

**MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES  
CASE WESTERN RESERVE UNIVERSITY**

Revised by MSASS Faculty – 9/20/2004  
Ratified by Faculty Senate – 10/27/2004  
Approved in Principle by the Faculty Senate 10/27/2004  
Approved in Principle by the Faculty Senate 09/24/2008  
Revised by MSASS Faculty – 5/11/2015

**STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE  
FOR TENURED, TENURE TRACK, NON-TENURE TRACK AND SPECIAL FACULTY**

### **I. Faculty Titles and Definitions**

Members of the faculty shall be all persons holding full-time tenured or tenure track, non-tenure track and full- or part-time special faculty appointments. MSASS faculty titles and ranks are described in the MSASS by laws (1:2:1) and are summarized in Table 1. Table 1 is consistent with provisions of the CWRU Faculty Handbook (Summer 2003) and MSASS by laws (approved 1/26/2004).

- Per faculty resolution of May 11, 2015, the ratio of tenured/tenure track faculty to non-tenure track faculty must meet or exceed 60:40 at all times (i.e., 60% must be tenured/tenure track).
- ~~Per faculty resolution of April 14, 2003, the ratio of tenured/tenure track faculty to non-tenure track faculty must meet or exceed 75:25 at all times (i.e., 75% must be tenured/tenure track).~~
- Voting faculty is defined as the tenured/tenure track and the non-tenure track. These two groups of faculty have voting privileges as stated in the CWRU Faculty Handbook. Special faculty members have no vote on matters coming before the MSASS faculty, unless specifically asked to vote on a particular issue by the voting faculty.

### **II. Qualifications and Standards**

MSASS criteria for consideration of promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook. These are as follows:

1. Expert knowledge of their academic field and a commitment to continuing development of this competence
2. Effectiveness in facilitating learning
3. Implementation of a continuing program of research and scholarship

4. Assuming a fair share of school/university service and administrative tasks, including contributing to community and professional service

These criteria are applicable to each faculty member, but the emphasis and the types of evidence required to support achievement of each criterion depends on the nature and type of the initial faculty appointment (tenure track, non-tenure track, special). In accordance with the Faculty Handbook (Chapter 3, Part One, I, A.3), at the time of the initial appointment, the faculty member shall be provided with a general written description of 1) the criteria by which his/her performance will be judged, and 2) the teaching, research and scholarship, and service required to maintain faculty status and for renewal of appointment, promotion, and/or tenure, as applicable.

### **III. Promotion and Tenure**

Table 2 illustrates the criteria, evidence, and sources as applied for appointment, reappointment, promotion, and consideration for tenure. The criteria, general evidence, and sources of evidence listed have sufficient detail to be applicable to all faculty. Table 2 also demonstrates how quality and excellence are maintained, while providing opportunities for advancement and career development for all types of faculty.

1. The first criterion, “expert knowledge of academic field and a commitment to continuing development of this competence,” applies to all MSASS faculty: tenure track, non-tenure track, and special.
2. Tenure track faculty should provide evidence that they can and will continue to satisfy all of the other three criteria (#s 2, 3, and 4).
3. Non-tenure track faculty should provide evidence that they can and will continue to satisfy at least two of the remaining three criteria (#s 2, 3, and/or 4), depending on their initial appointment.
4. Special faculty should provide evidence that they can and will continue to satisfy at least one of the other three criteria (#s 2, 3, and 4), depending on their initial appointment.
5. The criteria for promotion to associate professor are the same for all faculty types (tenure track, non-tenure track, and special), except that time limits do not apply to non-tenure and special tracks, and the focus of the initial appointment (teaching, research and/or service) may be different. MSASS provides an appropriate allocation of resources and time (taking into account rank and type of appointment) for scholarly growth, academic achievement and professional development.
6. Faculty hired in the tenure track must remain in the tenure track. Faculty in the non-tenure track can apply for an open tenure track position, but if they move into a tenure track position, they cannot move back to a non-tenure track status.

