

## The Social Work Department Criteria for Personnel Actions

The Social Work Department Standards for departmental personal actions, including, retention, tenure, and promotion are outlined in the following sections. In order to clarify the standards to their fullest extent, we have presented them in both a chart and in a written format. These standards, as will be clarified further in the document, present that the same performance standards apply in both cycles : the one – to three year cycle; and the four to six year cycle. The standards for retention apply to promotion as well. The promotion to associate professor is based upon the completion of the requirements for tenure. The “ slate is wiped clean” at that point. The standards for promotion to full professor from associate professor are then required anew. A faculty member requesting early promotion must meet the standards for both the one to three and four to six year cycles before requesting consideration for early – pre-tenure promotion.

The standards are:

### Retention and Tenure

| Category                                       | Indicators | Evidence  | Standards   |
|--|------------|---|---|
| <b>1. Effectiveness in Academic Assignment</b> | Teaching   | Student evaluations each semester with ratings at or above the group norms in each year                                     | Maintaining a high and consistent level of student evaluations. |
|  |            | Peer reviews<br>One per semester with favorable results at each year as evidenced on a 5 point scale                        | Obtaining a positive peer review.                               |
|  |            | Course development as identified by taking on the responsibility for new classes or the redesign of existing course or both | Developing one or more new courses on their own initiative.     |

|   |                         |   |  |
|---|-------------------------|---|--|
|   | Advising                | Advising load   | Satisfactorily maintaining an advising load for each year as assigned. |
|   | Non-instructional       | Administrative responsibilities as required or academic assignments not relating to course work                       | optional   |
|   |                         |   |  |
| <b>2. Scholarly and Creative Activities</b>         | Group A or B Activities | One peer reviewed article, book chapter, or doctoral dissertation (see attached list)                                 | See A and B appendices for further description.                        |
|   | Group B activities      | Article in non-peer reviewed journal, conference presentations, revision of textbook, (see attached list)             | See Appendix B for further description                                 |
|   |                         | Peer reviewed intervention based community activity (see attached description)  | Optional   |
|   | Group C Activities      | Local presentations, in house publications beyond university (see attached list)                                      | See Appendix B for further description                                 |
|   |                         |   |  |
| <b>3. Professional Contributions and Activities</b> | Campus based            | Department/university service activities, committees, advisor for student organization, other campus based activities | and  |
|   | Community based         | Local discipline based activities, such as: volunteer work, committee   | and  |

|  |                  |   |     |
|--|------------------|---|-----|
|  |                  | <p>member, board member, officer of organization, consultant to organization on a social service agency that is discipline based and related to the Social Work Field (per the NASW Code of Ethics)</p> <p>A Letter of acknowledgment from the organization will suffice as evidence.</p> |     |
|  | Discipline based | <p>Service to discipline, active participation, official representative of, officer, or committee member on a discipline related association's committee or task force at the local, state wide or national level</p>   | and |

**Table 2. Promotion**

| <b>Category</b>                                | <b>Indicators</b> | <b>Evidence</b>  | <b>Standards</b> |
|--|-------------------|--|------------------|
| <b>1. Effectiveness in Academic Assignment</b> | Teaching          | Maintenance of student evaluations at or above departmental norm   | and              |
|  |                   | <p>Peer reviews</p> <p>One per semester showing acceptable performance as evidenced on a 5 point scale</p> | and              |
|  |                   | Continued course development as identified by taking on the responsibility                                 | optional         |

