

College of Behavioral Health and Sciences

Department of Social Work.

Retention, Tenure, and Promotion (RTP) Criteria

Effective August 1, 2023

PROLOGUE

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, this document provides minimum but not necessarily sufficient requirements in each area for the awarding of retention, tenure, or promotion. Successful faculty will meet these criteria in all areas and should exceed these criteria in one or more areas. See current policies: Policy on Academic Tenure ([1.025](#)), Faculty Appointments ([2.051](#)), and Policy on Academic Promotion ([2.063](#)) for additional information.

At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

AREA 1: EFFECTIVENESS IN ACADEMIC ASSIGNMENT

Administrative responsibilities of an academic nature not relating to course work (lists are not exhaustive):

- Serving on a department or college level curriculum committee.
- Participating in an accreditation application or renewal.
- Other academically related administrative work not relating to course work.

Advising:

- Meet with assigned advisees in a timely manner.
- Meet with prospective majors as requested by Admissions Office.
- Assist with GOVS GO, GOVS Preview Days, and other advising events.
- Administrative responsibilities as required or academic assignments not relating to course work.

Reassigned time coordinator responsibilities:

- Responsibilities related to BSW Coordinator role.
- Responsibilities related to MSW Coordinator role.
- Responsibilities related to any other reassigned time.

Teaching and Pedagogy:

Course load

- Evidence of courses taught per semester.
- Evidence of courses taught in alternate semesters.
- Evidence of courses taught to supplement unanticipated department needs.

Course pedagogy

- Demonstrated use of creative and alternative teaching tools and methodologies.
- Demonstrated use of simulation, role play, laboratory.

Course revision/creation

- Revision of a course/courses.
- Development of a new course.

Course evaluation

- Satisfactory summative evaluation by Chair (minimum average of 3 years 1—3, minimum average of 4 years 4—5, thus an average of 4 going into the 6th year).
- Satisfactory Enhanced Peer Review (minimum average of 3 years 1—3 and minimum average of 4 years 4—5, thus an average 4 going into the 6th year).
- Satisfactory explanatory, holistic narrative detailing course work (narrative utilized instead of Student Evaluation scores).

Pertaining to retention:

In years 1-3, faculty must have a minimum total of 5 of the following supplemental advising and administrative activities. Other activities may be deemed on par with the following list, which is not considered necessarily exhaustive, as pertains to any list or item not labeled “Required”. Faculty must also have satisfactory ratings on the new Enhanced Peer Review scores and in line with any APSU P&G guidelines.

- Substantially revise one or more existing courses.
- Develop a new course on own initiative.
- Meet with prospective majors as requested by Admissions Office.
- Assist with GOVS GO, GOVS Preview days, and other advising events.
- Administrative responsibilities as required or academic assignments not relating to course work.
- Assumes additional teaching and/or advising responsibilities as needed.
- Participation in an accreditation application or renewal.
- Other like activities discussed with the Chair and RTP Committee.

In years 4—5, faculty must have an additional 5 of the following supplemental advising and administrative activities:

- Substantially revise one or more existing courses.
- Develop a new course on own initiative.
- Meet with prospective majors as requested by Admissions Office.
- Assist with GOVS GO, GOVS Preview days, and other advising events.
- Administrative responsibilities as required or academic assignments not relating to course work.
- Assumes additional teaching and/or advising responsibilities as needed.

- Participation in an accreditation application or renewal.
- Other like activities discussed with the Chair and RTP Committee.

Pertaining to tenure/promotion to Associate Professor:

By the 6th year RTP review, faculty must have a total of 10 have of the following supplemental advising and administrative activities for years 1—6. Faculty must also have satisfactory ratings on the new Enhanced Peer Review scores and in line with any APSU P&G guidelines. NOTE: Regarding activities and minimums, a diversity of activities is encouraged. Other activities may be deemed on par with the following list, which is not considered necessarily exhaustive, as pertains to any list or item not labeled “Required”.

