

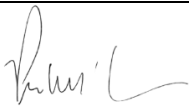


<b>College</b>	<b>Watts College of Public Service and Community Solutions</b>
<b>Unit</b>	<b>The School of Social Work</b>
<b>Document</b>	<b>SWK 512 Promotion Criteria for Instructors</b>

**Unit and college approval**

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## **Promotion Criteria for Instructors, Senior Instructors, and Principal Instructors**

The School of Social Work recognizes the pedagogical and teaching contributions of career-track faculty. These individuals are part of ASU's continuing effort to provide students with an outstanding academic experience that supports professional development and excellence in earning a Bachelor's or Master's degree in social work. This document outlines performance expectations for promotion of Instructor to the position of Senior Instructor and Principal Instructor in the School of Social Work, Watts College of Public Service and Community Solutions. Instructors are career-track faculty members with primary responsibilities focused on teaching. Additional duties may include teaching innovation, leadership, professional development, and administrative tasks related to teaching. Instructors serve essential functions as part of our faculty; per university policy, they are not eligible for tenure or sabbatical leaves.

### **General Eligibility Criteria:**

At all levels, eligibility for promotion requires:

1. An MSW or terminal degree from a related field (PhD) OR a master's degree from a related field plus at least 6 years of related experience (teaching and/or practitioner experience) demonstrating increasing levels of responsibility.
2. Continuous record of excellence in teaching evidenced by strong student evaluations and performance evaluations;
3. Evidence of excellence in coursework development and improvement,
4. Evidence of excellence in teaching innovation, which may include but are not limited to course development and leadership, department and college committee involvement, administrative duties, professional development (e.g. pedagogical workshops, trainings),
5. Evidence of commitment to student success through active mentorship and innovative learning experiences that prioritize inclusive excellence student retention, community engagement and excellence.

### **Instructor (Initial Appointment)**

According to ASU faculty definitions: Instructor appointments are "annual, fixed-term appointments. The title within the track of instructor may be given to faculty whose appointments focus on teaching and mentoring assignments. A senior instructor generally has a minimum of five years of college-level teaching experience or equivalent qualifications and experience. A principal instructor generally has a minimum of seven years of college-level teaching experience or equivalent qualifications and experience."

In the School of Social Work, appointment to the rank of Instructor requires an MSW (or appropriate terminal degree). Such individuals will have a record demonstrating excellence in teaching and demonstrate professional growth, leadership, and development with continuous improvement evidenced by increased refinement of teaching skills, classroom management, and innovation.

### **Promotion from Instructor to Senior Instructor**

1. An individual seeking to apply for promotion from Instructor to Senior Instructor are typically in the Instructor position for a minimum of five years at ASU.
2. **Senior Evaluation, Recognition, and Awards:** Instructors demonstrate consistent and ongoing excellence in teaching as observed in a review of a series of indicators, including but not limited to: (a) student teaching evaluations, (b) peer teaching evaluations, (c) course syllabi, (d) annual performance evaluations, and (e) awards received from within the school and/or university.
3. **Senior Teaching Skills:** Instructors are expected to teach courses and participate in activities that demonstrate the pursuit of additional expertise associated with course work. Instructors will demonstrate continuous student engagement in course material and efforts at promoting student success and retention. At least two (2) examples of excellence in teaching skills should be highlighted upon pursuing the role of Senior Instructor.
4. **Senior Teaching Leadership:** Instructors will continue to have responsibilities for teaching core courses with voting privileges on academic program committees. Instructors continue their responsibilities as outlined in their job description and employment contract of teaching responsibilities, and additionally demonstrate significant intellectual contributions and expertise in subject matter that extend beyond teaching. For example, perform Lead duties of at least one course(s); and may demonstrate excellence in leadership through administrative appointments. At least three (3) examples of leadership should be highlighted upon pursuing the role of Senior Instructor.
5. **Senior Teaching Innovation:** Instructors continue to demonstrate innovation by incorporating creative approaches to teaching. Examples include creating course content and assignments that may be used within other courses; innovating a course or course material; collaborating with other faculty or centers associated with the school as it pertains to their teaching; presenting at a teaching showcase or conference. At least three (3) examples of excellence in teaching innovation and associated outcomes should be highlighted upon pursuing the role of Senior Instructor.
6. Instructors should demonstrate knowledge and expertise in the Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS) and appropriate ASU and SSW course syllabi requirements. An example of this may include creating syllabi that meet ASU and CSWE EPAS requirements. At least two (2) examples should be highlighted upon pursuing the role of Senior Instructor.
7. Instructors should demonstrate instructor presence in the SSW and at least one ASU campus. Instructor presence may be demonstrated through lively involvement in campus-related activities that support teaching and learning. Examples include participating in campus events with students, such as student orientations, welcome parties, information sessions, mentoring students, and participating in student meet and greets as it relates to their teaching. At least two (2) examples should be highlighted upon pursuing the role of Senior Instructor.

