

Appointment, Tenure and Promotion (ATP) Procedures and Criteria for the Department of Social Work, University of Memphis*

March 2015

I. Department Mission

Social work practice promotes human well-being by strengthening opportunities, resources, and capacities of people in their environments and by creating policies and services to correct conditions that limit human rights and the quality of life. The social work profession works to eliminate poverty, discrimination, and oppression. Guided by a person-in-environment perspective and respect for human diversity, the profession works to effect social and economic justice worldwide.

Social work education combines scientific inquiry with the teaching of professional skills to provide effective and ethical social work services. Social work educators reflect their identification with the profession through their teaching, scholarship, community outreach and service. Social work education, from baccalaureate to doctoral levels, employs educational, practice, scholarly, interprofessional, and service delivery models to orient and shape the profession's future in the context of expanding knowledge, changing technologies, and complex human and social concerns. The Department of Social Work has as its focus excellent teaching, community outreach, service and engaged scholarship.

A. Purposes of the Social Work Profession

The social work profession receives its sanction from public and private auspices and is the primary profession in the development, provision, and evaluation of social services. Professional social workers are leaders in a variety of organizational settings and service delivery systems within a global context.

The profession of social work is based on the values of service, social and economic justice, dignity and worth of the person, importance of human relationships, and integrity and competence in practice, as encoded in the NASW Code of Ethics. With these values as defining principles, the purposes of social work are:

- To enhance human well-being and alleviate poverty, oppression, and other forms of social injustice.
- To enhance the social functioning and interactions of individuals, families, groups, organizations, and communities by involving them in accomplishing goals, developing resources, and preventing and alleviating distress.
- To formulate and implement social policies, services, and programs that meet basic human needs and support the development of human capacities.
- To pursue policies, services, and resources through advocacy and social or political actions that promote social and economic justice.
- To develop and use research, knowledge, and skills that advance social work practice.
- To develop and apply practice in the context of diverse cultures.

B. Purposes of Social Work Education

Consistent with the Council on Social Work Education (CSWE) standards, the purposes of the Social Work Department are to prepare competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems. Social work education is grounded in the profession's history, purposes, and philosophy and is based on a body of knowledge, values, and skills. Social work education enables students to integrate the knowledge, values, and skills of the social work profession for competent practice.

C. Vision and Mission of the UofM Department of Social Work

The vision of the Department of Social Work is to be a leader in social work education by: preparing students with cutting-edge social work skills necessary to practice in complex settings; creating knowledge through research and engaged scholarship; reducing poverty, inequality, and social and economic injustice through evidence based practices; and addressing the needs of the Mid-South within a global perspective.

The mission of the BASW program is to train entry-level social workers for generalist practice. The program defines “generalist social work” as a comprehensive orientation to all client problems, and a comprehensive approach to the range of client systems.

The mission of the MSW Program is to educate advanced professional social workers for practice with at-risk populations, particularly children and families. The program's many goals include producing graduates who possess advanced knowledge, values and skills to provide leadership with and on behalf of children and families.

II. General Guidelines

A. Background

The standards for promotion and tenure for the Department of Social Work, subject to the University Faculty Handbook will guide the activities of the program’s tenure and promotion committee. The faculty of the Department of Social Work has formally adopted these standards.

Standards for promotion and tenure cannot be exactly drawn. The professional judgment of peers must be respected in the interpretation of what constitutes effective compliance with such standards. Professional judgments relating to tenure request must be formulated in the context of the needs of the school and the university. Professional judgments relative to promotion must be formulated within the context of the candidate’s work assignment.

In a professional program, it is appropriate to consider academic and professional areas of competence in evaluation of request for promotion and tenure. As members of the social work profession, it is especially important for faculty to demonstrate their ongoing concern with social welfare issues and the conditions which impact on the lives of persons in the larger community. Consistent with this philosophy the Department views engaged scholarship as a primary focus for research and contributions to knowledge.

Full and comprehensive evaluation is necessary to assure that the University of Memphis has a high quality faculty. Consequently, effective faculty evaluation processes require dialogue between faculty and University academic leaders regarding both academic discipline and University expectations. Approved tenure and promotion criteria should be stated as clearly and fully as possible to create shared understandings of expectations on the part of the candidates and for all those who will participate in the evaluation process. Clear guidelines and continued dialogue about what is expected should aid in assuring an open, frank, and appropriate process.

The Department of Social Work recognizes teaching, research, community outreach and service as the four primary and equal areas upon which to evaluate candidates for tenure and promotion. The Department guidelines presented here reflect the general expectations of faculty performance in these three critical areas.

