

Tulane School of Social Work

**RETENTION, PROMOTION AND TENURE
COMMITTEE POLICY STATEMENT
Specific Guidelines for Retention, Promotion and Tenure**

Preamble

The Retention, Promotion and Tenure process of the Tulane School of Social Work (TSSW) is a most important part of our academic life. The integrity of the institution of tenure and the stature of Tulane University are reflections of the fairness and scrupulousness of the tenure process. It is essential that these processes be conducted in a manner that reflects the specific mission and values of social work, but also demonstrates a common commitment to the highest standards of scholarship teaching, and service.

This document describes the policies of the School of Social Work, Retention, promotion and Tenure Committee. The specific policies described are third-year review, tenure, and promotion to Associate and full Professor and reconsiderations.

I. Committee Guidelines

A. Committee Make-up

1. As per the Constitution of the TSSW, all tenured members of the faculty, excluding the Dean, serve as members of the Retention, Promotion & Tenure Committee (RP & T).
2. In the consideration of full Professor, the committee will be composed of full Professors only. In the event that a minimum of three full professors is not internally available, the RP & T committee will select an ad hoc committee. The chair of the ad hoc committee must be a full professor in a school of social work.

B. Duties of Committee Chair

1. At its first meeting of the academic year, the committee will elect a chairperson from its membership.
2. The chairperson is responsible for the following:
 - a. calling meetings
 - b. chairing all meetings
 - c. communication between the committee and the following:
 - 1) applicants for tenure
 - 2) the dean of the School of Social Work
 - 3) external reviewers,
 - 4) other parties as necessary to the conduct of committee work

C. Recusal:

No committee member shall deliberate or vote on any applicant if there is a question of immediate personal or financial interest that will accrue to the committee member. Any instance where there is a conflict of interest or the

appearance of impropriety, the Retention, Promotion and Tenure Committee member should recuse him/her self.

D. Confidentiality:

Members of the Retention Promotion and Tenure Committee must maintain strict confidentiality. No information relating to the content of the discussions, voting or any communication, written or verbal, should be shared with those outside of the tenure deliberation. Tenure and promotion files and all their contents, including letters from outside evaluators and the assessments made by the Committee, will be treated as a confidential file and kept in a secure place. Access to them shall be limited to the committee members, the Dean and Provost. No identifying information or names of outside reviewers shall be included in any written materials (e.g. summary reports) disseminated outside the Retention, Promotion and Tenure Committee. Confidentiality is important in order to maintain the integrity of the tenure and promotion process. Electronic communication among committee members and with others will be done anonymously whenever possible. Proper destruction of drafts will be observed.

E. Unsolicited Opinions:

The Committee will accept unsolicited opinions but the unsolicited materials will not carry any significant weight in the Committee's deliberations. The weight given will depend to some extent on the content of the material as well as the factual nature of the information.

F. Relevant Unexpected Events:

The committee will consider any information received by the committee that may have an impact on the tenure deliberations. That information may be positive (e.g., a book contract) or negative (e.g. a sexual harassment grievance) events that occur while the review process is underway.

II. Candidate Guidelines

Timelines. The timelines for all committee work and the various dates by which the applicant materials must be submitted will be established on an annual basis in accordance with the University and Dean's schedule. This timeline will be established at the first meeting of the committee within two weeks after the announcement of university dates for faculty actions. The candidate will be notified in writing of the due dates for information. All retention, tenure, and promotion materials must be delivered to the designated staff person who will accept the materials and record the date the materials are received.

Notification to the Dean. Faculty members requesting consideration for promotion and tenure must notify the Dean of the School of Social Work in writing of their intention to apply for tenure and promotion, except where deadlines set forth as university policy make such decisions mandatory.

External Reviewers. The applicant for promotion and tenure will then submit the names of at least four individuals qualified to serve as external reviewers. The reviewers cannot be professors, co-authors, or collaborators of the applicant. The applicant can recommend with accompanying reasons, people whose evaluation of his/her work should not be solicited. The outside reviewers will be drawn from faculty members ideally from schools of social work other than Tulane University. They are to be sufficiently knowledgeable in the applicant's area(s) of expertise so that they can provide a critical review of the applicant's readiness for tenure. The reviewers must be tenured and hold the rank of at least associate professor. The applicants will be asked to designate external reviewers in order of preference. The committee will select two suitable reviewers from among the names submitted by the candidate making every attempt to honor the applicant's preferences. In addition to the list of names, the candidate must submit a statement that clearly identifies his/her area of expertise. This statement enables the committee to select additional external reviewers who are sufficiently expert in the area(s) so designated by the applicant. The committee will identify two additional external reviewers whom it judges to be impartial and as having the appropriate expertise.

