

**Bylaws for the College of Social Work at Florida State University**

**Record of Substantive Revisions and Amendments to these Bylaws**

(Approved by CSW Faculty 1/30/15, 1/28/22, 4/22/2022, 5/6/2024)

Approved by the Office of Faculty Development and Advancement 2/5/15, 7/7/2022, 7/29/2024)

These are the bylaws for the College of Social Work at Florida State University. These bylaws were last approved on [5/6/2024] by a majority of the applicable voting members of the college and on [7/29/2024] by the Office of Faculty Development and Advancement.

## **Preamble** (optional)

### **I. Bylaws**

**A. Adherence with Other Governing Documents.** At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the home college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**B. Bylaws Revision.** Any five members of the Tenure Track and Specialized Faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated at least two weeks in advance of the meeting at which the change will be considered. The amendment shall become part of the bylaws when it is adopted by two-thirds vote of the Tenure Track and Specialized Faculty and approved by the Vice President for Faculty Development and Advancement.

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

### **II. Membership and Voting Rights**

**A. Faculty Membership.** The faculty of the College of Social Work shall consist of those persons holding full-time appointments at the rank of

1. **TENURE TRACK FACULTY:** General Faculty (Professors, Associate Professors, Assistant Professors, and Instructors) as specified by Article III of the FSU Constitution and persons awarded Courtesy Status for Voting Purposes.
2. **SPECIALIZED FACULTY:** With a primary appointment in the College of Social Work or specialized faculty with a primary appointment in a College of Social Work center or institute who were hired before 1/1/2022 and Non-Tenure Track Faculty (Full-time Teaching, Research, and Instructional Specialist faculty).
3. **SPECIALIZED FACULTY:** With a primary appointment in a College of Social Work Center or Institute (Full-time Teaching, Research and Instructional Specialist faculty) who are hired after 1/1/2022.

**B. College Membership.** In addition to the faculty defined in II.A above, the following are members of the College of Social Work: Students who are majors in the

College of Social Work will be represented at faculty meetings and on specified Standing Committees. One student will serve as a non-voting member on each Standing Committee except Faculty Affairs, and Promotion and Tenure. Student representatives shall be selected in accordance with procedures established by the students.

**C. Faculty Voting Rights.** Define voting rights of faculty defined in II.A above, including an indication of those listed in II.A that have no voting rights. The voting members of the College of Social Work are comprised of faculty included in subsections 1 and 2 of Section II.A of these bylaws. Specialized faculty defined in subsection 3 of Section II.A are considered voting members for business that falls under the purview of committees on which they are eligible to serve (see section III.E). Additional voting privileges may be granted to these faculty by a two-thirds vote of those already holding voting rights. Such grants of voting rights shall be for a period of one year unless otherwise specified but are renewable indefinitely.

**D. Non-faculty Voting Rights.** Define the voting rights, if any, of those defined in II.B above. One student will serve as a non-voting member on each Standing Committee except Faculty Affairs, and Promotion and Tenure.

### III. College Organization and Governance

#### A. Jurisdiction.

1. The basic legislative body of the College of Social Work shall consist of the voting faculty in the college, defined as full-time tenure track, specialized faculty, and courtesy faculty appointments for voting purposes. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.
2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body. All faculty and committee meetings shall be open and conducted according to the following rules, unless exceptions are made for alternative provisions in the Bylaws: quorum consists of a majority of the voting members; majority rule shall apply, the chairperson votes; the chairperson, with the consent of the majority of the voting members, shall determine all other procedural rules not otherwise specified in the Bylaws.

(Add additional points of jurisdiction as needed.)

**B. Faculty Meetings.** Describe who may call for a faculty meeting and how. Describe any minimum number of meetings or other requirements determined by the faculty (e.g., annual report on college's budget).

1. The faculty of the College of Social Work shall meet at least once in each semester. It will discuss and vote on all major changes in program and curriculum that affect the College, in accordance with Article V of the FSU Constitution.
2. Special sessions shall be held at the call of the Dean or upon the written request of not less than five members of the Tenure Track and/or Specialized faculty.
3. The Dean of the College of Social Work shall chair the faculty meetings. In the absence of the Dean, the Dean shall designate who will preside.
4. At least fifty percent of the Tenure Track and Specialized faculty members shall constitute a quorum at any regular or special meeting of the faculty, except where noted otherwise for specific committees. Absentee ballots shall be accepted, in accordance with established protocol.
5. The minutes of the faculty meetings shall be taken and distributed. They shall be approved by the faculty.

**C. Director/Other Administrator Selection.** If applicable, describe the procedure that provides for faculty involvement in the selection of a director/other administrator within the college. The Dean shall appoint any individuals needed to administer the College's affairs. The Dean shall report to the College as soon as practical, normally at the beginning of the Fall semester, the names and duties of such appointees.

**D. College Leadership.** List and describe the leadership positions in the college (e.g., Dean, Associate Dean of Academic Affairs, etc.), their duties, how the person is selected for the position, and term of service (if applicable).

1. The Dean shall serve as the chief administrative officer of the College.
2. The Dean shall call (except as provided in Article III, B-3) and preside over faculty meetings and shall prepare and distribute the agenda at least three days in advance of the meetings.
3. The Dean shall establish committees for the conduct of College affairs as provided in Article III, E.
4. As least once a year, the Dean shall report on the "State of the College" to the faculty. This report shall address the state of the College, priorities for

the upcoming year, budgetary status, and other major issues of concern to the College and faculty.

5. The Dean, in conjunction with the appropriate committees of the College, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings and catalog announcements. The Dean shall determine and/or supervise, in consultation with appropriate committees, administrative personnel and faculty members, such matters as the scheduling of classes, assignments of faculty, budgetary policies, and student appeals.
6. The Dean shall be responsible for developing procedures to ensure that assignments will be discussed with each faculty member in advance, and for evaluating performance on an annual basis in accordance with criteria outlined in the College of Social Work Evaluation Criteria Document (Appendix B).
7. The Dean should be responsible for promoting the interests of the College within the larger University, the community at large, all levels of government, and with the alumni.
8. The Dean shall be responsible for developing and maintaining an active Alumni Association.

**E. College Committees.** List college committees and describe their purpose, membership, how membership is determined, and term of service of members.

1. Only those faculty members eligible to serve on a committee shall vote for the faculty membership of that committee. Committee business, including voting, may be transacted in person and/or using phone, video conferencing calls, and email. A quorum shall consist of a majority of a given committee's membership being present in person, except where otherwise noted in the Bylaws, or via continuous conference telephone or video camera call. Committee Chairs are responsible for distributing agendas at least 2 days in advance of a committee meeting, recording minutes and, arranging committee review and approval, and distributing approved minutes of each committee's business meeting to all faculty. The chair is responsible for maintaining an up-to-date compilation of the minutes of their committee, and to make this available to any or all faculty upon request, and to the succeeding chair.
2. The Dean or Dean's designee shall serve as ex-officio member of all standing committees with exception of the Faculty Affairs Committee and the Promotion & Tenure Committee.

