DEPARTMENT OF SOCIAL WORK

CRITERIA FOR PROMOTION, RETENTION, AND TENURE

# EFFECTIVE 2021-2022

(Revised June, 2017)

**Composition of the Committee**

1. The PRT Committee will have five members elected by the faculty at-large from among the tenured faculty in the Department. If there are less than five tenured faculty within the department the chair may, after consultation with the faculty, select faculty from other disciplines within the college to serve on the committee. The chair of the department may serve as a non-voting member of the committee.
2. The term shall be three years with the possibility of reelection.
3. The terms shall be staggered so no more than two members are replaced in any year.
4. The committee shall elect its chair for the academic year as soon as its membership is constituted, and the department committee chair will serve on the college PRT committee.

 **Minimum Criteria for Tenure Consideration**

The Department considers the awarding of tenure a major decision. Granting of tenure is important, and it should be understood that a judgment to grant tenure comes with the expectation that the effort demonstrated to gain tenure will continue. It should also be clear that the consideration process for tenure is separate from that for promotion. A recommendation for tenure may be accompanied by one for promotion; however, this additional recommendation is not automatic. Achievement is expected in teaching, scholarship and service, but it is important that the applicant realize that the University Promotion Retention and Tenure Committee (UPRTC) does not expect the candidate to be outstanding in every area. In each area of evaluation, it is the applicant's responsibility to provide the documentation relevant for consideration of promotion, retention and tenure.

The following criteria establish a two-track PRT system within the Department of Social Work that is consistent with the framework provided within the College of Nursing and Health Professions (CNHP) criteria for rank, promotion, and tenure considerations (Appendix F, CNHP Faculty/Staff Handbook). The two-track system is composed of an academic and a clinical track.

Candidates must choose a specific track by the time of their third-year review. Within the Department, the term “clinical” encompasses the use of preventive and therapeutic interventions to enhance psychosocial functioning, while addressing emotional, psychological, and social challenges. While clinical practice sometimes refers to micro and mezzo level interventions, the generalist practice model incorporates macro level interventions that may emerge from situations originating at the micro or mezzo practice levels. The clinical track is designed to evaluate and reward faculty in the Department whose workload is heavily weighted with activities associated with clinical practice, clinical supervision of students’ field placements, and/or the administration of clinical programs. The primary requirement for eligibility in the **clinical track** is that that faculty member’s workload be comprised of a minimum of 50% clinical education activities each year. Such activities are defined by the Department as teaching Field Seminars, Field Education courses, Practice courses, and Advanced Clinical courses as well as elective courses that enhance students’ clinical knowledge and skills as well as assisting with the development of field placement sites and supervision of students in field. This requirement does not preclude faculty on the **academic track** from teaching these courses if necessary.

**Criteria**

**Terminal Degree:**

Only an individual who holds the rank of assistant professor or above, and is in a tenure track position will be considered for tenure. The Ph.D., Ed.D., or DSW is the terminal degree in Social Work. The Social Work department chair shall make initial recommendation regarding hiring, evaluation, retention and promotion of all social work faculty.

**Years of Service Before the Tenure Decision:**

Arkansas State University requires a mandatory tenure review and decision for tenure track faculty by the sixth year of employment. Tenure must be awarded with the beginning of the seventh year of service. In the event that tenure is not granted, the seventh year will be considered the terminal contract. According to current University policy, a "year" is a full semester of service under a pre-tenure status contract, which begins on or before the first day of the spring semester in an academic year.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, *the ability to do so is considered unique and exceptional*. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only after two years **or** in the sixth year of the pre-tenure cycle.

Pre-tenure faculty will be evaluated for tenure and promotion based on department, college, and university criteria in place during their third year of employment on a pre-tenure appointment.

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the chancellor of the university and be based on the thorough review and positive recommendations of the departmental PRT committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the PRT application.

Teaching:

Creative and effective teaching is important criteria to be used for the granting of tenure. Deliberations concerning these criteria will be based upon student evaluations, course syllabi, fair grading standards, and documentation of innovative learning experiences (both inside and outside of the classroom). Course syllabi, course objectives, examinations, reading lists, research papers, assignments and exercises, and other documentation demonstrating effective teaching techniques should be submitted by applicants to the DPRTC. Other pertinent activities include directing theses and independent studies. Should the applicant's teaching ability be questioned, a peer review process can be requested. Peer review is available to any CNHP faculty member on an optional basis.

Additional teaching activities for faculty in the **clinical track** include teaching Field Seminars, Field Education courses, Practice courses, and Advanced Clinical courses as well as elective courses that enhance students’ clinical skills or instruction of service-learning activities.

**Scholarship:**

The candidate should present evidence that documents consistent and recent scholarly activity. A broad definition of scholarship is essential in Social Work. For faculty in the **academic** track, scholarship includes original research and the publication of refereed articles, monographs or books, the presentation of papers to learned forums, the writing and/or securing of grants, participation in workshops and symposia, reviewing or editing of manuscripts submitted for publication.

For faculty in the **clinical** track, scholarship may also include the application of knowledge to social problems through projects linked to research (e.g. campus/community partnerships), technical assistance or consultations to organizations, policy analyses, program and practice evaluations, and examining and revising pedagogical methods and materials. All of the above must be documented by published or unpublished manuscripts or reports. See CNHP PRT criteria (p. 7) for “Additional Scholarship Activities for Faculty in the Clinical Track.”

