

Teaching Track Appointment/Reappointment/Promotion Criteria

Introductory Statement

The use of the Teaching Track for the School of Social Work is designed to enrich the faculty of the School with individuals who can contribute time and expertise in classroom and online teaching, student mentoring and advising, field education, curriculum development, and/or administration. The Teaching Non-Tenure Track Faculty member supplements the Tenure Track Faculty in preparing graduates to practice professionally and enriches the educational experience for students by adding faculty with focus and capacity in these areas.

Teaching Instructor

Appointment Criteria

The title of Teaching Instructor shall be held by an individual who holds a master's or doctoral degree in social work or an allied discipline and:

- Has a minimum of two years post-master's practice experience in social work (including clinical, teaching, management, administration, research, and/or policy). Those who teach practice courses must hold an MSW from an accredited school of social work. A master's degree in a relevant discipline may be substituted for faculty who do not teach practice courses and an LCSW credential is required for all faculty teaching clinical social work courses;
- Shows promise and capacity for excellence in teaching, at the undergraduate and/or graduate level, which includes but is not limited to: classroom, field, and non-credit instruction; supervision of research or, independent study projects, student internships, professional practice, clinical practice, academic advising and acting as a mentor; the training of extension volunteers and paraprofessionals; the improvement and enrichment of course offerings and other instructional activities within the faculty member's area of expertise; writing of textbooks and the development of other instructional materials to enhance education in the faculty member's area of expertise. These activities may be situated in departmental areas including field education, student affairs, online education, continuing education, and in the BASW, MSW, and DSW programs.
- Demonstrates capacity for positive problem solving;
- Shows promise and capacity for leadership within the School of Social Work;
- Shows promise and capacity to serve as a lead instructor of a course in area of expertise;
- Shows promise and capacity to contribute to the mission and goals of the school and university; and,

- Demonstrates capacity to contribute to the professional and practice community.

Reappointment Criteria

Faculty members **reappointed** to the rank of Teaching Instructor are expected to continue to meet the above criteria and meet the performance criteria below:

- Contributes to the educational endeavors of the School and demonstrates success in teaching with a consistent pattern of strong student instructional ratings. Contributes to the educational endeavors of the School by participating in the updating of existing courses and/or the development of new ones;
- Demonstrates a strong record of service to the mission and goals of the school and university as evidenced by successful execution of any administrative or managerial duties outlined in their appointment terms; participation in school and university committees and functions; and
- Receives positive annual service reviews that reflect performance at or above standard for all dimensions.

Promotion Criteria

- For consideration for promotion, candidates must have achieved a record of performance above basic standards in the title of Instructor and meet the appointment criteria for the position of Assistant Teaching Professor as reflected below. They must have served in the rank of Instructor for at least 6 years. The Dean may waive the 6-year requirement under special circumstances.

Assistant Teaching Professor

Appointment Criteria

The title of Assistant Teaching Professor shall be held by an individual who holds a master's or doctoral degree in social work or an allied discipline and:

- Has a minimum of four years post-master's degree teaching and/or practice experience in social work (including clinical, teaching, management, administration, research, and/or policy). Faculty who teach practice courses must hold an MSW from an accredited school of social work. A master's degree in a relevant discipline may be substituted for faculty who do not teach practice courses and an LCSW credential is required for all faculty teaching clinical social work courses;
- Has demonstrated or shows ability for excellence in teaching. Shows an ongoing effort to develop and improve teaching ability;
- Has developed a specialized knowledge and expertise in a key area of social work education and/or practice.

- Has capacity for leadership within the School of Social Work;
- Has capacity to serve as a lead instructor of a course in area of expertise;
- Shows capacity to contribute to the mission and goals of the school and university; and,
- Demonstrates capacity to contribute to the professional and practice community.

Reappointment Criteria

Faculty members reappointed to the rank of Assistant Teaching Professor are expected to continue to meet the above criteria and are also expected to meet the following requirements:

- Contribute to the educational endeavors of the School by activities that include, but are not limited to, the receipt of a consistent pattern of strong student instructional ratings; ; service as a lead teacher for a specific course offering, and/or by participating in the updating of existing courses and/or the development of new ones;
- Demonstrate a significant record of service to the mission and goals of the school and university as evidenced by successful execution of administrative or managerial duties outlined in the appointment terms; participation in school and university committees and functions; and taking leadership roles relevant to the position.
- Receive positive annual service reviews that reflect performance at or above standard for all established dimensions.