- Substantially revise one or more existing courses.
- Develop a new course on own initiative.
- Meet with prospective majors as requested by Admissions Office.
- Assist with Gobs GO, GOVS Preview Days, and other advising events.
- Administrative responsibilities as required or academic assignments not relating to course work.
- Assumes additional teaching and/or advising responsibilities as needed.
- Participation in accreditation application or renewal.
- Other like activities discussed with the Chair and RTP Committee.

Pertaining to promotion to Professor:

For promotion to Professor, faculty members are encouraged to demonstrate an average of 2 of the following activities per year leading up to promotion to Professor (total of 10 or more additional activities by time of Promotion to Full Professor). Faculty must also have satisfactory ratings on the new Summative chair evaluations and Enhanced Peer Review (a minimum of 4.5 for either) scores and in line with any APSU P&G guidelines. NOTE: The APSU Social Work Department encourages a diversity of activities.

- Substantially revise one or more existing courses.
- Develop a new course on own initiative.
- Meet with prospective majors as requested by Admissions Office.
- Assist with Gobs GO, GOVS Preview Days, and other advising events.
- Administrative responsibilities as required or academic assignments not relating to course work.
- Assumes additional teaching and/or advising responsibilities as needed.
- Participation in an accreditation application or renewal.
- Other like activities discussed with the Chair and RTP Committee.

AREA 2: SCHOLARSHIP AND CREATIVE ACTIVITIES

Pertaining to *retention:

In years 1—3, faculty should show *evidence* of progress in these areas in Area A and Area B, and/or Area C. Acceptable evidence includes, but is not limited to, the following:

- Peer-reviewed publication, “in press” agreement or evidence of acceptance.
- Publisher’s acknowledgement of article submission.

- Chapter outline and relevant communication with editor/primary author.
- Textbook outline and relevant communication with publisher.
- Evidence of completed presentations at state, national, or international academic conferences.
- Documented plan and/or proposal for software design, simulation, and/or other creative activity.

In years 1—3, faculty must show *evidence of having achieved* the following:

- Evidence of collaboration with peers on a research project.
- *Evidence of having submitted a peer-reviewed manuscript, regardless of notice of whether the manuscript was accepted or (faculty will need to provide receipt of submission).
- Evidence of having submitted a proposal to a peer-reviewed academic conference, regardless of notice if the proposal was accepted or rejected.
- Outline of plans for additional research projects and activities.

**Faculty are encouraged to have at least two peer-reviewed submissions in years 1—3, and are strongly encouraged to have the second submission by the end of year 4.*

At the end of year 3 faculty must communicate chosen Tracks, as outlined below: Track (a), (b), or (c), and faculty must maintain chosen Track up to tenure.

In years 4—5, faculty must have evidence of *having achieved* the following:

- *2 articles in a *peer-reviewed journal, or peer-reviewed book or chapter in a book, or invited peer-reviewed monograph series (manuscripts accepted or “in press” will be considered as having met this standard). **[required]**
1 conference presentation at peer-reviewed academic conference. **[required]**
Evidence of having submitted a *second* peer-reviewed manuscript, regardless of notice of whether the manuscript was accepted or (faculty will need to provide receipt of submission). **[required]**
and...
- Track (a): 2 additional activities from Group A.
or...
- Track (b): 1 activity from Group A and a total of 3 activities from Groups B and C.
or...
- Track (c): 5 activities from Groups B and C.

Pertaining to tenure/promotion to Associate Professor:

By the 6th year RTP review, faculty *must have evidence* of the following:

- 2 articles in a *peer-reviewed journal, or peer-reviewed book or chapter in a book, or invited peer-reviewed monograph series (accepted or “in press”).
[required]
and
- Track (a): 2 total activities from Group A.
or...
- Track (b): 1 activity from Group A and 3 activities from Groups B and C.
or...
- Track (c): 5 activities from Groups B and C.

For tenure/Associate Professor, **one of the three publications mentioned (peer reviewed journal article, peer reviewed monograph series, and peer reviewed chapter) must be a **peer reviewed journal article**. Therefore, of the two publications required for tenure/Associate Professor, one article must be a peer reviewed journal article.*

Pertaining to promotion to *Professor.