**Service:**

All applicants for tenure at the time of application are expected to submit to the DPRTC evidence in support of service. The service component of the review process includes several kinds of activities; e.g. University committee work, faculty senate participation, professional and community involvement, support of alumni activities, and student recruitment, advisement and career counseling. When given the opportunity, faculty are expected to serve on Departmental, College, and University committees. Faculty are encouraged to become involved in professional organizations by holding membership and/or office appointments in these associations. Other efforts involving non-teaching, non-scholarly activities include fund raising, and the sponsorship of student organizations. The organization, direction and presentation of conferences or training sessions for professional groups would be considered service. Service may also include participation in national, state, and local policy-making bodies in the field of human services such as membership on boards of directors, consultant positions to such agencies, and activities which result in policy review or policy change. See CNHP PRT criteria (p. 8) for “Additional Service Activities for Faculty Members in the Clinical Track.”

**Pre-Tenure Review**

Evaluation for tenure involves a review by both the DPRTC and the CPRTC. The Department Chair and the Dean of the College of Nursing and Health Professions will also evaluate the documents submitted by the applicant seeking tenure. Applicants seeking tenure will receive written feedback at each level of application. Upon receiving written feedback, applicants have the right to withdraw the application from further review and must notify the appropriate reviewers in writing by the close of the third business day following the receipt of written feedback. Reviews will be completed according to the following timetable:

First Year Review by the DPRTC and the Departmental Chair, with written appraisal to the Dean of NHP.

Second, Third, and Fifth-Year Pre-tenure Review --A Comprehensive Pre-Tenure Review will be implemented that will be completed in the second, third, and fifth year of employment at ASU for all pre-tenure faculty regardless of rank. This review will require that all pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Department PRT Committee, the Department Chair, the college PRT Committee, and the Dean will formally review this documentation and provide appropriate feedback to each faculty member regarding their progress toward tenure.

Fourth -Review by the DPRTC and the Departmental Chair, with written appraisal to the Dean of NHP.

Sixth Year Review – This review will constitute the mandatory review following the completion of the full probationary period.

**Minimum Criteria for Promotion Consideration**

The Department considers the earned doctorate as the terminal degree for promotion and tenure consideration. For Social Work faculty, the Ph.D, DSW, MSW, or Ed.D . is the terminal degree. Current licensure at the LMSW or LCSW level is required for faculty seeking promotion on the clinical track (see CNHP Handbook Appendix F).Although desirable, licensure is not mandatory for faculty seeking promotion on the academic track.The Social Work program chair shall make initial recommendations regarding hiring, evaluation, retention and promotion of all social work faculty.

The criteria below are minimum standards and do not guarantee promotion. Faculty who are seeking promotion will be judged on the basis of their cumulative record of professional activity at their current rank. Promotion to Professor requires greater professional activity than does promotion to Associate Professor. Promotion implies the expectation of continued superb performance.

**Criteria**

**Promotion to Assistant Professor:**

The rank of Instructor is awarded as a temporary appointment. Faculty at the Instructor rank who complete requirements for the terminal degree should provide the Department Chair with evidence of completion. In this situation, it is not necessary to apply for promotion. Upon favorable recommendation by the Department Chair and the Dean of the College of Nursing and Health Professions, and subject to approval of the Executive Vice Chancellor/Provost (EVCP) for Academic Affairs and Research, promotion to the rank of Assistant Professor will be granted, effective immediately.

**Promotion to Associate Professor:**

The earned doctorate is the terminal degree appropriate for promotion. The candidate is expected to exhibit the following:

1. A demonstrated ability as an effective teacher as evidenced by long-term, regular and recent evaluations by students and supervisors. Documents to be examined by the DPRTC mayinclude student evaluations, formal proposals for new courses, new courses taught, number of courses taught, letters from peers, and related materials.

1. The promise of excellence in professional, scholarly, or creative work as documented by peer reviewed publications and other scholarly activities (see statement regarding scholarship under requirements for tenure). The candidate will receive greater reward for scholarly accomplishments completed while employed at Arkansas State University. If an article has been accepted for publication, but is not yet in print, a letter from the editor of the journal will be acceptable documentation. Copies of grants requested but not funded also should be submitted to the DPRTC.

 3. An outstanding record of service activities as evidenced by long-term and recent contributions to student advisement; to Departmental, College and University committees; to sponsorship of student organizations; to contract activities;and other professional non- teaching, non-scholarly activities that serve the University and community (see statement regarding service under requirements for tenure). Documentation for cited service work should include a description of the nature of the specific activity, as well as the names of the appropriate persons(s) to contact for verification and/or evaluation of the work, and any honors or awards received in recognition of service).

**Promotion to Professor:**

The candidate for promotion to Professor should demonstrate excellence in two or more of the categories below and be adequate or better in the remaining categories.

The earned doctorate is the terminal degree appropriate for promotion. The candidate is expected to exhibit the following:

 1. A demonstrated ability as an excellent teacher as evidenced by long-term, regular and recent evaluations by students and supervisors. Documents to be examined by the DPRTC may include student evaluations, formal proposals for any new courses taught, number of courses taught, new courses taught, letters from peers, and related materials.

 2. Recent and continuing excellence in professional, scholarly, or creative work appropriate to Social Work as documented by peer reviewed publications and other scholarly activities (see statement regarding scholarship under requirements for tenure).

 3. A superior record of service activities as evidenced by long-term and recent contributions to student advisement; to Departmental, College and University committees; to sponsorship of student organizations; to contract activities; to professional consultation and other professional non-teaching, non-scholarly activities that serve the University and community (see statement regarding service under requirements for tenure). Documentation for cited service work should include a description of the nature of the specific activity, as well as the names of the appropriate person(s) to contact for verification and/or evaluation of the work, and any honors or awards received in recognition of service.