3. Terms of service for faculty representatives on committees shall be based on their election for two-year staggered terms. Elections held to fill unanticipated vacancies are limited to the remaining term of the vacated seat. Committee elections shall be held during April for a term beginning the first day of the Fall Semester.
4. Faculty may choose which College of Social Work committees they wish to be considered for election. They must make themselves available for two committees (if they are in the middle of a two-year term) or three committees (if they do not have any committee obligations in the following year). Faculty in the middle of two two-year terms do not have to make themselves available for any College of Social Work Committees.
5. Only faculty members with a service assignment on their annual Assignment of Responsibilities are required to make themselves available for committee service.
6. Faculty are not required to make themselves available for voluntary subcommittees specified in the bylaws.
9. Faculty are not obligated to serve on more than two **elected** College of Social Work committees in any given year.
10. Any member of the faculty specified as a Standing Members on two elected committees is eligible for one additional elected committee in any given year. Those serving as Standing Members on one elected committee are eligible for two additional elected committees.
11. Each elected committee shall elect by ballot a faculty chairperson who will serve a one-year term.
12. Roles and Responsibilities
  - a. Committees shall handle only matters referred to them by the faculty or delegated to them in the Bylaws; and they shall report directly to the faculty.
  - b. If a dispute at any meeting other than the Promotion & Tenure Committee meeting cannot be resolved, the issue is remanded to the full faculty for consideration.
13. Standing Committees
  - a. The **Academic Affairs Committee** shall consist of five elected members defined in Section II.A.1 and 2 and all Program Directors. This committee shall oversee coordination of the academic programs, and shall develop, approve, and monitor policies and procedures related to issues of curriculum (including curriculum-related diversity issues), admissions, program requirements,

program structure, and other matters referred to it by the faculty. Matters involving substantive changes in the curriculum or program structure shall be brought to the entire faculty for review and approval prior to being implemented except for the Doctoral Program which shall be brought to the tenured and tenure-earning faculty for review and approval prior to being implemented.

1. The Academic Affairs Committee shall have standing subcommittees that serve as advisors for each Program Director. Each subcommittee shall consist of the Program Director and three members of the faculty who volunteer to be appointed by the Dean.
  2. The Academic Affairs Committee shall serve as the Judicial Appeals Committee for all students.
- b. The **Promotion and Tenure Committee** shall be composed of five tenured members of the Tenure Track faculty as defined in section II.A.1, of which at least two members shall be at the rank of Professor and at least two members shall be at the rank of Associate Professor, excluding the Dean, elected by Tenure Track faculty members. Faculty may only vote on the promotion and/or tenure criteria and procedures applicable to their track. No faculty member shall serve during the year of his/her nomination for promotion and tenure.
1. The committee shall consider all eligible faculty for Promotion and Tenure and shall make recommendations concerning nominations for Promotion and Tenure consistent with criteria in the College of Social Work Evaluation Criteria Document.
  2. A quorum shall consist of all five members for the purpose of voting on nominations or recommendations for promotion and/or tenure for individuals being considered from the College of Social Work. A quorum for all other purposes shall be a majority of the committee.
  3. The committee shall conform with University policy in its actions related to Promotion and Tenure.
  4. The chairperson of the Promotion and Tenure Committee will ensure that the records of all candidates for tenure are available for review by tenured members of the faculty.
  5. The member representing the College on the University Promotion and Tenure committee shall be elected by the Promotion and Tenure Committee from among its members.
  6. Subcommittees
    - a. The Professor Promotion Subcommittee shall be composed of all professors of the tenure track faculty.
      - i. This subcommittee shall only be activated to consider promotions from associate to professor and shall make recommendations concerning nominations for Promotion

- consistent with criteria in the College of Social Work in section VI.D.
- ii. A quorum for all purposes shall consist of 75% of subcommittee members. The absence of professors in joint appointments will not count against the quorum.
  - iii. The subcommittee shall conform with University policy in its actions related to Promotion.
  - iv. This subcommittee will elect a chair in a manner consistent with standing committees according to Section III, E.10.
  - v. The vote of this committee will be accepted by Promotion and Tenure (P&T) Committee and recorded as the College's P&T Committee vote for promotion to professor.
- b. Third Year Review Committees shall be selected from among the members of the Promotion & Tenure Committee.
  - c. The Specialized Faculty Promotion Subcommittee shall be composed of five (5) members of the Specialized faculty as defined in section II.A.2&3 who are at the rank of Teaching Faculty II or above, Research Faculty II or above or Instructional Specialist II or above, elected by Specialized faculty members. At least one (1) and no more than two (2) members shall be elected from faculty defined in section II.A.3. No specialized faculty member shall serve during the year of individual nomination for promotion.
    - i. The subcommittee shall consider all eligible Specialized faculty for Promotion and shall make recommendations concerning nominations for Promotion consistent with criteria in the College of Social Work Evaluation in section VI.E.
    - ii. A quorum for all purposes shall consist of all three subcommittee members.
    - iii. The subcommittee shall conform with University policy in its actions related to Promotion.
    - iv. This subcommittee will elect a chair in a manner consistent with standing committees according to Section III, E.10.
- c. The **Faculty Affairs Committee** shall provide faculty leadership and assume responsibility for the mechanisms and procedures to support collegial governance, faculty evaluation, and development and maintenance of College Bylaws. This committee shall be composed of six faculty members, excluding the Dean, four elected from the Tenure Track faculty as defined in II.A.1 and two from the Specialized faculty as defined in II.A.2.
    1. Faculty members vote within their respective categories for membership on this committee.



2. The committee shall play an active and responsible role in academic matters, assuring that the collegial system of shared governance is maintained.
  3. The committee shall be responsible for developing and conducting election procedures for faculty committee membership.
  4. The committee shall be involved in, and make recommendations to the Dean for:
    - a. a faculty development program;
    - b. recruitment of new Tenure Track and Specialized faculty members as defined in section II.A.1&2, including the screening of all applicants;
    - c. all concerns relating to faculty rights.
  5. This committee shall assume responsibility for the development of merit policies and procedures which are subject to the approval of Tenure Track and Specialized faculty and consistent with criteria in the College of Social Work Evaluation Criteria Document.
- d. The **Student Affairs Committee** shall be composed of four members of the Tenure Track faculty as defined in section II.A.1 or Specialized faculty as defined in section II.A.2., the President of the Association of Student Social Workers, and the President of the Doctoral Student Organization. It shall be responsible for monitoring student-related issues of diversity and other student issues as they arise, such as the awarding of special recognitions and scholarships (but not financial aid). It shall also serve as a liaison between faculty and students.
- e. The **Research Committee** shall develop, approve, and monitor research policies and procedures. Matters involving substantive changes to research policies are subject to the approval of Tenure Track faculty members. It shall make recommendations to the Dean regarding the utilization and distribution of resources to support such research activities. The Research Committee shall consist of the Directors of the College of Social Work Institutes and Doctoral Program as standing members and four elected members of the Tenure Track faculty as defined in section II.A.1, excluding the Dean. Tenure Track faculty members shall vote for members of this committee.
- f. The **AVENUE Committee** shall provide assessment on issues related to the organizational climate for diversity such as curriculum and instruction, student composition and recruitment, faculty composition and staffing patterns, and programs and services for the College. This committee shall make recommendations to the

Dean regarding its findings. AVENUE stands for acknowledging diverse contribution, valuing people, embracing differences, navigating conflict, uniting against hate, and embarking on positive social change. The committee shall be comprised of the Assistant Dean for Culture and Community Engagement as a standing member and four faculty members as defined in section II.A.1&2., excluding the Dean. At least one member elected from the Tenure Track faculty as defined in section II.A.1 and at least one member elected from the Specialized faculty as defined in section II.A.2.

