

Department of Social Work

Department Bylaws 2023

I. Name

The name of the organization shall be the Department of Social Work, hereinafter referred to as "The Department."

II. All policies and actions of the Department shall be in accord with applicable provisions of the Collective Bargaining Agreement, and of the By-Laws of the University Senate.

III. Mission Statement

The mission of the CCSU Social Work Department and its Bachelor of Social Work (BSW) program is to educate students in all core CSWE competencies for entry-level generalist social work practice with individuals, families, groups, organizations, communities and political institutions within global contexts, and grounded in cross-disciplinary research informed knowledge and skills.

We strive to prepare diverse leaders who advocate for and engage in strategies to abolish the intersecting structures and institutions of white supremacy, colonialism, heteropatriarchy and neoliberal capitalism by promoting the highest ideals of social work: social, racial, economic, political and environmental justice and equity, and ultimately the liberation of all oppressed groups. As aligned with the anti-racist values of the social work profession, we are committed to centering the histories and voices of Black, Brown and Indigenous people in our curriculum, pedagogy, research and community engagement.

Therefore, we seek to develop critical social work practitioners who are informed by and can demonstrate cultural humility through self-reflection, self-awareness and self-regulation in order to engage in collaborative and empowering relationships within all areas of practice. For these reasons, we emphasize intersectional frameworks that analyze how simultaneous and sometimes contradictory forms of privilege and oppression based on race, ethnicity, class, culture, ability, sex, gender identity and expression, sexual orientation, age, immigration status, legal status, religion, and more – interact and intersect to influence lived experiences.

Learning Outcomes: Students graduating with a BA in social work will have met the required demonstrated learning outcomes mandated by the Council of Social Work Education (CSWE, 2022) and the National Association of Social Workers (NASW, 2021) with an emphasis on social work knowledge, values and skills in generalist social work competencies.

IV. Professionalism

All Department faculty are expected to uphold the highest standards for professional conduct and ethical behavior. Faculty are expected to treat everyone in the work environment with courtesy, respect, and dignity. Faculty are responsible for modeling professional conduct and for cultivating a collegial, respectful, and inclusive work environment. All faculty are expected to adhere to applicable Department and University policies and procedures.

This statement on faculty professionalism applies to all full-time and part-time faculty of the Department. It is relevant to all professional realms, including research, teaching, mentoring, administration, clinical practice, and university collaboration and commitments. Our professional activity in the field requires that we represent our Department and University with the highest level of integrity and ethical, collegial, and respectful engagement. Professionalism issues in the clinical practice arena are governed by additional policies and procedures, including those of our external partners. The work of this Department relies heavily on positive, constructive, reciprocal relationships with community agencies/institutions, and other educational entities within the State of Connecticut and beyond.

V. The Department

The Department's programs shall have the responsibility for the content and development of courses, curricula, and programs of study. The Department is responsible for the evaluation of Department members regarding load credit activity, creative and scholarly activity, productive service, and professional activity. The Department and individual members shall meet the expectations of and be governed by the current CSU-AAUP-BOR Collective Bargaining Agreement and other University regulations.

Department Responsibilities

Developing, implementing, and revising curricula appropriate for social work education.

- Maintaining standards of accreditation by both University accrediting agencies and the Council on Social Work Education (CSWE).
- Developing necessary materials for the accreditation processes.
- Selecting faculty representatives to School, University, CSU Committees as necessary.
- Selecting representation to community and other non-university/CSU committees.
- Establishing standing and ad hoc departmental committees, including but not limited to a duly elected department Evaluation Committee (DEC).
- Electing a Department Chairperson by the full-time Department members, Department meeting with a simple majority. The Chair serves for a term of three years, beginning no later than the next fall semester following the election.
- The newly elected Chair will serve during the final year of the current chair's term for transition of the Department.
- Recruiting, mentoring and evaluating adjunct and Special Appointment faculty and course(s) taught on a regular and scheduled basis.
- Selecting a faculty member to serve as Field Coordinator.
- Maintaining a Community Advisory
- In accordance with AAUP contract, DEC Chair or Chair depending on composition of the DEC (ie.hardship) will alert faculty members of review dates and schedule initial meeting for DEC.

