DEPARTMENT OF SOCIAL WORK
FACULTY EVALUATION CRITERIA

(Revised, March 2016)

The Gallaudet University Faculty Guidelines, Section 2.1.1 (Areas of Competence and Responsibilities) states:

“A member of a Department of Instruction must perform competently in the area of Teaching, Scholarship/Creative Activity/Research, Service and in Sign Communication.”

Additionally, the Faculty Guidelines (October, 1997 Revision), Section 6.5.2. Definition of Performance Standards, mandates Departments to elaborate standards of performance for each level of the Faculty Evaluation Scale on the annual D-RE Form: Report of Evaluation: Satisfactory, Commendable and Outstanding. This report is the Department of Social Work’s conceptualization for these performance ratings for each area of competence.

A. TEACHING
The University Faculty Guidelines makes specific reference to teaching in section 2.1.2.1:

“Teaching competence includes both expertise in the faculty member’s field and the ability to impart knowledge deriving from that field to Gallaudet students. A competent teacher must possess the ability to communicate course content clearly and effectively; he/she must also be available to the students individually, responsive to their academic needs, and flexible enough to adapt curriculum and methodology to those needs. [Effective communication as intended by this heading is separated from and in addition to proficiency in Sign Communication as outlined in Section 2.1.2.4].”
Criteria for Satisfactory Teaching Performance

May be demonstrated by meeting the minimum requirements for teaching, (e.g., organization, preparation and effective communication) and availability to students, or supporting the well-being of students. Activities can include, but are not limited to the following:

1. The faculty member will demonstrate thorough knowledge and values in the content area(s) she/he teaches.
2. The faculty member will demonstrate an ability to assess the learning needs and styles of students.
3. The faculty member will demonstrate an ability to conceptualize and teach in a manner that is comprehensible to the majority of students.
4. The faculty member will demonstrate their teaching methods (for example, Blackboard and sensitivity to the visual orientation of deaf and hard of hearing students) that are utilized.
5. The faculty member will demonstrate an ability to engage the students actively in the learning process.
6. At the beginning of the semester, the faculty member will distribute to students a syllabus that contains clearly stated objectives, explication of course content, expectations for students, a clear grading policy with Department-approved grading equivalences for written papers (see attached), and if possible, assignments for the semester and criteria for evaluating them. The function of the course in the curriculum and its relationship to other courses in the professional curriculum should be evident to students and peers reviewing the syllabus. The syllabus should be updated regularly to reflect current literature in the field and should be in compliance with current standards set forth by The Council on Social Work Education (including formatting in the APA style). In addition, assignments and examinations should effectively assess students’ knowledge of the content areas and emphasize literacy and critical thinking skills.
7. The faculty member will conduct classes as scheduled; when it is necessary for the faculty member to be absent from class to attend professional meetings, assignments should be planned in advance or arrangements made for the class time. The faculty member will provide timely feedback to students with respect to their performance via comments on papers, grading tests and exams, meeting students individually, and other means as needed, including the midterm reporting forms used by the Record Office.
8. The faculty member will be available to students outside of class. The Department has a minimum of six hours per week of office hours, which should be posted on the faculty member’s office door at the beginning of each semester. Faculty should also be available to students by appointments when necessary, and through email.

9. In addition to the expectation for obtaining the required rating of 3 on the American Sign Language Proficiency Interview (ASLPI) in proportion to years of service, the faculty member will demonstrate willingness to adjust communication methods to the needs of the class.

10. Written peer evaluations and classroom observations note a “satisfactory” rating for the faculty member’s teaching performance.

11. On the course evaluations by students, the faculty member receives a satisfactory including—Characteristics of the Course, Characteristics of the Instructor and Teaching Quality and Instructor’s Use of Sign Communication.

