Appointment, Reappointment and Non-Reappointment, and Contract Status

By the AFUM Contract, the Peer Committee makes School decisions on all issues of review of appointment and reappointment, no-action reviews, tenure and promotion, and sabbatical for recommendation to the Dean, in accordance with timetable in AFUM agreement. Additionally, Peer Committee may provide input to the Director on professional and clerical/administrative staff; and may review requests from the faculty not inconsistent with the AFUM contract.

Recruitment and Hiring

Recruitment of faculty is initiated at the School level after authorization by the Dean. Search procedures are monitored for compliance by the EEO Office. All regular faculty members participate in the search process. The regular faculty shall determine School needs and priorities. At the last faculty meeting of the year, the regular faculty shall elect members to a three or four person search committee. Annually, the Search Committee shall elect a chairperson who will coordinate the process. Student representatives are also encouraged to participate.

Sabbatical Leave

Sabbatical leave is intended to provide a concentrated, uninterrupted time for scholarship and intellectual refreshment/renewal of faculty. Tenured faculty of the School of Social Work are eligible to apply for sabbatical leave in accordance with the timetable in the AFUM agreement. Policies and practices regarding faculty sabbatical leaves are guided by the AFUM Contract.

Eligible faculty must apply in the fall of the academic year prior to the academic year in which they plan to take their sabbatical leave. A proposal application must be submitted to the School’s Peer Committee in the fall semester in accordance to the calendar issued by the Provost's office. Upon approval by the Peer Committee, the Director writes a letter of support and forwards the recommendation to the Dean.

PEER REVIEW PROCEDURES for Reappointment, Promotion and Tenure

1. The Peer Review Committee of the School of Social Work shall consist of all full-time tenured and tenure track faculty.
2. When reappointment is under consideration, the Director will notify the faculty member of the peer review process and meeting schedule.
3. When early tenure or promotion is the consideration, the faculty member will submit a request in writing to the Director by September 15th as specified in the contract. (The faculty member can submit the request as early as the previous spring and request the appointment of a chairperson for the peer review committee.)
4. For tenure and promotion decisions, the faculty member under review will provide the names of scholars in social work or related disciplines who can provide supporting documents. This list should be provided to the chairperson of the Peer Review committee and/or the Director of the School by September 15th. (The list can be submitted as early as May of the previous year for action by the committee chairperson or School Director.)
5. For all reviews, the faculty member under consideration will make their narrative materials and portfolio available according to the AFUM calendar. The materials will be available to the Peer Committee at least one week prior to review.

6. Peer review will be accomplished in one or more meetings.

7. Faculty under review will be given an opportunity to address the committee.

8. A chairperson for the peer review will be appointed from the full-time, tenured faculty. The faculty member under review will identify a qualified individual available and willing to serve as the chairperson of the peer review committee and request appointment of that individual by the Peer Committee. The Peer Committee will meet and, upon approval of the Peer committee, appoint that person as chairperson. The faculty member can request this action the spring before they move to tenure or promotion.

9. The peer review chairperson will facilitate discussion, review, and take notes.

10. As stipulated in the contract (Article 10 C. 3): "Upon request of the unit member, the chairman [person] of the peer committee...shall meet with each individual unit member being evaluated for frank discussions of that person's professional performance."

11. The peer review chairperson will prepare a written evaluation. As stated in Article C.4, "For one (1) week prior to placing the evaluation in the unit member's official personnel file, the unit member shall have the opportunity to supply written comments which if provided will be attached to the peer committee's evaluation." The evaluation and faculty member's response, if provided, will then be forwarded to the CAS Dean's office.

12. The School of Social Work review will emphasize the four areas outlined in its peer review criteria and the AFUM contract; teaching, scholarship, and university and public service.

13. All evaluation reports of the peer committee must be signed by all members including minority reports if there are any. Absentees must be noted.

14. All decisions will be made by a simple majority vote.

15. A quorum of the Committee shall consist of the majority of the peer review committee members.

16. Any complaint arising from the interpretation or application of the above procedures is covered under Article 14 of the AFUM contract.

Promotion and Tenure and Continuing Contract Procedures

CRITERIA FOR REAPPOINTMENT, PROMOTION, AND/OR TENURE SHALL BE AS FOLLOWS:

3.1 Teaching

Primary consideration is to be given to teaching effectiveness. Teaching
effectiveness includes the entire range of the faculty member's responsibility to the student including: new course development; modification of existing courses to reflect development of the knowledge base of social work; classroom performance; professional modeling; communication skills; learning climate of the classroom; organization, coherence, and relevance of the course content; methods of presentation; instructional materials development; accessibility outside of class; facilitation of student learning; and the maintenance of relationships with students which are designed to promote teaching and learning.

