DEPARTMENTAL GUIDELINES FOR THE EVALUATION OF
PROBATIONARY AND
TENURE TRACK FACULTY, INCLUDING POST-TENURE REVIEW

DEPARTMENT OF SOCIAL WORK

FAM 306

FSD 99-16
Faculty Affairs Committee
May 2000

I. OVERVIEW

Each academic department has the option of preparing written discipline/program specific
guidelines for application of criteria in the areas of teaching, professional growth, and service
These discipline-specific guidelines must strictly conform to the university-wide criteria, and are
intended to provide guidance to faculty on those items that tend to have greater applicability for
their academic area. The departmental guidelines are not intended to supersede the listing of
criteria contained in the campus document nor to impose any pedagogical technique, and as
such may not eliminate or exclude any criterion listed in the areas of teaching, professional
growth and service.

II. GUIDELINES

1. Teaching

Departments may describe, in general terms, instructional techniques or pedagogical
approaches which are perhaps better suited for the discipline/program. Each faculty
member may have the option of including Student Assessment of Supervisory
Effectiveness (SASE) results to help assess teaching effectiveness. The departmental
SASE form is shown in Attachment 1.

III. PROCEDURE FOR APPROVAL

Department Chairs are responsible for ensuring that the guidelines are developed, or amended,
with the full participation of all tenured and tenure-track faculty in the department and in
consultation with the appropriate College Dean. Guidelines and any subsequent modifications
must receive approval from a majority of the Department faculty, and approval through the normal
faculty senate process, prior to implementation. Faculty senate consideration shall be limited to
determining whether or not the proposed guidelines fall within the general parameters of the

IV. DISTRIBUTION OF GUIDELINES
Department Chairs are responsible for distributing copies of department guidelines each Fall to faculty involved in the review process. For new faculty, Chairs shall both provide a written copy of the guidelines and meet with the individuals to discuss the content of guidelines.

Attachment 1  
STUDENT ASSESSMENT OF SUPERVISORY EFFECTIVENESS  
Department of Social Work

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rate how well your liaison made themselves available to you for consultation and problem solving as necessary</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Rate how well prepared your liaison was to address client, agency, procedural or other field issues that were important to you</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. Rate the quality of the feedback that you received on your learning agreement</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Rate how well your liaison was able to hear, understand, and assess any questions, issues, or concerns that you may have had regarding your field experience</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. Rate how well your liaison responded to questions, issues, or concerns you raised regarding your field experience</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. Rate your liaison’s ability to mediate any difficulties or differences in expectations among you, the agency, and the school</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. Rate the level of your liaison’s ability to facilitate your field learning</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8. Rate the quality of the feedback that you received regarding your progress from your liaison during their visits to your field agency</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>9. Rate the quality of assistance that your liaison provided in addressing any special academic needs that you presented</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>10. Rate the overall effectiveness of your liaison</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

Please continue on back page  
[Comments on back]