The provost's office must approve a transfer into the tenure track. MSASS policy of 2/2000 and approved by the CWRU Faculty Senate states: "Although a one time, one way movement from a non-tenure track to a tenure track position is possible, it is not allowable (a) to move back and forth between tenure track and non tenure track positions..... Someone appointed to a non-tenure track position may later be appointed to a tenure track position but then cannot move back to a non-tenure track position. Likewise, someone appointed to a tenure track position cannot move to a non-tenure track position and back to the tenure track".

7. MSASS by-laws (Section 4:3:2) state: "MSASS faculty members who have been denied tenure by the university may be given renewable term appointments not leading to tenure consideration contingent upon full financial support from non-university resources. Such faculty members would be in the special faculty category."
8. Faculty in the tenure track who have served six (6) years in the school without being granted tenure should be offered a terminal appointment (except as indicated in point 7 above).
9. Tenure should be granted only at the levels of associate and full professor.

Table 3 summarizes procedures for faculty review of tenured, tenure track, non-tenure track and special faculty who seek a promotion in rank and/or tenure. The chart also shows ways in which a faculty member may receive guidance and feedback on job performance, including annual reviews, formation of advisory committees (Faculty Development Committees), and in the case of tenure track faculty in the pre-tenure period, 3<sup>rd</sup> year reviews.

1. All faculty members, with the exception of part-time faculty, receive an annual review, as required by the CWRU Faculty Handbook.
2. A Faculty Development Committee offers career guidance to each tenure track faculty member during the pre-tenure period. The option of forming an advisory committee for the purpose of career guidance and development shall be available to tenured faculty seeking promotion, non-tenure track faculty, and special research, adjunct, and clinical faculty as well.
3. On recommendations involving promotion, only faculty of rank equal or superior to that being considered shall be eligible to vote. On recommendations involving tenure, only faculty with tenure shall vote.
4. Promotion considerations to the rank of assistant level and higher require external evaluations.

5. Procedures for initial appointments and renewals of secondary appointments are summarized, following the policy statement on secondary appointments approved by the MSASS faculty April 14, 2003 and listed later in this document.

#### **IV. Procedures for Review for Promotion and/or Tenure Considerations**

##### **A. Review Committees**

All candidates for promotion and/or tenure will be reviewed by all faculty who are eligible to vote at the rank being considered. On recommendations involving promotion of tenured or tenure track faculty, only tenured and/or tenure track faculty of rank equal or superior to the rank being considered shall be eligible to vote. On recommendations involving promotion of non-tenure track and special faculty, all voting faculty (tenured, tenure track, and non-tenure track) of rank equal or superior to the rank being considered shall be eligible to vote. On recommendations involving tenure of tenure-track faculty, only faculty with tenure shall vote. These faculty shall consider all promotions and awards of tenure to insure the application of equitable standards for assessing credentials and to insure compliance with the personnel policy guidelines established by the Faculty Senate. These faculty shall review candidates in accordance with the criteria for promotion and tenure and the procedures for promotion and tenure review established by the MSASS Faculty and the guidelines established by the Faculty Senate.

The faculty committee shall be chaired by the dean and shall make formal recommendations to the dean and the university administration. The dean's position should not be included in the vote of the faculty, but should be transmitted to the university in a separate report accompanying the formal recommendations submitted by the committees.

##### **B. Review of Tenure Track, Pre-Tenure Faculty**

There shall be a yearly review by the dean of all tenure track faculty during the pre-tenure period which will be reported to the university. At the end of the first three years of the faculty appointment, there shall be a review conducted by the tenured faculty, which will assess the progress of the faculty member toward meeting the criteria for tenure and indicate areas of strength and concern. This report will be given to the candidate. The review report will be sent to the provost's office.

