

School of Social Work Criteria for Promotion and Tenure

I. Introduction:

School criteria for tenure and promotion are intended to serve as guidelines for the recommendation to award tenure and promotion by the school promotion and tenure committee members to faculty seeking tenure and/or promotion. These criteria reflect the broad research and academic interests of the school. The granting of tenure and promotion are two separate decisions. The former represents a continued employment commitment by the University and the latter represents recognition of substantial scholarly and professional achievements in an academic discipline congruent with the rank being sought by the applicant.

II. Performance Categories for Tenure and Promotion

The mission of the school is to promote the well-being of individuals, families, groups and communities through innovative curriculum, cutting-edge research, and community based partnerships that inform practice and policy at the local, regional, national and international levels. The school recognizes three basic categories of activities:

A. Teaching Activities

1. Classroom and/or on-line instruction measured through student evaluations, peer-review and classroom visits.
2. Direction of independent studies, student research projects, internships, Honors in the Major theses, and doctoral dissertations
3. Involvement and participation in conferences, workshops, seminars, and other forums which have as their principal themes or foci, curricular interests, teaching or the learning process
4. Course/Curriculum development and support as measured through new course preparation and development, peer and part-time faculty mentoring and lead faculty activities that support the teaching process

B. Research Activities

1. Publications
 - a. Publications in refereed journals (paper or electronic). Journal impact factors will not be a primary criteria for the measurement of scholarly activity and prominence as the academic depth and breadth of the profession requires publication in a multitude of journals that may not have high impact factors, especially when compared to the stem disciplines.
 - b. Manuscripts accepted for publication in peer reviewed journals (supporting documentation required).
 - c. Edited book(s) reflective of the faculty member's research agenda
 - d. Book chapters and other related publications that are reflective of research agenda
2. Presentations
 - a. Peer reviewed presentations accepted at a national or international conference
 - b. Peer reviewed presentations accepted at the regional, state or local level
 - c. Invited presentations as a recognized expert on the national and international level

3. Submission or acquisition of grants or contracts
 - a. Competitive research grants at the national, state or local level be considered evidence of research activity in promotion and tenure decisions
 - b. Non-competitive research grants and contracts will be considered as evidence of research activity
4. Other scholarly activity
 - a. Monograph
 - b. Book review
 - c. Abstracts and peer-reviewed posters
 - d. Editor of a journal
 - e. Guest editor of a journal's special issue
 - f. Member of editorial review board
 - g. Abstract reviewer for a national or international research conference
 - h. Grant reviewer

C. Service Activities

1. Service to the University, College or school
 - a. Activity devoted to the administrative function of the school, college and university
 - b. Seeking and developing new ways to improve performance and make contributions to the school college or university
 - c. Participation in conferences, courses, workshops, seminars designed to enhance competence and understanding of academic or scholarly material
2. Service to the discipline
 - a. Participation in professional organizations
 - b. Holding office in professional organizations
 - c. Serving on or chairing committees in professional organizations
 - d. Serving as a reviewer for journals, books or grants
3. Activity based on expertise in the community
 - a. Preparation, submission or acquisition of non-research grants and contracts.
 - b. Presentations to community groups
4. Other activities that are recognized by the school director

III. Guidelines for Tenure

It is incumbent upon faculty to demonstrate that prior to earning tenure they have established a strong and ongoing record of successful teaching, research, professional development, and service activities that will be sustained throughout their academic careers. Faculty members seeking tenure shall provide evidence of achievement in the three basic categories of performance. Evidence of academic performance shall be consistent with years of experience and opportunities, and shall meet University, College, and School expectations. Substantial achievement in both teaching and research, and indications of excellence in these categories in

the future are necessary for tenure. An appropriate amount of activity in service is also required. To acquire tenure, faculty members must demonstrate the potential for making a significant positive contribution to the social work discipline, School, College, and University, with the promise of continued contributions.

