

**Social Work Department**

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April 27, 2007

Dr. Kaylene Gebert  
Executive Vice President and Provost  
Middle Tennessee State University

Dear Dr. Gebert,

Attached please find the Promotion and Tenure Policy for the Department of Social Work.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rebecca Smith".

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Dr. Rebecca Smith, Chair, Department of Social Work

Approved

A handwritten signature in cursive script that reads "John McDaniel".

4-27-07

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Dr. John McDaniel, Dean, College of Liberal Arts



## **DEPARTMENT OF SOCIAL WORK PROMOTION AND TENURE POLICY**

### **INTRODUCTION**

These policies and procedures are for the guidance of the full-time tenured and tenure-track faculty of the Department of Social Work. This policy may not be interpreted in conflict with official Policies and Procedures of the College of Liberal Arts, Middle Tennessee State University (MTSU), or the Tennessee Board of Regents and in the event of any conflict later discovered is subordinated to those policies.

This policy will be provided to faculty in the Department of Social Work upon their initial appointment and will be available in the department office and the Office of the Dean of Liberal Arts.

### **NATIONAL RECOGNITION**

National recognition for social work in the areas of research/scholarship/creative activity and service/outreach will be determined by the Promotion Review Committee's assessment of the individual's record of accomplishment. Examples of documentation of national recognition for research/scholarship/creative activity may include but are not limited to evidence in the form of peer-reviewed publications in disciplinary journals, publications by recognized academic presses, significant citation of the candidate's work in the scholarly literature, external letters of evaluation from recognized authorities in the discipline, grant awards, documented sharing of expertise with colleagues at the national or regional level, achievements recognized at the national or regional level, and/or significant professional activities beyond membership in professional organizations. Examples of documentation of national recognition for service/outreach may include but are not limited to evidence in the form of leadership positions in organizations, editorships of significant publications, review of significant articles and grant proposals, invited lectures, significant outreach to the community and society at large involving the application of professional expertise, and other similar activities.

### **ELECTION OF DEPARTMENT REPRESENTATIVE TO COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE**

A representative from the Department will serve a 3 year term on the College Tenure and Promotion Review Committee. During the Spring Semester of the third year of the term of the Department representative, all tenured and tenure-track faculty in the Department will elect a representative to the College Committee. In the event that a department representative is unable to complete a three-year term, the same procedure will be followed to elect a replacement.

## **DEPARTMENT PROMOTION AND TENURE REVIEW COMMITTEE**

1. The Department Promotion and Tenure Review Committee will consist of all tenured faculty in the Social Work Department, excluding the department chairperson. The Committee will elect a chair to serve for that academic year.
2. The Department Promotion and Tenure Review Committee will conduct the pre-tenure review, the formal tenure review, and/or the promotion review for tenure-track faculty. A quorum of 2/3 of the committee membership is required for voting.
3. Pre-tenure review is designed to provide tenure-track faculty members with an evaluation of their pre-tenure activities and current trajectory towards the formal tenure review. Tenure-track faculty entering with zero or one year of credit for prior service will be evaluated in their third academic year of employment at MTSU; those entering with 2 or 3 years of credit for prior service will be evaluated in their second academic year of employment. Tenure-track faculty with three years credit for prior service are eligible to stand for tenure in their second academic year of employment. If they elect to do so, the formal tenure review process obviates the requirement for a pre-tenure review.
4. As specified in MTSU Policy 11:01:05a, the Department Committee will follow the same review and evaluation procedures outlines in Section IIIA-C of the College "Policies and Procedures for Promotion and Tenure Review."

### **OUTLINE OF REQUIRED ELEMENTS FOR PROMOTION AND TENURE REVIEW**

#### Teaching & Learning

- Teaching load
- New course preparations
- Updated course materials and/or bibliographies
- Development and/or utilization of instructional media/technology
- Student evaluations
- Student mentorship
- Re-assigned time projects
- Advising
- Statement of teaching philosophy
- Self-assessment

#### Research/Scholarship/Creativity

- Publications
- Research projects
- Grants
- Attendance at conferences
- Paper presentations

#### Contributions to the Institution & Profession

- Public Service
- University Service (Departmental, College, & University Committees)
- Professional Service (Professional memberships, professional leadership, guest lectures, technological applications, activities that involve integrating professional activities)

#### Administration

- any assigned administrative responsibilities