The intent of the yearly reviews and the three-year review is to keep the faculty member informed as to his/her progress in meeting the criteria for tenure, offer suggestions related to areas of concern, and provide the faculty member an early evaluation so as to enable the faculty member to consider options prior to the end of six-year pre-tenure period.

##### **C. Preliminary Procedures**

1. At the time of the appointment, incoming faculty will receive a copy of the procedures and criteria for promotion and tenure.
2. A formal consideration for promotion and/or tenure will ordinarily occur at the time of the faculty member's automatic review date but, if circumstances warrant, may be initiated earlier. Consideration may be initiated at the request of either the faculty member or the dean. Faculty members whose automatic review dates for promotion or tenure occur within a particular year shall be notified by the dean. If warranted by special circumstances, individual extensions of the pre-tenure period may be made as described in the university's Faculty Handbook, subject to the provost's approval.
3. The list of candidates will be made known by the dean to all faculty by September 1 of each year in which there will be candidates. Colleagues may submit material regarding the performance of any person on the list to the dean by October 1. Submitted information will be included in the candidates' promotion and tenure materials in accordance with guidelines provided by the provost's office.
4. At no time shall an individual be considered for review without his/her knowledge.
5. Candidates may consult with members of review committees for guidance and advice regarding preparation of material prior to a scheduled review.
6. Candidates will receive both the MSASS criteria for promotion and tenure and the guidelines provided by the provost's office.

#### D. Material to be Reviewed

1. Candidates shall submit the following materials to the Dean:
  - a. A current and complete *vitae*;
  - b. written statements of self-evaluation covering the criteria for promotion and tenure;
  - c. a selection of publication reprints or manuscript copies that the candidate considers representative of his/her strengths and contributions plus any reviews or commentaries on the work;
  - d. a list of persons from whom the dean can request references. These should be persons who can comment knowledgeably about the capabilities and contributions of the candidate. Table 3 indicates the numbers of external letters required of promotion and/or tenure candidates; and
  - e. other material that the candidate believes will serve as evidence.

2. The dean's office shall submit the following material to the faculty eligible to review the candidate's promotion and/or tenure request:
  - a. The material submitted by the candidate;
  - b. if applicable, letters submitted by colleagues (internal and/or external to the school) solicited by the dean in consultation with the candidate and other colleagues;
  - c. evaluations requested from outside referees. The dean is responsible for the solicitation of letters or reference from outside referees. He/she assumes final responsibility for the content of the letters and for determining the referees that shall be solicited. Names of persons submitted by the candidate will be used selectively and will be supplemented by names submitted by members of the Faculty Committees for Promotion and Tenure;
  - d. the most recent three years of student ratings and written evaluations of the candidate's classroom and/or field teaching;
  - e. the responses from a random sample of current and former students who have taken courses from the candidate;
  - f. written review of the dean.
  - g. written third year review of the Faculty Committees for Promotion and Tenure.

The candidate may review submitted material with the exception of confidential evaluations from outside referees, colleague letters, and letters from students solicited by the school. He/She may provide a written rebuttal but cannot remove any material with which he/she disagrees.

## **V. Procedures for Secondary Appointments**

### Definition

The CWRU Faculty Handbook (Summer 2003) states that in cases where an appointment applies to more than one constituent faculty or department, or to an administrative office as well as academic unit, one constituent faculty or department shall be identified as that of the primary appointment, and the other as secondary. Secondary faculty appointments are designed for persons who hold primary appointments in other schools/departments within the university. Such appointments will range in title from instructor through professor. Secondary appointments are important for establishing working relationships with other schools or departments and conducting interdisciplinary studies.

