TO: Dr. Rex D. Ramsier, Executive Vice President and Chief Administrative Officer
FROM: Dr. Elizabeth A. Kennedy, Interim Dean, College of Health Professions
RE: Bargaining unit faculty retention, tenure and promotion guideline revisions
DATE: March 15, 2019

The attached bargaining unit faculty retention, tenure and promotion guidelines were revised and approved by the School of Social Work faculty and administration, and the College Dean’s office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Social Work bargaining unit faculty.

RTP Guidelines Revision Committee Chair

Director

Interim Dean

Executive Vice President and Chief Administrative Officer
College of Health Professions

School of Social Work

Reappointment, Tenure, and Promotion Guidelines for Tenure Track Bargaining Unit Faculty

and

Reappointment and Promotion Guidelines for Non-Tenure Track Bargaining Unit Faculty

Approved by School Faculty on March 15, 2019
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Preamble

Two professional organizations, the Council on Social Work Education (CSWE) and the National Association of Social Workers (NASW), as well as the Ohio Counselor, Social Worker and Marriage and Family Licensing Board impact the activities in which faculty engage. The CSWE as the accrediting body sets forth standards for social work education. The mission, goals, objectives and programmatic emphases of the undergraduate and graduate social work programs were developed using these standards as a framework. Faculty credentials, admissions standards, course syllabi, teacher-to-student ratio, program assessment, field education and Faculty Field Liaison activities, and the like, are governed by the CSWE. Continued accreditation requires the development of self-study documents, preparation for site visits, and interim reports. Since the School awards both undergraduate and graduate degrees in social work, faculty tend to be perpetually involved in this process.

In the School of Social Work, the three criteria used to evaluate faculty performance are: Teaching, Scholarly Activities, and Service. The criteria includes both tenure track and non-tenure track faculty. The three performance domains remain the same, although they may be weighted differently depending on specific faculty roles.

Criterion 1: Teaching excellence, applicable to all bargaining unit faculty, is emphasized in the School of Social Work. Faculty members may teach and advise in both the undergraduate and graduate programs; they must be knowledgeable about the content at both levels. Given the increased use of online courses, competency-based education (CBE), and distance education technology (two-way interactive audio and video), faculty are expected to be knowledgeable and proficient in the use of technology, as well as adapting teaching methods and course objectives.

Faculty Field Liaison activities are also included in this criterion. They are assigned to undergraduate and graduate students engaged in field internships in community agencies. Field liaison activities include scheduled visits to the field sites; reviewing student learning contracts and field evaluations; remaining abreast of any issues or concerns that arise; and providing support to students and field instructors.

Criterion 2: Scholarly Activities, when applicable, ensure faculty members continue to enhance knowledge and skills, remain current with trends in the field, and maintain expertise that benefits the university and community at large. Examples of scholarship include research, presentations, and publications at the local, state, and national/international levels.

Criterion 3: Service, applicable to all bargaining unit faculty to varying degrees, involves service to the school, the college, and the university as well as to the profession and the community. It is expected that each faculty member engages in activities that contribute to the day-to-day operation of the institution at varying levels. This includes such diverse activities as maintaining regularly posted office hours, performing administrative assignments as needed, fulfilling committee responsibilities, chairing curricular sequences and other committees, and recruitment.

As indicated by the criteria, emphasis is also placed on the performance of service to the community and to the profession. Service is considered fundamental to the social work
profession and, therefore, to one’s role as faculty in the School of Social Work. Faculty members are expected to participate in professional and community organizations. This may include serving on committees or boards, assuming leadership roles in community organizations, and performing a variety of functions on behalf of NASW, CSWE, and other professional organizations. Serving in these capacities benefits agencies and organizations and helps faculty to remain current in the policy, research, and practice arenas. Such service also promotes the school and provides opportunities for faculty to develop professional networks.

**General Procedures**

A purpose of the Reappointment, Tenure, and Promotion (RTP) criteria is to outline for both candidates and reviewers at every level what accomplishments should be achieved, at minimum, for consideration for reappointment and/or tenure and/or promotion and also how those criteria should be evaluated. The UA-AAUP Collective Bargaining Agreement (CBA) contains processes, timelines, and procedures for tenure-track (TT) and non-tenure-track (NTT) bargaining unit faculty, and should be referred to for such matters.

**Definitions of Journals**

Journals generally considered to meet requirements referenced in these standards are those listed in educational indexes, other comparable professional and academic abstracts, and indexing publications. When listing journals, it should be indicated whether they are refereed or not, and whether they are regional, state, national, or international publications.

**Professional Letters of Support**

Faculty may choose to submit letters of support in accordance with the School’s standards and criteria, as part of the application package. The appropriate evaluation committee shall include all of these references in its deliberation.

