

**University of Wisconsin Oshkosh Department of Social Work  
Oshkosh, Wisconsin 54901**

**By-Laws**

Adopted September 9, 1987

Revised February 1, 1989

Revised and approved by the Department of Social Work: October 4, 2006

Revised and approved by the Department: April 4, 2017

Approved by the Faculty Senate:

**Article I: Scope and Limitations of By-Laws Authority**

- A. All Actions and decisions of the Department will be made in accordance with Article 10 of the Faculty Senate Constitution.
- B. All decisions and policies of the Department shall be guided by published standards of the Council on Social Work Education and by the Code of Ethics of the National Association of Social Workers.

**Article II: Voting Members**

- A. **Faculty:** Department members with a full-time appointment as Assistant, Associate of Full Professor and who meet the qualifications of **Faculty** as set forth by the UW Oshkosh Faculty Senate Constitution (Article I, Section 1). Faculty may vote on all matters relevant to the department in accordance with the policies and procedures specified in the current UW Oshkosh Faculty and Staff Handbook. This includes matters related to program, curriculum, staff recruitment, tenure, promotion, and department leadership. The Faculty Senate Constitution defines voting qualifications in Article VIII, Section 3. The College of Letters and Science By-Laws define Faculty and voting rights in Article I.
- B. **Clinical Professors:** Department members with a full-time appointment as a Clinical Professor may vote on all matters relevant to the department in accordance with the policies and procedures specified in the current UW Oshkosh Faculty and Staff Handbook. This includes matters related to program and curriculum, but excludes matters related to tenure and promotion. Clinical Professors may participate in advisory votes regarding Faculty recruitment. Clinical Professors who are part of the merit pool of the Department may vote on merit recommendations. The Faculty Senate Constitution defines voting qualifications in Article VIII, Section 3. The College of Letters and Science By-Laws define Faculty and voting rights in Article I.
- C. **Instructional Academic Staff:** Instructors with an academic appointment of five or more semesters and more than a 50% appointment in the Department of Social Work are eligible to vote on matters related to program and curriculum (see Governance 6.1). Instructors who are part of the merit pool of the Department may vote on merit recommendations. The Faculty Senate Constitution defines voting qualifications in Article VIII, Section 3. The College of Letters and Science By-Laws define Faculty and voting rights in Article I.

**Article III: Department Positions**

The Department of Social Work maintains the following positions in accordance with CSWE accreditation standards:

- A. **Department Chair or Equivalent:** The Chair or equivalent (the Department Chair) shall be selected in accordance with the Faculty Senate Constitution (Article VIII, Section 6) and Article VI.A of the College of Letters and Science Bylaws. Eligible candidates for the position of Chair/Equivalent must hold the rank of Associate Professor or greater. Eligible voting members will nominate the Department Chair/Equivalent by casting a majority of the ballots for the Chair or equivalent. The ballots will be secret.
1. Members may elect a team of two (Co-Chairs) to serve as Chair. Members of the proposed team should nominate themselves by mutual agreement. The team should not be appointed, selected or constituted by others. The team-as-Chair, if elected, will undertake the duties, responsibilities and obligations of the office of Departmental Chair as described in the Faculty Constitution (Article VIII, Section 5).
  2. The Faculty Senate Constitution defines responsibilities of the Chair or equivalent in Article VIII, Section 5.
  3. The Chancellor appoints the Department Chair or equivalent for a three-year term as prescribed by the Faculty Constitution and College of Letters and Science Bylaws (Article 8 Section 6).
  4. The Department Chair also serves as either the BSW Program Coordinator or as the MSW Program Coordinator, depending on Departmental needs.
- B. **MSW Program Coordinator:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. The position duties and responsibilities are detailed in the MSW Program Coordinator Position Description (see Appendix).
- C. **BSW Program Coordinator:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. The position duties and responsibilities are detailed in the BSW Program Coordinator Position Description (see Appendix).
- D. **BSW Student Advisors:** These positions are appointed by the Department Chair and affirmed by the department, voting members. Two or three people may share student-advising responsibilities. The BSW Coordinator may be responsible for a portion of these duties. Advisors are appointed for a renewable term of three years. The term will begin at the beginning of a new academic year. Student-advisors must have at least two years of full-time teaching (48 credits) experience in the Social Work department prior to appointment. The position duties and responsibilities are detailed in the BSW Student Advisor Job Description (see Appendix).
- E. **MSW Field Coordinator:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. The position duties and responsibilities are detailed in the MSW Field Coordinator Position Description (see Appendix).
- F. **BSW Field Coordinator:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. The position duties and responsibilities are detailed in the BSW Field Coordinator Position Description (see Appendix).