## Terms and Procedures for Appointment

1. No faculty member shall hold a secondary appointment at a rank higher than the rank held in his/her primary department or school.
2. Secondary appointments are made as special faculty appointments as described in Tables 1 and 3.
3. Persons holding secondary appointments will receive no individual financial compensation or office space as a function of the secondary appointment.
4. Those holding secondary appointments in MSASS only will not be voting members of the MSASS faculty.
5. Faculty members may nominate individual faculty members for a secondary appointment in writing for the dean's consideration. The dean may bring recommendations for initial secondary appointments to the faculty for their consideration. Faculty of the same or higher rank will review the candidate's credentials (which would ordinarily include a CV, statement of rationale for secondary appointment, and a copy of one recent published paper) and submit their recommendation to the dean. Initial appointments will be for one academic year. Re-appointments (renewals) may be made by the dean.
6. As expressed in the CWRU Faculty Handbook, the primary department or school continues to be responsible for the initiation of consideration of reappointment, promotion, tenure or termination.

Table 1: Categories and Titles of MSASS Faculty

Type	Modifier	Ranks	Appointment	Vote	Comments
TENURE TRACK/ TENURED	None	Assistant Professor Associate Professor Professor	Full time, Finite  Full time, Indefinite	CWRU- yes MSASS- yes	No changes in procedure from our current policy. Criteria and standards for promotion have been developed for each rank.
NON-TENURE TRACK	None	Instructor Sr. Instructor Assistant Professor Associate Professor Professor	Full time, Finite	CWRU- yes MSASS- yes	Establishes a non-tenure career track.
SPECIAL	Visiting	Instructor Sr. Instructor Assistant Professor Associate Professor Professor	Full or part time—short term/ limited	CWRU-no MSASS- no, unless asked to vote	Appointment is at same rank as previous institution. If not from academia, title is Visiting Faculty; the modifier Distinguished Visiting may be used in special circumstances.
	Research	Assistant Professor Associate Professor Professor	Full or part time—Finite, dependent on research funding	CWRU-no MSASS- no, unless asked to vote	These individuals are established researchers who direct funded research and provide experiences for students.
	Adjunct	Instructor Sr. Instructor	Part time or full time with limited duties--Finite	CWRU-no MSASS- no, unless asked to vote	Perform limited educational duties such as teaching specified courses, seminars, or advising (field, academic, ABLE), etc. Typically primary appointment is elsewhere.
	Field Education	Instructor	Agency based	CWRU-no MSASS- no, unless asked to vote	Educate students in field placements. Employed by agencies, not CWRU.
	<u>Lecturer</u>	<u>N/A</u>		<u>Full or part time</u>	<u>CWRU- no MSASS- no</u>



Type	Modifier	Ranks	Appointment	Vote	Comments
	Named Professor, according to the terms of the professorship		Full time-finite	CWRU-no MSASS-no, unless asked to vote	Perform specified limited duties of named chair
	Clinical	Instructor, Sr. Instructor, Assistant Professor, Associate Professor, Professor	Full or part time-finite	CWRU-no MSASS-no, unless asked to vote	Established practitioners or administrators who direct projects and provide educational experiences for students.
SECONDARY	None	Instructor Sr. Instructor Assistant Professor Associate Professor Professor	Secondary, finite	CWRU-depends on primary apt. MSASS-no	Rank is not to exceed rank in primary department.

**Mandel School of Applied Social Sciences  
Case Western Reserve University**

**TABLE 2**

**STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE  
FOR TENURED, TENURE TRACK, NON-TENURE TRACK AND SPECIAL FACULTY**

(Numbers in parentheses refer to criteria area. Criteria 1 and 4 apply to all faculty.)

