

# School of Social Work

## Annual Evaluation Standards and Procedures

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	0.0 – 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 with above satisfactory in teaching, outstanding in research and outstanding in service would be calculated as follows:  $.40 (3.50) + .50 (4.00) + .10 (4.00) = 3.80$ . According to Table 1, this average falls into the overall evaluation rating of “outstanding.”

Example 1: Tenure-track research faculty

Category	Evaluation	Points	FTE	Overall Rating (Points * FTE)
Teaching	Outstanding	4.00	.50	2.00
Research	Outstanding	4.00	.40	1.60
Service	Outstanding	4.00	.10	.40
<i>Overall Rating</i>				<i>4.00</i>

Example 2: Tenured research faculty

Category	Evaluation	Points	FTE	Overall Rating (Points * FTE)
Teaching	Above Satisfactory	3.00	.75	2.25
Research	Above Satisfactory	3.00	.15	.45
Service	Outstanding	4.00	.10	.40
<i>Overall Rating</i>				<i>3.10</i>

### Example 3: Tenured teaching faculty/Instructor

Category	Evaluation	Points	FTE	Overall Rating (Points * FTE)
Teaching	Outstanding	4.00	.90	3.60
Research	NA			
Service	Above Satisfactory	3.50	.10	.35
<i>Overall Rating</i>				3.95

Faculty having more than 3 categories (e.g., an administrative assignment or coordination or service duties) will be scored on the top 3 categories with the highest workload percentages.

## ASSESSING TEACHING

**Evaluation of Teaching** will include a review of the teaching activities and contributions (see above descriptions) that the faculty member has made to the University, the School of Social Work, and the profession of social work. The evaluation process can include student evaluations and documentation, through faculty annual reports of yearly activities in teaching that provide clear indicators of what is being 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 expected 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.

### Outstanding in Teaching

In order to achieve an **Outstanding** evaluation in Teaching a faculty member must adequately perform all teaching assignments made by the Director during an academic year. During an academic year, the faculty member demonstrate competence in teaching by having “good” to “excellent” course evaluation ratings from at least 70% of the students (average of the classes) and generally positive comments in the open ended portion of the student comments.

And at least **four (4)** of the following: (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

1. serves as a member on at least **two (2)** student projects (e.g., RAMP, SMART, Lead Scholars, doctoral research, directed individual study, dissertation or thesis committee, honors in the major committee, etc.)
2. serves as a mentor/chair of a student project (thesis, research project or dissertation)
3. contributes to the development of at least one new course or makes major revisions in an existing course
4. chairs a curriculum sequence or serves as lead faculty for a course
5. mentors adjuncts and other colleagues in teaching effectiveness
6. serves as a consultant to other educational institutions
7. submits and acquires grants or other funding which advance the teaching mission
8. one or more publications such as textbooks, peer-reviewed journal articles and book chapters relative to the faculty members area of teaching and learning. If a teaching-related publication is counted here it would not be counted under research and scholarship.

## **Above Satisfactory in Teaching**

In order to achieve an **Above Satisfactory** evaluation in Teaching, a faculty member must adequately perform all teaching assignments made by the Director during an academic year and "good" to "excellent" course evaluation ratings from at least 60% of the students (average of the classes) and generally positive comments in the open ended portion of the student comments.

And at least **three (3)** of the following: (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below is being addressed.)

1. serves as a member on at least two (2) student projects (e.g., RAMP, SMART, Lead Scholars, doctoral research, directed individual study, dissertation or thesis committee, honors in the major committee, etc.)
2. serves as a mentor/chair of a student project (thesis, research project or dissertation)
3. contributed to the development of at least one new course or made major revisions in an existing course
4. chairs a curriculum sequence or serves as lead faculty for a course
5. mentors adjuncts and other colleagues in teaching effectiveness
6. serves as a consultant to other educational institutions
7. submits and acquires grants or other funding which advance the teaching mission

one or more publications such as textbooks, peer-reviewed journal articles and book chapters relative to the faculty members area of teaching and learning. If a teaching-related publication is counted here it would not be counted under research and scholarship.

## **Satisfactory in Teaching**

In order to achieve a **Satisfactory** evaluation in Teaching, a faculty member must perform teaching assignments made by the Director during an academic year. In addition, the faculty member must at least receive “good” to “excellent” course evaluation ratings from at least 50% of the students (average of the classes) and generally positive comments by students in the open ended section.