12. Demonstrated ability to adapt curriculum to the students who are registered with OSWD.

**Criteria for Commendable Teaching Performance**

Requires acceptable performance at the satisfactory level and additional teaching responsibilities that may include, but are not limited to the following:

1. Serves as a mentor to students
2. Revising existing courses
3. Effectively advised more than the average number of students
4. Development of a new course or instructional material
5. Designs learning experiences that are external to the classroom
6. Conducts online teaching course(s)
7. Attends professional trainings relate to teaching
8. Has an average of commendable on the student evaluation
Criteria for Outstanding Teaching Performance

Exceeds the standards for satisfactory and commendable. Activities may include but not limited to the following:

1. Develops new and innovative methods, materials or approaches to teaching
2. Invites speakers for the class learning process at a high level of and stimulate critical thinking
3. Takes a leadership role in curriculum development
4. Develops new courses
5. Revises courses based on assessment data (with narrative)
6. Develops new online and hybrid teaching course(s) based on university’s standard
7. Submit curriculum proposal for CGE & CUE to review
8. Tutors SWK students or maintains a tutorial lab
9. Conducts independent study
10. Implement professional training relate to teaching
11. Has an average of outstanding on student evaluation

Course Loads

- Three courses for Tenure-Track
- Four courses for Non-Tenure-Track
### A. TEACHING

<table>
<thead>
<tr>
<th><strong>Satisfactory:</strong> May be demonstrated by meeting the minimum requirements for teaching, e.g., organization, preparation and effective communication) an availability to students, or supporting the well-being of students. Activities can include, but are not limited to the following: (a minimum of 2)</th>
<th><strong>Commendable:</strong> Requires acceptable performance at the satisfactory level and additional teaching responsibilities that may include, but are not limited to the following: (a minimum of 2)</th>
<th><strong>Outstanding:</strong> Exceeds the standards for satisfactory and commendable. Activities may include but are not limited to the following: (a minimum of 2)</th>
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<tbody>
<tr>
<td>• Effectively advises and keeps scheduled appointments</td>
<td>• Serves as a mentor to Social Work students</td>
<td>• Develops new and innovative methods, or approaches to teaching</td>
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<tr>
<td>• Syllabi are updated each academic year</td>
<td>• Revises existing courses</td>
<td>• Develops new courses</td>
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<tr>
<td>• Syllabi fit with CSWE EPAS</td>
<td>• Designs learning experiences that are external to the classroom</td>
<td>• Invites speakers for the class learning process at a high level and stimulate critical thinking</td>
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<tr>
<td>• Uses assessment techniques</td>
<td>• Attends professional trainings related to teaching</td>
<td>• Takes a leadership role in curriculum development</td>
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<tr>
<td>• demonstrates thorough knowledge and values in the content area(s) she/he teaches.</td>
<td>• Has an average of commendable on the student evaluation</td>
<td>• Revises courses based on assessment data (with</td>
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<td>• demonstrates an ability</td>
<td>• Maintain teaching</td>
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<td>to assess the learning needs and styles of students.</td>
<td>demonstrates an ability to conceptualize and teach in a manner that is comprehensible to the majority of students.</td>
<td>demonstrates their teaching methods (for example, Blackboard and sensitivity to the visual orientation of deaf and hard of hearing students) that are utilized.</td>
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<td>• Uses technology in the classroom by using PPTs, videos, so forth.</td>
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</table>
- the class time.
- will be available to students outside of class.
- Demonstrates ability to adapt curriculum to the students who are registered with OSWD.
-
B. CRITERIA FOR SCHOLARSHIP/CREATIVE ACTIVITY/RESEARCH

The University Faculty Guidelines refer to scholarship, creativity, and research in Section 2.1.2.2.:

