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PURPOSE To establish for promotion to full professor

SOURCES School of Social Work Faculty Council

APPLICABILITY All tenure track and tenure faculty

POLICY Procedures for promotion review

A. Promotion Review

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.

B. Procedures

1. In accordance with the schedule, faculty members requesting review for promotion to Full Professor will submit three copies of their materials to the Dean's Office by the due date in accordance with School of Social Work policy.
2. At least one copy shall be made available in the Dean's Office for all Full Professors to review.
3. The Full Professors of the School of Social Work shall function as the Personnel Committee in the review and evaluation of a faculty member's request for promotion to Full Professor.
4. The Full Professors shall elect the Chair of the Committee. The Chair will assume responsibilities for the logistics of the process. The Dean's Office will provide necessary clerical support for the review process.
5. In accordance to ACD 506-07, the Dean will write to solicit input from three external reviewers to complement the three chosen by the candidate. The Dean and the Committee will identify experts in the candidate's field of research and scholarship and come to an agreement on the list of reviewers, with final approval resting with the Dean (see "Sample Letter to External Evaluators").

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6. The Committee shall undertake its review in accordance with University and School of Social Work Policies in a manner which meets the deadlines established in the schedule.
7. The Committee shall consider all input in making its recommendations regarding promotion, including the applicant's record, input from external reviewers, and its own evaluation of the above. Based on their deliberations, the Committee shall produce a final report to the Dean and shall make a recommendation regarding promotion.
8. The Dean shall then proceed according to university policy.

A. Sample Letter to External Evaluators

Address

Dear (name of evaluator):

The School of Social Work is considering whether it should recommend (rank and name) for promotion to the rank of (associate professor, professor) (with tenure.)

To assist the School in such considerations, and for the information of the subsequent levels of review within the university, the university requires that written evaluations be obtained from specialists outside the university in the candidate's field. These letters are an important contribution to the determination of whether the candidate has achieved the level of professional standing which is appropriate to the action under consideration.

I am writing to ask if you would provide me with a letter assessing: **(1) the originality of Professor (name's) research and publications, scholarly or creative productivity in the field; (2) the most significant aspects and impact of his/her work; (3) the quality of (his/her) other contributions to the profession; (4) Professor (name's) accomplishments relative to others in comparable positions; and (5) Professor (name's) promise for continued productivity in the field.** I would also appreciate if you would kindly provide a summary recommendation. Finally, please state the nature of your acquaintance with Professor (name). Except for the appropriate administrators and review committees, which, in the case of the School of Social Work is composed of all the full professors, your letter will be kept in confidence.

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For your information, I am enclosing a copy of Professor (name's) vita. If you would like to have reprints of any of the publications beyond the four that I have enclosed which were chosen by the candidate, I will be happy to send them to you. Since our deliberations must be concluded by November 30, I would appreciate your response by November 26. If you are unable to respond by that date, please let me know as soon as possible.

Let me express in advance our deep appreciation for your assistance in this matter.

Sincerely,

Elizabeth A. Segal, Ph.D.
Director