



# **FULL-TIME NON-TENURE TRACK FACULTY PROMOTION**

**A GUIDE FOR ADMINISTRATORS,  
FACULTY AND STAFF  
2023-2024**

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## FTNTT PROMOTION REVIEW: GENERAL OBSERVATIONS

*A promotion is recognition of a bargaining unit member's sustained contributions and distinguished service to the University. During academic year [2023-2024], bargaining unit members who have completed five (5) consecutive years of employment and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review or any year thereafter. Normally, FTNTT Faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five (5) full years in rank as an Associate Lecturer/Associate Professor.*

[Full-time Non-tenure Track Collective Bargaining Agreement](#), effective August 23, 2020

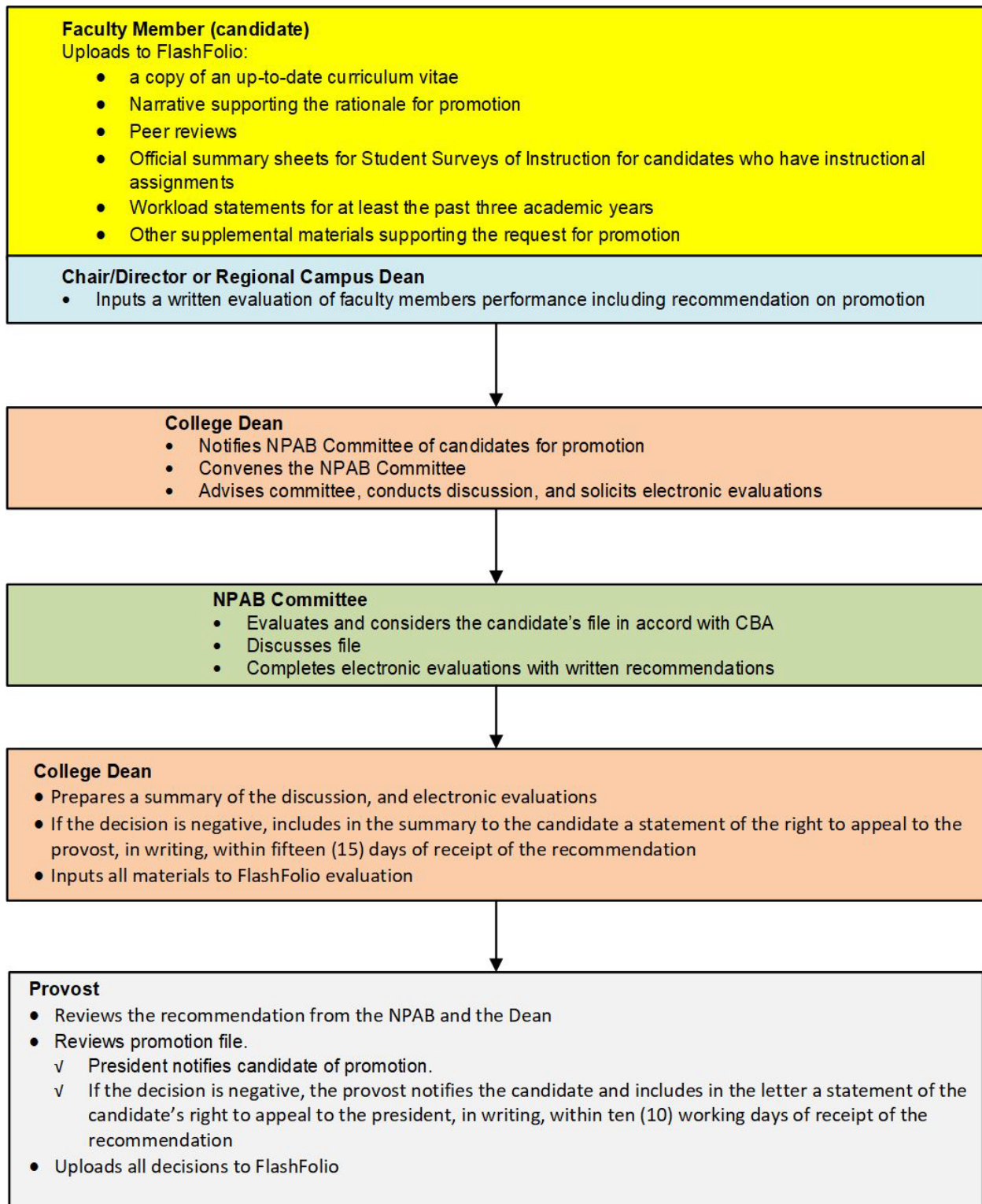
- Faculty who stand for promotion will be evaluated by a College Non-tenure Track Promotion Advisory Board (NPAB) comprised of three (3) full-time non-tenure track faculty members from the Kent Campus who, when possible, hold at least the rank of Associate Professor or Associate Lecturer and, if applicable, two (2) full-time non-tenure track faculty members from the Regional Campuses who, when possible, hold at least the rank of Associate Professor or associate lecturer for a total of five (5) members.
  - If a College does not have full-time non-tenure track faculty members assigned to the regional campuses, the NPAB will be five (5) full-time non-tenure track faculty members from the Kent Campus.
  - If a College does not have five (5) full-time non-tenure track faculty members eligible to serve on NPAB, the Dean should contact the Associate Provost for Faculty Affairs. Likewise, if a College does not have full-time non-tenure track faculty members assigned to the Kent Campus, the NPAB will be five (5) full-time non-tenure track faculty members from the regional campuses.
  - The Associate Provost for Faculty Affairs will consult with the FTNTT Unit President should full-time non-tenure track faculty members from another College need to be added to an NPAB for any reason.
- The Dean of the faculty candidate's College will oversee the election of FTNTT representatives to serve on NPAB and will chair the activities of NPAB.
- A written evaluation of the FTNTT Faculty member's performance, including a recommendation on promotion from the Department Chair/School Director for Kent Campus faculty or Regional Campus Dean for regional campus faculty, must be included in the file. This evaluation and recommendation is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's first-hand knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.
- For promotion to the rank of Associate Professor or Professor a faculty member must hold the terminal degree in his/her discipline. For promotion to Associate Lecturer or Senior Lecturer the terminal degree is not required.