VI. Membership

1.0 Faculty Membership in the Department

There shall be four types of faculty members of the Department of Social Work: full-time, full-time special appointment, part-time/adjunct, and emeritus/a. In the following sections, "participating rights" are understood to mean that the member may attend and participate in Department meetings.

1.1 Full-time Faculty Members

A full-time member shall be a faculty member appointed to the Department of Social Work and will be assigned twelve semester hours of load responsibility, although they may be assigned overloads or underloads, as necessary, in accord with contractual procedures. All full-time members of the department shall have participating rights with voting privileges.

1.2 Full-Time Special Appointment Members

A full-time special appointment member shall be a faculty member appointed to Department of Social Work for a period ranging from one semester to two years. Such special appointment members shall have participating rights with voting privileges.

1.3 Part-Time/Adjunct Members

A part-time member shall be a faculty member appointed to and granted part-time teaching responsibilities in Department of Social Work. Such part-time members shall have participating rights at meetings (e.g., Departmental meetings) without voting privileges.

1.4 Emeriti Members

The Department of Social Work shall recommend emeritus status for retiring members of the Department in accord with the procedures contained in the current AAUP-Board of Regents collective bargaining agreement. Emeriti members shall have participating rights without voting privileges.

1.5 Members on Leave

The current AAUP-Board of Regents collective bargaining agreement recognizes several different kinds of leave. For purposes of Department of Social Work individuals on all types of leave shall have participating rights and voting privileges. This does not apply to members of the Department who have been reassigned to administrative positions in the CSU system.

VII. Meetings

2.0. Department Meetings

Department meetings are the principal manner in which much departmental business is conducted, and they also provide a setting in which Department members can share ideas and information about issues impacting the Department, School and University. In addition, there is much departmental business that can only be conducted in the context of a Department meeting. Departmental meetings shall operate in the spirit of Robert's Rules of Order (Revised).

2.1 Scheduling of Department Meetings

The Department shall meet, at an absolute minimum, at the beginning and the end of each academic semester, and at other times as appropriate. The Department will meet at the call of the Chairperson. At the Chairperson's discretion, additional meetings may be called. Emergency meetings and Departmental retreats can be called at the discretion of the Chairperson. The Chairperson of the Department shall be responsible for notifying members of the date, time, place, and agenda of the meetings. It is expected that all full-time faculty will attend the majority of Department meetings. The part-time faculty representative(s) will also be invited to all Department meetings. Agenda items should be submitted to the Chairperson at least one day prior to the scheduled meeting

2.2 Quorum

A quorum for Department meetings, program meetings, and for all Department committee meetings, shall consist of one more than fifty percent of the full-time members of the Department, the program, and the Department committee, respectively.

2.3 Voting in Department Meetings

Program decisions will be voted upon at the program level. Such decisions will go forward for Departmental approval as a consent agenda. If Departmental members decide the item merits further discussion it may be pulled from the consent agenda.

Even though management by consensus is the goal of the Department, any member or group may request a formal vote on any issue brought to the Department, or any member may request the chairperson to prepare a particular agenda item for a vote by the members of the Department.

In all Departmental votes, except where specifically indicated otherwise in these bylaws, matters are determined by majority vote, which is 50%+ 1 in favor of the motion of those members of the Department present. Thus, a tie vote is a defeat for a motion.

2.4 Duration of Meetings

Generally, Department meetings shall not exceed two hours in duration.

2.5 Agenda of Meetings

The agenda for each Department meeting shall be prepared by the Chairperson and distributed to faculty members. Faculty members are free to forward agenda suggestions to the Chairperson for consideration of inclusion on the agenda. Items suggested to the Chairperson for the agenda should be submitted before the distribution of the agenda and at least 24 hour in advance.

