

IMPORTANT: See Memorandum of Understanding at the end of this Article

**ARTICLE 29**  
**REAPPOINTMENT AND PROMOTION OF COLLEGE LECTURERS AND**  
**INSTRUCTORS**

- A. College Lecturers and Instructors are non-tenure track (NTT) faculty whose positions are distinct from visiting positions that have an express limit of employment specified at the time of hire. The expectation for NTT positions is that they will continue as long as the University identifies the need for them, and that if the University's needs or goals change, such positions may be modified or eliminated. NTT faculty holding a three (3) year appointment may reasonably expect that they will not be terminated without just cause. However, satisfactory performance cannot guarantee reappointment.
- B. NTT faculty are categorized into three (3) rank levels. The initial ranks are College Lecturer and Instructor, the intermediate ranks are Associate College Lecturer and Associate Instructor, and the highest ranks are Senior College Lecturer and Senior Instructor. Faculty holding a College Lecturer rank shall have no duties besides teaching, while faculty holding an Instructor rank shall have teaching duties as well as service and/or research duties appropriate to the current needs of the academic unit. The specific duties of College Lecturers and Instructors shall be specified clearly in the appointment letter.
- C. NTT faculty holding a College Lecturer rank shall have a teaching load of twelve (12) credit hours per semester or twenty-four (24) credit hours per academic year. NTT faculty holding an Instructor rank shall have a reduced teaching load, with the balance reserved for service and/or research duties as specified in the appointment letter, but not to exceed a total workload equivalent of twelve (12) credit hours per semester or twenty-four (24) credit hours per academic year. In addition, this Agreement's overload policy (Article 16, Section 10) applies to these positions.
- D. Faculty at the initial and Associate ranks are appointed annually, following the evaluation process outlined below. Faculty at the Senior ranks are appointed for three (3) year terms, subject to the evaluation process outlined below and contingent upon the conditions of the appointment letter. Continued reappointment for longer than six (6) years shall not constitute de facto tenure.
- E. The appointment letter shall specify the length and conditions of employment for the duration of the appointment. These conditions shall include the credit load of teaching, service and/or research expected of the faculty member, and may vary from one (1) appointment cycle to the next.

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If the needs of the academic unit change sufficiently from one (1) appointment cycle to the next, or within an appointment cycle, a faculty member may be reclassified from College Lecturer to Instructor or vice versa; from Associate College Lecturer to Associate Instructor or vice versa; or from Senior College Lecturer to Senior Instructor or vice versa. Recommendation for reclassification shall be made by the academic unit chair/director, in consultation with the academic unit tenured faculty and the faculty member, and must have the approval of the dean and the Provost. Under normal circumstances, such reclassification shall not occur more than once every three (3) years.

- F. General Considerations concerning the Reappointment and Promotion Process:
1. All academic units shall follow University-wide procedures for reappointment and promotion in Article 13, Section 8 and adhere to the timelines in Article 13, Section 7 when conducting a performance evaluation or considering a promotion application;
  2. The criteria to be considered for evaluation for reappointment and promotion are the same as those described in Article 13, Section 3(b) for tenure track faculty. Faculty in the College Lecturer ranks are evaluated for teaching performance. Professional activities submitted by the faculty member may also be considered in the evaluation. Faculty in the Instructor ranks are evaluated for the combination of teaching, research and service specified in the appointment letter covering the time period under consideration;
  3. The tenured faculty of the academic unit shall constitute the NTT Evaluation Committee. If there are fewer than three tenured members in the academic unit, the bargaining unit members of the academic unit shall formulate rules to add committee members so that there are three (3) members for the committee. The academic unit chair/director shall call an organizational meeting where the committee shall elect a chair from its members;
  4. The candidate's file shall include quantitative and qualitative evidence of teaching performance, as described in Article 13, Section 3(E), and in the case of faculty in the Instructor ranks, shall also include evidence of service and scholarly achievement, as appropriate;
  5. There is no external review process for reappointment or promotion of NTT faculty.

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**G. Process for Evaluation and Reappointment**

1. The evaluation and reappointment process shall follow the timelines in Article 13, Section 7. Performance evaluations shall be conducted in the fall semester in parallel with the RTP process for tenure track faculty.