MSASS criteria for consideration of promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook, and one additional area pertinent to the social work profession. These are as follows:

1. Expert knowledge of their academic field and a commitment to continuing development of this competence
2. Effectiveness in facilitating learning
3. Implementation of a continuing program of research and scholarship
4. Assuming a fair share of school/university service and administrative tasks, including contributing to community and professional service

<b>Tenured &amp; Tenure Track (Criteria 1-4 apply for tenured and tenure track)</b>	<b>Non-Tenure Track &amp; Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</b>
<b><u>INSTRUCTOR</u></b>  This rank not applicable	<b><u>INSTRUCTOR</u></b>  <ul style="list-style-type: none"> <li>• Master’s degree in social work or related field. (1)</li> <li>• Evidence of professional expertise and excellence in an area of social welfare. (3)</li> <li>• Evidence of pedagogical abilities relevant to social work education. (2)</li> <li>• Willingness to participate in school service and administrative tasks. (4)</li> <li>• Community social welfare service orientation as evidenced by participation in local activities. (4)</li> </ul>
<b><u>SR. INSTRUCTOR</u></b>  This rank not applicable	<b><u>SR. INSTRUCTOR</u></b>  <ul style="list-style-type: none"> <li>• Master’s degree in social work or related field. (1)</li> </ul>

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</p>
	<ul style="list-style-type: none"> <li>• Recognition of area of expertise by local/community professionals as evidenced by honors, publications, and/or presentations. (1)</li> <li>• Competence in pedagogical abilities relevant to social work education as evidenced by courses developed, new courses taken on, range of courses taught, teaching evaluations, etc. (2)</li> <li>• Contributions to development of social work education as evidenced by ABLE participation, continuing education, guest lectures for other courses, etc. (2)</li> <li>• Evidence of teaching competence over time as measured by attainment of performance goals set for teaching. (2)</li> <li>• Scholarly productivity as evidenced by local, state, and/or national presentations. (3)</li> <li>• Participation within the school in administrative and membership roles in committees, programs, and school initiatives. (4)</li> </ul> <p>Participation in professional/community organizations and undertakings. (4)</p>
<p style="text-align: center;"><u><b>ASSISTANT PROFESSOR</b></u></p> <ul style="list-style-type: none"> <li>• Earned doctorate.</li> <li>• Developing knowledge in one or more areas of knowledge, practice, research and/or education. (1)</li> <li>• Capacity for scholarly productivity as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books. (3)</li> <li>• Service commitment as evidenced by school/ professional community membership, state and local activities. (4)</li> <li>• Excellence in teaching as evidenced by teaching evaluations, courses taught, etc. (2)</li> </ul>	<p style="text-align: center;"><u><b>ASSISTANT PROFESSOR</b></u></p> <ul style="list-style-type: none"> <li>• Earned doctorate.</li> <li>• Developing knowledge in one or more areas of knowledge, practice, research and/or education. (1)</li> <li>• Capacity for scholarly productivity as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books. (3)</li> <li>• Service commitment as evidenced by school/ professional community membership, state and local activities. (4)</li> <li>• Participation within the school and university by assuming administrative and other roles in key committees,</li> </ul>

<p style="text-align: center;"><b>Tenured &amp; Tenure Track (Criteria 1-4 apply for tenured and tenure track)</b></p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</b></p>
<ul style="list-style-type: none"> <li>• A research area of expertise is evident.</li> <li>• Ability to attract funding for research. (3)</li> </ul>	<ul style="list-style-type: none"> <li>programs, and initiatives. (4)</li> <li>• Excellence in teaching and/or practice. (2)</li> <li>• Development of area of teaching focus. (2)</li> </ul>
<p style="text-align: center;"><b><u>ASSOCIATE PROFESSOR</u></b></p> <p>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Achieved recognition as a scholar or expert in one or more areas of knowledge, practice, research, and education as evidenced by evaluation of external authorities and colleagues in the area of research practice or knowledge. (1)</li> <li>• Clear and explicit formulations of theoretical and value content bearing on a component of social work knowledge or practice as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books, activities in workshops, continuing education, institutes, seminars, visiting professorships, advisory panels, etc. (1)</li> <li>• Mastery of pedagogical abilities relevant to social work education including development of teaching content and objectives in a clear and consistent fashion, coherent organization of content and effective presentation of classroom or field instruction content, responsiveness to learning needs and styles of students, and provision of opportunities for students' integration of knowledge, practice and values as evidenced by written self-evaluation (including such issues as philosophy/principles of education, assessment of teaching role and competence, aims and objectives, relationship with students, particular skills or mastery of content), student</li> </ul>	<p style="text-align: center;"><b><u>ASSOCIATE PROFESSOR</u></b></p> <p>(Note: the relevant criteria apply to non-tenure track &amp; special faculty titles with this rank).</p> <p>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Achieved recognition as a scholar or expert in one or more areas of knowledge, practice, research, and education as evidenced by evaluation of external authorities and colleagues in the area of research practice or knowledge. (1)</li> <li>• Clear and explicit formulations of theoretical and value content bearing on a component of social work knowledge or practice as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books, activities in workshops, continuing education, institutes, seminars, visiting professorships, advisory panels, etc. (1)</li> <li>• Mastery of pedagogical abilities relevant to social work education including development of teaching content and objectives in a clear and consistent fashion, coherent organization of content and effective presentation of classroom or field instruction content, responsiveness to learning needs and styles of students, and provision of opportunities for students' integration of knowledge, practice and values as evidenced by written self-evaluation (including such issues as philosophy/principles of education,</li> </ul>

