

Policy and Procedure Arizona State University		Number SWK 502-04
Manual Social Work	Section	Page 1 of 2
Subject Procedures for Promotion and Tenure Review		Revised April 1995

PURPOSE To establish procedures for promotion and tenure review

SOURCES School of Social Work

APPLICABILITY All tenure-track faculty, School of Social Work

POLICY Procedures for Promotion and Tenure Review

A. Tenure Review Process for Tenure Track Faculty

The scheduling of all personnel procedures is subject to the "Schedule of ASU Academic Personnel Actions" disseminated each year by the Assistant Vice President for Academic Personnel, the Office of the Dean, and the Director.

B. Procedures

1. In accordance with the schedule, faculty members eligible for tenure will submit their materials to the Office of the Director by the due date in accordance with School of Social Work policy as outlined in SWK 104-02, A. 1.
2. At least one copy of the materials submitted by the candidate, external letters of reference as designated in SWK 104-02, A.2, and other independent materials solicited by the Committee as per SWK 104-02, A.4 shall be made available in the Office of the Director for all tenured faculty members to review.
3. The Promotion and Tenure Review Committee shall undertake its review in accordance with university and School of Social Work policies as outlined in SWK 104-02, Section A.
4. Tenured faculty will be invited to review the record of the faculty member applying for tenure and submit an evaluation of the record to the Promotion and Tenure Review Committee in accordance with a timetable to be established by the Promotion and Tenure Review Committee. This evaluation shall be submitted in accordance with guidelines established by the Promotion and Tenure Review Committee.

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5. The Promotion and Tenure Review Committee shall consider all input in making its recommendation regarding tenure, including the applicant's record, evaluation by the Committee, input from tenured faculty, and input from outside reviewers. Based on its deliberations and using all sources of input, the Committee shall produce a final report to be submitted to the Director and shall make a recommendation regarding tenure.

6. The Promotion and Tenure Review Committee Chair shall then convene a meeting of all tenured faculty members for the sole purpose of discussing the candidate's record. At this meeting, the following activities will take place:
 - a. The promotion and Tenure Review Committee will present its report and recommendations

 - b. Tenured faculty will present their perspectives on the report and recommendations

 - c. All tenured faculty who are not members of the School of Social Work Promotion and Tenure Review Committee or the College on University Promotion and Tenure Committees will vote by secret ballot. Votes will not be accepted from persons not attending this meeting. The final vote tally must be accompanied by a written rationale.

 - d. Votes will be counted by the Chair of the Promotion and Tenure Review Committee. The results (including rationale) will be forwarded to the Director along with the report and recommendations of the Promotion and Tenure Review Committee.