

College of Social Work

Evaluation Criteria Document

(Approved by CSW Faculty April 25, 2008)

I. ANNUAL FACULTY PERFORMANCE EVALUATIONS:

(Amended by CSW Faculty January 23, 2009)

General Criteria For Overall Performance Evaluations:

The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually by the Dean, and separately through peer review during the Spring Semester. Faculty members receive notification that the annual evaluation will be conducted during the Spring Semester and are requested to provide evidence of their performance in the form of a memo or report to support assigned duties for the preceding calendar year. The faculty member's Evidence of Performance and Assignment of Responsibilities provide the basis for the performance rating on the Peer Review Checklist form, and might include supporting data and/or interpretive comments as appropriate .

Faculty Performance Evaluations are based upon assigned duties and responsibilities, taking into consideration the nature of the assignments and quality of performance. When reviewing a faculty member's performance, the following elements are considered if applicable to the assigned duties and responsibilities:

- Ability to teach in an effective manner through oral and written instruction
- Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations
- Contributions in the area of service to CSW and the University

Other University duties, contributions, and/or effectiveness as appropriate to the assignment

Specific Procedures For Peer Review:

Each faculty member will be evaluated by his/her peers within their respective Category. The peer review will use the criteria established by faculty performing evaluations and be conducted in accordance with a format and procedures decided by the relevant faculty. Faculty Affairs will establish a Peer Review sub-committee to include two General Faculty and two Non-General Faculty to review the Evidence of Performance and Assignment of Responsibilities, and SPOT evaluations for each member of the faculty. This subcommittee will review the following areas:

1. Did the faculty member teach as indicated on the Assignment of Responsibilities?
2. When course evaluations are required by the University did the faculty member receive 80% or more of the responses excellent, very good, good, or fair on Item 8 of the SPOT evaluation ("Overall assessment of instructor") for each class taught?
3. Did the faculty member engage in service to the College, University, Community, or Profession during the calendar year?
4. Did the faculty member write, submit, publish, or work on a scholarly project (manuscript, book, book chapter, creative activity, grant or contract) as indicated on the Assignment of Responsibilities?

Results from this assessment will be forwarded to the Dean for inclusion in the annual review process. Individual faculty member responses to this evaluation can be communicated to the Dean during the annual review.

Peer Review Checklist

Faculty Name: _____

Committee Members: _____

	YES	NO	NA
1. Did the faculty member teach as indicated on the Assignment of Responsibilities?			
2. When course evaluations are required by the University, did the faculty member receive 80% or more of the responses excellent, very good, good, or fair on Item 8 of the SPOT evaluation ("Overall assessment of instructor") for each class taught during the fall and spring semesters?			
3. Did the faculty member engage in service to the College, University, Community, or Profession during the calendar year?			
4. Did the faculty member write, submit, publish, or work on a scholarly project (manuscript, book, book chapter, creative activity, grant or contract) as indicated on the Assignment of Responsibilities?			

a. Assignment of Responsibilities (including summer criteria and procedures for supplemental summer appointments for 9-month faculty)

An annual assignment of responsibilities is required by the university. These written assignments are agreed on between the Dean and the individual concerned, and normally include assignments in teaching, research, and service. Evaluation of the faculty member will be made on the basis of these mutually agreed upon assignments.

Changes in the assigned responsibilities may be made if college or university needs arise. Such changes will be made only after consultation and such changes will be made a matter of written record for purposes of evaluation.

Supplemental summer appointments for 9-month faculty shall be offered equitably and as appropriate to qualified faculty members in accordance with the Collective Bargaining Agreement, Article 8.5 (b) (1) b.

The following procedures will serve as a guide for summer assignments:

1. *Teaching Needs:* Faculty appointments are based on who is qualified to teach the classes being offered.
 - a. *Note:* Faculty rank is not considered a deciding factor in determining summer appointments.
2. *Teaching Requests:* Faculty appointments are based on who is interested in teaching the classes being offered.
 - a. *Note:* Faculty who turn in their summer requests according to prescribed deadlines will be given priority in assignments.
3. *Conflicts or non-Assignments:* If there is more than one faculty member requesting the same course, or if there are more faculty than courses available, then those who do not receive a summer assignment are given preference the following summer.

II. Merit Criteria and method for distribution of merit salary increases

SYSTEM FOR MEASURING MERITORIOUS PERFORMANCE

DEFINITION

The College of Social Work's definition of merit is satisfactory performance plus some activity(ies) that is *above and beyond the call of duty*. If a faculty member performs: 1) at a level that is above that which is reflected in his or her contract or assignment; and/or 2) one or more extraordinary roles, that individual may be deemed to have performed above and beyond the call of duty.

