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Article M1: Departmental Policy Statement Philosophy

Approved by School of Social Work 2011

It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within their departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

Article M2: Faculty Recruitment and Appointment
Approved by School of Social Work 2011

Faculty Recruitment and Appointment

The faculty of the School of Social Work in accordance with the WMU-AAUP contract affirms its right to make recommendations to the Director and Dean regarding the appointment of faculty members.

Procedure for appointment of new faculty members for the School of Social Work shall be as follows:

1. Notification of the need for additional faculty shall be provided to the Personnel and Sabbatical Committee (PSC) by the Director as a formal agenda item early in each semester. The PSC shall be notified immediately by the Director of any subsequent vacancy(ies).
2. After consultation with the PSC and the appropriate program coordinator(s), the Director will advertise the vacancy(ies) consistent with University policies and shall implement said policies in the appointment of faculty.
3. Recruitment, initial contact, collection and filing of credentials of applicants shall be the responsibility of the Director and/or his/her designee.
4. The initial screening of credentials shall be the responsibility of the PSC. With the recommendation of a majority of the PSC and the Director, and the approval of the Dean, the Office of Institutional Equity, and the Provost, the Director shall proceed to issue invitations to the appropriate candidates for campus interviews.
5. Prospective faculty members will be interviewed by the PSC, the Director, and the Dean. Every effort should be made to provide the entire faculty with an opportunity to meet prospective faculty members. Arrangements for these opportunities, including making vitae available, shall be the responsibility of the Director or his/her designee.
6. Faculty members will convey their evaluation of applicants to the PSC and/or the Director within 2 working days of the applicant's departure.

Article M3: Summer Appointment of Faculty
Approved by School of Social Work 2/18/2020

The School will follow WMU-AAUP contract Articles 31 and 41.

Article M4: Tenure and Promotion Committee

Approved by School of Social Work 4/9/2019

Tenure and Promotion Committee

Philosophy: The faculty of the School embraces their responsibility for mentoring new faculty. At the same time, tenure-track faculty understand their responsibility for meeting the criteria for promotion and/or tenure.

The tenure and promotion committee supports shared governance. Unlike traditional hierarchical decision making structures, shared governance is a delicate balance between faculty participation in the planning and decision-making processes and administrative accountability.¹

Faculty in their understanding of and commitment to shared governance shall support the School's committee structure and the power associated with it so as to maximize the impact of committee decisions in the governance of the school.

The Tenure and Promotions Committee of the School of Social Work shall be a standing committee. The structure, membership and functions of the committee shall be:

A. Membership

1. The committee shall consist of tenured faculty within the School of Social Work. There should be a majority of traditionally ranked faculty, per 17.6.5.
2. The committee shall elect its own Chairperson at the first meeting in September of each academic year. The Chairperson shall be a voting member of the committee.
3. The committee shall abide by the WMU-AAUP contract, and more specifically, Articles 17 & 18.

B. Structure

1. Tenure and promotion committee, traditionally ranked faculty:
 - a. Membership of the tenure committee for traditional tenure track candidates shall be tenured faculty at or above associate professor rank.
2. Tenure and promotion committee, faculty specialist:
 - a. Membership of the tenure committee for faculty specialists shall be composed of tenured faculty or tenured faculty specialists with the same or higher rank than that being sought by the applicant. The rank of associate professor is considered equivalent to the rank of master faculty specialist, the rank of assistant professor is considered equivalent to the rank of faculty specialist II, and the rank of instructor is considered equivalent to the rank of faculty specialist I.
3. Tenure and promotion committee, full professor:
 - a. In the event an associate professor is chairing the T&P committee and there are candidates for full professor, a faculty member who is at the rank of full professor shall be designated as chair of the subcommittee comprised of members who are at the rank of full professor to examine the

¹ <http://chronicle.com/article/Exactly-What-Is-Shared/47065/>

applications for full professor (those evaluating a candidate for full professor will have the rank sought)

4. In the event that a minimum of three full professors from the department are not available to review an application for promotion to full professor, two additional faculty members at the rank of full professor will join the subcommittee from another department.
- C. Functions of the Tenure and Promotions Committee
1. The tenure and promotion committee shall be responsible for reviewing faculty performance toward tenure including the second, fourth, and sixth and final year reviews.
 2. Based upon its review of faculty performance, the committee shall make recommendations to the Director regarding tenure and promotion for traditional tenure-track faculty and faculty specialists of the School.
 3. The committee shall make all candidates aware of the procedural guidelines for the review and appeal process as noted in the WMU-AAUP contract, specifically Articles 17 and 18.
 4. Full confidentiality will be maintained, including but not limited to documentation and committee proceedings.