|   |                    |  |   |
|---|--------------------|--|---|
|   |                    | for new classes or the redesign of existing course or both   |   |
|   | Advising           | Effectiveness in student advisement, knowledge of, and participation in the student advising process spanning the 1 semesters prior to the promotion request | and   |
|   | Non-instructional  | Continued acceptable performance on administrative and timely completion of non-instructional faculty duties.  | optional  |
|   |                    |  |   |
| <b>2. Scholarly and Creative Activities</b> | Group A Activities | Continued history of scholarly activities such as: Peer reviewed articles, book chapters, doctoral dissertation (see attached list)                          | Meeting the standards created in Appendix A and B |
|   | Group B activities | Continued history of scholarly activities such as: Article in non-peer reviewed journal, conference presentations, revision of textbook, (see attached list) | Meeting the standards created in Appendix B       |
|   | Group C Activities | Continued history of scholarly activities such as: Local presentations, in house publications beyond university (see attached list)                          | Meeting the standards created in Appendix B       |
|   |                    | Continued involvement peer reviewed intervention based community activity (see attached description)   | Meeting the standards created in Appendix B       |

|   |                  |   |     |
|---|------------------|---|-----|
| <b>3. Professional Contributions and Activities</b> | Campus based     | Continued history of department/ university service activities, committees, advisor for student organization, other campus based activities   | and |
|   | Community based  | Continued involvement with local discipline based activities, such as: volunteer work, committee member, board member, officer of organization, consultant to organization on a social service agency that is discipline based and related to the Social Work Field (per the NASW Code of Ethics)<br>A Letter of acknowledgment from the organization will suffice as evidence. | and |
|   | Discipline based | Continued service to discipline, active participation, official representative of, officer, or committee member on a discipline related association's committee or task force at the local, state wide or national level  | and |
|   |                  |   |     |

## Appendix A

### Categories of Scholarly and Creative Activity

#### Group A

- Article published in a discipline-related, peer-reviewed journal
- Article published in a pedagogically-related, peer-reviewed journal
- Book (scholarly, applied scholarship, first-edition textbook)
- Chapter in a peer-reviewed scholarly book
- Successful completion of a doctoral dissertation while an Austin Peay employee (not available to those who arrive at Austin Peay ABD)
- Article of any kind published with *student* co-author(s)
- Writing and submission of a grant (regardless of acceptance)

#### Group B

- Article published in discipline related or pedagogically related non-peer reviewed journal (regional, national, international sponsor/focus)
- Chapter in an editorially reviewed book
- Book written for a lay audience, intended to popularize the discipline
- Revision of a textbook
- Publication of an instructor's manual for a textbook
- Research monograph such as a final report to a grant funding agency
- Making a paper or PowerPoint presentation at a peer-reviewed regional (e.g., SEPA), national, or international academic conference
- Significant technical report to a discipline-based association
- Editor of a book of readings
- Publication of a discipline-based software product
- A book review published in a scholarly journal
- Development and delivering a continuing education seminar for academics or practitioners or a discipline-based professional association with at least 20 people present
- Measureable involvement in a peer reviewed, intervention based community program (used upon request of the faculty member with approval of the Department of Social work retention committee)

#### Group C

- Any article published in non-peer reviewed journal (local or state sponsor/focus) or newsletter
- Making a PowerPoint presentation (without an accompanying paper) at a practitioner-oriented or academic association meeting
- Invited speaker or panelist at a meeting of an academic or practitioner-oriented professional organization
- An in-house publication which is widely distributed beyond the University community
- A discipline-based technical report for a business, governmental, or

quasi-governmental organization in the University's service region

- Publication of a training manual
- Publication of a study guide, test bank, or problem set.
- Creating and/or delivering an education seminar for a business organization or a discipline-based professional association
- Obtaining a new professional certification or license
- Successfully performing the annual activities expected of an externally funded research grant.
- Presentation at a University-wide research venue or workshop (An example is the Faculty Research Forum aka "Brown Bag Research")

## **Appendix B**

Here the candidate identifies to the department which group they wish to be considered in the department's evaluation of the standard.

### **Tenure Standards for category B:**

The requirements are as follows:

1. At least **3** (one in years 1-3, the remaining 2 in years 3-5) total activities from the Group A category list, may be of the same type of activity

Or

2. At last **3** total activities comprised of **1** activity from Group A list and **2**( at least 1 in years 1-3) from Group B list and 3 (at least 1 in years 1-3) from Group C list