

# USC Suzanne Dworak-Peck

School of Social Work

## Faculty Committee on Appointments and Promotions (FCAP) 2023

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## Introduction

The USC Suzanne Dworak-Peck School of Social Work (SDP-SSW) encourages all faculty or prospective faculty to actively engage in activities that will result in their career advancement. Thus, it is important to have up-to-date information about the criteria upon which faculty are evaluated for appointment or promotion, and about what is expected from the faculty member for the promotion process itself. It is also important for the faculty members and the staff who assist in appointments and promotions processes to also have a clear understanding of both the criteria to be evaluated and each of their responsibilities in the promotion process. The USC SDP-SSW Guidelines for Appointment and Promotion (“AP Guidelines”) are designed to provide that information for faculty and staff.

Different tracks and general university expectations for promotion are defined within the USC Faculty Handbook and the official University Committee on Appointments, Promotion, and Tenure (UCAPT) manual, both of which may be changed from time to time. Because of the possibility of change and their official recognition by the University administration and the Faculty Senate, the UCAPT manual and Faculty Handbook must always take precedence over these School guidelines.

For each school at USC, the Provost and President are ultimately the decision makers for both appointments of senior (at the rank of Associate or full Professor) or lateral recruitments to the school with tenure, and promotion of faculty at the university to more senior ranks with tenure. These decisions are made after appropriate school and university committee review and recommendations from the Faculty Committee on Appointments and Promotions (FCAP) and the Dean. Appointments or promotions at senior rank on the clinical series with the designation of “Clinical Scholar” (without tenure) are also made by the Provost and President in a process that is parallel to that of the tenure/Tenure Track appointments and promotions. The policies governing these processes are, again, provided by the UCAPT Manual.

The USC SDP-SSW AP Guidelines, unlike the UCAPT Manual which is for the entire university, are intended to highlight what is specifically valued in the USC SDP-SSW for tenure, and to provide guidance for promotion criteria and processes for teaching, practicum, nursing, lecturer and research (RTPC) designations which do not include consideration for tenure. The Provost has delegated to the Dean the authority to appoint junior faculty (at Assistant Professor rank) to the Tenure Track in the USC SDP-SSW without further university review. In addition, all teaching, practicum, lecturer, nursing and research designation appointments and promotions (except those with the Clinical Scholar designation) at the USC SDP-SSW are made by the authority of the USC SDP-SSW Dean after appropriate committee review by the Faculty Committee on Appointments and Promotions (FCAP). The Dean is also the final authority for all appointments and promotions for all part-time, voluntary faculty or Visiting Scholars. The SDP-SSW AP Guidelines are thus the definitive source of information for these types of appointments and promotions.

**For general guidance, see the most recent version of the USC Faculty Handbook Chapter 4: Faculty Appointment, Promotion, and Tenure**

<https://policy.usc.edu/wp-content/uploads/2022/10/Faculty-Handbook-2022.pdf>

<https://policy.usc.edu/wp-content/uploads/2022/10/UCAPT-Manual-2022-10212022.pdf>

## **Faculty Tracks, Ranks, and Titles at the USC Suzanne Dworak-Peck School of Social Work**

At USC, tenured or tenure-track appointments and promotions are defined in both the Faculty Handbook and the UCAPT Manual, and are essentially identical at all schools. However, the expectations and duties of those who are appointed or promoted with designations that are not on the tenure track, and criteria used for evaluation for appointment or promotion vary substantially among schools. For full-time faculty at the SDP-SSW, there are two major designations for appointments and promotions that are not linked to tenure: RTPC. In addition, within the clinical designation, there are several different promotion series that are primarily based on both the profile of activities for a candidate, and the area in which they demonstrate their greatest strength.

### **Tenured and Tenure-Track Titles:**

- Assistant Professor
- Associate Professor
- Professor

### **Teaching Track Titles:**

- Teaching Assistant Professor of Social Work
- Teaching Associate Professor of Social Work
- Teaching Professor of Social Work

### **Practicum Titles:**

- Assistant Professor of Social Work Practicum Education
- Associate Professor of Social Work Practicum Education
- Professor of Social Work Practicum Education

### **Nursing Titles:**

- Teaching Assistant Professor of Social Work
- Teaching Associate Professor of Social Work
- Teaching Professor of Social Work

### **Lecturer Titles:**

- Lecturer
- Senior Lecturer
- Master Lecturer

### **Research Titles:**

- Research Assistant Professor
- Research Associate Professor
- Research Professor

### **Part Time Faculty Titles (less than 75% time):**

- Part-time

### **Emeritus Titles:**

- Rank/Line Title Emeritus

## **Appointments and Promotions Committees**

### **School Committees: Faculty Committee on Appointments and Promotion (FCAP)**

The Faculty Appointments, Promotion and Tenure Committee (FCAP) reviews all appointments and promotions at the rank of Associate Professor or above for tenured and tenure-track faculty and RTPC faculty.

