

<b>Policy and Procedure Arizona State University</b>		Number <b>SWK 501-02</b>
Manual <b>Social Work</b>	Section	Page <b>1 of 2</b>
Subject <b>Performance Expectations - 4<sup>th</sup> Year Probationary</b>		Revised <b>Spring 1995</b>

**PURPOSE** To establish an understanding of expectations for the 4th 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 4th 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.

A. Background for the Evaluation of Research

The 4th year probationary review represents an opportunity to provide untenured faculty with an evaluation of their progress toward tenure. By this time, the untenured faculty member should have developed a clear line of inquiry and begun to make a contribution to scholarship in that area. This contribution may take the form of peer reviewed journal articles, book chapters, or other products as identified in SWK 502-02. It is the responsibility of faculty under review to submit a narrative which identifies their line of investigation, how they have conducted their inquiries, the significance of both the area and their work, and their plans, which can be accomplished in the next 18 months, to further develop their scholarship.

B. Background for the Evaluation of Teaching

In terms of teaching, untenured faculty members should be able to identify 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. It is the responsibility of faculty under review to submit a narrative which outlines their teaching accomplishments and plans. This narrative may take the form of the teaching portfolio as outlined in SWK 502-01.

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C. Background for the Evaluation of Service

Service activities should reflect the mission and philosophy of the School. It is the responsibility of faculty under review to submit a narrative which outlines their contributions in this area. Service is defined broadly and includes activities which enhance the collective welfare of various groups. This narrative may include the items identified in SWK 502-03.