semester of service, and tenure, if granted, will be effective in either the twelfth or fourteenth semester of service.
2. Full-time appointment for two semesters shall equal one year of active service. Summer sessions or leaves without compensation granted for one-half or more of any semester may not be counted toward the probationary period for tenure. Faculty improvement program leaves count toward the probationary period for tenure. A candidate's application for indefinite tenure shall normally be initiated after ten semesters of active service.
3. In cases where there are clearly extenuating circumstances, the probationary period may be extended by one year provided that it is initiated by the candidate, recommended by the appropriate dean, and approved by the Senior Vice President and Provost.
4. Tenure may be granted before the sixth year (early tenure) in a professorial rank contingent upon the candidate's successful completion of the following criteria.
 - a. The candidate shall have completed at least two years of active service at the University of Akron before application for early tenure can be made.
 - b. At a minimum, the candidate must meet the academic unit criteria for tenure.
 - c. The academic unit tenure committee shall vote to determine if the candidate may apply for early tenure. The decision of the tenure committee is final and cannot be appealed.
5. A candidate may apply for early tenure only once. Should tenure be denied, the candidate shall be awarded reappointment for the next academic year, and shall complete the six year probationary period before making reapplication for tenure.
6. In exceptional circumstances, the Board of Trustees may grant indefinite tenure upon initial appointment to scholars who are nationally or internationally recognized and only upon the affirmative recommendation of the tenure committee of the academic unit of primary appointment, the dean, the Senior Vice President and Provost, and the President.

7. Bargaining unit faculty who hold the rank of assistant professor may be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances.
 8. Bargaining unit faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
- C. Notification of appointment, reappointment, tenure, and promotion of bargaining unit faculty shall occur as follows:
1. The Board of Trustees usually acts upon recommendations for appointment, reappointment, promotion, and the granting of indefinite tenure at its April meeting.
 2. Recommendations for appointment, reappointment, promotion, and the granting of indefinite tenure may be considered at other Board of Trustees' meetings as appropriate.
 3. The appointment, reappointment, tenure, and promotion of bargaining unit faculty is subject to the approval of the Board of Trustees of the University of Akron. No officer, dean, committee, or other such entity shall have the authority to employ, set the compensation or other terms of employment except the Board of Trustees. All offers of employment shall be subject to this condition.
 - a. Following the Board of Trustees' approval, the Secretary of the Board of Trustees shall send a certificate of appointment detailing the agreement reached between the bargaining unit faculty member and the University. It shall include an endorsement of acceptance that the bargaining unit faculty member shall sign and return to the Secretary of the Board of Trustees within the time period stipulated.
 - b. In the event a bargaining unit faculty member adds or deletes terms to the certificate of appointment, or fails to sign or return the endorsement, the Secretary of the Board of Trustees shall submit the issue to the Board of Trustees at their next regular meeting for consideration of rescinding the certificate of appointment.

Section 3. Procedures for Reappointment, Tenure, and Promotion ("RTP") of Bargaining Unit Member.

- A. The term “academic unit” is defined as one of the following:
1. A department or school where bargaining unit faculty hold a primary appointment.
 2. A college without departments where bargaining unit faculty hold a primary appointment.
- B. All academic units shall follow University-wide procedures for reappointment, tenure, and promotion and adhere to the calendar as shown in this Article below.
- C. The criteria to be considered for reappointment, tenure and promotion University-wide include but are not limited to:
1. Quality of teaching.
 - a. Effective instruction as evidenced by student and peer evaluations and by documented assessment of learning outcomes.
 - (i) Only quantitative data from the University approved student evaluation of teaching will be required. Written comments shall be included at the discretion of the candidate.
 - b. Effective advising.
 - c. Appropriate curricular development.
 - d. Participation in activities related to accreditation.
 - e. Effective administration and supervision of part-time faculty, graduate and/or student assistants, staff or others, when applicable.
 2. Quality of research and scholarly activity.
 - a. Scholarship and/or creative activity as appropriate to the academic unit including activities in the discipline and in the scholarship of teaching and learning.
 - (i) Publications.
 - (ii) Presentations, scholarly and creative.

- (iii) Grant funding and/or development activity.
 - b. Professional organizations.
 - (i) Leadership positions.
 - c. Professional development.
 - d. Professional recognition.
- 3. Quality of professional, University and community service.
 - a. Professional organizations.
 - (i) Leadership positions.
 - b. To the University of Akron.
 - c. To the college and/or department.
 - d. Discipline related service to the community.
- 4. Professional conduct as defined in written standards including but not limited to the following:
 - a. Sexual harassment policy of the University.
 - b. Conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct policy of the University.
 - c. Affirmative action policy of the University.
 - d. Alcohol policy of the University.
 - e. Drug-free workplace policy of the University.
 - 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 set out in University rules.
- D. The academic unit shall develop individual criteria for reappointment, tenure, and promotion. Criteria and guidelines shall be approved by the dean and the Senior Vice President and Provost before being recognized as the official guidelines of the academic unit and before the guidelines can be applied to bargaining unit faculty.
- E. Each academic unit shall have a set of separate criteria for bargaining unit faculty's evaluation for purposes of reappointment, tenure, and promotion. All operative academic unit criteria will be available in the academic unit, the office of the dean of the college, and the office of the Senior Vice President and Provost.
 - 1. All academic unit guidelines shall comply with the applicable provisions of this Article.
 - 2. All academic unit guidelines shall enumerate the specific materials that are to be included in the candidate's reappointment, tenure, and promotion files.
 - 3. In case of conflict, the applicable provisions of this Article supersede all other guidelines.
- F. The criteria prepared by each academic unit must be formally approved by two-thirds of the bargaining unit faculty of that academic unit present and voting at a meeting called for that purpose. The college dean and the Senior Vice President and Provost shall also formally approve the criteria before it becomes effective.
- G. Subsequent reviews of the criteria may be initiated by no fewer than one-third of the bargaining unit faculty of the academic unit, the college dean, or the Senior Vice President and Provost.
- H. Candidate files shall include at least:
 - 1. A current vita;
 - 2. Narrative statement by the candidate addressing the meeting of University-wide and academic unit criteria;

