

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

This document is intended to elaborate upon, and to provide details over and above the provisions of the current U.M.F.A. Collective Agreement with regard to Tenure (Article 19). Applicants are advised to refer to the agreement as well as to this document.

**I. Timing:**

- a) Faculty members holding probationary appointments who are in final year of their maximum untenured period, must be considered for tenure (Art. 19.6.3) or;
- b) faculty members holding probationary appointments who apply for early tenure (Art. 19.6.4) shall be considered. Faculty members are only reviewed for tenure once; thus, if an early application is not successful, the faculty person will not have an opportunity for later application.
- c) The Dean shall make known in writing to the candidate the date of the start of his/her tenure hearings at least 5 days prior to that date.
- d) The approximate dates, (the exact dates to be made known yearly by the vice-President Academic) and Provost are:
  - i) July 15 - last date for members holding probationary appointments to exercise their option of applying for early tenure.
  - ii) First week in September - last date for submission of materials and application form for those members holding probationary appointments for the maximum untenured period.
  - iii) Third week in September - last date for faculty members who have applied for early tenure consideration to withdraw their applications.
  - iv) End of September/beginning of October - beginning of deliberating by the Faculty's Tenure Committee(s).
  - v) First Monday of November - last date for submission of tenure recommendation to the Vice-President Academic.
  - vi) 1st week in November to 3rd week in November - period during which candidate may at his/her request meet with Vice-President and/or President to make representations.
  - vii) Final week in November - date on which President will send notifications of negative recommendations to be forwarded to the Board of Governors.

- viii) Day after vii to end of first week in December - period in which candidate may notify President of his/her intention to appeal President's recommendation. During this period the candidate may request a meeting with the President or delegate, at which time reasons for the decision will be outlined.
- ix) Last week in November to middle of December - period during which the President or designate shall meet with candidate to outline reasons for decision.
- x) Third week in December - meeting of Board of Governors at which tenure recommendations are considered.
- xi) Tenure status will normally take effect on July 1 of the following year.

The Dean shall set the dates for ii, iii, iv, and make them known to faculty who have applied for tenure and shall make known the other deadlines as set by the University administration.

## II. The Committee:

1. The Tenure Committee shall consist of:
  - a) Four Faculty of social Work faculty members elected by the Faculty Council, of whom not more than one is untenured and;
  - b) One tenured University faculty member from outside the Faculty, selected by the four Social Work members, to serve as the fifth member of the committee. Wherever possible this member ought to be from a discipline allied to that of Social Work.
  - c) The Dean of the Faculty, or a designate, to serve as chairperson but without a vote.
  - d) The Dean shall invite the B.S.W. and graduate. Student representatives to name one student each who, if named, will serve as non-voting members.
2. A single tenure committee shall consider and recommend to the Dean on all applications.
3. There shall be at least one (1) person of each gender on each tenure committee.

### III. Procedures:

All Tenure Committee procedures are prescribed in Article 19 . Collective Agreement.

1. No meeting of the Committee will be held unless all members are present for all discussion.
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 Tenure:

1. The criteria for tenure shall be teaching; scholarship, research and other creative activity; administrative duties and committee work; service to the community and profession, and 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 profession 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.

Normally evidence will be sought of an acceptable record achieved during the probationary period. All activities will be judged on both a qualitative and a quantitative basis.

Candidates shall be judged on the basis of their achievements to date, as well as on potential for the future.

2. The "level of achievement" can be guided by the following:
  - evidence of successful and effective teaching
  - evidence of scholarly attainment
  - useful contributions to the programmatic and administrative needs of the Faculty and/or University
  - useful contributions to the profession and to the community.

## V. Activities which Demonstrate the Criteria:

These listings are not necessarily exhaustive. The items are provided for purposes of illustration.

1. Scholarship:  
Scholarly contribution to the improvement of social work knowledge, social work practice, social welfare knowledge, or to the 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 development 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.
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.
  - d) acting as guest speaker, panelist 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.