The following activities are required following faculty attaining tenure and promotion to Associate Professor and no previously acquired activities pre-tenure apply to the following requirements to promotion to Professor: the following items are in addition to pre-tenure activities. Items must be achieved by the time faculty seek promotion to Professor.

- 2 articles published, in press, or accepted for publication, in a **peer-reviewed journal, or a peer-reviewed book or chapter in a book published or in press, or an invited peer-reviewed monograph series. **[required]**
- 2 conference presentation at peer-reviewed academic conference. **[required]**
and...
- Track (d): 4 activities from Group A
or...
- Track (e): 1 activity from Group A and a total of 5 activities from Groups B and C
or...
- Track (f): 8 activities from Groups B and C

For promotion to full Professor, **one of the three publications mentioned (peer reviewed journal article, peer reviewed monograph series, and peer reviewed chapter) needs to be a peer reviewed journal article. Therefore, of the two publications required for promotion to full Professor, one publication needs to be a peer reviewed journal article.*

***See Appendix 1 for a more comprehensive list of activities in Areas A, B, and C. After the first item above (peer-reviewed article or monograph), activities may be of the same type or different types.*

AREA 3: PROFESSIONAL CONTRIBUTIONS AND ACTIVITIES

Note: It is possible that not all candidates will have activities in each professional activity area (lists are not exhaustive).

Campus based

- Service on university or department committees, task forces, or bodies.
- Advisor for student organizations.
- Delivery of presentations to other departments, groups, or campus related conferences or events.
- Delivery of guest presentations for other instructors, departments, or special events.
- Service in other university or department related activities.

Community based

- Service on non-profit committees, boards, task force activity.
- Service as a consultant to local agencies and organizations.
- Volunteer service to the local community in discipline related activities.

- Delivery of presentations to local agencies, organizations, and associations.
- Contributions to local newspapers, news feeds, and social media regarding discipline-based content.

Discipline based

- Active participation in discipline related associations, agencies, or activities.
- Service on local discipline related task forces, agencies, or associations.
- Membership in discipline related agencies and associations.
- Provision of discipline related assessment measures.
- Provision of professional supervision.
- Provision of pro-bono professional services.
- Delivery of presentations to discipline based associations, organizations, or groups.

Professional Development and Continuing Education

- Attending a professional conference at the national, state, or local level.
- Completed a continuing education course carrying professionally recognized CEUs.
- Completed training in a discipline-based venue.
- Completed coursework or special certifications in discipline-based areas.
- Delivered and/or developed continuing education for in-vivo, online, or other virtual delivery.

Pertaining to retention:

By the end of year 3, faculty should have a total of 3 activities in the above categories (1 item must be in the area of Professional Development and Continuing Education).

By the end of years 4-5, faculty should have an additional 3 activities in the above categories:

Pertaining to tenure/promotion to Associate Professor.

By the 6th year RTP review faculty should have a total of 6 or more activities in the above categories, with 2 items in the area of Professional Development and Continuing Education).

Pertaining to promotion to Professor.

BENCHMARK: By the time faculty submit for Professor, faculty should have a total of an additional 10 or more activities in this area (2 items must be in the area of Professional Development and Continuing Education).

Appendix 1

Area 2: Categories of Scholarly and Creative Activity

Group A:

• **Publication (or in press agreement of evidence of acceptance of a manuscript) of an article published in a discipline-related, or pedagogically related, peer-reviewed journal, or a peer-reviewed book or a chapter in a peer-reviewed book, or invited peer-reviewed monograph series (2 peer-reviewed article, or peer-reviewed book or chapter in a book, or invited peer-reviewed monograph series is required for tenure/promotion to Associate Professor and an additional 2 of the above are required for promotion to Professor).**

NOTE: At least one of the two publications required for tenure must be a peer reviewed journal article. Additionally, of the two additional publications required for promotion for full Professor, one of the two publications must be a peer reviewed journal article.

