

COLLEGE OF SOCIAL WORK

Retention and Review Statement for Career-Line, Adjunct, and Visiting Faculty, and Non-Faculty Instructional Personnel

Approved by College of Social Work Faculty: August 31, 2023

Approved by Dean: August 31, 2023

Approved by Senate Faculty Review Standards Committee on September 15, 2023 and the Senior Vice President on September 26, 2023, for implementation on September 26, 2023.

This document serves as the College of Social Work's Statement of retention and review criteria, standards, evidence, and procedures for Career-Line, Adjunct, and Visiting Faculty and Other Instructional Personnel as required by University Policy. This statement along with relevant University Policies, 6-310, found at <http://regulations.utah.edu/academics/6-310.php>, 6-302, found at <http://regulations.utah.edu/academics/6-302.php>, and 6-300, found at <http://regulations.utah.edu/academics/6-300.php>, govern these processes.

Mission Statement

Through education, research, and community engagement, the College of Social Work advances the transformation of policies, practice, and interventions to alleviate human suffering, enhance well-being, and promote social justice.

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1. Effective Date and Application to Existing Faculty

The standards and procedures contained in this Statement are effective as of the date on page 1. All Career-Line, Adjunct, and Visiting faculty members appointed or reappointed on or after this date will be considered under this Statement with the exception that faculty members whose review for reappointment and/or promotion is within twelve months of the adoption of these standards shall have the option of selecting either (1) the prior review standards or (2) this new Statement. This Statement will apply unless the candidate's choice of the prior requirements is communicated to the Dean by signed letter before September 1 of the academic year in which the review will take place.

2. Faculty Categories, Ranks, Responsibilities, and Rights

2.1 Faculty Categories

In addition to Tenure-Line faculty, the College of Social Work appoints faculty members as (1) Career-Line Faculty, which includes Clinical Faculty, Lecturers, and Research Faculty; (2) Adjunct faculty; and (3) Visiting faculty.

Career-Line, Adjunct, and Visiting faculty are formally appointed as members of the faculty of the College of Social Work and of the University and serve for fixed durational terms. Appointments may be renewed for additional terms through reappointment in accordance with University and College of Social Work policy. Promotions to a higher rank are (but need not be) considered at the time of reappointment to a new term with the higher rank, and such promotions require a reappointment process. Career-Line faculty also are responsible, as designated in their contracts and expected by their home units, for service at the College of Social Work, University, and community levels. College of Social Work and University service includes a collective responsibility to help oversee and to participate in the administration and governance of those institutions.

In addition to formal appointment to the status of member of the faculty, Career-Line, Adjunct, and Visiting faculty members are hired as an employee of the University, in a position designated as either full- or part-time, and for a designated time period which may be equal to or less than the duration of the faculty appointment term. An individual contract for employment, including the full- or part-time position, the durational period of employment, salary and benefits, and specific individual duties, is administered by College of Social Work and University administrative officers, with procedures separate from the faculty appointment processes described here. Career-Line faculty members are ordinarily hired as full-time employees, Adjunct faculty are ordinarily hired as part-time employees, and Visiting faculty may be hired as either part-time or full-time employees.

2.2 Responsibilities and Rights of Career-Line Faculty

All Career-Line faculty members appointed at .5 FTE or above have the following rights and responsibilities. Career-Line faculty appointed by special arrangement at less than .5 FTE will have those rights and responsibilities articulated in their contract with the university.

2.2.1. Responsibilities and Rights of Clinical Faculty

Clinical faculty are primarily responsible for teaching clinical courses, skill development, and other experiential learning courses.

Clinical faculty are entitled to participate fully on College of Social Work, College, and University Committees (within limits prescribed by University regulations), in College Council, and at faculty meetings.

Clinical faculty are entitled to vote at College Council. They are also entitled to vote on appointment of Career-line and Adjunct faculty. Clinical faculty are also entitled to vote on the reappointment and promotion matters of Career-Line faculty of their rank or lower. Clinical faculty are not entitled to vote on hiring, retention, and promotion of Tenure-Line faculty or reappointment or promotion of Adjunct faculty.

2.2.2. Responsibilities and Rights of Lecturer Faculty

Lecturers are primarily responsible for teaching and for the development and implementation of special programs connected with their teaching and other areas of expertise.