2. Evaluation Schedule

a. NTT faculty in their first (1<sup>st</sup>) year may be reappointed for a second (2<sup>nd</sup>) year by recommendation of the academic unit chair/director.

b. NTT faculty shall undergo initial performance evaluations at the beginning of their second (2<sup>nd</sup>) and third (3<sup>rd</sup>) full academic years. The period of performance to be evaluated for the second (2<sup>nd</sup>) year evaluation is the previous academic year. The period of performance to be evaluated for the third (3<sup>rd</sup>) year evaluation is the previous two (2) academic years.

c. Thereafter, NTT faculty shall undergo a full performance evaluation every three (3) years - at the beginning of their fourth (4<sup>th</sup>), seventh (7<sup>th</sup>), tenth (10<sup>th</sup>), and so on, full academic years. The period of performance to be evaluated is the three (3) previous academic years.

d. NTT faculty between full performance evaluations shall be reappointed by the academic unit chair/director.

e. The only difference between an initial performance evaluation and a full performance evaluation is the period of performance under evaluation.

f. At the conclusion of each initial or full performance evaluation, the NTT faculty member shall be provided with a written summary of the performance evaluation's outcome and conclusions.

3. Reappointment Issues

a. NTT faculty at the initial and associate ranks are appointed annually. Reappointment decisions are made by the academic unit chair/director with consideration of the results of initial or full performance evaluations, as well as continuing programmatic need and budgeted resources.

**This section G and all references to timelines are replaced and supplanted by the schedule detailed in the NTT MOU. See the MOU attached to the end of this article.**

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These decisions are subject to approval by the dean and the Provost.

- b. Faculty at the senior ranks are appointed to three (3) year terms, contingent upon the conditions of the appointment letter. Annual reappointment decisions within three (3) year terms are made by the academic unit chair/director with consideration of the results of the full performance evaluation, as well as continuing programmatic need and budgeted resources. The academic unit chair/director shall submit his/her recommendation to the dean for approval in accordance with the timelines and procedures in Article 13.
  - c. When any NTT faculty member is not to be reappointed, the University shall provide him/her a written explanation as to the reason(s).
- H. College Lecturers and Instructors are eligible to be promoted to Associate College Lecturer or Associate Instructor at the time of the second (2<sup>nd</sup>) full performance evaluation, after six (6) full years of service, or having taught sufficient credit hours at the University as specified in subsection (J) below. Promotion shall be granted with a satisfactory evaluation and approval of the academic unit chair/director and the dean and Provost.
- I. Process for Promotion to Senior Ranks
1. Associate College Lecturers and Associate Instructors are first (1<sup>st</sup>) eligible to be promoted to Senior College Lecturer or Senior Instructor at the time of the third (3<sup>rd</sup>) full performance evaluation, after nine (9) full years of service. A request for consideration for promotion may be made in any year after this.
  2. Associate College Lecturers and Associate Instructors who wish to apply for promotion must submit a letter of intent by April 15 to the academic unit chair/director, and must submit an application letter with supporting documentation to form the promotion application file by the end of the second (2<sup>nd</sup>) week of the fall semester.
  3. An application for promotion to Senior College Lecturer or Senior Instructor shall normally be considered as part of the triennial performance evaluation at nine (9) years of service. The evaluation committee shall submit its recommendation to the academic unit chair/director. The committee's recommendation may be "unsatisfactory performance," "satisfactory performance but not recommended for promotion," or "more than satisfactory performance and recommended for promotion." The committee's

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recommendation I shall include commentary on the faculty member's performance, including suggestions for achieving promotion (if appropriate). The committee's recommendation shall be provided to the faculty member.

4. In response to applications for promotion submitted between triennial reviews, the evaluation committee shall submit to the academic unit chair/director its favorable or unfavorable recommendation. The committee's recommendation shall be provided to the faculty member.

**J. Initial Hire**

1. Initial appointment at the Associate or Senior ranks may occur if the experience of the individual and needs of the department warrant such consideration and the academic unit chair/director, the dean and the Provost approve.
2. Former part-time instructors with teaching experience at the University who have been hired into full-time service shall be credited with equivalent full-time years of service at the rate of twenty-four (24) credit hours per year. This credit shall be used only for scheduling the performance evaluations. For example, an individual with fifty (50) credit hours of teaching experience hired as a College Lecturer shall be credited with two years of experience and shall undergo the second initial performance review in their first (1<sup>st</sup>) year of full-time service.

- K.** Nothing in this Agreement shall create either special advantage for or detriment to NTT faculty members in applying for appointment to available tenure-track positions for which they are qualified. A NTT faculty member may apply and compete for such opportunities as they become available on the same basis as all other qualified candidates from within or outside the University, and without jeopardy to the NTT appointment he/she currently holds.