### **Faculty Committee on Appointments and Promotions (FCAP)**

The Faculty Committee on Appointments and Promotions will consist of 2 subcommittees: 1 for tenure track and research faculty and 1 for RTPC (teaching, practicum, nursing, lecturer). Members of the Faculty Committee on Appointments and Promotions will be elected by their respective faculty line. This committee will be a standing committee that is expected to meet throughout the calendar year, to meet the needs of the School.

#### **FCAP Subcommittee of Tenure and Research Faculty**

The FCAP Subcommittee of Tenure and Research Faculty will consist of 5 tenure track faculty (3 at the rank of Full Professor and 2 at the Associate level). The Faculty Committee on Appointments and Promotions will act in concert with the Faculty Affairs Office to advise the Dean on all faculty personnel actions involving rank and duration of appointment, promotions and tenure. This committee will consider appointments or promotions to the associate professor or professor rank, or tenure, if applicable, for all faculty on the tenured, tenure eligible research.

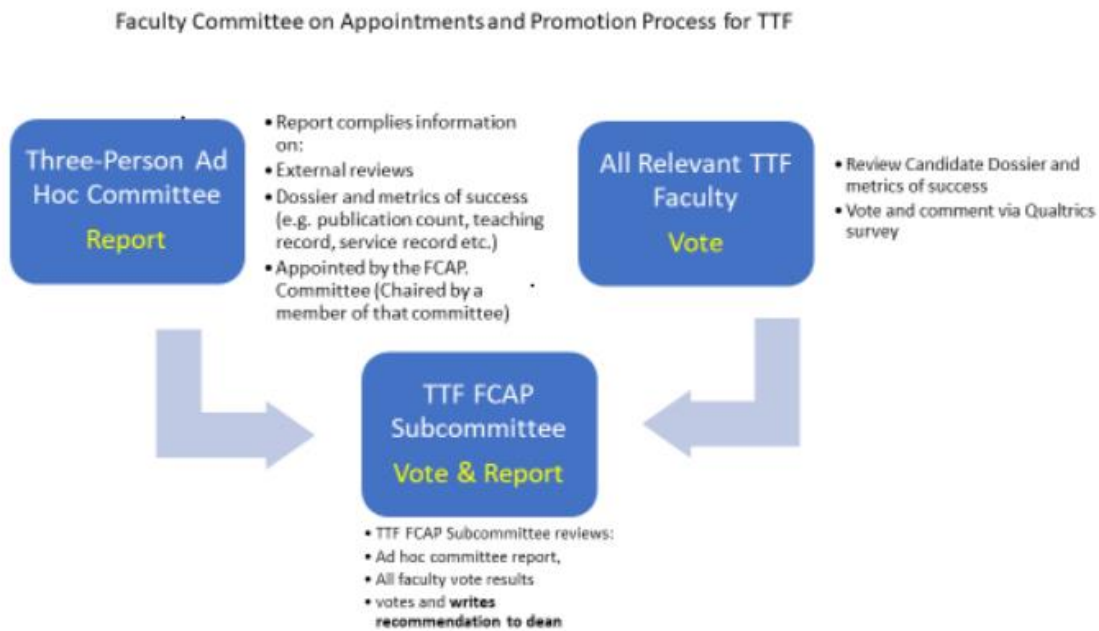
#### **FCAP Subcommittee of RTPC Faculty**

The Subcommittee of RTPC Faculty will consist of 5 faculty (if sufficient faculty at the rank of Full Professor: 3 at the rank of Full Professor and/or Master Lecturer and 2 at the Associate and/or Senior Lecturer level). The Faculty Committee on Appointments and Promotions will act in concert with the Faculty Affairs Office to advise the Dean on all faculty on appointments or promotions to the associate professor or professor rank for all faculty on the teaching, practicum, lecturer and nursing lines.