Lecturer faculty members are entitled to participate fully on College of Social Work, College, and University Committees (within limits prescribed by University regulations), in College Council, and at faculty meetings.

Lecturer faculty are entitled to vote at College Council. They are also entitled to vote on appointment of Career-line and Adjunct faculty. Lecturer Faculty are also entitled to vote on the reappointment and promotion matters of Career-Line faculty of their rank or lower. Lecturer faculty are not entitled to vote on hiring, retention, and promotion of Tenure-Line faculty or reappointment or promotion of Adjunct faculty.

2.2.3. Responsibilities of Research Faculty

Research faculty are primarily responsible for research and publication, usually in conjunction with specially funded projects, typically under supervision by or in collaboration with one or more members of the Tenure-Line faculty or appropriate College of Social Work administrator. Research faculty also may be responsible for the development and implementation of special programs connected with their research and other areas of expertise. Research faculty may work onsite at the University, or at other locations depending on the nature and funding of the research projects. Research faculty ordinarily do not teach regular courses, but may be expected to give guest lectures, participate in other programs, or otherwise enhance the College of Social Work's teaching mission as related to their research programs.

Research faculty may participate fully and vote in College of Social Work committees to which they are assigned, as related to their research activities. Research faculty may attend College Council and appropriate faculty meetings.

Research faculty are entitled to vote at College Council. They are also entitled to vote on appointment of Career-line and Adjunct faculty. Research Faculty are also entitled to vote on the reappointment and promotion matters of Career-Line faculty of their rank or lower. Research Faculty are not entitled to vote on hiring, retention, and promotion of Tenure-Line faculty or reappointment or promotion of Adjunct faculty.

2.3 Responsibilities and Rights of Adjunct Faculty

Adjunct faculty are appointed primarily to teach or to co-teach one or more courses in areas of special expertise or skills, or to address temporary or permanent gaps in courses taught by Tenure-Line and Career-Line faculty.

Adjunct faculty are not expected to serve on College of Social Work or University committees, but may do so at the discretion of the Dean. Adjunct faculty typically engage in community service as part of their professional lives.

2.4 Responsibilities and Rights of Visiting Faculty

Visiting faculty appointments are ordinarily for no more than three years and may be either full- or part-time. Visiting faculty typically are appointed for one or more of the following primary purposes: (1) to teach courses as needed because of sabbaticals, leaves, or vacancies in the Tenure-Line or Career-Line faculty; (2) to explore mutual interest in a permanent appointment at the College of Social Work in a Tenure-Line or Career-Line position; and (3) to gain experience in teaching, and to engage in productive scholarship under the mentorship of experienced members of the faculty.

Visiting faculty members are responsible for teaching and/or scholarship as appropriate to the ranks to which they are appointed. Visiting faculty may participate on College of Social Work and University committees at the discretion of the Dean.

3. Initial Appointment, Term Length, and Mentors

3.1 Initial Appointments

Career-Line, Adjunct, and Visiting faculty members are appointed at one of three ranks: Assistant Professor, Associate Professor, or Professor. Initial appointment is based on demonstrated achievement and the expectation of future contributions. Number of years in a relevant profession, length of prior teaching or research experience, and other significant achievements, service, awards, and contributions to their profession or field shall be considered when determining the initial term and faculty rank.

Presumptively, Visiting faculty who hold a faculty appointment at another institution will be appointed at the rank they hold at that institution, so long as doing so is consistent with the criteria and standards otherwise provided in this Statement.

3.2 Appointment Body

Initial appointments of Career-Line, Adjunct, and Visiting faculty require a vote of the Faculty Appointments Advisory Committee. The Faculty Appointments Advisory Committee shall consist of all faculty members eligible to vote on an appointment or reappointment matter. The Faculty Appointments Advisory Committee shall only vote when a two-thirds or greater quorum exists, including any proxy votes provided in advance in writing. A majority vote by the quorum is required for a positive recommendation on the appointment from the committee. Votes by the Faculty Appointments Committee shall proceed by secret ballot.