3. A table of contents of materials included in the RTP file; the table of contents shall be amended to reflect any additions or deletions to the RTP file;
 4. All previous reappointment, tenure, and/or promotion recommendations from committees, academic unit chairs, or deans;
 5. Evidence of work performance, including results of teaching evaluations where applicable;
 6. Evidence of professional activity;
 7. Evidence of service;
 8. External reviews, for tenure and promotion files.
- I. Review of the bargaining unit faculty member for reappointment, tenure, and promotion shall originate only in the academic unit where the bargaining unit faculty member holds his/her primary appointment. Bargaining unit faculty holding joint appointments shall be reviewed by all appropriate units.
 - J. Reappointment, tenure, and promotion committees must contain a quorum in order to conduct business. For the purpose of reappointment, tenure, and promotion of the bargaining unit member, a quorum is defined as two-thirds of the eligible members. In the case where there are fewer than six eligible members, a quorum is defined to be at least three members. The college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit if there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or academic unit.
 - K. The processes of reappointment, tenure, and promotion for the bargaining unit faculty are deliberative processes. Eligible committee members who do not participate in or attend the deliberations shall not be permitted to vote.
 1. To be eligible to vote, a member shall review candidate-submitted materials and shall attend all committee meeting(s) during which the candidate is discussed. Exceptions to this rule are as follows:
 - a. The committee may permit a member who has not attended all meetings but who has otherwise substantially met the participation standards of paragraph (K)(1) of this Section to vote, by a majority vote of members present and voting. The

reason for the exception shall be included in the committee recommendation.

- b. Unit guidelines may allow for absentee ballots in extenuating circumstances for persons who are otherwise eligible to vote. The committee may determine eligibility for an absentee ballot by a majority vote of members present and voting. Extenuating circumstances include death in the immediate family, serious illness, and inability to attend due to events beyond one's control. The nature of the extenuating circumstances and the vote shall be included in the committee recommendation.
- L. For the purposes of reappointment, tenure, and promotion for the bargaining unit member, a simple majority vote in the affirmative, at the minimum, is necessary for adoption. Academic unit guidelines may determine individual unit requirements for a minimum affirmative vote beyond a simple majority. When there is a tie vote, the motion is rejected. While it is the duty of every member who has an opinion on a question to participate in these important deliberations, to arrive at an informed opinion, and to express it by his or her vote, he or she cannot be compelled to do so. He or she may prefer to abstain from voting, fully realizing that the effect is the same as if he or she voted on the prevailing side. Abstentions are not counted in the number of votes cast and are considered blank ballots. However, they are included in the report. For example, a vote of three positive, one negative and seven abstentions represents a seventy-five percent positive vote and would be reported: three positive, one negative, seven abstentions.
- M. For purposes of voting on any reappointment, tenure, and promotion matter, bargaining unit faculty shall comply with the University's conflict of interest policy and voluntarily remove themselves from any discussion, voting, or participation that would influence voting on reappointment, tenure, and promotion matters when the candidate is:
 1. A member of that bargaining unit faculty member's immediate family (e.g. spouse, son, daughter, or other family member residing in that family member's household).
 2. A member of that bargaining unit faculty member's extended family (e.g. siblings, parents, grandparents, cousins, uncles, aunts, or other next of kin).
 3. For any other person where there would exist the appearance of conflict of interest or impropriety.

Section 4. College Wide Review Committee.

- A. All colleges shall have college-wide tenure and/or promotion review committees. The college-wide review committees shall provide a separate and independent recommendation to each candidate for tenure and/or promotion. The order of recommendations is sequential, not hierarchical. The tenure and promotion guidelines for each college shall include procedures for constituting college-wide review committees.
1. In colleges without departments that constitute tenure and promotion committees as committees of the whole tenured bargaining unit, the tenure and/or promotion committee shall also operate as the college-wide review committee at the time of the initial meetings.
 2. In colleges with departments, and colleges without departments that establish separate tenure and/or promotion committees, the college-wide review committees shall be composed of no fewer than five members elected from the tenured bargaining unit faculty of the college. Each college shall develop guidelines for the election process and the voting process, including guidelines for replacing members unable to serve.
 3. A committee member from the department of the candidate being considered shall be recused and not vote.
 4. Members of the college-wide review committees shall meet the following criteria:
 - a. Members of the college-wide tenure review committees shall be tenured bargaining unit faculty.
 - b. Members of the college-wide promotion-to-associate-professor review committee shall be tenured bargaining unit faculty holding the rank of associate professor or higher. In the case of a candidate applying for promotion to associate professor, but not applying for tenure, the review committee shall be the college-wide promotion-to-associate-professor review committee.
 - c. Members of the college-wide promotion to professor review committee shall be tenured bargaining unit faculty holding the rank of professor or higher.

- d. Members of any college-wide review committee shall have completed at least one year of service at the University of Akron.
5. The college-wide review committees shall evaluate candidates' files and all previous recommendations to determine:
 - a. That the candidate has satisfactorily met all approved tenure and/or promotion criteria established by the University and the academic unit;
 - b. That the departmental tenure and/or promotion committee and the academic unit chair have followed all approved procedures in their evaluation of the candidate;
 - c. That the tenure and/or promotion committee and the academic unit chair recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.
6. The college-wide review committees shall not evaluate the merits of departmental guidelines or criteria.
7. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the dean for action with copies to the candidate, the RTP committee chair and the academic unit chair.
8. The college-wide review committee's written recommendation shall include in its findings that paragraphs (5)(a), (5)(b) and (5)(c) of this Section have been addressed.
 - a. In colleges with separate college-wide review committees, if the committee's recommendation is not consistent with the recommendations from the tenure and/or promotion committee, or from the academic unit chair, the committee recommendation shall explain those inconsistencies.
 - b. In colleges with no separate college-wide review committee, the recommendation from the committee of the whole shall explicitly include findings on paragraphs (5)(a), (5)(b), and (5)(c) of this Section.
9. The college-wide review committee shall forward its recommendation to the dean, with copies to the academic unit chair, the RTP committee chair, and the candidate.

Section 5. The University Wide Review Committee.