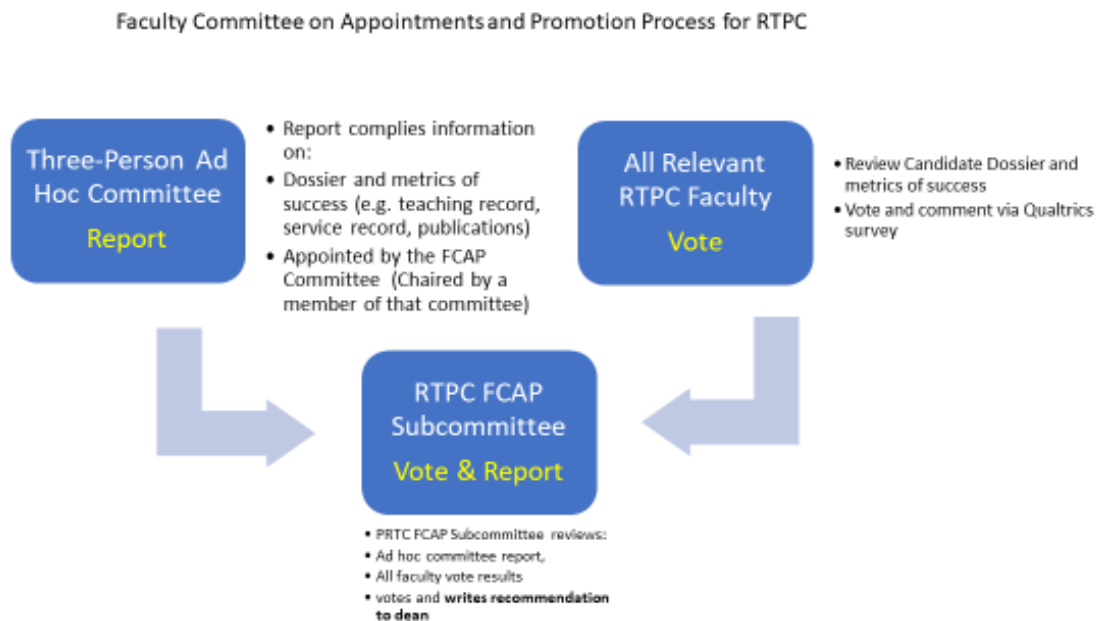
## Promotion and Appointments Process Overview

A three-person Ad Hoc Committee (Figure 1 and Figure 2), is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier, metrics of success, and for Tenure Track external reviews. Simultaneously, all eligible faculty from that line at that rank or above review the candidate dossier (i.e. at the rank of Associate or higher for appointments and promotions to associate, at the rank of full for appointments and promotions to the rank of full). In circumstances where there are insufficient numbers of faculty at a given rank, in a given line, members of the faculty from other lines at the needed rank may be included in the review process at the discretion of the FCAP. Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The relevant subcommittee will then review the Ad Hoc Committee report, the data from the faculty vote, they vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean.

**Figure 1:**  
**Appointments and Promotion Process for FCAP Subcommittee of Tenure and Research Faculty**



**Figure 2:**  
**Appointments and Promotion Process for FCAP Subcommittee of RTPC Faculty**



### Appointments

The authority to appoint a faculty member at the rank of Assistant Professor on the Tenure Track has been delegated to the Dean by the Provost. The Dean makes such appointments after appropriate review by FCAP.

For senior hires to be appointed on the Tenure Track or with tenure, Provost's approval is required, as described in the UCAPT Manual. In each case, a full dossier must be reviewed and evaluated by school and university committees prior to Provost's review. Prior to providing an offer letter, the Vice Provost for Faculty Affairs should be consulted as to potential rank and tenure status.

Appointment of full-time and part-time faculty on all other series is made under the authority of the Dean, after FCAP review. For junior faculty (full time Lecturer, Assistant Professor) this is done after search committee review, recommendation by the chair and approval by the Dean. For senior full time faculty (Associate Professor or Professor) the appointment is made after review by the FCAP and approval of the Dean. Appointments of part-time faculty at senior rank is approved by the Dean after FCAP evaluation.

### Promotions

Promotion is the process whereby a faculty member of a certain rank already appointed at the SDP-SSW is considered for increase in rank. The faculty member, in conjunction with the Office of Faculty Affairs and FCAP, submit a dossier and any additional supporting information to be evaluated for promotion. The authority to promote faculty members on the tenure-track or with tenure, resides with the Provost. The authority to promote on all the remaining full and part-time RTPC designations that are not associated with tenure resides with the Dean after FCAP review and recommendation.