#### **Article IV: Department Personnel Policy**

- A. **Recruitment and Nomination of New Faculty:**
1. The Department Chair will present to the voting members, for their approval, *Return of Vacant Position* materials, including the proposed job description. The voting members will review and approve these documents no later than June 1 of each academic year.

2. Upon approval to search for new faculty, an Ad Hoc Faculty Search Committee will be constituted. This committee will consist of four members, including: the Department Chair, at least one additional tenured, UW Oshkosh faculty (preferably from the Department of Social Work), one member of the Community Liaison Committee and one Department of Social Work member at large. Committee members may self nominate and will be approved by the Department voting members. The Ad Hoc Faculty Search Committee will be constituted no later than September 30 when required.
3. The approved *Return of Vacant Positions* will establish the desired qualifications for new faculty. The committee will:
  - a. Develop criteria for placing candidates in tiers
  - b. Develop questions for preliminary interviews
  - c. Make recommendations to the COLS Dean for on-campus interviews
  - d. Submit recommendations to the voting members for top ranked candidates
4. The slate of candidates affirmed by the voting members will be forwarded to the COLS Dean for approval.
5. Criteria for appointment, renewal, tenure and promotion, approved by the Social Work Faculty on September 8, 2015 and the College of Letters and Science Faculty Committee on March, 31, 2016 shall guide all new appointments.

B. Nomination and promotion to Clinical Professor:

1. The criteria for hiring/promotion to Clinical Professor, approved by the Department of Social Work voting members on September 8, 2015 and the College of Letters and Science Faculty Committee on March 31, 2016 shall guide such appointments (See *Clinical Professor Renewal of Appointment* policy).
2. Academic Staff interested in promotion to Clinical Professor must inform the Department Chair no later than September 1.

C. Recruitment and hiring of Instructional Academic Staff:

1. Upon approval from the COLS Dean, the Department Chair shall recruit and recommend hiring of all Instructional Academic Staff.
2. The criteria for hiring and retention of Academic staff are detailed in the Instructional Academic Staff Job Description (see Appendix). The CSWE accreditation standards guide and inform these criteria.
3. The Department Chair will submit Instructional Academic Staff hiring recommendations to the COLS Dean for approval.

D. Merit: Procedures for determining merit recommendations are detailed in the Department of Social Work Merit Policy, approved December 4, 2003.

1. Criteria and procedures for determining merit are reviewed and approved by the Department, voting members each year at the first Department meeting in December.
2. Any faculty member may request to review with the Department and committee chair the faculty member's merit increase recommendation.

E. Use of Student Opinion Surveys

1. In accordance with FAC 6.6(2)(b), all Social Work Instructors must collect student opinions for Social Work courses at least once per semester using the UWOSH standard SOS form.
2. Full-time instructors must submit SOS data reports to the Department Chair for a minimum of 50% of courses assigned annually in order to be considered for contract renewal.
3. Tenured faculty must submit SOS data reports to the Department Chair for a minimum of 50% of courses assigned annually in order to be considered meeting standards for merit performance and post-tenure review.

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4. Results of SOS data will be considered in the contract renewal, merit and post-tenure review evaluations. These data should be summarized in contract renewal documentation of evidence of effective teaching.
- 2.5. Average scores in each SOS performance category should be at or above 87% of the Department mean. Instructors with average score below this benchmark are required to seek assistance from the UWOSH Center for Teaching and Learning in order to meet minimum standards.