A. Teaching Performance

To obtain tenure, the overall quality of instruction must be at least above satisfactory. Annual assessments from the Director (i.e., Director's Annual Evaluation) and from the School P&T Committee (i.e., Tenure Appraisal) may be considered by the Committee. The quality of teaching performance ultimately will be judged holistically on accomplishments through all years of tenure-earning service and shall not be considered single indicators of performance in discrete years. Evidence of quality of teaching must include student evaluations for all courses for which the faculty member is the instructor of record. Other evidence may include course syllabi, course examinations, evidence of involvement in thesis and dissertation committees, grade distributions of courses taught, special reviews, peer classroom visits, evidence of learning outcomes, evidence of teaching awards or recognition of exemplary teaching performance, providing mentoring to colleagues, or other information that reflects the quality of instruction provided by the faculty member. The evidence provided will be interpreted in terms of the type of courses taught, the academic level of the students, instructor familiarity with the subject matter (new preparation), new course development, and other relevant information. In gauging the quality of teaching the School Tenure and Promotion Committee may consider evidence of the candidate's command of the subject matter, ability to organize subject matter in a logical and meaningful manner, performance in relating effectively with students, and interest in teaching.

B. Research and Scholarly Activity Performance

The faculty member must provide evidence of success in research and scholarly activity in order to acquire tenure. The conventional method to evaluate success in research and scholarly activity is publication in indexed, peer-reviewed journal publications; monographs; books; and other forums appropriate to the discipline. Faculty members must be able to demonstrate several publications in such academic publications and the preparation of additional manuscripts for submission, or the equivalent thereof, in order to be eligible for tenure consideration. Over a 5 year period, faculty seeking tenure are required to publish a minimum of 10 peer-reviewed publications to be regarded as eligible for promotion and tenure consideration. In addition, tenure-seeking faculty members are expected to demonstrate senior authorship for at least 2 of the manuscripts. External grant and contract activity to support scholarly research is strongly encouraged. Annual assessments from the Director (i.e., on Director's APE) and from the School P& T Committee (i.e., Cumulative Progress Evaluation [CPE]) will be considered by the Committee, taking into account accomplishments throughout the years of service, and not solely based on single indicators or performance in discrete years.

C. Service Performance

Tenure-earning faculty members are expected to provide evidence of some service activity, particularly for the School. The School P&T committee may also consider holistically the

accomplishments throughout the years of service, rather than just single indicators or performance in discrete years.

IV. Guidelines for Promotion

As with tenure criteria, there is a broad range of legitimate activity for promotion. Beyond the general criteria for tenure, faculty seeking promotion to Associate Professor, faculty must be considered on a case-by-case basis and are encouraged to consult with the School Director and the School Promotion and Tenure Committee.

A. Associate Professor

1. The expectations for promotion to the rank of Associate Professor shall include demonstration of excellence in the quality of teaching, research, and service activities and the potential for continued excellence. In teaching, faculty must provide evidence of sustained quality that is above satisfactory.
2. In Teaching, to obtain promotion, the overall quality of instruction must be at least above satisfactory. Annual assessments from the Director (i.e., Director's Annual Evaluation) and from the School P&T Committee (i.e., Tenure Appraisal) shall be considered by the Committee. The quality of teaching performance ultimately will be judged holistically on accomplishments through all years of tenure-earning service and shall not be single indicators of performance in discrete years. Evidence of quality of teaching must include student evaluations for all courses for which the faculty member is indicated as instructor of record. Other evidence includes course syllabi, course examinations, evidence of involvement in thesis and dissertation committees, grade distributions of courses taught, special reviews, peer visits, evidence of learning outcomes, evidence of teaching awards or recognition of exemplary teaching performance, providing mentoring to colleagues, or other information that reflects the quality of instruction provided by the faculty member. The evidence provided will be interpreted in terms of the type of courses taught, the academic level of the students, instructor familiarity with the subject matter (new preparation), new course development, and other relevant information. In gauging the quality of teaching the School Tenure and Promotion Committee may consider evidence of the candidate's command of the subject matter, ability to organize subject matter in a logical and meaningful manner, performance in relating effectively with students, and interest in teaching.
3. The faculty member must provide evidence of success in research and scholarly activity in order to acquire tenure. The conventional method to evaluate success in research and scholarly activity is publication in indexed, peer-reviewed journal publications; monographs; books; and other forums appropriate to the discipline. Faculty members must be able to demonstrate continuous scholarly activity with academic publications in preparation or submission or the equivalent thereof, in order to be eligible for tenure consideration. Faculty seeking tenure are generally required to publish a minimum of 10 peer-reviewed publications to be regarded as eligible for promotion and tenure consideration. In addition, tenure-seeking faculty members are expected to demonstrate senior authorship for at least 2 of the manuscripts. External grant and contract activity to