### Considerations for Rank

The SDP-SSW faculty are appointed or promoted to a particular rank based on their prior career accomplishments. Each track or series has specific criteria for appointment or promotion.

***Assistant Professor/Teaching Assistant Professor of Social Work/Research***

A requirement for appointment at the rank of Assistant Professor is that individuals must have a doctoral degree, that is the highest degree in their field. For example, faculty members most commonly have a doctorate (e.g., PhD, EdD, DSW, DPH, DNP, JD, PsyD or other equivalent foreign degrees).

***Assistant Professor of Social Work Practicum Education/Lecturer***

A requirement for appointment at the rank of Assistant Professor or higher for Practicum and Lecture lines is the requirement of an MSW or doctorate degree.

***Associate Professor/ Teaching Associate Professor of Social Work/Associate Professor of Social Work Practicum Education/Senior Lecturer/Research***

Advancing in rank in all series from Assistant Professor to Associate Professor requires the candidate to meet all the criteria described in the subsequent Promotions and Appointment section for the faculty line.

***Professor/ Teaching Professor of Social Work Professor of Social Work Practicum Education/Master Lecturer of Social Work/Professor of Research***

For all promotion series, promotion to Full Professor, Teaching Professor of Social Work, Professor of Social Work Education, Master Lecturer and Professor of Research is characterized by demonstrated evidence of leadership in their field. In addition, the rank of Professor for some promotion series (Tenured, Teaching, Practicum, Lecturer and Research series candidates) is most often characterized by a national or international recognition. The accomplishments of candidates considered for the rank of Professor would obviously reflect a longer period as a faculty member but still should demonstrate a sustained upward trajectory in performance, productivity and external recognition over the longer time. In all cases, the most recent 6-8 years are most heavily emphasized in the evaluations, although the entire career is also considered.

# Tenure Faculty: Appointments and Promotion

## Overview

The Tenure-line faculty are expected to make broad and significant contributions across the spectrum of scholarship (as demonstrated through peer-reviewed publications and external funding to support their research); teaching, mentoring and curriculum development; and service (to the School, the University, the broader scientific community, and to local, national, or international communities where social work plays a central role). Tenure is granted only after a faculty member demonstrates excellence in scholarship, teaching, and service. Tenured faculty have a special responsibility to protect the academic freedom and faculty rights of all faculty. Tenure-line faculty engage in scholarship, teaching, and service with a primary focus on leadership in the area of rigorous scholarship that advances our collective understanding of social work, nursing and related studies. Generally, they commit 40% of their time to scholarship, 40% to teaching, and 20% to service.

## Education

A PhD or equivalent doctoral degree is required along with evidence of outstanding potential for scholarship, teaching, and service.

## Criteria for appointment to the faculty on the Tenure line:

- Evidence of scholarly excellence and the capacity to attain tenure;
- Commitment to a scholarly agenda that will advance the field of social work, which may include interdisciplinary and/or international scholarship;
- Capacity for scholarship as demonstrated by a record of scholarly research and publication as reflected in a clear program of research that has already produced publications, grants, or other results that show promise or make important contributions to the field;
- Expert knowledge or skills in one or more curriculum areas and evidence of teaching;
- Commitment to collegiality;
- Commitment to the welfare of students and to being available to them for advisement and consultation;
- Commitment to mentoring of doctoral students;
- Commitment to diversity, equity, and inclusion;
- Demonstration of a philosophy of education consonant with the School and University.

## Evaluation, Reappointment and Promotion

For general guidance, see the most recent version of the USC Faculty Handbook and UCAPT Manual. In any instances where there is discrepancy between the USC Faculty Handbook and this document, or the UCAPT manual and this document, the procedures and policies outlined by the University take precedence.

<https://policy.usc.edu/wp-content/uploads/2022/10/Faculty-Handbook-2022.pdf>

<https://policy.usc.edu/wp-content/uploads/2022/10/UCAPT-Manual-2022-10212022.pdf>

**Reappointment – Third-Year Review for Assistant Professors** Tenure-line faculty at the Assistant rank must complete an intensive review during their third year of appointment to form a consolidated view of their progress towards successful promotion and tenure, to address challenges and areas for improvement, and to lay a foundation for their mandatory six-year tenure review. The School uses this opportunity to determine what resources and developmental opportunities are necessary to help strengthen a candidate's academic profile prior to the mandatory six-year review. In the event that the third-year review is largely negative, the Dean, the Associate Dean of Faculty Affairs and the Faculty Committee on Appointments and Promotions will assist the faculty member in reviewing options.