- g. **Select Committees.** The Dean may establish annually such Select Committees as deemed necessary to assist in the operation of the College of Social Work. Such committees functioning longer than a period of two consecutive years will be considered annually by Tenure Track and Specialized faculty members for abolishment, continuation; or designation as standing committees.
- h. **Vacancies in Standing Committees.** Vacancies in elected standing committees shall be filled by an election to be held as soon as such vacancies are known.

**F. Faculty Senators.** Describe the process to elect Faculty Senators.

1. Only Tenure Track members shall vote for and be eligible for representation in and election to the Faculty Senate.
2. There shall be two Faculty Senators elected to the Faculty Senate. Representative 1 is elected for a two-year term and Representative 2 is elected for a one-year term. An alternate Senator is elected for one year. The terms of the Senators and alternate begin with the regular April meeting of the Senate in the election year.
3. When an alternate replaces a Faculty Senator prior to the end of his/her term, the alternate serves the remainder of that Senator's term. A new alternate must then be elected to ensure that there is always an alternate to the Senator. The alternate serves the remainder of the year until the spring elections.

**G. Faculty Recruitment.** Describe the process for recruiting and selecting new faculty and how current faculty are involved. Reference Section III, E.13.c.4.

**H. Unit Reorganization.** Describe the procedure that provides for faculty involvement in unit reorganization. In the event of the occurrence of an alteration or modification to the structure, arrangement, or organization of a recognized administrative or organizational entity of the College, involvement by faculty within the specific implicated unit will occur with full notice of proposed changes being provided,

as well as opportunities to voice advisory nonbinding opinions, concerns, and suggestions on the matter.

#### **IV. Curriculum and Degree Approval**

**A. Curriculum Review.** Describe how faculty members in the college exercise control over the development and review of curriculum (can, in addition or instead, refer to another section of the bylaws such as a committee listed in III.E above). Reference Section III.E.13.a. for specifics.

**B. Degree Approval.** Describe the process for approving candidates for the degree. The procedure for approving candidates for graduation in the College of Social Work shall be as follows:

1. After the University online application to graduate closes each semester, the respective undergraduate advisor (Bachelor of Social Work) or graduate advisor (Master of Social Work or Doctoral Degree) shall review to provide preliminary approval of the names of candidates for degrees. If preliminary approval is provided, the advisor will update Registrar's Graduate Tracking (in student central) to 'Dean Ok, pending current enrollment'.
2. If there is objection to any candidate, that candidate shall be informed of the nature of the objections and shall have the opportunity to appeal his/her case to the respective Program Director (BSW, MSW, or Doctoral). For any candidates requiring additional programmatic review prior to providing preliminary approval, the advisor will update Registrar's Graduate Tracking (in student central) to 'Dean: Needs detailed review.'
3. After the posting of final grades each term, the respective undergraduate advisor (Bachelor of Social Work) or graduate advisor (Master of Social Work or Doctoral Degree) confirms, for each candidate on the list, completion of major, College, and University requirements for graduation. Names of students cleared for graduation (recorded as Approved by Dean) or deleted (recorded as Deny-Does Not Meet Maj. Reqs) from the graduation list are forwarded to both the Registrar's Office, via the Registrar's Graduation Tracking system, and the appropriate department/program representatives.

#### **V. Annual Evaluation of Faculty on Performance and Merit**

**A. Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations

Exceeds FSU's High Expectations

Meets FSU's High Expectations

Official Concern

Does Not Meet FSU's High Expectations

Describe college-specific mechanism(s) for faculty involvement in the annual evaluation process for all faculty classifications (beyond university policy).

1. The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually by the Dean, and separately through peer review during the Spring Semester. Faculty members receive notification that the annual evaluation will be conducted during the Spring Semester and are requested to provide evidence of their performance in the form of a memo or report to support assigned duties for the preceding calendar year. The faculty member's Summary of Accomplishments reports from FEAS and Assignment of Responsibilities, provide the basis for the performance rating on the Peer Review Checklist form, and might include optional narrative commentary provided by the Faculty member supporting data and/or interpretive comments as appropriate.
  
2. Assignment of Responsibilities (including summer criteria and procedures for supplemental summer appointments for 9-month faculty)
  - a. An annual assignment of responsibilities is required by the University. These written assignments are agreed on between the Dean and the individual concerned, and normally include assignments in teaching, research, and service. Evaluation of the faculty member will be made on the basis of these mutually agreed upon assignments.
  - b. Changes in the assigned responsibilities may be made if College or University needs arise. Such changes will be made only after consultation and such changes will be made a matter of written record for purposes of evaluation.
  - c. Supplemental summer appointments for 9-month faculty shall be offered equitably and as appropriate to qualified faculty members in accordance with the 2019-22 FSU Collective Bargaining Agreement, Article 8.5 (b) (1) b.
  - d. The following procedures will serve as a guide for summer assignments:
    - i. Teaching Needs. Faculty appointments are based on who is qualified to teach the classes being offered. Note: Faculty rank is not considered a deciding factor in determining summer appointments.
    - ii. Teaching Requests. Faculty appointments are based on who

is interested in teaching the classes being offered. Note: Faculty who turn in their summer requests according to prescribed deadlines will be given priority in assignments.

- iii. Conflicts or non-Assignments. If there is more than one faculty member requesting the same course, or if there are more faculty than courses available, then those who do not receive a summer assignment are given preference the following summer.

### 3. Specific Procedures For Peer Review

- a. Each faculty member will be evaluated by his/her peers within their respective Category. The peer review will use the criteria established by faculty performance evaluations and be conducted in accordance with a format and procedures decided by the relevant faculty. Peer review will be conducted simultaneously with the evaluation for meritorious performance. Tenured and Tenure Track faculty will be reviewed in teaching, research, and service. Specialized faculty will be reviewed in teaching and service. Faculty will compare expected performance (Assignment of Responsibilities) against actual performance (Summary of Accomplishments from FEAS) to determine if expectations were met.
- b. Results from this assessment will be forwarded to the Dean for inclusion in the annual review process. Individual faculty member responses to this evaluation can be communicated to the Dean during the annual review.

