

UMD Department of Social Work  
Indices and Standards for Tenure and Promotion to Professor as Required by Section 7.12 of the  
Board of Regents Policy on Faculty Tenure (June 10, 2011) and  
Indices and Standards for Promotion to Associate Professor  
Approved by the Faculty on August 31, 2010  
Approved by Dean on September 1, 2010  
Reviewed by VCAA on September 10, 2010  
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Approved by Chancellor on December 15, 2011

## **I. Introduction**

This document describes with more specificity the indices and standards that will be used to evaluate whether candidates meet

- the general criteria for tenure as described in Section 7.11 (Appendix 1) of the Board of Regents Policy on Faculty Tenure (June 10, 2011) with revisions noted in the Tenure Code Application to the UEA Contracts,
- the general criteria for promotion to associate professor and
- the general criteria for promotion to professor as described in Section 9.2 (Appendix 2) of the Board of Regents Policy on Faculty Tenure (June 10, 2011) with revisions noted in the Tenure Code Application to the UEA (University Education Association) Contracts.

## **II. Departmental Mission**

The mission of the Department of Social Work at the University of Minnesota Duluth is: 1) to promote the well-being of all individuals, families, groups, and communities and 2) to advance social justice through teaching, research, and service. The Department provides student-centered graduate social work education to prepare advanced practitioners for northern Minnesota and beyond. Priorities of the Department include preparing culturally competent advanced generalist social workers with an emphasis on services with American Indians and their communities, services to children and families, and social work education for practice in rural settings.

## **III. Criteria for Tenure**

The basis for awarding tenure is the determination that each candidate “has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both” (Appendix 1: Section 7.11). Consistent with Section 7.11, the criteria for tenure in the Department of Social Work includes effective performance in the areas of 1) teaching, 2) research, and 3) service.

## A. Teaching

The Department highly values effective teaching and advisement in promotion and tenure decisions. Effective teaching involves engaging and challenging students to expand their knowledge, skills and awareness to become competent social work professionals. To demonstrate effective teaching, faculty should provide documentation of their teaching accomplishments, including student and peer evaluations. A high priority is given to the integration of content on human diversity in course materials. Effectiveness in teaching is based on evaluation of the following:

1. Quantity and breadth of teaching effort
2. Quality of course content
3. Course implementation and instructional effectiveness
4. Continued study and scholarship relative to improving academic and/or professional competence
5. Instructional consultation with individual students (includes supervision of field experiences, master's projects, and independent study)

Other types of documentation may also provide evidence of effectiveness in teaching, including:

6. Student advisement (includes program planning and career development)
7. Work on research with direct implication to departmental curriculum, to courses or programs
8. Design and development of new exemplary programs, including the use of instructional technology
9. Design and development of new courses, innovative instructional materials or instructional technology
10. Involvement in outreach or in-service education activities

The determination of whether a candidate for tenure has met the criteria above will be made on the basis of the following evidence. This list is not exhaustive and items are not listed in priority.

1. Student course evaluations
2. Course syllabi
3. Peer observations and conferences
4. Creation of new online courses or adaptation of existing classes from traditional face-to-face course to a blended, hybrid or fully online format, this includes development of online teaching materials
5. Creation of pedagogical web sites available to the wider community
6. Descriptions of students' portfolios and/or research projects supervised by a faculty member
7. Courses developed, taught, and/or directed
8. The extension/presentation of new pedagogical techniques through the department, college, and or university

## B. Research

Professional distinction in scholarship in one's area of expertise is an expectation of a candidate for tenure. The Department recognizes scholarship of discovery, integration, application, and teaching as discussed in *Faculty Scholarship at UMD* (Deneen, Angelos, Hamlin, Jenson, & Mongan-Rallis, 2008). Primary emphasis is given to the production of materials that appear in refereed collections or are otherwise evaluated by peers or colleagues.

Collaborative, co-authored, and multidisciplinary efforts in research and publication are encouraged and valued. However, some independent research and/or some lead authorship are also expected.

Distinction in research is based upon:

1. Books or monographs
2. Articles published in refereed journals
3. Articles published in non-refereed journals, evaluated through an alternative peer review process
4. Editing books or other published instructional materials and authorship of individual chapters in books
5. Published reviews or critiques
6. Articles in public media based on professionally-related research or scholarly activity
7. Juried electronic media presentations
8. Website and software development that has direct application and contributes to the knowledge base of social work or related disciplines
9. Presentation of papers at national/international meetings of professional organizations
10. Grant development and administration resulting in written reports that are published or evaluated through a peer review process
11. Reports based on research, distributed by a sponsor, such as a tribe or other governmental entity or professional association
12. Reports on the development or evaluation of courses or human service programs
13. Other scholarship of discovery, integration, application, or teaching as discussed in *Faculty Scholarship at UMD* which is an application of Boyer's earlier work (Deneen et al, 2008; Boyer, 1990)

## C. Service

Active participation in service activities is highly valued by the social work profession and the Department. In social work, service includes engagement with the community in activities related to the profession, leadership within professional organizations and service to the University. Primary emphasis is given to professionally-related community and public service and service to the Department.

As defined Section 9.2 of Appendix 2, service can also include:

Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity....