## The Third Year Review Process

The third-year review process is independent of the performance review. The Office of Academic and Faculty Affairs will provide guidelines for completing the third-year review process. A three-member ad hoc committee of tenured faculty, appointed by the FCAP and chaired by a member of the FCAP. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier, and metrics of



success. Simultaneously, all eligible faculty from that line at that rank or above review the candidate dossier (i.e. at the rank of Associate or higher for appointments and promotions to associate, at the rank of full for appointments and promotions to the rank of full). Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP will then review the Ad Hoc Committee report, the data from the faculty vote. They vote on a recommendation for re-appointment, and prepare a final report summarizing the recommendation to the Dean. The Dean makes the final decision regarding reappointment. The third-year review is filed with the Provost's Office.

### **Review of Progress – Fifth-Year Administrative Review**

The Dean will conduct an administrative review of progress for Tenure-line faculty at the beginning of the year before mandatory University review for tenure and promotion. The purpose of the administrative review will be to assess which resources might be needed at this final point to strengthen the tenure profile and to discuss major issues that may be present.

### **Candidate-Specific Committee on Promotion and Tenure**

The FCAP in conjunction with the Office of Faculty Affairs will provide guidelines for completing the tenure review process. A three-person Ad Hoc Committee is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier, metrics of success, and external reviews. The lists of external references should include other disciplines, or where possible, experts in the individual's own type of interdisciplinary scholarship. Simultaneously, all eligible faculty from that line at that rank or above review the candidate dossier (i.e. at the rank of Associate or higher for appointments and promotions to associate, at the rank of full for appointments and promotions to the rank of full). Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP Subcommittee of Tenure and Research Faculty will then review the Ad Hoc Committee report, the data from the faculty vote, they vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean. UCAPT then reviews the completed dossier and makes a recommendation regarding promotion and tenure to the Provost for the final decision.

### **General Criteria for Evaluating Scholarship, Teaching, and Service**

Determining promotion and tenure relies on three areas of performance: 1) research; 2) teaching, mentoring and curricular activities; and 3) service to the School, University, community, and profession.

#### **Scholarship**

Evidence of scholarly contribution to and impact on the profession, as evidenced by high-quality publications in peer-reviewed journals. The candidate is expected to produce a body of work that demonstrates a consistent pattern of scholarship, focus, and independence.

- Sustained scholarly trajectory of publication in high impact (above 2) journals;
- Lead authorship on peer-reviewed publications;
- If the candidate is a frequent collaborator resulting in multi-author publications, their own contribution should be distinguishable and important;
- High recognition by a distinguished national for candidate's scholarly contribution to the social work profession. A sustained scholarly trajectory measured by evidence of ability to attract external funding.
  - Principal investigator (PI) role is preferred;
  - If candidate is a frequent co-PI or co-I, his/her/their own contribution should be distinguishable and important;
  - Highly competitive granting agencies are preferred (e.g., peer-reviewed federal and private granting agencies).
- Recognition by leaders in the field for quality of scholarship, such as peer-reviewed scientific meetings and conferences; invited conferences and colloquia; guest editorships; scholarly research awards.

#### **Teaching, Mentoring and Curricular Activities**

Evidence of excellence in teaching and impact on student learning as evidenced by pedagogical rigor, content expertise, and creativity in instructional design and delivery skills, including but not

limited to:

- Peer and student evaluations of teaching performance and effectiveness;
- Incorporating content expertise and learner-centered methods in an area of instruction;
- Successful mentoring or advising of master's students;
- Incorporating diversity knowledge, skills and practice in course content and methods;
- Successful mentoring of doctoral students;
- Participating in curriculum development, through course design, redesign, serving as lead instructor, serving on curriculum council, creation of field placements or other demonstrations of curricular leadership;
- Incorporation of contemporary scholarship and research into their courses; and
- Teaching and/or mentoring awards and grants.

### **Service**

Evidence of engagement and leadership activities of quality and recognized value as evidenced by the following:

- Serving on school-wide committees, development of new programs or expansion, and contributions to the intellectual climate of the School;
- Service to the national scientific community, as demonstrated by serving on scientific review committees for grants, as a peer reviewer for journals, or peer reviewer for conference abstracts;
- Appointments to leadership positions within professional organizations;
- Receipt of awards and honors for service;
- Service in social work is not limited to University or Scientific Service, but often extends to service to local, national or international communities who are engaged with the social work profession; and
- Other documentation or evidence of excellence and creativity in service and leadership.

