

Social Work (SW) Department
Promotion and Tenure Guidelines (Updated)
Approved by Department on September 9, 2015

This document describes promotion and tenure evaluation criteria and procedures that are specific to the Department of Social Work. It is to be used in conjunction with the university-wide Promotion and Tenure Guidelines.

SW faculty seeking tenure and/or promotion are required to meet and adhere to all aspects of the Promotion and Tenure Guidelines in Sections 2.7 and 2.8 of the Faculty Handbook (endorsed by the faculty on 3/7/12).

Areas of Evaluation for Tenure and Promotion

Faculty are evaluated in three major areas: teaching, scholarship, and service. SW faculty are encouraged to integrate their teaching, scholarship, and service so that each strengthens and informs the other. Successful candidates must meet the criteria for all 3 areas outlined in the university-wide P&T Guidelines as well as specific departmental criteria indicated below.

Teaching:

The department does not subscribe to one pedagogical approach above all others, but does value learner-centered teaching and teaching that involves students as active participants. It also values teaching that is rooted in ecological/systems theory and the strengths perspective. As a Social Work program, we value teaching that enhances the department's ability to deliver the five foundation areas in the BSW curriculum (human behavior and the social environment, social welfare policy and services, social work practice, research, and field practicum) and infuses content on critical thinking, social work values and ethics, diversity, populations-at-risk, and social and economic justice. No application for tenure is likely to be successful without evidence of effective teaching.

Scholarship:

The Department acknowledges all forms of scholarship (scholarship of discovery, scholarship of teaching and learning, scholarship of integration and scholarship of engagement) as indicated in the University P&T Guidelines. None holds greater weight or significance than another. Regardless of the type of scholarship a department member engages in, scholarship will be evaluated on its quality and impact as indicated in the University Guidelines.

Service:

Social Work educators are expected to provide service and leadership within the profession and academic community. Faculty are expected to make meaningful contributions to support the department's goals and its students, and to serve the university, community, and profession, as well, at the local, regional, and/or national level. Establishing and maintaining professional relationships within the field and connections to social work programs in the community are expected.

Promotion Requirements:

Candidates seeking promotion to the rank of associate or full professor must demonstrate the following expectations:

An **associate professor** is an engaged, reflective, and effective teacher. S/he has established an emerging body of quality scholarship. S/he makes meaningful contributions to both the department and the University and uses her/his expertise to serve the community and the profession. Service includes collegial participation in meeting students' academic needs and supporting the department's mission and goals.

A **full professor** is an engaged, reflective, and effective teacher who shows evidence of evolution and growth in her/his teaching. S/he has a well-developed and sustained body of quality scholarship. In the area of service s/he makes meaningful contributions to both the department and the University, uses her/his expertise to serve the community and the profession, and exhibits leadership in service activities. Service includes support of the department's mission and goals.

P&T Committee Composition

The SW Department P&T Committee will be composed of 5 tenured faculty members, one of whom will serve as the P&T Committee Chair.

- Eligible department members are appointed or elected to serve 3-year terms (the department has fewer than 5 full-time tenured faculty).
- The P&T Committee Chair is elected by the Department to serve a 3-year term.
- Elected SW Department P&T Committee members will serve on a standing P&T Committee.
- Only full professors may serve on the P&T committee for candidates seeking promotion to full professor. When a candidate applies for promotion to full professor any standing committee members who are not full professors will temporarily be replaced with tenured full professors.
- In the event that there are not 5 eligible department members to serve on the P&T Committee, additional members will be sought to serve from outside of the department. As indicated in the university guidelines, the SW Department Chair consults with the Dean to draw up a list of possible committee members from other departments. The SW department faculty will then vote for committee members from those on this list. Those receiving the most votes will serve on the committee. This should occur in the spring when a candidate is applying for tenure and/or promotion in the upcoming fall.

P&T Committee Responsibilities

The P&T Committee will fulfill all of its responsibilities related to promotion and tenure as indicated in section 2.8 of the Faculty Handbook. In addition the committee will perform the following duties:

- When a candidate declares her/his intent to apply for promotion and/or tenure (fall semesters), the P&T Committee will meet (the following spring semesters) to review departmental expectations, university guidelines, and the P&T Committee Checklist included in the Faculty Handbook.
- The P&T Committee will then meet with the candidate to address her/his questions and provide clarification, as needed. The P&T Committee Chair will arrange the meeting.

Mid-Tenure or Pre-Promotion Review

The SW Department process for review includes a Mid-Tenure Review, and the opportunity for a Pre-Promotion Review, if desired. The purpose of these reviews is to provide feedback to candidates on her/his progress toward promotion and/or tenure and provide recommendations that are likely to contribute to the candidate's successful application for promotion and/or tenure. The standing P&T Committee and the Department Chair both play a role in this process.