- Recommendation for promotion shall be based on the following criteria:
  - a. Performance: To be assessed on the performance of assigned duties and responsibilities associated with the assigned track of the candidate (Instructional, Clinical, Practitioner or Research).
  - b. Professional Development: To be assessed as it relates to the assigned track of the candidate.
  - c. Professional and Creative Activity: To be assessed as it relates to the assigned track of the candidate.
  - d. University Citizenship: To be assessed as it relates to the assigned track of the candidate.
  - e. Research: To be assessed on the performance of assigned duties and responsibilities of candidates who are assigned to the Research Track. (Note: Research that results in publication is not a requirement for promotion in the Instructional or other tracks, however, research and/or publications can be submitted by FTNTT Faculty members as an indication of professional development and/or contributions/service to the University or the discipline/profession.)
- Evidence of significant accomplishments in both Performance and Professional and Creative Activity is required for promotion.
- Accomplishments and/or contributions in University Citizenship and Research are normally neither required nor expected, except as they may relate to the assigned track and workload of the candidate. Efforts in these areas will, however, contribute to the bargaining unit member's overall record of accomplishments for the purposes of promotion.
- In no instance shall any member of the NPAB or any academic administrative officer violate the confidentiality of the promotion process or compromise the principles of due process.
- Information concerning the eligibility of academic administrators who also hold FTNTT Faculty status to apply for promotion is included in these [Guidelines](#)