The tenure and promotion procedures and criteria for the Department of Social Work are consistent with the expectations established for faculty of the University of Memphis and the College of Arts and Sciences. Tenure and Promotion Guidelines will be reviewed periodically by the faculty of the Department. Guidelines will be modified based on changes in University Policy which supersede Department policy, or by majority vote of faculty in the Department. This policy statement is designed to provide faculty with an outline for the implementation of the guidelines set forth in the University of Memphis Faculty Handbook and further described in the guidelines set forth by the College of Arts and Sciences. It is important that faculty familiarize themselves with both the University and College expectations for promotion and tenure, and with all the duties and privileges established by those entities.

B. Tenure-Track Requirements

Tenure-track faculty members will be appointed at the assistant professor level or above. Full-time faculty members receive one-year, renewable contracts during the probationary period. The Department Chair will recommend regular renewal of these contracts unless performance in teaching, research, or service is unsatisfactory. Procedures related to non-renewal of contracts will be consistent with the policies and procedures described in the faculty handbook. As faculty members begin year six of a probationary period, they must make application for tenure and promotion to associate professor if they have not already attained that rank. Faculty must meet the qualifications as described in the Tenure and Promotion Guidelines in effect at the time of their application for tenure and/or promotion. Exceptions to the minimum probationary period are discussed in the faculty handbook. Faculty members who have not been promoted to associate professor and approved for tenure will not have their contracts renewed at the end of the probationary period. However, they will be rehired for the following year on a one-year, nonrenewable contract.

C. Department Appointment, Tenure and Promotion Committee

The Department Tenure and Promotion Committee will assess the quality of each candidate's contributions and accomplishments in the three areas of teaching, scholarship, and service, both during the midterm review and application for tenure and/or promotion.

D. Composition

The Department Appointment, Tenure and Promotion Committee will consist of all tenure-track full-time faculty within the Department, except the Department Chair, at the rank of Associate Professor or above. Only faculty with a rank equal to or higher than that to which the candidate aspires will vote on the application. Other Department faculty may be consulted as deemed necessary by the Committee. In the event that less than three faculty members within the Department meet the qualifications for voting membership, the Department Chair, in consultation with the Department Tenure and Promotion Committee and the candidate, will develop a committee of no less than three voting members. Faculty from outside the Department of Social Work must:

- be full-time faculty with a rank equal to or higher than that to which the candidate aspires,
- conduct scholarship and/or teaching in a disciplinary area similar to that of the candidate, and
- come from other units best positioned to evaluate the candidate.

Both the candidate and Department Tenure and Promotion Committee will submit a list of potential outside members to the Department Chair. The Department Tenure and Promotion Committee and Department Chair will develop the finalized membership list. The Department Chair will include in his/her report to the School Head and Dean the rationale for the choice of committee members outside the Department. The outside members' curriculum vitae will be included for this purpose. Even when the requisite number of tenured faculty is available, the Chair, in consultation with the candidate and the tenured faculty of the Department, may appoint additional committee members to the Department Tenure and Promotion Committee.

Also, in the case a spouse or other close relative is a member of the committee, including parents, children, grandparents, son in-law, or daughter in-law, these individuals will be excused from both committee discussion and vote.

E. Procedures

The Department Tenure and Promotion Committee will select its chairperson by a vote of the Committee members present at its first meeting. This chairperson will serve a term of one year. The chairperson's responsibilities will include: presiding over meetings of the Committee; preparing the formal recommendation report with its rationale; and, submitting the Committee's report and candidate's materials to the Department Chair in accordance with the College calendar. The written report of the Committee will be drafted by the Chairperson and reviewed and approved by all committee members. Any member of the Department Tenure and Promotion Committee may submit a minority statement on any candidate. All statements will be appended to the candidate's application and forwarded to the Department Chair.

A quorum, consisting of two-thirds of the members or no less than three members, must be present for the Committee to convene and deliberate. To vote on tenure and promotion, a member of the Committee must have examined the candidate's dossier and taken part in the Committee's discussion of that candidate. Voting will be conducted by secret ballot under the supervision of the Committee's chair. Any committee members sitting on other formal promotion and tenure committees which may be required to review and vote on a given candidate must choose on which level they wish to vote; no member can vote at more than one level of the process for a particular candidate. Note: Faculty members may participate in the voting process only if they have had the opportunity to fully evaluate the candidate's dossier and are present for the committee meetings. In addition, faculty members on leave for the fall semester may participate in the voting process only if they have had the opportunity to fully evaluate the candidate's dossier and are present for the committee meetings. Members of the committee who are candidates for promotion will absent themselves from the discussions and votes on their own candidacy.