And at least **two** of the following: (It is the faculty member’s responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

1. serves as a member on at least two (2) student projects (e.g., RAMP, SMART, Lead Scholars, doctoral research, directed individual study, dissertation or thesis committee, honors in the major committee, etc.)
2. serves as a mentor/chair of a student project (thesis, research project or dissertation)
3. contributed to the development of at least one new course or made major revisions in an existing course
4. chairs a curriculum sequence or serves as lead faculty for a course
5. mentors adjuncts and other colleagues in teaching effectiveness
6. serves as a consultant to other educational institutions
7. submits and acquires grants or other funding which advance the teaching mission
8. one or more publications such as textbooks, peer-reviewed journal articles and book chapters relative to the faculty member’s area of teaching and learning. If a teaching-related publication is counted here it would not be counted under research and scholarship.

## **Conditional in Teaching**

In order to achieve a **Conditional** evaluation in Teaching, a faculty member must perform teaching assignments made by the Director during an academic year. In addition, the faculty member must at least receive “fair” course evaluation ratings from at least 50% or more of the students (average of the classes) and some positive comments by students in the open ended section.

And at least **one** of the following: (It is the faculty member's responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

1. serves as a member on at least two (2) student projects (e.g., RAMP, SMART, Lead Scholars, doctoral research, directed individual study, dissertation or thesis committee, honors in the major committee, etc.)
2. serves as a mentor/chair of a student project (thesis, research project or dissertation)
3. contributed to the development of at least one new course or made major revisions in an existing course
4. chairs a curriculum sequence or serves as lead faculty for a course
5. mentors adjuncts and other colleagues in teaching effectiveness
6. serves as a consultant to other educational institutions
7. submits and acquires grants or other funding which advance the teaching mission
8. one or more publications such as textbooks, peer-reviewed journal articles and book chapters relative to the faculty members area of teaching and learning. If a teaching-related publication is counted here it would not be counted under research and scholarship.

When a faculty member is given a Conditional evaluation in the area of teaching, it is recommended that a corresponding remediation plan and a referral to the Faculty Center for Teaching and Learning are completed.

## **Unsatisfactory in Teaching**

A faculty member who fails to perform, or chronically demonstrates poor performance of teaching assignments made by the Director during an academic year and/or does not complete the additional activities (mentoring student projects, new course development, major course revisions, chair of a curriculum sequence, lead faculty, mentoring teaching effectiveness, consultant to other educational institutions, submitting grants or acquiring funding to advance the teaching mission, publications) necessary for a "Conditional" evaluation will receive an "**Unsatisfactory**" rating in the area of Teaching. When given this evaluation, a plan for remediation is expected and a referral to the Faculty Center for Teaching and Learning will be mandatory.

## **ASSESSING RESEARCH AND SCHOLARLY ACTIVITY**

**Evaluation in the area of Research and Creative Activities** will include a review of the scholarly activities and sponsored research that the faculty has undertaken in the academic year. The critical element of Research, for ranks of Assistant, Associate, and Full Professor, is a clear

research agenda as reflected in scholarly peer-reviewed publication. For faculty in a tenure-track line a minimum of two (2) articles per year would be required to support the need for a competitive application for promotion and the granting of tenure. Indicators that are associated with more than one item within the teaching, research, and/or service domains must reflect a distinct accomplishment. (e.g., a faculty member with three different grants from local funding sources may count both “Recipient of external funding from a local organization” and “Recipient of funding from two or more local organizations” as separate items toward the total).

Proper documentation of research and scholarly activities includes a copy of the draft of the article for those designated “in process”, email confirmation of the status of books, peer-reviewed journal articles, monographs, and book reviews as accepted or in press; copies of conference agendas confirming the presentation; letters from the UCF Office of Research confirming grants, copyright pages from published books. The following schema provides more specific direction for evaluation of faculty in the area of Research and Scholarly Activity.

## **Outstanding in Research and Scholarly Activity**

In order to achieve an “**Outstanding**” evaluation in Research and Creative Activities, a faculty member must maintain an established research agenda with related grant activity outlined below. In terms of scholarship, tenured faculty, regardless of the other criteria filled below, must have at least one article published per year and for tenure-track faculty at least two articles must be published in peer-reviewed journals. In addition, the faculty member must have documented activity with at least **four (4)** research-related activities outlined below from any of the following categories. It is the faculty member’s responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.