Article M5: Tenure Guidelines for Traditionally Ranked Faculty
Approved by School of Social Work 1/14/2020

Tenure Guidelines for Traditionally Ranked Faculty

Meeting minimum qualifying requirements for tenure is not a guarantee of tenure (Article 17.§2). The Tenure and Promotion Committee “should consider the effects of the changes, if any, on probationary faculty hired prior to the changes”, see 17.4.2.

I. Professional Recognition

- a. A minimum of five (5) publications, including
 - i. At least three (3) refereed journal articles, two of which must be single- or first-authored
 - ii. b. Two publications **may** be from the list below
 - 1. book chapter(s)
 - 2. contribution(s) to an edited book (narrative that is not of chapter length)
 - 3. published conference proceedings (in print or online)
- b. Average of one (1) refereed professional presentation per year during the probationary period
- c. Grants and Contracts: Submission of at least two (2) proposals for funding, of which at least one (1) must be for external funding

II. Professional Competence

Per Article 16.§3.1, student rating shall function primarily as a means to faculty self-improvement. It shall also function as only one source of information regarding teaching effectiveness.

- a. Teaching:
 - i. Student Ratings: on a scale of 1-5 (where 5 = excellent), the average during the probationary period should be at least 3.5 and shall be calculated for all scores across all courses taught by the faculty member.
 - ii. At least two peer observations that primarily support the candidate’s strengths in teaching, conducted by different tenured faculty members.
- b. Evidence of at least one of the following:
 - i. Participation in at least five (5) hours of faculty development for teaching
 - ii. Development of a new course
 - iii. Innovation in evidence-based teaching models
 - iv. Innovation in classroom-related technology
 - v. Additional evidence of competence provided by the faculty member (Instructional Portfolio)

III. Professional Service

- a. Service to the Profession/Academic Discipline
 - i. Completion of at least one activity from this list in each year during the probationary period:
 - 1. Plan or organize workshops or conferences for a social work professional organization (e.g., NASW, CSWE, SSWR),

2. Serve as reviewer of conference proposals, grant proposals, or manuscripts submitted for publication,
 3. Serve as an officer or committee member of a professional organization,
 4. Serve as editor or on the editorial board of a professional journal,
 5. Regularly attend and participate in meetings of professional organizations.
- b. Service to the University (Includes Department, College, and University).
- i. Volunteer or serve on at least one (1) university committee during the probationary period,²
 - ii. Volunteer or serve on at least one College committee during the probationary period.²
 - iii. Serve on School committees each year during the probationary period as required by School policy,²
 - iv. Demonstrate leadership in service.
- c. Service to the Community. Involvement in at least one of the following types of community service each academic year during the probationary period is required:³
- i. Membership on community boards, coalitions, or community-based organizations,
 - ii. Volunteer service utilizing professional skills in a community-based program or organization,
 - iii. Presentations or trainings provided to the local community,
 - iv. Plan or organize workshops or conferences for a social service organization.

² Evidence of meeting attendance and contribution to the work of the committee is required to document committee service.

³ One year of service is defined as attendance and participation at regularly scheduled board meetings OR 40 hours of volunteer service OR 3 local presentations OR service on the organizing committee for a local or regional conference OR any combination of these.

Article M6: Tenure Review Process

Approved by School of Social Work 4/12/22

Faculty who are eligible for tenure review shall be evaluated by the School's Tenure and Promotions Committee in accordance with the terms of the WMU-AAUP contract. As stipulated by WMU-AAUP Article 17. §2 tenure is not guaranteed by meeting the following criteria. Faculty are encouraged to submit their review, tenure, and promotion materials, electronically.