Promotion to Full Professor. For promotion to Full Professor, when tenure is granted, the same process described above is used. The difference is that no fewer than six letters from external reviewers will be required and the reviewers must hold the rank of Full Professor. The candidate must identify six people who can serve as external reviewers, from which the Committee will select three. The committee will then select three additional external reviewers.

III. Minimum Criteria for Tenure and Promotion

In considering requests for tenure and promotion the committee will review the entire record of the candidate. To warrant recommendation for tenure and promotion under normal circumstances the candidate must demonstrate superior performance in research and scholarship, teaching, and service in accordance with university standards.

The committee will review all materials necessary to derive a decision regarding the application for tenure and promotion. These include all documentation provided by the applicant, comments by external reviewers, student evaluations of teaching, all evaluations (e.g. third year reviews and in the case of promotion tenure review, when available) and other evidence deemed appropriate by the committee.

Research and Publications. The expectation for tenure and promotion is at least ten scholarly research products which are published, accepted for publication, or funded. These products can include some combination of peer reviewed journal articles, books, and competitive research grant awards. Other scholarship which can strengthen an application, but which cannot replace the above expectations, are published book reviews, published brief articles or

research notes, proceedings of meetings, presentations at professional meetings, unpublished research reports, unfunded grant proposals, service on editorial boards, and honors and awards for scholarship.

Focused Area of Study. Particularly important is a focused area of study, and its development over time. A national or international presence and reputation can also strengthen the application. This presence is indicated through invited articles and chapters, juried and invited presentations at national and international professional conferences, acting as a reviewer for articles submitted to journals, and reviewing proposed paper presentations for conferences. The quality of journals or outlets for publication is also considered in evaluating the quality of research and scholarship.

IV. Dossier Description:

A. General: Dossiers should be as complete as possible and include a thorough assessment of teaching, scholarship and service. A lack of evidence in a file suggests a deficit; candidates need to prove that they are excellent and worthy of tenure and/or promotion.

B. Dossier Contents

1. Curriculum Vitae: An updated curriculum must be included. (See Appendix A for an example of a format for curriculum vitae.)
2. Published works: Copies of all published work should be included and the distinction made between those that appear in refereed (peer reviewed) and non-refereed journals.
3. Research and training reports or monographs, when available, should be included as evidence of the applicant's expertise and ability to apply research skills to relevant professional community issues and as a demonstration of his/her involvement in and commitment to the community and profession.
4. A record of the applicant's presentation of scholarly work to local, regional, and national groups can be included with a distinction made between juried and/or invited presentations.
5. For multiple authored publications and presentations that candidate needs to distinguish between "junior" and "senior" roles.
6. Awards and honors for scholarship and research could be noted.
7. Completed but unpublished works: These works should be fully described. (The status of these works can be included, clearly listing draft, unpublished status)
8. Research Agenda: A description of the research agenda and grants or contracts submitted and/or obtained including dates, funding body, and nature of participation in the project. The applicant should address progression as a scholar in his/her designated area(s). The applicant should demonstrate how s/he has developed in the areas of independent and collaborative scholarship. The applicant should indicate his/her record of progress in carrying out his/her specific

research agenda. Specific contributions to the development of knowledge in the designated area(s) should be noted.

9. Teaching Portfolio

a. Narrative. The narrative should include an overall self-assessment of teaching with special emphasis on the particular area(s) of teaching expertise. The narrative should also include a statement about past and prospective plans for professional development and scholarship.

The portfolio may also include, but is not limited to:

b. Record of course assignments semester by semester: The applicant should note courses taught, teaching innovations for which they can claim primary responsibility, syllabi of new courses they may have developed and student evaluations (including qualitative and quantitative if available).

c. Syllabi for courses taught: The applicant should include the most representative syllabi of courses taught or syllabi of courses that they may have developed. (Some of this may be collaborative with other faculty and should be so stated)

d. A detailed assessment by the School of the candidates teaching abilities and the effectiveness of interactions with students

10. Dossier of service to University, school and department community and profession: In the area of service, the applicant should demonstrate and document contributions to the school, the university, the community and the profession. In all cases, the applicant should address how on a regular basis s/he participated as a contributing team member in the life of the school, university, community and profession.

a. Evidence should be offered of the level of committee involvement and the contributions made through this activity.

b. Evidence of collegiality in relationships with other faculty members and participations as a team member should be offered along with attention to how one's membership on the faculty has benefited the school and university.