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</p>
<p>evaluation ratings and all written comments, responses from a random sample of current and former students who have taken courses from the candidate whose responses have been solicited by the dean, evaluations by colleagues such as specialization and/or concentration chairperson, team teachers, and others cognizant of the candidate's performance. (2)</p> <ul style="list-style-type: none"> <li>• Contributions to education with regard to social work education field, in general, curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures, etc. as evidenced by self-report of such activities, published articles, reports, monographs, course syllabi, and evaluations by colleagues and consumers, etc (2)</li> <li>• Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels. (4)</li> <li>• Assuming leadership roles in professional organizations and undertakings as evidenced by holding leadership positions in organizations and networks concerned with social welfare and social work. (4)</li> <li>• Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, external support for research and scholarship, evaluation of research and scholarships by external referees. (3)</li> <li>• Scholarly work demonstrates excellence, an ability to conduct independent scholarship, and a sustained focus that is</li> </ul>	<p>assessment of teaching role and competence, aims and objectives, relationship with students, particular skills or mastery of content), student evaluation ratings and all written comments, responses from a random sample of current and former students who have taken courses from the candidate whose responses have been solicited by the dean, evaluations by colleagues such as specialization and/or concentration chairperson, team teachers, and others cognizant of the candidate's performance. (2)</p> <ul style="list-style-type: none"> <li>• Contributions to education with regard to social work education field, in general, curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures, etc. as evidenced by self-report of such activities, published articles, reports, monographs, course syllabi, and evaluations by colleagues and consumers, etc (2)</li> <li>• Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels. (4)</li> <li>• Assuming leadership roles in professional organizations and undertakings as evidenced by holding leadership positions in organizations and networks concerned with social welfare and social work. (4)</li> <li>• Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, external support for research and scholarship, evaluation of research and scholarships by external</li> </ul>