### **Presentations: Peer-reviewed and Invited**

1. Peer-reviewed presentation(s) based on a scholarly research agenda accepted at a national or international conference.
2. Peer-reviewed presentation(s) based on a scholarly research agenda at the regional, state and local level
3. Invited presentation as a recognized expert presentation based on the faculty member’s scholarly research agenda

### **\*Publications:**

4. More than one peer reviewed journal article in print for tenured faculty
5. More than two peer reviewed articles for tenure-earning faculty in print.
6. One book/textbook that is not edited that is reflective of the scholarly research agenda.
7. Two or more books/textbooks that are not edited that are reflective of the scholarly research agenda.
8. One book/textbook that is edited and reflective of the scholarly research agenda.
9. Two or more books/textbooks that is edited and reflective of the scholarly research agenda.
10. Book chapters that are reflective of the scholarly research agenda.

### **Other Scholarly Works and Activities:**

11. Monograph
12. Book Review
13. Abstracts and Peer-Reviewed Posters
14. An article approved for publication (termed “in press”) with proper supporting documentation.
15. Editor of a research-based journal.
16. Serve as a Guest Editor, or on the Editorial Review Board of research-based journal.
17. Manuscript reviewer for a peer-reviewed research journal.
18. Abstract reviewer for national or international research conference.
19. Grant reviewer.

### **\*Grants and Contracts:**

20. Recipient of external funding from one local organization.
21. Recipient of external funding from two or more local organizations.
22. Recipient of external funding from one state organization.
23. Recipient of external funding from two or more state organizations.
24. Recipient of external funding from one federal government organization.
25. Recipient of external funding from two or more federal government organizations.
26. Recipient of external funding from one national organization.
27. Recipient of external funding from two or more national organizations.
28. Recipient of external funding from one international organization.
29. Recipient of external funding from two or more international organizations
30. Evaluator for a local community partner/or develops assessment tool for community partner
31. Evidence of submission for a Federal, State, Local, Foundation grant (funded or non-funded)
32. Unfunded research activity that resulted in scholarly publication

## **Above Satisfactory in Research and Scholarly Activity**

In order to achieve an **Above Satisfactory** evaluation in Research and Scholarly Activities, a faculty member must maintain a clear research agenda with related grant activity outlined below. To achieve this level of evaluation, tenured faculty, regardless of the other criteria filled below, must have at least one article published per year and for tenure-track faculty at least two articles must be published in peer-reviewed journals.

In addition, the faculty member must have documented activity with at least **three (3)** research-related activities outlined below from any of the following categories. (It is the faculty member’s responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

**Presentations: Peer-reviewed and Invited**

1. Peer-reviewed presentation(s) based on a scholarly research agenda accepted at a national or international conference.
2. Peer-reviewed presentation(s) based on a scholarly research agenda at the regional, state and local level
3. Invited presentation as a recognized expert presentation based on the faculty member's scholarly research agenda

**\*Publications:**

4. More than one peer reviewed journal article in print for tenured faculty
5. More than two peer reviewed journal articles for tenure-earning faculty in print.
6. One book/textbook that is not edited that is reflective of the scholarly research agenda
7. Two or more books/textbooks that are not edited that are reflective of the scholarly research agenda.
8. One book/textbook that is edited that is reflective of the scholarly research agenda
9. Two or more books/textbooks that are edited that are reflective of the scholarly research agenda
10. Book chapters that are reflective of the scholarly research agenda

**Other Scholarly Works and Activities:**

11. Monograph
12. Book Review
13. Abstracts and Posters
14. An article approved for publication (termed "in press")
15. Editor of a research-based journal
16. Serve as a Guest Editor, or on the Editorial Review Board of research-based journal
17. Manuscript reviewer for a peer-reviewed research journal
18. Abstract reviewer for national or international research conference
19. Grant reviewer