“Competence in this area means that a department member is expected to continue to grow in his/her field, and contribute to and remain aware of developments within it. Evidence of such growth and contribution may include a variety of creative and artistic endeavors, traditional scholarship and research presentation at workshops or meetings of professional societies, advanced study, origination and administration of grants, authoring of textbooks, workbooks, software classroom materials and so on.”
<table>
<thead>
<tr>
<th>Satisfactory: Remains current in a field of expertise/practice by performing <strong>two</strong> or more of the following:</th>
<th>Commendable: Meets the standard for satisfactory and actively engages in <strong>one</strong> of the following:</th>
<th>Outstanding: Exceeds the standard for commendable and completes <strong>one</strong> of the following:</th>
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<tbody>
<tr>
<td>• Attends seminar, webinar, professional development, and/or conference per evaluation period</td>
<td>• Presents at a non-refereed event, e.g. class</td>
<td>• Publishes at least 1 peer-reviewed article</td>
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<td>• Makes progress toward completion of the doctoral degree</td>
<td>• Publishes non-peer reviewed article(s) or column(s), magazine(s), newspaper(s), or newsletter(s)</td>
<td>• Presents at least one peer-refereed professional conference, academic, or community meeting or event on the local state or national level</td>
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<tr>
<td>• Outlines a plan for research</td>
<td>• Conducts at least one ongoing research study</td>
<td>• Completes a funded research</td>
</tr>
<tr>
<td>• Writes article, but no yet submitted</td>
<td>• Coordinates or assists in a professional conference or workshop</td>
<td>• Publishes a book</td>
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<tr>
<td>• Obtains/maintains social work or related certificate</td>
<td>• Invitation accepted to give a presentation</td>
<td>• Publishes a book chapter</td>
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<tr>
<td>• Obtains/maintains research certificate</td>
<td>• Reviews peer-reviewed article(s) for e-journal</td>
<td>• Administers a grant-funded activity or program</td>
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<td>• Obtains trainings such as registered</td>
<td></td>
<td>• Submits at least one article(s) to referred or non-referred journals</td>
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</tbody>
</table>


| play therapy, HIV testing, etc | • Serves on a dissertation committee  
| | • Submits faculty development grant  
| | • Submits an internal small grant  
| | • Makes continued progress on funded research  
| | • Submits internal priority grant  
| | • Submits external research grant  
| | • Submits peer review for manuscript(s) per evaluation period  
| | • Submits a book or book chapter(s)  
| | • Administers/participates as an editorial member of the journal |
C. CRITERIA FOR SERVICE

The University Faculty Guidelines discusses the area of Service in Section 2.1.2.3:

“The educational process is not limited to the classroom; competence as a Department and faculty member therefore requires service in one form or another. According to the individual's interests and skills, contributions of service may be made to the student body (e.g., academic advising, sponsoring of student activities, etc.), the academic Department (service on committees, coordination of multi-section courses, etc.), the School, the University (library liaison, faculty committees, public relations, activities, outreach, etc.), the community, and professional organizations. In addition, a faculty member is expected to participate responsibly in Department, School and University activities.”

In addition, social work as a field has a strong commitment to service; therefore, service is a significant expectation on the Department, University, and/or Community level.

Acceptable Service Activities

Faculty service is not limited to Departmental Service, University Service, identified in this document. The following activities are a list of service activities that have been acceptable in recent years. Times change and new service populations and activities will be born.

Departmental Service

1. Revision of program requirements
2. Department and program evaluation and assessment
3. Accreditation preparation
4. Curriculum review
5. Admissions review
6. Outreach and recruitment
7. Conference planning
8. Academic advising
9. Advisory responsibility for student organizations
10. Participate in the department and program meetings
11. Participate in the peer evaluations
12. Perform administrative duties, i.e. chairing meetings, chairing the committees, administrating the academic advising process of students, tracking student milestones, leading program chats, revising program manual, coordinating the program orientation, allocating scholarship awards to students, and so forth.

University Service

1. Membership on Council for Graduate Education
2. Membership on the faculty governance team
3. Membership on PEP-C or PEP-D
4. Mentoring programs for students, staff, faculty
5. Membership or assistance with student organization/committees;
6. Consultant to other departments
7. Membership on the Faculty Senate
8. Membership on a Standing Committee of the Faculty Senate
9. Membership on a scholarship committee
10. Attending University Faculty meetings
11. Participating in Commencement ceremonies

Community Service

1. Advisory board membership including but not limited to CSWE, NASW, SSWAA, ADARA, NAD, and NBDA
2. Advisor/consultant to a school or educational program for the deaf
3. Advisor/consultant to a community agency, a social services agency, or a mental health agency for the deaf
4. Officer or committee member for a local, national, or international organization
5. Providing extensive consulting services to individuals, groups, and the community
6. Membership on a Board of Trustees
7. Serving on local, regional, or national committees of organizations
8. Coordinating or assisting with the community organization of local conferences
9. Officers, editors or referees, to local, state and/or national governmental and advisory boards, agencies, commissions

Some professional activities or accomplishments may appropriately apply to more than one evaluation area. In such situations, the faculty member may use professional discretion, in consultation with the Department Chairperson, in deciding under which evaluation category to document such evidence.