Similarly, nothing in this Agreement shall either guarantee, or preclude the University from offering, a tenure-track appointment to a NTT faculty member during the term of his/her appointment, consistent with the fulfillment of the criteria, procedures and policies for making appointments to such positions.

**L. Implementation**

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The performance evaluation schedule for existing NTT faculty shall be implemented beginning in the fall 2010 semester and shall be based on previously accumulated years of service: NTT faculty beginning their second (2<sup>nd</sup>) or third (3<sup>rd</sup>) full academic year shall undergo an initial performance evaluation, and NTT faculty beginning their fourth (4<sup>th</sup>), seventh (7<sup>th</sup>), tenth (10<sup>th</sup>), or so on, full academic year shall undergo a full performance evaluation.

College Lecturers and Instructors who are eligible for promotion to associate rank shall be considered for such in fall 2010. Those who are eligible for direct promotion to senior rank may submit a letter of intent in spring 2010 and apply in fall 2010. These promotions will be effective beginning in fall 2011.

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MOU: Article 29 NTT Faculty Reappointment and Promotion

**MEMORANDUM OF UNDERSTANDING**

**Clarification of Article 29 Reappointment and Promotion of College Lecturers and Instructors**

1. **Timeline for Evaluations and Promotions:** The University of Akron and Akron-AAUP agree that the intent of Article 29 is to provide promotion of Instructors and College Lecturers to the rank of Associate Instructor or Associate College Lecturer effective in the 7<sup>th</sup> year of full-time service; and to allow the possibility of promotion from Associate to Senior Instructor or Senior College Lecturer effective, if approved, in the 10<sup>th</sup> year of full-time service. The timeline and dates referred to in Article 29 sections F 1 and G 2 inadvertently do not produce this result and effectively delay promotion until the 8<sup>th</sup> and 11<sup>th</sup> years. The table of events below addresses this issue and is the timeline that will be used for reappointment and promotion of Non Tenure-Track faculty. The only matters affected by this are the dates and timeline for reappointment and promotion.

a. **First Implementation:** NTT faculty newly hired for AY 2010-2011 will follow the schedule below.

NTT faculty employed during AY 2009-2010 will have been notified of reappointment decisions for 2010-11. They have already submitted letters of intent to seek reappointment for AY 2011-2012 and need not do so again as prescribed in the table below. The next performance evaluation of current employees will take place in Spring Semester, 2011.

<b>NTT Faculty Appointment Year (inclusive of previous part-time service at U of A)</b>	<b>Actions Required</b>
1 <sup>st</sup> Full Academic Year	<p><b>Fall Semester:</b> On or before last instructional day Instructors/College Lecturers seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p> <p><b>Spring Semester:</b> Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
2nd Full Academic Year	<b>Fall Semester:</b> On or before last instructional day

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	<p>Instructors/College Lecturers seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p><b>Spring Semester:</b> Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>3<sup>rd</sup> Full Academic Year</p>	<p><b>Fall Semester:</b> On or before last instructional day Instructors/College Lecturers seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
<p>3<sup>rd</sup> Full Academic Year</p>	<p><b>Spring Semester:</b> Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>4<sup>th</sup> and 5<sup>th</sup> Full Academic Years</p>	<p><b>Fall Semester:</b> On or before last instructional day Instructors/College Lecturers seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
<p>4<sup>th</sup> and 5<sup>th</sup> Full Academic Years</p>	<p><b>Spring Semester:</b> No evaluation required. Department Chair/Dean initiates reappointment process.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>

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6 <sup>th</sup> Full Academic Year	<p><b>Fall Semester:</b> On or before last instructional day Instructors/College Lecturers seeking reappointment for the next AY at the rank of Associate Instructor/College Lecturer send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p><b>Spring Semester:</b> Faculty dossier/files in support of reappointment and promotion are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation of performance in years 4, 5 and 6 by end of week 6. <b>Reappointment in year 7 will be at the rank of Associate Instructor/College Lecturer.</b></p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
7 <sup>th</sup> and 8 <sup>th</sup> Full Academic Years	<p><b>Fall Semester: Reappointment in year 7 is at Rank of Associate Instructor/College Lecturer.</b></p> <p>On or before last Instructional day Associate Instructors/College Lecturers seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p><b>Spring Semester:</b> No evaluation required. Department Chair/Dean initiates reappointment process.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
9 <sup>th</sup> Full Academic Year	<p><b>Fall Semester:</b> On or before last instructional day Associate Instructors/College Lecturers seeking reappointment for the next AY <b>or seeking reappointment and promotion to the rank of Senior Instructor/College Lecturer send letters of intent to academic unit chairs/directors or deans in colleges without departments.</b></p>
	<p><b>Spring Semester:</b> Faculty dossier/files in support of</p>