**\*Grants and Contracts:**

20. Recipient of external funding from one local organization.
21. Recipient of external funding from two or more local organizations.
22. Recipient of external funding from one state organization.
23. Recipient of external funding from two or more state organizations.
24. Recipient of external funding from one federal government organization.
25. Recipient of external funding from two or more federal government organizations.
26. Recipient of external funding from one national organization.
27. Recipient of external funding from two or more national organizations.
28. Recipient of external funding from one international organization.
29. Recipient of external funding from two or more international organizations
30. Evaluator for a local community partner/or develops assessment tool for community partner
31. Evidence of submission for a Federal, State, Local, Foundation grant (funded or non-funded)
32. Unfunded grant activity that resulted in scholarly publication

## **Satisfactory in Research and Scholarly Activity**

In order to achieve a **Satisfactory** evaluation in Research and Creative Activities, a faculty member must have an identified research agenda and with some evidence of grant activity as outlined below. To achieve this level of evaluation, tenured faculty, regardless of the other criteria filled below must have at least one article at least “in-press” per year. For tenure-track faculty the requirement of at least two articles is expected in peer-reviewed journals.

In addition the faculty member must have at least **two (2)** of the following. (It is the faculty member’s responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

### **Presentations: Peer-reviewed and Invited**

1. Peer-reviewed presentation(s) based on a scholarly research agenda accepted at a national or international conference.
2. Peer-reviewed presentation(s) based on a scholarly research agenda at the regional, state and local level
3. Invited presentation as a recognized expert presentation based on the faculty member’s scholarly research agenda

### **\*Publications:**

4. More than one peer reviewed journal article in print for tenured faculty
5. More than two peer reviewed articles for tenure-earning faculty in print
6. One book/textbook that is not edited that is reflective of the scholarly research agenda
7. Two or more books/textbooks that are not edited that are reflective of the scholarly research agenda.
8. One book that is edited that is reflective of the scholarly research agenda
9. Two or more books/textbooks edited and reflective of the scholarly research agenda.
10. Book chapters that are reflective of the scholarly research agenda

### **Other Scholarly Works and Activities:**

11. Monograph
12. Book Review
13. Abstracts and Posters
14. An article approved for publication (termed “in press”)
15. Editor of a research-based journal
16. Serve as a Guest Editor, or on the Editorial Review Board of research-based journal
17. Manuscript reviewer for a peer-reviewed research journal
18. Abstract reviewer for national or international research conference
19. Grant reviewer

**\*Grants and Contracts:**

20. Recipient of external funding from one local organization.
21. Recipient of external funding from two or more local organizations.
22. Recipient of external funding from one state organization.
23. Recipient of external funding from two or more state organizations.
24. Recipient of external funding from one federal government organization.
25. Recipient of external funding from two or more federal government organizations.
26. Recipient of external funding from one national organization.
27. Recipient of external funding from two or more national organizations.
28. Recipient of external funding from one international organization.
29. Recipient of external funding from two or more international organizations
30. Evaluator for a local community partner/or develops assessment tool for community partner
31. Evidence of submission for a Federal, State, Local, Foundation grant (funded or non-funded)
32. Unfunded grant activity that resulted in scholarly publication

## **Conditional in Research and Scholarly Activity**

A faculty member will receive a “**Conditional**” evaluation in Research and Creative Activities, If a faculty member does not have a clearly identified research agenda and there is no evidence of grant activity as outlined below. To achieve a Conditional evaluation, tenure-track faculty, regardless of the other criteria filled below, must have at least **one (1)** article clearly designated “in process” and another designated as “in press.’ For tenure-track faculty the requirement of at least **one (1)** peer-reviewed article “in press” is expected.

In addition the faculty member must have at least **one (1)** of the following. (It is the faculty member’s responsibility to clearly indicate in their annual report which of the items listed below is being addressed and to provide tangible and clear indicators of accomplishments for each item.)

When given a Conditional evaluation in the area of Research and Scholarly Activity, some plan for remediation and assignment of a mentor is recommended.