Describes college-specific mechanism(s) for faculty involvement in the merit evaluation process for all faculty classifications (beyond university policy).

- 4. Merit Procedure. The College of Social Work's definition of meritorious performance is: Performance that meets or exceeds the expectations for the position classification and department/unit.
  - a. With respect to teaching, some examples of meritorious performances might include:
    - i. Instituting a creative way to present or structure course material or assignments.
    - ii. Utilizing an innovative technique or style.
    - iii. Supervising Directed Individual Studies and/or Tutorial courses.
    - iv. Receiving a high proportion of "excellent" ratings by students of a field instructor/liaison on field evaluation forms.
    - v. Receiving a college, university, or other noteworthy recognition for teaching or advising.
    - vi. Having responsibility for the field supervision of one or more

- students when not employed in the Field Office.
- vii. Serving as a Chair or committee member for doctoral students or candidates.
  - viii. Serving as a teaching mentor for doctoral students.
  - ix. Securing external funding in support of educational activities.
- b. With respect to research and scholarship, some examples of meritorious performance might include:
- i. Publishing or submitting scholarly, peer-reviewed journal articles (either conceptual or empirical) beyond those required on the AOR.
  - ii. Publishing a non-edited book.
  - iii. Gaining attention for scholarship that is deemed particularly noteworthy (e.g., citations, invited publications, keynote addresses).
  - iv. Winning a scientific or scholarly award.
  - v. Securing external grant funding in order to conduct research that contributes dollars to the College of Social Work's budget.
  - vi. Serving as an editor of a scholarly, peer-reviewed journal.
  - vii. Serving as a research mentor (e.g., assistantship, grant application, or undergraduate research awards) for students.
- c. With respect to service, there are several areas to be considered: local or state community service that is on behalf of the College of Social Work; service to the College of Social Work; service to the University; and service to the profession or professional societies. Some examples of meritorious performance might include:
- i. Non-paid work with or on behalf of community agencies or groups.
  - ii. Serving on a Governor's appointed task force or statewide advocacy committee.
  - iii. Serving in a leadership role on a local, state, or national committee.
  - iv. Giving professional workshops/trainings or colloquia that are based on professional activities such as research or teaching for which an individual is not paid.
  - v. Serving as a leader on a College or University committee.
  - vi. Serving on a high number (compared to peers) of College and/or University committees.
  - vii. Presenting peer-reviewed papers at professional meetings.
  - viii. Serving as a leader in a professional association.
  - ix. Securing extensive funding for a community-based project(s).
  - x. Serving as a faculty advisor to a student organization.

- xi. Serving as the chair of a certificate or specialized study program.
- d. All faculty (except adjuncts and courtesy) will be reviewed for merit using annual evaluation materials. Additionally, each faculty member shall complete a form that indicates the area(s) for which they would like to be considered for merit. The form allows for a narrative (up to 500 words) that supports their consideration for merit. Peer review for merit will be done within category. Results are compiled by the Faculty Affairs Committee and forwarded to the Dean.
- e. The Executive Assistant to the Dean will compile merit application folders to include the following materials:
  - i. Summary of Accomplishments from FEAS
  - ii. Copies of teaching evaluation summaries that are required by FSU
  - iii. Assignment of Responsibilities
  - iv. Faculty Merit Review Form (see Appendix A)
- f. Tenure-track faculty will review the merit documents of Tenure-track faculty members. Specialized faculty will review the merit documents of specialized faculty members.
- g. Using the Faculty Merit Review form (see Appendix A), faculty will indicate the area(s) for which they will be evaluated for meritorious performance. On that form, faculty may provide an explanation for why they should receive merit in any of the following areas: teaching, research and scholarship, and service. Faculty will be considered eligible for merit within the areas they specify.
- h. The following scale will be used by faculty to provide their rating for each colleague based on their materials:
 

This Colleague has meritorious performance

Strongly Disagree 1 2 3 4 5 6 7 Strongly Agree
- i. The Faculty Affairs Committee will serve in an advisory capacity to the Dean in accordance with the College of Social Work's bylaws and this policy, "System for Measuring Meritorious Performance." The Faculty Affairs Committee will receive the ratings of merit reviews given by tenure-track and specialized faculty members of their peers and rank them from highest to lowest within the categories of faculty (tenure track and specialized) and performance.
- j. The ratings and rankings will be made available to the Dean each year for consideration in assigning merit pay increases, whether or not discretionary funds are available for distribution. Previous rankings of meritorious work in years when funds were not available may also be considered by the Dean.

**B. Criteria for Evaluation of Tenure-track Faculty.** Describe college-specific criteria for evaluation of tenure-track faculty in the areas of: Faculty Performance Evaluations are based upon assigned duties and responsibilities, taking into consideration the nature of the assignments and quality of performance. When reviewing a faculty member's performance, the following elements are considered if applicable to the assigned duties and responsibilities.

1. **Teaching:** Ability to teach in an effective manner through oral and written instruction.
  2. **Research /Scholarship:** Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations.
  3. **Service:** Contributions in the area of service to CSW and the University.
  4. **Other University duties:** contributions, and/or effectiveness as appropriate to the assignment.
5. Evaluations will be conducted according to the following criteria, consistent with faculty classification and assigned duties.
- a. **Meets FSU's High Expectations.** This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
  - b. **Exceeds FSU's High Expectations.** This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
  - c. **Significantly Exceeds High Expectations.** This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
6. If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be



provided to the employee. There are two performance rating categories for individuals who are not meeting expectations.

- a. **Official Concern.** This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- b. **Unsatisfactory.** This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

**C. Criteria for Evaluation of Specialized Faculty.** Describe college-specific criteria for evaluation of specialized faculty in the position-relevant areas of:

Faculty Performance Evaluations are based upon assigned duties and responsibilities, taking into consideration the nature of the assignments and quality of performance. When reviewing a faculty member's performance, the following elements are considered if applicable to the assigned duties and responsibilities.

1. **Teaching:** Ability to teach in an effective manner through oral and written instruction.
2. **Research/ Scholarship:** Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations.
3. **Service:** Contributions in the area of service to CSW and the University.
4. **Other University duties:** contributions, and/or effectiveness as appropriate to the assignment.
5. Evaluations will be conducted according to the following criteria, consistent with faculty classification and assigned duties.
  - a. **Meets FSU's High Expectations.** This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
  - b. **Exceeds FSU's High Expectations.** This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of

the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

- c. **Significantly Exceeds High Expectations.** This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
6. If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations.
- d. **Official Concern.** This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
  - e. **Unsatisfactory.** This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

## VI. Promotion and Tenure

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. As part of an individual's annual evaluation, he or she will be provided with an annual "progress toward promotion" letter.

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the college's expectations for promotion and tenure. Progress toward tenure reviews are to ascertain whether an untenured tenure track faculty member at Florida State University College of Social Work has demonstrated sufficient pedagogical ability, progress in publication,

Note: Non-italicized language is set by the university and should not be altered. Italicized language reflects the required bylaws element with the specifics determined by the unit faculty.

and effectiveness in service to warrant a recommendation for continuation in a tenure-track position.