### **Criteria for Promotion to Full Professor, Tenured**

The FCAP in conjunction with the Office of Faculty Affairs will provide guidelines for completing the promotions process. A three-person Ad Hoc Committee is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier, metrics of success, and external reviews. The lists of external references should include other disciplines, or where possible, experts in the individual's own type of interdisciplinary scholarship. Simultaneously, all eligible faculty from the Tenure Track at that rank of full review the candidate dossier. Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP Subcommittee of Tenure and Research Faculty will then review the Ad Hoc Committee report, the data from the faculty vote, the member of the Subcommittee at the rank of full then vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean. UCAPT then reviews the completed dossier and makes a recommendation regarding promotion and tenure to the Provost for the final decision.

# Teaching, Practicum, Nursing, Lecturer: Appointments and Promotion

See University Handbook 4-C(2) for policy on terms of employment for RTPC Faculty

<https://drive.google.com/drive/folders/1K7m2-d9OQD4Skzve6untY9O7YG1cTGfR>

## Overview

RTPC is used broadly to designate full-time faculty who are not eligible for tenure. Within the School, this includes the Teaching, Practicum, Nursing, Lecturer, and Research lines.

## Education

A doctoral degree in social work or related field is required for appointment as Teaching faculty. An MSW is required for appointment as Practicum faculty. A doctoral degree in nursing is required for appointment as Nursing faculty. An MSW degree or a related field is required for appointment as a Lecturer, with preference given to candidates with a doctoral degree from a School of Social Work. For Research faculty, a doctoral degree is required for appointment as a Research Faculty. An equivalent level of professional achievement may be considered a substitute for the doctoral degree.

## Experience, Knowledge and Abilities

The following criteria are required for appointment as RTPC Faculty:

- Substantial record of professional experience in social work, nursing, behavioral health, or related discipline(s);
- Evidence of leadership in an identified area of expertise;
- Experience with racially, ethnically and culturally diverse practice and/or student populations;
- Ability to achieve excellence and creativity in teaching and teaching related duties, including student advisement and mentoring;
- Specialized knowledge in more than one area of the curriculum;
- Ability to provide teaching and curriculum leadership in identified area(s) of specialized knowledge;
- Evidence of empirical and evidence-based orientations towards social work/nursing education and practice;
- Commitment to student learning, achievement and professional development;
- Commitment to diversity, equality and social justice;
- Ability to work collegially;
- Ability to achieve excellence and creativity in scholarship activities (Teaching and Nursing).

## Length of Appointment

The School follows University policy regarding length of appointment. See University policy:

<https://www.provost.usc.edu/recognizing-teaching-faculty/>

## Minimum Requirements for Consideration for Appointment as RTPC Faculty

RTPC appointment is based on having met the minimum requirements determined by each faculty line (Teaching, Practicum, Nursing, Lecturer and Research) and on rigorous peer review assessments of excellence in teaching, service, and (for applicable faculty lines) scholarship or practicum related activities. These activities are expected to positively affect both course content and delivery, which in turn is expected to enhance student learning and preparation for professional social work practice in complex, multicultural environments. Each RTPC faculty line will develop their own specific criteria for promotion and review specific to their responsibilities.

## Three- and Five-Year Promotion Reviews for Assistant Professor/Lecturer

All RTPC faculty at the rank of Assistant/Lecturer are eligible to apply for a promotion review after their third year, it is recommended that they apply for promotion by their seventh year. The Office of Academic Affairs in consultation with FCAP will appoint a three-person Ad Hoc Committee. Guidelines for the promotion review process for all Teaching, Practicum, Nursing and Lecturers follow.

## Candidate Specific Committee on Promotion

A three-person Ad Hoc Committee, is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier and metrics of success. Simultaneously, all eligible faculty from that line at that rank or above review the candidate dossier (i.e. at the rank of Associate or higher for appointments and promotions to associate, at the rank of full for appointments and promotions to the rank of full). In circumstances where there are insufficient numbers of faculty at a given rank, in a given line, members of the faculty from other lines at the needed rank may be included in the review process at the discretion of the FCAP. Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP Subcommittee of RTPC Faculty will then review the Ad Hoc Committee report, the data from the faculty vote, they vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean.

### **Promotion to Associate Professor/Senior Lecturer**

Promotion to the rank of Associate Professor/Senior Lecturer is based on having met the minimum requirements and of demonstrated excellence and creativity.

