

School of Social Work

Annual Evaluation Standards and Procedures

Intended for First Use in the 2019-2020 Academic Year

In line with policies set forth by the School, the College and the CBA agreement, typical annual workload for

- Instructor/Lecturer is 4-4;
- untenured Assistant or untenured Associate is 2-2
- tenured faculty at the Associate or Full rank is 2-3 or 3-2

Designated course load is determined by the Director in consultation with the faculty member. Assignment of workload is conducted consistent with 1) Article 9 of the College Bargaining Agreement and 2) with all applicable university timelines for contract completion. Some faculty may also receive additional release time for administrative responsibilities essential to the functioning of the School (e.g. BSW Director, MSW Director, Field Director, and PAF Coordinator). Tenured faculty who prefer to demonstrate excellence in teaching and instruction may request a 3-3 load in consultation with the Director. Tenured faculty who propose to engage in a major research initiative may present to the Director a research plan that justifies a 2-2 teaching load in a given year.

The following recommendations are made to establish faculty productivity and effectiveness in their annual evaluations as required under the Collective Bargaining Agreement (CBA) as well as the University regulations.

Table 1: Evaluation Scale

Evaluation	Evaluation Rating	Range for Overall Rating
Outstanding	4.00	3.51 – 4.00
Above Satisfactory	3.50	3.01 – 3.50
Satisfactory	3.00	2.51 – 3.00
Conditional	2.50	2.01 – 2.50
Unsatisfactory	2.00	0.00 – 2.00

The overall rating is a weighted average of the points earned across teaching, research, and service activities (and other activities, if applicable). For example, the overall evaluation rating for a faculty member on a 2/2 teaching load with above satisfactory in teaching, outstanding in research, and outstanding in service would be calculated as follows: $.40 (3.5) + .50 (4.00) + .10 (4.00) = 3.80$.

ASSESSING TEACHING

Evaluation of Teaching will include a review of the teaching activities and contributions that the faculty member has made to the University, the School of Social Work, and the profession of social work. The evaluation process must include student evaluations and documentation, through faculty annual reports of yearly activities in teaching that provide clear indicators of what has been completed. Indicators that are associated with more than one item within the teaching, research, and/or service domains must reflect a distinct accomplishment. (e.g., mentoring a colleague in teaching effectiveness that leads to a co-authored publication may be counted as an accomplishment of teaching and also as an indicator of research and scholarly accomplishment). The schema below provides more specific direction for evaluation of faculty in the area of Teaching Effectiveness.

Faculty members are required to meet their classes as scheduled during the final exam period or complete another comparable assignment; submit and follow a syllabus that follows the current university guidelines regarding syllabi; and provide a copy of this to the department office by the second week of the semester, as directed by UCF Policy 4.400.2, Final Exams.

Outstanding in Teaching

In order to achieve an **Outstanding** evaluation in Teaching, faculty members must teach the courses assigned to them during an academic year and demonstrate effectiveness in teaching by receiving “**good**” to “**excellent**” overall evaluations from at least **70%** of the students (average of the classes). Further, they must complete **four (4)** activities within the following categories described in items 1-24. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving as a member of two dissertation committees can count this as two activities rather than just one.

Above Satisfactory in Teaching

In order to achieve an **Above Satisfactory** evaluation in Teaching, faculty members must teach the courses assigned to them during an academic year and demonstrate competence in teaching by receiving “**good**” to “**excellent**” course evaluation ratings from at least **60%** of the students (average of the classes). Further, they must complete **three (3)** activities within the following categories described in items 1-24. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving as a member of 2 dissertation committees can count this as two activities rather than just one.

Satisfactory in Teaching

In order to achieve a **Satisfactory** evaluation in Teaching, faculty members must teach the courses assigned to them during an academic year and demonstrate competence in teaching by receiving “**good**” to “**excellent**” course evaluation ratings from at least **50%** of the students

(average of the classes). Further, they must complete **two (2)** activities within the following categories described in items 1-24. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving as a member of 2 dissertation committees can count this as two activities rather than just one.

