

Policy Manual
Department of Social Work
University of North Carolina Wilmington
[Certified by Reginald O. York, Department Chair, 10-02-09]

Policy on Basic Governance
Adopted, 12-2-05

I. The Department

- A. The **department** includes the faculty of social work, administrative support, degree programs administered primarily by the department, and research or service organizations within the department that serve the department's mission.
- B. The **members** of the department shall consist of all those who hold full-time or part-time faculty appointments with the rank of instructor/lecturer or higher, all visiting appointments and part time lecturers, and all staff who are working in the department one half time or more. Faculty shall be defined as full time and part time department members who teach at least one course per academic year.
- C. The **voting membership** for departmental matters shall consist of all faculty holding half-time or greater administrative or faculty appointments within the department. Exceptions to this policy shall be made for individual faculty members by a vote of the majority of the faculty.

The **senior faculty** shall be all tenured faculty members appointed to the social work department.
- D. The **Department Chair** is appointed by the Dean of the College of Arts and Sciences in consultation with the faculty of the Department of Social Work. As chief administrative officer of the department, s/he is responsible for conducting departmental business, serving as Chair of all departmental faculty meetings, and reporting to the Dean of the College as the department's official representative
- E. The **Assistant Chair** shall be a full time member of the faculty who is appointed for a renewable two-year term by the department Chair after consultation with the members of the senior faculty, with duties defined by the chair.
- F. The **Director of the BSW Program** is appointed for a renewable two-year term by the department Chair after consultation with the voting faculty membership
- G. The **Director of the MSW Program** is appointed by the Chair at his/her discretion, with consultation of the voting faculty membership, for two year renewable terms.
- H. The **Director of the Center for Social Work Research & Practice** shall be appointed by the Chair for three year renewable terms.
- I. The **Director of Field Education** shall be appointed by the departmental Chair for an initial term of three years with renewable terms.

II. Department Meetings

- A. **Faculty meetings** shall take place at least once three times per semester during the regular academic year. Additional meetings may be called by the Chair as special circumstances and other university business require. The Chair shall call a meeting upon petition of at least one third of the faculty. Written notification of meetings shall be made at least one week in advance, except in circumstances which call for immediate action, and an agenda shall be distributed. Items may be placed on the agenda at the discretion of the department Chair or request of a faculty member.
- B. **A quorum** for faculty meetings shall consist of fifty percent plus one of the voting faculty during the semester in question.
- C. **Decisions** shall be made by majority vote. Minutes shall be recorded, distributed, and kept on file. The minutes shall be recorded, distributed, and kept on file. Meetings will be held on a parliamentary basis following Robert's Rules of Order. Minutes shall include a record of attendance and a report of actions taken.
- D. Attendance at monthly faculty meetings should be considered a requirement in the Department of Social Work.

Policy on Committees

Adopted by faculty on 2-3-06

The Department of Social Work has **standing committees** as described below. **Ad hoc committees** may be established by the Chair with the advice of faculty or by majority vote of the faculty. Notification of the dates, times and agendas of committee meetings shall be made available in advance, except in circumstances which call for immediate action. Unless otherwise specified, committee appointments are for two year terms, with staggered rotation. All committees should keep attendance records and minutes in folders that can be reviewed by members of the faculty upon request.

Faculty attendance at scheduled committee meetings in which they are members, and excellent work on these committees, may be considered as part of the yearly evaluation of faculty. In addition, committee attendance and work on committees may be taken into consideration for merit increases, travel funds availability, and for tenure and promotion decisions.

A. BSW-MSW Curriculum Committee

Membership: The MSW-BSW Curriculum Committee shall consist of the Director of the BSW Program, the Director of the MSW Program, the Director of Field Instruction, and two additional voting eligible members, with rank representation to the extent possible, elected from the department at large. In addition, the three additional members of this committee should represent teaching experience in both the BSW and MSW programs. The term of office for the faculty members shall be two years, with at least one faculty staggered each year. This committee will elect a Chair for each academic year. This committee will meet at least twice per semester, and more often as needed. Minutes will be kept of this committee's attendance, deliberations and decisions, with these minutes turned into the Chair's office within one week of each meeting. Decisions made by this committee will be recommended to the faculty at the next appropriate faculty meeting, requiring a majority of voting members for final implementation.

Function: To facilitate BSW & MSW sections' revisions of old courses and implementation of new courses.

B. Student Standards Committee

Membership: This committee shall consist of the BSW Director, the Director of Field, the MSW Director, and two other faculty members appointed by the chair. This committee shall be based on the initiation of a student requesting an appeal or a faculty member requesting faculty consultation regarding a student discipline matter. The student shall have the right to request a faculty member or departmental support person to attend and act on his/her behalf.

C. Evaluation Committee

Membership: The Evaluation Committee shall consist of four members of the faculty voted upon annually.

