

Faculty of Social Work  
**PROMOTION CRITERIA AND PROCEDURES**

This document is intended to elaborate upon, and to provide details over and above the provisions of the current UMFA Collective Agreement with regard to Promotions (Article 20), Applicants are advised to refer to the Agreement as well as to this document.

**I. Timing:**

- 1) The matter of promotion shall be discussed by the Dean and the faculty member at the initiation of either, prior to the submission of the application. This ought to occur no later than early fall.
- 2) Applications for promotion shall be submitted to the Dean no later than September 15.
- 3) Promotion proceedings shall normally commence no later than September 15. with the promotion taking effect the following year upon approval by the Board of Governors.

**II. The Committee:**

- 1) The Chairperson of the Promotion Committee shall be the Dean (or delegate) of the Faculty of Social work sitting as a non-voting member.
- 2) Four other members will comprise the sitting committee. Three of these will be drawn from a panel of full-time faculty members elected by Faculty Council. The fourth will be a University of Manitoba faculty member at the rank of Associate Professor or Professor, selected by the panel from outside the Faculty of Social Work, and wherever possible from a discipline or area of work allied to that of the applicant's. The outside faculty member on the Promotions Committee for full professor shall be of the rank of full professor. The only exception will occur whenever a full professor is not available in the applicant's academic field. In such instances, an associate professor with a proven record of scholarship in the applicant's field may be the external member.
- 3) Where the applicant for promotion is a member whose primary teaching responsibilities at the Winnipeg Education Centre or the Thompson BSW program. The Committee shall include the Director of WEC or Thompson program as appropriate.
- 4) The panel will consist of two Professors, two Associate Professors and one Assistant Professor.

- 5) For promotions from Associate Professor to Professor, the Committee shall be comprised of:
  - The Chairperson
  - An outside faculty member
  - 2 Professors
  - 1 Associate Professor
- 6) The Dean shall invite BSW and Graduate students representatives to name one student each, who, if named will serve as members.
- 7) For promotions from Assistant Professor to Associate Professor, the Committee shall be comprised of:
  - The Chairperson
  - An outside faculty member
  - 1 Professor
  - 1 Associate Professor
  - 1 Assistant Professor
- 8) The term of office for elected members of the Committee shall be two years.
- 9) Gender parity will be sought on all promotion committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on each promotion committee.

### III. Procedures\*

\*These shall be the same as outlined in Article 20 of the current Collective Agreement. In addition:

- 1) No meetings of the Committee will be held unless all members are present.
- 2) Committee members are to read all materials provided by the Candidate.
- 3) All voting is open and recorded and abstentions are strongly discouraged. Both positive and negative reservations and considerations are to be shared with the candidate.

#### IV. Criteria for Promotion

- 1) The criteria for promotion shall be teaching; scholarship, research and other creative activity; administrative duties and committee work; service to the community and profession; and the performance of assigned and other duties.

Emphasis is to be placed on teaching effectiveness and scholarly and creative activities and these criteria shall be of relatively equal importance. The other criteria of "service to the Faculty and University" and "service to the professional and community: are important enough to be given separate recognition, but ought not to be regarded as activities which replace teaching or scholarship on an equivalent basis. The chairperson shall inform the candidate of any weighting of criteria different than the foregoing immediately after this has been determined.

All activities shall normally be judged on a qualitative rather than quantitative basis, although normally evidence will be sought of a substantial record sustained over a period of time.

Candidates shall be judged on the basis of their achievements to date, and not on potential for the future.

- 2) The general levels of competence for each of the ranks can be guided by the following:
  - a) Promotion to the rank of Assistant Professor requires evidence of competence in teaching, and evidence of research and scholarly ability. Engagement in service to the Faculty, the profession and the community is also a requirement.
  - b) Promotion to the rank of Associate Professor requires evidence of successful and effective teaching, and of scholarly attainment as an end product of research or other creative work. There ought also to be useful contributions to the development and administration of the programs and policies of the Faculty and University, as well as contributions to the profession and to the community.
  - c) normally, faculty member will be eligible for promotion to Associate Professor after five years of active service at the Assistant Level.
  - d) the rank of professor is characterized by the achievement of an outstanding scholarly, teaching and professional reputation recognized at the national or international level. The candidate will have made a distinguished contribution to the field of Social Work, social welfare and/or to the

applicant's discipline if other than Social Work. By definition emphasis will be placed on the quality of the candidate's scholarly achievements. (Normally, distinguished contributions at this level will be validated from two sources external to the Faculty and University as well as from internal sources.)

- e) in the area of service to University, community and profession, it is expected that the candidate has made demonstrable contribution.

#### V. Activities which Demonstrate the Criteria:

These listings are not necessarily exhaustive. The items are provided for purposes of illustration. See also listing in Article 20 (Promotion).

- 1) Scholarship:  
Scholarly contribution to the improvement of social work knowledge, social work practice, social welfare knowledge, or to areas that are related to the profession of social work:
  - a) publication of books, articles in journals of recognized standing, monographs, chapters in books;
  - b) presentation of invited papers and participation in the program of learned societies, professional associations, and other bodies of a similar nature, at local, national or international levels;
  - c) creative works which contribute to improved techniques of social work practice, and to social work knowledge;
  - d) participation in research projects and other scholarly undertakings;
  - e) serving as a referee or member of an editorial committee for a publication of recognized academic status, or as a referee or consultant for a granting body of recognized academic status.
- 2) Teaching:  
Competent performance as an educator in the transmittal of knowledge and/or practice technique to social work students. This may be demonstrated by:
  - a) the discharge of instructional responsibilities in accordance with established procedures;

- b) continued efforts to attain and maintain effectiveness, and responsiveness to peer review and student feedback;
- c) continued incorporation into one's teaching of new developments of theory, knowledge and method as these evolve;
- d) development of innovative teaching techniques;
- e) contribution to continuing education, colloquia, seminars, workshops;
- f) contributions to course design, the development of instructional media, new methods of program delivery, improved technique, and other matters of a general educational nature;
- g) production of written and/or published material on matters referred to in e) or on publication of textbooks.
- h) supervision, or serving on thesis/practica committees as an activity demonstrating the criteria.

3) Service to the Faculty of Social Work and to the University

Participation in the governance of the Faculty and the University. This may be demonstrated by:

- a) serving as the Chairperson of committees of Faculty Council;
- b) contribution to and participation in Faculty Council committees;
- c) membership on committees of a University-wide nature.

4) Service to the Profession and to the Community: contribution of professional ability, essentially without remuneration, to organizations, professional associations and agencies beyond the responsibilities of employment. This may be demonstrated by:

- a) carrying executive or other major responsibilities in organizations, professional associations, agency boards, and the like either on a national, regional or local basis;
- b) membership on committees, task forces, advisory councils for organizations, professional associations and agencies;

- c) serving as an unpaid consultant to organizations, professional associations and agencies. (Note: In cases where an honorarium of modest nature is provided, this activity would still be eligible for consideration);
- d) acting as guest speaker, panellist or resource person for programs or meetings conducted by organizations, professional associations and agencies;
- e) leadership and active membership in professional organizations.
- f) consultation with government
- g) voluntary social work direct practice

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