The Department Chair will review the candidate's dossier and complete an independent evaluation of the candidate. The Department Chair will prepare a written recommendation for or against tenure and/or promotion, and both reports will be forwarded to the School Head and to the Dean.

F. Annual Faculty Review

The Department Chair evaluates all faculty members annually and the results are used for decisions relating to tenure and promotion. Copies of the annual reviews will be included in the tenure/promotion dossier. The review should assess the faculty member's accomplishments during the prior calendar year and establish a plan of activities for the forthcoming year, or longer if appropriate. The review will consider performance in all areas; teaching, advising/mentoring, scholarship/creative activities, support, outreach, and service reported in the Faculty Evaluation and Planning document. Correction of any weaknesses cited in an annual review will be documented in the faculty member's personnel file. These corrections will be noted during follow up sessions or at the next annual review.

The review process begins with the submission of an updated curriculum vitae, using the University's format requirements. Faculty members will append supportive documentation as well as a thoughtful summary that documents both their accomplishments and forthcoming plans. The performance summary should include an explanation of how these activities support the Department, School, and University missions. Faculty members may formally respond to any aspect of the evaluation by commenting on their Evaluation and Planning form before submission to the School Head. The Department Chair will provide explicit feedback to each tenure-track faculty member regarding progress toward tenure and promotion. This will include comments on teaching, research, and service. The Chair's signature on the planning report indicates approval of the faculty member's plan.

G. Midterm Evaluations

The Department of Social Work will conduct a major midterm evaluation generally after the third year of untenured faculty in tenure-track positions. The purpose of this review is to provide faculty members with information about the status of their progress towards tenure and promotion. This evaluation will be held in the fall semester of the faculty member's fourth year unless the faculty member negotiates a different arrangement with the Department Chair and School Head. Members of the Department Tenure and Promotion Committee and Department Chair will conduct this evaluation.

The faculty member will present documentation of his/her contributions and accomplishments in the areas of teaching, scholarship, and service in accordance with Department, School, College, and University guidelines. The midterm evaluation mirrors the promotion/tenure process, except there is no external peer review. Documentation, at a minimum, should include products such as course syllabi and materials; student evaluations; copies of published works; reviews of published research; reviews of other work; and, written reviews and evaluations by qualified peers of unpublished or ongoing research/outreach efforts and service activities.

The Department's Tenure and Promotion Committee will review these documents. The Committee will hold a feedback meeting with the faculty member under review. The session should serve as a dialogue between the faculty member and committee members about the faculty member's career goals, clarification

of expectations, development of realistic plans to improve any areas of concern, and generation of suggestions about the tenure and promotion dossier to highlight achievements. The committee will then provide written comments and its recommendation based on the outcome of the review meeting and send its report to the School Head and Dean.

III. Procedures

The College of Arts and Sciences Calendar will outline the various due dates to which the candidate and University officials will adhere. For general information about the procedural steps and assignment of responsibilities to be followed in the Department, refer to the outline appended in Attachment A. The following hierarchy of decision-making will be followed in the tenure/promotion review process:

- The Department's Tenure and Promotion Committee will review a candidate's dossier and forward a recommendation and written rationale to the Department Chair.
- The Department Chair will independently review a candidate's file and forward a recommendation and written rationale to the SUAPP Head.
- The Head will review the candidate's file and develop a recommendation and written rationale.
- The Head will forward all three recommendations and written rationales to the Dean and the College of Arts and Sciences Tenure and Promotion Committee,

A. Candidates' Responsibilities

Candidates for tenure and/or promotion should not only be familiar with the Department's guidelines, but also should familiarize themselves with the University's tenure and promotion policies described in the Faculty Handbook and the College's tenure and promotion guidelines which describe the requirements of and the process followed by the College.

The candidate should notify the Department Chair of the intent to apply for tenure and/or promotion no later than May 1. Such early notification will assure that review procedures are initiated in a timely fashion. The application letter should be concise yet present the rationale to support the requested change. The candidate applying for tenure and/or promotion will provide adequate evidence that he or she meets the criteria for tenure and/or promotion. A description of the materials required in the dossier is described in the Tenure and Promotion Guidelines of the College of Arts and Sciences. This list of materials represents only the minimum documentation requirements; candidates are expected to also include documents that address specifically the Department's tenure and promotion criteria. Upon submission by the candidate, these materials will be sent directly by the Department Chair to the Department Tenure and Promotion Committee. Once a candidate's dossier has been evaluated by the Department Tenure and Promotion Committee, nothing may be added or removed from it.

