

**MISSOURI STATE UNIVERSITY
SCHOOL OF SOCIAL WORK**

PERFORMANCE EVALUATION & COMPENSATION PLAN

The following guidelines will be used for evaluating School of Social Work faculty performance and determining compensation:

- 1 The School of Social Work's *Policy for Reappointment, Tenure and Promotion* stands as a separate document and precludes the Compensation Plan and the merit system. A faculty member may rank 'Competent' or above and still not be awarded merit points. Faculty members are responsible for meeting the requirements of reappointment, tenure, and promotion as set forth in the *Policy for Reappointment, Tenure and Promotion*.
- 2 When a faculty member is on sabbatical for the academic year, points accrued during the summer (after spring interim semester) will count towards total earned merit points.
- 3 Claims for points must be documented with evidence, as noted in each case. All materials submitted in support of claims where there are variable points, each faculty member should estimate the points s/he feels s/he should be granted and justify that estimate. Where possible, categories include a breakdown of the possible points offered.
- 4 When a member of the School of Social Work receives compensation from another department or administrative unit, the member is awarded said member merit credits for only that fraction of the member's time assigned to the department. For example, if a member spends a quarter time assigned to the School, that member would receive one-quarter of the established number of credits for membership on college or university committees.
- 5 The Director of the School of Social Work will schedule a face-to-face meeting to discuss performance evaluations with faculty members.
- 6 Faculty members may make a compelling case for additional merit points for activities within any of the three areas listed above to the Director at the time of evaluation.
- 7 Although this document is intended to be inclusive, faculty members may conduct activities other than those provided for in this plan. A compelling case for merit points in accordance with those activities.

- 8 For some activities, especially in the Research area, faculty may count points for activities in progress. These are accounted for preceding the final product.
- 9 Where an activity may fit in more than one area, a faculty member must select the area to which s/he wants the activity counted. An activity cannot be counted twice.

RATINGS:

Faculty will be evaluated in each of the three major categories (Teaching, Research, and Service) and will provide documentation. Faculty will provide their individual rating forms to the Director of the School of Social Work. Using the rating and weightings, faculty will be evaluated according to University Policy.

The criteria for rating faculty are comprehensive. As the ratings are established, it would be difficult for a faculty member to achieve all criteria. Faculty members are neither expected to perform in every category nor to perform at the same level every year.

The following are the ratings numbers for each of the three categories (Teaching, Research, and Service) along with their descriptions. The ratings are established according to a percentage of the total points for that area:

Rating	Rating Name	Rating Description
5	Exceptional	Performance consistently exceeds competent levels. A high degree of proficiency is shown in most aspects of performance.
4	Commendable	Performance frequently exceeds competent levels. A high degree of proficiency is shown in certain aspects of performance.
3	Competent	Performance is consistently at expected levels. Meets job requirements.
2	Development Needed	Some performance deficiencies exist. Performance Improvement Plan is to be established and improvement is required.
1	Unsatisfactory	Performance is consistently below acceptable levels. Performance Improvement Plan is to be established. Immediate improvement required.

TEACHING: This section lists merit points for teaching and teaching-related activities, such as advising, accreditation, programs. The ratings according to a scale of points are:

- 5 ≥ 100 = Exceptional
- 4 80 - 99 = Commendable
- 3 40 - 79 = Competent
- 2 20 - 39 = Development Needed
- 1 <20 = Unsatisfactory

Activity by Category

I. Innovative Teaching		Possible	Actual	Describe
1	Participating in seminars and/or workshops to enhance or develop teaching (1 pt/half-day session; shorter sessions = 1 pt)	1+		
2	Designing a new course	12		
3	Incorporating supplemental course materials via a course website	2		
4	Significantly revising an existing course	1		
5	Planning an extra curricular field trip	3		
6	Conducting a field trip (1 pt/hr beyond regular contact hours)	1+		
7	Designing instructional material for course use (computer programs, audio-visual aids, etc.)	1+		
SUBTOTAL			0	

II.	Course Evaluations & Recognitions	Possible	Actual	Describe
1	Student Evaluation average per course (on the SWK instrument scale, 5 being the highest) A. < 3.6 B. 3.6-4.0 C. > 4.0	3 4 5		
2	Incorporating student and/or peer evaluations into course	2		
3	Receiving formal recognition for teaching	6		
	SUBTOTAL		0	

III.	Additional or Special Teaching Assignments	Possible	Actual	Describe
1	Teaching above regular load assignment	1/cr hr		
2	Teaching an evening or early morning section	1		
3	Teaching a course not previously or recently taught	3		
4	Teaching at off-campus site	3		
5	Designing an on-line course	3		
6	Teaching an on-line course	3		