#### **Article V: Department Meetings**

- A. Department meetings shall include all Department voting members. The Student Social Work Association (SSWA) is invited to have a non-voting student attend all Department meetings. Instructional Academic staff with a less than 50% appointment and Field agency representatives are also invited to attend Department meetings, but may not vote. Quorum for conduct of business will be two-thirds of Department voting members.
- B. Department meetings shall be held when called by the Chairperson or when requested by a minimum of three voting members. Regular Department meetings will be held at least once a month during the regular academic year and including the Interim terms. Agendas will be published at least 24-hours prior to the meeting. Meetings will be held in accordance with Wisconsin State Statute 19.82, Open Meetings Law.
- C. Student representation at Department meetings will be encouraged. Selection of student representatives will be guided by the by-laws of the existing student organization. The by-laws of the student organization are subject to approval by a majority vote of the Department voting members. Student representatives will be non-voting members.
- D. Field Agency representatives and Community Liaison Committee members are invited to attend all Department meetings. Such attendees will be non-voting members.
- E. Voting:
1. With respect to voting by the Department, a majority, wherever mentioned herein, shall be interpreted as a simple majority of all votes. Proxy voting shall not be permitted. Note that for personnel issues, only tenure-line faculty will be permitted to vote (see Faculty Senate Constitution Article VIII, Section 3).
  2. Consent Agenda items may be approved via e-mail vote submitted to the Department Chair. If one voting member dissents on the motion the motion fails.

#### **Article VI: Department Committees**

- A. All standing committees, except those defined by the Faculty Senate Constitution, may include faculty, Clinical Professors, Instructional Academic Staff, students, and agency representatives, and shall serve only in an advisory capacity to the Department voting members. The standing committees of the Department shall consist of the following.
- B. Curriculum Committee: The Curriculum Committee will be comprised of five department members including the Department Chair, The BSW Program Coordinator, the MSW Program Coordinator and at least one BSW Student-Advisor. The Curriculum Committee will review the Department curriculum and ensure that it is in compliance with CSWE Educational Policy and Accreditation Standards. The Curriculum Committee will meet at

least once per month and will regularly examine Departmental course offerings and degree requirements for both the BSW and the MSW Programs. The Curriculum Committee may make recommendations for: (1) revisions to course content; (2) new courses; (3) course credit and revisions; (4) curriculum policy; (5) discontinuation of courses; and other matters concerning curriculum. The Curriculum Committee will draft the necessary documents to process curriculum changes through the campus governance process. The curriculum Committee will forward recommendations to the Department voting members for approval.

- C. Reappointment, Tenure and Promotions Committee: The Reappointment, Tenure and Promotions Committee (RTPC) will be comprised of three to five tenured, department faculty and shall make recommendations for reappointment, tenure, and promotions of Department faculty and Clinical Professors in accordance with University and College policies. The RTPC will make reappointment recommendations for tenure-track faculty; make tenure recommendations for tenure-track faculty and make promotion recommendations for faculty members of lower rank, including Instructional Academic Staff requesting promotion to Clinical Professor. Additionally, this committee will annually review the criteria and procedures for merit and submit them for annual Department approval at the first Department meeting in December each year.
- D. Field Committee: The Field Committee will be comprised of the Department Chair, the BSW Field Coordinator, the MSW Field Coordinator and all instructors for the following Field courses: SW 401, SW 451, SW 709, SW 710, SW 729 and SW 733. The Field Committee will review the Department Field policies and procedures to ensure that they are in compliance with CSWE Educational Policy and Accreditation Standards. The Field Committee will meet at least once per semester to examine the Field curriculum requirements for both the BSW and the MSW Programs. The Field Committee may make recommendations for: (1) revisions to Field Internship policy; (2) Field curriculum assignments; (3) evaluation of the Field sites; (4) updates to the Field manual; (5) discontinuation of Field sites; and other matters concerning the Field curriculum. The Field Committee will draft the necessary documents and forms to evaluate and monitor students enrolled in the Field Internship. The Field Committee will facilitate a biennial evaluation of the Field Internship process, including Field Coordinator effectiveness. This evaluation will be submitted to the Department voting members for review. The Field Committee will forward recommendations to the Department voting members for approval.
- E. Admissions Committee: The Admissions Committee is responsible for BSW and MSW Admissions and is comprised of the BSW Student Advisors, the Department Chair, the MSW and BSW Program Coordinators and one at-large department instructor (full-time or part-time). MSW Admissions are finalized by the end of the January Interim and BSW admissions are finalized by the end of the May Interim. This committee regularly reviews policies and procedures related to program admissions and works closely with the University Academic Advising and the Office of Graduate Studies. Proposed policy changes are forwarded to the voting members for approval. Department Instructors may be requested to evaluate admission essays based on approved criteria. These evaluations will become part of the application records and are used to make final decisions regarding admission to a degree program.
- F. Community Liaison Committee: The CLC (Community Liaison Committee) serves as an interdependent connection between the UW-Oshkosh Social Work program and the regional social service provider community. This committee exchanges ideas, information, and advice regarding community needs and best practices in the region.

