

College of Social Work

Evaluation Criteria Document

(Approved by CSW Faculty April 25, 2008)

(Revision Approved February 15, 2013 and April 19, 2013)

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

Evaluations will be conducted according to the following criteria, consistent with faculty classification and assigned duties:

- **Meets FSU's High Expectations** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- **Exceeds FSU's High Expectations** – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- **Significantly Exceeds High Expectations** – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition

of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

- **Official Concern** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- **Unsatisfactory** – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

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 performance evaluations and be conducted in accordance with a format and procedures decided by the relevant faculty. Peer review will be conducted simultaneously with the evaluation for meritorious performance. Tenured and tenure-track faculty will be reviewed in teaching, research, and service. Specialized faculty will be reviewed in teaching and service. Faculty will compare expected performance (Assignment of Responsibilities) against actual performance (Evidence of Performance) to determine if expectations were met.

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.

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.

Merit Criteria and method for distribution of merit salary increases

SYSTEM FOR MEASURING MERITORIOUS PERFORMANCE

DEFINITION

The College of Social Work's definition of meritorious performance is that which: a) meets or exceeds the individual duties as represented in the evidence of performance when compared with the expectations delineated in the AOR; and b) meets or exceeds the expectations for the position classification and department.. Faculty are evaluated as: 0 = does not meet criteria; 1 = meets the criteria; 2 = exceeds criteria; or 3 = significantly exceeds criteria. Faculty must be considered as having met criteria (i.e, score of 1 or higher) in all areas (i.e., teaching, research, service) in order to be eligible for merit.

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

- instituting a creative way to present or structure course material or assignments
- utilizing an innovative technique or style
- supervising Directed Individual Studies and/or Tutorial courses
- receiving a high proportion of "excellent" ratings by students of a field instructor/liasion on field evaluation forms
- receiving a college, university, or other noteworthy recognition for teaching or advising
- having responsibility for the field supervision of one or more students when not employed in the Field Office
- serving as a Chair or committee member for doctoral students or candidates
- serving as a teaching mentor for doctoral students
- securing external funding in support of educational activities

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

- publishing or submitting scholarly, peer-reviewed journal articles (either conceptual or empirical) beyond those required on the AOR.
- publishing a non-edited book
- gaining attention for scholarship that is deemed particularly noteworthy (e.g., citations, invited publications, key note addresses).
- winning a scientific or scholarly award

- securing 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
- serving as a research mentor (e.g., assistantship, grant application, or undergraduate research awards) for students.

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:

- non-paid work with or on behalf of community agencies or groups
- serving on a Governor's appointed task force or statewide advocacy committee
- serving in a leadership role on a local, state, or national committee
- 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
- serving on a high number (compared to peers) of College and/or University committees
- presenting peer-reviewed papers at professional meetings
- serving as a leader in a professional association
- securing extensive funding for a community-based project(s)
- serving as a faculty advisor to a student organization
- serving as the chair of a certificate or specialized study program

MERIT PROCEDURE

All faculty (except adjuncts and courtesy) will be reviewed for merit using annual evaluation materials. Peer review for merit will be done within category. Results are compiled by the Faculty Affairs Committee and forwarded to the Dean.

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
- 3) Assignment of Responsibilities

EVALUATION

Tenure-track faculty will review the merit documents of tenure-track faculty members. Specialized faculty will review the merit documents of specialized faculty members. Each area on a faculty member's assignment of responsibilities will be evaluated for meritorious performance using the combined criteria of quality and quantity. For tenure-track faculty the areas of evaluation are: teaching, research and scholarship, and service. For specialized faculty, the areas of evaluation are: teaching, service, and research where applicable. Faculty performance will be evaluated in each area appropriate for their assignment. Faculty will be considered eligible for merit within each area separately.