NOTE REGARDING SERVICE IN THE FIRST YEAR: It is acknowledged that a significant portion of time during a faculty member’s first year is learning the procedures of the Department and the University. Therefore, a faculty member in their first year of service is expected to provide only one service activity to the Department, University, and Community. These activities are then evaluated as satisfactory, commendable or outstanding.

<table>
<thead>
<tr>
<th><strong>Satisfactory</strong></th>
<th><strong>Commendable</strong></th>
<th><strong>Outstanding</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets the standard by actively engaging in two of the followings:</td>
<td>Meets the standard for satisfactory and actively engages in two of the followings:</td>
<td>Exceeds the standard for commendable and actively engages in one of the followings:</td>
</tr>
</tbody>
</table>
- Participates in the department meetings (required)
- Participates in the program meetings (required)
- Participates in peer evaluations (required)
- Attends commencement ceremonies and other University professional or development activities.
- Participates in events that support student achievement, such as awards ceremonies, or scholars dinner
- Assumes advisory responsibility for student organizations (advisory board, honor society)
- Assists with or organizes departmental events (conference, student activities, newsletter, graduation breakfast etc.)
- Serves on one department committee (i.e. faculty search/interview, faculty evaluation criteria, alumni events, and community service)
- Serves on one program committee (i.e. BA/MSW recruitment and retention, MSW admissions, and MSW assessment)
- Participates and cooperates in the preparation and writing of accreditation materials.
- Attends faculty governance meetings
- Serves on 2 or more department committees (i.e. faculty search/interview, faculty evaluation criteria, alumni events, and community service)
- Serves on 2 or more program committees (i.e. BA/MSW recruitment and retention, MSW admissions, and MSW assessment)
- Serves on a University task force, or University committee (CUE, CGE, faculty welfare, or honorary degrees/faculty emeritus committee).
- Creates or maintains external partnerships that are of benefit to the University, department, the BA or MSW programs, and/or community (i.e. research activities, professional training, collaboration with social work organizations and schools of social work)
- Serves on the professional agency or organization committee (i.e. social work
licensing board, NASW School Social Work committee, CSWE Disability and Persons with Disabilities Commission, consultation, planning committees, board of directors, or tasks force)

- Advises or consults a school or educational program for the deaf
- Advises or consults a community organization, a community agency, a social services agency, or a mental health agency for the deaf
Promotion and Tenure Benchmarks for Social Work Department – Effective 08/2016