- A. The University-wide review committees shall provide a separate and independent recommendation only regarding candidates for tenure and/or promotion when the recommendations from the RTP committee, the college-wide review committee, the chair, and the dean are not consistent. The order of recommendations is sequential, not hierarchical.
- B. Each college and the library shall elect one member to the committee.
- C. Only tenured bargaining unit faculty who hold the rank of professor or above are eligible for election to the committee.
- D. The University-wide committee shall evaluate the candidates' files and all previous recommendations to determine:
 - 1. The candidate has satisfactorily met all approved tenure and/or promotion criteria established by the University and the academic unit;
 - 2. That the departmental tenure and/or promotion committee, the academic unit chair, the dean and the college-wide review committee have followed all approved procedures in their evaluation of the candidate;
 - 3. That the tenure and/or promotion committee, the academic unit chair, the dean and the college-wide review committee recommendations of the candidate are consistent with the goals of the academic unit as stated in the academic unit guidelines.
- E. The University-wide committee shall not evaluate the merits of the departmental guidelines or criteria.
- F. If procedural error or inadequate consideration is identified, the irregularity shall be reported to the Senior Vice President and Provost for action with copies to the dean, the college-wide review committee, the academic unit chair, the departmental committee chair and the candidate.
- G. The University-wide review committee's written recommendation shall include in its findings that paragraphs (D)(1), (D)(2) and (D)(3) of this Section have been addressed.
- H. The University-wide review committee shall forward its recommendation to the Senior Vice President and Provost, with copies to the dean, the

college-wide review committee, the academic unit chair, the departmental committee, and the candidate.

Section 6. Parliamentary Procedure.

"Robert's Rules of Order," in the most recent edition, shall be accepted as the authority on all questions of parliamentary procedure.

Section 7. Timelines.

A. For reappointment during the first year:

Date(s)	Action required
within one week of the date of initial appointment	Academic unit chair or dean in colleges without departments sends letter of notification to candidate
three weeks after the date of initial appointment	candidate sends letter of intent to academic unit chair or dean in colleges without departments
three weeks after the date of initial appointment	candidate sends file to committee
Friday of week 5 of the relevant semester	committee sends recommendation to candidate and academic unit chair
Friday of week 7 of the relevant semester	Academic unit chair sends recommendation to candidate and dean
Friday of week 9 of the relevant semester	dean sends recommendation to candidate and Senior Vice President and Provost
first Wednesday in April, usually	Senior Vice President and Provost sends recommendation to the president, the Board of Trustees, dean and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

B. For reappointment after the first year:

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

final instructional day of spring semester	candidate sends letter of intent to academic unit chair or dean in colleges without departments
Friday of week 2 of fall semester	candidate sends file to committee
Friday of week six of fall semester	committee sends recommendation to candidate, academic unit chair, or dean in colleges without departments
Friday of week eight of fall semester	Academic unit chair sends recommendation to candidate and dean
December 15 or the end of week sixteen of the fall semester whichever comes first	dean forwards negative recommendation to candidate and Senior Vice President and Provost
Friday of week two of spring semester	dean forwards positive recommendation to the candidate and Senior Vice President and Provost
Friday of week nine of spring semester	Senior Vice President and Provost forwards negative recommendation to candidate and dean
first Wednesday in April, usually	Senior Vice President and Provost forwards recommendation to the president, the Board of Trustees, dean, and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

C. For tenure and/or promotion:

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

Friday of week six of fall semester	committee sends recommendation to candidate and academic unit chair in colleges with departments, or to the dean and the chair of the college-wide review committee in colleges without departments who have chosen option 2
Friday of week eight of fall semester	in colleges with departments, academic unit chair sends recommendation to dean and the chair of the college-wide review committee
Friday of week twelve of fall semester	college-wide review committee sends recommendation to the dean
by December 15 or the end of week sixteen of fall semester whichever comes first	dean forwards negative recommendation to the Senior Vice President and Provost with copies to the candidate, the University-wide review committee, the college-wide review committee, the academic unit chair, and the departmental committee
Friday of week one of spring semester	dean forwards all other recommendations to the candidate and the Senior Vice President and Provost with copies to the University-wide review committee, the college-wide review committee, the academic unit chair and the departmental committee
Friday of week five of the spring semester	University-wide committee forwards recommendation to candidate, Senior Vice President and Provost, dean, college-wide committee, academic unit chair and departmental committee
Friday of week nine of spring semester	Senior Vice President and Provost forwards negative response to candidate and dean
first Wednesday in April, usually	Senior Vice President and Provost sends recommendation to the president, the Board of Trustees, dean, and candidate
fourth Wednesday in April, usually	Board of Trustees votes on recommendation

- D. In the event that the date for completion of a step cannot be met, a request for extension and supporting rationale shall be forwarded to the appropriate committee chair, academic unit chair in academic units with departments, dean, or Senior Vice President and Provost prior to said

deadline. The request and rationale shall be included in the candidate's file.

1. The committee chair, academic unit chair in academic units with departments, dean, or Senior Vice President and Provost shall accept or reject the request for extension. Rationale for the decision shall be included in the candidate's file.
2. Extension of the deadline at any level does not automatically extend future deadlines.

Section 8. Procedures for Reappointment During the First Year in Colleges with Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
- B. Composition of the reappointment committee in academic units with departments.
 1. The reappointment committee shall be composed exclusively of all eligible tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 2. If there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee, the college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit. These rules shall be included in the procedures of the college or school.
 3. A chairperson shall be elected at the organizational meeting and shall serve for one year.
 4. Committee members shall be responsible for the maintenance of minutes and the documentation of the committee proceedings

5. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee, but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the reappointment committee.

1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the academic unit chair regarding the granting or denial of reappointment.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the academic unit chair.

1. The academic unit chair shall evaluate the candidate's RTP file and the departmental committee's recommendation to formulate his/her recommendation.
2. The academic unit chair has the responsibility to determine that the departmental reappointment committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
3. The academic unit chair's report shall include an assessment of his/her determination that these procedures and criterion have been addressed.
4. Written copies of the academic unit chair's recommendation shall be provided to the candidate and the committee.

E. Duties and responsibilities of the dean.

1. The dean shall evaluate all previous recommendations and materials from the candidate's RTP file to formulate his/her own recommendation.

