



College	College of Public Programs	
Unit	School of Social Work	
Document	Criteria for Promotion to Associate Professor	
Approved by the faculty		Date:
Reviewed by the dean		Date:

Provost office approval

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SWK 502
Criteria for Promotion to Associate Professor
Revised 3/26/10
Page 1 of 4

PURPOSE: To Define Criteria for Promotion to Associate Professor

SOURCES: School of Social Work Faculty Council

Preamble

Tenure and promotion at a research university should be awarded on the basis of a record of achieved excellence in scholarship, teaching, and service and the promise of continued excellence. Relative contributions expected in the various areas of responsibility shall depend on the faculty member's workload assignment. In addition, a well integrated program of scholarship, teaching and service is looked upon very favorably by the School of Social Work. It is incumbent upon the candidate to demonstrate how his or her work has had an impact on the field.

Promotion from Assistant to Associate Professor

Scholarship

Social work is a professional discipline and as such the primary audience for its scholarship is practitioners and policy makers. Thus, social work scholarship should directly or indirectly benefit client groups served by social work and social welfare. Scholarship is defined more broadly than published research to include creative, intellectual work based on a high level of expertise, the significance of which can be evaluated by one's peers and which is consistent with the mission of the department and college. In addition to published research it includes applications for funding and published writings that are theoretical or conceptual as well as applications to practice or policy. However, applications for funding will not substitute for published work. Two noteworthy factors influence social work scholarship: (1) the multidisciplinary nature of the field and broad range of topics investigated by social work and social welfare scholars and (2) the rapid proliferation of professional journals in the last two decades. Many social work scholars, in addition to publishing in traditional social work practice and social policy journals, also publish in specialty journals in their areas of expertise, such as health, mental health, children and families, gerontology, and substance abuse.

For promotion from Assistant to Associate Professor, a candidate must demonstrate an excellent record of a creative, independent and productive program of

SWK 502
Criteria for Promotion to Associate Professor
Revised 3/26/10
Page 2 of 4

research and scholarship. Candidates who have published with mentors from graduate school should show evidence in their subsequent publications that they have achieved intellectual independence from these mentors. An excellent record for promotion to Associate Professor with tenure can be defined as one characterized by:

(1) A body of scholarship that has been steadily produced and forms a coherent whole, maximizing the likelihood that the faculty member will have both a noticeable impact in his/her area of expertise and an emerging national reputation in that area; and

(2) A strong record of high-quality publications in peer-reviewed professional journals within social work and/or in the candidate's specialty areas that have had a positive impact on the field. The candidate is required to provide evidence of the impact of the journals in which the candidate's publications appear. This can be an impact score, acceptance rate, or other measure of impact; and

(3) The candidate's record as sole or first author on a number of the peer-reviewed publications demonstrates the candidate's ability to take full or primary responsibility for effectively disseminating high-quality scholarship; and

(4) The initiation of post-dissertation research that has funding potential and demonstrates that the candidate's scholarship trajectory is well-established by the time of the tenure review; and

(5) National and/or International conference presentations in social work or in the candidate's area of expertise, allowing the opportunity to disseminate research findings in a timely manner and interact with scholars doing related work. However, conference presentations are not a substitute for published works.

Another indicator of an excellent record of scholarship is evidence of the attempt to obtain extramural funding for research as demonstrated by one or more submitted grant application(s), provided funding is available in the candidate's area of research. The record may also include other scholarship such as invited or refereed book chapters, and other types of publications, research or scholarly monographs, edited books, and research reports.

SWK 502
Criteria for Promotion to Associate Professor
Revised 3/26/10
Page 3 of 4

Teaching

Social work faculty members are expected to be knowledgeable about the subject matter they are assigned to teach and effective teachers, preparing students to be professional social workers. To warrant promotion from Assistant to Associate Professor, the candidate must demonstrate proficiency in teaching and provide evidence that they have made a positive contributions to teaching in the department by such things as:

- (1) Creating and utilizing carefully prepared and current course syllabi and other relevant course materials, as evaluated by knowledgeable peers;
- (2) Having a consistent pattern of positive evaluations from students, demonstrating the candidate's ability to provide high quality, challenging classroom experiences for students;
- (3) Engaging in activities that enhance the quality of teaching such as attending workshops on teaching, reading to stay current in areas related to teaching, and regularly updating course syllabi;
- (4) Participating in meaningful teaching activities outside of the classroom that enrich students' educational experiences, such as mentoring of students, revision of existing courses, development of new courses. Mentoring of graduate students is especially highly regarded.
- (5) Achieving recognition for excellence in teaching, as might be indicated by internal awards and by awards from professional associations and other external groups;
- (6) Providing effective advisement to students;
- (7) Effectively performing field liaison to students and agencies (if assigned);

Evidence of excellence in teaching may also include published materials such as journal articles and book chapters that demonstrate expertise in teaching as well as edited volumes or textbooks that summarize a body of knowledge rather than advance scholarship in the field.

SWK 502
Criteria for Promotion to Associate Professor
Revised 3/26/10
Page 4 of 4

Service

All faculty are expected to be collegial members of their academic unit and to perform appropriate service that contributes to the effectiveness of their school, college, and university. To warrant promotion from Assistant to Associate Professor with tenure, the candidate must demonstrate high-quality service within the School and is encouraged to engage in service that is congruent with the candidate's scholarship. This can be demonstrated through:

- (1) Service on program committees in School and College;
- (2) Service on committees in the larger university environment;
- (3) Performance of high-quality community service such as serving on agency boards of directors or committees, interagency task forces, and related groups that oversee or facilitate the operation of social agencies that serve populations traditionally served by the social work profession. Candidates should provide at least two, but not more than four, products reflecting the quality of their public service (e.g., letters from agency heads detailing the type and quality of service, reports or other products that were developed as part of the service);
- (4) Memberships or regular participation in organizations that benefit the social work profession such as CSWE, SSWR, and NASW;
- (5) Serving as a manuscript reviewer for a peer-review professional journal or writing a book review.
- (6) The record of service may also include leadership positions in any of the service commitments.