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Guidelines for initial appointment of law school faculty by the board of trustees. The following constitute the categories of full-time faculty of the university of Akron school of law and the responsibilities of those within each category:

(1) Tenured and tenure-track law school faculty.

- (a) The tenured and tenure-track faculty of the law school is composed of all full time law school faculty who have been awarded indefinite tenure or are eligible to be awarded indefinite tenure. Such faculty hold the rank of professor, associate professor, or assistant professor or the title of distinguished professor.**
- (b) Members of the tenured or tenure-track law school faculty generally have a full range of responsibilities, including teaching, research, scholarship and other creative professional work, and service to the unit, the university and the public.**

(2) Non-tenure-track law school faculty (NTTLS faculty).

- (a) The non-tenure-track law school faculty comprises all clinical professors of law and professors of legal writing. Such faculty hold the title of clinical professor of law, associate clinical professor of law, assistant clinical professor of law, professor of legal writing, associate professor of legal writing, or assistant professor of legal writing. The expectation for NTTLS faculty positions is that the positions 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.**
- (b) Members of the non-tenure-track law school faculty generally have a full range of responsibilities, including teaching, research, scholarship and other creative professional work, and service to the unit, the university and the public, to the extent determined appropriate by the law school.**

(B) Nature of appointment of full-time school of law faculty.

Without limiting the authority of the board as conferred and defined by law to act in such matters upon its own motion, the following principles and rules shall govern the appointment and position status of school of law faculty:

- (1) University school of law faculty shall be appointed by the board upon recommendation of the president of the university. The appointment shall**

normally be for an initial period of one year, but the board may make the initial period longer than one year in appropriate circumstances, as determined by the board.

- (2) Unless the university has awarded tenure or a fixed-term contract, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable each academic year at the discretion of the university.
- (3) Non-tenure-track law school faculty shall be subject to annual reappointment and shall receive annual notices of reappointment if their continued service is desired,

(C) Procedures for initial appointment of school of law faculty.

- (1) The dean shall submit a request for a faculty position to the provost. This request shall include: a strategic rationale for the position; its relationship to the goals and direction that the university is pursuing; a description of the duties and responsibilities of the position; and a suggested makeup of the search committee membership with a rationale that takes into account the areas of academic expertise of the suggested committee members with respect to the areas upon which the search is concentrated.
- (2) The provost (or designee) may seek further information or clarification from the dean. Approval of a position request may include modifications to the request,

- (d) The dean shall make a separate recommendation with regard to which candidates to recommend for appointment/rank/tenure, and both recommendations shall be forwarded to the provost by the dean.
 - (e) If the provost approves making offers to any of the candidates recommended for appointment, that information shall be transmitted to the dean. Otherwise, the search will either be reopened, or declared failed, by the provost. If approval to make an offer to a candidate is granted, the candidate may be contacted by the dean and offered employment at the university pending approval of the board. The provost's approval of, and countersignature on, all letters of offer are required.
 - (f) The appointment of faculty members is subject to the approval of the board. 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. All offers of employment shall be subject to this condition.
- (D) Reappointment and tenure.
- (1) All full-

- (c) A candidate's application for indefinite tenure shall normally be initiated during the tenth full semester of active service. For faculty starting at the beginning of the fall semester, the application will be made at the beginning of their eleventh semester.
- (d) In cases where there are clearly extenuating circumstances, the probationary period may be extended by one year provided that the request is initiated by the candidate, recommended by the dean, and approved by the provost.
- (e) Faculty must have U. S. citizenship or permanent residency to receive tenure. The university shall in good faith endeavor to petition for such status for those individuals who need it, and to extend the probationary period for those tenure candidates whose applications for permanent residency have not yet been approved.
- (f) Early tenure may be granted before the sixth year, contingent upon the candidate's successful completion of the following criteria:
 - (i) The candidate shall have completed at least two years of active service at the university before application for early tenure can be made.
 - (ii) The candidate must at least meet the minimum school of law criteria for tenure.
 - (iii) The school of law tenure committee shall vote to determine if the candidate may apply for early tenure. The decision of the tenure committee is final

- (a) Scholarship and/or creative activity as appropriate to the school of law 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 development.
- (c) Professional recognition.
- (3) Quality of service.
 - (a) To professional organizations, including leadership positions.
 - (b) To the university.
 - (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) Adherence to the "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 on professional ethics published by the American association of university professors.
 - (h) Disseminated codes of conduct and ethics as defined by relevant professional disciplines.
 - (i) Professional responsibilities as set out in university rules.
- (F) The law school shall develop individual criteria for reappointment, tenure, and

promotion.