Promotion Criteria

- For consideration for promotion, candidates must have achieved a record of performance above basic standards in the title of Assistant Teaching Professor and meet the appointment criteria for the position of Associate Teaching Professor as reflected below. They must have served in the rank of Assistant Professor for at least 6 years. The Dean may waive the 6-year requirement under special circumstances.

Associate Teaching Professor

Appointment Criteria

The title of Associate Teaching Professor shall be held by an individual who holds a master's or doctoral degree in social work or an allied discipline and:

- Has a minimum of eight years post-MSW teaching and/or practice experience in social work (including clinical, teaching, management, research, administration, and/or policy). Faculty who teach practice courses must hold an MSW from an accredited school of social work. A master's degree in a relevant discipline may be substituted for faculty who do not teach practice courses and an LCSW credential is required for all faculty teaching clinical social work courses;
- Manifest a record of sustained excellence and success in teaching and other contributions to the educational endeavors of a university by demonstrating leadership in the development and

refinement of the curriculum and service as lead teacher for required courses and/or courses in the concentration;

- Produce evidence of a continuous and expanding level of dissemination of knowledge that may include, but not be limited to, presentations at recognized social work events and publication in appropriate professional journals, textbooks, and professional literature;
- Demonstrate professional competence and achievements in a social work relevant policy and practice area(s) that are recognized by colleagues and the social service community at local and regional levels;
- Reflect a sustained capacity to significantly contribute to the mission and goals of the school and university based on a record of strong professional and administrative accomplishments. Successfully performs in leadership roles in the school, university and higher education; and,
- Demonstrate the ability to support, assist and add value to other faculty in their research, educational and service initiatives.

Reappointment Criteria

Faculty members reappointed to the rank of Associate Teaching Professor are expected to continue to meet the above criteria and are also expected to meet the following requirements:

- Demonstrate a strong and sustained record of excellence in teaching as demonstrated by strong student instructional ratings; and by demonstrated efforts to continually improve teaching pedagogy and knowledge through ongoing professional development activities;
- Demonstrate leadership in the development and refinement of the curriculum especially in the area of subject matter expertise;
- Reflect evidence of expanding specialized knowledge and expertise in a key area of social work policy and practice that is recognized at a local and regional levels;
- Demonstrate a substantial record of service to the mission and goals of the school and university over a prolonged period as evidenced by high quality execution of administrative or managerial duties outlined in the appointment terms and has assumed a leadership role in committees and school initiatives;
- Receive positive annual service reviews that reflect performance at or above standard for all established dimensions; and,
- Work collaboratively and successfully with other faculty and school initiatives relative to education, research and service in a manner that adds significant value and enhances a sense of academic community within the School.

Promotion Criteria

- For consideration for promotion, candidates must have achieved a record of performance above basic standards in the title of Associate Teaching Professor and meet the appointment criteria for the position of Teaching Professor as reflected below. They must have served in the rank of Associate Professor for at least 6 years. The Dean may waive the 6-year requirement under special circumstances.
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Teaching Professor

Appointment Criteria

The title of Teaching Professor shall be held by an individual who holds a master's or doctoral degree in social work or an allied discipline and:

- Has a minimum of 12 years post-master's degree teaching and/or practice experience in social work (including clinical, teaching, management, administration, research, and/or policy). An MSW from an accredited school of social work is required to teach practice courses. A master's degree in a relevant discipline may be substituted for faculty who do not teach practice courses, and an LCSW credential is required for all faculty teaching clinical social work courses;
- Shows a record for sustained excellence and success in teaching. Has demonstrated a leadership role in teaching within the school through lead teaching, refinement and improvement of key aspects of the curriculum, development of new courses, and recognized specialty expertise in one or more subject matter areas;
- Has demonstrated a clear record of sustained and exemplary professional productivity and service that may include, but not be limited to, evidence of a continual and superior level of dissemination of knowledge and scholarship including publications in professional journals, textbooks, and professional literature; presentations at national events held by leading social work education, membership and research organizations; recognition at local, regional, and national levels of expert stature in the academic, professional and service communities as demonstrated by election or appointment to leadership roles in the governance of state-wide and national social welfare organizations, receipt of individual recognition and awards from community, professional and or membership organizations;
- Shows a sustained capacity to significantly contribute to the mission and goals of a school and university based on a record of exceptional professional and/or administrative accomplishments;