**Guidelines for Reappointment, Tenure, and Promotion**

The areas of teaching, scholarly activities, and service shall apply for all bargaining unit TT faculty; teaching activities shall, and scholarly and service activities may, apply to bargaining unit NTT faculty. The criteria identify the minimum requirement within the major dimensions of faculty performance, which will be assessed in relation to reappointment, tenure, and promotion recommendations. An effort is made in relation to each of the criteria to specify the types and sources of evidence needed, which should be submitted and reviewed as part of the retention and/or tenure and/or promotion decision-making process.

In assessing each individual’s material, quality and quantity are used in the following manner:

Quality refers to the relevance, importance, or significance of an entry; this is where any differences in the type of activity are considered. For example, the presentation of a paper at a national conference selected through a refereed procedure would be given greater recognition than a speech at a local agency.
Quantity refers to a minimum number, which makes one eligible for reappointment, tenure, or promotion (for example, two published articles in a certain time frame).

There may be instances when an activity would apply to more than one area. In such cases, entries may be made in the appropriate section using the following format:

- One entry must identify the purpose of the activity, i.e. to consult, to train, to speak, to conduct, etc.
- The other entry must identify an outcome, i.e. a technical report, a paper submitted, a grant submitted, etc.

RTP reviewer letters shall include an assessment of the candidate’s record in all pertinent areas. Perceived weaknesses must be documented and must include a statement of how the candidate can enhance performance toward meeting the goal of tenure and promotion.

Teaching

This section shall include faculty responsibilities related to academic advising, teaching, field liaison, field coordination, and/or related activities.

The following provides support for the criteria:

- Course syllabi, technology-based instructional materials, or other instructional materials for all courses taught, as appropriate for the assigned duties of the faculty member
- Handouts, manuals, handbooks, and other materials developed by the faculty member, if applicable
- Data from all course evaluations
- Feedback from peer observations, field instructors and liaisons, if applicable

Additional documentation may be provided in the form of:

- Outside peer reviewers’ letters, as stipulated in the CBA
- Documented assessment of learner outcomes, such as student performance on the national certification examination
- Outside peer observation reports
- Submission of online, multimedia, and/or distance-based teaching materials
- Submission of a self-evaluation
- Submission of awards and/or commendations
- Evidence of effective advising
- Evidence of appropriate curricular development
- Evidence of effective administration and supervision of part-time faculty, graduate and/or student assistants, staff or others, when applicable
Scholarly Activity

This area includes activities in which faculty engage to maintain competency in the field. In addition, tenure-track faculty members are expected to contribute to the development of new knowledge.

The following provides support for the criteria:

- Copies of presentations at international, national, state, or local conferences, institutes, and symposia. Preference will be given to peer-reviewed conferences
- Copies of published works, such as articles, chapters, and books. Preference will be given to articles in peer-reviewed professional journals, chapters in books, and books
- The preparation of monographs, such as research reports, technical reports, or unpublished papers or studies
- Research efforts, such as funded or unfunded research, assisting in a research effort, or the preparation of a grant application

Additional documentation may be provided in the form of:

- Preparation of a grant application
- Copies of publications in professionally-related non-referred journals, magazines, newsletters, etc.
- Copies of other academic and creative works, such as the publication of academic texts, therapy materials, computer programs, websites, Listserves, etc.
- Copies of application for and/or receipt of research grants
- Submission of copies of letters of acceptance and/or galley prints of work accepted for publication
- Evidence of, or hyperlinks to, scholarly works in the literature of the field
- Peer reviews of the efficiency or effectiveness of creative products or works
- Evidence of service as editor, panel chair, and/or editorial reviewer
- Evidence of recognition by the professional community

Service

This section shall include faculty responsibilities related to the school, college, and university. It shall also include activities in which faculty participate in professional organizations and community service.

The following provides support for the criteria:

- Service on committees
- Leadership positions such as chairperson, secretary, etc.
- Membership on boards, committees, or advisory groups
- Membership in professional and/or community organizations
• Service to professional or community organizations (e.g. abstract reviewer, consultation, editor of newsletter, grants and proposals written, etc.)
• Honors/awards
• Legislation, laws, ordinances developed

Additional documentation may be provided in the form of:

• Submission of committee reports to demonstrate fulfillment of committee responsibilities
• Acceptance of committee assignments
• Holding an appointed or elected office
• Evidence of service as a consultant or expert witness for discipline-related matters
• Letters of commendations, thanks, and/or acknowledgement for services
• Evidence of participation in activities related to accreditation
• Dean, School Director, and/or peer evaluation of service

Criteria for Tenure-Track Faculty

Reappointment Criteria

The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate’s progress toward tenure. Candidates shall be examined with greater scrutiny in each successive year of the reappointment deliberations.