Conditional in Teaching

Conditional evaluation in Teaching, faculty members must teach the courses assigned to them during an academic year and receive “**fair**” course evaluation ratings from at least **50%** or more of the students (average of the classes). Further, they must complete **one (1)** activity within the following categories described in items 1-24. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving as a member of 2 dissertation committees can count this as two activities rather than just one.

When a faculty member is given a Conditional evaluation in the area of teaching, the Director, in consultation with the faculty member, is required to put in place a corresponding remediation plan to improve the overall teaching effectiveness of the faculty member along with a referral to the appropriate university resources (i.e., FCTL, CDL)

Unsatisfactory in Teaching

Faculty members who receive course evaluations that fall below the standard listed for a conditional rating, or fail to complete any of the activities listed in items 1-24 will receive an **Unsatisfactory** rating in teaching (e.g., does not carry-out teaching responsibilities in a responsible manner). When given this evaluation, the Director, in consultation with the faculty member, is required to put in place a corresponding remediation plan to improve the overall teaching effectiveness of the faculty member along with a referral to the appropriate university resources (i.e., FCTL, CDL)

Teaching Activities (Items 1-24)

1. Serve on a student project (e.g., RAMP, FIRE, Lead Scholars, doctoral research, directed individual study, etc.)
2. Membership on student thesis/capstone committee or dissertation committee
3. Chair a student thesis/capstone committee, dissertation committee. (Serving as chair) will count as two activities per project.)
4. Contribute to the development of one new course or makes major revisions in an existing course
5. Serve as lead faculty for a course
6. Mentor adjuncts, graduate students and other colleagues in teaching effectiveness
7. Submit and acquire grants or other funding that advance the teaching mission of the School of Social Work (Note that if a teaching-related grant is counted here, it would not be counted again under research and scholarship.)

8. Produce a publication such as a textbook, journal article, or book chapter relative to the faculty member's area of teaching and learning (Note that if a teaching-related publication is counted here, it would not be counted again under research and scholarship.) Textbook will count as two; all other publications will count as one.
9. Conduct student training for extracurricular activities, such as inter-professional educational events, preparation for LEAD participation and licensure preparation
10. Attend an out-of-town profession-specific event for students, such as LEAD in Tallahassee, and assist students during the event
11. Conduct profession-specific training for field instructors, field supervisors, or part-time faculty
12. Serve as a guest speaker for another faculty member's class session to provide expertise that enhances student learning
13. Coordinate, facilitate, or present at a major student-related function, such as orientation
14. Develop a study abroad course
15. Produce a manual, guide, newsletter article or other materials for faculty members regarding the curriculum or instructional methods
16. Serve as an external field supervisor for a social work student interning at an agency that does not have a social worker on staff
17. Develop and integrate new teaching strategies, service-learning, curriculum or innovative technologies to enhance instruction and course content.
18. Conduct a presentation at an educational conference, such as one sponsored by FCTL or CSWE (Note that if a teaching-related presentation is counted here, it would not be counted again under research and scholarship).
19. Receipt of a Teaching Incentive Program or Scholarship of Teaching and Learning Award, Teaching Excellence Award, or other teaching related award during the evaluation period from a professional organization.
20. Mentor a student that results in the students' publication or conference presentation related to teaching.
21. Teach any course that exceeds 60 students at the undergraduate level (will count for each course that meets this criterion).
22. Teach a course that exceeds 35 students at the Master's level (will count for each course that meets this criterion).
23. Teach different course sections that require different course preparation or teaching a brand new course for the first time that requires extensive preparation.
24. Seek feedback on teaching effectiveness (e.g. FCTL)

ASSESSING RESEARCH AND SCHOLARLY ACTIVITY

Evaluation in the area of Research and Scholarly Activity will include a review of the scholarly activities and research activity of tenured and tenure earning faculty.

