

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

**GUIDELINES FOR RETENTION, TENURE, AND PROMOTION TO ASSOCIATE
PROFESSOR**

The following are general guidelines intended to assist tenure-earning colleagues. They are guidelines only, not university or school criteria for tenure. Since the Board of Regents of The University of Texas System grants tenure, achieving these benchmarks cannot alone be a guarantee of renewal or tenure

General Considerations

Faculty at the UT Arlington School of Social Work are expected to demonstrate a high level of accomplishment in all three traditional areas of faculty performance: teaching, scholarship/research, and service.

Teaching. Effective teaching is based on competence in subject areas taught and skill in pedagogical/androgological technique, a commitment to student learning and skill in promoting a productive learning environment. Candidates for tenure and promotion must demonstrate a consistent record of effective teaching as indicated by required student feedback forms, peer reviews of teaching by the faculty, and annual reviews by the Faculty Development and Review Committee (TT) and the Dean. Candidates should demonstrate teaching excellence at all three degree levels (inclusive of supervising independent studies/research practica, and chairing theses/dissertations), and via different formats (i.e. online, face-to-face, off-campus locations, cohort programs, etc.). The record of teaching evaluations by students is cumulative, and improvement over time is desirable, except in cases of uniformly high evaluation scores.

Scholarship/Research. Scholarship entails systematic and focused inquiry into a specific subject or topic area, attainment of a level of expertise, and communication of that expertise to others. In the case of an applied profession such as social work, these “others” may include researchers, social service professionals, and policy makers. A record of effective scholarship is evidenced by an independent line of inquiry that has led to peer-reviewed publications, pursuit of resources to support research, citations by other researchers in peer-reviewed publications, and, to a lesser extent, professional presentations. For an assistant professor to earn tenure and promotion to associate professor, s/he must have achieved a record of scholarship sufficient to indicate that the candidate has earned a reputation with high potential for becoming a national-level figure. Candidates may present a combination of articles in peer-reviewed journals, scholarly monographs, and books/chapters in books from academic publishers; however, peer-reviewed articles are the standard measure of progress toward tenure. Numbers of publications and a progressive funding trajectory suggested in these Guidelines are cumulative since date of hiring at UT Arlington, except by prior arrangement with the Dean.

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 not directly related to the profession such as membership on the PTA Board or a homeowners’ association committee are commendable and encouraged, but have little value in terms of promotion and tenure. Service as a faculty member is expected to be appropriate to one’s professional interests and expertise, and to increase in significance and leadership throughout one’s career. The service record should provide evidence that a faculty member has made meaningful contributions to the functioning and welfare of the school and university.

First Year Review - Completed by September 30th of the Fall Semester of the Faculty Member's 1st Year

To comply with the standards of the University that require an annual review of all faculty members, the first year review is regarded as an orientation experience. New faculty members will be guided in the preparation of their portfolios for future retention and tenure reviews. Along with a copy of their curriculum vitae and any other materials they wish to present, new faculty members submit a plan for their academic career in the areas of teaching, scholarship, and service. Attention should be paid to identifying an agenda for research or professional development. The plan should take into account the targets described below and the corresponding timelines. The portfolio is submitted to the Faculty Development and Review Committee and the Dean.

Second Year Review - Completed by September 30th of the Fall Semester of the Faculty Member's 2nd Year

Scholarship Goals

- Submit three or more manuscripts for review in peer-reviewed journals. Evidence of beginning success in publishing, such as invitation to submit an article based on a proposal, "revise and resubmit" feedback, or acceptance, is highly desirable.
- Demonstrate evidence of scholarly activity with a high potential for publications or extramural funding.
- Develop ideas and present a research agenda that may build upon, but clearly moves beyond, the faculty member's doctoral dissertation research.
- Submit one funding proposal for UT Arlington, local, or other funding, and identify additional potential sources of extramural funding.
- Evidence of scholarly contribution through professional conference presentations.

Teaching Goals

- Consistently achieve average scores of 3.4 or above on the university online Student Feedback Survey.
- Show beginning evidence of teaching or mentoring involvement in addition to required course teaching responsibilities.

Service Goals

- Demonstrate contribution in two or more venues for service: Profession, Community, University, and School of Social Work.

