

Proposed Timeline to Tenure for Assistant Professors at the Tulane School of Social Work

Newly hired tenure track faculty, the Retention, Promotion and Tenure committee, and their mentors are encouraged to create a personalized timeline but are encouraged to use the proposed timeline as a basis, which outlines the responsibilities of the candidate (tenure track Assistant Professor) and school leading up to tenure. The following timeline assumes candidates are making self-driven progress toward their scholarship, teaching and service goals in accordance with the Tulane School of Social Work Retention, Promotion and Tenure Committee Policy Statement.

Please note that this is only a suggestion; it is the candidate's responsibility to review and plan in accordance to the TSSW Retention, Promotion and Tenure guidelines, Tulane University policies (<https://provost.tulane.edu/academic-affairs/policies/faculty-handbook>) and official calendar (<https://provost.tulane.edu/academic-affairs/academic-personnel-review>) and make updates as needed.

Year 1

Candidate

- Attends Tulane University new faculty orientation
- Schedules and meets with Dean on faculty (teaching, faculty meetings, other requirements e.g. graduation) and service responsibilities
- Schedules and meets with Associate Dean of Research to begin discussion on area of research with respect to timing, potential sources of external funding, and possible research mentors
- Schedules and meets with Program Director (specific to first semester course assignments) on teaching requirements
- Attends Tulane library information session and workshops <https://library.tulane.edu/>
- Identifies potential mentors both external and internal
- Seeks additional trainings relevant to scholarship, teaching and service plan (i.e. CELT, Provost's workshops, TSSW Office of Research workshops etc.)

Retention, Promotion and Tenure Committee

- Within the first two months, RPT committee assigns senior faculty to serve as mentor(s) for the tenure process (additional mentors that align with the candidate's focused area of study and career goals, both internal and external, are encouraged).
- RPT chair(s) welcome new faculty, provide links to tenure process and link mentor with candidate.
- TSSW mentor meets with candidate for planning.
- Annually RPT committee invites all Assistant Professors to regularly scheduled RPT meeting to discuss expectations for scholarship, teaching, and service.

Year 2

Candidate

- Regular meetings (at least once per semester) with mentor(s) specific to candidate's scholarship, manuscript submission, grant/fellowship proposals, conference and invited presentations, teaching assignments, school, university, and professional service.
- Reach out to Center for Engaged Learning and Teaching (CELT) and request consultation <https://celt.tulane.edu/>.

- Schedule and meet with Dean as part of annual review (usually occurs each January-February), to discuss progress in scholarship, teaching, service and any concerns of candidate or departmental evaluation and feedback.
- Schedule and meet with Associate Dean of Research to plan and/or submit applications for external funding.
- Schedule and meet with TSSW Marketing & Communications Specialist to develop a dissemination plan for scholarship

Retention, Promotion and Tenure Committee

- Annually RPT committee invites all Assistant Professors to a regularly scheduled RPT meeting to discuss expectations for scholarship, teaching, service
- TSSW mentor meets for feedback and planning

Year 3

Candidate

- Meetings with mentor(s) continue
- At the beginning of the academic year, schedule and meet with RPT chair(s) to go over third year review process
- Request consultation meeting with a recent candidate to provide procedural input about the process
- Develop 3rd year review materials in accordance with Tulane School of Social Work Retention, Promotion and Tenure Committee Policy Statement
- Submit 3rd year review material (deadline provided by RPT committee and based on the university calendar; typically occur in the month of December prior to review)

Retention, Promotion and Tenure Committee

- Early in the academic year, RPT committee assigns rotating faculty member (different faculty member for each candidate and known to be strong teacher) to complete teaching observation with appropriate feedback.
- Early in the academic year, RPT chairs notify Administrative Assistant to open Interfolio case for candidate's 3rd year review materials/dossier.
- Candidate is advised by RPT chair(s) on required materials for 3rd year review (see Dossier Contents).
- Chair(s) solicits teaching observation statement and candidate receives a copy
- RPT committee considers dossier, completes RPT 3rd year review rating form, and votes on reappointment (university calendar followed--typically in February, exact date provided by RPT chairs beginning of Year 3)
- Chair(s) write detailed letter to Dean on recommendations (university calendar followed--typically in March, exact date provided by RPT chairs beginning of Year 3).
- Dean reviews dossier, submits letter to Provost (university and Dean's calendar followed--typically in April)
- Provost reviews and presents decision to candidate (university calendar followed--typically before 6/30)

Year 4

Candidate

- Meetings with mentor(s) to discuss feedback from 3rd year review, adjust timeline, identify gaps, plans etc.
- Within the first two months, schedule and meet with Dean to discuss 3rd year review outcome. For candidates with unsuccessful reviews, this will include updates on contract cessation or changes in accordance with university and school policies.

- Schedule and meet with Associate Dean of Research to plan and/or submit applications for external funding
- Schedule and meet with Dean as part of annual review (usually occurs each January-February), to discuss progress in scholarship, teaching, and service

Retention, Promotion and Tenure Committee

- RPT Chair(s) and candidate meet for 3rd year review discussion and informal feedback
- Annually RPT committee invites all Assistant Professors to regularly scheduled RPT meeting to discuss expectations for scholarship, teaching, service
- TSSW mentor meets for future planning and adjustments needed based on formal and informal feedback

Year 5

Candidate

- Meetings with mentor(s) continue, emphasizing that this is the critical period for candidate to ensure that manuscripts and proposals are submitted and under review in time to receive at least 'in press' or 'funded' status by end of year 5. However, note that candidates can submit supplemental materials until the Dean forwards materials to the Provost's office.
- Schedule and meet with Dean as part of annual review (usually occurs each January-February), to discuss progress in scholarship, teaching, service and any concerns of candidate or departmental evaluation and feedback
- Schedule and meet with Associate Dean of Research to submit applications for external funding and identify personal scholarship metrics
- Begin planning, updating materials, and preparing for 6th year tenure submission; ideally candidate updates existing 3rd year review packet (see year 6)

Retention, Promotion and Tenure Committee

- Annually RPT committee invites all Assistant Professors to regularly scheduled RPT meeting to discuss expectations for scholarship, teaching, service

Year 6

Candidate

- At the beginning of the year, schedule and meet with RPT chair(s) to go over tenure review process
- Identify and submit to RPT chairs 4 (minimum) external reviewers by the end of the first month (see guidelines and Tulane policy)
- Meetings with mentor(s) continue with specific emphasis, review, and feedback of candidate's scholarship, submission of grant/fellowship proposals, conference and invited presentations, diversity in teaching assignments, departmental, university, and professional service
- Update materials, tenure packet and complete dossier in accordance with Tulane School of Social Work Retention, Promotion and Tenure Committee Policy Statement
- Submit tenure dossier through Interfolio (deadline provided by RPT committee, based on the university calendar and typically occur in the month of November prior to review)

Retention, Promotion and Tenure Committee

- By the end of month 2, RPT chair(s) and relevant faculty begin discussion and identify potential external reviewers for the tenure dossier
- By the end of semester 1, RPT chair(s) send out letters of solicitation to external reviewers
- RPT committee considers dossier and votes on tenure and promotion (typically in February)
- RPT Chair(s) submit completed dossier (with vote and detailed letter) due in Dean's Office for technical review (university and Dean's calendar followed--typically in by March)

- Dean reviews dossier and submits letter to Provost (university and Dean's calendar followed-- typically in April)
- Dossier is reviewed by Provost with decision shared before 6/30 (university calendar followed)