Distinction in service is based upon:

1. Professionally-related community and public service
2. Editor, editorial board member, or referee for a professional journal or similar publication
3. Officer, member of board of directors, or chairperson of a major standing committee in a professional organization, community agency or university committee at the department, collegiate, or system-wide level
4. Active, influential participation on task forces, review panels, etc., that have been constituted to address immediate or critical problems within one's professional area
5. Research within one's discipline or professional area that impacts primarily on public policy or the operation of governmental units or human service agencies
6. Consultantships, technical assistance, and other contributions locally, nationally, and internationally with social welfare and community-based agencies and policy makers
7. Panel member, moderator, or workshop leader at a professional meeting, or participation in planning a conference or other professional meeting
8. Committee member within the University, professional organizations and human services at the local, national and international levels

**IV. Criteria for Promotion** (University of Minnesota Board of Regents. Faculty Tenure, June 10, 2011)

A. Promotion to Associate Professor

Promotion to Associate Professor is based on effectiveness in teaching, professional distinction in research, and professional service. The primary criteria for promotion and tenure are demonstrated competence in teaching and research. A history of university and professional service can strengthen the possibility of promotion and tenure. For a probationary assistant professor, there should be one vote on tenure and one vote on promotion. Only in the most unusual cases can a faculty member be tenured and not promoted to Associate Professor.

B. Promotion to Professor

To be promoted to the rank of professor, each candidate must demonstrate the standards delineated in Section 9.2 which is included in Appendix 2:

For promotion to Professor of Social Work, in addition to continuing to meet the criteria used for promotion to Associate Professor, evidence is sought for:

1. A substantial addition to the previous record of academic achievement

2. A national and/or international reputation as shown, for example, by invitations to present at national or international symposia; election to organizations; holding offices in national or international organizations or associations; funding of proposals submitted to outside agencies for research, development, or training programs; further publication of articles in refereed journals or contributions to books or anthologies; other evidence of national or international leadership; and/or distinction in the scholarship of discovery, integration, application, or teaching
3. National or international leadership in one's professional field as shown by letters from authorities in that field

Furthermore, as articulated in section 9.2, the primary emphasis for promotion to professor must be on demonstrated scholarly or other creative achievement and on teaching effectiveness. Service alone cannot qualify the candidate for promotion.

## **V. Procedures**

The Department of Social Work complies with procedures for promotion and conferral of indefinite tenure set forth in Section 201.000 of the *Collective Bargaining Agreement between the Regents of the University of Minnesota and the University Education Association* in effect at the time of the promotion and tenure review and decision.

## Appendix 1

**Section 7.11 General Criteria (for tenure).** What the University of Minnesota seeks above all in its faculty members is intellectual distinction and academic integrity. The basis for awarding indefinite tenure to the candidates possessing these qualities is the determination that each has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both [2]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service [3]. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision [4]. Demonstrated scholarly or other creative achievement and teaching effectiveness must be given primary emphasis; service alone cannot qualify the candidate for tenure. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. The awarding of indefinite tenure presupposes that the candidate's record shows strong promise of his or her achieving promotion to professor.

[2] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus.

[3] "**Scholarly research**" must include significant publications and, as appropriate, the development and dissemination by other means of new knowledge, technology, or scientific procedures resulting in innovative products, practices, and ideas of significance and value to society.

"**Other creative work**" refers to all forms of creative production across a wide range of disciplines, including, but not limited to, visual and performing arts, design, architecture of structures and environments, writing, media, and other modes of expression.

"**Teaching**" is not limited to classroom instruction. It includes extension and outreach education, and other forms of communicating knowledge to both registered University students and persons in the extended community, as well as supervising, mentoring, and advising students.

"**Service**" may be professional or institutional. Professional service, based on one's academic expertise, is that provided to the profession, to the University, or to the local, state, national, or international community. Institutional service may be administrative, committee, and related contributions to one's department or college, or the University. All faculty members are expected to engage in service activities, but only modest institutional service should be expected of probationary faculty.

[4] Indefinite tenure may be granted at any time the candidate has satisfied the requirements. A probationary appointment must be terminated when the appointee fails to satisfy the criteria in the last year of probationary service and may be terminated earlier if the appointee is not making satisfactory progress within that period toward meeting the criteria.

## Appendix 2

**Section 9.2 Criteria for Promotion to Professor.** The basis for promotion to the rank of professor is the determination that each candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, (2) added substantially to an already distinguished record of academic achievement, and (3) established the national or international reputation (or both) ordinarily resulting from such distinction and achievement [7]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. But the primary emphasis must be on demonstrated scholarly or other creative achievement and on teaching effectiveness, and service alone cannot qualify the candidate for promotion.

[7] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus. Not being promoted to the rank of professor will not in itself result in special post-tenure review of a tenured associate professor.

## References Cited

1. Board of Regents Policy on Faculty Tenure (June 10, 2011)  
Retrieved October 1, 2008 from  
<http://www1.umn.edu/regents/policies/humanresources/FacultyTenure.html>
2. Tenure Code Application to UEA Contracts
3. Collective Bargaining Agreement between the Regents of the University of Minnesota  
and the University Education Association
4. Boyer, E. T. (1990). *Scholarship reconsidered: Priorities for the professoriate*. San Francisco: Jossey-Bass.
5. Deneen, L., Angelos, P., Hamlin, J., Jenson, J., Mongan-Rallis, H. ( September 15, 2008). *Faculty Scholarship at UMD: Findings, Recommendations, Forms, and Samples*. Retrieved October 10, 2008 from  
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