Function: The function of the Evaluation Committee is to evaluate the degree programs. It shall be prepared to prepare an annual report that addresses both the data that was collected and the recommendations that emanate from that information.

D.. Student Representation

The Curriculum Committee, the Field Committee, and the Evaluation Committee shall have student representation.

F. Senior Faculty.

The senior faculty is comprised of all tenured members of the social work faculty. The senior faculty shall serve act in behalf of the faculty in personnel matters, including appointment, - re-appointment, tenure, and promotion.

Personnel Policies Department of Social Work

Adopted by the faculty on 3-31-06, and amended in May, 2007
Submitted by Reginald O. York, Department Chair

Policy on External Reviews for Tenure and Promotion Decisions

According to university policy, it is the option of each department to determine how, and whether, to employ external reviews for tenure and promotion decisions. Policies of Departments are subject to the approval of the Dean. -

University policy, as adopted by the Faculty Senate, indicates that Departments may chose not to employ external reviews on a routine basis, but must provide the following two circumstances whereby an external review shall be enacted. These two circumstances are:

- When the candidate requests such a review.
- When the senior faculty, by a majority vote, requires an external review for a given person seeking tenure or promotion.

It is the policy of the Department of Social Work, however, not to employ external reviews for tenure or promotion unless the candidate for tenure or promotion requests this review **or a majority of senior faculty vote for such a review in a given case. When an external review is employed**, the following procedures will be enacted.

- The candidate shall submit a list of suggested reviewers to the senior faculty who shall select three or four persons for review. The names on the candidates list may or may not be among those selected by the senior faculty, but in no case shall all reviewers be on the list of suggested reviewers submitted by the candidate.
- The candidate shall submit information on the reasons why each person is on his/her list of suggested reviewers, including the nature of the relationship between the candidate and the suggested reviewer.
- The list of suggested reviewers shall be submitted by the candidate no later than August 15 of the academic year the tenure review process takes place. The senior faculty shall select three or four reviewers no later than September 15. Reviewers will be asked to respond by October 15. If some reviewers have not responded by October 15, those reviews that have been received shall be those included in the tenure or promotion decision, except that no fewer than two reviews will be considered acceptable. In cases where only one review has been received by the deadline, this review shall not be included in the tenure or promotion decision.

Policy on Annual Progress Toward Tenure Reviews

The outcome of a reappointment or tenure decision should not be a surprise to either the department or the candidate. The department chairperson is obligated to provide junior faculty with clear indications of the criteria necessary for acquiring tenure and promotion. For the Department of Social Work, guidance is given in the Benchmarks for Tenure and Promotion policy. That policy sets forth the general expectations for tenure and promotion but provides the caveat that these decisions are made through a complicated process that begins with the department and that no department can say to a candidate that a certain formula for accomplishments will guarantee tenure or promotion. All that is possible is the provision of guidelines as set forth in that policy on benchmarks.

At the end of each academic year, the Department Chair shall submit to each junior faculty member, as a part of the annual evaluation, a candid written assessment of that person's progress toward meeting the requirements for tenure and promotion, as well as practical guidelines for meeting those requirements. A summary of that written assessment shall be shared with the senior faculty on an annual basis. When the faculty member is subsequently considered for tenure and promotion, the chairperson's recommendation should normally be consistent with the assessments the faculty member has received in annual evaluations. When the chairperson's recommendation differs from those prior assessments, the chairperson shall explain what circumstances have arisen to cause the discrepancy.

Policy on Role of Senior Faculty on Reappointment, Tenure, and Promotion

Recommendations for reappointment, tenure, and promotion are initiated by the Department Chair after consultation with the assembled senior faculty of the department. Prior to writing an evaluation of the candidate for reappointment, tenure, or promotion, the Department Chair shall assemble, consult with, and take an advisory vote of the senior faculty. Along with writing a detailed evaluation of the candidate, the chairperson must report the numerical results of the vote of the senior faculty and state the chairperson's recommendation for or against reappointment, tenure, or promotion. At least five business days prior to forwarding the candidate's dossier to the dean, the Chairperson will notify the senior faculty, by either written or electronic means, whether the recommendation is for or against the action. If a majority of the Department's senior faculty disagrees with the recommendation of the chairperson, they have the option to submit a separate elaborated recommendation. Only one such recommendation from senior faculty may be submitted, and it must be signed by a majority of the Department's senior faculty. The Chairperson's recommendation and a separate senior-faculty recommendation, if any, are forwarded as part of the faculty member's RTP dossier.

Peer Review Policy
Adopted April 16, 2008

Note: The following policy is consistent with the policy of the College of Arts and Sciences which states: "Departments are required to have evaluative observations of new and untenured faculty. These evaluations should be carried out each semester. The minimum requirements...are as follows: observations during each semester which annually results in at least two faculty members observing, with observation in at least two different classes during the year....A written evaluation from each faculty observer should be provided to the faculty member who is observed and to the department chair. These evaluations will be part of the data which are used by the department chair in annual evaluations and in RTP decisions."