1. **THIRD YEAR REVIEW POLICY AND PROCEDURES:** Assistant Professors hired July 1, 2019, or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019, and who have not yet had a 2nd year review may choose between a 3rd year review or a 2nd and 4th year set of reviews as specified in VI.B.2
  - a. In the fall semester of the reviewee's third year, the College of Social Work will initiate a third-year review.
  - b. A two-person Third Year Review Committee (3YRC) will be selected from members of the Promotion & Tenure Committee. Members will be drawn by lot from those not previously selected, and by like rotation thereafter until all necessary committees are filled.
  - c. The reviewee shall submit a current, comprehensive curriculum vitae (CV) and a portfolio containing the items specified below (see Binder instructions).
  - d. The 3YRC will review the CV and portfolio materials.
  - e. The reviewee's portfolio shall contain a Candidate's Statement modeled on that required for a promotion and/or tenure binder, addressing teaching, research, and service.
  - f. The 3YRC shall provide to the Dean a written evaluation including specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations.
  - g. The 3YRC's report is advisory to the Dean and will be included in the reviewee's tenure binder.
  
2. **SECOND AND FOURTH YEAR REVIEW POLICY AND PROCEDURES.** Assistant Professors hired before July 1, 2019, and who have already had a 2nd year review shall have a 4th year review. Assistant Professors hired July 1, 2019, or later shall receive a tenure review in their third year as specified in VI.B.1 Assistant Professors hired before July 1, 2019, and who have not yet had a 2nd year review may choose between a 3rd year review as specified in VI.B.1 or a 2nd and 4th year set of reviews.
  - a. In the fall semesters of the reviewee's second and fourth years, the College of Social Work will initiate a second- or fourth-year review as applicable.
  - b. A two-person Second (or Fourth) Year Review Committee (2/4YRC) will be selected from members of the promotion & Tenure Committee. Members will be drawn by lot from those not previously selected, and by like rotation thereafter until all necessary committees are filled.
  - c. The reviewee shall submit a current, comprehensive curriculum vitae (CV) and a portfolio containing the items specified below (see

2/4YR Binder instructions).

- d. The 2/4YRC will review the CV and portfolio materials.
- e. The reviewee's portfolio shall contain a Candidate's Statement modeled on that required for a promotion and/or tenure binder, addressing teaching, research, and service.
- f. Review  
<https://fda.fsu.edu/sites/g/files/imported/storage/original/application/2d95103c2432d9ea44a14fca2d0a5b49.pdf> of 2012 Memo for guidance on combining teaching, research and service statements in a single document.
- g. The 2/4YRC shall provide to the Dean a written evaluation including specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations [FSU CBA 15.3 (e)(3)].
- h. The 2/4YRC's report is advisory to the Dean and will be included in the reviewee's tenure binder.

### 3. Tenure Binder

- a. Teaching: The reviewee's portfolio shall contain the following materials pertaining to teaching.
  - i. Student Perception of Courses and Instructors (SPCI).
  - ii. A statement of teaching responsibilities for the full two or four-year period, listing courses, when taught, and to how many students; membership on doctoral committees;
  - iii. A summary of SPCI reports for each course taught.
  - iv. Classroom Visits. The 2/4YRC shall make at least two classroom observations.
- b. Teaching Criteria. Depending on criteria established in VI.2., the 3YRC or 4YRC will assess the reviewee's teaching based on materials included in the applicable items above.
- c. Research: The reviewee's portfolio shall contain the following materials pertaining to research.
  - i. Manuscripts published and/or submitted since the reviewee joined the CSW faculty. For each published work and submitted manuscript, the reviewee shall indicate on the CV whether or not the work has been (or is being) refereed. [The Graduate Policy Council defines a refereed publication as: a) the manuscript must leave the editorial office for independent review; b) the manuscript must have a chance of being rejected; and c) one should be able to find the publication on the shelf in a university library or online in association with a peer-reviewed online journal.]
  - ii. Copies of research grants or proposals or grants if the reviewee is either a principal investigator or investigator and

- has contributed to writing the proposal and/or the work done under the proposal.
- d. **Research Criteria:** The following will be reviewed as evidence of research productivity: Publication of a refereed scholarly book by a university press or other press of reputable academic stature; Submission of a scholarship book-length manuscript to a press of reputable academic stature which will referee the work; Scholarly articles, including manuscripts accepted or submitted, all of which have been or will be reviewed; and Grant proposals.
  - e. **Service:** The reviewee's evidence for service will consist of the relevant section of the
    - i. Candidate's Statement and appropriate content as noted in the CV.
  - f. **Service Criteria.** In evaluating the reviewee's service, the committee shall take into account:
    - i. The reviewee should have willingly undertaken a reasonable academic service assignment;
    - ii. The reviewee should have completed, in good standing, any service to which he or she was assigned or for which he or she volunteered, unless the reviewee was relieved of this responsibility for reasons other than the reviewee's failure to perform adequately in that role; and,
    - iii. When a major portion of the reviewee's assignment consists of administrative duties, a survey of students immediately affected by the reviewee's functions may be administered.

### **C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.**

Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty (beyond university policy).

1. **Tenure:** Votes for tenure will be conducted in accordance with CSW Bylaws and University polices. First, the CSW Promotion & Tenure Committee will meet to review and vote on candidate(s) for tenure. Subsequently, all tenured faculty members (excluding candidates under review) will meet, review, and vote on candidate(s) under consideration. Discussion and procedures of each meeting will be summarized and reported consistent with University policy, and conveyed as appropriate by the elected CSW representative to the University Promotion and Tenure Committee.
2. **Promotion:** Votes for promotion will be conducted in accordance with CSW Bylaws and University polices. The CSW Promotion & Tenure Committee reviews and votes on candidates requesting consideration for promotion from Assistant Professor to Associate Professor. For promotion from Associate to Full, a meeting of the Professor Promotion Subcommittee will be held to review and vote on candidate(s) under consideration.

Discussion and procedures of each meeting will be summarized and reported consistent with University policy, and conveyed as appropriate by the elected CSW representative to the University Promotion and Tenure Committee.

Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion of specialized faculty (beyond university policy).

1. Specialized faculty are involved in the evaluation process through a subcommittee of the college's Promotion and Tenure Committee as described in section E.13.b.6.

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** Describe college-specific criteria for promotion and tenure of tenure-track faculty (beyond university policy).