- Publication of a chapter in a peer-reviewed scholarly book.
- Publication of a textbook (scholarly, applied scholarship, first-edition textbook).
- Completion of a doctoral dissertation while an Austin Peay employee (not available to those who arrive at Austin Peay ABD).
- Production of a research monograph such as a final report to a grant funding agency.
- Principal investigator in the writing, submission, and acceptance of a grant. NOTE: Grant must be external to the university and must be minimum of \$10,000.

See guidance on the *peer review process* and the *grant writing process* in *Appendix 2*.

Group B:

• **Delivering a paper or presentation at a peer-reviewed state, regional (e.g., SEPA), national, or international academic or conference with an emphasis on the scholarship of teaching and learning *(1 peer-reviewed presentation is required to tenure/promotion to Associate Professor and 2 peer-reviewed presentations are required for promotion to Professor).**

- Article published in discipline related or pedagogically related non- peer-reviewed journal (state, regional, national, international sponsor/focus).
- Publication of an article of any kind published with student co-author(s).
- Publication of a book written for a lay audience, intended to popularize the discipline.
- Revision of a textbook.
- Publication of a discipline related non-fiction book.
- Publication of an instructor's manual for a textbook.
- Publication of a chapter in an editorially reviewed book.
- Editor of a book of readings.
- Publication of a book review in scholarly journal.

See guidance on *presentations* in *Appendix 2*.

Group C:

- Publication in non- peer-reviewed journal (local or state sponsor/focus).
- Publication of a discipline-based software product.
- Creation/publication of discipline based pedagogical teaching tool, such as simulation, or other instructional methodology.

- Measurable 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).
 - Invited speaker or panelist at a meeting of an academic or practitioner-oriented professional organization.
 - Publication (in-house) which is widely distributed beyond the University community.
 - Principal investigator in the writing, submission, and acceptance of a grant up to \$10,000.
- NOTE: Grant may be external or internal.

*Tenure/Promotion (Associate Professor) Standards for Scholarship and Creative Activities

By the end of year 6, candidates should have completed **their choice** of the following options. Obviously, it is in the individual's best interest to inform the Department Chair and RTP Committee of their choice so that proper criteria are used in evaluation. Activities may be of the same type or different types. Candidates may choose the following in addition to the first two requirements listed:

2 peer-reviewed articles (or in press agreement or evidence of acceptance), or peer-reviewed book or chapter in a book, or reviewed monograph series. **[required]**

1 peer-reviewed academic conference presentations. **[required]**

and...

Track (a): 2 activities from Group A

or...

Track (b): 1 activity from Group A and total of 3 activities from Groups B and C

or...

Track (c): 5 activities from Groups B and C

***See above for specific year banding of above activities for requirements for tenure/promotion: years 1-3, 4-5, and by review in year 6.**

Promotion (Professor) Standards for Scholarship and Creative Activities

By the time faculty submit for Professor, candidates should have completed **their choice** of the following options. Obviously, it is in the individual's best interest to inform the Department Chair and RTP Committee of their choice so that proper criteria are used in evaluation. Activities may be of the same type or different types. Candidates may choose the following in addition to the first two requirements listed:

2 additional peer-reviewed articles (or in press agreement or evidence of acceptance), peer-reviewed book or chapter in a book, or reviewed monograph series **[required]**

2 peer-reviewed academic conference presentations **[required]** **NOTE. One publication must be in a peer reviewed journal.**

and...

Track (d): 4 activities from Group A

or...

Track (e): 1 activity from Group A and total of 6 activities from Groups B and C

or...

Track (f): 8 activities from Groups B and C

Appendix 2

A. Publication and in Press or Accepted for Publication.

Pertaining to references to publications in the above criteria, articles accepted for publication or “in press” shall be considered as having met the publishing criteria, as long as editorial evidence is provided regarding assurance of publication.