11. The above items should both be addressed individually (specifically) and presented as an integrated statement in which the applicant demonstrates how each of these areas supports and is connected to the other areas.

V. Letter of Nomination from RP&T.

Upon concluding its deliberations the chair of the committee will communicate in writing the committee's summary and recommendations pertaining to the applicant's readiness to receive tenure. A tally of the vote by the committee will be included in the confidential report to the dean. Two separate votes will be taken: one vote will be taken regarding tenure; another vote will be taken for promotion. The letter of nomination from RP&T Committee should include:

A. A detailed assessment of scholarship/creative record of the candidate.

- B. An assessment of the candidate's likely future role with respect to contributions to the School of Social Work, Tulane University, the profession and the community.
 - C. Evidence of scholarship/creative maturity beyond the terminal degree.
 - D. Evidence of research activities and successful funding efforts.
 - E. An assessment of where the candidate has published (referred v contributory journals, status in the field of journals and presses).
 - F. A brief explanation of the stature of referee, methods (and reasons) for selection.
 - G. Discussion of external letters.
 - H. A brief summary of the assessment of the candidate's performance in teaching.
 - I. A summary evaluation of the candidates' service contributions to the School of Social Work, the university, community and profession.
 - J. A full and accurate account of the committee meeting(s) in which candidate's case was discussed, including a summary of the majority and minority positions expressed and a tally of the votes cast.
 - K. Letters from External Reviewers
 - 1. At least half of the letters from external reviewers will be solicited independently of the candidate's recommendations. They are to be sufficiently expert in the applicant's area(s) of expertise so that they can provide a critical review of the applicant's readiness for tenure.
 - 2. The reviewers must be tenured and hold the rank of at least associate professor.
 - 3. The applicants will be asked to designate a rank order of preference for selecting the external reviewers.
 - 4. The committee will select two suitable reviewers from among the names submitted by the candidate making every attempt to honor the applicant's preferences.
 - 5. Reviewers will be informed of criteria for tenure and promotion at Tulane and they should refer to them specifically.
 - 6. Curriculum vitae of reviewers should be included
 - 7. All solicited reviews must be included
 - 8. A sample copy of the letter sent to reviewers should be included.
 - 9. The dossier must indicate which reviewers are from candidate's list and which from RP&T
 - 10. Letters must be from recognized leaders/authorities in candidates' field
 - 11. Letters should not include discussion whether candidate could receive tenure in their university
 - 12. Sample letter of instructions should be included in the dossier that is sent to Provost Office.
- VI. Letter from Dean: The dean will compose a separate letter that will be sent to the Provost Office along with the other documents.

- VII. Notification: The Senior Vice President will notify candidates in writing for Academic Affairs and Provost before the end of their penultimate probationary year. However, in the case of negative decisions or reversals or Dean's recommendations, the Dean will be notified in advance so that, if s/he chooses to do so, s/he can meet the candidates personally. Decisions will be communicated at the same time to all candidates within the School.
- VIII. Reconsideration: If a candidate is not recommended for tenure and/or promotion by the Committee the candidate can/may ask for reconsideration if:
- A. There is new evidence about his/her fitness for tenure and/or promotion
 - B. Believe they may not have been given adequate consideration in the original deliberations, or
 - C. Believe they were not given fair consideration because of age, race, gender, religion, or any other factors.
- IX. Preparation of candidates: Each new faculty hired will receive a copy of the Specific Guidelines for Nominations to Promotion and Tenure. The Retention, Promotion and Tenure Committee holds formal and informal sessions with new faculty to discuss retention, promotion and tenure. New faculty members are also encouraged to talk with tenured faculty. The dean evaluates each new faculty hires for the first two years they are on faculty. The Retention, Promotion and Tenure Committee is involved in the third year review. These evaluations serve as sources of information about the candidate's progress toward retention, promotion, and tenure.

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