### TIMELINE

Semester	Month or Date	Action
Fall 2023	November 30, 2023	College Deans initiate and oversee election of FTNTT representatives on NPAB  <b>The Dean must forward the list of the NPAB members to the Office of Faculty Affairs for inclusion in FlashFolio.</b>
	Early December, 2023	NPABs meet to discuss expectations and procedures.
	December 15, 2023	Eligible FTNTT Faculty members notify the College Dean of their decision to stand for promotion.  <b>Upon receipt of the faculty member's notification the College Dean notifies the Office of Faculty Affairs to initiate the "Promotion" personnel action in FlashFolio for each faculty member.</b>
Spring 2024	January 26, 2024	Applicants upload file materials for promotion in the 2023 FTNTT Promotion Activities section of FlashFolio.
	January 24, 2024	Chair/Director or Regional Campus Dean adds a written evaluation of FTNTT Faculty member's performance and a recommendation on promotion in an Evaluation Form in FlashFolio. Evaluation will be Due January 30 at 5:00.  Note: This evaluation and recommendation of the faculty member is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.
	January 26, 2024	College Dean will provide the NPAB a list of candidates applying for promotion and establish a meeting date for the NPAB. The evaluation system in FlashFolio will open on this date for the NPAB.
	March 1, 2024 March 15, 2024	NPAB completes evaluations in FlashFolio.  College Deans complete reviews. Provide written notification of the results of the promotion review in FlashFolio.
	April 19, 2024	Provost notifies candidates of negative decision. President notifies candidates of positive decision.

## FTNTT PROMOTION FLOW CHART





## PROMOTION FILE CONTENTS

The CBA clearly states what documents are required in promotion files. Colleges should not add to this list of required documents.

Candidates for promotion shall submit a promotion file consisting of the following materials:

### Required

1. Current curriculum vitae;
2. Narrative supporting the rationale for promotion;
3. Peer review(s) of teaching for FTNTT Faculty members in the Instructional Track. For FTNTT Faculty members in the clinical, practitioner and research tracks, letters from colleagues and/or peers who are familiar with the faculty member's performance of his/her duties and responsibilities.
4. The official summary sheets for Student Surveys of Instruction for candidates who have instructional assignments (for information on locating historical SSI's visit [flashsurvey.kent.edu](http://flashsurvey.kent.edu)). An important decision by the Faculty Senate Executive Committee concerning the deployment and use of Student Surveys of Instruction in all faculty personnel actions. As a result of this decision, SSIs from SP20, F20, and SP21 should not be included or considered in FTNTT promotion reviews that are scheduled for Academic Year 2023-2024. (See, [Faculty Senate Executive Committee COVID 19 documents on SSIs](#))
5. Workload statements for at least the past three academic years;
6. The Department Chair/School Director for Kent Campus faculty members or the Regional Campus Dean for regional campus faculty members must add a written evaluation of the FTNTT Faculty member's performance including a recommendation on promotion in the "Assessment" section in the candidate's file in FlashFolio. This evaluation and recommendation of the faculty member is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's first-hand knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.

### Supplemental

1. Other materials supporting the request for promotion.
  - a. See [Suggested Evaluation Criteria, Joint Study Committee Recommendations](#) for more information.

NOTE: New material may be added as requested by the review committee or the responsible academic administrator to correct or more fully document the information contained in the file. In such instances, the faculty member and/or the academic administrator will be notified and given the opportunity to review such new material that is added to the file, and also provided the opportunity to include written comments relevant to this material and/or the appropriateness of its inclusion in the file.

Please discuss all requests for additional information or revision(s) to a candidate's file with the Associate Provost for Faculty Affairs.



## **PROMOTION APPEALS**

In the event of a negative recommendation on promotion, the faculty member has the right to appeal the decision to the next highest administrative officer pursuant to the following procedure:

- Unless reversed by the Provost, the recommendation of the College Dean will stand.
- If the Dean does not recommend promotion, the faculty member may appeal the Dean's decision to the Provost within fifteen (15) days after receiving notification from the Dean.
- If the faculty member elects to appeal, the Associate Provost for Faculty Affairs sends the faculty member information about appeals to the Provost and any related procedures.
- The Provost makes a decision on the appeal.
- If the Provost does not recommend promotion, the faculty member may appeal the Provost's decision to the President within ten (10) working days after receiving notification from the Provost.
- If the faculty member elects to appeal, the Associate Provost for Faculty Affairs sends the faculty member information about appeals to the President and any related procedures.
- The President makes the final decision on the appeal.

## **SUGGESTED EVALUATION CRITERIA JOINT STUDY COMMITTEE RECOMMENDATIONS**

The Joint Study Committee recommends the following:

- The same criteria should be used to evaluate each level of promotion because promotion should be based on the faculty member's continued growth and accomplishment.