- A. Two categories of criteria shall be considered in tenure decisions--qualifying and judgmental. Both categories are described in the Western / WMU-AAUP Agreement. The Tenure and Promotions Committee shall utilize the following judgmental criteria in evaluating the performance of faculty:
1. Professional competence, professional recognition and professional service, as detailed in Article 4 of this policy statement, shall be the three major criteria to be used in evaluating the performance of probationary traditionally ranked faculty,
 2. Each of these three criteria shall be evaluated with competence required in all three,
 3. Faculty specialists are evaluated for tenure, promotion and merit based upon professional competence and professional service.
- B. The Tenure and Promotions Committee's formal recommendations to the School Director shall consist of the following:
1. A written summary statement of the information relative to the candidate's performance, including recommendations for improvement and conditions set forth by the committee,
 2. The vote of the T&P Committee shall be provided to the candidate only in regard to whether the person has or has not been recommended for tenure. The numerical vote or whether it was split or unanimous will not be provided to the candidate, and
 3. The signature of the Chairperson of the Tenure and Promotions Committee.
- The Tenure and Promotion Committee Chairperson will share a summary statement with the candidate. This summary statement will include whether or not the candidate has been recommended for tenure. The Chairperson may converse with the candidate as directed by the Committee or as requested by the candidate.
- C. The timetable for carrying out the tenure review of faculty is detailed in the WMU-AAUP contract. After notification, faculty who wish to appeal the recommendation of the Tenure and Promotions Committee should appeal in writing/ email to the Chair of the Tenure and Promotion Committee within three business days, follow the timetable in the WMU-AAUP Contract (Appendix F). Faculty who wish to appeal the recommendation of the Director, Dean or Provost should refer to the Agreement.

Article M7: Tenure and Promotion to Associate Professor

Approved by School of Social Work 4/9/2019

Tenure and Promotion to Associate Professor

Philosophy. Persons applying for tenure need to demonstrate competency in academic performance and possess academic potential in each of the three performance areas (professional competence, professional recognition, and professional service). The evaluation of academic performance is based upon evidence at the time of review in each performance area. The evaluation of academic potential is based on cumulative evidence of continuity of professional competence, continual growth of professional recognition, and sustained participation in professional service. A person deemed suitable for tenure is also promoted to the rank of associate professor. Candidates will be judged for tenure by faculty members who are tenured.

Tenure and promotion procedures. The WMU-AAUP Contract outlines the tenure and promotion process in Article 17. Of special note in this WMU-AAUP Contract article is:

1. Qualifying criteria, requirements
2. Stipulations,
3. Performance areas,
4. Timetable to promotion and tenure.

Qualifying requirements. Article 17 of the WMU-AAUP contract states that to be eligible for consideration for tenure, a faculty member must meet qualifying standards' in employment status and probationary service. A faculty person must have a tenure track board appointment.

Tenure stipulations. A person applying for tenure must fulfill the stipulations in the initial letter of offer for their faculty position as well as any requirements in subsequent reviews.

Areas of performance.

Professional competence. Competence in teaching is necessary toward tenure for teaching faculty. Numerical summary data must be included. An overall minimum mean of a 3.5 score on a 5 point scale is expected for all courses taught. Mean scores should be calculated that include every item in the course evaluation. Faculty may also submit all student comments, peer evaluations, course innovations and curriculum development. Faculty with administrative assigned time must include evidence of competence such as manuals, policies, program development, trainings, etc. Evidence of competence in the supervision of masters' theses and doctoral dissertations shall also be included.

Professional recognition. Competence in this area is necessary for tenure. Publication of articles in referred journals, books and book chapters that have been peer reviewed, grants, and grants especially those funded shall be included. Over the course of 6 years a minimum of 6 published articles or a combination of articles and a book or a funded grant must be produced. Prepared manuscripts submitted for publication show promise of continued scholarly activity. Doing consultation for organizations or professionals are bases for recognition.

Professional service. Competence in this area is necessary for tenure. Involvement in continuing education and/or community service with supporting materials is expected. This may take the form of participation in planning, organizational, administrative groups (committees) both within and outside the University. These can include committee memberships at the School and University levels, and/or activities in professional associations, scientific organizations, and community and governmental agencies. Involvement in collaborative relationships within the School and University in regard to projects and activities in instruction, research and/or continuing education/community service is expected.