During the course of the department meeting, a member can raise a motion to add an agenda item not already listed in the agenda. The chair will ask the faculty members to vote on the motion. If approved by majority vote, the proposed agenda item will be discussed after established items.

These discussions will follow Robert Rule procedures.

2.6 Minutes

The Department secretary shall record and maintain all Department meeting minutes. Minutes of all Department meetings shall be distributed to all members of the Department, including adjunct members.

Minutes will be distributed to the Department faculty prior to the subsequent Department meeting by email or hard copy. An accepted copy of the minutes shall be maintained on record and will be available to administration on request.

VIII. Professional Rights and Responsibilities

3.0 Academic Freedom

The department shall abide by article 4.2-4.2.3 in the BOR-CSU AAUP contract

IV. The Department Chairperson

4.0 Chairperson

The chairperson is a member of the Department and has a quasi-administrative role and shall serve as the representative of the faculty of the Department. Although many of the responsibilities and duties of the chairperson are administrative in nature, and while the chairperson

will necessarily have extensive contacts with the Dean of the School of Education and Professional Studies and other university administrators, she or he is understood to be first and foremost a faculty member in the Department and is expected to function in the best interests of the faculty and students of the Department as the representative of the Department.

The Chair position is a 10-month position and adheres to University Personnel requirements for that appointment model (see Collective Bargaining Agreement). In a chairperson change year, the time for the transition of position responsibility is worked out between the outgoing and incoming Chairpersons to ensure summer coverage and occurs after the end of the academic year in which the election takes place, and by the beginning of the fall academic term.

4.1 Election of the Chairperson

The chairperson of the Department of Social Work, in accordance with university procedures, will be elected by the end of the Spring semester of the current chairperson's second year, in order to allow for a transitional year from one chairperson to the next. All candidates must be tenured members of the Department. The election shall be by secret ballot and shall follow both University procedures and Roberts Rules of Order.

To elect a candidate, an outright majority of the membership of the Department of Social Work (50% +1) is required. If such an outright majority is not achieved, the results of the election will be sent to the Dean of the School of Education and Professional Studies with an indication of a divided ballot.

The term of service of the Chairperson shall be 3 years.

4.2 Acting Chairperson

Should it be necessary, the chairperson of the Department of Social Work may, on a temporary basis (not to exceed one semester), and with the concurrence of the Dean of the School of Education and Professional Studies, appoint an Acting Chairperson.

4.3. Responsibilities and duties of the Chairperson

The chairperson is responsible for the administration of the general affairs of the Department of Social Work. The responsibilities of the department chair are identified in section 5.23 of the BOR-CSU AAUP Contract and include but are not limited to:

- endeavor to create and maintain a healthy, positive and collaborative working atmosphere which will facilitate the professional growth and development of the faculty and students of the department.
- Responsible for drafting department courses and schedule
- Assigning Faculty/Adjuncts to department courses
- call and chair Department faculty meetings

- may serve as an ex officio member on all Department Standing Committees
- may serve as ex-officio voting member of the Department Evaluation Committee (DEC) except where prohibited from so doing by a University or contractual regulations or by § 6.9.3. Chair has the right to disagree with the DEC and if so, must issue a separate report.
- Coordinating department activities to ensure that duties (e.g., teaching, advisement committees, community relations, co-curricular activities) are fairly apportioned.
- Soliciting faculty interest in teaching summer and intersession courses, offering, making the summer teaching option to full-time faculty first (see Collective Bargaining Agreement).
- Coordinating the recruitment, mentoring and evaluation of adjunct and Special Appointment faculty.
- information and documents, including the Department annual report, to appropriate administrators or committees according to University procedures, and providing rationale for and defense of department proposals concerning program, curriculum, course development, equipment and supply needs, staffing assignments, recommendations for hiring, space needs, community services involvement, etc.
- Ensuring mentoring and in-service assistance to Department members.
- Involving appropriate Department members in DEC activities (see procedures for faculty evaluation in Collective Bargaining Agreement) and ensuring DEC processes and recommendations are completed in a timely fashion.
- Ensuring that full-time and adjunct faculty use the Department's "Course Evaluation" assessment process. Data on adjunct faculty will be shared with the Chair, within role as coordinator of department activities.
- Chair shall do a final report on Special Appointment faculty as a Department record of workload assignments and performance, including commentary on teaching as reported in student classroom evaluations and observations, service to Department and University, and other salient information.
- Developing effective academic advisement procedures for students assigned to the Department, consistent with university policies and procedures.
- Ensures Department members follow all obligations such as office hours, filing of book orders, reporting of grades, clearance for professional and personal absences, etc., are properly met.
- inform new faculty members of the duties they are expected to perform, and of the Department and University criteria that will be employed in the evaluation of their work.
- Arranging for coverage of Department courses in the event of absence of a faculty member.
- Take seriously and seek to address all student complaints in a respectful manner that does not cause harm to the professor or the student;