2. If the dean's recommendation differs from that of the committee or academic unit chair, the dean shall discuss his/her recommendation with the committee or academic unit chair.
 3. If procedural error is identified at any level, the dean shall act to correct the error.
- F. Appeals Committee. The appeals process is found in Section 15 of this Article.
- G. Process for reappointment of bargaining unit faculty.
1. The academic unit chair shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 2. The academic unit chair shall notify all candidates eligible for reappointment no later than Friday of the first week after the date of the initial appointment beginning either fall or spring semester.
 - a. If the candidate is hired so that the initial appointment begins in the spring semester, the entire first reappointment evaluation shall be completed no later than the first Wednesday in April. The process as described shall be followed without regard to stated timelines.
 - b. If the candidate is hired during the fall semester, the first reappointment evaluation shall take place immediately.
 3. Eligible candidates shall submit to the academic unit chair a letter of intent to apply for reappointment no later than Friday of the third week after the date of initial appointment. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the academic unit chair.
 4. Each candidate eligible for reappointment shall submit his/her RTP file to the reappointment committee chair no later than Friday of the third week after the date of initial appointment.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and

the dean of any additions to the RTP file. The table of contents shall be amended to reflect any additions.

- c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The reappointment committee chair shall convene all meetings, other than the organizational meeting required by the academic unit guidelines, and preside at these meetings.
6. The reappointment committee chair shall invite the candidate to meet with the committee before the recommendation is made.
7. The reappointment committee chair shall inform the candidate in writing of the committee's recommendation and supporting reasons no later than Friday of week six of the relevant semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
8. The reappointment committee chair shall transmit copies of the committee's recommendations and the candidate's RTP file to the academic unit chair no later than Friday of week five of the relevant semester.
9. The academic unit chair shall transmit his/her recommendation and the departmental committee recommendation, and the candidate's RTP file to the dean no later than Friday of week seven of the relevant semester. A copy of the recommendation shall be sent to the candidate and the reappointment committee chair.
10. The Dean shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week nine of the relevant semester with a copy to the candidate, the academic unit chair, and the reappointment committee chair.
11. The Senior Vice President and Provost shall transmit his/her recommendation, either positive or negative, to the candidate no later than April 1 with a copy to the dean.
12. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the

recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 9. Procedures for Reappointment of Bargaining Unit Faculty During the First Year in Colleges without Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.

- B. Composition of the reappointment committee in academic units without departments.
 - 1. Academic units without departments have two options for composing the reappointment committee.
 - a. Option 1: The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 - (i) In this case, appeals are referred to the university appeals committee.

 - b. Option 2: The reappointment committee shall be composed of no fewer than five tenured bargaining unit faculty who have completed at least one year of service at the University of Akron.
 - (i) The tenured bargaining unit faculty of the academic unit shall select the committee members according to academic unit guidelines.

 - (ii) Membership shall not be by administrative appointment.

 - (iii) Selection shall be made by March 15 of the spring semester preceding action.

- (iv) The college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
 3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
 4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.
- C. Duties and responsibilities of the reappointment committee.
1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the dean regarding the granting or denial of reappointment.
 2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
 3. The recommendation letter shall be reviewed and approved by the committee.
- D. Duties and responsibilities of the dean.
1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 2. If the dean's recommendation differs from that of the committee or academic unit chair, the dean shall discuss his/her recommendation with the committee.

3. If procedural error is identified at any level, the dean shall act to correct the error.
- E. Appeals Committee. The appeals process is found in Section 15 of this Article.
- F. Process for reappointment of bargaining unit faculty.
1. The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
 2. The dean shall notify all candidates eligible for reappointment no later the Friday of the first week after the date of the initial appointment beginning either fall or spring semester.
 - a. If the candidate is hired so that the initial appointment begins in the spring semester, the entire first reappointment evaluation shall be completed no later that the first Wednesday in April. The process as described shall be followed without regard to stated timelines.
 - b. If the candidate is hired during the fall semester, the first reappointment evaluation shall take place during that fall semester.
 3. Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than Friday of the third week after the date of initial appointment. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
 4. Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the third week after the date of initial appointment.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.

- c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The committee chair shall convene all meetings, other than the organizational meeting required by the academic unit guidelines, and preside at these meetings.
6. The committee chair shall invite the candidate to meet with the committee before the recommendation is made.
7. The committee chair shall inform the candidate in writing of the committee's recommendation and supporting reasons no later than Friday of week six of the relevant semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
8. The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the relevant semester.
9. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week two of the following spring semester with a copy to the candidate.
10. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
11. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation no later than Friday of week nine of the following spring semester with a copy to the dean.
12. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 10. Procedures for Reappointment of Bargaining Unit Faculty After the First Year in Colleges with Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
- B. Composition of the reappointment committee in academic units with departments.
1. The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron.
 2. The college faculty who are members of the bargaining unit shall formulate rules as part of the college and/or academic unit guidelines to add committee members from outside the academic unit to the reappointment committee if there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
 3. A chairperson shall be elected at the organizational meeting and shall serve for one year.
 4. Committee members shall be responsible for the maintenance of minutes and the documentation of the committee proceedings.
 5. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.
- C. Duties and responsibilities of the reappointment committee.
1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the

academic unit chair regarding the granting or denial of reappointment.

2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the academic unit chair in academic units with departments.

1. The academic unit chair shall evaluate the candidate's file and the departmental committee's recommendation to formulate his/her recommendation.
2. The academic unit chair has the responsibility to determine that the departmental reappointment committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
3. The academic unit chair's report shall include an assessment of his/her determination that these procedures and criteria have been addressed.
4. Written copies of the academic unit chair's recommendation shall be provided to the candidate and the committee.

E. Duties and responsibilities of the dean.

1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
2. If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee or academic unit chair.
3. If procedural error is identified at any level, the dean shall act to correct the error.

F. Appeals Committee. The appeals process is found in Section 15 of this Article.

- G. Process for reappointment of bargaining unit faculty.
1. The academic unit chair shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action to be taken on eligible candidates.
 2. The academic unit chair shall notify all candidates eligible for reappointment no later than April 15 of the spring semester preceding action.
 3. Eligible candidates shall submit a letter of intent to apply for reappointment to the academic unit chair no later than the final instructional day of spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the chair or school director.
 4. Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the second week of fall semester.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
 5. The committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at these meetings.
 6. The committee chair shall invite the candidate to meet with the committee before a recommendation is made.