support scholarly research is strongly encouraged. Grants and contracts without scholarly contributions, however, will not meet the minimum expectations for tenure. Annual assessments from the Director (i.e., Director's Annual Evaluation) and from the School P& T Committee (i.e., Cumulative Progress Evaluation) may be considered by the Committee, but the quality of research contributions ultimately will be judged holistically on accomplishments throughout the years of service, not single indicators or performance in discrete years.

Tenure-earning faculty members are expected to provide evidence of service activity, at both the college and the departmental level. The School P&T committee may also consider holistically the accomplishments throughout the years of service, rather than just single indicators or performance in discrete years.

B. Professor

1. To qualify for promotion to professor, faculty members must demonstrate performance in teaching activity that generates national and/or international recognition, distinguishes them from faculty of lower ranks, and reflects past productivity in the areas of teaching and course development and shows the potential for continued excellence. At the professor level, teaching activities need to include evidence of the following:

A. Leadership and service as a member on student projects (e.g., RAMP, SMART, Lead Scholars, doctoral research, directed individual study, dissertation or thesis committee, honors in the major committee, etc.), and served as a mentor/chair of student projects (thesis, research project or dissertation).

B. Leadership and service in course development of at least one new course or makes major revisions in an existing course and serves as lead faculty assisting and mentoring junior and part-time faculty.

C. As a senior faculty member mentors adjuncts and other colleagues in teaching effectiveness.

D. Has a national reputation and during his/her tenure has submitted and received grants or other funding which advance the teaching mission.

E. Recognized as a teaching scholar having published teaching related materials such as textbooks, peer-reviewed journal articles and book chapters relative to the faculty member's area of teaching and learning.

2. To qualify for promotion to professor, faculty members must demonstrate substantial successful productivity in research and other creative activities with a focused research agenda.

Evidence includes peer-reviewed publications and grant and contract success with clear deliverables and resulting scholarly publications. Both quality and quantity of publications are important, with an expectation of approximately 2 publications per year although the number, type and quality of the publications can vary and scholarship productivity will be viewed on a case-by-case basis. However, the faculty must demonstrate a substantial increase in productivity via some combination of publications, presentations and grants since promotion to Associate Professor.

At the professor level, research activities need to include evidence of the following:

A. Grants and contracts related activity that resulted in external funding, as either PI or Co-PI with clear research deliverables as well as the possibility of other unfunded research activity that resulted in scholarly publication. Publications including peer-reviewed journal articles in-print or in-press in excess of the 10 required for promotion to full professor. In addition, books/textbooks and other scholarly works and activities reflective of the scholarly research agenda will be taken into account and weighted accordingly.

C. Presentations over the tenured years at the university that reflect peer-reviewed and invited that are reflective of the faculty member's scholarly research agenda.

D. Other scholarly activities that increase national and international recognition including editor of a research-based journal, guest editor or serving as a peer-reviewer a research-based journal.

3. To qualify for promotion to professor, faculty members must demonstrate performance must have a strong record of excellence in service. This will include service activities and contributions that the faculty member has made to the University, the College, the School of Social Work, the profession of social work, the local social services practice community,

At the full professor level, research activities need to include evidence of the following:

A. Service activities and presentations that reflect state, regional, national, and/or international prominence.

B. Committee work and participation in university activity evidenced by serving as a member with additional leadership roles at university level committees or taskforces, college level committees or taskforces and school level committees or taskforces.

