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| **College** | **Public Service and Community Solutions** |
| **Unit** | **School of Social Work** |
| **Document** | **Clinical Faculty Criteria and Promotion Guidelines** |

**Unit and college approval**

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**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

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**PURPOSE** Define Criteria for Initial Appointment

According to ASU faculty definitions: Clinical Faculty Appointments are *“non- tenured, non-tenure-eligible faculty members who are qualified by training, experience or education to direct or participate in university functions, including student internships, training, or practice components of degree programs.”*

Persons appointed as Clinical Faculty will be appointed to one of

two tracks: administration or teaching, although there may be instances in which a person has responsibilities in both areas. Clinical faculty appointments must be at least 50% time. The area of primary responsibility, teaching or administration, will be given the greatest weight in evaluating a candidate’s materials for appointment, continuation, and promotion. It is not expected that a clinical faculty member have responsibility in more than one area. However, if a clinical faculty member has secondary responsibilities in any of the other areas, these will be evaluated, but given less weight than the area of primary responsibility.

# Clinical Assistant Professor

Appointment to the rank of Clinical Assistant Professor requires an MSW. Such individuals will have a record demonstrating success in administration and/or teaching, and evidence of service to the community. A minimum of six years appointment as a clinical assistant professor is required before consideration of promotion to clinical associate professor.

# Clinical Associate Professor

Appointment to the rank of Clinical Associate Professor requires an MSW.

Success in teaching or administration implies sustained activity beyond that

required for appointment to Assistant Professor. A minimum of six years appointment

as a Clinical Associate Professor is required before consideration of promotion to Clinical Professor.

# Clinical Professor

Appointment to the rank of Clinical professor requires an MSW, evidence of excellence in administration and/or teaching, as evaluated in terms of national recognition (e.g., appointment to CSWE, NASW or other national committee, etc.), and community service.

**PURPOSE** To Define Performance Expectations for Promotion to Clinical Associate Professor

**SOURCES** School of Social Work Faculty Council

**APPLICABILITY** All Clinical Faculty

**POLICY** Performance Expectations

Persons appointed as Clinical Faculty will be appointed to one of two tracks: administration or teaching, although there may be instances in which a person has responsibilities in both areas. For consideration of promotion to clinical associate professor, the candidate’s primary role (administration or teaching) will be given the greatest weight. If there is only one primary role (administration or teaching), that role will be the basis for consideration for promotion.

1. Expectations
   1. Clinical faculty must undergo periodic reviews as required by the university.
   2. The Promotion and Tenure Review Committee shall consider the School’s investment in the candidate and the relevancy of the candidate’s

competencies to the immediate and projected programs of the School.

* 1. In applying for promotion to the rank of associate professor, the candidate shall demonstrate:
     1. Excellence in administration and/or instructional contributions, depending on the candidate’s primary role, and service;
     2. Potential for further growth and productivity in the above areas.
  2. An individual’s cumulative professional record will be used in making determinations for promotions.

1. Submission of materials
   1. The candidate is responsible for providing adequate information to the Promotion and Tenure Review Committee within the time frame

established by the School, College, and University.

* 1. Six copies of all materials shall be submitted to the Office of the Director; the candidate should retain an additional copy.

**PURPOSE**: To define criteria for evaluation of administrative role for promotion to clinical associate professor. A clinical faculty member’s primary role may be administrative. Thus, he or she is engaged in directing, coordinating or managing programs that are central to the educational mission of the School. Responsibilities of the position depend on the nature of the position and are determined upon hiring. These responsibilities may include supervision of personnel and/or students, coordination of student educational activities, collaboration with community partners, oversight of program budgets. Effective leadership is an essential criterion for advancement for those candidates whose primary role is administrative.

**SOURCES**: School of Social Work Faculty Council

**APPLICABILITY** All Clinical Faculty

**POLICY**: Evaluation of Administrative Role for Promotion to Clinical Associate Professor

1. Criteria
   1. The candidate’s quality of administration is assessed by using a multi- method, multi-measure approach. There is no single measure of administrative effectiveness.
   2. The candidate shall produce evidence of administrative effectiveness. In evaluating such a candidate for promotion, the Personnel Committee will take into account (1) *the quality of the leadership* as evidenced by vision and innovation; quality of program planning; integrity and fairness; ability to anticipate issues, concerns and problems; ability to develop effective solutions to problems and issues: (2) *effectiveness of external relationships a*s evidenced by success in creating, maintaining and strengthening the School’s relations with outside professional agencies; strengthening the School’s national visibility and reputation; (3) *the quality of human relations* as evidenced by collaboration resulting in effective planning and decision making; maintenance of positive productive relationships. Sensitivity to diverse needs of individuals served by the program, effective dispute resolution: (4) the *quality of*

*communication skills* as evidenced by clarity in oral and written communications, ability to listen carefully and encourage dialogue, respectful of others; and the (5) *contributions of the program* to the School’s mission, and that of the University, and the

involvement of students in the program.

1. Procedures
   1. The candidate shall submit information regarding position title, name of program administered, program mission, approximate number and type of constituents served by the program annually (e.g., students, individuals, families, agencies, etc.), and the program’s contribution to the School’s

and the University’s mission.

* 1. The candidate shall submit information regarding his or her role and responsibilities in the program, including number of persons supervised, number of students engaged in the program (if any) and whether in the BSW, MSW, or PhD program, and size of program budget, if one, and

date of appointment to the program.