The candidate will assemble all documents that the candidate believes strengthens and supports the application. The candidate is advised to give careful thought to assembling and organizing the documents since it is the dossier that will represent the candidate's accomplishments and potential throughout the many levels of the evaluation process. Candidates are encouraged to seek advice from the Department Chair and colleagues, especially those who have served on tenure/promotion committees, on what to include or how to organize the materials. The University also may offer tenure and promotion workshops that might prove helpful to the candidate. However, the responsibility for the quality of the dossier rests with the candidate.

B. Evaluation Process

The Chair will submit the candidate's materials to the Department Tenure and Promotion Committee. The committee will conduct an independent evaluation of each candidate's qualifications and prepare a written recommendation to the Chair for or against tenure and/or promotion.

C. External Review

In conducting its evaluation, the Committee will use the materials submitted by the candidate and will seek comments on the candidate's qualifications from academic and professional peers, and if applicable, recognized practitioners knowledgeable in the candidate's area of applied research. A minimum of four (4) evaluators who are recognized for their expertise in the candidate's areas of study and who are outside The University of Memphis will be asked to comment on the curriculum vitae, and, as appropriate, evidence of professional work of the candidate. The external reviewers will be informed that their letters, under Tennessee law, are subject to the Open Review Law and therefore are not confidential. All external review letters received will be included in the candidate's package.

At least three of the external reviewers must have had no connection with the candidate as a major advisor or collaborator. The external reviewers will be chosen from independent lists supplied by the candidate and the Department Tenure and Promotion Committee, with at least three of the reviewers coming from the candidate's list. With concurrence of the Tenure and Promotion Committee, the Chair will solicit evaluation letters from the external evaluators and will share the results with the Committee. Since all of the peer evaluations must be incorporated in a dossier, the Department Chair will need to solicit reviewers early in the process and monitor their responsiveness to the calendar requirements. The Department Chair will include in his/her report the rationale for the choice of the external reviewers. The reviewer's vita may be included for this purpose. Note: If the Department Chair is being considered for tenure and/or promotion, the Chair of the Tenure and Promotion Committee will solicit the review from external peers.

D. Department Tenure and Promotion Committee Assessment

The Department Committee's report will include, at a minimum, information pertaining to the nature and quality of the candidate's scholarly activity, his/her potential for continuing scholarly growth and development, and a statement regarding the candidate's impact upon the Department's and University's missions. The assessment of scholarly activity should address the nature and scope of the outlets where the candidate's productions have appeared, including such features as refereed or non-refereed; invited or submitted; local, regional, national or international; disciplinary, interdisciplinary; and, type of format, public forum, written report, formal presentation, and so on.

E. Department Chair Assessment

The Department Chair will conduct an independent evaluation of the candidate and prepare a written recommendation for or against tenure and/or promotion. In this report, the Department Chair will assess the nature and quality of the candidate's scholarly growth and development, potential, and the candidate's impact on the mission of the Department, School, and University. The Chair will forward the candidate's materials and the respective recommendations to the School Head who will independently review the candidate's package. The School Head will then forward the candidate's materials and respective recommendations to the Dean and the College of Arts and Sciences Tenure and Promotion Committee for review and recommendation. Note: If the Department Chair is being considered for tenure and/or promotion, the recommendation of the Department Committee will go directly to the SUAPP Head.

IV. Criteria for Tenure and/or Promotion

A: Definitions of Positions

The rank of Assistant Professor is assigned to a person who has manifested competence in areas of teaching, contribution to knowledge, service to the profession, service to the community, and service to the Department and the University. The Assistant Professor is ordinarily expected to have attained a Masters Degree in Social Work and Doctoral Degree in Social Work or related field.

The rank of Associate Professor is assigned to a person who has achieved recognition of competence by other professionals and who has demonstrated evidence of meeting the criteria for performance in areas of teaching, contribution to knowledge, service to the profession, service to the community and service to the Department or in the School, and the University. The Associate Professor is expected to have attained a Master's degree in Social Work and Doctoral degree in Social Work or related field.

The rank of Professor assigned to a person who has achieved national and/or international recognition of competence by other professionals and who has demonstrated evidence of meeting the criteria for performance in areas of teaching, contribution to knowledge, service to the profession, service to the community and service to the Department or in the School, and the University, including mentoring junior and adjunct faculty. The Full Professor is expected to have attained a Master's degree in Social Work and Doctoral degree in Social Work or related field.

