RTP/NTT Evaluation Timeline & Other CBA Deadlines and Processes

(see Article 13 Section 5 and Article 29 Section 5C in CBA)

Fall 2023 Dates	RTP Actions	NTT Actions
Friday of Week Two September 8, 2023	Candidate submits full application (digitized). External letters due to RTP Committee Chair	Candidate submits full application (digitized).
Friday of Week Five September 29, 2023	Deadline for candidate's file additions (See CBA 3.B.2)	NA
Friday of Week Six October 6, 2023	RTP Committee sends recommendation to candidate and academic unit chair/director	NTT Evaluation Committee sends recommendation to candidate and academic unit chair/director
Friday of Week Seven October 13, 2023	Membership of all college-wide and the University-wide appeals committees finalized	NA
Friday of Week Eight October 20, 2023	Academic unit chair/director sends recommendation to candidate and dean	Academic unit chair/director sends recommendation to candidate and dean
Friday of Week Twelve November 17, 2023	College-wide-review committee provides recommendation for tenure and/or promotion cases, with copy to all concerned	NA
Friday of Week Sixteen December 17, 2023	Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and RTP Committee Chairs	Dean forwards negative recommendations to candidates and the Provost, with copy to appropriate academic unit chairs/directors and NTT Evaluation Committee Chairs
Spring 2024 (see CBA for details)	Positive recommendations from Dean to Provost in Wk2. Provost forwards negatives Wk5 and positives to President and BOT on 1st Wednesday of April. BOT votes on 4th Wednesday of April.	Positive recommendations from Dean to Provost in Wk2. Provost forwards negatives Wk5 and positives to President and BOT on 1st Wednesday of April. BOT votes on 4th Wednesday of April.

Contents for RTP and NTT Evaluation Files

Artifact	RTP Files	NTT Evaluation Files
Table of Contents	Required by CBA	Recommended
Candidate narrative addressing all relevant criteria	Required by CBA	Strongly Recommended
Current vita	Required by CBA	Strongly Recommended
All previous RTP letters and initial appt letter	Required by CBA	Recommended
Evidence of effective teaching	Required by CBA	CBA Required
Evidence of scholarship and/or creative activity	Required by CBA	CBA Required if in current LOA
Evidence of Service	Required by CBA	CBA Required if in current LOA
Copy of relevant unit guidelines & criteria	Required by BCAS	Required by BCAS
At least 3 external review letters added by RTP Chair	Required for T/P	NA

March 15: Directors and Chairs hold organizational meetings to elect chairs of RTP and NTT Evaluation Committees

April 1: Directors and Chairs send letters of notification to candidates

April 15: Candidates for T/P send letter of intent to director/chair, including materials for external reviewers and a list of at least 3 potential external reviewers.

RTP Review

RTP Committee: "All tenured bargaining unit members of the academic unit who have completed at least one year of service at the university…are eligible to serve on reappointment and tenure committees. Only those tenured and with rank above that of the candidate may serve on promotion committees." NOTE: Please remind committees that we expect them to use the letter template found in the BCAS Chair and Directors Team in the Templates folder.

Fall of Year One: no review
Fall of Years Two, Three, and Five: review by unit, unit leader, and dean…and by provost if any of the preceding recommendations is negative
Fall of Year Four: review by unit, unit leader, dean, and provost
Fall of Year Six: candidates submit application for tenure and promotion. Review by unit, unit leader, college, dean, and provost

Criteria: Unit guidelines and "any additional expectations that may have been expressed in the candidate's initial appointment letter." (Article 13 Section 6E8)

NTT Evaluation

NTT Evaluation Committee: "In each department or school, all NTT faculty of a higher rank and all tenured faculty shall constitute the NTT Evaluation Committee." Every NTT receives a new letter of appointment (LOA) annually for years 1-6 and after that at the end of each 3-year or 5-year contract thereafter and any time there is a change in duties or promotion. The spring prior to any fall where an NTT will get a new LOA (see previous sentence), that NTT must submit a **Letter of Intent** to their chair or director by April 15.

Fall of Year One: no review.
Fall of Years Two and Three: File submitted for annual review by unit, unit leader, dean…and by provost only if any of the proceeding recommendations is negative.
Years Four-Five: Director/Chair provides colleague with written performance feedback. No files submitted.
Year Six: File submitted and full review for reappointment and promotion to associate (3-yr contract) starts in fall by unit, unit leader, dean, and provost (29Sect5B5).
Years Seven-Eight: Director/Chair provides written feedback in years seven and eight. No files submitted.
Year Nine: File submitted and full review for reappointment and promotion to professor (if the colleague chooses to seek promotion) in fall of year nine by unit, unit leader, dean, and provost. If a

colleague seeks reappointment as an associate, file submitted for full review to seek reappointment to another 3-year contract.