In addition to the principal areas of performance above, evidence of leadership activities will be considered, such as chairing a committee, serving as advisor to a student association, or facilitating a university/community partnerships.

Article M8: Promotion to Full Professor

Approved by School of Social Work 1/14/2020

Promotion to Full Professor

Philosophy. Persons applying for promotion to full professors need to demonstrate a progression in their research methodology and/or deepening of scholarship in a focused area of study that has moved beyond their body of work when applying for tenure. In addition they need to be effective teachers and be notable in their service contributions. They will be judged for promotion by faculty members who have reached full professorship.

Tenure and promotion procedures

The WMU-AAUP Contract outlines the promotion process for full professors in **Article 18**. Of special note in this WMU-AAUP contract article are the qualifying criteria requirements and judgmental criteria for promotion:

1. qualifying criteria requirements
2. judgmental criteria
3. the timetable to promotion and tenure.

Qualifying criteria

Article 18§3 stipulates that “to be eligible for promotion to professor, a faculty member shall have been an associate professor for at least seven (7) years.” A faculty member who wishes to go up earlier for promotion must notify the department chair no later than February 1 of the preceding academic year.

Judgmental Criteria

As stipulated in Article 18.§3 the faculty member who is eligible for promotion based on the qualifying criteria specified in the Contract (see 18.§2) and wishes to be evaluated for promotion by the School, shall submit their promotion files to the School’s Office Coordinator for availability to the School’s Tenure & Promotion Committee no later than October 15 of the academic year of the review. The faculty member’s current vita and self-statement shall be placed at the beginning of their file. Areas to be evaluated include professional competence, professional recognition and professional service. The review shall include achievements in prior ranks and in the present rank.

1. Professional Competence.

Data of student ratings shall be included and considered in all promotional decisions but may not be the sole source of information about teaching competence. The faculty members should also include information regarding their achievements at curriculum development, teaching innovations, continuing education and competence in supervision of masters theses and doctoral dissertations outside the department as well as efforts in advising students and overseeing their experience and learning within their field placement.

Competence in teaching is necessary for promotion to full professor. If faculty want to submit student comments from the university course evaluation system, all student comments must be submitted; additionally peer observations, course innovations and curriculum development may be included. Faculty with administrative assigned time must include evidence of

competence such as manuals, policies, program development, trainings, etc. Evidence of competence in the supervision of master's theses and doctoral dissertations shall also be included.

2. Professional Recognition

Faculty seeking promotion to full professor will be evaluated on their full body of work (WMU-AAUP 18.§3). It should show that their work has impact and receives recognition on the national and/or international level. Faculty should include evidence of publication of scholarly books, monographs, and juried articles. Consultation with external agencies, board membership, holding office in national, regional and state professional associations, as well as securing in house and externally funded grants also constitute a form of recognition.

3. Professional Services.

Service to the university community, greater community and region, state, nation and international community is also an important endeavor in achieving full professorship within the School.

Article M9: Guidelines for Promotion to Full Professor

Approved by School of Social Work 3/17/2020

Guidelines for Promotion to Full Professor

Review for promotion to full professor involves three things: 1) review of the applicant's full body of work, 2) productivity after the award of tenure, 3) appropriate professional conduct. In accordance with the WMU-AAUP contract (Article 18.3.4 [Promotion: Professional Conduct] and Article 21 [Professional Conduct]). Meeting the qualifying requirements establishes eligibility, but does not ensure promotion.

In addition to the applicant's accomplishments at the time of receiving the rank of associate professor the following will be applied during the review for full professor and meets the criteria as specified in Article 18.3.7.

The bargaining agreement states: "For the purpose of clarification in the promotion review process, the following terms are presented ordinarily from high to low: Outstanding, substantial, significant, satisfactory, unsatisfactory. See article 18.3.7 for specific details.

I. Professional Recognition (Traditionally ranked faculty)

- a. A minimum of eight (8) additional publications, including
 - i. At least five (5) refereed journal articles, two of which must be single- or first-authored
 - ii. Three publications **may** be from the list below
 1. book chapter(s)
 2. contribution(s) to an edited book (narrative that is not of chapter length)
 3. published conference proceedings (in print or online)
- b. Average of one (1) refereed professional presentation per year during the evaluation period
- c. Grants and Contracts: Submission of at least two (2) proposals for external funding, of which at least one (1) must be funded

II. Professional Competence (Traditionally ranked faculty)

- a. Student Evaluations: on a scale of 1-5 (where 5 = excellent), the average during the review period should be at least 3.75. The "average" is defined as the mean.
- b. Evidence of at least one of the following:
 - i. Development of a new course,
 - ii. Innovation in evidence-based teaching models,
 - iii. Innovation in the use of classroom-related technology.