1. **Committee membership:** This committee is comprised of Department of social Work Instructors, social work students and Social Work Practice professionals. The composition of the CLC will reflect diverse areas of practice, include agencies that provide placements for large and small numbers of students and which are current or potential placement sites. The CLC shall be limited to 15 voting members, not more than nine of whom shall be agency practitioners, not more than three of whom shall be students (both BSW and MSW), and not more than three of whom shall be Department Instructors.
  - a. **Community member roles**
    1. Inform the Department of curricular needs pertinent to social services in the Fox Valley.
    2. Apprise Department of suggestions and concerns relative to the work and function of students in placement.
    3. Suggest new areas of experimental and exploratory course work, research, training and service projects.
    4. Such other functions as the Department or the committee deems pertinent to sound professional education.
  - b. **Department member roles**
    1. Apprise other members about developments in social work education.
    2. Share and discuss Social Work Department goals with other members.
    3. Receive suggestions and concerns of community members about the educational program and share these with all faculty members as necessary.
    4. The Field Coordinators will provide staff services to the committee, including notice of meetings, meeting minutes, and mailings.
  - c. **Student roles**
    1. Present field issues and concerns to other members.
    2. Participate in subcommittees.
    3. Provide feedback on CLC actions, projects, and deliberations to students.
2. **Nomination and Selection of CLC members:**
  - a. **Community Practitioners:** Community practitioners shall be nominated from the Department's list of current or potential field placement sites. Formally designated community agency student supervisors shall be invited by the CLC Chairperson, in January of each year, to submit nominees for membership to the CLC. Agencies may nominate one or more candidates, but no more than two practitioners from an agency may serve on the CLC at any given time. Election of community practitioners to the CLC shall be by secret ballot, to be conducted by the CLC Chairperson no later than the Spring-term meeting.
  - b. **Department members and Students:** Department membership and student membership on the CLC shall be by appointment of the Social Work Department Chair.
3. **Term of Office:**
  - a. **Community Practitioners:** The term of office shall be three calendar years with three members being elected each year as outlined above. Members or alternatives who resign or fail to attend three consecutive meetings shall be replaced, using the prescribed method, at the next regular CLC meeting.
  - b. **Department members and Students:** Faculty and student representatives shall serve for a one-year period. Students may be appointment to a second one-year term. Faculty terms may be renewable.
4. **Conduct of Business:** In order to conduct business a minimum of eight voting members must be present. A motion shall be carried by simple majority vote. The CLC shall meet at least once per semester.

5. Election of Chairperson: The Chairperson of the CLC shall be a community practitioner chosen by secret ballot at the Fall-semester meeting, to be conducted by the outgoing CLC Chairperson. The Chairperson shall serve a one-year term, but may serve up to three consecutive terms.
  6. Committee Representation to Departmental Faculty Meetings: The CLC shall appoint one non-voting representatives to participate in regular Department meetings.
- G. Ad Hoc Committees: The Department Chair may appoint Ad Hoc committees as necessary. Common Ad Hoc committees include: Faculty Search (see Article IV.A.3 above); Admissions and Retention (see Student Handbook); Faculty Grievance; and Office Support Staff Search committees. The Department Chair will appoint two to five members as needed and will specify the objectives of committee.