### **Promotion to Professor/Master Lecturer**

To be considered for promotion to Professor/Master Lecturer, the candidate must have obtained the equivalent of at least seven years of full-time college level academic experience at the Associate Professor/Senior Lecturer rank. Promotion is based on having met the minimum teaching, service and relevant scholarly Activities or practicum related activities in accordance with University guidelines.

### **Minimum Performance Requirements for Promotion**

The Office of Faculty Affairs will provide all promotion candidates with specific instructions for preparing their dossier and a timeline for their promotion. The profile for promotion will include the following:

#### **Teaching and Curricular Activities**

- Excellence and creativity in teaching and curricular activities in terms of:
  - Content expertise
  - Instructional design skills
  - Instructional delivery skills
  - instructional assessment skills
- Evidence of the impact of these activities on student learning and preparation for professional practice (i.e., learning outcomes).

#### **Faculty Responsibilities Specific to Practicum:**

Evidence of excellence in enhancing academic and professional development through practicum related activities.

#### **Faculty Responsibilities Specific to Nursing Faculty**

Nursing faculty are responsible for generating innovation, engagement, and impact in their areas of expertise. They discharge this responsibility in the following ways:

- Conducting nine faculty meetings during the academic year (September, October, November, December, January, February, March, April, May). Attendance by all faculty is required (exception for those on leave);
- Conducting twelve curriculum meetings during the academic year;
- Conducting regular placement meetings with the placement director in assessing appropriate clinical placements for students enrolled in clinical courses;
- Conducting annual performance reviews of faculty;
- With active student and administration collaboration, staffing, reviewing and improving curriculum implementation for core and elective courses;
- Recommending priorities for faculty hires and identifying and recommending faculty recruits;
- Advancing the Grand Challenges of Social Work through curriculum, seminars and conferences, community activities, and research;
- Creating inter-institutional relationships around scholarship, teaching, and international collaboration;

- Ensuring equity diversity and inclusion as principles that guide all School activities;
- Strengthening morale and productivity by identifying and addressing needed policy changes, support, or other sources of faculty and student concern.

### **Service and Outreach Activities**

The preferred profile for promotion will include evidence of excellence and creativity in service and outreach activities to or within the School. The profile may include evidence of excellence and creativity in service and outreach activities to or within the University, local community, national and international communities, and professional communities. Faculty at the rank of assistant professor/lecturer are expected to be minimally involved in service and outreach activities. Subsequently, performance in service and outreach activities is a supplementary, not primary, criterion for promotion.

Practicum faculty line will also include:

- Evidence of excellence in enhancing academic and professional development; specialized knowledge and understanding of community relationships, Practicum agencies, and the practicum related activities in multiple social work domains.

### **Scholarly Activities**

Excellence and creativity in scholarship is optional for promotion. Evidence of scholarship is included at the discretion of the candidate.

Evidence may include:

- Involvement in translation of social work or nursing science into the classroom;
- Engagement in training grants and institutes;
- Advancement of knowledge in Social Work or Nursing Science.

# Research Faculty: Appointments and Promotion

## Overview

The research faculty are expected to make broad and significant contributions across the spectrum of scholarship (as demonstrated through peer-reviewed publications and external funding to support their research). In many cases this work is done in support of Tenure Track Faculty or Research Centers. There are reduced expectations, in comparison to Tenure Track Faculty, for teaching, mentoring, and service. The weight of service should reflect Research faculty's percentage of administrative coverage. Generally, they commit 100% of their time to scholarship and research, but depending upon their level of administrative coverage may increase and thus, service and administration is expected to reduce expectations for time spent on scholarship and research.

## Education

A PhD or equivalent doctoral degree is required along with evidence of outstanding potential for scholarship and to a lesser extent teaching, and service.

## Criteria for appointment to the faculty on the Tenure line:

- Evidence of scholarly excellence;
- Commitment to a scholarly agenda that will advance the field of social work, which may include interdisciplinary and/or international scholarship;
- Capacity for scholarship as demonstrated by a record of scholarly research and publication as reflected in a clear program of research that has already produced publications, grants, or other results that show promise or make important contributions to the field;
- Commitment to the welfare of students and to being available to them for advisement and consultation;
- Commitment to mentoring of doctoral students;
- Commitment to diversity, equity, and inclusion;
- Demonstration of a philosophy of education consonant with the School and University.