The Department’s criteria chart for Faculty Evaluation contains specific examples of products which satisfy different rating levels (satisfactory, commendable, outstanding) for each category (teaching, service, scholarship). Therefore, rating levels used in the chart below reflect more accurately the type of teaching, scholarship, and service products rather than just the number of products from an all-inclusive list.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Meet all requirements for rank of instructor as required by Faculty Guidelines.</td>
<td>*Meet all requirements for rank of Assistant professor.</td>
<td>*Meet all requirements for rank of Associate Professor.</td>
<td>*Meet all requirements as required by Faculty Guidelines</td>
<td>*Meet all requirements as required by Faculty Guidelines</td>
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<tr>
<td>*4 years of time in rank as assistant, as required by Faculty Guidelines.</td>
<td>*4 years of time in rank as associate professor, as required by Faculty Guidelines.</td>
<td>*4 years of time in rank as professor, as required by Faculty Guidelines.</td>
<td>*“Commendable” or above ratings in two categories for 3 out of 6 years in teaching, scholarship, or service.</td>
<td>*“Commendable” or above ratings in two categories for 3 out of 6 years in teaching, scholarship, or service.</td>
</tr>
<tr>
<td>*Ratings of “Commendable” or above at least twice during the evaluation period in each category of teaching, scholarship, and service.</td>
<td>*Ratings of “Commendable” or above at least twice during the evaluation period in each category of teaching, scholarship, and service.</td>
<td>*Ratings of “Outstanding” at least twice during the evaluation period in each category of teaching, scholarship, and service.</td>
<td>*Rating of “Outstanding” at least once in two categories in teaching, scholarship, or service.</td>
<td>*Rating of “Outstanding” at least once in two categories in teaching, scholarship, or service.</td>
</tr>
<tr>
<td>*One service activity must be performed for department, university, and community each per promotion evaluation period.</td>
<td>*One service activity must be performed for department, university, and community each per promotion evaluation period.</td>
<td>*One service activity must be performed for department, university, and community each plus extra three activities per promotion evaluation.</td>
<td>*One service activity must be performed for department, university, and community each plus extra three activities per promotion evaluation.</td>
<td>*One service activity must be performed for department, university, and community each plus extra two activities per evaluation.</td>
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<tr>
<td>*Completed Ph.D.</td>
<td>*Completed Ph.D.</td>
<td>*Completed Ph.D.</td>
<td>*Completed Ph.D.</td>
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<td>*Two letters of support from outside the department.</td>
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<td>*Two letters of support from outside the department.</td>
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</table>

Scholarly products include two publications from the following: article(s) in refereed journal, book chapter(s), book, or external research/external training/internal priority grant proposal submission, and one conference presentation at a conference, professional, academic, community meeting or event on the local, state, or national level.

Two letters of support from outside the department.
## Promotion and Tenure Benchmarks for Social Work Department – Effective 08/2016

The Department’s criteria chart for Faculty Evaluation contains specific examples of products which satisfy different rating levels (satisfactory, commendable, outstanding) for each category (teaching, service, scholarship). Therefore, rating levels used in the chart below reflect more accurately the type of teaching, scholarship, and service products rather than just the number of products from an all-inclusive list.

<table>
<thead>
<tr>
<th>Lecturer I</th>
<th>Lecturer II</th>
<th>Senior Lecturer</th>
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</thead>
<tbody>
<tr>
<td>- Meet all requirements for rank of Instructor required by faculty guidelines.</td>
<td>- Meet all requirements for rank of Lecturer I.</td>
<td>- Meet all requirements for rank of Lecturer II.</td>
</tr>
<tr>
<td>- Ratings of “Commendable” or above at least twice during the evaluation period in each category of teaching, scholarship, and service.</td>
<td>- 4 years of time in rank as assistant, as required by Faculty Guidelines.</td>
<td>- 4 years time in rank as associate professor, as required by Faculty Guidelines.</td>
</tr>
<tr>
<td>- One service activity must be performed for department, university, and community each promotion evaluation period.</td>
<td>- Ratings of “Commendable” or above at least twice during the evaluation period in each category of teaching, scholarship, and service. A rating of “Outstanding” at least once during the evaluation period in scholarship and service.</td>
<td>- Rating of “Outstanding” at least twice during the evaluation period in each category of teaching, service, and scholarship.</td>
</tr>
<tr>
<td>- Two letters of support from outside the department.</td>
<td>- One service activity must be performed for department, university, and community each promotion evaluation period. Or</td>
<td>- One service activity must be performed for department, university, and community each plus extra three activities per promotion evaluation. Or</td>
</tr>
<tr>
<td></td>
<td>- Scholarly products include two publications from the following: article(s) in refereed journal, book chapter(s), book, or external research/external training/internal priority grant proposal submission, and one conference presentation at a conference, professional, academic, community meeting or event on the local, state, or national level.</td>
<td>- Scholarly products include two publications from the following: article(s) in refereed journal, book chapter(s), book, or external research/external training/internal priority grant proposal submission, and one conference presentation at a conference, professional, academic, community meeting, event on the local, state, or national level.</td>
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<td>- Two letters of support from outside the department.</td>
<td>- Two letters of support from outside the department.</td>
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