7. The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester. The letter, if positive, shall include a statement of how the candidate can enhance performance towards meeting the goal of tenure and promotion.
8. The committee chair shall transmit copies of the committee's recommendations with supporting materials to the academic unit chair no later than Friday of week six of the fall semester.
9. The academic unit chair shall transmit his/her recommendation and the departmental committee recommendation to the dean no later than Friday of week eight of the fall semester with a copy to the candidate.
10. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week two of the following spring semester with a copy to the candidate.
11. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
12. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation no later than Friday of week nine of the following spring semester with a copy to the dean.
13. The Senior Vice President and Provost shall transmit his/her recommendation to President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April meeting of the board.

Section 11. Procedures for Reappointment of Bargaining Unit Faculty After the First Year in Colleges without Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's initial appointment date to the tenure track position. If the criteria has been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is

made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.

B. Composition of the reappointment committee.

1. Academic units without departments have two options for composing the reappointment committee.
 - a. Option 1: The reappointment committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 - (i) In this case, appeals are referred to the University appeals committee.
 - b. Option 2: The reappointment committee shall be composed of no fewer than five tenured bargaining unit faculty who have completed at least one year of service at the University of Akron.
 - (i) The tenured bargaining unit faculty of the academic unit shall select the committee members according to academic unit guidelines.
 - (ii) Membership shall not be by administrative appointment.
 - (iii) Selections shall be made by March 15 of the spring semester preceding action.
 - (iv) The college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.
2. A chairperson shall be elected at the organizational meeting and shall serve for one year.

3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the reappointment committee.

1. The reappointment committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for reappointment and shall make recommendations to the dean regarding the granting or denial of reappointment.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the dean.

1. The dean shall evaluate all previous recommendations and materials from the candidate's RTP file to formulate his/her own recommendation.
2. If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee.
3. If procedural error is identified at any level, the dean shall act to correct the error.

E. Process for reappointment of bargaining unit faculty.

1. The dean shall call an organizational meeting to elect a reappointment committee chair no later than April 1 in the spring semester preceding action.
2. The dean shall notify all candidates of their eligibility for reappointment no later than April 15 in the spring semester preceding action.

3. Eligible candidates shall submit to the dean a letter of intent to apply for reappointment no later than the final instructional day of spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
4. Each candidate eligible for reappointment shall submit his/her file to the reappointment committee chair no later than Friday of the second week of fall semester.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at these meetings.
6. The committee chair shall invite the candidate to meet with the committee before a recommendation is made.
7. The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester. The letter, if positive, shall include a statement of how the candidate can enhance performance toward meeting the goal of tenure and promotion.
8. The committee chair shall transmit copies of the committee's recommendations with supporting materials to the dean no later than Friday of week six of the fall semester.

9. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week two of the following spring semester with a copy to the candidate.
10. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first, with a copy to the candidate.
11. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation no later than Friday of week nine of the following spring semester with a copy to the dean.
12. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April meeting of the board.

Section 12. Procedures for Tenure of Bargaining Unit Faculty in Colleges with Departments.

- A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the office of the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.
 1. Bargaining unit faculty who hold the rank of assistant professor shall be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances.
 2. Bargaining unit faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
 3. Normally, indefinite tenure may be granted not later than the end of the sixth year of active service in a professorial capacity at the

University of Akron. See Section 4 of this document concerning probationary periods for the granting of tenure.

4. Tenure is granted by the Board of Trustees, but is held within the department of the primary appointment, or within the college of the primary appointment if the college does not have departments.

B. Composition of the tenure committee.

1. The departmental tenure committee shall be composed exclusively of all tenured members of the academic unit who have completed at least one year of service at the University of Akron.
 - a. If there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee, the college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit. These rules shall be included in the procedures of the college or school.
2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the tenure committee.

1. The tenure committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for tenure and shall make recommendations to the academic unit chair, school director regarding the granting or denial of tenure.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the

committee.

- D. Duties and responsibilities of the academic unit chair in academic units with departments.
1. The academic unit chair shall evaluate the candidate's file and the departmental committee's recommendation to formulate his/her recommendation.
 2. The academic unit chair has the responsibility to determine that the departmental tenure committee followed correct procedures and accurately, consistently, and fairly applied the approved departmental criteria.
 3. The academic unit chair's report shall include an assessment of his/her determination that these procedures and criterion have been addressed.
 4. Written copies of the academic unit chair's recommendation shall be provided to the candidate and the committee.
 5. If procedural error is identified, the chair may act to correct the error.
- E. Duties and responsibilities of the dean.
1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 2. If the dean's recommendation differs from that of the committee of academic unit chair, the dean shall discuss his/her recommendation with the committee or department head.
 3. If procedural error is identified at any level, the dean may act to correct the error.
- F. Duties and responsibilities of the college-wide tenure committee are found in Section 4 of this Article.
- G. Duties and responsibilities of the University-wide review committee are found in Section 5 of this Article.
- H. Appeals Committee. The appeals process is found in Section 15 of this Article.

- I. Process for tenure of bargaining unit member. This process applies to candidate applying for tenure only, and for candidates applying for tenure and promotion to associate professor. The process for promotion without tenure is found in Section 14 of this Article.
 1. The academic unit chair shall call an organizational meeting to elect a tenure committee chair no later than April 1 in the spring semester preceding action.
 2. The academic unit chair shall notify all candidates of their eligibility for tenure no later than April 15 in the spring semester preceding action.
 3. Eligible candidates shall submit a letter of intent to the academic unit chair to apply for tenure no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the chair or school director.
 - a. To maintain a quality standard relative to comparable universities and colleges, review of scholarly publications and/or creative activities, external to the University, is required for tenure and promotion.
 - (i) Each academic unit shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.
 - (ii) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee, the academic unit chair, the school director and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (1) It is expected that reviewers will ordinarily be from academic institutions and;
 - (aa) Shall be at or above the rank of the candidate;
 - (bb) Shall be from institutions that are comparable in the discipline, for example, be from institutions in or above

the same Carnegie classification as the University of Akron.

- (2) Reviewers with expertise appropriate to address the candidate's meeting of the academic unit criteria may be from other reputable external organizations relevant to the discipline, for example, from industry, business, or government.
- (iii) The committee, with the approval of the dean, shall select the reviewers to be solicited. At least one reviewer shall be from the candidate's list.
- (iv) The committee chair shall solicit the external reviews from the selected reviewers.
- (v) 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.
- (vi) 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.