The Mid-Tenure Review and Pre-Promotion Review are intended to be formative evaluations. The candidate may choose whether or not to include the review documentation in her/his final application for promotion and/or tenure.

Initiating the Mid-Tenure or Pre-Promotion Review

No sooner than the end of an untenured faculty member's first year in the tenure-track at PSU and no later than the end of a faculty member's third year, *s/he will have* a Mid-Tenure Review. The SW Department Chair will notify the P&T Standing Committee Chair of a candidate's mid-tenure review semester. The P&T Committee Chair will advise the candidate on the process for submitting materials.

Candidates applying for promotion to Professor *may request* a Pre-Promotion Review of their candidacy any time after three years in the rank of Associate Professor. The Candidate initiates the request by notifying the Chair of the P&T Standing Committee. The P&T Committee Chair will advise the candidate on the process for submitting materials.

Mid-Tenure or Pre-Promotion Review Committee Composition

The Mid-Tenure Review or Pre-Promotion Review Committee will include 3 tenured SW faculty who are members of the standing departmental P&T Committee. If there are not 3 eligible department members available to serve then the number of additional members from other departments will be selected by department vote.

Mid-Tenure or Pre-Promotion Review Committee Responsibilities

The Committee will review the materials submitted by the candidate. Based upon the evidence provided, the Committee will provide written feedback for each area (teaching, scholarship, and service) that includes comments on the candidate's progress toward tenure and/or promotion and recommendations for improvement.

Role of the Department Chair in the Mid-Tenure or Pre-Promotion Review

The Department Chair will review the candidate's materials and written feedback from the Mid-Tenure Review or Pre-Promotion Review Committee. The Chair will also provide feedback to the candidate in writing.

Mid-term or Pre-Promotion Review Submission Requirements

Candidates are encouraged to create an electronic portfolio (such as Mahara) to begin documenting their teaching, scholarship, and service record.

Candidates are required to submit the following materials to the Chair of the P&T Committee for review:

1. Statements on teaching, scholarship, and service, according to the university

guidelines.

2. Current CV in required university format.
3. All work plans and annual evaluations completed to date.
4. Evidence for each major area of evaluation including *all* of the following:
 - a) **Teaching**
PSU Teaching evaluations since date of hire or last P&T review, with candidate's summation and reflection on the evaluations
Classroom observations of candidate's teaching by the Department Chair, Dean and/or other campus administrators
 - b) **Scholarship**
Representative exemplars of scholarly work, such as sample presentations and/or publications
 - c) **Service**
Representative exemplars of any commendations or acknowledgments regarding service contributions

Candidate's Responsibilities throughout the P&T Process

A clear understanding of the P&T evaluation criteria and expectations is an essential aspect in a faculty member's quest for achieving tenure and/or promotion. Candidates are strongly encouraged to take all steps necessary to be well acquainted with both the university and department guidelines. The Department Chair and/or the P&T Committee Chair serve as valuable resources in addressing questions or concerns. Faculty seeking tenure and/or promotion are strongly encouraged to seek assistance and support from the Department Chair and/or the P&T Committee Chair. Candidates applying for tenure and/or promotion are required to declare their intent to apply no later than April 15th of the academic year prior to application (as indicated in section 2.8 B of university guidelines). In addition to the application procedure described in the faculty handbook, the SW Department has set the following guidelines for submission of the P&T application.

- Candidates are encouraged to submit their P&T portfolio contents and supporting materials in an ePortfolio system, but may submit it in a paper format. Regardless of format, it is imperative that all required contents are included and submitted to the P&T Committee Chair by October 15th. In the event this date falls on a weekend the materials may be submitted on the next work day.
- If submitting paper copies, candidates are to provide 1 complete original copy of the P&T Portfolio in 3-ring binder, 5 copies of the original and 1 set of supporting evidence.
- A candidate's statements on teaching, scholarship, and service should be reflective and make a strong compelling case as to how the criteria for tenure and/or promotion have been met.

Candidates seeking a Pre-Promotion Review are required to initiate the process (as described above).

At all phases of the P&T process candidates are expected to present themselves and their materials with professionalism, honesty, and integrity.

Departmental Review of P&T Guidelines

The SW Department will review department P&T guidelines at least every five years. Any modifications must be approved by the department, submitted for review to the Promotion, Tenure and Evaluation Advisory Group, and approved by the Dean/Provost.

(Adapted from 2012 Early Childhood Studies Guidelines)