B. Peer-reviewed process.

- (1) Pertaining to content subject matter, the highest academic standards apply, and subject matter in the field of social work research is interpreted to *include* scholarship of teaching and learning.
- (2) Submissions must be to journals that identify as “peer-reviewed” journal publications. Even though reputable journals and journals directly related to social work might be desired, journals which are not as reputable and not directly related to social work must not be ruled out. The rigor of the peer review process is important, however (see next point).
- (3) Submission to open access journals is permissible, and submission to journals that might require a publication fee would not be ruled out per se, but journal articles falling into the category of “predatory journals” or “pay to print” publications are strongly discouraged. The rigor of the peer review process is paramount, and reflected below (see next point).
- (4) The actual peer review (refereed) process *can* be established and *must* be established by faculty. Faculty must be able to document that the article in question, book, or chapter, was in fact refereed by at least two to three scholars, with the oversight of an editor. The process of review presupposes all the rigors and protocols of the review process: reviewed by peers, reviewed without the reviewers knowing the reviewer and without the author knowing the reviewers, an editorial mediation and communication, and the back and forth of communication between editor and author (authors), comments from peers, etc. The burden of proof is upon the faculty person to establish evidence of the peer review process. Seldom will simple emails from an “editor” suffice. Faculty will be asked to produce textual evidence of the review process, which is typically the back and forth of the editor unveiling peer reviewer comments and the addressing of those comments by the originator of the manuscript.
- (5) The actual content of the article, book, or chapter can also be used as an aid in considering the quality and scholarly nature of a manuscript. Published articles or manuscripts appearing in rough draft, not well organized, or even demonstrating citation errors, along with other problematic issues, shall be considered in determination of the rigor of the peer review process.
- (6) In considering the rigor of a particular journal, the journals rating factor or similar indicators might be helpful.

C. Article authorship.

Because the Social Work Department desires to encourage collaboration in research endeavors, research collaborations are encouraged. However, points 1—4 below serve to qualify publication requirements for tenure and promotion.

- (1) Sole authorship: 1 peer-reviewed journal, peer-reviewed book, or peer-reviewed chapter.
- (2) Co-authorship: 1 peer review journal if substantial input demonstrated (1/2 contribution or more).
- (3) First author/principal investigator: 1 peer-reviewed journal article (pertaining to 3 or more authors).
- (4) Pertaining to instances in which faculty are part of a team of 3 or more authors, and in the absence of point 3 above (first author/principal investigator) 1 article will *not* count as meeting the tenure requirements. However, 2 multi-authored articles, in which the faculty can demonstrate at least 25% contributions for each, shall satisfy the peer review publication process for tenure.

SUMMARY of Points 1-4:

Articles in which the faculty member is the sole author, co-author, or the principal investigator or first author.

D. Presentations.

In keeping with APSU P&G, for a presentation to be considered in Area 2, the following criteria have to be present, as outlined in points 1 through 4.

- (1) The venue in which the paper or presentation is presented must be of an academic nature, selectively reviewed by editors or peers, related to one's discipline, and may include topics of research related to the scholarship of teaching and learning.
- (2) The paper or presentation content must qualify as an academic product, with scholarly research and references.
- (3) The paper or presentation may be at a state, regional, national, or international conference.
- (4) Pertaining to other presentations that do not fall within points 2—4, those would be listed in Area 3.

Appendix 3

The Social Work Department will assist and mentor each new faculty regarding faculty research (specifically related to the publication of peer-reviewed articles) with the following steps:

- (1) Each first-year faculty is assigned a mentor who assists in the process of research and publications.
- (2) First-year faculty meet with the chair to discuss research interests and potential collaborations.
- (3) First-year faculty take part in the **Social Work RTP and Publication Workshop* no later than the spring semester of their first year.
- (4) First-year faculty are invited into a collaboration process in which faculty are mentored in the process of IRB application processes, research methodology processes, primary or secondary research processes (might be literature review or primary research), data collection, data analysis, writing the manuscript, and submission of the manuscript. First year faculty will be invited into a collaborative research team no later than the spring semester of the first year; actual research processes are to begin no later than the fall semester of the second year.

**Social Work RTP and Publication Workshop: a series of workshops on RTP processes and Social Work RTP Criteria, and the publication process from every angle—various options for research, various types of research, research processes and methodology, information about social work and discipline related journals, manuscript writing, rewriting, etc.*

REVISED: March 27, 2023 by Austin Peay State University Department of Social Work Retention, Tenure, and Promotion Revisions Committee.