3.3 Appointment Duration

- (a) Career-Line and Adjunct faculty members appointed at the rank of Assistant Professor ordinarily serve for a one-year term. Career-Line and Adjunct faculty members appointed at the rank of Associate Professor ordinarily serve up to a three-year term. Career-Line and Adjunct faculty members appointed at the rank of Professor ordinarily serve up to a five-year term.
- (b) Once appointed at the rank of Professor, Career-Line faculty members at that rank hold a five-year term with a presumption of renewal to subsequent five-year terms.
- (c) Additionally, Career-Line faculty are eligible for multi-year contracts after they have completed three years as a full-time faculty member and demonstrate during that time a pattern of behavior consistent with the University of Utah Faculty Code (<https://regulations.utah.edu/academics/6-316.php>). Multi-year contracts can be between two and five years, but in no case may the multi-year contract extend beyond the end of the faculty member's current appointment. The process to request a multi-year contract is as follows: In order for a Career-Line faculty member to be considered for a multi-year contract, that faculty member's supervisor must submit a letter of support. This letter of support can be a brief email to the Dean's office describing the faculty member's strong performance of work duties. The Dean or their designee will make all final decisions regarding multi-year contracts based on each faculty member's performance and the needs of the College.
- (d) Visiting faculty members may be appointed at varying term lengths within the University's prescribed maximum of three total years, depending on funding and institutional need. Typically, Visiting Assistant Professors will be appointed for a one-year term.
- (e) Notwithstanding the above, the appointment of Career-Line and Adjunct faculty members may be ended in conjunction with formal reviews, under University policy, or if there is financial exigency or discontinuation of a program or department of instruction. The affected faculty member will be given notice as soon as possible consistent with their contract terms. Unless the contract specifies otherwise, notice must be provided at least three months in advance of the ending of the appointment if the faculty member has served at least three years continuously.

- (f) The appointment of any Career-Line, Adjunct, or Visiting faculty member may be terminated for cause under University Policy related directly and substantially to the fitness of the faculty member in their professional capacity. Termination for cause shall not infringe on their right to exercise academic freedom or their rights as a citizen of the United States.

3.4 Mentors

Until promoted to the rank of Professor, Assistant and Associate Career-Line faculty members may be assigned an appropriate mentor either in the Tenure-Line or the Career-Line.

4. Procedures for Review

Once appointed, all Career-Line, Adjunct, and Visiting Faculty will be regularly reviewed by College of Social Work. This section describes the procedures for such reviews.

4.1 Informal Reviews

Informal reviews are conducted for all Career-line Lecturer faculty by the Associate Dean for Academic Affairs. Informal reviews for Career-line Research faculty are conducted by the relevant CSW research center director who serves as that faculty member's direct supervisor. Informal reviews for Career-line Clinical faculty are conducted by the specific practicum director (either BSW or MSW) who serves as that clinical faculty member's direct supervisor. During the informal review process, the relevant supervisor for each Career-line faculty member (as defined above) reviews teaching or research/scholarship for each faculty member annually. The relevant supervisor also will solicit input and feedback from the Center for Teaching Excellence where appropriate. Any issues or problems are discussed and addressed individually, as needed. The relevant supervisor will document the review in a report, providing a 5-business day window for the candidate to respond to the review in writing. All informal reviews including the relevant supervisor report and candidate response (if present) are included in a candidate's formal review file. If, in an informal review, a Career-Line faculty member does not demonstrate clearly adequate progress toward reappointment, an early formal review may be "triggered" by the Dean or direct supervisor. Such "triggered" formal review shall occur the following fall unless a majority of the Review Committee votes to proceed with the review in the current academic year. Such a review, however, must not be conducted sooner than 30 days after written notice of the review is provided to the candidate.

4.2 Formal Reviews

To ensure the continued quality performance of faculty members and make decisions about their continuation in a position or promotion to a different rank, the Career-Line, Adjunct, and Instructional Personnel Review Committee (Review Committee) will conduct a formal review, as dictated by the length and terms of the contract provided to the faculty member or when a faculty member requests promotion to Associate Professor or Professor.

4.3 Review Committee for Formal Reviews

The College of Social Work shall formulate a Career-Line, Adjunct, and Instructional Personnel Review Committee (Review Committee). The Review Committee shall be comprised of one member of the tenured faculty and two members of the Career-Line faculty who holds the rank of Associate Professor or Professor. One committee member will be selected as chair. Committee and chair appointments are made by the Dean. The Committee Chair and each Review Committee member serves a two-year term.