MERIT RATING (Circle one response in each row)

0=does not meet; 1 = meets; 2 = exceeds; 3 = significantly exceeds; NA = Not Applicable

Teaching	0	1	2	3	NA
Research/ Scholarship	0	1	2	3	NA
Service	0	1	2	3	NA
Annual Peer Review	0	1			

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 reviews given by tenure-track and specialized faculty members of their peers, and rank them from highest to lowest within the categories of faculty (tenure-track and specialized) and performance. Tenure-track faculty will be reviewed for teaching, research, and service; specialized faculty will be reviewed for teaching and service. 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. SECOND and FOURTH YEAR REVIEW POLICY and PROCEDURES

The second and fourth year reviews (2/4YR) are to ascertain whether an untenured tenure track faculty member in his or her second or fourth year at Florida State University College of Social Work has demonstrated sufficient pedagogical ability, progress in publication, and effectiveness in service to warrant a recommendation for continuation in a tenure-track position.

Second and FourthYear Review Procedures

1. In the fall semesters of the reviewee's second and fourth years, the College of Social Work will initiate a second or fourth year review (2/4YR) as applicable.
2. A two-person Second (or Fourth) Year Review Committee (2/4YRC) will be selected from members of the promotion and tenure committee. Members will be

drawn by lot from those not previously selected, and by like rotation thereafter until all necessary committees are filled..

3. The reviewee shall submit a current, comprehensive curriculum vitae and a portfolio containing the items specified below (see *2/4YR Binder* instructions).
 - A. The 2/4YRC will review the CV and portfolio materials.
 1. The reviewee's portfolio shall contain a Candidate's Statement modeled on that required for a promotion and/or tenure binder, addressing teaching, research, and service.
 1. See Appendix C
<http://fda.fsu.edu/content/download/31414/196226/Appendix%20C2012.pdf> of 2012 Memo for guidance on combining teaching research and service statements in a single document.
4. The 2/4YRC shall provide to the Dean a written evaluation including specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations [FSU CBA 15.3 (e)(3)].
5. The 2/4YRC's report is advisory to the Dean and will be included in the reviewee's tenure binder.

I. Teaching

The reviewee's portfolio shall contain the following materials pertaining to teaching:

A. **Student Perception of Courses and Instructors (SPCI)**

1. A statement of teaching responsibilities for the full two or four year period, listing courses, when taught, and to how many students; membership on doctoral committees; and
2. A summary of SPCI reports for each course taught.

B. Classroom Visits

1. The 2/4YRC shall make at least two classroom observations.

C. Student Survey (4YR only)

1. The 4YRC shall survey students taught by the reviewee as part of his or her regular assignment of responsibilities. Undergraduate and graduate surveys will be administered and analyzed separately.

D. Teaching: Criteria

1. The TYRC will assess the reviewee's teaching based on materials included in the applicable items above.

II. Research

1. The reviewee's portfolio shall contain the following materials pertaining to research:

- a. Manuscripts published and/or submitted since the reviewee joined the CSW faculty. For each published work and submitted manuscript, the reviewee shall indicate on the CV whether or not the work has been (or is being) refereed. [The Graduate Policy Council defines a refereed publication as: a) the manuscript must leave the editorial office for independent review; b) the manuscript must have a chance of being rejected; and c) one should be able to find the publication on the shelf in a university library or online in association with a peer-reviewed online journal.]
 - b. Copies of research grants or proposals or grants if the reviewee is either a principal investigator or investigator and has contributed to writing the proposal and/or the work done under the proposal.
2. Research: Criteria
- The following will be reviewed as evidence of research productivity:
- a. Publication of a refereed scholarly book by a university press or other press of reputable academic stature;
 - b. Submission of a scholarship book-length manuscript to a press of reputable academic stature which will referee the work;
 - c. Scholarly articles, including manuscripts accepted or submitted, all of which have been or will be reviewed; and
 - d. Grant proposals.

III. Service:

The reviewee's evidence for service will consist of the relevant section of the Candidate's Statement and appropriate content as noted in the CV.

2. Service: Criteria

In evaluating the reviewee's service, the committee shall take into account:

- a. The reviewee should have willingly undertaken a reasonable academic service assignment;
- b. The reviewee should have completed, in good standing, any service to which he or she was assigned or for which he or she volunteered, unless the reviewee was relieved of this responsibility for reasons other than the reviewee's failure to perform adequately in that role; and
- c. When a major portion of the reviewee's assignment consists of administrative duties, a survey of students immediately affected by the reviewee's functions may be administered.

IV. 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. SPCI 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.