Third Year Review - Completed by January 31st of the Spring Semester of the Faculty Member's 3rd Year

The third year review is a major cumulative review of a faculty member's contribution to, and fit with, the School of Social Work and The University of Texas at Arlington. Preparation and submission of review materials exactly follows the format and procedure of the sixth year tenure and promotion review, except that external reviewer letters are not required for the third year review. Successful completion of the third year review, with an unconditional recommendation for retention, is a strong indicator that the faculty member is on-track for eventual tenure and promotion. However, success in the third year review is not a guarantee of eventual tenure and promotion.

Scholarship Goals

- A minimum of five scholarly manuscripts published or accepted for publication, with some single or lead authorship.
- Additional manuscripts under review and in progress.
- Identification of an external funding proposal and activity on this proposal.

- Evidence of scholarly contribution through professional conference presentations.

Teaching Goals

- Consistently achieve average scores of 3.8 or above on the university online Student Feedback Survey.
- By the third year, have at least one satisfactory evaluation of teaching by peer observer(s) in accordance with any UT Arlington requirements for such assessments.
- Show evidence of teaching or mentoring involvement in addition to required course teaching responsibilities (e.g. Honor's thesis, McNair Scholarship, MSW tutorial or thesis, PhD tutorials, practica, or dissertation committee membership)

Service Goals

- Demonstrate contribution in three or more venues for service: Profession, Community, University, and School of Social Work.

Fourth Year Review - Completed by January 31st of the Spring Semester of the Faculty Member's 4th Year

Scholarship Goals

- A minimum of eight scholarly manuscripts published or accepted for publication, with some single or lead authorship.
- Additional manuscripts under review and works in progress.
- At least one internal or external funding proposal submitted
- Evidence of scholarly contribution through professional conference presentations.

Teaching Goals

- Consistently achieve average scores of 4.0 or above on the university online Student Feedback Survey.
- Show evidence of teaching or mentoring involvement in addition to required course teaching responsibilities.
- Serve on at least one thesis or dissertation committee in any discipline.

Service Goals

- Demonstrate increasing contribution in three or more venues for service: Profession, Community, University, and School of Social Work, with evidence of developing leadership.

Fifth Year Review - Completed by January 31st of the Spring Semester of the Faculty Member's 5th Year

Scholarship Goals

- A minimum of eleven scholarly manuscripts published or accepted for publication, with some single or lead authorship.
- Additional manuscripts under review and works in progress.
- At least two funding proposals (at least one external) submitted, in total, and identification of additional external funding with activity on this proposal.
- Evidence of scholarly contribution through professional conference presentations.

Teaching Goals

- Consistently achieve average scores of 4.0 or above on the university online Student Feedback Survey.

- Show evidence of teaching or mentoring involvement in addition to required course teaching responsibilities.

Service Goals

- Demonstrate increasing contribution in three or more venues for service: Profession, Community, University, and School of Social Work, with evidence of leadership.

Sixth Year P&T Review - Completed by August 31st of the Summer Semester of the Faculty Member's 5th Year (at the start of the 6th Year)

In accordance with the UTA Handbook of Operating Procedures, by May 1 of a faculty member's fifth year, he or she will submit to the Chair of the Faculty Development and Review Committee (TT) the names of at least six scholars at universities considered to be UT Arlington peer institutions as possible external reviewers. These names will be vetted by the FDRC and those found to be acceptable will be added to names selected by the FDRC. External review dossiers will be due to the FDRC Chair by August 1. Portfolios should follow carefully the University requirements, and the format developed by the Faculty Development and Review Committee, and will contain thorough documentation.

Scholarship Goals

- Fifteen scholarly manuscripts published or accepted for publication, with some single or lead authorship.
- Additional manuscripts under review and works in progress.
- At least 3 funding proposals submitted, two being external.
- Evidence of scholarly contributions through professional conference presentations.

Teaching Goals

- Consistently achieve average scores of 4.0 or above on the university online Student Feedback Survey.
- Have at least two satisfactory evaluation of teaching by peer observer(s) in accordance with any UT Arlington requirements for such assessments.
- Show evidence of teaching or mentoring involvement in addition to required course teaching responsibilities.

Service Goals

- By the time of submission, demonstrate contributions across all four venues for service: Profession, Community, University, and School of Social Work, with evidence of increasing leadership in at least one area.

Approved by vote of the Faculty of the School of Social Work, 2/26/13

Approved by the Dean of the School of Social Work, 3/16/13

Revised by vote of the Faculty of the School of Social Work, 2/6/18

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