Subsequent Years: During the term of each contract the Director/Chair provides annual written feedback. In fall of the final year of a three-year or five-year contract where a promotion to professor (5-year contract) or reappointment as associate (another 3-year contract) is sought a file is submitted and reviewed by unit, unit leader, dean, and provost. Reappointment is presumed at the end of each five-year contract for professors (no file submitted) unless there is a documented performance problem of change or university need.

Criteria: "The duties specified in the current letter of appointment form the basis for evaluation of NTT faculty." (Article 29 Section 5E-F, page 126) NTT letters can include teaching, research, and/or service. "It is expected that the bulk of their duties will be sharing expertise with and/or teaching students." (Article 29 Section 4A)

Institute for Teaching & Learning (ITL)

For information and expectations on how to digitize RTP/NTT files go to our ITL page:

https://www.uakron.edu/itl/

And click on "The Digital RTP and NTT Evaluation" as shown in the image pasted below.

NOTE: *Please remind your faculty* that when the CBA says we are required to include our *'initial letter of appointment'* in our file, it means our **initial offer letter** from the Dean, which includes salary, startup, and other expectations. It does NOT mean the Certificate of Appointment issued by the board.

Merit Review Spring 2023 (Article 16)

The format of the faculty file is determined by unit merit guidelines. At the end of the process the chair/director should retain all scores in unit files (since three-year averages can be used) and summarize that data in the spreadsheet provided by the Dean's Office. This is a process to review work done in the previous *calendar* year.

Faculty merit reports are due to director/chair by week 3 in the spring (**January 27, 2023**)**.**

Unit guidelines are on the OAA page:
https://www.uakron.edu/oaa/faculty-affairs/merit-guidelines

Directors/Chairs evaluate teaching, research, and service as "(1) unsatisfactory, (2) satisfactory, (3) meritorious, (4) outstanding, or (5) extraordinary" and the CBA requires them to "provide a written evaluation to the faculty member by the end of week eight" (**March 3, 2023**).

Faculty can disagree with your evaluation in a written rebuttal due to the director/chair by the end of week ten (**March 17, 2023**). Director/Chair sends each faculty member a final copy of their evaluation, copying the Dean, by the end of week thirteen (**April 14, 2023**). Faculty can appeal to the Dean by week fifteen (**April 28, 2023**).

PDL (Article 18)

The CBA requires PDL applications be submitted to unit director or chair before **October 1**. Unit director or chair recommendations are due to the dean's office by **October 8**. The dean's recommendations are due to the provost by November 8. The CBA says that the provost 'shall approve or deny…by December 8, whenever possible.'

The PDL application form/cover page can be found here: https://www.uakron.edu/oaa/faculty-affairs/ Click on Faculty Affairs and then on the Governance tab.

Distinguished Professor (Article 22)

Applications were due to director/chair by Monday after Spring Break (**March 27, 2023**). The committee requested external letters by the end of the spring term. The Committee reviews materials in the fall (2/3 favorable vote required for a positive recommendation) and the committee letter is due to the director or chair by Friday of Week 6 in the fall (**10/6**).

Director recommendation is due to the Dean by Friday of Week 8 (**10/20**). The college committee then convenes, and their letter is due to the Dean by Week 12 (**11/17**). The Dean's recommendation is due to the provost before the end of the fall semester.

Conflict of Interest Forms

The conflict of interest disclosure form can be found here: https://www.uakron.edu/oaa/faculty-affairs/ Click on Faculty Affairs and then the Conflict of Interest Disclosure tab. Each individual faculty member completes their disclosure form online and submits it electronically (going directly to OAA). Those that need to be reviewed are then sent to us from OAA.

These can (and should) be updated and resubmitted anytime a colleague's situation changes, but they are also due annually before **May 1** in the spring.

Workload Letters

Request that your faculty submit their written research proposal in the fall and then meet to discuss a draft workload letter. Final workload letters should be completed before the **end of the spring** semester and are filed in the unit. You will share with our office the information from these for your entire unit on the spreadsheet we send to you in the spring. This spreadsheet should also be returned to our office before the **end of the spring** semester.