III. Professional Service (Traditionally ranked faculty)

- a. Service to the Profession/Academic Discipline
 - i. Completion of at least one activity from this list in each year during the review period:

1. Plan or organize workshops or conferences for a social work professional organization,
 2. Serve as reviewer of conference proposals, grant proposals, or manuscripts submitted for publication,
 3. Serve as an officer or committee member of a professional organization,
 4. Serve as committee member or chair of a thesis/dissertation committee
 5. Serve as editor or on the editorial board of a professional journal,
 6. Regularly attend and participate in meetings of professional organizations;
- b. Provide service to the University in all three (3) areas below (including Department, College, and University)
- i. Serve on at least one (1) university committee during the review period⁴
 - ii. Volunteer and/or agree to serve on at least one College committee during the review period.¹
 - iii. Serve on at least three (3) department committees, providing leadership on at least one, each year during the review period.¹
- c. Service to the Community. Involvement in at least one of the following types of community services each academic year during the review period is required:⁵
- i. Membership on community boards, coalitions, or community-based organizations,
 - ii. Volunteer service utilizing professional skills in a community-based program or organization,
 - iii. Presentations or trainings provided to the local community,
 - iv. Plan or organize workshops, trainings or conferences.

⁴ Evidence of meeting attendance and contribution to the work of the committee is required to document committee service.

⁵ One year of service is defined as attendance and participation at regularly scheduled board meetings OR 40 hours of volunteer service OR 3 local presentations OR service on the organizing committee for a local or regional conference OR any combination of these.

Article M10: Faculty Specialists

Approved by School of Social Work 4/12/22

Faculty Specialists

Philosophy. The purpose of the rank of faculty specialist is to have expert practitioners whose principal focus is to serve the administrative and/or teaching needs of the school. They are free of the additional demands of scholarship put on traditionally ranked faculty. Workload and the path to tenure and promotion differ substantively from traditionally ranked faculty.

Tenure and promotion procedures

The WMU-AAUP Contract outlines the tenure and promotion process for faculty specialists just as it does for traditionally ranked faculty. **Article 20** describes faculty specialists specifically; **Article 17** describes the process of tenure, and **Article 18** describes the process of promotion.

Of special note in these WMU-AAUP contract articles are:

1. Workload,
2. Areas of performance, and
3. The timetable to promotion and tenure.

Workload

Article 20.§2.3 stipulates that faculty specialists' maximum full-time workload shall be thirty (30) credit hours of regularly-scheduled courses or their equivalent in any one (1) academic or alternate academic year and seven and one-half (7½) credit hours or the equivalent in the Summer Sessions. For other information, Article 20 should be consulted in its entirety.

Areas of performance

The letter of appointment, which includes specific duties and assignments, is the faculty specialist's most important document. Article 17.§3.1 and 17.§3.3 specify that only competence (teaching) and professional service are considered in the review process which is governed by the letter of appointment. In addition to competence and service as defined by the WMU-AAUP Contract, administrative duties that may be included in the letter of appointment shall also be considered during the review process.

The tenure and promotion committee shall be provided the relevant information from the candidate's letter of appointment such that informed decisions can be made about the candidate's current competence and future potential. For other information, Articles 17 and 18 should be consulted in their entirety. The letter of appointment shall be provided to the chair of the tenure and promotion committee by the school's director concurrently with the candidate's materials for review. Any alterations made over time to a faculty specialist's letter of appointment, or his/her duties that has the potential to influence tenure and promotion decisions shall be made available to the chair as well. Such alterations include specific changes to duties and workload such as increases and decreases to teaching load and the assignment of temporary, time limited tasks. The chair will communicate to the tenure and promotion committee relevant information from the letter of appointment.