The Reappointment Committee’s recommendation letters to the candidate and other faculty and administrative reviewers, as applicable, shall contain an explicit assessment of the candidate’s strengths and weaknesses, if any. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for tenure.

It is the responsibility of a tenure-track candidate for reappointment to provide evidence that he or she shall be able to meet the criteria for tenure and promotion to Associate Professor (if applicable) at the end of the probationary period.

Teaching

The candidate shall provide the following documentation:

• A minimum of one observation per academic year of online, classroom, or clinical teaching by peers who are at the applicant’s same rank or higher. A majority of peer evaluations must include satisfactory reports. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance.
• For each academic year, a peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching,
technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member. A majority of peer evaluations must include satisfactory reports.

- Satisfactory advisement as evidenced by meeting deadlines, providing information that conforms to university, school, and accreditation standards and documentation in assigned advisee files
- Appropriate curricular development
- Other documents deemed appropriate by the candidate

**Scholarly Activity**

Candidates shall provide evidence of quality of research and scholarly activity in the discipline that will demonstrate the ability to meet the criteria for tenure and promotion to Associate Professor at the end of his/her probationary period.

**Service**

Candidates for reappointment shall provide evidence of participation in:

- School, college, and/or university level(s) activities
- Service to the profession and/or the community

**Promotion to Associate Professor and Indefinite Tenure**

Specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor and indefinite tenure. An application for promotion to Associate Professor must be made concurrently with the application for indefinite tenure:

**Teaching**

- A median score of 4 on a 7-point scale from student evaluations for ≥70% of credit hour load taught in each year preceding the application. Additionally, the applicant shall not receive a median score below 3 on a 7-point scale from the student evaluations for ≥20% of credit hour load taught in each year preceding the promotion request. In the event an instructor receives a median score below 3 on a 7-point scale, a written explanation may be provided and considered by the committee. In the event that the number of students responding is less than or equal to 12, the candidate may provide a written narrative analysis to accompany the score. Applicants may petition to exclude co-taught courses and courses taught for the first time.
- A minimum of two observations per academic year of online, classroom, or clinical teaching by peers who are at the applicant’s same rank or higher. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance. A majority of school peer evaluations must include satisfactory reports.
- For each academic year, a peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching, technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member. A majority of school peer evaluations must include satisfactory reports.

Scholarly Activity

- A minimum of five scholarly works is required. A minimum of two publications, one with first authorship, must be in a peer-reviewed journal or chapter in a book, and other scholarly activity may come from the following sources: presentation of a paper at a refereed international, national, state, or regional conference; successful grant writing; technical reports; etc.
- When listing journals, it should be indicated whether they are peer-reviewed or not, and whether they are regional, state, national, or international publications. Candidates may ask the School RTP Committee for an opinion prior to submitting to a journal.
- For the minimum two peer-reviewed scholarly publications, journals are generally considered to meet requirements if the journals are indexed in PsychINFO, MEDLINE PubMed or Academic Search Complete and list their abstracts in the Social Work Research and Abstracts, Psychological Abstracts, Sociological Abstracts, educational indexes, or other comparable professional, research, and academic databases abstract and indexing publications.

Service

Participation in a minimum of five and leadership in a minimum of three unique and substantive activities from within the following list:

- School
- College
- University
- Profession-related community service to the public

Promotion to Professor

Specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

Teaching

- A median score of 5 on a 7-point scale on student evaluations for ≥70% of credit hour load taught in each year preceding the application. Additionally, the applicant shall not receive a median score below 3 on a 7-point scale on student evaluations for >20% of credit hour load taught in each year preceding the promotion request. In the event an
instructor receives a median score below 3 on a 7-point scale, a written explanation may be provided and considered by the committee. In the event that the number of students responding is less than or equal to 12, the candidate may provide a written narrative analysis to accompany the score. Applicants may petition to exclude co-taught courses and courses taught for the first time.

- A minimum of one observation per academic year of online, classroom, or clinical teaching by peers who are at the applicant's same rank or higher. Peer evaluators who observe teaching will need to be approved by the RTP committee in advance. A majority of school peer evaluations must include satisfactory reports.

- For each academic year, a peer evaluation of one or more of the following: course syllabi, bibliographies, assignments, tests/examinations, evidence of case-based teaching, technology-based instruction materials, clinical reports, or other instructional materials, as appropriate for the faculty member. A majority of school peer evaluations must include satisfactory reports.

Scholarly Activity

- A minimum of nine scholarly works is required since tenure and promotion to Associate Professor. A minimum of four publications must be in a peer-reviewed journal or chapter in a book, and other scholarly activity may come from the following sources: presentation of a paper at a referred international, national, state, or regional conference; successful grant writing; technical reports; etc.

- When listing journals, it should be indicated whether they are peer-reviewed or not, and whether they are regional, state, national, or international publications. Candidates may ask the School RTP Committee for an opinion prior to submitting to a journal.