- b. The candidate shall provide all materials relevant to external review as determined by the academic unit guidelines to the chair of the tenure and/or promotion committee by such date as is set in the academic unit guidelines.
4. Each candidate eligible for tenure shall submit his/her RTP file to the tenure committee chair no later than the second Friday of the fall semester.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The tenure committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings.
6. The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant.
7. The committee chair shall inform the candidate in writing of the committee's recommendation with supporting reasons no later than Friday of week six of the fall semester.
8. The committee chair shall transmit copies of the committee's recommendation with supporting materials to the academic unit chair no later than Friday of week six in the fall semester.
9. The academic unit chair shall transmit his/her recommendation and the departmental committee recommendation to the dean and to

the chair of the college-wide review committee no later than Friday of week eight of the fall semester.

10. The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
11. The chair of the University-wide review committee shall transmit the committee's recommendation to the Senior Vice President and Provost not later than Friday of week five of the spring semester, if applicable.
12. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week one of the following spring semester.
 - a. Copies of the recommendation shall be transmitted to the candidate, the University-wide review committee, the college-wide review committee, and the academic unit chair.
13. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - a. Copies of the recommendation shall be transmitted to the candidate, the University-wide review committee, the college-wide review committee, the academic unit chair, and the chair of the departmental committee.
14. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - a. Copies of the recommendation shall be transmitted to the dean, school director, and academic unit chair.
15. Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 13. Procedures for Tenure of Bargaining Unit Faculty in Colleges without Departments.

A. The candidate shall be evaluated under the academic unit criteria in effect at the time of the candidate's official appointment date to the tenure track position. If the criteria have been revised since the date of the initial appointment, the candidate shall have the option to choose the original or amended criteria under which he/she shall be reviewed. Once a choice is made, the candidate may not reverse his or her decision. However, the candidate may choose each time criteria are revised and are approved by the Senior Vice President and Provost. It is the responsibility of the candidate to inform the committee in the letter of intent of the criteria set the candidate has elected to be used.

1. Bargaining unit faculty who hold the rank of assistant professor shall be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances.
2. Bargaining unit faculty who hold rank beyond that of assistant professor but without tenure, may seek and be awarded tenure without promotion.
3. Normally, indefinite tenure may be granted not later than the end of the sixth year of active service in professorial capacity at the University of Akron. See Section 2 of this Article concerning probationary periods for the granting of tenure.

B. Composition of the tenure committee.

1. Academic units without departments have two options for composing the tenure committee.
 - a. Option 1: The tenure committee shall be composed exclusively of all the tenured members of the academic unit who have completed at least one year of service at the University of Akron and who are members of the bargaining unit.
 - (i) A committee of the whole tenured bargaining unit shall serve the function of the college-wide review committee. See paragraph (E) of this Section.
 - (ii) In this case, appeals are referred to the University appeals committee.
 - b. Option 2: The tenure committee shall be composed of no fewer than five tenured bargaining unit faculty who have

completed at least one year of service at the University of Akron.

- (i) The tenured bargaining unit of the academic unit shall select the committee members according to academic unit guidelines.
- (ii) Membership shall not be by administrative appointment.
- (iii) Selections shall be made by March 15 of the spring semester preceding action.
- (iv) The college faculty shall formulate rules to add committee members from outside the academic unit to either committee if there are fewer than five eligible bargaining unit faculty in the academic unit to form the committee. These rules shall be included in the procedures of the college or school.

2. A chairperson shall be elected at the organizational meeting and shall serve for one year.
3. Committee members shall be responsible for the maintenance of minutes and the documentation of committee proceedings.
4. Persons within the college who are required to provide separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.

C. Duties and responsibilities of the tenure committee.

1. The tenure committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for tenure and shall make recommendations to the dean regarding the granting or denial of reappointment.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

- D. Duties and responsibilities of the dean.
1. The dean shall evaluate all previous recommendations and materials from the candidate's file to formulate his/her own recommendation.
 2. If the dean's recommendation differs from that of the committee, the dean shall discuss his/her recommendation with the committee.
 3. If procedural error is identified at any level, the dean may act to correct the error.
- E. Duties and responsibilities of the college-wide tenure committee are found in Section 4 of this Article.
- F. Duties and responsibilities of the University-wide review committee are found in Section 5 of this Article.
- G. Process for tenure of bargaining unit member. This process applies to candidates applying for tenure only, and for candidates applying for tenure and promotion to associate professor. The process for promotion without tenure is found in Section 14 of this Article.
1. The dean shall call an organizational meeting to elect a tenure committee chair no later than April 1 in the spring semester preceding action.
 2. The dean shall notify all candidates of their eligibility for tenure no later than April 15 in the spring semester preceding action.
 3. Eligible candidates shall submit to the dean a letter of intent to apply for tenure no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the dean.
 - a. To maintain a quality standard relative to comparable universities and colleges, review of scholarly publications and/or creative activities, external to the University is required for tenure and promotion.
 - (i) Each academic unit shall develop instructions for the external reviewers including the materials and the bases by which the materials shall be assessed.

- (ii) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the tenure committee, the academic unit chair, the school director and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
- (1) It is expected that reviewers will ordinarily be from academic institutions and;
- (aa) Shall be at or above the rank of the candidate;
- (bb) Shall be from institutions that are comparable in the discipline, for example, from institutions in or above the same Carnegie classification as the University of Akron.
- (2) Reviewers with expertise appropriate to address the candidate's meeting of the academic unit criteria, may be from other reputable external organizations relevant to the discipline, for example, from industry, business, or government.
- (iii) The committee, with the approval of the dean, shall select the reviewers to be solicited. At least one reviewer shall be from the candidate's list.
- (iv) The committee chair shall solicit the external reviews from the selected reviewers.
- (v) 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.
- (vi) 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.
- b. The candidate shall provide all materials relevant to review as determined by the academic unit guidelines to the chair of the tenure committee by such date as is set in the academic unit guidelines.
4. Each candidate eligible for tenure shall submit his/her file to the tenure committee chair no later than the second Friday of the fall semester.
 - a. The committee chair shall notify the candidate, all committee members, and the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, and the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
5. The tenure committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings.
6. The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate

considers relevant.