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</p>
<p>likely to continue as evidenced by research and scholarly activities currently underway. (3)</p> <ul style="list-style-type: none"> <li>• Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents. (4)</li> <li>• Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative tasks. (4)</li> </ul>	<p>referees. (3)</p> <ul style="list-style-type: none"> <li>• Scholarly work demonstrates excellence, an ability to conduct independent scholarship, and a sustained focus that is likely to continue as evidenced by research and scholarly activities currently underway. (3)</li> <li>• Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents. (4)</li> <li>• Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative tasks. (4)</li> </ul>
<p style="text-align: center;"><u><b>PROFESSOR</b></u></p> <p>Relevant criteria apply to all faculty titles with this rank.</p> <p>Achieving this rank requires continued fulfillment of all criteria at the Associate Professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Highly significant and sustained knowledge development and contributions in a specified area or areas bearing on a component of social welfare knowledge, practice, research and/or education as evidenced by evaluation of external authorities and colleagues. Quality and quantity of publications with an emphasis on sole and first authorship in top tier refereed journals will have the most weight. Collaborations with students are considered to be clear indications of the faculty member’s work. (1)</li> <li>• National and/or international recognition as a scholar. (1)</li> <li>• Significant contributions to education</li> </ul>	<p style="text-align: center;"><u><b>PROFESSOR</b></u></p> <p>Relevant criteria apply to all faculty titles with this rank.</p> <p>Achieving this rank requires continued fulfillment of all criteria at the Associate Professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Highly significant and sustained knowledge development and contributions in a specified area or areas bearing on a component of social welfare knowledge, practice, research and/or education as evidenced by evaluation of external authorities and colleagues. Quality and quantity of publications with an emphasis on sole and first authorship in top tier refereed journals will have the most weight. Collaborations with students are considered to be clear indications of the faculty member’s work. (1)</li> <li>• National and/or international recognition as a scholar. (1)</li> <li>• Significant contributions to education with</li> </ul>

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one of criteria 2, 3 &amp; 4 applies to special)</p>
<p>with regard to social work education as evidenced by curriculum development, development of innovative approaches, extension of teaching skills/knowledge, dissertations chaired, national recognition as a teacher, national and or international influence with respect to social work education and profession. (2)</p> <ul style="list-style-type: none"> <li>• Sustained and significant substantive scholarly contributions recognized nationally and/or internationally as evidenced by publications in refereed journals, consultations, honors, elections to scientific bodies, principal investigator of funded grants, authorship of a textbook. (3)</li> <li>• Excellence demonstrated by outstanding achievement and evidence that this level of excellence will be sustained. (1)</li> <li>• Influence on policy or practice at a national/ international level in one or more areas of knowledge, practice, research, or education. (4)</li> <li>• Major role and recognized leadership in key school, university, and professional committees/initiatives, as evidenced by assuming the role of chair, elected positions with the university, preparation of concept or position papers, administrative leadership activities and accomplishments. (4)</li> <li>• Evidence of influence on professional organizations, research, policy, or practice at the national and/or international level as evidenced by serving on national boards, being a consultant to government or scientific bodies, holding office in professional/scientific organizations, memberships on editorial boards or editorships. (4)</li> <li>• Assuming leadership roles in national and/or international professional organizations and undertakings. (4)</li> </ul>	<p>regard to social work education as evidenced by curriculum development, development of innovative approaches, extension of teaching skills/knowledge, dissertations chaired, national recognition as a teacher, national and or international influence with respect to social work education and profession. (2)</p> <ul style="list-style-type: none"> <li>• Sustained and significant substantive scholarly contributions recognized nationally and/or internationally as evidenced by publications in refereed journals, consultations, honors, elections to scientific bodies, principal investigator of funded grants, authorship of a textbook. (3)</li> <li>• Excellence demonstrated by outstanding achievement and evidence that this level of excellence will be sustained. (1)</li> <li>• Influence on policy or practice at a national/ international level in one or more areas of knowledge, practice, research, or education. (4)</li> <li>• Major role and recognized leadership in key school, university, and professional committees/initiatives, as evidenced by assuming the role of chair, elected positions with the university, preparation of concept or position papers, administrative leadership activities and accomplishments. (4)</li> <li>• Evidence of influence on professional organizations, research, policy, or practice at the national and/or international level as evidenced by serving on national boards, being a consultant to government or scientific bodies, holding office in professional/scientific organizations, memberships on editorial boards or editorships. (4)</li> <li>• Assuming leadership roles in national and/or international professional organizations and undertakings. (4)</li> </ul>