### **Presentations: Peer-reviewed and Invited**

1. Peer-reviewed presentation(s) based on a scholarly research agenda accepted at a national or international conference.
2. Peer-reviewed presentation(s) based on a scholarly research agenda at the regional, state and local level
3. Invited presentation as a recognized expert presentation based on the faculty member’s scholarly research agenda

**\*Publications:**

4. More than one peer reviewed journal article in print for tenured faculty

5. More than two peer reviewed articles for tenure-earning faculty in print
6. One book/textbook that is not edited that is reflective of the scholarly research agenda
7. Two or more books/textbooks that are not edited that are reflective of the scholarly research agenda.
8. One book that is edited that is reflective of the scholarly research agenda
9. Two or more books that are edited that are reflective of the scholarly research agenda.
10. Book chapters that are reflective of the scholarly research agenda

**Other Scholarly Works and Activities:**

11. Monograph
12. Book Review
13. Abstracts and Posters
14. An article approved for publication (termed “in press”)
15. Editor of a research-based journal
16. Serve as a Guest Editor, or on the Editorial Review Board of research-based journal
17. Manuscript reviewer for a peer-reviewed research journal
18. Abstract reviewer for national or international research conference
19. Grant reviewer

**\*Grants and Contracts:**

20. Recipient of external funding from one local organization.
21. Recipient of external funding from two or more local organizations.
22. Recipient of external funding from one state organization.
23. Recipient of external funding from two or more state organizations.
24. Recipient of external funding from one federal government organization.
25. Recipient of external funding from two or more federal government organizations.
26. Recipient of external funding from one national organization.
27. Recipient of external funding from two or more national organizations.
28. Recipient of external funding from one international organization.
29. Recipient of external funding from two or more international organizations
30. Evaluator for a local community partner/or develops assessment tool for community partner.
31. Evidence of submission for a Federal, State, Local, Foundation grant (funded or non-funded).
32. Unfunded grant activity that resulted in scholarly publication.

## **Unsatisfactory in Research and Scholarly Activity**

A Faculty member who does not complete the activities necessary for a “Conditional” evaluation will receive an “**Unsatisfactory**” rating in the area of Research and Creative Activities. A clear plan for remediation is required, and after discussion with the Director a mentoring plan is to be implemented and/or revised with clear and measurable goals to address the deficiencies noted.

# 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. 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 adequately perform 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 **seven (7)** 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 is being addressed and to provide tangible and clear indicators of accomplishments for each item). See below for the specific number needed per category.

### **Committee Membership and University Activity (at least five (5) from this category)**

1. Membership on University level committees or taskforces
2. Membership on College level committees or taskforces
3. Membership on School level committees or taskforces
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 to a campus and/or community activity affecting students, faculty, and/or staff
8. Advisor to student groups

\*Committee work and participation in university activity is expected of faculty in the yearly evaluation. Serving on multiple active committees (show documentation of meeting schedule for the year) in a leadership role may count for four (4) or five 5 of the above. Credit for membership in the overall number of committees can be taken into account. A minimum four (4) of the seven (7) types of service required for an outstanding evaluation can come from

counting the number of committee memberships from items 1 (Membership on University level committees or taskforces), 2 (Membership on College level committees or taskforces), 3 (Membership on School level committees or taskforces).

**\*\*Other Related Service Activities and Service Recognition (at least two (2) from this category)**

Honors and Awards within the profession and the community

1. Membership in Professional Organizations
2. Holding a Leadership Role, Chair of a committee, board membership or office in a national or international professional organization
3. At least one seminar/workshop in the community or consultation that is not private consulting. (unpaid)
4. Presentation(s) and/or service to public schools, community agencies and other community organizations

\*\* Other related and service activities to the community are 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. Multiple committees, workshops and service opportunities from this area may count for at least two (2) of the required areas needed from the Other Related Service Activities and Service Recognition.

## **Above Satisfactory in Service**

In order to achieve an **Above Satisfactory** evaluation in Professional and Community Service, a faculty member must adequately perform 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 is being addressed and to provide tangible and clear indicators of accomplishments for each item.) See below for the specific number needed per category.

**\*Committee Membership and University Activity (at least five (5) from this category)**

1. Membership on University level committees or taskforces
2. Membership on College level committees or taskforces
3. Membership on School level committees or taskforces
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 to a campus and/or community activity affecting students, faculty, and/or staff
8. Advisor to student groups

\*Committee work and participation in university activity is expected of faculty in the yearly evaluation. Serving on multiple active committees (show documentation of meeting schedule for the year) in a leadership role may count for four (4) or five (5) of the above. Credit for membership in the overall number of committees can be taken into account. A minimum (3) of the five (5) types of service required for an above satisfactory in service may come from counting the number of committee memberships from items 1 (Membership on University level committees or taskforces), 2 (Membership on College level committees or taskforces), and 3 (Membership on School level committees or taskforces) under the category of Committee Membership and University Activity. .