7. The committee chair shall inform the candidate in writing of the committee's recommendation and the supporting reasons no later than Friday of week six of the fall semester.
8. The committee chair shall transmit copies of the committee's recommendation with supporting materials to the dean no later than Friday of week six in the fall semester.
9. The committee chair shall transmit the committee recommendation to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.
10. The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
11. The chair of the University-wide review committee shall transmit the committee's recommendation to the Senior Vice President and Provost no later than Friday of week five of the spring semester, if applicable.
12. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than Friday of week one of the following spring semester.
 - a. Copies of the recommendation shall be transmitted to the candidate and to the chair of the departmental committee.
13. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - a. Copies of the recommendation shall be transmitted to the candidate, the chair of the University-wide review committee, the chair of the college-wide review committee, the academic unit chair, and the chair of the departmental committee.
14. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.

- a. Copies of the recommendation shall be transmitted to the dean, the school director and the academic unit chair.
15. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 14. Procedures for Promotion of Bargaining Unit Faculty Who Are Not Applying for Tenure.

- A. The candidate shall be evaluated under the academic unit criteria in effect either at the time of the candidate's last official promotion or the academic unit criteria in effect five years prior to the candidate's application, whichever is the most recent.
 1. Process for promotion to the rank of associate professor. The appeals process is found in Section 15 of this Article.
 - a. Bargaining unit faculty who hold the rank of assistant professor shall be awarded tenure only if they are granted promotion to associate professor at the same time, except in rare and compelling circumstances. For the combined tenure and promotion to associate professor procedures in colleges with departments, see Section 12 of this Article; for the combined tenure and promotion to associate professor procedures in colleges without departments, Section 13 of this Article.
 - b. In those rare and compelling circumstances, promotion to the rank of associate professor does not occur during the tenure year, the candidate shall be evaluated under the academic unit criteria in effect either at the time of the candidate's initial appointment date, or at the time of the candidate's tenure, or criteria in effect five years prior to the candidate's application for promotion, whichever is the most recent.
 2. Process for promotion to the rank of professor.
 - a. The candidate shall be evaluated under the academic unit criteria in effect either during the year of the candidate's last promotion or criteria in effect five years prior to the candidate's application, whichever is the most recent.

- b. A minimum of two years must elapse between the granting of the rank of associate professor and the application to the rank of professor except in rare and compelling circumstances.

B. Composition of the promotion committee.

1. The promotion committee shall be composed of all tenured members of the academic unit at or above the academic rank to which the candidate is applying. Any person on such a committee shall have served at least one year at the University of Akron in the candidate's department.
2. Persons within the college who are required to provide a separate recommendation for a specific candidate (e.g. academic unit chairs, directors of schools, deans or their designees) cannot be a member of that candidate's committee but may, at the committee's request, attend for informational purposes.
3. If there are fewer than three eligible bargaining unit faculty in the academic unit to form the committee, the college faculty who are members of the bargaining unit shall formulate rules to add committee members from outside the academic unit. These rules shall be included in the procedures of the college or school.

C. Duties and responsibilities of the promotion committee.

1. The promotion committee shall review the qualifications of any bargaining unit faculty member of the academic unit who has applied for promotion and shall make recommendations to the academic unit chair, school director, or dean regarding the granting or denial of promotion.
2. The recommendation shall include documentation of the committee's procedures, a report of the vote, and an explanation of the application of the criteria as established in this Article and the academic unit.
3. The recommendation letter shall be reviewed and approved by the committee.

D. Duties and responsibilities of the college-wide promotion committee are found in Section 4 of this Article.

E. Duties and responsibilities of the University-wide review committee are found in Section 5 of this Article.

- F. Process for promotion of bargaining unit faculty. The appeals process is found in Section 15 of this Article.
1. The academic unit chair, school director, or dean shall call an organizational meeting to elect a promotion committee chair no later than April 1 in the spring semester preceding action.
 2. Eligible candidates shall submit a letter of intent to the academic unit chair, school director, or dean to apply for promotion no later than the final instructional day of the spring semester preceding action. The candidate may withdraw his/her application at any time prior to the committee's recommendation by submitting a letter to the chair.
 - a. To maintain a quality standard relative to comparable universities and colleges, review of scholarly publications and/or creative activities, external to the University, is required for promotion.
 - (i) Each academic unit shall develop instructions for the external reviewer including the materials and bases by which the materials shall be assessed.
 - (ii) A pool of potential reviewers sufficient to guarantee three letters of external review shall be created. The candidate, the promotion committee, the academic unit chair, the school director, and/or the dean may provide names of potential reviewers. The candidate shall be apprised of the names submitted to the committee.
 - (1) It is expected that reviewers will ordinarily be from academic institutions and;
 - (aa) Shall be at or above the rank of the candidate;
 - (bb) Shall be from institutions that are comparable in the discipline, for example, from institutions in or above the same Carnegie classification as the University of Akron.
 - (2) Reviewers with expertise appropriate to address the candidate's meeting of the

academic unit criteria, may be from other reputable external organizations relevant to the discipline, for example, from industry, business, or government.

- (iii) The committee, with the approval of the dean, shall select the reviewers to be solicited. At least one reviewer shall be from the candidate's list.
 - (iv) The committee chair shall solicit the external reviews from the selected reviewers.
 - (v) 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.
 - (vi) 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.
- b. The candidate shall provide all materials relevant to external review as determined by the academic unit guidelines to the chair of the promotion committee by such date as is set in the academic unit guidelines.

3. Each candidate eligible for promotion shall submit his/her file to the promotion committee chair no later than the second Friday of the fall semester.
 - a. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and/or the dean of the location and availability of the candidate's file.
 - b. The committee chair shall notify the candidate, all committee members, the academic unit chair, the school director, and/or the dean of any additions to the file. The table of contents shall be amended to reflect any additions.
 - c. With the exception of letters of recommendation which are a result of the deliberative process, only the candidate can make additions and/or deletions to the file. Deletions shall be limited to materials submitted by the candidate. The candidate shall amend the table of contents to reflect any additions and/or deletions.
4. The promotion committee chair shall convene all meetings, other than the organizational meeting, required by the academic unit guidelines and preside at the meetings.
5. The committee chair shall invite the candidate to meet with the committee before the recommendation is made for the purpose of providing information that either the committee or the candidate considers relevant.
6. The committee chair shall inform the candidate in writing of the committee's recommendation with supporting reasons no later than Friday of week six of the fall semester.
7. The committee chair shall transmit copies of the committee's recommendation with supporting materials to the academic unit chair, school director, or dean no later than Friday of week six in the fall semester.
8. In colleges with departments, the academic unit chair shall transmit his/her recommendation and the departmental committee recommendation to the dean and to the chair of the college-wide review committee no later than Friday of week eight of the fall semester.