Reviewers should provide signed, written comments on the faculty member's performance, professional development, and University citizenship which will be shared with the NPAB Committee and the faculty member.

### **A promotion is recognition of a bargaining unit member's sustained contributions and distinguished service to the University.**

Candidates should primarily be judged in the areas of performance of assigned workload responsibilities and professional development consistent with their assigned track (Instructional, Clinical, Practitioner, or Research). Professional development and university citizenship may be considered as positive additions to a candidate's file but should not be considered requirements for promotion unless they have been part of a faculty member's assigned workload.

NOTE: The following lists are suggestions of things that might be considered. This is not intended to be a checklist of required items.

#### **Performance Indicators**

- Evidence of student learning
- Years of successful job performance as evidence by continued employment at the University, three-year performance reviews, etc.
- Course materials that demonstrate effective and thoughtful course design
- Positive peer review
- Generally positive student perception of learning on SSIs
- Variety of courses that can be taught
- Developing new courses (both DL and traditional)
- Developing new sections of courses previously taught
- Teaching awards or other recognition of effectiveness in performing job duties
- Significant contributions to the program or college such as creation of a new course, improvements to an existing course, or significant contributions to a program or curricular design
- Notable innovations in teaching practice such as novel or creative approaches to lecture delivery, evaluation and measurement, or course design
- Significant contributions to student retention or student success rates (e.g., passage of licensure exams)
- Directing honors theses, individual investigations, portfolios, etc.

#### **Professional Development**

- Documented improvement in use of technology in the classroom
- Evidence of continued learning in the discipline through attendance at conferences, workshops, completion of web based or traditional courses
- Maintaining professional certification in some fields
- Taking additional coursework
- Earning new degree
- Earning certificate
- Participating in workshop
- Attending or participating in conferences
- New course development

- Participation in discipline appropriate professional organizations
- Incorporating service learning component into a course
- Use of new classroom technologies
- Evidence of continual evaluation, assessment, and possibly revision of courses taught
- Creation of significantly new courses or course materials
- Study and/or training (formal or informal) of emerging subjects/materials which can be incorporated into courses

#### **University Citizenship**

- Participating in campus, departmental, and university committees
- Participating in campus activities that promote student involvement
  - Student orientation, brown bag lunch meetings, student organizations, student information events, academic discovery days, etc.
- Participation in community development activities connected to one's discipline, or as a representative of the University
- Participation in AAUP

**EXCERPT FROM ARTICLE X**  
**Appointments: Terms, Conditions and Renewals**

**Section 11. Promotion**

- A. FTNTT Faculty members<sup>5</sup> who have completed five (5) consecutive years of employment as a FTNTT Faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review, or any year thereafter. Normally, FTNTT Faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five full years in rank as an Associate Lecturer/Associate Professor.
- B. Guidelines for the submission of materials for promotion review and for the timely conduct of the promotion review process will be issued annually by the Office of Faculty Affairs. (*See also*, Addendum C, Guidelines and Procedures for Full-Time Non-Tenure Track Faculty Promotion.)

<sup>5</sup>For the purposes of this Section 12 and subject to Addendum C of this Agreement:

- Administrators who hold FTNTT Faculty rank, as designated on the Unclassified Employment Agreement for their current administrative position, may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, if they have (i) successfully completed at least one Full Performance Review as an FTNTT Faculty member in the FTNTT bargaining unit; and (ii) they have completed at least three (3) consecutive years of employment as an administrator with FTNTT Faculty rank as Lecturer/Assistant Professor, as designated on the administrator's Unclassified Employment Agreement for those three (3) years.
- Administrators who hold the FTNTT Faculty rank of Associate Lecturer/Associate Professor, may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, if they have (i) successfully completed at least one (1) Full Performance Review as an FTNTT Faculty member in the FTNTT bargaining unit; and (ii) completed five (5) consecutive years of employment as an administrator with FTNTT Faculty rank as Associate Lecturer/Associate Professor as designated on the administrator's Unclassified Employment Agreement for those five (5) years.