#### PREAMBLE

1. STATEMENT OF PURPOSE: This document has been designed to summarize and communicate the philosophy, policies, and procedures underlying considerations for promotion and tenure to Associate Professor at Florida State University's College of Social Work (CSW). The standards for attaining tenure are generally the same as the standards for attaining promotion to the rank of Associate Professor. In some instances, faculty may be offered the rank of Associate Professor before going up for tenure.
  - a. It is the mission of the CSW to provide quality educational services at the baccalaureate, master's, and doctoral levels that prepare professional social workers to enhance human well-being and help meet the basic needs of diverse populations with particular attention to the empowerment of people who are vulnerable and oppressed. The CSW also has as its purpose to contribute to the knowledge base that supports social work practice and social policy development and to provide leadership through community service at the local, state, national, and international levels. Faculty members in the CSW are to contribute, at the highest level in various ways, to this mission.
  - b. The CSW has traditionally privileged applied scholarship that improves the well-being of vulnerable individuals and communities. The scholarship undertaken by its faculty is not circumscribed by formal academic boundaries. As an educational institution, it also recognizes excellence in teaching and mentoring. As a community of scholars, it is a self-governing institution, which requires that the obligations of service be shared among faculty members so that all may prosper within a robust and well-run college. Tenure is a way to recognize individuals who contribute to the entirety of the college's mission.
  - c. Within the CSW, it is the culture to appreciate the contributions of all faculty members. It is fully recognized that the combined work of these individuals with different roles and talents is needed to obtain the excellence we seek. This document is intended, in part, to provide

philosophical and practical guidelines to accomplish these tasks.

2. STATEMENT OF VALUES: The CSW aspires to lead state, national, and international efforts in all aspects of its mission statement. Therefore, the faculty of the CSW must strive to be recognized leaders in their individual areas of expertise.
  - a. Faculty within the FSU CSW have sought to embody numerous values in the process of developing and supporting fellow faculty towards promotion and tenure. Evaluation of faculty should do the same. CSW faculty wish to build a diverse intellectual community where criteria for promotion and/or tenure are applied in both humane and rigorous manners. Any evaluation of a CSW faculty member should be done with kindness, respect, intellectual honesty and curiosity towards this process of growth as a right of passage. Application of these criteria should also reflect FSU as a nationally impactful institution of higher education and the CSW as a nationally recognized college of social work.
  - b. Faculty in the CSW recognize and embrace emergent trends and developments at FSU, including efforts to become an engaged university, to employ interdisciplinary responses to complex challenges, to use technology to heighten reach and impact, to enhance collaboration between faculty, and to extend its international reach. In this context, six core principles frame and inform the activities of faculty in the CSW and our statement of personnel promotion and tenure procedures:
  - c. Engagement activities and scholarship dynamically connect our efforts to the communities and populations with whom we work, and are a critical component in our tenure and promotion process.
    - i. Effective responses to the most difficult social challenges require an integration of research, scholarship, engagement, and teaching activities.
    - ii. Partnership with other disciplines and professions within the University community strengthens our research, scholarship, engagement, and teaching.
    - iii. Cutting-edge use of technology is recommended to expand the reach and impact of our research, scholarship, engagement, and teaching contributions.
    - iv. Full collaboration is needed between faculty to strengthen our research, scholarship, engagement, and teaching efforts; heighten our accountability; and enhance our overall impact on behalf of those we serve.
  - d. Scholarship is defined as the creation, dissemination, and application of new knowledge, or the synthesis of existing knowledge in novel ways or in a manner that allows practical application to an identifiable problem. Academic freedom, as it relates to the scholarly activities of faculty, is a core value of the CSW and of FSU. Indeed, it is the policy

of FSU to maintain and encourage full freedom of its faculty to pursue, within the law, scholarship in all its forms, and to protect faculty from influence that would restrict the exercise of such freedom. The complete statement of the University's position on academic freedom may be found in Values and Moral Standards at The Florida State University (available via <https://fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/Academic%20Freedom/ValuesMoralSt.pdf>).

3. **CONGRUENCY WITH UNIVERSITY POLICY:** This current document provides guidelines and serves to clarify criteria for faculty promotion to tenured Associate Professors in the CSW. Faculty appointments, reappointments and promotions in the CSW, together with relevant tenure considerations, are recommended in accordance with FSU Faculty Handbook, available at <https://facultyhandbook.fsu.edu>. The Faculty Handbook provides an overview of the history and administrative structure of Florida State University. It also presents information on various processes and procedures a faculty member will encounter in their academic, administrative, or research roles. Please note that some of those processes are governed by the Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida, and that annual changes to that Agreement or to other sources of authority could result in changes. All procedures and policies relating to decisions affecting faculty in the CSW conform to statements regarding these matters set forth by university policy. In case of conflict, the most recent edition of this university document takes precedence.
4. **Promotion to Associate Professor and Tenure: Scholarship**
  - a. **SCHOLARSHIP:** Scholarship at the College of Social Work is evaluated by progression of research along with innovation, cohesion, and impact. Assessing the quality of a Faculty Member's scholarship is a relative, and not an absolute, enterprise. Applications will be evaluated in relation to scholars of similar training and experience, and at similar stages of their academic careers. The overall goal is to establish that the scholarship produced by the Faculty Member is highly regarded by fellow scholars with respect to its conceptualization and execution. In general, there is the expectation that candidates for promotion and tenure will have made important and measurable contributions to their respective fields of scholarship.
  - b. The currency of such evaluation is peer-reviewed products that have been judged successful enough to merit publication. This will mean generating publications in relevant and well-regarded academic journals in the Faculty Member's field or sub-field. This may also be a scholarly book published by a reputable publisher or university press in which peer review was invoked. Whichever form the scholarship takes, it should be judged by internal and external reviewers as making



relevant and substantial contributions to a specific area of inquiry. The quality of these contributions is evaluated in different ways. For example, a body of work that has high visibility and generates discussions and debate in academic meetings, scholarly reviews of the work, journal editorials, and journal articles and book citations is likely to be of high quality. The receipt of research awards and grants, and other forms of extramural funding—to the extent that a Faculty Member’s work is aligned with award priorities of funding agencies – suggests that the work is conceptually and methodologically sound. If a Faculty Member is invited to serve on grant review groups, give academic addresses, or serve on advisory commissions or bodies, it is likely that their peers recognize them as a scholar making important contributions. This list is indicative, not exhaustive. The overall goal is to demonstrate tangibly that the scholarly community recognizes them as someone making important contributions to the body of extant scholarship.

- c. As part of its evaluation of scholarship, the College of Social Work (CSW) recognizes innovation. Innovation is the extent to which a Faculty Member’s work contributes to knowledge in their field in new or improved ways. Innovation may be substantive, involving inquiry into new areas or hitherto understudied areas; studying underserved or under-researched populations; or furthering knowledge in novel locations, situations, or contexts. Innovation may also be methodological, involving the use of new approaches—quantitative or qualitative –that demonstrate a unique or new facet of the topic of inquiry. In demonstrating the innovation of their work, a Faculty Member will wish to highlight what makes the work novel, or “cutting-edge,” and distinguishes their contributions to the literature from that of other scholars working in the same field.
- d. Cohesion, or the unity of a program of research, is the extent to which a Faculty Member’s research agenda includes an interrelated, or conceptually and methodologically integrated, set of questions within an area or areas of interest. However, the scholar defines the cohesion of their research agenda, it is important that it “hang together” in some way. A cohesive body of work also allows evaluators to make judgments about the promise of continued productivity post tenure. The CSW is interested in ensuring that a scholar uses tenure as a launching pad for undertaking more innovative or high-risk research activities. Not every single academic product produced by a Faculty Member will be tightly related to other academic products. A Faculty Member may wish to explore opportunities that present themselves as they gain increasing recognition within their field, may find themselves working on a topic serendipitously, or may wish to collaborate with a valued colleague in a novel area. The CSW values interdisciplinary collaboration and team science –as reflected in multi-authored publications, for example – and encourages faculty participation in

these endeavors. To the extent possible, however, a Faculty Member applying for promotion to Associate Professor and tenure should make clear their unique contributions, and how these contributions further the overall cohesion of their research agenda.