Teaching effectiveness will be measured by a variety of means, with the faculty member incorporating supporting materials into a portfolio format. The portfolio will contain multiple sources of evidence of the teacher's accomplishments including: student evaluation questionnaires; course syllabi, assignments, handouts, and other instructional materials; a statement of teaching philosophy; information about how scholarship and community service activities are incorporated into teaching; and data about the faculty member's efforts at self-development as a teacher. In addition, faculty members will select an additional method for evaluation of teaching effectiveness. These may include pre- and post-tests, information from peer observers in the classroom, mid-course evaluation, or enhanced qualitative or quantitative forms of evaluation. The preceding list is not meant to be prescriptive but instead to offer examples of material that may lead to a meaningful assessment. Evaluation is to be a continuing process to assist the faculty member in becoming a more effective teacher, thereby contributing to an educational community that highly values the teaching/learning process.

Student advising has special significance in social work education. In addition to assisting the student in selecting courses which will support the student's career interests, effort should be given to mapping out the appropriate sequence of courses that reflect the student's family and work needs. Over and above this, the advisor and the student should mutually review the student's grades and engage in discussions about the suitability of social work for the individual student as well as graduate school and career choices. The faculty member is expected to be accessible to students through office hours and appointments.

3.2 Scholarship

Scholarship documents the faculty member's continuing professional development through a variety of scholarly activities, including publications and creative works, scholarly and creative works in progress, professional presentations, recent research/training grants, and other scholarly activity.

As a member of the School of Social Work, each faculty member has a responsibility to contribute to the development of social work knowledge. Therefore, social work faculty must have an active scholarship agenda. Published scholarship or manuscripts accepted for publication will be weighted more heavily than scholarship in progress. Nationally recognized peer reviewed publications are required for promotion to associate and full professor. Scholarship for promotion and tenure to associate professor must demonstrate the beginnings of making an impact at the regional and national and/or international
levels, as evidenced by nationally and/or internationally recognized peer reviewed publications and by participation in regional and national conferences or other kinds of contributions to regional and national and/or international efforts. Higher expectations for scholarship that is nationally recognized is placed on promotion to full professor.

17. Publications and Creative Works

Include, using standard professional format, all papers and other writings that have been published or accepted for publication.
* Published refereed articles (note those in press)
* Published non-refereed articles (note those in press)
* Books and textbooks, chapters of books, refereed and non-refereed
* Monographs, technical reports, and chapters of books (note those in press)

18. Scholarly and Creative Works in Progress

* Include papers in the above categories that have been submitted for publication but not yet accepted or rejected.
* Include plans for future papers and works in progress.

19. Professional Presentations

* List authored papers delivered at professional conferences/conventions and before professional groups, noting those that were refereed. Indicate those for which you were the presenter.

20. Recent research/training grants

* List applications for grants, contracts, or fellowships and indicate those awarded, including agency name, date applied, amount of grant, and disposition.

21. Other Scholarly Activity

* List any other scholarly activity.

3.3 Service to the University, Community, and Profession

22. School of Social Work

Faculty are expected to participate in the life of the School of Social Work in a number of ways:
* Attend faculty meetings
* Volunteer for other committee assignments
* Take a leadership role in selected School activities

23. University

Faculty are expected to participate with the larger University community. These activities can include:
* Committee work
* Holding an elected position in University government or within AFUM
* Planning University events, conferences and activities
* Giving lectures or presentations for the University community other than within the School of Social Work
* Participation in task forces, panels or workshops other than those within the School of Social Work

24. Professional

* Professional organization memberships and activities, including offices held and committee memberships.
* National and regional meetings attended and sessions chaired
* Leadership in professional organization
* Member of editorial board
* Service in reviewing papers submitted for publication; or as a member of a review panel reviewing grants submitted for funding.
* Participation as a reviewer for grants

25. Public/Community Service

As a member of the School of Social Work each faculty member has a particular responsibility to use their knowledge and experience to assist community groups, providers and consumers of social services in improving the provision of social services thereby enhancing the quality of life for individuals and the community-at-large. It is recognized that community service can be both paid and unpaid, and it is the faculty member's responsibility to clearly note the distinction. Activities that can be included in this category are:

◊ Member of a board of directors, advisory board, or committee
◊ Provision of direct services or consultation
◊ Staff training and development
◊ Grant writing
◊ Public speaking
◊ Community Organization
◊ Organizational Development

In accordance with the AFUM agreement, the criteria established by the faculty of the School of Social Work will be the only criteria used in the peer review process.

Approved by the faculty January 25, 2002

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Approved as revised October 15, 2003.