Each untenured social work faculty member, serving in a tenure-track position, shall be the recipient of one peer review each semester. The peer review shall include an evaluation of the recipient's course syllabus, a sample of tests and assignments employed in determining the course grade, observation of the class experience, and materials submitted by the recipient that demonstrate the recipient's approach to teaching (e.g., class exercises). These two annual peer reviews will take place in different semesters and will entail the observation of different courses by two different peer reviewers. The peer reviewers will be selected by the department chair after consultation with the recipient. The classes to be observed will be determined by the peer reviewers after consultation with the recipient. Each peer reviewer will prepare a written evaluation of the experience which will be submitted both to the recipient and the department chair. These evaluations will be included in the chair's annual performance evaluation of the recipient as well as the recipient's review for tenure and promotion.

Peer reviewers shall have competence to observe the teaching skills and the content of the course being evaluated. (Example: an observer of a course on human behavior should be able to evaluate the extent to which a given theory was presented well to students and whether that theory has relevance to the general theme of human behavior, even though the observer may not be an expert on the specific theory that is the theme of the class being observed). Faculty members shall not be reciprocal peer reviewers in the same year. In other words, a given faculty member cannot be a peer reviewer for another faculty member who has served as that faculty member's peer reviewer.

While this policy addresses only those faculty members who are untenured and serving in tenure-track positions, it shall be the policy of the Department of Social Work to extend this peer review procedure to others when requested by the faculty member or deemed appropriate by the department chair.

Policy on Mentoring

The hiring of each faculty member is an investment in the university's future. The university hires promising faculty in the hope and expectation that they will successfully complete a probationary period, achieve tenure, and provide the university with years of estimable service. Accordingly, it is the university's interest that each academic department provides continuous mentoring of its untenured faculty members serving in tenure track positions from the time of hiring until a tenure decision is made.

The Department of Social Work, **upon the request of the faculty member**, will assign one senior faculty member as mentor to each junior faculty member upon his/her employment. The mentor shall meet with the junior faculty member on a regular basis in order to provide advice on how to prepare for tenure and promotion, and to provide other sources of support as may be deemed necessary by the mentor and junior faculty member. The Department Chair will

periodically meet with the junior faculty member and mentor to discuss progress and take action as appropriate regarding the future mentoring of the junior faculty member. Mentors may be changed as needed.

Policy on Faculty Workload
Adopted by faculty on 3-31-06

As a unit within the College of Arts and Sciences, the Department of Social Work adheres to the workload policy set forth for the college. According to this policy, faculty workload consists of teaching and instruction-related activities, scholarship and professional development, research or artistic achievement, and service. A full workload for a faculty member consists of a teaching assignment of 24 credit hours per year, including equivalencies; advising of social work majors and intended majors; participating in scholarly and professional development activities; and routine service on departmental and university committees.

Faculty may receive course reductions from the 24 credit hour expectation. Course reduction refers to an exemption from a portion of a faculty member's semester teaching load, with the reduction typically representing one 3-credit-hour course per semester. Course reductions are not granted for routine advising, professional development, or routine committee work of the department. Reductions may be granted for scholarly activity and such non-routine work as the development of accreditation documents, the management of degree programs, the development of new required courses, extraordinary responsibility for advising, administrative activities/leadership in university programs (such as coordinating a minor or having a significant role in a major task force), and so forth. The department supports its faculty in leadership development activities and encourages members to become involved with the broader community; however, all course reductions are subject to the approval of the Department Chair, and will be contingent upon the ability of the Department to meet its teaching responsibilities.

The standard workload for faculty who are research-active is a minimum of 18 credit hours per year, including credit-hour equivalencies. In addition to course reduction for scholarship and service activities, faculty members may receive a reduction for work on grants where a portion of the faculty member's salary is paid by the grant.

To qualify for course reductions for research, tenure-track faculty must be research-active, which means being productively engaged in a scholarly activity during the semester for which the reduction is granted. Scholarly activity can be defined as any activity reported under the research section of the RPT form. The activity must be supported by a written product by the end of the academic year. A written product is an official document such as a paper presented for presentation to a national conference, a journal article submitted for publication, a major grant proposal submitted for funding, and so forth. A major grant proposal is a grant proposal requiring a significant amount of scholarly work, creativity, curriculum development, or collaboration with other partners on the part of the individual faculty member.

To maintain research-active status, faculty will be expected to achieve a major publication every two years. A major publication is an article published in a refereed social work journal that is widely recognized and respected, or its equivalent. It is recognized that some scholarly products may take longer than two years to complete because they are considered cutting edge or seminal works, and when complete, will be considered equivalent to more than one publication. In those cases, it may be that a progress report at the end of two years will qualify for the maintenance of the research-active status.