- e. Supporting Evidence for Tenure and Promotion to Associate Professor
  - i. Faculty Member is noted/respected for written work as emerging leader in the field.
  - ii. Faculty Member demonstrates progression of knowledge and/or theory with written materials.
  - iii. It should be acknowledged that interdisciplinary research and scholarship is highly valued, while also highly complicated and challenging, and can be lengthy in nature. Interdisciplinary scholarship may occur across areas of substantive expertise and/or methodological expertise.
  - iv. Faculty Member has published a range of articles (published or in press) in peer reviewed journals.
    - 1. The Faculty Member should demonstrate significant contribution to the literature, innovation, and originality of thought as evidenced by sole and first authorships of empirical, theoretical, or conceptual peer-reviewed papers in addition to second authorship (e.g., co-authorships with colleagues and/or PhD students) and beyond.
    - 2. Scholarly books published by a reputable publisher or university press are considered an important and significant contribution to the literature. Editor of widely recognized book(s) should also be considered. The candidate should indicate whether peer review was invoked.
    - 3. Consistent and extended body of research and publications on author's topic in the top refereed journals of the social work profession (such as Social Service Review, Social Work Research, Research in Social Work Practice) and/or refereed journals in cognate disciplines, both in the U.S. and internationally.
  - v. Faculty Member presents oral conference presentations.
    - 1. Presentations delivered at national and international refereed conferences demonstrate evidence of scholarly contributions better than state or regional meetings.
    - 2. Sole and first authored presentations demonstrate significant contribution to the literature, innovation, and originality of thought.
    - 3. Co-authored presentations are also important evidence of participation in the scholarly community.
  - vi. Faculty Member participates in activities that lead to the pursuit

of extramural funding that supports research activity in the role of Principal Investigator or Co-Principal Investigator. It is understood that not all research areas provide equal access to sources of external funding, and that the timelines for attracting such funding differ depending on the field of research. Evidence indicating success may include several of the activities below:

1. Secures seed funding (internal or external) to lay foundation for pursuing extramural research – this includes funding from the university, the state, or private foundations.
  2. Submits proposals to a range of relevant potential sources for extramural funding including federal and private foundation proposals.
  3. Forms collaborative partnerships (intra-, inter-, and/or trans-disciplinarily) that enhance body of research and its potential to be funded.
  4. Pursuing funding in order to apply research to impact community change efforts, in particular, with vulnerable populations.
  5. Establishes collaborative relationships with community partners in order to pursue or implement funding.
  6. Disseminates findings with and/or to community stakeholders.
5. Promotion to Associate Professor and Tenure: Teaching
- a. **TEACHING:** All Faculty Members are expected to achieve a high level of proficiency in their teaching in order to successfully attain tenure. Excellence in teaching involves the ability to engage students fully in the teaching and learning process in classrooms of varying types. Further, Faculty Members seeking promotion to Associate Professor and tenure are expected to display an evidence-based approach to their pedagogical activities, learning from, and incorporating, the best available insights on ways to maximize their effectiveness in the classroom and beyond. Lastly, evidence of teaching content and instructional methods that are designed to cultivate critical thinking skills and application of knowledge are valued.
    - i. High level of proficiency and rigor in teaching may be demonstrated by:
      1. Receiving positive student evaluations.
      2. SPCI data indicating successful teaching. If desired, the faculty member may aggregate their data across all classes.
      3. Receiving positive evaluations from direct peer critique.
      4. Developing and utilizing technology in teaching, including course management software, websites, and other state-of-the art technological advances.

5. Stating clear and relevant course objectives.
  6. Enriching teaching by including stakeholders (e.g., clients, providers, advocates, interdisciplinary experts) in course development and implementation.
  7. Maintaining up-to-date knowledge in content area.
  8. Manifesting steady progress in teaching expertise, including course preparation, structure, readings, and achievement of course objectives as evidenced by course evaluations.
  9. Promoting an understanding of professional social work values and ethics.
- ii. Faculty Members are expected to contribute to the ongoing efforts to strengthen the CSW curricula. This can be demonstrated through making substantive modifications to an existing course and/or developing a new course that addresses a knowledge or skills gap. Such innovation in teaching is valued and may also include novel integration of technology, development of new courses based on cutting-edge scientific knowledge, and development or integration of alternative student evaluation strategies or products. Other indicators of teaching excellence may include published manuscripts related to pedagogical elements developed or in use in the classroom, other forms of curricular innovation, production and dissemination of training videos and webinars, launching new programs, writing and sponsoring training grants, and the receipt of teaching awards, either within the College or University, or through disciplinary associations or professional societies.
  - iii. In summary, evidence of contributing to the ongoing efforts to strengthen curricula may be demonstrated by:
    1. Podcasts describing teaching techniques
    2. New course development or substantial revision
    3. Research published in peer-reviewed journals addressing topics related to teaching
  - iv. The CSW values mentoring masters and doctoral students regarding academic matters and career development. Mentoring is recognized as an important component of teaching. Faculty should strive to achieve excellence in mentoring. This may be demonstrated through co-authored publications and presentations with students; however, academic and career advising are valued as well.
  - v. Evidence of mentoring students may be demonstrated by:
    1. Supervision of research assistantships or a Directed Independent Study (DIS),
    2. Co-authorship of an accepted article in a peer-reviewed

