

Silver School of Social Work

Standards for Appointment, Reappointment, Promotion and Tenure for Tenure – Eligible Positions

Tenure-Eligible Faculty

Faculty who are appointed to the tenure track should have significant clinical, teaching, or research experience. The educational contributions of the tenure-eligible faculty include teaching in the BS, MSW, and PhD programs, masters and doctoral level advisement, administration, research, curriculum development, community liaison, and other educational activities. Tenure-eligible faculty make major contributions to teaching and curriculum development, clinical practice, research and scholarly activities, and service to the public, the profession, and the institution in varying amounts.

Candidates may be appointed at the ranks of assistant professor, associate professor, or professor based on their qualifications. In special instances, faculty initially appointed to the ranks of associate professor or professor may be appointed with tenure.

Assistant Professor:

Candidates initially appointed to the rank of assistant professor have a masters degree in social work,* and a PhD or DSW in social work or a related field. The applicant should demonstrate potential for teaching, publications, research, or program/policy development. Faculty members initially appointed to the rank of assistant professor who are approved for tenure will be promoted to the rank of associate professor.

Associate Professor:

Candidates initially appointed to the rank of associate professor must have a masters degree in social work,* and a PhD or DSW in social work or a related field. They are required to have at least three (3) years of previous teaching experience, and must demonstrate either consistent progress toward being able to obtain tenure according to School and University standards or evidence that they have met those standards (see section V, C below in the Plan of Organization).

Professor:

Candidates initially appointed to the rank of professor must have a masters degree in social work,* and a PhD or DSW in social work or a related field, and meet the standards outlined in the Plan of Organization (see sections V, C, and D).

A high standard of excellence and effectiveness in teaching is essential to a professional school and a research university. In order to have a reasonable prospect of gaining tenure at NYU, a candidate must have a record of excellence in scholarship, including research, publications, and program and policy development, among other professional contributions, together with a record

of effective teaching. Although all candidates for tenure and promotion should be judged according to a standard of excellence in scholarship, it is anticipated that the candidates will vary

*In exceptional circumstances the Masters in Social Work may be waived. in the relative distribution of accomplishments among teaching, research, and service, depending on individual areas of endeavor and expertise.

The faculty of the School of Social Work supports a definition of excellence in teaching, scholarship, research, and service that focuses on the following:

1. Performance as an Educator

Excellence in teaching is a basic criterion for faculty tenure and promotion.

Outstanding accomplishment as a social work educator generally includes the demonstrated ability to:

- a. synthesize the integrate knowledge from diverse fields of inquiry and apply it to curriculum and course design,
- b. relate course design and learning assignments to the entire scope of the profession of social work,
- c. incorporate current research and new developments in social work and related areas into course content, bibliographies and assignments,
- d. create innovative teaching methods and materials,
- e. involve students in critical thinking and reflection on their own learning and practice,
- f. create a stimulating and safe learning environment.

2. Performance as a Scholar

Excellence in scholarship is the major criterion for tenure and promotion. The primary method for assessing scholarship is the extent and manner of its dissemination, and its potential contribution to the knowledge base. Outstanding accomplishment as a scholar generally includes the demonstrated ability to:

- a. integrate, criticize, and clarify extant knowledge,
- b. conceptualize and theorize in an original and rigorous way,
- c. pursue and expand professional knowledge via new lines of inquiry,
- d. engage in original research, practice and service delivery, outcome studies and program and policy evaluation,

- e. articulate the applicability of research and theory to professional practice,
 - f. communicate one's original scholarship and research to a wide audience.
3. Performance of Service
- Faculty obligations extend beyond the classroom. Excellence in service is a form of applied scholarship, and outstanding service to the School, University, profession, the community and the larger society is included in the criterion for tenure and promotion. Excellence in service generally involves the demonstrated ability to:
- a. integrate and organize scholarship toward creating awareness or practical solutions, including mounting a major concerted effort to meet a pressing need,
 - b. translate scholarship into action through such activities as developing innovative programs, providing consultation, being an expert witness, etc.,
 - c. take leadership roles in professional publications,
 - d. take leadership roles in professional organizations and related activities.

D. Standards for Promotion to Full Professor

The evaluation for promotion to full professor is essentially the same as for a tenure candidate. The candidate will be evaluated on his/her performance as an educator (see C-1) and scholar (see C-2), and on performance of service (see C-3). The candidate must have achieved a significant milestone or marker beyond the work considered at the point of awarding tenure. The docket must clearly indicate which work distinguishes the candidate's achievements since the last review. The candidate's work is expected to have national and/or international recognition.