B. Areas of Performance

The following list represents areas of performance in which individual requests for promotion and/or tenure will be evaluated:

- Faculty members considered for promotion are expected to have attained the level of performance associated with the desired rank in the areas of teaching, contribution to knowledge, and in at least one other area.
- **Teaching**, including instruction of new and existing courses, field consultation, student advisement, and participation in curriculum development.
- Evidence of teaching performance includes reference letters from colleagues, reference letters from students, student evaluations, and course design descriptions and outlines. Teacher/Course evaluations should be submitted by the candidate for promotion or tenure as part of the total documentation or performance. However, such evaluations should be interpreted in the light of research data regarding the many variables which influence student opinion.
- **Contribution to Knowledge** including research activity and scholarly work.
- Evidence of contribution to knowledge includes reports research activity, documentation of presentations at meetings, published and unpublished papers, and documentation by experts of the quality and utility of research and other scholarly productions. Materials such as teaching guides, monographs and videotapes are also illustrative.
- **Service to the Profession** including participation in local, regional and national meetings, membership in professional organizations, participation in activities of professional organizations, holding professional offices, and receipt of awards and citations for professional service. Evidence of service to the profession includes documentation of activities, memberships, official status, awards and citations, extent and quality of service.
- Outreach and Service to the Community including membership on boards and committees in the community, providing consultation services participation in development and teaching of workshops or continuing education courses, conferences, services to social and governmental institutions.
- Evidence of service to the community includes reports and documentation of service activities, and reports by colleagues and recipients of service of the extent and quality of the service.
- Outreach and Service to the Department, the School, and the University includes participation in the development of a courses and curriculum, participation in the development of new programs or expansion of current programs within the Department, the School, or the university, and exploration, development, and administration of grants.
- Evidence of service to the Department, the School, and the University includes documentation of activities, reports from students, colleagues both within the school and the wider University, of the extent and quality of service and evidence of the products of these activities.

C. Standards For Promotion

Each rank has general performance standards against which an individual request for promotion and/or tenure will be judged. They are below

1. Tenure Tracks

a. Associate Professor

- **Teaching:** Knowledge of content in more than one curriculum area, with skill in teaching this content. Active contribution in the development of more than one curriculum area. Effective development of the field consultation and advisement of students. Ability to clarify and respond to issues related to student learning, and to offer guidance and direction related to students learning needs.
- **Contribution to Knowledge:** Evidence of recent and consistent publication, including papers in recognized journals, technical reports, or unpublished papers of high quality, which have been used for teaching or other, related purposes. Involvement in professionally related inquiry. Involvement with editorial boards. Presentation of scholarly papers at conferences, seminars, or workshops.
- **Service to the Profession:** Membership in professional organizations, leadership in policy and program development in professional organizations, activities such as development of services and legislative action relevant to the profession's objectives and goals. Presentation of papers at professional conferences, receipt of awards or citations for professional contributions.
- **Outreach and Service to the Community:** Active participation on boards, committees, or councils. Provision of consultation to agencies or community groups. Provision of community based direct practice services. Participation in continuing educational courses and workshops. Services to social and governmental institutions.
- **Service to the Department the School, and the University:** Leadership in curriculum and program development. Leadership in the development courses and programs within the Department and the school. Participation in development of the larger university. Leadership or significant contribution toward achievement of committee tasks within the Department , the School and the University

b. Professor

- **Teaching:** Knowledge of content in more than one curriculum area, with mastery in a specialized area, and skill in the teaching of this content. Active contribution to overall curriculum building. Expansion and integration of area of specialization within the curriculum. Leadership and creativity in carrying out of consultation field responsibilities. Ability to clarify and respond effectively to student learning issues, and to offer guidance and direction to colleagues in the school and the practice community. Contribution of expertise in specialized areas to agencies to promote student learning and to develop agencies educational programs.
- **Contribution to Knowledge:** Evidence of recent and consistent publication, including papers in recognized journals, technical reports, or unpublished papers of high quality, which has been used for teaching or other, related purposes. Involvement in professionally related inquiry. Involvement with editorial boards. Presentation of scholarly papers at conferences, seminars, or workshops. Establishment of a national and/or international reputation for scholarly contributions. Funded grant proposals.
- **Service to the Profession:** Leadership in professional organizations of a disciplinary or interdisciplinary nature. Contribution to the exchange of knowledge through these organizations. Participation in organizational responses to policy, practice or structural

issues, which affect the field. Substantive contribution to conferences. Holding elective or appointed offices. Receipt of awards or citations for contributions.

