

Annual Review Policy

April 12, 2013

Overview

A tenure track faculty member, no matter the discipline or the college of appointment, holds a unique and very special place in university life; in particular at a Carnegie designated high intensive research university. Particularly in social work, educators are teachers, mentors, scholars, and active participants in college and university governance. The obligations specified in their academic appointment are unlike those of other University employees due to the dual responsibility of both teaching and advancing the knowledge base within the discipline.

This document details the University of Houston Graduate College of Social Work (GCSW) Workload and Annual Review Policy for tenure track faculty. As required by the University, all tenure track faculty will undergo an annual review of their efforts with the assessment based on the individual faculty member's contributions to the College and University's mission.

Workload Policy

The Basic Workload Assignment (BWA) for faculty includes the following or their equivalent:

- Instruct four (4) courses per year or their equivalent;
- A minimum of two articles published or accepted for publication in a national or international refereed journal with an impact factor or its equivalent); and
- Participation in no more than one (1) College committee for tenure earning faculty or three (3) or less College committees for tenured faculty.

The GCSW Dean, per the University of Houston's MAP Policy and Procedures and the University of Houston Faculty Handbook, is responsible for overseeing all workload assignments. In this administrative capacity, the Dean may augment, modify, or adjust the BWA.

Annual Review Policy

Timing of Review

The review, under usual circumstances, will take place during the spring or summer of the academic year. There may be times that the review period is altered per the University policy or directive.

Period of Review

This is established as the full calendar year prior to the semester in which the review is conducted. Exception to this December 31 deadline is allowable for publications and extends until the date which dossiers are due in the Dean's office.

Areas Considered for Review

The areas assessed include teaching, research/scholarship, and service. The faculty member is responsible for preparing the annual review packet which includes the College's Self-Assessment Form (see attachment 1) and the Annual Summary Report (see attachment 2). The Dean is responsible for notifying faculty when the materials are due and shall distribute this information a minimum of thirty (30) days prior to their submission deadline.

Teaching

Teaching is defined as those activities provided to students in pursuit of an academic degree. This includes, but is not limited to, classroom activities and assignments, membership or chairing a thesis or dissertation committee, curriculum development, academic advising, and field liaison duties. Student evaluations will be used to assess teaching and must be included with the teaching materials submitted for merit review. The following are expectations for teaching:

1. Maintain a minimum average score of 3.5 (on a 5.0 scale) from all items of the Course and Instructor Evaluation. College Course and Instructor Evaluation average score will be used to compare with each individual faculty's teaching score.
2. Serve as a field liaison and conduct required field visits as assigned by the Director of Field Practicum

The following are encouraged for teaching:

1. Peer review of the teaching.
2. Serve as a chair of a dissertation and/or qualifying exam.
3. Serve as a member of a dissertation and/or qualifying exam (both within and outside GCSW).
4. Serve as an instructor of record for students' Independent Studies (PhD and/or MSW).

Research/Scholarship

Scholarly activity refers to original, peer-reviewed, research and scholarship contribution towards social work knowledge and/or practice or specific related disciplines of the faculty member. The priority for peer-review work is in national or international journals whose impact factor contributes to the University and College research mission. The following are expectations for research and scholarship activities:

1. A minimum of 2 published articles (peer-reviewed) per year is expected. Assessment of the journals and articles should be provided by the individual faculty member (e.g., impact factors, h index, g index, number of citations).
2. An article “in press” may be considered for the year in press or in the year of actual publication. If the manuscript is in “in press”, the journal’s communication notifying the author of the manuscript acceptance must be provided during the review.
3. Conference presentations are encouraged in order for the faculty to disseminate research findings.
4. Faculty members are encouraged to submit grant proposals.

Service

Service to the GCSW, as part of shared governance, should be the first priority for all faculty members. Faculty, when the opportunity arises, are encouraged to provide appropriate service to the University, the profession, and the broader Houston, Gulf coast, Texas, national and international communities. Service includes, but is not limited to, work on committees, task forces, boards, as well as consultation, practice activities that contribute to the mission of the GCSW or pro bono practice activities, editorial board membership of refereed professional journals (service to the profession); manuscript review for professional publishers (service to the profession); continuing education courses (service to the college, the university, the community, the profession) and training grants conducted in the community.

The following are expectations for services:

1. University Committee(s): Those University committees that require College representation will be considered the same as a GCSW By-law specified committee.
2. College Committee: A tenure earning faculty serves on one GCSW committee each year up and through the third year review. Following the third year review, a tenure earning faculty member is eligible to serve on three College committees. A tenured faculty member serves on three or less GCSW committees. A tenure earning faculty member is

strongly discouraged to serve on a University committee. “Not meeting expectation is assigned when a faculty member does not meet the GCSW’s service expectations as identified in this Service portion of the policy.

3. A faculty member may volunteer to serve on more committees than specified in (2) above.
4. A faculty member is expected to attend all Faculty Association meetings and committee meetings and contribute to the committee’s work as a member in good standing.
5. Additional services to the college, the university, the community and the profession will be considered.

Review Process

- a. Utilizing the materials submitted, the GCSW Dean will assess each faculty member’s performance in teaching, research/scholarship, and service.
- b. The Dean will assign a numerical value to each area.
- c. Very rarely will the three areas be considered the same in value. In a high intensive research university, such as the University of Houston, research and scholarship are considered with particular importance and value. Based on directives from the University’s Provost and/or President, and/or Chancellors, the importance of one area may take on significantly more importance compared to the others. The Dean is responsible to clearly communicate the University expectations to faculty on an annual basis.
- d. Each faculty member is expected to meet the standards in all three areas.
- e. The Dean will communicate in writing the results of the annual review. A faculty member may request the Dean to reconsider the conclusions reached in the annual review. If the faculty member is not satisfied with the outcome of this initial appeal, he or she may follow University policies as stated in the most current published edition of the University of Houston’s Faculty Handbook.

Revisions: 1st Draft December 4, 2012; 2nd draft February 15, 2013; 3rd draft March 8, 2013;
Passed FA 4/12/2013