- Has a record of expertise and sustained leadership in a key domain of social work policy, research, and/or practice that is nationally recognized by peers, media and government; and,
- Has the capacity and interest in supporting and mentoring other faculty and staff in their educational, research and service endeavors.

Reappointment Criteria

Faculty members reappointed to the rank of Teaching Professor are expected to continue to meet the above criteria and are also expected to meet the following requirements:

- Demonstrate an exceptional and sustained record of excellence in teaching as demonstrated in a consistent pattern of strong student instructional ratings along with the provision of expanding leadership in curriculum development and refinement especially in the area of specialized knowledge and expertise in professional practice of the faculty member;
- Demonstrate a superior stature in the field of social work through an outstanding and sustained record of professional productivity, service and dissemination of knowledge that includes, but is not limited to, assumption of leadership roles in the governance and support of local, state or national service organizations, government agencies, and professional and civic groups; presentations at local, state, and national professional conferences and meetings; publications in peer reviewed or non-peer-reviewed journals; publication of textbooks or chapters in textbooks;
- Achieve an expanded national level recognition and beginning international recognition of expertise in areas of professional practice by colleagues, peer institutions, media and other significant national entities;
- Take on leadership roles in School-wide and/or University-wide activities of significance and achieve successful outcomes;
- Demonstrate the attainment of authoritative knowledge, reputation and substantial record of service to the mission and goals of the school and university over a prolonged period as evidenced by high quality execution of administrative or managerial duties outlined in the appointment terms;
- Receive positive annual service reviews that reflect performance at or above standard for all established dimensions; and,
- Establish a successful record of achievement in mentoring, collaboration and support of other faculty in their educational, research and service activities in a manner that enhances the sense of academic community within the school.

Promotion Criteria

- For consideration for promotion, candidates must have achieved a record of performance above basic standards in the title of Teaching Professor and meet the appointment criteria for the position of Distinguished Teaching Professor as reflected below. They must have served in the rank of Professor for at least 6 years. The Dean may waive the 6-year requirement under special circumstances.

Distinguished Teaching Professor

Appointment Criteria

The appointment criteria for Teaching Professor would be required, along with the following:

- Significant national and international recognition of expertise in areas of policy and professional practice by colleagues, peer institutions, media and other significant national entities;
- Distinguished record of dissemination of knowledge that may include, but not be limited to, research and publication in competitive peer-reviewed professional and scholarly literature, presentations at prestigious national and international forums and events; contribution as subject matter expert to major national and international media;
- National and international leadership of significant professional and service organizations;
- Demonstration of international regard as a thought leader in area of expertise, and presence and endeavors contribute most positively to the brand of the University;
- Capacity and interest in supporting and mentoring other faculty; and,
- Evidence of service as a magnet for research endeavors and other investments in the school and/or university.

Reappointment Criteria

Faculty members reappointed to the rank of Distinguished Teaching Professor are expected to continue to meet the above criteria with reflect evidence of continuing achievement, contributions and national and international recognition.

Teaching Track
Non-Tenure Track Faculty Portfolio Documentation

- Statement of Teaching Philosophy
- Curriculum Vitae
- Written narrative outlining achievements and request for promotion
- Awards, honors, and other recognitions
- Syllabi of courses taught and copies of Student Instructional Ratings
- Contribution to educational development and/or leadership in education
 - Attendance at relevant conferences/trainings
 - Presentations/lectures given
 - New course development
 - Program leadership
 - Participation on committees within the School of Social Work, Rutgers, and/or External
 - Publications
 - Grant awards
 - Evidence of utilizing new approaches to teaching
 - Letters from lead teachers regarding courses taught
 - Other supportive documentation as relevant