7	Providing guest teaching instruction/lecturing within School, University, or off campus (pts. Depend upon length & locale)	3-6		
SUBTOTAL			0	

IV.	Student Supervision	Possible	Actual	Describe
1	Beyond class time mentoring of students for presentations at professional meetings	3		
2	Student under mentorship presenting at professional meeting, on or off campus (1 per student per presentation)	1+		
3	Supervising IRB-approved student research project	1		
4	Thesis: A. Directing	5		
	B. Serving on committee	2		
SUBTOTAL			0	

V.	Service Learning	Possible	Actual	Describe
1	Developing a Citizenship & Service Learning (CASL) course	3		
2	Teaching a CASL course	3		
3	Teaching a course with CASL attached	3		
SUBTOTAL			0	

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VI.	Accred. & Curriculum/Prog. Development	Possible	Actual	Describe
1	Contributing to school accreditation documents (pts.depend upon work assignment)	4-10		
2	Actively serving as a member of the BSW or MSW Curriculum Committee (depending upon demands)	4-12		
3	Facilitation of focus groups (per group)	1		
	SUBTOTAL		0	

VII.	Advising	Possible	Actual	Describe
1	Graduate and undergraduate (2 pts. per 5 students)	2+		
2	Average of student advising evaluations (5 points annually)	5		
3	Formal internal or external recognition	3		
	Nomination for recognition	1		
4	Complete Master Advisor Training	3		

5	Attending a Master Advisor workshop (1 pt./hour)	1+		
	SUBTOTAL			0

VIII	Program Administration	Possible	Actual
1	Intensive advising including e-mails and phone calls prior to assigning student to faculty advisor (per student per semester)	0.5	
2	Scheduled recruitment meetings (with TRIO students referred by the HELP Desk or the Career Center, or potential transfer students) (per student)	0.5	
3	Scheduling classes each semester	3	
4	Student orientations each semester A. Coordinating B. Participating	2 1	
5	Comprehensive Exam A. Coordinating B. Assisting C. Grading	3 1 1	
6	Oversight of the ACAT exam and BSW licensure data	1	
7	Oversight of final integrative paper for SWK 480 (per semester)	1	
8	Monitoring pre-requisites for all BSW students (each semester)	1	
9	Serving as a chair of the BSW and MSW curriculum committees (depending upon the demands of committee)	4-12	
10	Development of a practicum site or new program for the School, such as an international program or degree emphasis	4-12	
11	Per-course faculty (each semester) A. Hiring B. Mentoring C. Coordinating orientation	3 1-3 2	

	D. Participating in orientation	1	
12	Over-seeing Off-campus site	6	
	SUBTOTAL		0

IX. Grants & Contracts Related to Teaching		Possible	Actual	Describe
1	International or National			
	A. Submission of new proposal	15		
	B. First time funding	35		
	C. Renewal	30		
	D. Serving as Project Director	15		
	E. Serving as Principle Investigator	15		
2	State, Regional, or Local			
	A. Submission of new proposal	10		
	B. First time funding	25		
	C. Renewal	20		
	D. Serving as Project Director	10		
	E. Serving as Principle Investigator	10		
X. Other	(explain)			
	SUBTOTAL		0	
	TOTAL FOR TEACHING		0	

RESEARCH: This section lists merit points for activities associated with research. The rating scale for total points is:

- 5 >150 = Exceptional
- 4 100 –149 = Commendable
- 3 30 – 99 = Competent
- 2 10 – 29 = Needs Development
- 1 <10 = Unsatisfactory

I. Publications		Possible	Actual	Describe
1	Refereed article in national journal			
	A. Submitted	35		
	B. Accepted	45		
2	Book chapter (nationally-recognized publisher)			
	A. Submitted	35		
	B. Accepted	45		
3	Book - A. Peer-reviewed discipline-related (nationally recog. publisher)			
	1. Submitted	50		
	2. Under contract (1 year only)	90		
	3. Published	150		
	4. Revised edition	45		
	B. Peer-reviewed edited collection (nationally recog. publisher)			
	1. Submitted	25		
	2. Under contract (1 year only)	35		
	3. Published	45		
	C. Published			
Preparation for book publication.				
1. Chapter written (20 per chapter)	20			
2. Propsectus submitted (35)	35			
4	Article in non-refereed, discipline-related publication or magazine	15		
5	Book review in a referred journal	15		
	SUBTOTAL		● 0	