**ADDENDUM C**  
**Guidelines and Procedures for**  
**Full-time Non-Tenure Track Faculty Promotion**

**Section 1.**

Promotion is recognition of a FTNTT Faculty member's sustained contributions and distinguished service to the University.

- A. FTNTT Faculty members are eligible to apply for promotion in rank as described in Article X, Section 11 of this Agreement. Promotion is from rank to rank and is sequential.
- B. FTNTT Faculty members who intend to apply for promotion in rank must notify their respective College Dean, in writing, by the deadline stated in the *FT-NTT Faculty Promotion Guide* issued annually by the Office of Faculty Affairs.
- C. Candidates for promotion shall submit a promotion file consisting of at least the following materials:
  - 1. Current curriculum vitae
  - 2. Narrative supporting the rationale for promotion
  - 3. Peer review(s) of teaching for FTNTT Faculty members in the Instructional Track. For FTNTT Faculty members in the clinical, practitioner and research tracks, letters from colleagues and/or peers who are familiar with the faculty member's performance of his/her duties and responsibilities.
  - 4. Summary sheets for Student Surveys of Instruction for candidates who have instructional assignments
  - 5. Workload statements for at least the past three academic years
  - 6. A written evaluation of the FTNTT Faculty member's performance which shall include a recommendation on promotion. For Kent Campus FTNTT Faculty members this evaluation and recommendation shall be prepared by the department chair/school director. For Regional Campus FTNTT Faculty members this evaluation and recommendation shall be prepared by the regional campus dean. This evaluation is one of the documents required to complete the faculty member's file for review at the College level.
  - 7. Other materials supporting the candidate's application for promotion
- D. Promotion files must be submitted to the appropriate College office by the deadline stated in the *FT-NTT Faculty Promotion Guide* issued annually by the Office of Faculty Affairs.

- E. For promotion to the rank of Associate or Professor a faculty member must hold the terminal degree in his/her field. For promotion to Associate or Senior Lecturer the terminal degree is not required.
- F. Recommendation for promotion shall be based on the following criteria:
  - 1. Performance: To be assessed on the performance of assigned duties and responsibilities associated with the assigned track of the candidate (Instructional, Clinical, Practitioner or Research).
  - 2. Professional Development: To be assessed as it relates to the assigned track of the candidate.
  - 3. Professional and Creative Activity: To be assessed as it relates to the assigned track of the candidate
  - 4. University Citizenship: To be assessed as it relates to the assigned track of the candidate.
  - 5. Research: To be assessed on the performance of assigned duties and responsibilities of candidates who are assigned to the Research Track. (Note: Research that results in publication is not a requirement for promotion in the Instructional or other tracks, however, research and/or publications can be submitted by FTNTT Faculty members as an indication of professional development and/or contributions/service to the University or the discipline/profession.)
- G. Evidence of significant and continuous accomplishments in Performance, Professional Development, and Professional and Creative Activity is required for promotion. Accomplishments and/or contributions in the area of University Citizenship are neither required nor expected, except as to the extent such accomplishments and/or contributions are appropriate to the FTNTT Faculty member's track and/or workload assignments, but will, when they exist, contribute to the bargaining unit member's overall record of accomplishments.

## **Section 2. College-level Non-tenure Track Promotion Advisory Board (NPAB)**

- A. Each college's Non-tenure Track Promotion Advisory Board (NPAB) shall be composed of FTNTT Faculty members and the Dean of the College who shall act as chair and non-voting member of NPAB.
- B. In the fall semester, the College Dean shall initiate and oversee an election of FTNTT Faculty members to serve on the College or University Libraries NPAB, as appropriate. Normally, each NPAB will include three (3) FTNTT Faculty members from the Kent Campus and two (2) FTNTT Faculty members from the Regional Campuses, if applicable. Whenever possible, all NPAB representatives should hold at least the rank of Associate Professor or Associate Lecturer. In the

event that FTNTT Faculty members at these ranks are not available or willing to serve on the NPAB, the College may elect FTNTT Faculty members to NPAB who hold the Assistant Professor and Lecturer ranks and who have at least ten (10) years of consecutive employment as a FTNTT Faculty member.