E. Procedures for Promotion, Appointment, Reappointment, and Tenure for Tenure-Eligible Positions

Rank of Initial Appointment

In considering rank, the Faculty Promotion, Reappointment & Tenure Committee considers factors including:

- 1) curriculum vitae;
- 2) record of teaching, research and scholarly activities;
- 3) professional experience in an academic setting;
- 4) letters of recommendation.

Based on this information and a discussion by all members, a recommendation is made to the Dean on the rank of the initial appointment. The Faculty Promotion, Reappointment & Tenure Committee Chairperson transmits in writing to the Dean their vote and recommendation.

Reappointment

Reappointment is an annual process that will take place as indicated in the NYU Faculty Handbook. However, Faculty Promotion, Reappointment & Tenure Committee input with regard to reappointment at the same rank shall be limited to the first (1st) and third (3rd) year reappointments.

Tenure Clock

The tenure clock for faculty is set forth in formal University rules adopted by the Board of Trustees. The current rules are found in the University's statement on Academic Freedom and Tenure, Title I and II reprinted in the Faculty Handbook (1999ed) at pp. 25-35.

Promotion

With regard to promotion, the initiation of a request for consideration is made by the candidate. The candidate may seek the counsel of the Dean in determining whether and when to seek a promotion.

In order to facilitate tenure and promotion reviews, the candidates are expected to meet with the Dean the spring semester before the academic year their materials will be reviewed. Their material needs to be submitted to the Faculty Promotion, Reappointment & Tenure Committee by September 30th.

(By vote of Faculty at meeting 3/31/08)

The Faculty Promotion, Reappointment & Tenure Committee will serve as the school's advisory committee to the Dean regarding first year reviews and be notified by the Dean's Office of faculty members requiring first year review by April 15 of their first year. All faculty at a rank where first year review is ordinarily required, will submit materials to the FPR&T by Sept 1 of the second year of appointment, and will be reviewed by the committee prior to Dec 1 of that year. The Dean may request earlier review. The Dean's Office will notify the Faculty Promotion, Reappointment & Tenure Committee of faculty members requiring evaluation and recommendation with regard to third (3rd) year review, tenure and promotion by the end of the first (1st) week of the fall semester.

The Faculty Promotion, Reappointment & Tenure Committee Chairperson will notify faculty candidates of required material for review, tenure, or promotion consideration.

Candidates for first year review will be required to submit documentation on items 1, 3, 5, 6, 7, 8, 9, and 10 listed below.

All candidates for third (3rd) year review, tenure and/or promotion consideration will be required to submit the following teaching portfolio material:

- 1) Candidate's statement of his/her teaching philosophy
- 2) Course syllabi developed and/or revised by the candidate as an individual
- 3) Student course and BS and/or MSW advisee evaluations (if applicable)

- 4) List doctoral advisees, including names of advisees and titles of doctoral dissertations (indicate if chairperson and/or research advisor, or third (3rd) member of the committee)
- 5) List of school-wide and university committees the candidate has served on, and in what capacities

Candidates will also be required to submit material pertaining to their scholarly and research activities, including the following:

- 6) Candidate's self-study statement (following guidelines/standards for reappointment, promotion, and tenure)
- 7) Current curriculum vitae
- 8) Copies of candidate's scholarly work (maximum of five (5) papers, book excerpts, or other scholarly material which the candidate believes best exemplifies his/her work)
- 9) Copies of grant proposals, research applications, and/or completed research projects (maximum of three (3)) (if applicable)
- 10) Assessment or reviews of the candidate's scholarly or research work
- 11) Copy of third year review (applicable to tenure candidates only)

Candidates will be asked to submit this material to the Faculty Promotion, Reappointment & Tenure Committee by September 30th (for tenure and promotion candidates). The number of copies submitted by the candidate depends on the nature of the review: six (6) for first (1st) and third (3rd) year review; twelve (12) for tenure and promotion reviews.

Curriculum Area Chairpersons, Program Directors, and other relevant faculty members (such as former Chairpersons of a curriculum area or former Program Directors) will be required to submit written evaluator statements to the Faculty Promotion, Reappointment & Tenure Committee.

In regard to the candidate's qualifications, Chairpersons, Program Directors, and other relevant faculty members will be asked to confine their remarks to items one (1) through five (5) listed above. These individuals will be asked to share their evaluations with first (1st) and third (3rd) year candidates as part of an ongoing process to gain feedback on the faculty member's teaching and service to the curriculum area. Similarly, the Faculty Promotion, Reappointment & Tenure Committee's recommendation to the Dean will be made available concurrently to first (1st) and third (3rd) year tenure-eligible review candidates.

