

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. (i)-(c)6 (o)2 (i)-6 (c)6 (()TJc)]TJ -()4 (c)]TJ
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2. The dean's office shall submit the following

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, imont r im

Table 1: Categories and Titles of MSASS Faculty

Type	Modifier	Ranks	Appointment	Vote	Comments

Type	Modifier	Ranks	Appointment	Vote	Comments
SECONDARY	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.
	None	Instructor Sr. Instructor Assistant Professor Associate Professor Professor	Secondary, finite	CWRU-	

<p>Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)</p>	<p>Non-Tenure Track & Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to non-tenure track; at least one of criteria 2, 3 & 4 applies to special)</p>
	<ul style="list-style-type: none"> • Recognition of area of expertise by local/community professionals as evidenced by honors, publications, and/or presentations. (1) • 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) • Contributions to development of social work education as evidenced by ABLE participation, continuing education, guest lectures for other courses, etc. (2) • Evidence of teaching competence over time as measured by attainment of performance goals set for teaching. (2) • Scholarly productivity as evidenced by local, state, and/or national presentations. (3) • Participation within the school in administrative and membership roles in committees, programs, and school initiatives. (4) <p>Participation in professional/community organizations and undertakings. (4)</p>

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<p style="text-align: center;">Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;">Non-Tenure Track & Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to non-tenure track; at least one of criteria 2, 3 & 4 applies to special)</p>
<ul style="list-style-type: none"> • A research area of expertise is evident. • Ability to attract funding for research. (3) 	<ul style="list-style-type: none"> programs, and initiatives. (4) • Excellence in teaching and/or practice. (2) • Development of area of teaching focus. (2)

ASSOCIATE PROFESSOR

Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:

- 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)
- 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)
- 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

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<p style="text-align: center;">Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)</p>	<p style="text-align: center;">Non-Tenure Track & Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to non-tenure track; at least one of criteria 2, 3 & 4 applies to special)</p>
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likely to continue as evidenced by research and scholarly activities currently underway. (3)

- Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents. (4)
- Participation in university service and administrative tasks as evidenced by

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<p>Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)</p>	<p>Non-Tenure Track & Special (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to non-tenure track; at least one of criteria 2, 3 & 4 applies to special)</p>
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with regard to social work education as evidenced by curriculum development, development of innovative approaches, extension of teaching skills (n)3.7b9(n)3.74 398.284.5 (3.7 (o)12.9 (v)2(i)8.2 x.e9re W n BT 0.002 Tc -0.0

Table 3
 Procedures for Faculty Review and Promotion/Tenure Consideration¹
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Faculty Category	Advisory Committee	Annual Review by Dean	3 Year Review	Submit Documents for Promotion	Which Faculty Review ²	External Evaluation Required ³	Provost Approval ⁴
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Faculty Category	Advisory Committee	Annual Review by Dean	3 Year Review	Submit Documents for Promotion	Which
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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