

Policy and Procedure Arizona State University		Number SWK 501-01
Manual Social Work	Section	Page 1 of 2
Subject Performance Expectations – 3rd Year Probationary		Revised 09/02/05

PURPOSE To establish an understanding of expectations for the 3rd year probationary review.

SOURCES School of Social Work Faculty Council

APPLICABILITY All Tenure Track Faculty

POLICY Performance Expectations

Rationale:

This statement is intended as a guide to help faculty understand performance expectations at the 3rd year. The Promotion and Tenure Review Committee shall provide both an evaluation of research, teaching, and service activities as well as suggestions for enhancing and strengthening these activities. This review is conducted within the parameters of the philosophy outlined in SWK 501.

A. Background for the Evaluation of Research

The 3rd year probationary review represents an opportunity to provide untenured faculty with an evaluation of their progress toward tenure. It is the responsibility of faculty under review to submit a narrative which identifies their line of investigation, how they have begun to conduct their inquiries, the significance of both the area and their work, and their plans to further develop their scholarship. Faculty should have begun to make a contribution to scholarship in their stated area. This contribution may take the form of peer reviewed journal articles, book chapters, or other products as identified in SWK 502-02. Faculty shall submit for evaluation, articles, book chapters, or other forms of scholarship which have been accepted for publication or are under review.

B. Background for the Evaluation of Teaching

Untenured faculty shall identify their philosophy of teaching and the ways they have enhanced the teaching mission of the School and developed their own teaching abilities using the items identified in SWK 502-01. In addition to describing their teaching activities both within and outside of the classroom, faculty are encouraged to identify teaching activities they would like to engage in, including new courses and innovative methods for providing content. Faculty are encouraged to use the teaching portfolio as outlined in SWK 502-01 for guidance in preparing their material on teaching.

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C. Background for the Evaluation of Service

Service activities should reflect the mission and philosophy of the School. Service is defined broadly and includes contributions to the School, university, and community, which enhances the collective welfare of various groups. Faculty shall submit a narrative which describes their service contributions and outlines their plans for service in the future. The narrative may include the material identified in SWK 502-03.