* 1. Empirical evidence regarding the program’s quality and effectiveness (e.g., formal or informal program evaluations) for the time period since appointment to the program or last promotion, whichever is most recent.
  2. Empirical evidence regarding the quality of leadership, effectiveness of external relations, quality of human relations, and ability to communicate effectively.
  3. Since administration is manifested in multiple activities, the candidate may wish to include a description of all activities that contribute to the overall mission of the School, other evidence that will demonstrate his/her administrative effectiveness (e.g., special awards, commendations, etc.), and/or a few selected letters (not to exceed a total of five) from colleagues, staff, students, or agency personnel may be included when they help to testify to the candidate’s effectiveness in the role of administrator.

**PURPOSE**: To define criteria for evaluation of teaching for promotion to clinical associate professor.

**SOURCES**: School of Social Work Faculty Council

**APPLICABILITY**: All Clinical Track Faculty

**POLICY**: Evaluation of Teaching for Promotion to Clinical Associate Professor

1. 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.
   3. The candidate shall present evidence of 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 that 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, 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 of continuing education classes, activities designed to improve one’s teaching such as peer consultation or attendance at workshops to enhance teaching.
2. Procedures
   1. The candidate shall submit a teaching portfolio which shall include teaching activities which occurred both inside and outside of the classroom.

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 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.

* 1. 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.
  2. 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.
  3. As scholarship, service, and teaching are inextricably intertwined, teaching activities which bridge service and/or administrative activities are highly regarded.
  4. 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.

**PURPOSE**: To define criteria for evaluation of service for promotion to clinical associate professor.

**SOURCES**: School of Social Work Faculty

**APPLICABILITY**: All Clinical Track Faculty

**POLICY**: Performance Expectation for Service for Promotion

* + 1. Criteria
       1. Service is a cardinal feature of both a professional school of social work and a public university. For tenure and promotion to associate professor, a faculty member’s record of service shall be consistent with the mission of

the School and shall reflect the philosophy as stated in SWK 501. All candidates are expected to have contributed their services to the School, university, profession, and community.

* + - 1. Service activities are varied. Activities which support the mission of the School will be favorably regarded. Of particular value are service

activities which contribute to the welfare of vulnerable groups and special populations, such as women, people with disabilities, racial and ethnic minorities, gay men and lesbians, the elderly, rural populations, and the poor.

* + 1. Procedures
       1. The candidate will provide a narrative which describes noncompensated service activities and their relationship to:
          1. administration;
          2. teaching; and
          3. mission of the school.

**PURPOSE**: Criteria for Evaluation for Promotion to Clinical Full Professor

**SOURCES**: School of Social Work Faculty Council

**APPLICABILITY**: All Clinical Track Faculty

**POLICY**: Evaluation Criteria for Promotion to Clinical Full Professor

1. General Criteria: Background

For promotion to Professor, the candidate must excel in two of the three areas under review [(1) administration; (2) teaching, (3) service)]. The area of primary responsibility must be one of the two areas of review.

1. Administration
   1. Administration shall be evaluated in accordance with its consistency with the statement of philosophy found in SWK 501.
   2. The procedures to be followed are the same as outlined in SWK 509-03 “Evaluation of Administration for Promotion to Clinical Associate

Professor” and will be carried out in the Fall semester in which the review is being conducted.

1. Teaching
   1. Teaching shall be evaluated in accordance with its consistency with the statement of philosophy found in SWK 501.
   2. The procedures to be followed are the same as those outlined in SWK 502-01 and will be carried out in the Fall semester in which the review

is being conducted.

1. Service
   1. Service shall be evaluated in accordance with the statement of philosophy found in SWK 501 “Performance Expectations.”

# SWK 509-06

**Evaluation Criteria for Promotion to Clinical Full Professor Revised 1/07**

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1. National Reputation
   1. An additional criterion for promotion to Professor is evidence that the candidate has attained a national reputation.
      1. Invitational presentations and/or key note addresses presented at national and international conferences, institutes, or organizations.
      2. Use of teaching or administrative materials in other social work programs.
      3. Positions of leadership in National and Professional Associations.

**PURPOSE**: To Establish Procedures for Promotion to Clinical Full Professor

**SOURCES**: School of Social Work Faculty Council

**APPLICABILITY**: All Clinical Track Faculty, School of Social Work

**POLICY**: Procedures for Promotion Review

1. 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.

1. Procedures
   1. In accordance with the schedule, faculty members requesting review for promotion to Clinical Full Professor will submit three copies of their

materials to the Director’s Office by the due date in accordance with School of Social Work policy.

* 1. At least one copy shall be made available in the Director’s Office for all Full Professors to review.
  2. The Full Professors (tenured and clinical tracks) 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 Clinical Full Professor.

* 1. The Full Professors shall elect the Chair of the Committee. The Chair will assume responsibilities for the logistics of the process. The Director’s

Office will provide necessary clerical support for the review process.

* 1. The Committee shall undertake its review in accordance with University, College, and School of Social Work Policies in a manner which meets the deadlines established in the schedule.
  2. The Committee shall consider all input in making its recommendations regarding promotion. Based on their deliberations, the Committee shall produce a final report to the Director and shall make a recommendation regarding promotion.
  3. The director shall then proceed according to university policy.