9. The chair of the college-wide review committee shall transmit the committee's recommendation to the dean no later than Friday of week twelve of the fall semester.
10. The chair of the University-wide review committee shall transmit the committee's recommendation to the Senior Vice President and Provost no later than Friday of week five of the spring semester, if applicable.
11. If the dean issues a positive recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week one of the following spring semester.
 - a. Copies of the recommendation shall be transmitted to the candidate and to the academic unit chair.
12. If the dean issues a negative recommendation, he/she shall transmit the recommendation to the Senior Vice President and Provost no later than December 15 or the end of week sixteen of the fall semester, whichever comes first.
 - a. Copies of the recommendation shall be transmitted to the candidate, the chair of the University-wide committee, the chair of the college-wide committee, the academic unit chair, and the chair of the department committee.
13. If the Senior Vice President and Provost issues a negative recommendation, he/she shall transmit the recommendation to the candidate no later than Friday of week nine of the spring semester.
 - a. Copies of the recommendation shall be transmitted to the dean, school director, and academic unit chair.
14. The Senior Vice President and Provost shall transmit his/her recommendation to the President. If the President approves, the recommendation is forwarded to the Board of Trustees for consideration at the April board meeting.

Section 15. Process for Appeals.

- A. After the dean has made his/her recommendation, the candidate may appeal any level of recommendation up to and including the recommendation of the Dean to the college appeals committee, if that candidate's college has an appeals committee. If no college appeals committee exists, the candidate may appeal directly to the University Appeals Committee.

In all cases, and after the Provost has made his/her recommendation, the candidate may appeal an adverse decision from the departmental committee, the department chair or school director, the college-wide review committee, the dean, the university wide review committee, or the Senior Vice President and Provost to the University Appeals Committee.

During any appeal process, the candidate may appeal only once to the University Appeals Committee. For example, should the candidate appeal the decision of the dean to the University Appeals Committee, he/she cannot then appeal the decision of the Senior Vice President and Provost.

1. Composition of the College Appeals Committee: The composition of the college appeals committee shall consist of tenured bargaining unit faculty at the rank of Professor or above, shall be determined by each college, and shall be included in the college guidelines.
 - a. No member of the departmental reappointment committee shall serve on the college appeals committee.
 - b. The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - c. The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
2. Composition of the University Appeals Committee: This committee shall be composed of one member from the tenured bargaining unit faculty at the rank of Professor or above of each degree-granting college except the School of Law, elected by its full-time bargaining unit faculty and one full-time bargaining unit faculty member at the rank of Professor or above from the university libraries, elected by its full-time bargaining unit faculty.
 - a. The role of the appeals committee is limited to determining if there was a procedural error or inadequate consideration in the reappointment process.
 - b. The appeals committee shall not evaluate the merits of the candidate's application in order to determine if the candidate has met all approved reappointment criteria.
 - c. In the case of an appeal of reappointment or tenure the

candidate will be reappointed for the following year on a terminal contract. The Board of Trustees will not be asked to consider the candidate's status until after the final disposition of the appeal.

- B. The following procedures for the College Appeals Committee shall be followed.
1. 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.
 2. The candidate's appeal shall provide a statement of specific procedural error or a claim of inadequate consideration.
 3. 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.
 4. 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.
 - a. All committee members shall read the candidate's written and signed appeal before attending the meeting.
 - b. The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
 - c. 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.
 5. If the appeal is rejected, the committee shall notify the candidate and the dean of the rationale for the decision.
 6. If the appeal is accepted, the committee shall notify the candidate, dean, and Senior Vice President and Provost.
 7. 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.

- C. The following procedures for the University Appeals Committee shall be followed.
1. The candidate shall file an appeal with the university appeals committee no later than Friday prior to the April meeting of the Board of Trustees. The written and signed appeal shall be sent to the chair of the University Appeals Committee with a copy to the dean and the Senior Vice President and Provost.
 2. The candidate's appeal shall provide a statement of specific procedural error or a claim of inadequate consideration.
 3. 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.
 4. Within seven calendar days after receiving the appeal, the chair of the university appeals committee shall hold a meeting.
 - a. All committee members shall read the candidate's written and signed appeal before attending the meeting.
 - b. The appellant shall be notified of the meeting and shall be invited to attend to answer whatever questions might arise concerning the appeal.
 - c. 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.
 5. If the appeal is rejected, the committee shall notify the candidate, the dean, and the Senior Vice President and Provost of the rationale for the decision.
 6. If the appeal is accepted, the committee shall notify the candidate, dean, and Senior Vice President and Provost.
 7. 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.
- D. 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.

- E. If an appellant believes that an adverse decision ultimately rendered on appeal by the President was caused in substantial part by a procedural error or omission either in the original decision-making process or in the appeals process and such alleged procedural error or omission was timely raised as set forth in (B)(1) of this Section, such appellant may, with the concurrence of the Akron-AAUP, appeal the matter to arbitration. This shall be done by filing a grievance, which shall be initiated at the Step 2 level and thereafter proceed to arbitration pursuant to the procedures established in Article 12 (Grievance).
- F. In any such arbitration, the arbitrator shall consider all procedural errors or claims of inadequate consideration and determine if, in their totality, they constitute substantive prejudice to the candidate.

The arbitrator shall remand the promotion or tenure decision being grieved to the point of initial error with directions as to which of the existing procedures in the Agreement or in applicable college or departmental bylaws are to be followed.

The arbitrator does not have the authority to award promotion or tenure to a bargaining unit member.

At each level where a tenure or promotion case is remanded and/or subsequently reviewed, individual and committees will duly consider all advice and recommendations of the Arbitrator on an expedited basis.

- G. In the case of a violation of the procedures, it is not intended that appointment, reappointment, promotion or tenure be awarded by default.