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	<p>reappointment and promotion are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation of performance in years 7, 8 and 9 by end of week 6. Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>10<sup>th</sup> Full Academic Year</p>	<p><b>Fall Semester: Rank of Senior Instructor/College Lecturer, if approved, is in effect.</b></p> <p>Letters of intent to seek reappointment due by last instructional day of the semester.</p> <p>Associate Instructors/College Lecturers seeking reappointment for the next AY at the rank of Senior Instructor/College Lecturer send letters of intent by the last instructional day of the semester to academic unit chairs/directors or deans in colleges without departments.</p>
	<p><b>Spring Semester: No evaluation required unless Associate Instructor/College Lecturer seeks promotion to rank of Senior Instructor/College Lecturer. In such cases faculty dossier/files in support of promotion are due to the chair of the evaluation committee by the end of week 2 and the department/unit evaluation committee completes evaluation by end of week 6.</b></p> <p>If no promotion is sought department Chair/Dean initiates reappointment process.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>Subsequent to the years itemized here reviews are conducted in years 12, 15, etc. Associate Instructors/College Lecturers who have not been promoted to rank of Senior in year 10 may apply for such promotion in any year.</p>	

2. **Composition of NTT Evaluation Committees:** Article 29 F 3 states "The tenured faculty of the academic unit shall constitute the NTT Evaluation Committee. If there are fewer than three tenured members in the academic unit, the bargaining unit members of the academic unit shall formulate rules to add committee members so that there are three (3) members for the committee."

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The University of Akron and Akron-AAUP agree that in such cases these additional members may be non-tenured tenure-tracked faculty within the academic unit or Senior non-tenure track faculty within the academic unit who are not themselves under review, or tenured faculty outside the academic unit, as designated by the academic unit's rules. Non-tenured tenure track faculty on these committees should have completed at least one full year of service.

For academic units with no tenured or tenure-track faculty or Senior non-tenure track faculty, the college in which the academic unit resides may assign this evaluation to an existing college committee created for RTP purposes, such as a College Wide Review Committee, or may form a new evaluation committee of three tenured faculty from within the college, selected by lottery.

#### 3. Criteria for Reappointment and Promotion

It is not necessary for departments and units to compose additional formal guidelines for evaluation and promotion of non-tenure-track faculty. The specific duties of each NTT faculty member are to be identified in each appointment letter and may differ between faculty members and from year to year according to the needs of the department or school. The terms of the letter of appointment form the basis for evaluation of NTT faculty.

#### 4. College Lecturers and Instructors

The language in Article 29 paragraph B (e.g. "college lecturers shall have no duties besides teaching") is intended to distinguish the roles of College Lecturer from those of Instructor and is not intended to alter the currently defined duties and responsibilities of these ranks.

In particular, unless otherwise defined in individual letters of assignment or certificates of appointment, Instructors generally have a full range of responsibilities to academic units including teaching, research and other creative professional work; service to department, college and university; and public service related to their areas of expertise.

For College Lecturers the number of preparations shall be limited to three different preparations per semester. Workload may include instructional support activities related to a specific course, but shall not normally include more general administrative responsibilities of the undergraduate curriculum. Examples of general administrative responsibilities include, but are not restricted to, undergraduate advising or laboratory administration. College Lecturer participation on unit committees shall be limited to committees related to instructional activities.

NTT faculty required to engage in more general administrative responsibilities or other activities, such as scholarly research or college level service committees, must be classified as Instructors and must receive an appropriate teaching load credit to support those activities.

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MOU: Article 29 NTT Faculty Reappointment and Promotion

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be made effective this 26 day of Sept., 2010.

THE UNIVERSITY OF AKRON

Sidney C Jostey  
Witness

By: Sam M. Horn

THE AMERICAN ASSOCIATION OF  
UNIVERSITY PROFESSORS,  
UNIVERSITY OF AKRON CHAPTER

Edo M. Man, II  
Witness

By: J. Michael Cherry