

Policy and Procedure Arizona State University		Number SWK 104-02
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Subject Personnel Committees		Revised 4/96

PURPOSE To define the responsibilities and membership of the Personnel Committees: (1) Promotion and Tenure Review Committee and (2) Annual Performance Evaluation Committee.

SOURCES School of Social Work Faculty Council

APPLICABILITY All Faculty, School of Social Work

POLICY Personnel Committees

- A. Duties and Responsibilities of the Promotion and Tenure (P&T) Review Committee:
1. Develops a committee calendar based on the ASU administrative calendar, Dean's review calendar, and the Director's review calendar.
 2. Receives review materials from the Office of the Director, including external letters of reference for promotion and tenure reviews.
 3. Assigns responsibility for preparing reviews to members.
 4. Reviews materials and obtains independent reviews of scholarly materials as deemed necessary from in-house, university, statewide, and/or national expert sources through the Office of the Director.
 5. Meets with individual faculty members and with administrative personnel if requested.
 6. Meets with administrative personnel to hear reports if requested.
 7. Reviewers prepare draft reports and, as necessary, amends them.
 8. Votes to recommend or not recommend the requested action.
 9. Submits the report and recommendation, supporting materials, and vote tally to the Office of the Director and to tenured faculty above the current rank of the candidate two weeks before the report is due in the Office of the Director. The faculty, not members of the Committee, will review these materials, discuss them with the Committee at specially called meetings and submit a separate independent report to the Office of the Director.

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- B. Duties and Responsibilities of the Annual Performance Evaluation (APE) Committee:
- A. Develops a committee calendar based on the ASU administrative calendar and Director's review calendar.
 - B. Receives and evaluates faculty review materials from the Office of the Director.
 - C. Assigns responsibility for preparing reviews to members.
 - D. Meets with individual faculty members or with administrative personnel if requested.
 - E. Reviewers prepare, at a minimum, a qualitative assessment of each faculty member's performance in accordance with ACD and School of Social Work assessment policies (SWK506, 506-01, 506-02, 506-03 and 506-04).
 - F. Submits advisory report to the Office of the Director.
- C. Membership on the Promotion and Tenure or the Annual Performance Evaluation Committees:
- A. The Promotion and Tenure Committee is to be comprised of three tenured and one nonvoting tenure-track faculty members. The Annual Performance Evaluation Committee is to be comprised of three faculty members, either tenured or tenure-track.
 - B. Members shall be elected by the Faculty Council for staggered three year terms.
 - C. No member may serve two consecutive terms.
 - D. No person being reviewed for tenure and/or promotion may serve on the Promotion and Tenure Review Committee during the year in which he/she is reviewed for promotion and/or tenure.
 - E. If a member of either of the personnel committees has a sabbatical, leave of absence, or is otherwise absent for a semester, he/she will be replaced on the committee through a specially called Faculty Council election. The remainder of the member's term will be served by the replacement, who may subsequently be elected to a full three year term.
 - F. The chair of each committee shall be elected by the voting members of each committee.