#### **Article VI: Grievances**

- A. Department Member Grievances: Department members who experience conflict are directed to meet in person in an effort to resolve the conflict in accordance with the National Association of Social Workers (NASW) Code of Ethics. If the conflict is not resolved through this process then the Department member with the grievance shall submit it in writing to the Department Chair. If the Department Chair does not resolve the grievance to the satisfaction of the aggrieved Department member, the Chair shall appoint an Ad Hoc committee consisting of up to three Department members, with one member to be designated by the aggrieved Department member. If the Ad Hoc Committee is unable to resolve the grievance it shall be forwarded as designated by the Faculty Senate Constitution, Article IV, Section A-1. Aggrieved department members are recommended to consult with the Faculty Senate Ombudsman.
- B. Grievances Against the Department Chair: Department members who experience conflict with the Department Chair are directed to meet in person with the Department Chair in an effort to resolve the conflict in accordance with the National Association of Social Workers (NASW) Code of Ethics. If the grievance against the Chair is not resolved, the aggrieved Department member shall submit the grievance in writing to the Social Science Associate Dean. If the grievance is not resolved to the satisfaction of the aggrieved Department member at this level the grievance shall be referred to the voting Department members as a whole. If the grievance cannot be resolved within the Department to the satisfaction of the aggrieved, it shall then be forwarded as designated by the Faculty Senate Constitution.
- C. Student Grievances: Student grievances will be processed in compliance with the College of Letters and Science Student Appeals policy. Students who experience a conflict with a Department member are directed to meet in person with the Department member in an effort to resolve the conflict in accordance with the National Association of Social Workers (NASW) Code of Ethics. If the student is not able to resolve the grievance through this process the student is directed to submit the details of the grievance in writing to the Department Chair. If the Department Chair does not resolve the grievance to the satisfaction of the student, the Department Chair shall appoint an Ad Hoc department complaint committee composed of up to three department members with one member to be designated by the aggrieved student and at least one member is to be a Faculty member. Should the student have a grievance against the Chairperson, the complaint should be initiated through the office of the Dean of the College of Letters and Science.
- D. Complaints regarding Sexual Harassment: The Department of Social Work takes complaints regarding sexual harassment very seriously. Any Department member, or student with a complaint regarding sexual harassment is referred to the Office Of Equity and Affirmative Action for support and assistance. If the Department Chair receives information about sexual harassment this information will be referred to the Office of Equity and Affirmative Action for review and investigation. All department members are required to participate in Title IX training and to

participate in regular refresher workshops (see State of Wisconsin Regulations and US Title IX) <http://www.uwosh.edu/affirm-act/title-ix/laws-policies-and-regulations>.

**Article VII: Ratification and Amendment**

- A. Ratification: The by-laws shall become effective when ~~passes~~ passed by a two-thirds majority of the voting members of the Department, when approved by the Dean of the College of Letters and Science and when properly approved by the Faculty Senate.
- B. Amendment: Any three voting members of the Department may propose Amendment to these by-laws. Proposed amendment must be submitted to the voting members in writing. Voting members must have a minimum of two weeks to consider a proposed amendment. Amendments shall become effective when passed by a two-thirds majority of the voting members of the Department, and when properly approved by the Faculty Senate.

Approved by Letters and Science Council, July 5, 1972.

Approved by Dean of the School, July 5, 1972.

Subsequently approved by Faculty Senate TARPS Committee and Faculty Senate.

Submitted to Vice Chancellor Ramsden and Chancellor Guiles on November 1, 1972 and accepted as UWO policy.

Revised and approved by the Department of Social Work on Oct. 4, 2006. Approved by the College of Letters and Science Faculty Committee on October 11, 2006. Approved by the Faculty Senate: April 17, 2007

Revised and approved by the Department of Social Work on April 4, 2017. Approved by the Dean of the College of Letters and Science ~~Faculty Committee on~~: \_\_\_\_\_

Approved by the Faculty Senate: \_\_\_\_\_



## Appendix A: Department Position Descriptions

**Faculty:** Assistant/Associate/Full Professors hold a doctorate degree in social welfare or a related field, an MSW from a CSWE accredited MSW program, have at least two years of professional practice experience post-MSW, are effective instructors and qualified to teach in at least three curriculum areas, actively participate in the CSWE accreditation process, serve on at least three departmental committees, actively participate in service to the College of Letters and Science/University, provide significant extra-institutional service and publish the results of original research. Assistant/Associate Professors are eligible to apply for tenure according to the policies outlined in the University Faculty and Academic Handbook.

