

Policy and Procedure Arizona State University		Number SWK 502-01
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Subject Evaluation of Teaching for Tenure and Promotion to Associate Professor		Revised Spring 1995

PURPOSE To define criteria for evaluation of teaching for promotion to associate professor and tenure

SOURCES School of Social Work Faculty Council

APPLICABILITY All Tenure Track Faculty

POLICY Evaluation of Teaching for Tenure and Promotion to Associate Professor

A. Criteria

1. Teaching shall be evaluated in accordance with the philosophy as outlined in SWK 501.
2. The candidate's quality of teaching is assessed by using a multi-method multi-measure approach. There is no single measure of teaching effectiveness.
3. The candidate shall evidence teaching productivity and instructional effectiveness. The teaching portfolio submitted by the candidate shall document course objectives, materials, student learning outcomes, and other items which may facilitate evaluation by the Promotion and Tenure Review Committee. It shall also include a description of teaching activities which occurred outside of the classroom including, but not limited to: field liaison, supervision of independent studies and honors theses, participation as a member of dissertation committees, chairing of dissertations, training of teaching assistants, advisement activities in and out of the classroom, providing special study groups or tutoring, mentoring, assisting students with role transitions, providing community instruction or continuing education classes, activities designed to improve one's teaching such as peer consultation or attendance at workshops to enhance teaching.

B. Procedures

1. The candidate shall submit a teaching portfolio which shall include teaching activities which occurred both inside and outside of the classroom. The portfolio must include those items listed in SWK 502-01, A.3 (see above) which are applicable to the candidate.

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The candidate must also submit a list of all courses taught, size of each class, level of class, student evaluations, syllabi, copies of teaching materials, description of teaching philosophy, evaluation of liaison activities, contributions to curriculum development, teaching materials including case studies (individual, couple, family, group, organizational and/or community), course development and revision, original, innovative, and creative modifications to courses and the classroom experience, and contributions to efforts to evaluate teaching.

2. Since teaching is manifested in multiple activities the candidate may wish to include a description of activities which contribute to the overall quality of teaching at the School. These could include actions which strengthen the School as a community of scholars, contributions to bulletin boards which disseminate information on welfare and inequality issues, brown bag lunches, student involvement in community activities as a result of class learning, flexibility in both responding to course needs of the School and in teaching schedules so students may participate in community activities, and ability to seize the teachable moments which randomly appear in the School, university and community. This list shall not be considered exhaustive. The candidate may submit other material as evidence of teaching competence.
3. It is the responsibility of the candidate to submit a narrative which includes: a summary of the teaching activities as outlined above, an evaluative statement of how the teaching activities and outcomes contribute to the profession and the congruence of the activities with the mission of the School and the university.
4. As scholarship, service, and teaching are inextricably intertwined, teaching activities which bridge research and service activities are highly regarded.
5. Two colleagues (one selected by the candidate and the other by the Promotion and Tenure Review Committee) shall provide an assessment of teaching based on attending a class session. The date of this observation shall be determined by the candidate. The content, form, purpose, and criteria for the evaluation shall be determined by the Committee, and the candidate shall receive a written report of the observation.