

**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.

NTT Faculty Appointment Year (inclusive of previous part-time service at U of A)	Actions Required
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	<p><b>Fall Semester:</b> On or before last instructional day</p>

*Done 9-7-10  
DWR 9/7/10*

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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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<p>6<sup>th</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 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>
<p>7<sup>th</sup> and 8<sup>th</sup> Full Academic Years</p>	<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>
<p>9<sup>th</sup> Full Academic Year</p>	<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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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

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Witness

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THE AMERICAN ASSOCIATION OF  
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