

# School of Social Work

## Tenure & Promotion Guidelines (2016)

### Introduction

Content of this departmental document is intended to be fully consistent with the USM Faculty Handbook and the College of Health Tenure and Promotion policy. Apparent discrepancies and/or incongruities associated with these documents should be brought to the immediate attention of the personnel authority.

It is the School's intention that tenure-track and tenured faculty receive every opportunity and encouragement of success in achieving tenure and promotion through the ranks. For this reason the personnel authority and the tenured faculty have endeavored to create a close correspondence of expectations for annual review, pre-tenure review, and tenure review, as well as expectations for promotion to full professor.

While the faculty select the personnel authority ("governance option") conducting annual reviews anew each year, School history has consistently favored the option of the director plus two senior faculty members composing the personnel authority. Pre-tenure and tenure reviews are conducted by three members of the tenured faculty constituting a "tenure committee."

Concerns or questions of any faculty member regarding tenure and promotion should be brought first to the School director.

### Evaluation Criteria, Review Points and Processes

**Annual review.** Tenured and tenure track faculty, including those with administrative roles, are evaluated annually by the School's personnel authority on the performance dimensions of teaching, scholarship, service, and collegial relations. Both past performance and goals for the future are considered. The personnel authority each year issues current guidelines for the annual review. The annual review is completed on a calendar year basis (spring/summer/fall semesters of a given year).

**Tenure reviews.** The cumulative performance of assistant professors is evaluated comprehensively on the dimensions of teaching, scholarship, service and collegial relations at two points:

(1) In the third academic year (pre-tenure review) following initial employment, taking into account any "time toward tenure" approved at the time of hire. The purpose of the pre-tenure review is to assess the faculty member's progress toward tenure and to provide corrective, developmental guidance. The pre-tenure review is conducted by a committee composed of tenured faculty members.



***Scholarship***

Tenure track faculty – Faculty moving successfully toward tenure and promotion should consider the following benchmarks in formulating goals and related work plans:

- *Publications* –

A “good colleague” is civil, respectful of peers, appreciative of reasonable differences, willing to shoulder a fair share of work in all common endeavors, and committed to the democratic process of consensus building around matters of common concern to the School. A good colleague eschews personal criticism of colleagues and criticism outside of appropriate contexts, gossip, factionalism, self-aggrandizement, and other activities detrimental to a supportive and effective working environment.

## **Performance Reports Format**

Current formats for each type of review will prevail. Annual review formats are set by the School and may be found in the annual review guidelines; all other formats are set by the university provost.

It is strongly recommended that all review documents be accompanied by clearly and succinct summary statements. Both an opening “overall” summary and shorter summaries for each performance area of teaching, scholarship, service and collegiality are recommended for incorporation into all review reports.

It is further recommended strongly that supporting documentation be neatly organized, clearly labeled and appropriately arranged.

## **Documentation**

The annual review guidelines provide an outline of the types and preferred arrangement of required documentation in each area of performance.

## **Assistance**

The first reference for assistance in any matters related to review of any type, including the format of reports, is the School director.

