

Policy and Procedure Arizona State University		Number SWK 502-02
Manual Social Work	Section	Page 1 of 3
Subject Evaluation of Research and Publication for Promotion and Tenure		Revised Spring 1995

PURPOSE To define criteria for evaluation of research and publication for promotion to associate professor

SOURCES School of Social Work Faculty Council

APPLICABILITY All Tenure Track Faculty

POLICY Evaluation of Research and Publication for Promotion and Tenure

A. Criteria

1. For promotion and tenure, a faculty member's record of research and publication should be consistent with the statement of philosophy outlined in SWK 501. In addition, the candidate may request that his or her full body of work which provides a longitudinal perspective, be included in the evaluation. This work may not necessarily have been solely produced while at Arizona State University.
2. The candidate shall evidence an area of expertise within the broad panoply of social work. Scholarship which integrates service and research will be favorably regarded as will research which reflects the values and ideals outlined in SWK 501.
3. The candidate's quality of research is assessed independently and primarily by letters from external reviewers, by the Promotion and Tenure Review Committee, and by the Director.
4. There are multiple methods of doing scholarly work. Scholarship which reflects a commitment to the historic mission of social work enhances both the School and the community. Scholarship which evidences the interrelatedness of research, teaching, and service is positively regarded. The contribution and consistency of scholarship are the defining parameters for evaluation.
5. Candidates for tenure and promotion to the rank of associate professor should have published their ideas and research through peer reviewed journals as well as through other vehicles (see SWK 502-02, B.1.b, Items 1-15). Scholarship which is theoretical and/or conceptual is highly valued.

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6. Consistent with the School's philosophical commitment to collaboration, concern for the collective as well as individual welfare, and inclusion, candidates are encouraged to work with their colleagues. However, evidence of single and/or first authorship is a necessary condition for promotion and tenure.

B. Procedures

1. It is the responsibility of the candidate to provide six copies of the following materials to the Office of the Director in accordance with College and University time lines:
 - a. A narrative in which the candidate describes her/his area(s) of expertise and research focus, how the work contributes to the profession and its congruence with the mission of the School. The candidate is encouraged to demonstrate a link between his or her service activities, teaching and research.
 - a. A non-duplicative, APA style listing of the following categories of research products. The following list shall not be considered exhaustive.
 1. Refereed articles
 2. Book chapters
 3. Textbooks
 4. Edited books
 5. Proceedings
 6. Monographs
 7. Reprints of articles in edited books
 8. Electronic data bases (e.g., ERIC, PILOT)
 9. External funding secured (grants, contracts)
 10. Internal funding secured in competitive processes (faculty grants-in-aid)
 11. External or internal competitive awards (fellowships, scholarships, etc.)
 12. Competitively selected presentations at professional conferences

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13. Invited presentations at professional conferences
 14. Articles under review
 15. Work in progress
- c. Copies of the items listed in SWK 502-02, B.1.b as listed above.
 - d. A list of three publications the candidate has selected to be sent to the external reviewers, and
 - e. A list of three external reviewers chosen by the candidate. This list must include address and FAX numbers.