II. Grants & Contracts		Possible	Actual	Describe
1	International or National			
	A. Submission of new proposal	15		
	B. First time funding	35		
	C. Renewal	30		
	D. Serving as Project Director	15		
	E. Serving as Principle Investigator	15		
2	State, Regional, or Local			
	A. Submission of new proposal	10		
	B. First time funding	25		
	C. Renewal	20		
	D. Serving as Project Director	10		
	E. Serving as Principle Investigator	10		
3	Internal research grant			
	A. Funded	20		
	B. Submitted/not funded	10		
	SUBTOTAL		0	

III. Conference Presentations		Possible	Actual	Describe
1.	Peer-reviewed Session Presentation			
	A. National or international	15		
	B. Regional or state	10		
	C. Submitted	5		
2.	Poster Session			
	A. National or international	10		
	B. Regional or state	5		
	C. Submitted	3		
3.	Panel coordinator, moderator, or respondent			
	A. National or international	5		
	B. Regional or state	3		
4.	Roundtable participant			
	A. National or international	5		
	B. Regional or state	3		
	SUBTOTAL		0	

IV. Data Collection

Possible	Actual	Describe
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A.	Works in Progress	5 to 10		
	SUBTOTAL		0	

V. Continuing Education

A.	Participation in training sessions on research methodology (1 pt/half-day)	1+		
	SUBTOTAL		0	
	TOTAL RESEARCH		0	

VI. Other (explain)				
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SERVICE: This section lists merit points service activities. The rating scale is:

- 5 >90 = Exceptional
- 4 60 – 89 = Commendable
- 3 30 – 59 = Competent
- 2 10 – 29 = Development Needed
- 1 <10 = Unsatisfactory

I. University Citizenship

A	Committees & Governance Bodies			
	1. Chair	4 to 10		
	2. Member	2 to 6		

B.	Other School services, such as School Webmaster or editor of the School newsletter	4		
C.	Serving as faculty advisor for a student organization	3		
D.	Raising other than grants and contracts (pts per \$1000)	3+		
E.	Participation in School, College, & University events, such as recruitment, Multidisciplinary Forum, House Calls (pts. per event)	1+		
F.	Serving as a mentor for un-tenured or per course faculty members (per faculty member)	3+		
	SUBTOTAL		0	

II. Professional Service

A.	Serving as officer or board member of a professional organization(MASW, CSWE, NASW, BPD, etc.)	4		
B.	Organizing a conference for a professional meeting (MASW, NASW, etc.)	4		
C.	Serving as Chair of a site visit team for an accrediting body	15		
D.	Membership and participation in professional organization	1		
E.	Serving on committee of professional organization	1		
F.	Serving on a site team for professional accreditation body	10		
G.	Providing consultation to business, industry, schools, community organizations, government, and colleagues in other academic programs (2 pts./half-day)	2-12		
H.	Organizing a conference			
	A. State, national, regional, international	4-9		

	B. Local/university purposes	3-6		
I.	Reviewing manuscripts for potential publication			
	A. Book-length	10		
	B. Article length	3		
	SUBTOTAL			

III. Service Grant or Contract

1.	International or National			
	A. Submission of new proposal	15		
	B. First time funding	35		
	C. Renewal	30		
	D. Serving as Project Director	15		
	E. Serving as Principle Investigator	15		
2.	State, Regional, or Local			
	A. Submission of new proposal	10		
	B. First time funding	25		
	C. Renewal	20		
	D. Serving as Project Director	10		
	E. Serving as Principle Investigator	10		
3.	Internal Grant			
	A. Funded	20		
	B. Submitted/not funded	10		
	SUBTOTAL		0	

IV. Public Service

1.	Volunteer activities in the community, related to the discipline, or extensive non-discipline related activity (such as serving on a community board; pts. depend upon time of activity)	3-15		
2.	Supervision of students in community service activities (1 pt/3 hours; cannot be counted as teaching)	1-6		
3.	Presentation at community organization (not counted as teaching or research)	2-6		
SUBTOTAL				0

V. Grants for Service		Possible	Actual	Describe
1	International or National			
	A. Submission of new proposal	15		
	B. First time funding	35		
	C. Renewal	30		
	D. Serving as Project Director	15		
2	State, Regional, or Local			
	A. Submission of new proposal	10		
	B. First time funding	25		
	C. Renewal	20		
	D. Serving as Project Director	10		
3	Internal research grant			
	A. Funded	20		
	B. Submitted/not funded	10		
	SUBTOTAL		0	
	TOTAL SERVICE		#REF!	
VI. Other (explain)				



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