- For the minimum four peer-reviewed scholarly publications, journals are generally considered to meet requirements if the journals are indexed in PsychINFO, MEDLINE PubMed or Academic Search Complete and list their abstracts in the Social Work Research and Abstracts, Psychological Abstracts, Sociological Abstracts, educational indexes, or other comparable professional, research, and academic databases abstract and indexing publications.

Service

Participation in a minimum of six and leadership in a minimum of four unique and substantive activities from within the following list:

- School
- College
- University
- Profession-related community service to the public
Materials for External Review

Materials sent to external reviewers shall include: the candidate’s curriculum vita, the candidate’s narrative statement, and additional supporting materials chosen by the candidate.

The language in the solicitation letter of the external reviewer from the committee shall read “In this regard our (reappointment/promotion/tenure) committee is most interested in your assessment of the quality and significance of these selected materials from the candidates file in the areas of teaching, research, and service.”

Teaching

The candidate is responsible for assembling and forwarding a representative sampling of materials that reflect his/her quality of teaching. This material shall include a table of instructor mean scores for all questions from University approved student evaluations. The candidate may include other pertinent materials at his/her discretion.

Scholarly Activity

The candidate is responsible for assembling and forwarding a representative sampling of materials that reflect his/her quality of scholarly activity. This material shall include copies of article(s) published during the probationary period to date. The candidate may include other pertinent materials at his/her discretion.

Service

The candidate is responsible for assembling and forwarding a narrative describing his/her participation in Governance at the school, college, and/or university level(s) and his/her service to the profession and/or the community.

Criteria for Non-Tenure-Track (NTT) Faculty

Reappointment Criteria

The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate’s progress toward promotion. Candidates shall be examined with greater scrutiny in each successive year of the reappointment deliberations.

The Reappointment Committee’s recommendation letters to the candidate and other faculty and administrative reviewers, as applicable, shall contain an explicit assessment of the candidate’s strengths and weaknesses, if any. In the event of a perceived weakness, the Committee shall
recommend a plan to give the candidate an opportunity to correct any deficiencies before the
time of application for promotion.

It is the responsibility of a NTT candidate for reappointment to provide evidence that he or she
shall be able to meet the criteria for promotion to Associate Professor of Instruction/Practice (if
applicable).

Teaching

During each year of reappointment, all candidates shall provide the documentation identical to
that outlined in Annual Reappointment Criteria for TT faculty.

Scholarly Activity (as applicable)

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of
Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in
the Annual Reappointment Criteria for TT faculty.

NTT faculty may also submit evidence of research/scholarship even if such activities were not
assigned in the most recent Letter of Offer/Appointment. Credit for such additional activities
shall be awarded as additional accomplishments at the discretion of reviewers, but cannot be
substituted for evaluation of any research/scholarship duties assigned in the Letter of
Offer/Appointment.

Service (as applicable)

NTT faculty who are required to complete service activity, as outlined in the Letter of
Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in
Annual Reappointment Criteria for TT faculty.

Promotion to Associate Professor of Instruction/Practice

Specific minimum criteria that a candidate must meet to be recommended for promotion to
Associate Professor of Instruction/Practice:

Teaching

When applying for promotion, all candidates shall provide the documentation identical to that
outlined in the section on Promotion to Associate Professor for TT faculty.

Scholarly Activity (as applicable)

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of
Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in
the section on Promotion to Associate Professor for TT faculty.
NTT faculty may also submit evidence of research/scholarship even if such activities were not assigned in the most recent Letter of Offer/Appointment. Credit for such additional activities shall be awarded as additional accomplishments at the discretion of reviewers, but cannot be substituted for evaluation of any research/scholarship duties assigned in the Letter of Offer/Appointment.

Service (as applicable)

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in the section on Promotion to Associate Professor for TT faculty.

Promotion to Professor of Instruction/Practice

Specific minimum criteria that a candidate must meet to be recommended for promotion to Professor of Instruction/Practice:

Teaching

When applying for promotion, all candidates shall provide the documentation identical to that outlined in the section on Promotion to Professor for TT faculty.

Scholarly Activity (as applicable)

NTT faculty who are required to complete research/scholarly activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in the section on Promotion to Professor for TT faculty.

NTT faculty may also submit evidence of research/scholarship even if such activities were not assigned in the most recent Letter of Offer/Appointment. Credit for such additional activities shall be awarded as additional accomplishments at the discretion of reviewers, but cannot be substituted for evaluation of any research/scholarship duties assigned in the Letter of Offer/Appointment.

Service (as applicable)

NTT faculty who are required to complete service activity, as outlined in the Letter of Offer/Appointment, shall provide documentation of applicable accomplishments as outlined in the section on Promotion to Professor for TT faculty.