- Supervising clerical staff in the department, including student workers and graduate assistants. The department Chairperson is responsible for the final selection, assignment, performance evaluation, and recommendation for termination of departmental clerical staff.
- Function as liaison to the Council on Social Work Education and the Baccalaureate Program Directors, providing required documentation and correspondence, as necessary.
- Coordinate application to program including schedule of applicant interviews.
- Providing student class overrides when appropriate.
- Write annual report for SEPS.

X. The Role of Coordinators

The coordinator of each program (BSW) is understood to be the formal representative of the program both to the chairperson and to the other programs of the Department. The coordinator is expected to facilitate communications and administrative matters, in consultation with both the chairperson and the faculty members of the program.

5.0 The Responsibilities and Duties of Field Education Coordinator

A field education coordinator is the faculty member who is responsible for organizing, implementing and administering the field component for the social work major.

The responsibilities and duties of the coordinator of a Program shall include, but not necessarily be limited to, the following:

- Organize the senior field education experience.
- Coordinate orientations & advisement for incoming seniors

- Review & Evaluate portfolios
- Identify the appropriate agencies to be used.
- Provide a field manual & collect appropriate forms related to field experience.
- Interview and assign students to agencies if all requirements are met.
- Provide agencies with appropriate information about the student.
- Provide agencies with criteria for student evaluation.
- Plan and conduct field instructors' workshops and meetings.
- Establish and maintain relationships with agencies utilized as field education experience.
- Research, develop, recruit and investigate potential new agencies for field education experience.
- Oversee evaluation process of sophomore and junior volunteer experiences.
- Contact field instructors when problems develop.

XI . Committees

6.0 Department Committees

The Department shall have responsibility for the curricula, research activities and service obligations as cited in 5.17 of the BOR-CSU AAUP contract. In order to carry out these responsibilities, departmental committees will be established as needed.

There are four types of Departmental committees: Standing Committees, Ad Hoc Committees, Search Committees, and the Department Evaluation Committee.

Members for each type of committee will be elected at the last meeting of the preceding Spring semester, except where noted below. All members of the Department of Social Work are permitted to serve on all types of committees except where there are specific limitations to the contrary (e.g. the DEC and Search Committees).

6.1 Commitment to the Principle of Program Representation

The Department of Social Work is committed to ensuring that committee assignments shall reflect program representation to as great an extent as possible. It should be noted that such representation is mandatory for certain committees.

6.2 Department Search Committees

The Faculty of the Department Social Work recognizes that one of our most important responsibilities is in the selection of new colleagues, and we have a deep commitment to conducting fair and effective searches for candidates for new positions in the Department.

All faculty appointments in the Department of Social Work, with the exception of part-time/adjunct appointments and special appointments, which are made by the chairperson of the Department, and emeriti appointments, which are made by a vote of the Department at a Departmental meeting, must be approved by the Department Search Committee.

6.3 Tenure-Track position(s)

When a tenure-track position(s) becomes available, the Department shall form a Search Committee and follow guidelines provided by Human Resources.

The Search Committee must adhere to all relevant University policies and procedures throughout the search process.