Faculty specialists are not required nor restricted from pursuing scholarship of any kind. Scholarship may be included in tenure and promotion materials and will be considered as evidence of professional competence. The WMU-AAUP contract stipulates that faculty specialists shall be promoted and tenured based on competence and service only.

Timetable to promotion and tenure

Faculty specialists advance through the ranks of Faculty Specialist 1, Faculty Specialist II, and Master Faculty Specialist in a timetable different from traditionally ranked faculty. The faculty specialist timetable is:

Table 1. Faculty specialist timetable to promotion and tenure

	Tenure	Promotion
Year 1	Initial Appointment	Initial Appointment
Year 2	2 nd year review	
Year 3		Eligible to apply for promotion to faculty specialist II
Year 4	4 th year review	
Year 5		
Year 6	Final tenure review	
Year 9		Eligible to apply for promotion to Master Faculty Specialist
Year 15		Master Faculty Specialist may apply for step increase

Like traditionally ranked faculty, faculty specialists may request to go up for review early or, for clear and specific exigencies, ask that the tenure clock be temporarily stopped.

Participation in tenure and promotion reviews

Because of the differences among the foci of faculty specialists and traditionally ranked faculty, faculty specialists shall not participate in the tenure and promotion reviews of traditionally ranked faculty.

Similarly, at least one faculty specialist shall participate in the review of another faculty specialist. When there is no faculty specialist at or above the rank being sought, a faculty specialist may request that a faculty specialist from another unit of the college or university, at or above the rank being sought, possessing similar duties and qualifications, participate on the promotion/tenure committee. Such participation will be used to guide and inform the discussion within the committee, but will not be used in lieu of the school faculty's best judgment.

Article M11: Guidelines for Tenure and Promotion to Faculty Specialists
Approved by School of Social Work 4/12/22

Guidelines for Tenure and Promotion to Faculty Specialist

Review for tenure and promotion of Faculty Specialists involves three things: 1) review of the applicant's full body of work, 2) productivity, 3) appropriate professional conduct. In accordance with the WMU-AAUP contract (Article 18.3.4 [Promotion: Professional Conduct] and Article 21 [Professional Conduct]). Meeting the qualifying requirements establishes eligibility but does not ensure tenure and/ or promotion.

For review of Faculty Specialists, including tenure/ Faculty Specialist II, and Master Faculty Specialist, see criteria as specified in the AAUP Agreement, Article 20.

Candidates who meet eligibility criteria (years in rank) for tenure and promotion must additionally meet qualifying requirements as specified in 1) the AAUP Agreement, 2) the DPS categories of Professional Competence (specific to teaching) and Professional Service, and 3) their letter of hire and job description.

I. Professional Competence:

- a. Student Ratings: on a scale of 1-5 (where 5 = excellent), the average during the review period should be at least 3.5 and shall be calculated for all scores across all courses taught by the faculty member. For tenure, at least two positive reviews by two tenured faculty members must be included in the candidate's supplementary materials.
- b. At least two positive reports from peer observations of classroom teaching conducted by different tenured faculty members or master faculty specialists.
- c. Evidence of at least one of the following:
 - i. Participation in at least five (5) hours of faculty development for teaching
 - ii. Development of a new course
 - iii. Innovation in evidence-based teaching models
 - iv. Innovation in the use of classroom-related technology
- d. Additional evidence of professional competence may be provided by the faculty member

II. Professional Service:

- a. Service to the Profession/Academic Discipline
 - i. Completion of at least one activity from this list in each year during the probationary period:
 1. Plan or organize workshops or conferences for a social work professional organization (e.g., NASW, CSWE, SSWR).
 2. Serve as reviewer of conference proposals, grant proposals, or other professional works.
 3. Serve as an officer or committee member of a professional organization.