- **Service to the Community:** Leadership on boards, committees or councils. Leadership efforts on behalf of other social or governmental institutions. Recognized expertise in consultation activities or the provision of direct practice services. Consultation or advisory activities to local, state, nation, or international officials on social work or social welfare issues, services to social or governmental institutions.
- **Service to the Department, School/University:** Consistent leadership in curriculum and program development. Leadership in the development courses and programs within the Department and the school. Participation in development of the larger university. Leadership or significant contribution toward achievement of committee tasks within the Department, the School, and the University. Mentoring junior and adjunct faculty.

2. **Research Ranks (Non-Tenure Track)**

The following ranks are for faculty engaged primarily in research, often supported through externally funded research grants/contracts. Initial appointments to each rank will be as follows:

a. **Research Assistant Professor**

- i. This rank is generally parallel to Assistant Professor, tenure track.
- ii. The possession of an earned and awarded doctorate by the date of appointment.
- iii. Demonstration of or significant promise of scholarly and professional performance.
- iv. Positive recommendations that address the candidate's qualifications for the position as posted.
 - v. Demonstration of capability to carry out independent and collaborative research.
 - vi. Demonstration of qualifications and competence to manage externally funded research projects and to direct and supervise the work of others (e.g., research staff and graduate students).
 - vii. Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is for a period of one year, with reappointment contingent on performance and the availability of funding.
 - viii. Evaluation by the ATP committee shall be undertaken at a minimum of every three years for the length of appointment at this rank. Feedback will be given to faculty members along with an evaluation of their performance in research and scholarship. Applications for review should be submitted to the ATP committee by January 15th with recommendations to the Dean by April 15th. The faculty member must be at this rank for at least three (3) years before being considered for promotion to Research Associate Professor.

b. **Research Associate Professor**

- This rank is generally parallel to Associate Professor, tenure track.
- Evaluation by the ATP committee shall be undertaken at a minimum of every five (5) years for the length of appointment at this rank. Feedback will be given to faculty members along with an evaluation of their performance in research and scholarship. Applications for review should be submitted to the ATP committee by January 15th with recommendations to the Dean by April 15th. The faculty member must be at this rank for at least three (3) years before being considered for promotion to Research

Professor.

- Evaluation for promotion will be undertaken by the ATP committee in the spring semester and feedback will be given to the faculty member along with an evaluation of performance in research. Applications for promotion must be submitted to the ATP Committee by January 15th with recommendations forwarded to the Dean by April 15th.
- Appointments to the rank of Research Associate Professor shall be made in accordance with the System and Policies. Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is for a period of one year, reappointment is dependent on performance and the availability of funding.
- Demonstrated excellence in Research and Scholarship is required for appointment at or promotion to the rank of Research Associate Professor.

i. Research and Scholarship

Evaluation of Research and Scholarship at the Rank of Research Associate Professor focuses on an assessment that the applicant has demonstrated consistent and sustained involvement in a clearly defined program of research and scholarship at a level of excellence beyond that expected of a Research Assistant Professor. The review of research should emphasize the quality of scholarship, including the conceptualization of research studies, use of theory, appropriateness and rigor of methods, and the appropriateness of making inferences and drawing conclusions; the influence and scholarly significance of the work; and the productivity and trajectory of the research program. The impact of the program of research and scholarship should be clearly documented.

ii. Examples of excellence in research and scholarship at the rank of Research Associate Professor may include, but are not limited to:

1. Consistent and productive scholarly contributions in peer-reviewed journals in a clearly defined area of research and scholarship, including documentation of the original contributions made on collaborative scholarship.
2. Development of books or book related to the faculty member's program of research and scholarship.
3. Acceptance and presentation of peer-reviewed papers at national and/or international conferences.
4. Production of detailed technical reports with clearly documented methods and results, including specification of the original contributions made to these reports.
5. Presentation of research and scholarship-based colloquia, workshops, and other presentations for the School, University, and/or community groups.
6. Demonstration of efficient and effective management of research grants/contracts, including effective supervision of research staff, resulting in deliverables submitted on time and within budget.
7. Successful implementation of research projects as Co-Principal Investigator and/or Co-Investigator.
8. Receipt of competitively achieved research grant/contract(s) as Principal

Investigator to support the faculty member's program of research and partial salary.