- C. The Dean shall convene the NPAB to evaluate the applications for promotion and lead a candid discussion of the strengths and weaknesses of the candidates. Each voting member shall indicate on a signed ballot either to recommend or not recommend a candidate's application for promotion along with written comments. Approval of at least a simple majority of the board members voting is needed for a positive recommendation for promotion to the Dean.
- D. The Dean shall record the vote and forward his/her recommendation to the Provost with a copy to the candidate and the unit administrator.
- E. If the Dean does not support the candidate's application for promotion, the candidate has fifteen (15) days after receiving notification from the Dean to appeal in writing to the Provost.

### **Section 3.**

After review of the Dean's recommendation on each candidate's application for promotion, the Provost makes a final assessment and determination.

In the case of a positive decision, the President shall notify the successful candidates.

- A. In the case of a negative decision, the Provost shall notify the candidate of the decision and inform the candidate of the right to appeal the decision to the President within ten (10) working days of the receipt of the letter.
- B. Each bargaining unit member who applies for promotion should be notified no later than the end of the spring semester in which the application was submitted.

In no instance shall any member of the NPAB or any academic administrative officer violate the confidentiality of the promotion process or compromise the principles of due process. [FTNTT Collective Bargaining Agreement](#), effective August 23, 2020.



## **COVID-19 DOCUMENTS**

## FACULTY SENATE EXECUTIVE COMMITTEE: DECISION CONCERNING STUDENT SURVEYS OF INSTRUCTION AS A RESPONSE TO THE ONGOING COVID-19 PANDEMIC

1. The Faculty Senate Executive Committee and the Ad Hoc Academic Continuity Planning Group have considered the impact on Student Surveys of Instruction during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our instructors, the group is especially concerned about challenges related to the deployment, data collection and the future use of SSI data that is collected during this period.
2. Given the foregoing, the Faculty Senate Executive Committee has decided the following concerning Student Surveys of Instruction (SSIs). As a response to the ongoing COVID-19 pandemic, the University will continue to deploy Student Surveys of Instruction in all courses; however, the SSI results shall be delivered only to instructors for formative feedback and shall not be part of the evaluation for personnel decisions including but not limited to reappointment, tenure, promotion, renewal of appointment and merit.
3. This process for the deployment of SSIs and the collection of SSI data will apply to courses taught by all university instructors including but not limited to tenure-track faculty (TT), full-time non-tenure track faculty (FTNTT), full-time non-tenure eligible faculty (FTNTE), part-time faculty, graduate assistants, and visiting and distinguished professors.
4. In the absence of SSIs in faculty personnel files, reviewers should focus on other measures of teaching such as peer reviews and course materials to assess faculty members' teaching performance. Likewise, faculty members should include appropriate materials and self-reflection in the narrative on their teaching performance during the period in which SSIs use is limited.

FROM THE FACULTY SENATE EXECUTIVE COMMITTEE

DECISION CONCERNING STUDENT SURVEYS OF INSTRUCTION IN THE EVENT OF CAMPUS  
DISRUPTION

1. The Faculty Senate Executive Committee and the Ad Hoc Academic Continuity Committee have considered the impact on Student Surveys of Instruction during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our instructors, the group is especially concerned about challenges related to the deployment, data collection and the future use of SSI data that is collected during this period.
2. Given the foregoing, the Faculty Senate Executive Committee has decided the following concerning Student Surveys of Instruction (SSIs). As a one-time response to the current campus disruption, the University will continue to deploy Student Surveys of Instruction in all courses; however, the SSI results shall be delivered only to instructors for formative feedback and shall not be part of the evaluation for personnel decisions including but not limited to reappointment, tenure, promotion, renewal of appointment, and merit.
3. This process for the deployment of SSIs and the collection of SSI data will apply to courses taught by all university instructors including but not limited to tenure-track faculty (TT), full-time non-tenure track faculty (FTNTT), full-time non-tenure eligible faculty (FTNTE), part-time faculty, graduate assistants, and visiting and distinguished professors.