4.4 Report of Review Committee

The Review Committee is responsible for conducting formal reviews of Career-Line and Adjunct faculty and completing a report describing the findings of its review. Based on this report, the Review Committee shall recommend either (1) that the candidate be reappointed and, where appropriate, promoted, (2) that the candidate be denied reappointment or, where appropriate, promotion, or (3), where there are issues that require attention, that the candidate be reappointed for a one-year contract with the opportunity to be considered for reappointment in the following year. The report of the Review Committee shall: (1) summarize the evidence considered; (2) state how the evidence considered satisfies or fails to satisfy the applicable standard(s); (3) make recommendations for rating the candidate in all applicable areas of evaluation (*e.g.*, Excellent, Effective, or Not Effective in Teaching); and (4) give the reasons for its recommendations.

4.5 Procedures for Career-Line Reviews

The Review Committee shall conduct its review of Career-Line faculty members using the following timeline and procedures:

1. Candidates requesting promotion to Associate Professor or Professor should communicate their intention to seek promotion to the Dean's office by July 1.
2. If the Career-Line faculty member teaches, then by August 15 of the fall semester of the academic year for review, the Chair of the Review Committee shall solicit a Student Advisory Committee report on the candidate. Such report shall be submitted to the Chair by December 1.
3. If the Career-Line faculty member teaches, then by August 15, the Dean will arrange for a peer review of teaching. This peer teaching evaluation shall be submitted to the candidate's file by December 1.
4. For all Career-Line faculty members, by July 15, the Chair of the Review Committee shall request a portfolio from the candidate. The candidate shall submit that portfolio by August 15 of that year. The portfolio shall include:
 - (a) A curriculum vitae;
 - (b) A personal statement, including the following as appropriate: (1) a list of courses taught; (2) a description of course load and administrative responsibilities, which includes types of courses taught, student enrollment, student contact hours, and the types of student assessment for the courses; (3) a

statement of teaching objectives and philosophy; (4) a description of research accomplishments, including any grant submissions and funding as well as publications; and (5) clinical practice and opportunities summary;

- (c) All publications during the review period, if relevant;
 - (d) Any prior written evaluations or reports from the Review Committee;
 - (e) Any other materials the candidate deems relevant, such as course materials, simulations, presentations, evidence of pro bono or other work or activities that serve to enhance the College of Social Work's local, regional, national, or international reputation.
5. If the Career-Line faculty member teaches, by August 15, the Chair of the Review Committee shall assure that all teaching evaluations and recent syllabi for the candidate are placed in the candidate's file.
 6. For all Career-Line faculty members, at least three weeks prior to the convening of the Review Committee, and at least two weeks prior to the file closing date, the Chair of the Review Committee shall invite any interested faculty and staff members in the Department to submit, by the file closing date, signed written recommendations for the file of any candidate they so choose, with specific reasons for each recommendation.
 7. The Chair of the Review Committee shall circulate the candidate's portfolio to other Review Committee members, who shall read the complete file.
 8. The Chair of the Review Committee shall assign a Review Committee member to prepare a draft of the Review Committee Report. The draft report shall be completed by February 1, and the Review Committee shall confer and revise the report if needed and vote on its approval by February 10.
 9. The Chair of the Review Committee shall expeditiously transmit the report to the candidate following its approval by the Review Committee. Upon receipt of the report, the candidate shall have five business days to make a written comment on any item in their file, or to indicate the candidate is waiving such right. The candidate has the right to review all contents in their file, except for any confidential letters of evaluation solicited from outside the College of Social Work.
 10. By March 1, the Chair of the Review Committee shall circulate a copy of the report to the Faculty Appointments Advisory Committee and make the candidate's file available for review. Thereafter, but no later than March 20, the Faculty Appointments Advisory Committee shall meet and discuss the recommendations and by a majority secret ballot vote make a final recommendation to the Dean on the candidate's reappointment and, if applicable, promotion. The Chair of the Faculty Appointments Advisory Committee will appoint a staff secretary at the meeting to produce a summary report, which will be made a part of the candidate's file.
 11. The candidate shall receive a copy of the vote and report at the time they are forwarded to the Dean.
 12. The Dean shall receive the entire file and make their independent recommendation and forward the file to the appropriate University official for approval. Before forwarding

the file, the Dean shall give the candidate a copy of their recommendation. The candidate has the right to make a written response to the Dean's letter and/or the faculty vote and report within five business days of receiving the Dean's letter.

