

**The University of Texas at Arlington
School of Social Work**

Confidentiality

All committee proceedings and discussions will be strictly confidential to the extent permitted by law and University regulations. Committee members shall not divulge any information pertaining to their committee meetings, discussions, or recommendations. Only the final report(s), as outlined below, will be made available to the faculty member.

Non-Tenure-Track Faculty Annual Review

A review of each non-tenure-track faculty-member's accomplishments will be conducted annually by the relevant School committee. Each relevant section will be given a score (0 - Unsatisfactory; 1 - Does Not Meet Expectations; 2 - Meets Expectations; 3 - Exceeds Expectations), as well as an 'overall' score. The committee will vote, by secret ballot, regarding reappointment and the results of the vote will be included in the committee's report. Copies of the report will be provided to the faculty member and to the Dean of the School within ten working days of the vote. The Dean shall review the recommendation and make an independent decision to reappoint or not reappoint. Copies will be placed in the faculty member's dossier where they will be retained.

Non-Tenure-Track Faculty Third Year Review

During the third year of each non-tenure-track faculty member's service, the school will implement a more extensive review of the faculty member's performance.¹ This will replace the regularly scheduled annual review for that academic year, and will serve as a 'midpoint' review of the faculty member's progress toward meeting requirements and expectations for promotion.

As the third year review is diagnostic in nature, any recommendation made at the time of the third year review should not be construed as binding upon the School or University at the time of promotion consideration: a satisfactory performance with a recommendation for reappointment is no guarantee of ultimately earning promotion.

Similar to the annual review, the third year review must be conducted in accordance with written protocols established. The protocols must include statements regarding what materials are to be submitted by the candidate and a submission deadline.

The committee will develop a written report on the faculty member's progress, including specifics about the candidate's strengths and any areas of deficiency as they relate to the

¹ The first comprehensive review will be at the faculty member's third year of appointment. A subsequent comprehensive review will be conducted every third year thereafter until promotion is achieved. After promotion is achieved, a comprehensive review will be conducted every sixth year thereafter.

School's guidelines for promotion. Each member of the committee will vote, by secret ballot, for one of three recommendations:

- Recommend reappointment without reservations
- Recommend reappointment with reservations
- Recommend against reappointment

If a faculty member is reappointed "with reservations", these reservations must be stated in writing. The results of the vote will be included in the committee's report. Copies of the report will be provided to the faculty member and to the Dean of the School within ten working days of the vote. The Dean shall review the recommendation and make an independent decision to reappoint or not reappoint. Copies of all the documents will be placed in the faculty member's dossier where they will be retained.

If a faculty member is reappointed "with reservations" as the result of the third year review, the faculty member must complete a developmental plan so as to address the deficient areas identified. The subsequent annual review will specifically consider and address this area to ensure it has sufficiently improved. In the case of such a subsequent fourth year review, each member of the committee will vote, by secret ballot, for one of only two recommendations:

- Recommend reappointment without reservations
- Recommend against reappointment

All deliberations regarding a faculty member's review are to be concluded no later than the final day of classes prior to the commencement of Spring Break of the same academic year. Candidates should be notified of the outcome of the review process within ten working days of the Dean's final decision to reappoint or not reappoint. Copies of all the documents will be placed in the faculty member's dossier where they will be retained.

Non-Tenure-Track Faculty Promotion Process

It is generally expected that non-tenure-track faculty members will be reviewed for promotion following completion of their fifth year of employment (i.e., submitting their material in the fall of their sixth year of employment); unless this extension has been approved by the dean. For faculty members whose employment begins at a time other than the fall semester, the 'clock' will start on September 1st of the subsequent academic year. A non-tenure-track faculty member may be considered for promotion prior to this time table; however, such a decision should be supported by a dossier that is exceptionally strong. Under no circumstance may a faculty member be considered for promotion from Assistant to Associate more than two times, and not in two consecutive years.

The Office of the Dean will initiate the promotion process each year by informing the committee chair of the timeline for submission of promotion dossiers. Committee chairs shall use this timeline to develop an internal timeline and communicate this timeline to all

relevant non-tenure-track faculty members in their units. A description of the required dossier materials and their format is available from the Provost's Office.

Dean Review

The Dean will review the committee recommendation and the faculty member's dossier, make an independent assessment and decision regarding promotion or not, as well as to reappoint or not. Copies of all the documents will be placed in the faculty member's dossier where they will be retained.

GUIDELINES FOR RETENTION AND PROMOTION OF NON-TENURE-TRACK FACULTY

The following are general guidelines intended to assist non-tenure-track faculty seeking promotion. They are guidelines only, not university or school criteria for promotion. Each year, every faculty member will negotiate an Assignment of Responsibilities document (AOR) with the Dean, and his or her accomplishments and progress toward promotion will be evaluated by the Dean in light of the previous year's AOR. These written evaluations will provide guidance regarding each individual's progress toward promotion.

General Considerations

Non-tenure-track faculty members at the School of Social Work are expected to demonstrate a high level of accomplishment in two traditional areas of faculty performance: teaching and service. However, when job responsibilities in the AOR include administration and/or research, these areas will also be included (proportionately) in any relevant evaluation. All sections having any proportion of time allocated will become part of a promotion portfolio.

- **Teaching.** Effective college teaching is based on competence in subject areas taught and in skill in pedagogical/androgological technique, a commitment to student learning and skill in promoting a productive learning environment. Candidates for promotion must demonstrate a consistent record of effective teaching as indicated by required student feedback forms, peer observations of teaching, and the Dean's annual review. Record of teaching evaluation by students is cumulative, and improvement over time is desirable, except in cases of uniformly high evaluation scores.
- **Service.** Service occurs in four areas: school, university, community, and the profession. Service should be differentiated between service as a citizen and service as a faculty member. Activities such as membership on the PTA Board or a homeowners' association committee are commendable, but have little relevance in terms of promotion. Service as a faculty member is expected to increase in significance and leadership throughout one's career.

- Research. If such time is allocated on the faculty member's AOR, research activity will receive proportional consideration.
- Administration. If such time is allocated on the faculty member's AOR, administrative activity will receive proportional consideration.

At 3rd year review, the candidate should meet all goals agreed upon on the Assignment of Responsibilities and other goals as follows:

Teaching Goals

- Consistent achievement of average scores of 4.0 or above on the university online Student Feedback Survey.
- Satisfactory evaluation of teaching by peer observer(s) in accordance with any UTA requirements for such assessments.
- Demonstrated ability to teach in a variety of courses, course formats, and/or degree programs.

Service Goals

- Demonstrated increasing activity and responsibility in two of the four venues for service: Profession, Community, University, and School of Social Work.

For promotion, the candidate should meet all goals agreed upon on the Assignment of Responsibilities and other goals as follows:

Teaching Goals

- Consistent achievement of average scores of 4.0 or above on the university online Student Feedback Survey.
- Satisfactory evaluation of teaching by peer observer(s) in accordance with any UTA requirements for such assessments.
- Evidence of teaching or mentoring involvement with students in addition to required course teaching responsibilities (e.g., Honor's thesis, McNair Scholarship, MSW tutorial or thesis).
- Demonstrated ability to teach in a variety of courses, course formats, and/or degree programs.

Service Goals

- Demonstrated increasing activity and responsibility in three of the four venues for service: Profession, Community, University, and School of Social Work. Leadership in one venue is expected.

Approved by vote of the Faculty of the School of Social Work, 12/2/14

Approved by the Dean of the School of Social Work, 12/2/14