6.4 Department Evaluation Committee (DEC) also serves as Sabbatical Committee

The Department Evaluation Committee is a unique, contractually mandated committee that must follow both the current AAUP-Board of Regents collective bargaining agreement and all University rules and procedures and Faculty Senate guidelines for the implementation of the collective bargaining agreement with respect to matters of faculty evaluation for tenure, promotion, contract renewal, professional assessment, and sabbatical requests.

The members of the DEC shall serve as the Sabbatical Committee. The committee shall follow the guidelines and procedures cited in 13.7 of the BOR-CSUAAUP Contract.

6.4.1 Members

The Department Evaluation Committee shall consist of only tenured faculty. The committee shall have a minimum of 3 members and shall not exceed 5 members. Each member of the DEC shall serve for a one-year term, and all members shall have equal voting privileges. Committee membership will be determined at last meeting of Spring semester. The chairperson serves on the DEC as a voting, ex officio member.

6.4.2 Restrictions on DEC Service

No person shall serve on the DEC during a year in which she or he is to be evaluated for promotion or tenure. Any DEC member who is subject to professional assessment or submission of a sabbatical request, shall recuse themselves from consideration of all sabbatical requests or professional assessments.

6.5 Evaluations of Part Time Faculty by the DEC

Part-time faculty will be evaluated by the Department Evaluation Committee as needed. The faculty will submit course syllabi and will make certain that the university student opinion survey instrument is administered every semester. These opinion surveys may be reviewed every semester and feedback will be provided by the chair. The review may also include observation guided by the department policy on peer observation. The DEC will forward recommendations to the Department Chair who has the responsibility of hiring part-time faculty.

6.6 Meeting with DEC

The DEC shall evaluate the faculty based on the AAUP guidelines (Articles 4.11.5-4.11.11). The faculty member being evaluated for renewal, tenure, promotion or professional assessment will be notified in writing of the evaluation by the appropriate date and will be invited to submit their material to the DEC. The DEC will consider all the submitted materials when making the evaluation. The DEC may ask for additional information related to the areas of evaluation. After the DEC evaluation has been completed, the faculty member being evaluated has “the opportunity to appear personally before the DEC prior to the DEC’s recommendation” (AAUP article 4.11.5)

XII. Evaluations

7.0 Department Course Evaluation

As a professional Department focusing on teaching as a profession and given our shared commitment to the on-going improvement of our own teaching, the members of the Department of Social Work actively seek feedback from both peers and students.

7.1 Peer Evaluation of Course Instruction

The DEC, in consultation with the faculty member who is in a year of mandated evaluation, will schedule one or more peer observations of his/her teaching. The Department Peer Observation Protocol, approved by the Department, will be used during the peer observations. Peer observations, in written form, may also be included in materials submitted for any DEC process.

7.2 Student Course Evaluations

An online evaluation of all courses taught is offered to students using a Department approved Course Information Survey. Faculty may also use their own supplemental course evaluations in addition to the Course Information Survey.

Although the members of the Department recognize that student evaluations of courses are not necessarily the most reliable instrument for assessing the quality of teaching, we do believe that they have positive value for us and are committed to their use. All faculty members are required to have the standard Course Evaluation Form administered to all of their classes.

7.3 Department Chairperson Review

After ensuring that full-time and part-time faculty members in the Department of Social Work have access to their online student course evaluations once grades are finalized and responses to evaluations are released to faculty. The Department chair and or Dean may review such course evaluations at their discretion and will offer feedback. The process shall be confidential, respectful, and secure.

XIII. University-Wide Committees

8.0 University-Wide Committees

Service to the University community is an important aspect of University citizenship, and it is one that the members of the Department deeply value. When considering departmental representation on

University-wide committees, we believe that the principle of Program representation should be adhered to as closely as possible.

8.1 Faculty Senate

The Department of Social Work shall elect one representative and one alternate to the Faculty Senate for a two-year term, in accordance with University procedures. The Department's Senator is responsible for reporting back to the Department on all Faculty Senate business in a timely and accurate fashion. The Department's Senator is also expected to ask for the Department's input and vote on issues that influence the Department and/or its Programs.