13. The Dean shall notify the candidate of the recommendation no later than April 1 of the academic year of review.

4.6 Procedures for Adjunct Reviews

The Review Committee shall conduct its review of Adjunct faculty members using the following timeline and procedures:

1. By January 15 of the academic year for review, the Chair of the Review Committee and the Dean shall confer and create a list of adjunct faculty members with expiring terms whose reappointment will be sought.
2. By March 1, the Review Committee shall prepare, approve, and circulate a report to the Faculty Appointments Committee describing which adjunct faculty members it recommends for reappointment and, where applicable, promotion. The report shall summarize teaching evaluations of all adjunct faculty members addressed in the report, and attach current resumes of each adjunct faculty member to the report.
3. The Review Committee shall request a vote on its report from the Faculty Appointments Advisory Committee. Unless the Review Committee determines a need for a live meeting, the vote will be conducted by email. If the Review Committee determines the need for a live meeting, it shall make all reasonable efforts to schedule the meeting in conjunction with any Career-Line review meeting being held. Whether the vote is live or by email, it shall be conducted by secret ballot.
4. The Chair of the Review Committee shall expeditiously forward the results of the vote to the Dean's office and the Associate Dean for Academic Affairs for any necessary further action.

5. Review Guidelines

A faculty member's stature is based on an assessment of achievements in the area of faculty responsibility and the three functions of faculty members, as those functions are relevant to that faculty member's appointment: (1) teaching, (2) service, and (3) research (as defined in Section 5.1).

Summary ratings of performance in these three areas as relevant to the faculty member's appointment serve as the standards for review, reappointment, and promotion. University Policy identifies a three-level scale of standards: excellent, effective, and not satisfactory. The same criteria and standards apply to both formal and informal reviews. Evaluations of candidates are based on the evidence provided regarding a candidate's research, teaching, and service and are described in subsequent sections.

University Policy allows a candidate's conduct as a responsible member of the faculty to be taken into consideration during a review. As a result, one's failure to abide by the

Faculty Code or any other rules or policies of the University may be considered in determining whether one will be retained, reappointed, or promoted.

5.1 Review Standards and Criteria

5.1.1. Evaluation of Teaching

Within the University system, the term *teaching* refers to regularly scheduled instruction, curriculum and program development, directing undergraduate and/or graduate student work, and counseling and advising of students in general. There are therefore three components of teaching: (1) course instruction, (2) curriculum and program development, and (3) student advising and mentoring.

(1) Course instruction

Course instruction encompasses (a) didactic classroom instruction; (b) online and distance education teaching; (c) the organization and facilitation of seminars and workshops that are related to curriculum needs; and (d) independent instruction involving one or more students on special topics. Specific sources of information to evaluate the candidate's course instruction shall include: (a) the candidate's statement of teaching philosophy as found in their personal statement; (b) peer review of the candidate's syllabi, assignments, and other teaching materials; (c) peer observation of the candidate's course instruction, seminars, workshops, and other public presentations; and (d) information from student course evaluations. Other information about teaching, including, for example, a teaching portfolio, teaching awards, or any evaluation of the candidate's teaching done by personnel from the University's Center for Teaching Excellence (CTE) or by the Student Advisory Committee (SAC) may also be included.

(2) Curriculum and program development

Academic programs require significant investments of faculty time in ongoing curriculum/program development and maintenance. The contributions of a candidate to such efforts, beyond regular teaching assignments, may therefore be considered as part of contributions in the area of teaching. Examples of these kinds of contributions include the development and teaching of new and novel courses and the publication of textbooks or other teaching materials.

(3) Student advising and mentoring

Work with undergraduate and graduate students outside of the classroom is also an important component of teaching. Activities of primary importance in this area include (1) general student advising and mentoring; (2) chairing and serving on graduate student committees; (3) including students in research and as co-authors in scholarly work; and (4) advising and mentoring students who are placed in a clinical setting. Contributions in this area are evaluated with respect to both quantity and quality.