## SIDE LETTER

WHEREAS, Kent State University (hereinafter University), like many other educational institutions, has experienced a significant and unforeseeable disruption due to the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic and its aftermath are likely to impact University operations into academic year 20/21 and possibly beyond; and

WHEREAS, the University and the Kent State Chapter of the American Association of University Professors (hereinafter AAUP-KSU) have collective bargaining agreements (hereinafter Agreement(s)) currently in effect with two faculty bargaining units; and

WHEREAS, both Agreements include language which specifically governs courses offered in distance education formats; and

WHEREAS, the University and AAUP-KSU through this Side Letter seek to be proactive in managing issues related to (i) an inability of the University to return to traditional face-to-face classes at the present time; and (ii) a need to continue offering courses in various remote formats during academic year 20/21 and possibly beyond due to the COVID-19 pandemic and its aftermath;

WHEREAS, the University and AAUP-KSU desire to continue their agreement of April 15, 2021 concerning the first-time offerings of traditional, face-to-face courses in a remote format through AY20/21 or longer as may be agreed to by the parties;

THE UNIVERSITY AND AAUP-KSU HEREBY RESOLVE TO ESTABLISH the following guiding principles concerning Article XXI of the Agreement with the tenured/tenure track faculty unit (TT Agreement) and Article XVIII of the Agreement with the full-time non-tenure-track faculty unit (FTNTT Agreement):

- The situation presented by the COVID-19 pandemic was not anticipated at the time the University and AAUP-KSU negotiated their current faculty Collective Bargaining Agreements.
- The ongoing inability of the University to offer a full array of traditional face-to-face courses has created a situation in which faculty members may be asked to continue to teach in a remote format.
- The remote instruction, which began in spring semester 2021 is expected to continue into academic year 20/21 and possibly beyond, meets the definition of distance education in Section 1.B. of Article XXI of the TT Agreement which is incorporated by reference in Article XVIII of the FTNTT Agreement.
- Academic units should refer to the workload provisions of their faculty handbooks for guidance in making all workload assignments. However, given the scope and number of remote offerings likely to be present in AY 20/21 and possibly beyond, academic units should consider additional factors in assigning workload including but not limited to (i) number of different preparations per faculty member per semester and per academic

year; (ii) total number of students enrolled in a course; (iii) total number of students taught in all courses in a semester or academic year; (iv) synchronous/asynchronous format challenges; and (v) faculty preferences and competencies.

- Academic unit administrators are strongly encouraged to discuss workload assignments and the challenges and successes of remote instructional opportunities with their faculty advisory committees, curriculum committees and individual faculty members so our students receive a high-quality educational experience regardless of the course format and/or location.
- Because the scope and number of remote offerings that are anticipated in AY 20/21 and possibly beyond are likely to exceed what was anticipated by the parties with respect to Article XXI of the TT Agreement and Article XVIII of the FTNTT Agreement, the parties agree to meet and attempt to resolve in a mutually acceptable manner any unintended consequences of any of the provisions of those Articles when read in conjunction with this Side Letter.
- Because, the scope and number of remote offerings that are anticipated in AY 20/21 and possibly beyond is also likely to have unintended consequences with respect to faculty workload, the parties agree to use the informal resolution process in the TT Agreement at Article VII, Section 1.C.; and in the FTNTT Agreement at Article VII, Section 1 to address faculty concerns about workload assignments that cannot otherwise be resolved informally between the faculty member and the academic unit administrator who is responsible for making the assignment.

The parties agree that this Side Letter to the TT Agreement and the FTNTT Agreement shall remain in effect through AY 2021-21, subject to extension or modification of the parties.



