

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.

- 30 Faculty materials for review will be available for faculty at least 10 business days before the review will occur.
- 40 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..
- 50 Reviews will have a standard format. The format is included in this guideline
- 60 At any given review, no more than 6 faculty will be on the agenda in a 2 hour time period.
- 70 Non-tenure track faculty will be reviewed every September; tenure-track faculty will be reviewed every March.
- 80 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).

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- 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

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

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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 Average (all sections)	Course Average (all sections)
		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*

- 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.