4. Regularly attend and participate in meetings of professional organizations.
- ii. Additional evidence of service to the profession may be provided by the faculty member.
- b. Service to the University (Including School, College, and University)
 - i. School: Serve on at least three (3) School committees each year during the probationary period.⁶
 - ii. College: Volunteer to serve on at least one College committee each year during the probationary period, or ⁶
 - iii. University: Volunteer to serve on at least one (1) University committee each year during the probationary period.⁶
 - iv. Demonstrate leadership at the School, College or University level:
 - 1.Chair a departmental committee,
 - 2.Serve as advisor for a social work student organization,
 - 3.Lead special projects or tasks (e.g., program development, survey, develop policy, manuals), or
 - 4.Others
 - v. Additional evidence of service to the university may be provided by the faculty member
- c. Service to the Community. Involvement in at least one of the following types of community service each academic year during the probationary period is required:⁷
 - i. Membership on community boards, coalitions, or community-based organizations.
 - ii. Volunteer service utilizing professional skills in a community-based program or organization.
 - iii. Presentations or trainings provided to the local community.
 - iv. Plan or organize workshops or conferences for a social service organization.
 - v. Additional evidence of service to the community may be provided by the faculty member.

⁶Evidence of meeting attendance and contribution to the work of the committee is required to document committee service.

⁷One year of service is defined as attendance and participation at regularly scheduled board meetings OR 40 hours of volunteer service OR 3 local presentations OR service on the organizing committee for a local or regional conference OR any combination of these.

Article M12: Guidelines for Promotion to Master Faculty Specialist
Approved by School of Social Work 4/12/22

Guidelines for Promotion to Master Faculty Specialist

Review for promotion to master faculty specialist involves three things: 1) review of the applicant's full body of work, 2) productivity after the award of tenure, 3) appropriate professional conduct. In accordance with the WMU-AAUP contract (Article 18.3.4 [Promotion: Professional Conduct] and Article 21 [Professional Conduct]). Meeting the qualifying requirements establishes eligibility but does not ensure promotion.

In addition to the applicant's accomplishments at the time of receiving the rank of faculty specialist II and tenure, the following will be applied during the review for master faculty specialist and meets the criteria as specified in Article 18.

I. Professional Competence (Faculty Specialist)

- a. Student Evaluations: on a scale of 1-5 (where 5 = excellent), the average during the review period should be at least 3.75. The "average" is defined as the mean.
- b. Evidence of at least one of the following:
 - i. Development of a new course.
 - ii. Innovation in evidence-based teaching models.
 - iii. Innovation in the use of classroom-related technology.
- c. Additional evidence of professional competence may be provided by the faculty member.

II. Professional Service (Faculty Specialist)

- a. Service to the Profession/Academic Discipline
 - i. Completion of at least one activity from this list in each year during the review period:
 1. Plan or organize workshops or conferences for a social work professional organization.
 2. Serve as reviewer of conference proposals, grant proposals, or manuscripts submitted for publication.
 3. Serve as an officer or committee member of a professional organization.
 4. Regularly attend and participate in meetings of professional organizations.
 - ii. Additional evidence of service to the profession may be provided by the faculty member.
- b. Provide service to the University in all three (3) areas below (including School, College, and University)
 - i. School: Serve on at least three (3) School committees, providing leadership to least one during the review period.⁸
 - ii. College: Volunteer to serve on at least one (1) College committee during the review period, or.⁸

- iii. University: Volunteer to serve on at least one (1) University committee during the review period⁸
- iv. Demonstrate leadership at the School, College or University level:
 - 1. Chair a departmental committee.
 - 2. Serve as advisor for a social work student organization.
 - 3. Lead special projects or tasks (e.g., program development, survey, develop policy, manuals).
 - 4. Others
- v. Additional evidence of service to the university may be provided by the faculty member.
- c. Service to the Community. Involvement in at least one of the following types of community services each academic year during the review period is required:⁹
 - i. Membership on community boards, coalitions, or community-based organizations.
 - ii. Volunteer service utilizing professional skills in a community-based program or organization.
 - iii. Presentations or trainings provided to the local community.
 - iv. Plan or organize workshops, trainings, or conferences.
 - v. Additional evidence of service to the community may be provided by the faculty member.

⁸ Evidence of meeting attendance and contribution to the work of the committee is required to document committee service.

⁹ One year of service is defined as attendance and participation at regularly scheduled board meetings OR 40 hours of volunteer service OR 3 local presentations OR service on the organizing committee for a local or regional conference OR any combination of these.

Article M13: Personnel and Sabbatical Committee
Approved by School of Social Work 2011

Personnel and Sabbatical Committee

The PSC shall review all requests for sabbatical leave and shall make recommendations to the Director. **Found under article XVIII (PSC), 2011.**