Melody Tankersley  
Interim Senior Vice President and Provost

6/2/2020

Date



Deborah Smith  
AAUP-KSU Chapter President

6/2/20

Date



Tracy Laux  
FTNTT Unit President, AAUP-KSU

6/2/20

Date

Approved: 5/9/2021

Ad Hoc Academic Continuity Committee:

RECOMMENDATION CONCERNING FULL-TIME NON-TENURE TRACK FACULTY  
PERSONNEL ACTIONS IN THE EVENT OF CAMPUS DISRUPTIONS

1. The Ad Hoc Academic Continuity Committee has considered the impact on full-time non-tenure track (FTNTT) faculty personnel actions for the evaluation cycles during and subsequent to the disruption caused by the COVID-19 pandemic. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is especially concerned about faculty portfolios and reviewers' assessments of those portfolios during this unprecedented disruption of normal operations at the university and around the world.
2. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning FTNTT personnel actions (i.e., all performance reviews, applications for promotion in rank) for FTNTT faculty members during and subsequent to the campus disruption that was caused by the COVID-19 pandemic:
  - A. The criteria for FTNTT performance reviews and promotions in rank are established in the faculty handbooks of each academic unit and, as such, provide the basis for the assessment for all such reviews. Additional information concerning performance and promotion reviews, and documentation requirements are included in the applicable *Collective Bargaining Agreement* and the guidelines issued annually by the Provost's Office.
  - B. The COVID-19 pandemic has presented a unique set of challenges for FTNTT faculty members. For those FTNTT faculty members who are appointed in the Instructional Track, these challenges may manifest in candidates' portfolios in various ways including but not limited to (i) difficulty in adapting traditional face-to-face courses to remote teaching; (ii) limited data from Student Surveys of Instruction (SSIs); (iii) limited opportunities for peer review of teaching; (iv) limited clinical, student teaching or other sites available for student placement; and (v) fewer opportunities for professional development. FTNTT faculty members who are appointed in the Research, Clinical and Practitioner Tracks may have faced different kinds of challenges that are unique to their specific roles and responsibilities such as (i) lab, clinic, or library closure; (ii) changes to funding opportunities; (iii) fewer patients/clients visiting a facility; or (iv) fewer opportunities for collaboration outside the university.

- C. To the extent that these challenges may have had an impact on FTNTT faculty members and to the extent that faculty members mention such challenges in their portfolios, reviewers must consider this information in accordance with the criteria established by each academic unit's faculty handbook. Other factors worthy of consideration include but are not limited to (i) the number of unique course preparations; (ii) the number of students per class and total number of students taught per semester and (iii) other workload assignments in addition to teaching, if applicable.
  - D. Faculty members who have been impacted by the COVID-19 pandemic should communicate regularly and openly with their academic administrators about any challenges they have experienced and how documentation and reflection on those challenges might be included in faculty members' portfolios.
3. Given the unique challenges created by the COVID-19 pandemic and its potential impact on FTNTT faculty personnel actions, the Ad Hoc Academic Continuity Committee recommends that this document be included in the guidelines issued annually by the Office of the Provost for as long as it is relevant to FTNTT performance review and promotion processes.



## RECOMMENDATION CONCERNING FACULTY SERVICE OBLIGATIONS IN THE EVENT OF CAMPUS DISRUPTION

1. The Ad Hoc Academic Continuity Planning Group has considered the impact on faculty members' continued participation in department, campus, college, university, and professional service obligations during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the group is especially concerned about the challenges that faculty members may face in carrying out their service responsibilities as members of the Kent State University faculty and members of their academic disciplines during this time.
2. Given the foregoing, the Ad Hoc Academic Continuity Planning Group recommends the following concerning faculty members' continued participation in their service responsibilities to the university and the profession:
  - a. Academic units, campuses, colleges, and university-level governance bodies and committees should be mindful of reasonableness, flexibility and equity in the continuation and assignment of faculty service responsibilities during this period.
  - b. Academic administrators, faculty governance bodies and other committees should assess and prioritize their essential work with a focus on student success and maintaining personnel and other processes on which the university depends (e.g., some work may continue as planned; some work may be modified or slowed; some work may be temporarily suspended).
  - c. Faculty are encouraged to continue to participate in their service responsibilities via appropriate virtual environments provided by the department/school, campus, college, and university, to the extent possible.
3. Given the unique challenges created by the COVID-19 disruption, the Ad Hoc Academic Continuity Planning Group recommends a holistic approach to the evaluation of faculty in the performance of their service responsibilities to both the university and their disciplines which acknowledges the challenges and the successes of each faculty member's role in these activities.