### **Promotion from Senior Instructor to Principal Instructor**

1. A Senior Instructor seeking promotion to the rank of Principal Instructor must be in their position for a minimum of 7 years total teaching experience and a sufficient time at current rank to demonstrate continued excellence, if having gone through promotion from

Instructor to Senior Instructor. If hired as a Senior Instructor, then the Senior Instructor would have to wait a minimum of five years to apply for promotion to Principal Instructor.

2. **Principal Evaluation, Recognition and Awards:** A Senior Instructor seeking promotion to the rank of Principal Instructor must demonstrate a record of continued and sustained excellence in teaching, evidenced by consistent and ongoing excellence in teaching as observed in a review of a series of indicators including but not limited to (a) student teaching evaluations, (b) peer teaching evaluations, (c) course syllabi, d) annual performance evaluations, and e) awards received from within the school and/or university.
3. **Principal Teaching Skills:** Senior Instructors are expected to teach courses and participate in activities that demonstrate the pursuit of additional expertise associated with course work. Senior Instructors pursuing the role of Principal Instructor must demonstrate continuous efforts to develop teaching skills and knowledge pertaining to courses, in addition to student engagement in course material and efforts at promoting student success and retention. At least two (2) examples should be highlighted upon pursuing the role of Principal Instructor.
4. **Principal Teaching Innovation:** A Senior Instructor seeking promotion to the rank of Principal Instructor: In addition to responsibilities outlined for the rank of Senior Instructor, candidates seeking promotion to the rank of Principal Instructor will demonstrate evidence of taking an increased leadership role and initiative in the school since their last promotion. For example, demonstrating leadership and mentorship in a Primary Instructor/Faculty Associate model of instruction; and ongoing and sustained leadership by mentoring students and/or other faculty with clear outcomes of success. At least three (3) examples should be highlighted upon pursuing the role of Principal Instructor.
5. Instructors should demonstrate ongoing efforts towards identifying relevant and creative ways to engage students in course work, classroom experience, and community involvement. Instructors should identify new solutions, ideas, and concepts that support excellent learning for students and the teaching community. At least two (2) examples of teaching innovation and associated outcomes should be highlighted upon pursuing the role of Principal Instructor.
6. Instructors should demonstrate knowledge and expertise in the Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS) and appropriate ASU and SSW course syllabi requirements. An example of this may include creating syllabi that meets ASU and CSWE EPAS requirements. At least two (2) examples should be highlighted upon pursuing the role of Principal Instructor.
7. Instructors should demonstrate instructor presence in the SSW and at least one ASU campus. Instructor presence may be demonstrated through lively involvement in campus-related activities that support teaching and learning. Examples include participating in campus events with students, such as student orientations, welcome parties, information sessions, mentoring students, and participating in student meet and greets as it relates to teaching. At least two (2) examples should be highlighted upon pursuing the role of Principal Instructor.

### **Process for Promotion:**

1. Candidates requesting promotion should provide a packet that aligns with Faculty Promotion [ACD 506-05](#) (Review for Promotion: Career-Track Faculty) to the Assistant to the School Director.
2. The candidate is responsible for providing requested information to the Career-Track Personnel Committee within the period established by the School, College, and University. Candidate should work with the Assistant to the School Director to identify what information the promotion application should contain and the format in which it should be submitted (i.e. promotion dossier should align with Faculty Promotion [ACD 506-05](#) (Review for Promotion: Career-Track Faculty) and Process Guide for Promotion of Career-Track Faculty.
3. For the School of Social Work, the Career-Track Personnel Committee will review the candidate's dossier, and vote on the promotion. The vote and final recommendation will be transmitted to the Director who conducts an independent review which is sent to the College, and then to the University.