COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College □ or Department □ procedures? (check one)

2. Date that current proposed changes were sent forward April 20, 2011

3. Department or College initiating proposed changes Social Work

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

This is the first department personnel document which has been modified to meet the Section 600 procedures.

5. The proposed changes have been approved by the faculty of the College □ or Department □. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. 4-20-11
Chair, Department Personnel Committee Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. 4-22-11
Chair, College Personnel Committee Date

Signature on file. APR 27 2011
College Dean Date

Signature on file. 6-2-11
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

Approval Date F14 (for changes in criteria) 2015-2016
Effective Date (see attached) Date of Next Review
The Department of Social Work follows the guidelines on Retention, Tenure, and Promotion as set forth in Section 600 of the Administrative Manual and adheres to the time frame established in the Administrative Manual. The Social Work Department Policies and Procedures further clarifies discipline-specific areas for consideration in making these decisions.

**Teaching Effectiveness and direct Instructional Contributions**

The Department of Social Work has adopted the University’s procedures for evaluating teaching effectiveness, as set forth by the Administrative Manual Section 600. Further clarifications include:

Teaching Effectiveness: Evaluation of teaching effectiveness is based on the chair, peer, and student evaluations as outlined in Section 600. It also may include (1) helping in curriculum development with new courses, (2) mentoring of students’ professional growth and development, and (3) making curriculum assessments for the Council on Social Work Accreditation process.

**Contributions to the Field of Study**

The Department of Social Work has adopted the University’s procedures for evaluating Contributions to the Field of Study as set forth by the Administrative Manual Section 600. Further clarifications include:

The Department of Social Work adheres to the definition of publication as outlined in section 600 which is “Scholarly books, articles, and reviews that appear in scholarly or nationally recognized journals devoted 1) to the candidate’s academic discipline or closely-related field; and 2) to pedagogical research and/or education in the candidate’s academic discipline or closely related fields”. The Department of Social Work recognizes refereed national, regional, and state publications that may be interdisciplinary and related to social work. The candidate shall identify her/his contribution/responsibility in the production of multiple-authored works.
Contributions to the University and the Community

The Department of Social Work has adopted the University’s procedures for evaluating contributions to the University and community, as set forth by the Administrative Manual Section 600. In addition to University service at the department, college, and University levels, community service carries equal weight. Given that the field work pedagogy priority of the Department of Social Work emphasizes Urban Family Practice in the San Fernando Valley, contributions in this area are strongly encouraged. Community Service may include, but is not limited to service to public or private agencies or community-based organizations that draw upon the academic expertise and professional competence of the candidate and result in institutionalized changes such as the following:

1. Partnership with a community agency in grant procurement.
2. Non-paid consultation and training in a community agency.
3. Non-paid partnership with community agencies to evaluate programs and to train staff.