With respect to *teaching*, some examples of meritorious performance might include:

- teaching a course for which a percentage of time is not reflected on an assignment of responsibilities
- *instituting a creative way to present or structure course material or assignments*
- teaching more than five courses on campus during the fall and spring semesters
- utilizing an innovative technique or style
- offering Directed Individual Studies and/or Tutorial courses in addition to having two or three assigned regular courses
- a high proportion of extremely high ratings by students of a field instructor on field evaluation forms
- having received an award or noteworthy recognition for teaching or advising
- having responsibility for one or more field placement students when not employed in the Field Office
- serving as a Chair or committee member for five or more doctoral students whose names do not appear as dissertators on the Evidence of Performance

With respect to *research and scholarship*, some examples of meritorious performance might include:

- published or having more than two articles fully accepted (versus with revisions) for publication in a scholarly, peer-reviewed journal
- having written a non-edited book
- *publishing an article that suggests an innovative or particularly creative way to view a social problem*
- gaining attention for research that is deemed particularly noteworthy
- having won a scientific or scholarly award
- having secured external grant funding in order to conduct research that contributes dollars to the College of Social Work's budget
- serving as an editor of a scholarly, peer-reviewed journal

With respect to *service*, there are several areas to be considered: 1) local or state community service that is on behalf of the College of Social Work; 2) service to the College of Social Work; 3) service to the University; and 4) service to the profession or professional societies. Some examples of meritorious performance might include:

- extensive work with or on behalf of community agencies or groups
- work with or on behalf of community agencies or groups that demonstrates a new or innovative approach to preventing or remediating social problems
- serving on a Governor's appointed task force or statewide advocacy committee
- serving a leadership role on a local, state, or national committee
- ***serving on a committee that is doing "leading edge" or unusually creative work***
- giving professional workshops/trainings or colloquia that are based on professional activities such as research or teaching for which an individual is not paid
- serving as a leader on a College or University committee charged with an extraordinary set of responsibilities (e.g., conducting a self-study report for reaccreditation)
- serving on a high number (compared to your peers) of College and/or University committees
- presenting two or more scholarly, peer-reviewed (abstracts) papers at professional meetings
- serving as a leader in a professional association
- securing extensive funding for a community-based project(s)

APPLICATION PROCEDURE

General faculty and non-general faculty (except adjuncts and courtesy) may complete merit applications. The annual date for submitting a merit application will directly follow the submission of annual evaluation materials and cover the same time period. The Faculty Affairs Committee will complete its work prior to final exam week during the spring semester.

To apply, a faculty member must notify the Administrative Assistant to the Dean by use of an "Intent to Apply for Merit" form. The Administrative Assistant to the Dean will compile merit application folders to include the following materials:

- 1) Evidence of Performance
- 2) copies of teaching evaluation summaries that are required by the University (Note: students' written comments, if any, are optional to submit. If student comments are used, all courses and all respondents must be included.)
- 3) Assignment of Responsibilities

EVALUATION

General faculty members will review the merit applications of general faculty members applying for merit. Non-general faculty members will review the merit applications of non-general faculty members applying for merit. Each area that is reflected on an applicant's assignment of responsibilities (teaching, research and scholarship, and service) will be evaluated for meritorious or above and beyond the call of duty performance using the combined criteria of quality and quantity.

MERIT RATING (0-4)

0=not evident; 4= highly evident

Teaching (0-4)	
Research and Scholarship (0-4)	
Service (0-4)	
Total (Sum of scores) 0-12	

FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee will serve in an advisory capacity to the Dean in accordance with the College of Social Work's bylaws and this policy, "System for Measuring Meritorious Performance." The Faculty Affairs Committee will receive the ratings of merit applications given by general and non-general faculty members of their peers, and rank them from highest to lowest within the categories of general and non-general faculty. The ratings and rankings will be made available to the Dean each year for consideration in assigning merit pay increases, whether or not discretionary funds are available for distribution. Previous rankings of meritorious work in years when funds were not available may also be considered by the Dean in years when they are.

III. Promotion and Tenure Criteria and Procedure**A. Criteria and Procedures for Promotion and Tenure for General Ranked Faculty**

The College of Social Work adheres to the procedures for promotion and tenure of ranked faculty as specified by The Florida State University, accessible at: <http://dof.fsu.edu/proten.htm>. Criteria are applied as indicated below.

Teaching

Effective college teaching is based on competence in subject areas taught and in learning practices, a commitment to student learning, and skill in promoting a productive learning environment.

Promotion to Associate Professor and Tenure

A sustained record of effective teaching as indicated by required student evaluations, peer classroom visitations, and the Dean's review is required for tenure and promotion to associate professor.

Promotion to Full Professor

A sustained record of effective teaching at the bachelor's, master's, and doctoral levels as indicated by required student evaluations, peer classroom visitations, and the Dean's review is required for tenure and promotion to full professor.

Research

Scholarship entails systematic inquiry into a subject or creative activity, attainment of a level of expertise, and communication of that expertise to others. In the case of an applied profession such as social work, others may include researchers, social service professionals in the community, and policy makers. A record of effective scholarship is evidenced by an independent line of scholarship that has led to peer-reviewed publications, resources to conduct research, citations by other researchers in peer-reviewed publications, and to a lesser extent, professional presentations.

Promotion to Associate Professor and Tenure

A record of effective scholarship which shows the candidate's promise of becoming a leading scholar in an area of expertise is required for promotion and tenure to associate professor.