- (1) The school of law guidelines shall be available in the office of the dean and the office of the provost.
- (2) The guidelines shall comply with the applicable provisions of this rule.
- (3) The guidelines shall enumerate the specific materials that are to be included in the candidate's reappointment, tenure, long-term appointment, and promotion file.
- (4) The school of law guidelines shall enumerate clear and specific minimum criteria that a candidate must meet to be recommended for reappointment, tenure, long-term appointment, or promotion. Such criteria may include both quantitative and/or qualitative criteria relevant to the school of law.
- (5) The school of law may permit promotion to associate professor before tenure. If so, the school of law guidelines shall enumerate clear and specific minimum criteria that a candidate must meet to be recommended for such a promotion. However, such a promotion to associate professor does not guarantee a subsequent recommendation for tenure.
- (6) The school of law guidelines shall enumerate clear and specific minimum criteria that clearly distinguish the requirements of the professor rank from those for obtaining tenure.

included in the committee recommendation.

- (2) For the purposes of RTP for the faculty member, a simple majority vote in the affirmative, at the minimum, is necessary for adoption. School of law guidelines may specify additional requirements for a minimum affirmative vote beyond a

(M) Calendar of events.

(1) Timeline.

Date(s)	Action Required
By March 15	School of law dean holds organizational meetings to elect chairs of the RTP committees
By April 1	School of law dean sends letters of notification to candidates
By April 15	Candidates send letters of intent to school of law dean - for tenure and promotion applications, the letters of intent shall be accompanied by materials for external reviewers and a list of at least three potential external reviewers submitted by the candidates
Friday of spring semester finals week Friday of week two of fall semester	Materials sent to external reviewers

included in the candidate's file.

- (b) Extension of the deadline at any level does not automatically extend future deadlines.

(N) RTP procedures.

- (1) Candidates who are applying for reappointment, tenure, long-term appointment, or promotion to associate professor shall be evaluated under the school of law criteria in effect at the official date of appointment to the candidate's current 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/her decision. However, the candidate may choose each time criteria are revised and are approved by the 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.
- (2) Candidates who are applying for promotion to professor shall be evaluated under the school of law criteria in effect either at the time of the candidate's last official promotion or the school of law criteria in effect five years prior to the candidate's application, whichever is more recent.
- (3) Composition of RTP committees: All tenured faculty of the school of law who have completed at least one year of service at the university, including those whose tenure has been approved by the board but whose tenure has not yet become effective, 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. Distinguished professors are eligible to serve on all RTP committees.
- (4) A chairperson, or co-chairs if the committee chooses, shall be elected at the organizational meeting and shall serve for one year. If co-chairs are elected, the duties of the chair shall be divided between the co-chairs. In the remainder of this section, the term "committee chair" refers to the chair or co-chairs.
- (5) Committee members shall be responsible for the maintenance of minutes and the documentation of the committee proceedings.
- (6) Persons within the college who are required to provide a separate recommendation for a specific candidate (e.g. school of law dean or his/her designees) cannot be a member of that candidate's committee, but may, at the committee's request, attend for informational purposes.
- (7) All committee members must review the file and participate in delib

- (5) Each candidate eligible for reappointment, tenure and/or promotion shall submit his/her RTP file to the appropriate committee chair per the timelines above.
- (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 RTP file. The table of contents shall be amended to reflect any additions.
 - (c) With the exception of the recommendation letters 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 material (dc(b to9(mbc)-4(m)b to9(-4(m)b -2(t)

- (7) The RTP committee chair shall invite the candidate to meet with the committee before the recommendation is made.
- (8) The RTP committee chair shall inform the candidate in writing of the committee's recommendation per the timelines above. Reappointment letters shall include a statement of how the candidate can enhance performance toward meeting the goal of tenure and promotion.
- (9) The RTP committee chair shall transmit copies of the committee's recommendations and the candidate's RTP file to the school of law dean per the timelines above.
- (10) The dean shall transmit his/her recommendation to the provost along with the candidate's RTP file per the timelines above with a copy to the candidate, and the relevant committee chair.
- (11) The provost shall transmit his/her recommendation to the candidate per the timelines above with a copy to the dean and the chair of the committee involved.

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

(3) The nominee shall provide his/her file to this committee, which shall include:

- (a) Current vita;
- (b) Narrative statement of qualifications;
- (c) Supporting documentation which may include letters of support solicited by the nominee;
- (d) A proposed list of external reviewers, with at least six entries;
- (e) School of law criteria for distinguished professor;
- (f) Letters of recommendation by the d/P <</97 TdT bTw .09 -0 Td ()Tj foupporay1(r)-17(

the nominee with a statement indicating the rationale for the rejection;

- (d) The committee shall forward its positive recommendations to the provost by April first.
- (5) Procedures of the school of law distinguished professor recommendation committee may include, but are not limited to the following:
 - (a) The committee may interview the dean;
 - (b) The committee may interview the candidate;
 - (c) The provost shall forward each recommendation, with his/her recommendation, to the president. If the president approves, the recommendation is forwarded to the board for consideration at the next board meeting. Once approved by the board, the title becomes effective at the beginning of the following fall semester;
 - (d) The successful candidate(s) shall be recognized by the university community at an appropriate public event.
- (6) A compensatory award shall be added to the successful nominee's base salary.

Effective: 01/31/2015

Certification: Paul A. Herold ~~Ted A. Mallo~~
Secretary
Board of Trustees

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