(4) Summary Rating Scale for Teaching

Ratings on the three-point scale below reflect the joint consideration of the three components of teaching described above.

Excellent: The candidate has made substantial, sustained contributions in areas of course instruction, curriculum/program development, and/or student advising and mentoring.

Effective: The candidate has made acceptable, sustained contributions in teaching. The candidate shows sufficient progress in the areas of course instruction, curriculum/program development, and/or student advising and mentoring.

Not Satisfactory: The candidate has made insufficient contributions in teaching.

5.1.2. Evaluation of Service

Evaluations are made with respect to three areas of service: (1) professional service, (2) University service, and (3) public service. It is not necessary for a candidate to participate equally in all three service areas. Differing participation in the three service areas typically reflects the strengths and interests of individual faculty members.

(1) Professional Service

This refers primarily to professional participation at a national or international level. Service in this category can be oriented toward national professional organizations and include such activities as holding offices; participating in the organization or operation of conferences; attending professional meetings; serving as chair, discussant, or reviewer for presentations at professional meetings; serving on various professional committees, panels, or boards (e.g., accreditation boards); and presenting professional workshops. Significant professional service contributions can also include serving as editor, associate editor, editorial review board member, or regular reviewer for scholarly or professional journals.

(2) University Service

This category refers to service within the University, including at the levels of the College of Social Work and overall institution. A candidate's shared-governance activities, including chairing and/or serving on standing and ad hoc committees, councils, and task forces, or serving in administrative positions, at any of these levels, represent valuable University service contributions.

(3) Public Service

This category includes service related to the candidate's area of expertise in various local, regional, national, and international public settings and can take many forms, e.g., serving on boards and committees for governmental and/or non-profit organizations, consulting with

and/or providing direct service to community agencies as appropriate within University guidelines.

(4) Summary Rating Scale for Service

Ratings on the three-point scale below reflect the joint consideration of service contributions in the three areas described above.

Excellent: The candidate has made substantial, sustained contributions to the profession, the University, and/or the public.

Effective: The candidate has made acceptable, sustained contributions in service. The candidate shows sufficient commitment to service in at least one area.

Not Satisfactory: The candidate has made insufficient contributions in service.

5.1.3 Evaluation of Research

(1) Description of Research Activity

Career-line research faculty are expected to meet the expectations and deliverables specified in the grants/contracts that fund their positions. Additional publications, such as peer-reviewed publications and other dissemination, beyond those specific deliverables will be evaluated for merit.

When research is required in the contract/grant or when the Career-Line research faculty member authors scholarly work, the College should evaluate it according to applicable descriptions of standards and evidence articulated for Tenure-Line Faculty in the College's RPT Statement. Only research expectations defined in employment contracts/reappointment letters shall be considered in reviews.

Judgments about a candidate's research are based on both the quality and quantity of research and its relevance to the academic community and the College of Social Work's needs. The characteristics of productive research, however, differ depending on the candidate's area(s) of specialization and professional goals and the College of Social Work's needs for research in a given area.

(2) Research Funding

The College of Social Work expects Career-Line research faculty to demonstrate the ability to sustain a research program, including supporting a sufficient number of staff in conjunction with the research, as well as maintaining research operations over a career. As a result, the ability to attract and manage funding to support research is an important indicator of a candidate's abilities in research endeavors.

(3) Summary Rating Scale for Research

Ratings on the three-point scale below reflect the joint consideration of quantity and quality of research/creative activity as described above.

Excellent: The candidate has made substantial, sustained contributions in one or more topic areas of research. The quality and quantity of research reflect a coherent agenda in at least one topic area.

Effective: The candidate has made acceptable, sustained contributions in one or more topic areas of research. The quality and quantity of research reflect a coherent agenda of work and suggest that significant contributions will be made over time.

Not Satisfactory: The candidate has made insufficient contributions in research.

5.2 Review Standards for Career-Line Faculty

Two different sets of standards apply to the review of Career-Line faculty, depending on the faculty member's appointment category. One set of standards applies to Clinical faculty and Lecturers, whose primary responsibilities are teaching and service. The other set of standards applies to Research faculty, whose primary responsibilities are research and service.

