

**Procedural Guidelines for Faculty Reviews**  
Endorsed by Steering Committee May 6, 2019

As part of ongoing faculty development, faculty chose a faculty development team that reviews their accomplishments over the last year and plans for the next year in their role as a faculty member. Faculty spend a great deal of time and thought in summarizing their activities and deserve the full attention of the faculty who review their materials.

The following guidelines will be followed for faculty reviews.

1. Faculty materials for review will be available for faculty at least 10 business days before the review will occur.
2. The activity report completed in July of every year can become a part of the review portfolio for the review committee, excluding the self-assessment & Dean's report..
3. Reviews will have a standard format. The format is included in this guideline
4. At any given review, no more than 6 faculty will be on the agenda in a 2 hour time period.
5. Non-tenure track faculty will be reviewed every September; tenure-track faculty will be reviewed every March.
6. Non-tenure track faculty who are considering promotion can request their portfolio be reviewed both Fall and Spring prior to the year they apply for promotion.

The procedures and process will be evaluated in 2023.

## Non-Tenure Track Faculty Review

Name of Faculty:

How many years they have been in the position:

Date of Report:

Committee Members:

Identification of the two areas of expertise:

### Overview of Developmental Committee Comments

Summarize strengths, contributions and areas for improvement or growth. Relay the plans for the next year that the person has discussed with their committee. Identify progress for promotion if that is of interest to the faculty.

### Previous Year(s) Summary of Major Contributions and Accomplishments

Summarize major contributions and accomplishments from previous year(s).

### Faculty Self-Assessment (Expert knowledge plus 2 of 3 areas)

#### 1. Expert knowledge of their academic field and a commitment to continuing development of this competence

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *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.*
- b. *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.*

This section should include:

- a. Description of one or more areas of expert knowledge, practice, research, or education
- b. Description of the theoretical and value of your work on social work knowledge or practice

#### 2. Effectiveness in Facilitating Learning

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *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, skills or mastery of content), student assessment of teaching role and competence, aims and objectives, relationship with students, particular 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.*

- b. *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.*

This section should include:

- a. Course taught, number of students in each course, table of teaching evaluations for instructor and course compared to others teaching the same course and to all courses at MSASS.

Course Number	Students	Class	Class	Course Average (all sections)	Course Average (all sections)
	(Responded /Enrolled)	Content	Instruction	Content	Instruction

- b. Selected students' comments for each course taught.
- c. Description of student advising
- d. Contribution to education (e.g., curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures)
- e. Areas of strengths and plans for growth and improvement.

**3. Implementation of a continuing program of research and scholarship**

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by sole, first and collaborative team authored articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, and external support for research, scholarship, evaluation of research and scholarships by external referees.*
- b. *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.*

This section should include:

- a. Number of publications, impact of journal where articles are published, current h-index score
- b. Complete citation for each publication (under review, in press, published) since the last review. Short description of how this publication supports your area(s) of expertise (Criteria 1)

- c. List of manuscripts in progress
- d. Research grants (funded, pending, currently writing)
- e. Research conference presentations (juried and invited)
- f. Student involvement in research activities

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

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels.*
- b. *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.*
- c. *Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents.*
- d. *Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative tasks.*

This section should include:

- a. Description of school service and administrative roles (e.g., committee membership, leadership activities, proposals developed, administrative accomplishments and related documents)
- b. Description of university service and administrative tasks (e.g., committee service, leadership activities and administrative tasks)
- c. Description of community welfare activities (e.g., serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels)
- d. Description of service to the professional organizations and undertakings (e.g., holding leadership positions in organizations and networks concerned with social welfare and social work)

**Plans for the Next Academic Year** (same areas identified above)

Teaching  
Research  
Service

## Tenure-Track Faculty Review

Name of Faculty:

How many years they have been in the position:

Date of Report:

Committee Members:

### Overview of Developmental Committee Comments

Summarize strengths, contributions and areas for improvement or growth. Relay the plans for the next year that the person has discussed with their committee. Identify progress for promotion if that is of interest to the faculty.

### Previous Year(s) Summary of Major Contributions and Accomplishments

Summarize major contributions and accomplishments from previous year(s).

### Faculty Self-Assessment

#### 1. Expert knowledge of their academic field and a commitment to continuing development of this competence

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *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.*
- b. *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.*

This section should include:

- a. Description of one or more areas of expert knowledge, practice, research, or education
- b. Description of the theoretical and value of your work on social work knowledge or practice

#### 2. Effectiveness in Facilitating Learning

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *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 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.

- b. 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.

This section should include:

- a. Course taught, number of students in each course, table of teaching evaluations for instructor and course compared to others teaching the same course and to all courses at MSASS.

Course Number	Students (Responded /Enrolled)	Class	Class	Course	Course
		Content	Instruction	Average (all sections)	Average (all sections)
				Content	Instruction

- b. Selected students' comments for each course taught.
- c. Description of student advising
- d. Contribution to education (e.g., curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures)
- e. Areas of strengths and plans for growth and improvement.

### 3. Implementation of a continuing program of research and scholarship

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by sole, first and collaborative team authored articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, and external support for research, scholarship, evaluation of research and scholarships by external referees.*
- b. *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.*

This section should include:

- a. Number of publications, impact of journal where articles are published, current h-index score

- b. Complete citation for each publication (under review, in press, published) since the last review. Short description of how this publication supports your area(s) of expertise (Criteria 1)
- c. List of manuscripts in progress
- d. Research grants (funded, pending, currently writing)
- e. Research conference presentations (juried and invited)
- f. Student involvement in research activities

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

*Description of criteria for promotion to Associate Professor (Table 2, Faculty Bylaws Ratified by Faculty Senate – 1/30/18):*

- a. *Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels.*
- b. *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.*
- c. *Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents.*
- d. *Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative tasks.*

This section should include:

- a. Description of school service and administrative roles (e.g., committee membership, leadership activities, proposals developed, administrative accomplishments and related documents)
- b. Description of university service and administrative tasks (e.g., committee service, leadership activities and administrative tasks)
- c. Description of community welfare activities (e.g., serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels)
- d. Description of service to the professional organizations and undertakings (e.g., holding leadership positions in organizations and networks concerned with social welfare and social work)

**Plans for the Next Academic Year**

Teaching  
Research  
Service