**\*\*Other Related Service Activities and Service Recognition (at least two (2) from this category)**

1. Honors and Awards within the profession and the community
2. Membership in Professional Organizations
3. Holding a Leadership Role, Chair of a committee, board membership or office in a national or international professional organization
4. At least one seminar/workshop in the community or consultation that is not private consulting.
5. Presentation(s) and/or service to public schools, community agencies and other community organizations

\*\* Other related and service activities to the community are 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. Multiple committees, workshops and service opportunities from this area may count for at least two (2) of the required areas needed from the Other Related Service Activities and Service Recognition.

## **Satisfactory in Service**

In order to achieve a **Satisfactory** evaluation in Professional and Community Service, a faculty member must adequately perform 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 is being addressed and to provide tangible and clear indicators of accomplishments for each item.) See below for the specific number needed per category.

**\*Committee Membership and University Activity (at least three (3) from this category)**

1. Membership on University level committees or taskforces
2. Membership on College level committees or taskforces

3. Membership on School level committees or taskforces
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 to a campus and/or community activity affecting students, faculty, and/or staff
8. Advisor to student groups

\*Committee work and participation in university activity is expected of faculty in the yearly evaluation. Serving on multiple active committees (show documentation of meeting schedule for the year) in a leadership role may count for four (4) or five (5) of the above. Credit for membership in the overall number of committees can be taken into account. A minimum two (2) of the four (4) types of service required for a satisfactory evaluation may come from counting the number of committee memberships from items 1 (Membership on University level committees or taskforces), 2 (Membership on College level committees or taskforces), and 3 (Membership on School level committees or taskforces) under the category of Committee Membership and University Activity.

**\*\*Other Related Service Activities and Service Recognition (at least one (1) from this category)**

9. Honors and Awards within the profession and the community
10. Membership in Professional Organizations
11. Holding a Leadership Role, Chair of a committee, or office in a national or international professional organization
12. Board membership on a national, international, local, state or regional professional board
13. At least one seminar/workshops in the community, or consultation that is not private consulting.
14. Presentation(s) and/or service to public schools, community agencies and other community organizations

\* Other related and service activities to the community are 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. Multiple committees, workshops and service opportunities from this area may count for at least two (2) of the required areas needed from the Other Related Service Activities and Service Recognition.

## **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).

It is expected that the faculty member must readily respond to the service needs of the campus and professional communities by 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 is being addressed and to provide tangible and clear indicators of accomplishments for each item.) See below for the specific number needed per category.

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.

**\*Committee Membership and University Activity (at least one (1) from this category)**

1. Membership on University level committees or taskforces
2. Membership on College level committees or taskforces
3. Membership on School level committees or taskforces
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 to a campus and/or community activity affecting students, faculty, and/or staff
8. Advisor to student groups

\*Committee work and participation in university activity is expected of faculty in the yearly evaluation. Serving on multiple active committees (show documentation of meeting schedule for the year) in a leadership role may count for four (4) or five (5) of the above. Credit for membership in the overall number of committees can be taken into account. A minimum one (1) of the two (2) types of service required for a conditional evaluation may come from counting the number of committee memberships from items 1 (Membership on University level committees or taskforces), 2 (Membership on College level committees or taskforces), and 3 (Membership on School level committees or taskforces) under the category of Committee Membership and University Activity.

**\*Other Related Service Activities and Service Recognition (at least one (1) from this category)**

9. Honors and Awards within the profession and the community
10. Membership in Professional Organizations
11. Holding a Leadership Role, Chair of a committee, or office in a national or international professional organization
12. Board membership on a national, international, local, state or regional professional board
13. At least one seminar/workshop in the community, or consultation that is not private consulting.
14. Presentation(s) and/or service to public schools, community agencies and other community organizations

\* Other related and service activities to the community are 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. Multiple committees, workshops and service opportunities from this area may count for at least two (2) of the required areas needed from the Other Related Service Activities and Service Recognition.

## **Unsatisfactory Service**

A faculty member who fails to perform, or chronically 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. A clear plan for remediation is required 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.

## **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 work load responsibility. If evaluated in this section administrative and other duties will be considered and how these duties relate to the School of Social work in particular as well as the College and University.