The Director will evaluate the Research and Scholarly Activity component of faculty members who have an assignment in this area and rate this performance using the evaluation scale shown in Table 1. Evaluation in the area of Research and Scholarly Activity will include a review of the scholarly activities, sponsored research, recognition, and contributions that the faculty member has undertaken during the evaluation period. The evaluation process will include review of faculty documentation of research and scholarly activity, including such evidence as letters of acceptance for journal articles, manuscripts, grant applications, and papers presented at professional conferences. The critical standard for research at the ranks of Assistant, Associate and Full Professor is the peer-reviewed, scholarly journal article.

The criteria below indicate the requirements for each evaluation level in the area of Research and Creative Activity:

	Satisfactory	Above Satisfactory	Outstanding
Tenure Earning	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.
	2. Have a peer-reviewed journal article or grant in progress or research protocol approved by IRB with data collection in progress. (Submission, receipt or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish two peer-reviewed journal articles or equivalent per evaluation period. (Submission receipt and/or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish two peer-reviewed journal articles or equivalent per evaluation period. (Submission, receipt and/or continuing management of an external grant or contract may take the place of a journal article in a given year.)

	Satisfactory	Above Satisfactory	Outstanding
	<p>3. Complete one of these items:</p> <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a state/national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for external funding. * f. Receive recognition within the university for professional communities for excellence in research. g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other 	<p>3. Complete two of these items:</p> <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding. * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other 	<p>3. Complete three of these items:</p> <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding. * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. Other

Level C (3-3 course load) Tenured	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.
	2. Have a peer-reviewed journal article or grant in progress or research protocol approved by IRB with data collection in progress. (Submission, receipt, and or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish or demonstrate acceptance of at least one peer-reviewed journal article. (Submission, receipt, and or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish or demonstrate acceptance of at least one peer-reviewed journal article. (Submission, receipt, and/or continuing management of an external grant or contract may take the place of a journal article in a given year.)
		3. Complete one of these items: a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication.** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other	3. Complete two of these items: a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication.** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph l. Receive a competitive internal research grant. m. Other

Level B (3-2 or 2-3 course load) Tenured	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.	1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.
	2. Have a peer-reviewed journal article or grant in progress or research protocol approved by IRB with data collection in progress. (Submission, receipt, and or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish or demonstrate acceptance of at least one peer-reviewed journal article. (Submission, receipt, and or continuing management of an external grant or contract may take the place of a journal article in a given year.)	2. Publish or demonstrate acceptance of at least one peer-reviewed journal article. (Submission, receipt, and/or continuing management of an external grant or contract may take the place of a journal article in a given year.)
	3. Complete one of these items: a. Present or have accepted for presentation, a paper at a state/national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for external funding. * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal	3. Complete two of these items: a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal	3. Complete three of these items: a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding * f. Receive recognition within the university or professional communities for excellence in research g. Publish or have a book accepted for publication. ** h. Edit conference proceedings. i. Edit a special issue of a refereed journal

	<ul style="list-style-type: none"> j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other 	<ul style="list-style-type: none"> j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other 	<ul style="list-style-type: none"> j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other
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Level A (2-2)	<ul style="list-style-type: none"> 1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research. 	<ul style="list-style-type: none"> 1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research. 	<ul style="list-style-type: none"> 1. Have a coherent and sustained research agenda and adhere to ethical principles in the development, conduct and dissemination of research.
	<ul style="list-style-type: none"> 2. Have a peer-reviewed journal article or grant in progress or research protocol approved by IRB with data collection in progress. (Submission, receipt and/or continuing administration of an external grant or contract may take the place of a journal article in a given year.) 	<ul style="list-style-type: none"> 2. Publish or demonstrate acceptance of two peer-reviewed journal articles. (Submission, and/or the receipt and/or continuing administration of an external grant or contract may take the place of a journal article in a given year.) 	<ul style="list-style-type: none"> 2. Publish or demonstrate acceptance of two peer-reviewed journal articles. (Submission, and/or the receipt and/or continuing administration of an external grant or contract may take the place of a journal article in a given year.)
	<ul style="list-style-type: none"> 3. Complete one of these items: <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a state/national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for external funding * f. Receive recognition within the university or professional communities for excellence in research g. Publish or have a book accepted for publication** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. 	<ul style="list-style-type: none"> 3. Complete two of these items: <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding. * f. Receive recognition within the university or professional communities for excellence in research g. Publish or have a book accepted for publication** h. Edit conference proceedings. i. Edit a special issue of a refereed journal. j. Publish in a state, regional, or national 	<ul style="list-style-type: none"> 3. Complete three of these items: <ul style="list-style-type: none"> a. Present or have accepted for presentation, a paper at a national/international conference. b. Present research at other colleges, universities, or institutes. c. Publish or have accepted for publication, a book chapter. d. Publish or have accepted for publication, an assessment tool or other scholarly product. Other publications in addition to the required number in item #2 above, will count as additional items. e. Submit application for and/or receive external funding. * f. Receive recognition within the university or professional communities for excellence in research. g. Publish or have a book accepted for publication** h. Edit conference proceedings. i. Edit a special issue of a refereed journal.