Promotion to Full Professor

An outstanding record of scholarship indicating attainment of national or international stature is required for promotion to professor.

Service

Service occurs in four arenas: college, university, community, and the profession. While all forms of service are valued, faculty members are encouraged to pursue service opportunities in a manner that is congruent with the mission of social work and the development of their research agenda (balanced with all areas on the Assignments of Responsibilities).

Promotion to Associate Professor and Tenure

Service, especially outside of the college, is generally expected to be minimal for promotion to associate professor and tenure.

Promotion to Full Professor

For promotion to full professor, service is expected to be significant. The service record should provide evidence that faculty members have well-established national reputations in their field, as well as showing meaningful roles within the college and university.

B. Criteria and Procedures for Promotion for Non-General Non-Tenure Track Faculty

Since promotion recommendation for non-tenure earning faculty (i.e., those other than Instructor, Assistant Professor, Associate Professor, and Professor) are not reviewed by the University Promotion and Tenure Committee, the following internal policies and procedures have been developed by the College of Social Work Faculty Affairs Committee for the promotion of eligible non-tenure earning faculty in the College.

Promotion, Policies, Procedures and Criteria

(Approved by CSW faculty 2/15/08)

The minimum criteria for the promotion of all eligible non-tenure earning faculty shall be meritorious performance in the areas of: (1) teaching and advising; and (2) service to the community, the College and the University, as applicable to the Assignment of Responsibilities (AOR).

Summary of Procedures for Promotion for Non-Tenure Earning Track Faculty

I. Procedures

- A. The applicant must have a MSW degree and must have provided continuous service for a minimum of five (5) years before they are eligible to apply for promotion (assistant in to associate in). Promotion to Research Associate requires 10 years experience (at assistant in and/or associate in level) or Ph.D.
- B. At the conclusion of five (5) years of continuous service, the applicant must submit a written Notification of Intent for Promotion to the Dean requesting a promotion. The Dean will verify whether or not the applicant meets the minimum technical requirements and, if met, will inform the Promotion and Tenure Committee.
- C. The Promotion and Tenure committee (P&T) shall form a sub committee consisting of one representative from the P&T Committee and two non-tenure earning faculty members. The P&T representative shall be a tenured faculty member elected by lottery from the members of the P&T Committee. The two non-tenure earning faculty members will be selected from the promoted non-tenure earning faculty via a lottery system. In the absence of individuals at the promoted non-tenure earning rank, the Dean shall appoint two non-tenure earning faculty members to serve on this sub committee.
- D. The applicant shall submit a current, comprehensive curriculum vita and portfolio containing the items specified in Section II.
- E. The P&T Sub Committee will review the vita and materials in the portfolio then vote by secret ballot.
- F. Based on a majority vote, a written recommendation will be forwarded by the P&T Sub Committee to the chair of the P&T Committee either endorsing the applicant's promotion, or refusing an endorsement.
- G. The P&T Committee shall submit a written statement to the Dean either recommending that the applicant be promoted or denied promotion. This recommendation serves as

advisory to the Dean. The Dean will submit this advice along with her/his advice to the President/Provost, via the Office of the Dean of the Faculties, for the final action.

II. Contents of the Portfolio

A. The applicant shall submit a portfolio in the form of a binder that will be divided into the following subsections by tabs:

1. Vita
2. Assignment of Responsibilities (AOR) for years being considered for promotion
3. Teaching and Advising
4. Professional Activities
5. Service/Administration

B. Evidence on Teaching & Advising

The portfolio shall contain the following materials pertaining to his or her teaching and advising:

1. Statement of teaching and advising responsibilities (since applicant was hired, or since last promotion) listing number of students advised, courses taught, when they were taught, how many students in each, etc.
2. SPOT or equivalent instruments (e.g., student field liaison evaluations, etc.) that are required and authorized by the University and the College of Social Work for all courses taught (including field courses) for the three years preceding the applicant's request for promotion. All written comments on the reports must also be included.
3. Syllabi for all courses taught (one syllabus per course title if the same class was taught more than once).
4. Any other materials deemed useful in evaluating teaching and advising, to include peer classroom visitation.

C. Evidence on Professional Activities

1. Statement of all professional activities that the applicant has conducted or participated in during the period under review (including presentations at conferences, workshops or trainings conducted; professional development courses conducted; etc.). Copy of refereed paper, poster or electronic presentations.
2. Copy of non-referred paper, poster or electronic presentations.
3. Evidence of oral presentations made.
4. Other relevant information that might be useful in evaluating professional activities, both within and outside the College of Social Work.

D. Evidence of Service

This section should include a statement detailing all the service activities that the applicant has been involved in, both within and outside the CSW during the review period. This would include, but not limited to, the following.

1. Statement detailing all service activities that the applicant has been engaged in since his or her hire, or since the last promotion, including supporting

documentation.

2. Committee service within the College.
3. University committee service.
4. Membership in community organizations or groups; offices held in these organizations.
5. CSW administrative duties (if assigned to an administrative position)
6. Service activities involved in with students.
7. Other relevant information that might be useful in evaluating service activities, both within and outside the College of Social Work.