8.2 Curriculum Committee

The Department of Social Work shall elect one representative and one alternate to the Curriculum Committee for a two-year term. The Department's representative on the Curriculum Committee is responsible for reporting back to the Department on all Curriculum Committee business in a timely and accurate fashion.

8.3 Representation to University and SEPS-Related Standing Committees

8.3.1 Standing Committees

The full-time members of the Department shall elect representatives from the full-time faculty to the following committees: University Curriculum Committee, Graduate Studies Committee, library liaison, CCSU-AAUP Departmental liaison, CTEN, and any other University or SEPS committee which the Department is directed to elect a representative. The election of committee representatives shall be according to approved University procedures. The faculty representative shall represent the Department to the best of their ability. In all matters of direct concern to the Department and all substantive issues relative to each committee they shall consult with the Chairperson and poll all Department members for direction.

8.3.2 Other Committees

The Department will also be represented at times on other University committees by faculty members appointed by the President, Provost, SEPS Dean or elected by the faculty senate.

8.3 Other University-Wide Committees

Faculty members in the Department of Social Work are strongly encouraged to serve on other University-wide committees. When they do so, they are also expected to provide brief reports at Department meetings

8.4 Representing the Department on Committees

The representatives to University committees shall act on behalf of the Department, shall keep the Department informed on committee proceedings, and shall consult with the Department for recommended action in matters of direct concern to the Department.

8.5 Removal from Committee Assignment

A committee representative may be removed from office following gross misrepresentation or misconduct according to the procedure for impeachment.

XIV. Faculty

9.0 Attendance

Except for sick leave, personal leave and professional leave, the expectation for faculty is full attendance in their courses. A faculty member is expected to report any classroom location changes and absences on teaching days to the Department Chair as soon as the decision is made by the faculty and before students are expected to show up for class. The faculty member should also make every effort to inform students of any classroom location change or class cancellation and suggest alternatives for canceled class, as appropriate.

9.1 Summer Courses

Summer classes are offered based on identified need. Courses will be assigned to a faculty based on proper credentials/expertise. The chair is responsible for creating the schedule and the Dean is ultimately responsible for approving it.

9.2 Teaching Schedules

During preparation of the semester schedules, the faculty member will have the opportunity to examine and discuss individual schedules with the chairperson before submission to the enrollment center for the spring, summer or fall semesters. The chair is responsible for creating the schedule and the Dean is ultimately responsible for approving it. In accordance with BOR-CSUAAUP 10.7.1 no member with a class assignment after 6pm on one day shall be given any assignment prior to 9:00 a.m. on the next day unless pre-approved by the faculty.

9.3 Obligations and Expectations of Faculty

All faculty members are expected to exhibit appropriate professional behavior in the performance of their duties. This includes remaining current and up-to-date in the scholarly literature of the fields in which they teach, thorough preparation for the classes that they teach, punctuality, and consistency in meeting their classes, maintaining appropriate records of student achievement, employing appropriate methods in evaluating student achievement and performance, and maintaining office hours in which to meet with students in accord with the current AAUP-Board of Regents contractual bargaining agreement.

Faculty members are also expected to participate in Departmental, School and University governance activities, including but not limited to participation in accreditation activities. Outreach, both to the surrounding community and to appropriate professional organizations, is also strongly encouraged for all faculty members.

Faculty members in the Department of Social Work are expected to maintain scholarly agendas that are embedded in their own research and teaching areas. Toward this end, they are strongly encouraged to attend appropriate scholarly meetings and professional development activities.

9.4 Responsibilities for Grades

The determination of student grades is the responsibility of the course instructor. A corollary of this responsibility is the duty of the course instructor to submit grades to the University Registrar within the prescribed time limits.

9.5 Grade Changes

A grade shall be changed only with the consent of the instructor and with the approval of chairperson of the Department of Social Work and the Dean of the School of Education and Professional Studies. In case of absence of the instructor or of a palpable injustice, the prescribed method (Appeal for Grade Change Policy) of adjusting grades established by the Faculty Senate, in agreement with the President, shall be followed. .