5.2.1 Review Standards for Clinical Faculty and Lecturers

- (a) To be reappointed, a Clinical faculty member or Lecturer must demonstrate that they are (1) at least Effective in teaching and (2) at least Effective in service.
- (b) To be promoted from the rank of Assistant to Associate Professor, a Clinical faculty member or Lecturer must demonstrate that they are (1) Excellent in teaching, or that they have made substantial progress toward becoming Excellent in teaching, and (2) at least Effective in service.
- (c) To be promoted to the rank of Professor, a Clinical faculty member or Lecturer must demonstrate that they are (1) Excellent in teaching and (2) at least Effective in service.
- (d) Clinical faculty members and Lecturers are not expected to engage in research and published scholarship. However, the Dean and faculty encourage and support Clinical faculty and Lecturers who wish to engage in scholarship.

5.2.2 Review Standards for Research Faculty

- (a) To be reappointed, a Research faculty member must demonstrate that they are (1) at least Effective in research; (2) if the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.

- (b) To be promoted from the rank of Assistant to Associate Professor, a Research faculty member must demonstrate that they are (1) Excellent in research; (2) if the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.
- (c) To be promoted to the rank of Professor, a Research faculty member must demonstrate (1) sustained Excellence in research, (2) if the faculty member teaches, at least sustained Effectiveness in teaching, and (2) at least Effectiveness in service.

5.3 Review Standards for Adjunct Faculty

- (a) To be reappointed, an Adjunct faculty member must demonstrate that they are at least Effective in teaching.
- (b) To be promoted from the rank of Assistant to Associate Professor, an Adjunct faculty member must demonstrate that they are Excellent in teaching. In evaluating promotion of an Adjunct faculty member, the contributions of the faculty member and the courses they teach to the College of Social Work may be taken into account.
- (c) To be promoted to the rank of Professor, an Adjunct faculty member must demonstrate sustained Excellence in teaching. In evaluating promotion of an Adjunct faculty member, the contributions of the faculty member and the courses they teach to the College of Social Work may be taken into account.

5.4 Review Standards for Visiting Faculty

- (a) As their appointments are by definition temporary, Visiting faculty typically do not undergo formal reviews. Visiting faculty who are subsequently considered for a permanent position will be reviewed in conjunction with the regular faculty appointment process.
- (b) If a Visiting faculty member is appointed for longer than a semester, the Dean and/or Associate Dean for Academic Affairs will review their teaching evaluations at the end of each semester and consult with the faculty member if any issues warrant attention. If, at any time, the Dean and/or the Associate Dean for Academic Affairs agree that a visiting faculty member is not Effective in teaching, they may terminate the appointment.
- (c) If the faculty member has served fewer than three years and is being considered for reappointment, to be reappointed, a Visiting faculty member must demonstrate that they are (1) at least Effective in teaching and (2) at least Effective in service.

6. Non-Faculty Instructional Personnel

Non-faculty instructional personnel do not hold faculty appointments but teach credit-bearing courses within the College of Social Work. They include associate instructors. Non-faculty instructional personnel do not have voting rights and are not expected to serve on committees.

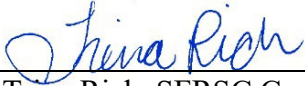
The College of Social Work hires non-faculty instructional personnel, typically associate instructors, for up to two semesters. If employment is to be continued, then the College of Social Work will appoint the instructor in the appropriate faculty category.

The appointment of non-faculty instructional personnel may be ended if there is no longer a need for the personnel's expertise or relevant teaching in light of the teaching portfolios or expertise of other members of the faculty, or for lack of funding where such appointments are contingent on funding. The affected person will be given notice as soon as possible.

The appointment of any non-faculty instructional personnel may be terminated for cause under University Policy related directly and substantially to the fitness of the person in their professional capacity. Termination for cause shall not infringe on their right to exercise academic freedom or their rights as a citizen of the United States.

**Appendix A: Notice of Senate Faculty Review Standards Committee
and Cognizant Senior Vice President Final Approval**

Review Committee Approval:



Trina Rich, SFRSC Committee Secretary

September 15, 2023

Date

Senior Vice President Approval:



Sarah Projansky, SVPAA Designee

September 26, 2023

Date