	journal. j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph. l. Receive a competitive internal research grant. m. Other	professional newsletter or magazine. k. Publish a monograph l. Receive a competitive internal research grant. m. Other	j. Publish in a state, regional, or national professional newsletter or magazine. k. Publish a monograph l. Receive a competitive internal research grant. m. Other
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* may count for 1, 2, or 3 activities depending on the size and competitive nature of the award

** may count for 1, 2, or 3 activities depending on the contribution to the book to the discipline of social work research, education and practice and will be evaluated by peer review.

***counts as 2 activities

IV. CONDITIONAL****

A **CONDITIONAL** rating in Research and Scholarly Activities results from failure of the faculty to meet all the standards for a SATISFACTORY (in cells 1, 2 and 3 above) but with some research in progress.

V. UNSATISFACTORY*****

An **UNSATISFACTORY** rating in Research and Scholarly Activities results from failure of the faculty to meet the all standards for a SATISFACTORY (in cells 1, 2 and 3 above) but with no research in progress.

ASSESSING SERVICE ACTIVITIES

Evaluation of Professional and Community Service will include a review of the service activities and contributions that the faculty member has made to the University, the College, the School of Social Work, the profession of social work, the local social services practice community, and the state, regional, national and international practice communities. Participation in all faculty meetings, faculty committees and faculty retreats is required of all full time faculty; unless the faculty member has a scheduling conflict due to another professional assignment. Faculty members who are ill and cannot participate in scheduled meetings are required to take sick leave. Service activity in the community is expected of faculty as part of the yearly evaluation. Documentation describing both the roles and responsibilities related to the service as well as active participation (how often it meets, etc.) is required. Indicators that are associated with more than one item within the teaching, research, and/or service domains must reflect a distinct accomplishment. (e.g., membership in a community professional organization that results in acquiring a grant or contract may also be counted as an indicator of research and scholarly accomplishment). The following schema provides more specific direction for evaluation of faculty in the area of Service.

Outstanding in Service

In order to achieve an **Outstanding** evaluation in Professional and Community Service, a faculty member must complete all service assignments made by the Director during an academic year. It is expected that the faculty member readily respond to the service needs of the campus and professional communities by providing at least **five (5)** of the following types of service. (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below are being addressed.) Service should take place both within the university and community, with at least one of the five activities taking place in the university and one activity taking place in the community. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving on five School-level committees could count this as five activities under item #3.

Above Satisfactory in Service

In order to achieve an **Above Satisfactory** evaluation in Professional and Community Service, a faculty member must complete all service assignments made by the Director during an academic year. It is expected that the faculty member readily respond to the service needs of the campus and professional communities by providing at least **four (4)** of the following types of service. (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below are being addressed.) Service should take place both within the university and community, with at least one of the four activities taking place in the university and one activity taking place in the community. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving on five School-level committees could count this as five activities under item #3.