9.6 Teaching and Advisement

The primary responsibility of the Department of Social Work is to prepare individuals for entering the profession of social work. To meet this responsibility, teaching and advising must be the primary focus of faculty members. To responsibly meet departmental expectations in this area requires adherence to the professional Code of Ethics, integrity in relationships with fellow faculty, students and professionals, knowledge of content, accessibility to students, informed decision-making in instruction and in advising, and continuing professional growth. Provide advisement to assigned students every semester.

9.7 Office Hours

Faculty members of the Department are expected to be available to meet their obligations to both the University and to their students, and shall, therefore, be required to hold office hours appropriate to the needs of their students and their academic discipline. Each member of the Department shall hold at least five (5) office hours per week, three days a week. Individual faculty members shall notify the chairperson of the Department and Department Secretary of their office hours, and these shall be posted at the beginning of the academic semester.

XV. Review of the Department Bylaws

The Department shall review the department bylaws on a three-year cycle or, if needed, earlier than that. Recommendations must be consistent with the BOR-CSUAAUP Contract and /or the bylaws reflecting the governance needs of the Department.

10.1 Amending the Bylaws

Proposed amendments to the Department bylaws shall be submitted in writing to the Department Chair for review. All faculty members in the Department will be provided with the written text of the proposed amendment, as well as any supplementary documentation either electronically or in hard copy, no later than five working days prior to the date of the next scheduled Department Meeting.

10.2 Adoption of Amendments

A majority vote of the Department faculty present, as long as 2/3 majority shall be required for the adoption of any amendments to the bylaws.

XVI. Promotion & Tenue Guidelines

Promotion and tenure

Consistent with the educational policies of the Council on Social Work Education (CSWE), the Department of Social Work at Central Connecticut State University maintains principles based on service, practice and creative activity.

A. Teaching and Advisement

The primary responsibility of the Department of Social Work is to prepare individuals for entering the profession of social work. To meet this responsibility, teaching and advising must be the primary focus of faculty members. To responsibly meet departmental expectations in this area requires adherence to the professional Code of Ethics, integrity in relationships with fellow faculty, students and professionals, knowledge of content, accessibility to students, informed decision-making in instruction and in advising, and continuing professional growth.

Indicators of fulfillment of teaching and advisement included but not limited to:

1. Development of creative classroom teaching tools or techniques such as the use of technology, etc.
2. Development or significant revision of a new course.
3. The documentation of the use of student evaluations as a feedback mechanism to strengthen teaching and the learning process for student/consumers, and to revise and/or improve course content and its implications for practice.
4. The incorporation of writing assignments into classroom activities that is reflective of social work professional writing formats.
5. Development of an area of social work expertise that introduces new content or technology into current courses and/or results in guest lecturing in the area of expertise on a regular basis.
6. The incorporation of knowledge, activities, or tools of learning into courses as a result of a professional development experience.
7. Recognition by peers for the value and quality of the courses taught
8. Citations or awards received.
9. Results of Department of Social Work course evaluations should reflect 80% in the good or outstanding per course.

10. Results of peer observation of faculty should reflect 80% good or outstanding level per course.
11. Evidence of contribution to the department/curriculum development and/or evaluation.
12. Evidence of encouraging students to engage in independent projects and/or initiatives to enhance their learning experiences.
13. Evidence of effective supervision of field experiences.
14. Advisement that demonstrates that advisees' complete requirements for graduation on schedule and within the required credit hours.
15. Advisement that demonstrates knowledge of individual learning needs of students, promotion of activities for professional growth.
16. Chair's assessment of advisor's accessibility based on meeting posted office hours, and on keeping appointments.

The applicant must include in his/her narrative a discussion of the significance of the contributions.