**Table 3**  
**Procedures for Faculty Review and Promotion/Tenure Considerations<sup>1</sup>**

✓ = applies

Faculty Category	Advisory Committee	Annual Review by Dean	3 Year Review	Submit Documents for Promotion	Which Faculty Review <sup>2</sup>	External Evaluation Required <sup>3</sup>	Provost Approval <sup>4</sup>
Pre-tenure Period for tenure track faculty	Required	Includes review by Committee as well	✓	✓	Vote for promotion by faculty (tenured, and tenure track) at rank equal to or superior to that being considered. Vote for tenure by tenured faculty only.	✓ 3 letters for assistant professor 8 letters for associate professor 10 letters for full professor	✓
Tenured	Optional at associate level	✓	NA	✓	Vote for promotion by faculty (tenured and tenure track) of rank equal to or superior to that being considered	✓ 3 letters for assistant professor 8 letters for associate professor 10 letters for full professor	✓
Non-Tenure track	Optional	✓	NA	✓	Vote by faculty (tenured, tenure track & non-tenure track) of rank equal to or superior to that being considered	✓ 2 letters required for promotion to senior instructor (need not be external) 3 letters for assistant professor 8 letters for associate professor 10 letters for full professor	✓
Special: Visiting	NA	NA	NA	NA	NA	NA	NA
Special: Research	Optional	✓	NA	✓	Vote by tenured, tenure track, and non-tenure track faculty of rank equal to or superior to that being considered	✓ 3 letters for assistant professor 8 letters for associate professor 10 letters for full professor	NA
Special: Adjunct	Optional	Associate Dean	NA	✓	Vote by tenured, tenure track, and non-	NA	NA



Faculty Category	Advisory Committee	Annual Review by Dean	3 Year Review	Submit Documents for Promotion	Which Faculty Review <sup>2</sup>	External Evaluation Required <sup>3</sup>	Provost Approval <sup>4</sup>
		Field Director for adjunct instructors who serve as field advisors			tenure track faculty of rank equal to or superior to that being considered		
Special: Field Education Instructors	NA	Field Office	NA	NA	NA Review of field education instructors is carried out via annual student evaluations and field advisor's agency assessments	NA	NA
Named Professors	NA	✓	NA	NA	NA	NA	✓
Clinical Special Faculty	Optional	✓	NA	✓	✓ Vote by tenured, tenure track and non-tenure track faculty of rank equal or superior to that being considered	✓ 2 letters required for promotion to senior instructor (need not be external) 3 letters for assistant professor 8 letters for associate professor 10 letters for full professor	NA
Secondary	NA	✓	NA	For initial appointments only	Vote by tenured, tenure track, and non-tenure track faculty of rank equal to or superior to that being considered for the initial appointment. Decisions of promotion and tenure rest with primary appointment. <sup>5</sup>	Letter of approval required from chair or dean where candidate holds primary appointment	For initial appointment and renewals

1. This chart applies to promotions from one rank to the next higher rank, not necessarily initial appointments, except in the case of secondary appointments.

2. This column indicates which faculty vote on promotion for each category of faculty listed in the rows. MSASS bylaws state that promotion decisions are made by the faculty eligible to vote for the rank being considered. Tenure decisions are made by faculty with tenure.
3. These refer to evaluations by external authorities for the purpose of promotion/tenure considerations. Two letters **are** required for initial appointments of instructors and senior instructors, but these need not be external. To be hired at or promoted to the rank of assistant professor a national search is required, unless a waiver has been granted.
4. CWRU Faculty Handbook (Chapter 3, Part One, I) states that, with the exception of special faculty, all appointments, promotions, and tenure, and tenure transfer recommendations require approval by the Board of Trustees.
5. Faculty with secondary appointments may request consideration of promotion in the secondary department after a promotion has been granted in their primary department.

Approved by MSASS faculty

Revised September 20, 2004

Ratified by Faculty Senate

October 27, 2004

Approved in Principle by the Faculty Senate – 04/26/06

Approved in Principle by the Faculty Senate – 09/24/08