- journal or conference presentation,
  - 3. Serving as a major professor to a Ph.D. student,
  - 4. Supervises a doctoral student during their research practicum,
  - 5. Directing theses, serving on one or more dissertation or thesis committees, directing an undergraduate honors in the major program or an undergraduate research project.
6. Promotion to Associate Professor and Tenure: Service
- a. Service refers to all activities in which a Faculty Member has engaged that collectively further the mission of the CSW, but that cannot be described as either research or teaching. Service can be captured in the following four categories: College, University, Professional, and Community (local, state, national) Impact. Faculty Members are expected to participate in task forces or committees charged with various aspects of College and University governance, to assist in student-related programming, to help bridge the CSW with the community, and to assist the College with outreach to regional and national stakeholders. Lastly, a Faculty Member may create and support opportunities for students to participate in and contribute to the efforts of international and global organizations committed to improving the welfare of diverse populations. Supporting evidence may be demonstrated by:
    - b. COLLEGE
      - i. Active engagement in the CSW governance structure, proportionate to one's service assignment. Examples include participation in CSW committees, task groups, and special assignments, or other tasks to promote College activities.
      - ii. Participates in leadership roles within CSW.
      - iii. Participates in College and student sponsored events.
      - iv. Serves on CSW committees.
      - v. Serves as a Faculty Affiliate or provides support to CSW institutes, initiatives, and centers.
    - c. UNIVERSITY
      - i. Contributes to University committees.
      - ii. Contributes to the creation of efficient and effective communication and collaboration between the university and the college.
      - iii. Participates in University sponsored scholarship-related events that showcase CSW and its faculty.
      - iv. Contributes to the creation of collaborative interdisciplinary partnerships between the CSW, University, and interdisciplinary colleges across campus.
    - d. PROFESSION

- i. Service on the governing boards or committees of state, national, or international professional associations.
  - ii. Serving on active journal editorial boards and editing professional journals, providing ad hoc reviews to peer-reviewed journals.
  - iii. Serving on licensure boards or with other state entities (e.g., FL DCF).
  - iv. Active membership on professional board(s) that support and guide the profession.
  - v. Contributes to the creating and sustaining of effective communication and collaboration between the college, external professional groups, and the university.
  - vi. Uses scholarship and/or dissemination efforts to position the profession as a clear contributor to the solution of society's complex challenges.
- e. COMMUNITY (local, state, national, international)
- i. Active engagement in service to local agencies or non-governmental organizations (NGOs), board memberships, evaluation services, pro bono consulting, etc.
  - ii. Serves on external administrative and/or governing boards with community, state and/or national organizations.
  - iii. Presents research and evidence-based findings in presentations before boards, study commissions and/or legislative bodies whose work impacts the public.
  - iv. Recognized with honors and tributes for and/or distinguished service.
  - v. Provides leadership and consultation regarding program development implementation and/or workforce development with external state and/or national organizations.
  - vi. Disseminates and translates knowledge to promote adoption by external organizations of research and evidence-based policies and practices through conferences, workshops, other media, training, technical assistance, consultation, and/or user-oriented publications.
  - vii. Contributes to collaborative learning experiences with external community, state and national partners that improve student and practitioner knowledge and skills.

## 7. Promotion to Professor: Teaching

- a. Teaching: A sustained record of effective teaching as indicated by required student evaluations and the Dean's review is required for tenure and promotion to associate professor. Peer classroom evaluations are optional and available at the candidate's request.
  - i. A sustained record of effective teaching at the bachelor's,

master's, and doctoral levels as indicated by required student evaluations and the Dean's review is required for promotion to professor. Peer classroom evaluations are optional and available at the candidate's request..

8. Promotion to Professor: Research

- a. Research: Scholarship entails systematic inquiry into a subject or creative activity, attainment of a level of expertise, and communication of that expertise to others. In the case of an applied profession such as social work, others may include researchers, social service professionals in the community, and policy makers.
  - i. A record of effective scholarship is evidenced by an independent line of scholarship that has led to peer-reviewed publications, resources to conduct research, citations by other researchers in peer-reviewed publications, and to a lesser extent, professional presentations.
- b. An outstanding record of scholarship indicating attainment of national or international stature is required for promotion to professor.

9. Promotion to Professor: Service

- a. Service: Service occurs in four arenas: college, university, community, and the profession. While all forms of service are valued, faculty members are encouraged to pursue service opportunities in a manner that is congruent with the mission of social work and the development of their research agenda (balanced with all areas on the Assignments of Responsibilities).
  - i. For promotion to professor, service is expected to be significant. The service record should provide evidence that faculty members have well-established national reputations in their field, as well as showing meaningful roles within the college and university.

**E. Criteria for Promotion of Specialized Faculty.** Describe college-specific criteria for promotion of specialized faculty (beyond university policy). The College of Social Work adheres to the procedures for promotion of Specialized faculty as specified by The Florida State University, accessible at: <https://fda.fsu.edu/sites/g/files/imported/storage/original/application/ab976942988e426d410990843db7119e.pdf>, specifically Appendix J of the Collective Bargaining Agreement. Criteria are applied as indicated below.

1. **Teaching.** Effective college teaching is based on competence in subject areas taught and in learning practices, a commitment to student learning, and skill in promoting a productive learning environment.
  - a. Promotion to Teaching Faculty II.
    - i. A sustained record of effective teaching as indicated by required student evaluations, peer classroom visitations, and

the Dean's review is required for promotion to Teaching Faculty II.

- b. Promotion to Teaching Faculty III.
    - i. A sustained record of effective teaching at the bachelor's or master's levels as indicated by required student evaluations, peer classroom visitations, and the Dean's review is required for promotion to Teaching Faculty III.
2. **Research.** Scholarship entails systematic inquiry into a subject or creative activity, attainment of a level of expertise, and communication of that expertise to others. In the case of an applied profession such as social work, others may include researchers, social service professionals in the community, and policy makers. A record of effective scholarship is evidenced by an independent line of scholarship that has led to peer-reviewed publications, resources to conduct research, citations by other researchers in peer-reviewed publications, and to a lesser extent, professional presentations.
- a. Promotion to Research Faculty II.
    - i. A record of effective scholarship which shows the faculty member's promise of becoming a leading scholar in an area of expertise is required for promotion to Research Faculty II.
  - b. Promotion to Research Faculty III.
    - i. An outstanding record of scholarship indicating attainment of national or international stature is required for promotion to Research Faculty III.
3. **Service.** Service occurs in four arenas: college, university, community, and the profession. While all forms of service are valued, faculty members are encouraged to pursue service opportunities in a manner that is congruent with the mission of social work and the development of their research agenda (balanced with all areas on the Assignment of Responsibilities).
- a. Promotion to Teaching and Research Faculty II.
    - i. Service, especially outside of the college, is generally expected to be minimal for promotion to Teaching Faculty II or Research Faculty II.
  - b. Promotion to Teaching and Research Faculty III.
    - i. For promotion to Teaching Faculty III or Research Faculty III, service is expected to be significant. The service record should provide evidence that faculty members have well-established national reputations in their field, as well as showing meaningful roles within the college and university.



Appendix A  
Faculty Merit Review Form

**Faculty Merit Review Form**

Performance that meets or exceeds the expectations for the position classification and department/unit.

Based on this definition, I would like to be considered for merit in the area(s) of (indicate any or all: Teaching, Research/Scholarship, Service).

---

According to the definitions above, my performance from January 1, 202\_ to December 31, 202\_ is meritorious because

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(max of 500 words for explanation)

**Rating System:**

This colleague has meritorious performance

Strongly Disagree   1   2   3   4   5   6   7   Strongly Agree

Note: Non-italicized language is set by the university and should not be altered. Italicized language reflects the required bylaws element with the specifics determined by the unit faculty.