## Candidate-Specific Committee on Promotion to the Rank of Associate Research Professor

Research Faculty are eligible to apply for a promotion review after their third year, it is recommended that they apply for promotion by their seventh year. The FCAP in conjunction with the Office of Faculty Affairs will provide guidelines for completing the promotion process. A three-person Ad Hoc Committee is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier and metrics of success. Simultaneously, all eligible faculty from the Research and Tenure Track lines at that rank or above review the candidate dossier (i.e. at the rank of Associate or higher for appointments and promotions to associate, at the rank of full for appointments and promotions to the rank of full). Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP Subcommittee of Tenure and Research Faculty will then review the Ad Hoc Committee report, the data from the faculty vote, they vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean.

## Candidate-Specific Committee on Promotion to the Rank of Research Professor

Promotion to the rank of Professor is based on having met the minimum requirements of rigorous peer review assessments of excellence and creativity and leadership in research and/or research administration. To be considered for promotion to professor, the candidate must have obtained [the equivalent of] at least seven years of full-time college level academic experience as Faculty, four of which must have been at the Associate professor rank (or equivalent). The FCAP in conjunction with the Office of Faculty Affairs will provide guidelines for completing the promotions process. A three-person Ad Hoc Committee is appointed by the FCAP and chaired by a member of the FCAP committee. The Ad Hoc Committee prepares a report based on their review of the candidate's dossier, and metrics of success. Simultaneously, all eligible faculty from the Tenure Track and Research Faculty at that rank of full review the candidate dossier. Eligible faculty will vote and comment online via Qualtrics or other comparable survey software. The FCAP Subcommittee of Tenure and Research Faculty will then review the Ad Hoc Committee report, the data from the faculty vote, the members of the Subcommittee at the rank of full

vote on a recommendation for promotion or appointment, and prepare a final report summarizing the recommendation to the Dean.

### **Research Faculty: Scholarship**

- Evidence of scholarly contribution to and impact on the profession, as evidenced by high-quality publications in peer-reviewed journals. The candidate is expected to produce a body of work that demonstrates a consistent pattern of scholarship, focus, and independence.
  - Sustained scholarly trajectory of publication in high impact (above 2) journals;
  - Lead authorship on peer-reviewed publications;
  - If the candidate is a frequent collaborator resulting in multi-author publications, their own contribution should be distinguishable and important;
  - High recognition by a distinguished national for a candidate's scholarly contribution to the social work profession.
- A sustained scholarly trajectory measured by evidence of ability to attract external funding.
  - Principal investigator (PI) role is preferred;
  - If candidate is a frequent co-PI or co-I, his/her/their own contribution should be distinguishable and important;
  - Highly competitive granting agencies are preferred (e.g., peer-reviewed federal and private granting agencies).
- Recognition by leaders in the field for quality of scholarship, such as peer-reviewed scientific meetings and conferences; invited conferences and colloquia; guest editorships; scholarly research awards.

**Research Faculty: Teaching, Mentoring and Curricular Activities** Research faculty are generally not expected to participate in teaching activities; thus, evidence of excellence and creativity in teaching is not required for promotion. Nevertheless, when appropriate, consideration may be given to the following:

- Evidence of providing training opportunities for MSW, DSW, and PhD students and/or mentoring other faculty and staff which lead to tangible products.
- Mentoring of PhD candidates via service on doctoral committees
- Providing classroom, tutorial or other training in research methods and/or statistical analysis for MSW, PhD candidates, postdocs, or other faculty/staff;
- Facilitating research development of PhD students, post docs, or other faculty/staff by collaborating on peer-review manuscripts, conference abstract, grant proposals;
- Participation in development of the masters and/or doctoral curriculum as research priorities shift in the profession and/or school;
- Teaching evaluation scores, if the faculty member participated in formal teaching.

### **Research Faculty: Service**

The weight of service in the review for promotion should reflect Research faculty's percentage of administrative coverage. The School values the following criteria:

- Participation and leadership service to the School (e.g., serving on school-wide committees, developing new programs)
- Participation in University committees that enhance the mission and strategic plan of the University
- Sustained engagement with outstanding professional and/or community groups, agencies, and organizations
- Leadership positions or professional offices within recognized organizations
- International and/or interdisciplinary collaborations or networks with faculty from other schools, within and outside of the University, and abroad
- Other service activities (e.g., reviewing for peer-reviewed journals or conferences)
- Receipt of awards and honors for service and/or leadership.