9. Successful completion of studies that lead to publication and/or the development of proposals for externally funded grants/contracts.
10. Completion of editorial and/or grant reviews for peer-reviewed journals and/or funding agencies.
11. Beginning demonstration of impact of one's work.

c. Research Professor

- This rank is generally parallel to Professor, tenure track.
- Evaluation by the ATP committee shall be undertaken at a minimum of every five (5) years for the length of appointment at this rank. Feedback will be given to faculty members along with an evaluation of their performance in research and scholarship. Applications for review should be submitted to the ATP committee by January 15th with recommendations to the Dean by April 15th.
- Evaluation for promotion from Research Associate Professor to Professor will be undertaken by the ATP committee in the spring semester and feedback will be given to the faculty member along with an evaluation of performance in research and scholarship. Applications for promotion to Research Professor must be submitted to the ATP Committee by January 15th with recommendations forwarded to the Dean by April 15th. The faculty member must be at this rank of Research Associate Professor for at least three (3) years before being considered for promotion to Research Professor.
- Appointments and promotions to the rank of Research Professor shall be made in accordance with the System and Policies. Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is for a period of one (1) year, reappointment is dependent on performance and the availability of funding.
- Demonstrated excellence in Research and Scholarship beyond that required for appointment or promotion to Research Associate Professor is required for appointment at or promotion to the rank of Research Professor.

i. Research and Scholarship

Evaluation of Research and Scholarship at the Rank of Professor focuses on an assessment that the applicant has demonstrated consistent and sustained involvement in a clearly defined program of research and scholarship at a level of excellence beyond that expected of an Associate Professor. A candidate at this rank should be clearly established, nationally and/or internationally recognized, and a highly regarded scholar. The review of research should emphasize the quality of scholarship, including the conceptualization of research studies, use of theory, appropriateness and rigor of methods, and the appropriateness of making inferences and drawing conclusions; the influence and scholarly significance of the work; and the productivity and trajectory of the program of research and scholarship. The impact of the program of research and scholarship should be clearly documented and reach national and/or international significance and recognition.

ii. Examples of excellence in research and scholarship at the rank of Professor may include, but are not limited to:

1. Consistent and productive scholarly contributions, evolving beyond papers published at the rank of Research Associate Professor; in peer reviewed journals, including documentation of the original contributions made on collaborative scholarship.
2. Authorship of books or book chapters recognized for making unique advances in an area of research and scholarship.
3. Serving as Principal Investigator on multiple externally funded research studies to support the faculty member's program of research and full salary.
4. Mentoring junior faculty and/or Ph.D. students through the collaborative development of scholarly papers, peer-reviewed presentations, and research reports.
5. Mentoring junior faculty related to their research goals including adding them as Co-Investigators on funded research and supporting their development of funding proposals and scholarly papers.
6. Leadership on symposia that bring together innovative papers at national and international conferences.
7. Presentation of workshops on research methods at national or international conferences.
8. Receipt of national or international awards that recognize the faculty member's research and scholarly contributions.
9. Invitational presentations at national and/or international conferences.

3. Clinical Ranks (Non-Tenure Track)

The following ranks are for faculty engaged primarily in teaching clinical, community, or administrative practice. The following principles cover appointment and promotion in these ranks.

a. Clinical Assistant Professor

- The appointee shall hold at least a M.S.W. from an accredited program by the date of initial appointment.
- There must be clear evidence of a high level of ability in practice and teaching in social work or a related field.
- The appointee must also possess clinical, management, or community-related practice experience.
- The appointee shall also be qualified to direct the work of others (such as graduate students and other professional personnel).
- Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is generally for one (1) year and reappointment is possible.
- Evaluation for promotion will be undertaken by the ATP committee in the spring semester and feedback will be given to the faculty member along with an evaluation of performance in teaching based upon the following schedule: Materials shall be submitted to the ATP Committee by January 15; the ATP Committee shall submit its review to the Dean by April 15. A faculty member must be at this rank for at least three (3) years before being eligible to be considered for promotion to Clinical

Associate Professor.

b. Clinical Associate Professor

- In addition to the qualifications required of a Clinical Assistant Professor, the appointee shall ordinarily have had extensive successful experience in clinical or professional practice in social work or a related field, and in working with and/or supervising others such as professionals, faculty members, graduate students, fellows, and residents or interns). Within this category are included (a) Clinical educators whose primary responsibilities include teaching and/or training; and (b) Clinical educators whose primary responsibilities involve program management on service-related projects.
- The appointee must also demonstrate excellent teaching ability including the application of current research and scholarship to teaching, education, or management responsibilities.
- Appointments to the rank of Clinical Associate Professor shall be made in accordance with the System and Policies. Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is for a period of one (1) year. Reappointment is dependent on performance and the availability of funding.
- Evaluation for promotion will be undertaken by the ATP committee in the spring semester and feedback will be given to the faculty member along with an evaluation of performance in teaching based upon the following schedule: Materials shall be submitted to the ATP Committee by January 15; the ATP Committee shall submit its review to the Dean by April 15. A faculty member must be at this rank for at least three (3) years before being eligible to be considered for promotion to Clinical Professor.

