

PERFORMANCE GUIDELINES APPLICABLE TO ALL COLLEGE OF ARTS AND SCIENCES FACULTY  
(Approved February 1, 2012; Title Amended February 17, 2014)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, sections 2.5.1 - 2.5.4. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts and Sciences is composed of seventeen academic departments encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods vary, as do the forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts and Sciences should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure or promotion in the College of Arts and Sciences.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative performance should include performances or exhibitions for audiences beyond the local area. Peer review or review by qualified critics is a proper consideration in the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond the proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure or promotion are expected to present a record of effective service to the university, the community, and the profession during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, it is appropriate to consider both the quality and the extent of each element. Especially in scholarly and creative performance, there are recognized hierarchies of organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to take into account the professional recognition of the instrument or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines. Faculty members are invited to discuss questions or concerns in advance of application for tenure or promotion with the department chair, tenured members of the department, and the dean.

**COLLEGE OF Arts and Sciences**  
**DEPARTMENT OF Social Work**  
(Approved April 11, 2012; Title Amended February 18, 2014)

**PERFORMANCE GUIDELINES**

**Introduction**

The Department of Social Work adheres to the general criteria for faculty appointment, promotion, and tenure as established in the following three areas in the UNA Faculty Handbook:

**1. Teaching**

**Effectiveness as a Teacher:** The individual is judged upon knowledge of subject matter, including current developments; active concern for the student's academic progress; and ability to organize and effectively present and evaluate coursework, including effectiveness in oral and written communication, ability to motivate student interest and participation, ability to relate coursework to other fields with a view to broadening the student's general awareness, evidence of conscientious preparation for all instructional situations, and use of effective methodology and teaching techniques.

Specific to the Department's needs and standards, we interpret these criteria as including but not limited to:

- ability to integrate general education components to the professional social work curriculum
- design and develop instructional material that promotes professional development and mastery of core competencies as mandated by the accreditation standards of the Council on Social Work Education (CSWE)
- the application of current, effective teaching methodologies (in the classroom and/or web-based)
- ability to develop and incorporate service learning opportunities into coursework
- demonstrate commitment to excellence in professional advising and mentoring
- observation of teaching by other faculty
- student evaluations (students evaluations alone are insufficient to assess effectiveness of classroom performance)

**2. Scholarship or Creative Performance**

**Effectiveness in Research, Scholarship, and Other Creative Activities:** The individual is judged upon the quality of scholarly attitude, the capacity for independent thought, originality and quality of published and unpublished contributions to knowledge, the application of creative approaches to new problems, the effectiveness in planning for

future research and study for himself or herself and for students, professional recognition of research efforts, and the effectiveness in the administration of research projects.

Specific to the Department's needs and standards, we interpret these criteria as including but not limited to:

- active pursuit of research, presentations and/or publications
- engagement in workshop development and training
- participation in grant-related activities, program/curriculum proposals and other departmental and University reports
- engagement in the CSWE self-study process for accreditation and reaffirmation

### 3. **Service**

Effectiveness in Rendering Service: The individual is judged upon recognition in the professional field; consultation of high professional quality in business, cultural, educational, governmental, and industrial endeavors; activities in learned and professional societies; potential for continuing professional growth; contribution to total university development and growth; performance on committee assignments; performance on administrative assignments; and contributions to the improvement of student life.

Specific to the Department's needs and standards, we interpret these criteria as including but not limited to:

- evidence of professional leadership to the community, the discipline and to the University
- membership in professional organizations
- innovative program offerings including program curriculum review and revision process
- service to the Department, the College, and the University in a variety of ways, including in student recruitment, program promotion, administrative tasks, committee memberships etc.
- outreach efforts to alumni, to the University and to the community

It is not expected that every individual will excel in all of the general criteria, but neither is it expected that the individual will have a complete void in any of the three areas. These criteria will be interpreted in varying degrees for each academic rank.

Special "Criteria for appointment, Promotion and Tenure", including "Special Criteria by Ranks", are laid out in 2.5 of the *Faculty Handbook*.