Standards for Tenure

1. Demonstrate strength in 7, 9, 10, 14, 15
2. Demonstrate strength in an additional four of sixteen categories

Standards for Promotion – Associate or Full

1. Demonstrate strength in 7, 9, 10, 11, 14, 15
2. Demonstrate strength in an additional four of sixteen categories

B. Service

The social work faculty views service to the department, college, university, wider community and the profession a major obligation and role. Service maintains currency with the profession which enhances our teaching, provides opportunities to strengthen ties with the professional community, and to provide role models to the student body.

Indicators of fulfillment of *service* responsibilities include but not limited to:

1. Serving on department, college and university committees
2. Membership in community, agency and professional boards and committees with specific appointed duties. Contributions demonstrated by offices held, reappointments to a term of service, minutes of meetings, letters from agency directors, and completion of projects or products.
3. Professional presentations at meetings and/or local workshops, and/or development of local workshops.
4. Organization or development of new programs or enhancement of existing programs or resources.
5. Administration of a grant project or contract.
6. Recognition through honorary designations and/or awards
7. Coordination of local, state or national professional meetings and/or Workshops.
8. Holding official positions—elected or appointed—in professional or

- community service organizations.
9. Advisement of campus clubs or students' organizations
 10. Mentoring junior faculty

Evidence: includes but not limited to letters of support, certificates, annual reports, minutes of meetings, completion of projects, presentation materials

The applicant must include in his/her narrative a discussion of the significance of the contributions.

Standards for Tenure

Demonstrate satisfactory participation in at least one activity reflective of each of the following categories: department, college, university, the profession and community.

Standards for Promotion – Associate or Full

The faculty member should have an established and continuing record of service in each of the areas of service. The faculty should achieve a reputation for excellent service in one of the areas of service as demonstrated by peer review.

C. Creative Activity

The social work faculty values research and scholarship and is committed to enhancing the professional knowledge base of the profession. To maintain teaching excellence, it is imperative that scholarship and creative endeavors complement the teaching process and contribute to the discipline's body of knowledge. In keeping with national studies on social work research at the undergraduate level, the following categories are suggested as indicators of scholarship, which may be used in the evaluation of social work faculty.

Indicators of fulfillment of creative activity responsibilities included but are not limited to:

1. Workshops are utilized by the social work profession as a mode of enhancing the skills and knowledge of social work practitioners.
2. The initial development and delivery of a workshop at the national level represents an important scholarly and creative contribution.
3. The development of instructional materials (printed materials, audiovisual materials, computer-based instruction, etc.) for widespread use in the education of professional social workers. This form of scholarship relates primarily to instructional materials for traditional professional education, also might relate to materials used for in service training and staff development on a broad basis.
4. The publication of articles in regional, state, or international professional journals are an important form of scholarship.
5. The presentation of a paper at a regional, state, or international professional conference can be a highly competitive endeavor and valuable form of scholarship to the profession.
6. The publication of book reviews in professional journal

7. Publication of book chapter
8. Book or monograph
9. One edited book containing at least one original substantive chapter by the faculty member
10. Editorship, associate editorship or book review editorship of a professional journal or book
11. Presentation of a paper at a professional meeting
12. Discussant at a professional meeting
13. Grant writing is recognized as a valuable/important form of scholarship. We acknowledge that scholarly and creative activities are required in developing grant proposals. Grant writing is seen as a viable scholarly activity, which allows the conduct of research and the provision of staff training and/or service delivery programs. Grant proposals, which are evaluated by panels of peers or other professional reviewers, is seen as most significant.
14. Review of grant proposals at the request of grant agencies
15. Council on Social Work Education Reaccreditation
16. Development of entrepreneurial endeavors
17. Preparing electronic resources pertinent for discipline
18. The review of ethics and licensing complaints for the Connecticut Department of Public Health and/or the National Association of Social

Evidence: includes but not limited to published work, gallery or page proofs, or a final letter of acceptance from editor or editors, program funders and directors

The applicant must include in his/her narrative a discussion of the significance of the contributions.

Standards for Tenure

Demonstrate strength 1, 2, 11, 5, and one other area

Standards for Promotion—Associate and Full

Demonstrate strength in an additional four of eighteen categories.