

DEPARTMENT OF SOCIAL WORK
Addendum to Departmental Promotion & Tenure Policy
Evaluation of Coordinator Faculty Positions for a New Term

Coordinators teach and provide administrative services within the academic departments. They devote a preponderance of their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services. Within the Department of Social Work the faculty Field Coordinator administrative services include recruiting and maintaining internship sites, placing students into appropriate internships, and maintaining a database of student outcomes for the internships, as required by CSWE accreditation.

The Department Tenure and Promotion Committee will review applications for retention of coordinators to renew their appointments for a new term. Annual renewal within a fixed term does not require a committee review. Composition of the Promotion and Tenure Committee and requirements for a quorum are provided in the department tenure, promotion, and retention policy.

Any policy changes in committee structure and committee operations that are approved by the department for the department tenure, promotion, and retention policy will also be applied to this policy.

Term Review for Coordinators

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials in the department office by the date specified in the annual calendar provided by the office of the executive vice president and provost.

Processes and procedures for evaluation of coordinators for renewal of a fixed term are the same as for retention of tenure-track faculty and these are explained in the department tenure, promotion, and retention policy.

The performance criteria used by the committee are outlined in MTSU Policy II:01:05D. They include:

To be eligible for renewal of the appointment, a candidate must:

1. demonstrate quality work appropriate to the appointment type and discipline
2. demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program;
3. demonstrate additional skills outside the primary focus area that are required by the position, and
4. hold appropriate certifications/licenses required by the position.

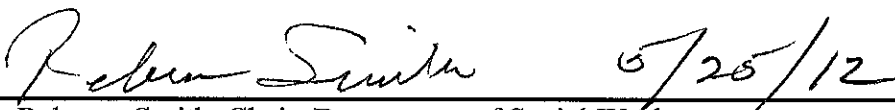
Additionally, coordinators are reviewed specifically for the

1. quality of their teaching
2. quality of their service/outreach related to their coordinator role

Approved:



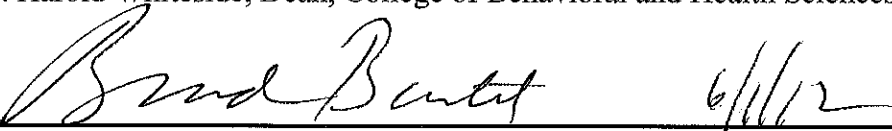
Dr. John Sanborn, Promotion & Tenure Committee, Department of Social Work



Dr. Rebecca Smith, Chair, Department of Social Work



Dr. Harold Whiteside, Dean, College of Behavioral and Health Sciences



Dr. Brad Bartel, Provost



Dr. Sidney McPhee, President