C. Participation in Other Related Service Activities and Service Recognition including leadership roles and membership in the professional community, professional organizations, and presentation(s) and/or service to public schools, community agencies and other community organizations

Committee Procedures

- I. The committee Chair will be responsible to call meetings and perform any necessary functions associated with completion of required forms on behalf of the committee for tenure reviews, promotion reviews, and annual cumulative progress reviews (CPE's) to advise the school director of the progress of untenured faculty. The committee will be comprised of all tenured faculty with the exception of those who are members of the college or university Tenure and Promotion committees.
- II. The tenured faculty shall elect a Tenure & Promotion Committee Chair. The individual elected to chair the committee shall assume duties after the recommendations of the committee to advise the school director on the candidates' progress toward tenure. The recommendations are presented to the school director, on or before April 30th.
- III. In April or before, the committee chair shall contact the school director and request the names of those people who will be reviewed in some manner during his/her tenure as committee chair
 - A. If faculty are to undergo a tenure or promotion review, a panel of outside reviewers for each faculty person will be required. Under the University policies governing promotion and tenure, the committee is to create a panel of at least four outside reviewers to be presented to each candidate for tenure and promotion. Candidates are to select at least two names from this panel. In turn, the committee shall select at least two names from the panel of at least four names submitted to the committee by each candidate.
 - B. In April or before, the committee chair shall convene a meeting of the committee, excluding the faculty member being considered, to establish the panel of names of outside reviewers. Alternatively, the panel of names of outside reviewers may be developed through electronic communications as described in the procedures below.
 1. The committee chair shall solicit nominations for external reviewers from the promotion and tenure committee.
 - a. The period for nominations shall remain open for at least one week and shall have a definite closing time and date
 - b. The committee members may nominate as many potential reviewers as they wish.
 2. When the nominations have closed, the committee chair shall provide a list of all nominees to the school director and all members of the school promotion and tenure committee
 3. The committee chair shall request that all members of the promotion and tenure committee vote for no more than four nominees

- a. The nominees receiving the most votes will comprise the list of potential external reviewers to be submitted to the candidate
 - b. In the event of tie votes that make it impossible to identify the top nominees, the committee chair will submit the list of tied nominees to the school committee and ask that they vote for only one nominee. These results will be used to determine the top nominees
 - c. If the initially chosen reviewers decline to provide reviews, they shall be replaced successively with each nominee with the next highest number of votes.
 - 1. If all four potential reviewers on the candidates list decline, the candidate will provide four additional names for the committee to be rank as possible reviewers.
 - 2. If all four potential reviewers on the committees list decline, the committee will provide four more names to be ranked by the candidate as possible reviewers
 - d. The outside reviewers will be sent materials in accordance with the University Promotion and Tenure Guidelines
 - 1. These materials will be sent either in electronic form (emailed zip file) or by mail.
 - a. If the reviewer requests an electronic form the materials sent to the reviewer will be reviewed by the candidate prior to sending.
 - b. If the reviewer requests a binder by mail, the package will be sent by Federal Express with a return receipt. The candidate will review the contents prior to mailing
- IV. The committee shall meet in the Fall semester in accordance with the University deadlines to consider candidates and make appropriate recommendations. The committee chair shall facilitate these meetings. All materials submitted for review by each candidate is the responsibility of the candidate in consultation with the school director.
- V. In January, the committee chair shall call for portfolios from untenured faculty to be reviewed. The deadline for submission of the portfolios shall be in accordance with the University Promotion and Tenure Guidelines. The information requested shall be in accordance with the University Promotion and Tenure Guidelines.
- VI. At the first meeting the T & P committee shall determine the process and procedures that will be utilized to develop sections of the candidate progress evaluation, meetings with the candidates, confidentiality of the process and any other procedures needed to complete the progress evaluation.
- VII. Voting
- A. All committee votes pertaining directly to committee personnel recommendations shall be conducted by secret ballot.

- B. For purposes of voting, a quorum shall be two-thirds of the number of committee members eligible to vote.
- VIII. No faculty member or administrative official shall participate in the affairs of the school promotion and tenure committee for any recommendation, review, evaluation, or decision relating to appointment, reappointment, promotion, tenure or other condition of employment at the University of any family member to include, but not limited to: Parent, child, spouse, husband, wife, sibling, parent-in-law, child-in-law or stepchild. A faculty member or administrative official should withdraw from participation in any personnel recommendation or decision involving potential conflict of interest.