In tenure and promotion evaluation considerations, the Faculty Promotion, Reappointment & Tenure Committee will seek five (5) letters of evaluations from external reviewers, all of which will be chosen by the committee. Only tenured faculty from research universities (Carnegie Foundation classification: doctoral/research universities-extensive) or highly ranked social work programs will be considered eligible external reviewers, and in cases of promotion to full professor, the external reviewer must have the rank of full professor. External reviewers will be provided the standards for tenure (section V, C of the Plan of Organization) or promotion

(section V, C, and D of the Plan of Organization). External reviewers will be assured of confidentiality and will be asked to submit their review and curriculum vitae by November 15th.

The Faculty Promotion, Reappointment & Tenure Committee meets to deliberate and vote on the merit of the material submitted by the candidate and Chairpersons, Program Directors, and other relevant faculty members, and in cases of tenure and promotion review, on the evaluations submitted by the external reviewers.

Secret ballot votes are tallied by the Chairperson, followed by a memo to the Dean summarizing the Faculty Promotion, Reappointment & Tenure Committee's findings, vote, and recommendations on the faculty member's promotion, reappointment, or tenure. The memo is finalized and forwarded to the Dean, along with other docket material. Concurrently, the Committee submits in writing to the candidate a brief memo outlining its vote and recommendations to the Dean.

Only in cases of first year (1st) and third year (3rd) tenure-eligible reviews will the Faculty Promotion, Reappointment & Tenure Committee share their report with the candidates.

The Candidate's docket consists of the following:

- 1) Faculty Promotion, Reappointment & Tenure Committee memo outlining its findings, vote, and recommendation;
- 2) material submitted by the candidate (teaching portfolio and scholarly/research activities);
- 3) evaluator statements by Chairpersons, Program Directors, and other relevant faculty members;
- 4) five (5) external review letters and the curriculum vitae of each reviewer (applicable for promotion and tenure only).

For first (1st) and third (3rd) year tenure-eligible reviews, one (1) copy of the docket is forwarded to the Dean. For promotion and tenure reviews, two (2) copies of the docket are forwarded to the Dean: one (1) for the Dean's review and one (1) for the Provost's review. The original internal evaluator statements, external reviews, curriculum vitas of external reviewers, and Faculty Promotion, Reappointment & Tenure Committee memo are also forwarded to the Dean's Office.

(Note: Tenure may be awarded any time within six (6) years. However, wherever possible, the Dean shall indicate by the end of the third (3rd) year if a tenure-eligible faculty member is not likely to be recommended for tenure. The Dean shall put in writing to the candidate and to the President expectations for eventually receiving tenure based on prevailing tendencies at the end of the third (3rd) year.)

Dean's Review

The Dean is responsible for evaluating the docket presented by the Faculty Promotion, Reappointment & Tenure Committee and making a recommendation to the Provost. The Dean may solicit additional information and/or letters of evaluation from external reviewers.

The Dean will inform the Chairperson of the Faculty Promotion, Reappointment & Tenure Committee of his/her own proposed recommendation to the Provost. In the case where a Dean's recommendation is contrary to that of the Faculty Promotion, Reappointment & Tenure Committee, the Dean will give the Committee an opportunity to provide further information or counter-argument before the Dean's final recommendation is made to the Provost.

The Dean will ordinarily make his or her recommendation to the Provost by April 1st. This constitutes the definitive recommendation of the School and will be accompanied by the docket and Faculty Promotion, Reappointment & Tenure Committee recommendation.

Provost's Review

The Provost shall evaluate each tenure and promotion docket and recommendation submitted by the Dean. In evaluating a promotion or tenure recommendation submitted by the Dean, the Provost may solicit additional information and/or letters of evaluation, and may in unusual cases appoint an ad-hoc advisory committee composed of tenured faculty to seek further counsel.

The Provost shall support or oppose the Dean's recommendation in his/her final decision. The Provost will inform the Dean of his/her pending decision. In those cases in which that the Provost's decision will be contrary to the recommendation of the Dean, the Provost will provide the Dean with the reasons and give the Dean an opportunity to provide further information or counter-argument before the Provost's final decision. The Provost shall notify the Dean of the final decision, along with reasons thereof if the Dean's recommendation is disapproved.

Upon notification of the Provost's decision, the Dean will write to the candidate informing them of the decision.

In the event of a negative decision by the Provost, the candidate has the right to file a grievance in accordance with the provisions of the University's Faculty Grievance Procedures appearing at pp. 61-63 of the Faculty Handbook (1999ed.)