c. Clinical Professor

- In addition to the qualifications required of a Clinical Associate Professor, the appointee shall demonstrate excellence in professional practice and teaching sufficient to establish an outstanding reputation among colleagues.
- The appointee shall also demonstrate the sophisticated application of current research and scholarship to teaching, education, or management responsibilities, guidance and/or mentorship of supervisees and colleagues, and extraordinary leadership in the profession. Evidence of the latter may include receipt of external funding; development of innovative programs or interventions; invitations to speak at regional, national, or international conferences; and consultations with public or private sector agencies, foundations, and corporations.
- Appointments to the rank of Clinical Professor shall be made in accordance with the System and Policies. Terms of appointment and notice of termination shall be as set forth in the System and Policies. Initial appointment to this rank is for a period of one year; reappointment is dependent on performance and the availability of funding.

4. Other Ranks (Non-Tenure Track)

a. Instructor

- Appointments to the rank of full-time Instructor are for a term not to extend beyond the end of the fiscal year of the appointment.
- The appointee shall hold, at a minimum, the terminal professional degree in social

work or a related field and demonstrate clear evidence of potential in clinical, management, or community-related practice and teaching in social work or a related field.

- Appointments to the rank of full-time Instructor shall be subject to renewal and notice of termination as provided in the System and Policies. Those Instructors whose primary responsibilities involve teaching (75%+ of their time) shall be reviewed by the ATP Committee and Chair.

b. Clinical Instructor

- This title may be used to appoint faculty to full-time or part-time positions for a term of one (1) year.
- The appointee shall hold, at a minimum, the MSW degree or a graduate degree in a related field and demonstrate clear evidence of potential in clinical, management, or community-related practice and teaching in social work or a related field.
- Full-time appointees in this title are subject to notice of non-renewal requirements as provided in System and Policies. No required notice of non-renewal applies to part-time faculty with this title.

c. Lecturer

- This title may be used to appoint faculty to fill a specific position, on a full or part-time basis, for a limited time.
- Appointment to this rank may be for a semester or annual basis and may be renewed.

d. Adjunct Ranks

- These ranks are Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor and Adjunct Instructor. They are used to appoint outstanding persons who may be simultaneously employed outside the institution by community agencies and organizations, and who supervise students of the School of Social Work. The appointee shall demonstrate expertise in the discipline and recognition for professional accomplishments.
- Applicants for these ranks must file formal applications for appointment and/or promotion to the Associate Dean for the MSW Program and must be approved by the ATP Committee and Chair.
- Appointment to these ranks is made on a semester or an annual basis and is renewable. These titles do not carry tenure.

e. Emeritus/a Status

- This honorary rank (based upon quality and length of service) may be awarded by an affirmative recommendation to the Dean of two thirds of the Faculty Organization eligible to vote with final granting of this status by the President of the University

Attachment A: Flow Chart of Department Promotion and Tenure Procedures

	Responsibility	Action	Due Date
1	Candidate	Notify Department Chair of Intent to apply for Tenure and/or Promotion	Mid-March
2	Department Chair	Notify faculty to form Department T&P committee and elect a chair; If insufficient size, identify additional committee members (in consultation with candidate and T&P Committee)	Late Spring Semester
3	Candidate; Department P&T Committee	Independently develop a list of potential external reviewers	Late Spring Semester
4	Department Chair	In consultation with T&P Committee, finalize list of reviewers and solicit their agreement to review the candidate's materials	May 30
5	Candidate	Develop packet of research materials and vitae to submit to external reviewers	May 30
6	Department Chair	Send letter, candidate's materials, and Department P&T Guidelines to reviewers (follow College Calendar for due date of the reviewers' recommendations)	June 5
7	Candidate	Complete Dossier (following University, College, and Department guidelines and calendar); submit to Department Chair	September
8	Department Chair	Collect all materials (Candidate's Dossier, External Review Letters and Vitae, and School Head Letter); Submit to Department T&P Committee	September
9	T&P Committee Chair	Schedule and lead Department T&P Committee review meetings; draft committee recommendation for member review; finalize; submit Committee Recommendation with all materials to Department Chair	September/ October
10	Department Chair	Independently review candidate's dossier and reviews and provide recommendation; provide rationale for selection of external reviewers (and outside members of the Department's Promotion and Tenure committee, if applicable)	October
11	SUAPP Head	Independently review candidate's dossier and reviews and provide recommendation. Submit to Dean's office	October

*Subject to changes in deadlines by the College of Arts and Sciences