Satisfactory in Service

In order to achieve a **Satisfactory** evaluation in Professional and Community Service, a faculty member must complete all service assignments made by the Director during an academic year. It is expected that the faculty member readily respond to the service needs of the campus and professional communities by providing at least **three (3)** of the following types of service. (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below are being addressed.) Service should take place both within the university and community, with at least one of the three activities taking place in the university and one activity taking place in the community. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving on five School-level committees could count this as five activities under item #3.

Conditional Service Evaluation

A faculty member will receive a **Conditional** evaluation in Professional and Community Service if s/he poorly performs service assignments made by the Director during an academic year (e.g., is a member of a professional organization, but rarely attends meetings and is not involved in the activities of the organization).

A Conditional Rating will be given to faculty members providing at least **two (2)** of the following types of service. (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below are being addressed.) Service should take place both within the university and community, with at least one of the two activities taking place in the university and one activity taking place in the community. Note that faculty may complete multiple activities represented by one item and count these in multiple fashion. For example, someone serving on five School-level committees could count this as five activities under item #3.

When given a Conditional rating in the area of Service Activity the criteria for a Satisfactory evaluation has not been met. A clear plan for remediation is recommended and after discussion with the Director, a service activity plan is to be implemented and/or revised with clear and measurable goals to address the deficiencies noted.

Unsatisfactory Service

A faculty member who fails to perform, or consistently demonstrates poor performance of Professional and Community Service assignments made by the Director during an academic year will receive an **Unsatisfactory** rating in service (e.g., has limited membership in professional organizations and does not attend professional meetings nor participate in the activities).

When given an Unsatisfactory rating in the area of Service Activity, the criteria for a Conditional evaluation has not been met. Accordingly, the Director, after discussion with the faculty member is required to implement or revise a service activity plan with clear and measurable goals to address the deficiencies noted.

University Service Activities - Committee Membership and University Activity

1. Membership on University-level committees, taskforces, or initiatives
2. Membership on College-level committees, taskforces, or initiatives
3. Membership on School-level ad-hoc or standing committees, taskforces, or initiatives
4. Leadership* roles on a committee (serve as Chair) at University level
5. Leadership* roles on a committee (serve as Chair) at College level
6. Leadership* roles on a committee (serve as Chair) at the School level

7. Leadership*of/or to a campus and/or community activity affecting students, faculty, and/or staff
8. Advisor to student groups
9. Coordinate or contribute to School- or College- level documents submitted such as AESP, a policy and procedure manual, accreditation self-study. Field manual and promotional materials that enhance the visibility of the School of Social Work.
10. Mentor students and/or faculty colleagues in the design, implementation, and/or interpretation of research projects and grant writing activities.

*Membership on a committee will count as one activity. Leadership on a committee will count as two activities (one membership activity and one leadership activity).

Community and Professional Service Activities

1. Receive Honors and Awards within the profession and the community, such as awards from the National Association of Social Workers
2. Leadership in professional organizations
3. Holding a Leadership Role, Chair of a committee, board membership or office in a local, state, national or international professional organization
4. Conduct at least one seminar/workshop in the community or consultation that is not private consulting. (unpaid)
5. Presentation(s) and/or service to public schools, community agencies and other community organizations
6. Serve as an unpaid consultant to local agencies or other educational institutions
7. Coordinate community activities, such as fundraisers aligned with professional or university goals, community health initiatives, and other forms of community service.
8. Member of an Editorial Review Board for a Peer-Reviewed Journal
9. Develop a local, state, regional, national, or international community partnership with an organization that results in a field placement site for student interns or a research project of value to the community.
10. Reviewer for peer-reviewed journal.
11. Abstract Reviewer for national or international research conference
12. Serve on a national grant review panel.

ADMINISTRATION, OTHER ACTIVITIES AS ASSIGNED

Evaluation of Administration, Other Activities, and Duties Assigned: This section will vary based on the duties assigned and whether the faculty member has a fourth category of administrative workload responsibility. If evaluated in this section, the evaluation will include how the administrative and other duties further the mission and goals of the School of Social Work in particular as well as the College and University.