**Clinical Professor:** Clinical Professors hold an MSW degree from a CSWE accredited MSW Program and may also have earned a doctorate degree, have a minimum of five years of social work practice experience, have taught full-time within a Social Work degree program for at least four semesters (48 credits), are effective instructors and are qualified to teach in at least four curriculum areas, actively participate in the CSWE accreditation process, serve on at least three departmental committees, actively seek opportunities to serve on a college or university committee, and hold a clinical/practice position within the community. Clinical Professors are eligible to apply for a renewable three-year contract appointment, but are not eligible for tenure. Clinical Professors who meet the qualifications for a tenure-track position in the department may apply for such position if posted. Instructional Academic Staff who meet the qualifications for Clinical Professor may apply for promotion during the fall semester and must alert the Department Chair of intent no later than September 1.

**Instructional Academic Staff:** Instructional Academic Staff hold an MSW degree from a CSWE accredited MSW Program, have a minimum of two years (3000 hours) of professional social work practice experience, are effective instructors, and are qualified to teach in at least four curriculum areas. Full-time Instructional Academic staff actively participate in the CSWE accreditation process, and serve on at least two departmental committees or at least one departmental committee and one college or university committee, and actively participate in extra-institutional service. Instructional Academic Staff are eligible to apply for a renewable one-year contract appointment and for a Clinical Professor appointment (if qualified), but are not eligible for tenure. Instructional Academic Staff employed less than 75% of full-time are not required to serve on departmental, College or university committees.

**MSW Program Coordinator:** This position has a 50% assignment to administer the MSW Program. The MSW Program Coordinator must have an MSW degree from a CSWE accredited program, have at least two years of post-MSW practice experience in a social service agency, have at least two years of college teaching experience and have a proficient understanding and knowledge of the CSWE accreditation requirements. The MSW Program Coordinator provides leadership through teaching, scholarship, curriculum development, administrative experience and professional social work activities (EPAS M3.4.4 (a)). The MSW Program Coordinator serves a renewable three-year term. The Department Chair also serves as the MSW Program Coordinator **OR** as the BSW Program Coordinator, depending on Department needs.

**Appointment Procedure:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. Typically, the appointment is for the 9-month academic year beginning in the Fall semester. Appointments are made by the end of the previous Spring semester. The MSW Program Coordinator has a 7.5% CAS appointment during the summer term.

**Course Assignment:** This position has a 50% assignment for MSW program administration. The remaining 50% assignment is divided between teaching, research and other administrative duties if the Program Coordinator is also the Department Chair. Typically, the MSW Program

Coordinator teaches at least 6 credits in the MSW Program. If the MSW Program Coordinator is also the Department Chair, s/he may teach only 3 credits in the MSW Program. If the MSW Program Coordinator is Faculty, s/he may have reassignment time for research and/or scholarship. The primary assignment must be to the MSW Program. The 50% assignment not associated with MSW Administration is negotiated with the COLS Dean and detailed in a workload agreement for the term of appointment.

**Responsibilities:** The MSW Program Coordinator is responsible for the overall development and maintenance of the MSW Program as detailed in the MSW Program handbook and CSWE Accreditation Self-Study. S/he abides by UW Oshkosh and CSWE policies in carrying out specific responsibilities.

#### **Maintain MSW Program Policies, Procedures, and Curriculum**

- Provide oversight of MSW policies, procedures, and curriculum, and present to the voting members for approval
- Coordinate curricular change proposals with the Department Curriculum Committee and voting members, and present to campus governance committees for approval.
- Assist instructors in drafting course syllabi or proposals for curricular changes
- Review syllabi to ensure compliance with accreditation standards
- Monitor MSW program policies and procedures and suggest improvements as needed to the Department voting members.

#### **Provide support to MSW Students**

- Actively recruit new MSW students through graduate fairs, conference participation, informational meetings and direct media distribution. Work with the Office of Graduate Studies and IMC on campus.
- Implement MSW admissions policies and work with the Department Admissions Committee to select potential students
- Notify applicants/students of admissions decisions, appeals of admission denial, academic decisions concerning grade appeals and termination from the program
- Provide an orientation session for students newly admitted to the MSW Program
- Provide academic advising to all MSW students to ensure timely degree completion. Hold office hours at least one evening per week (5-7 pm).
- Review and approve Department of Safety and Professional Service certification forms. Submit approved forms to the Registrar's office for the school seal.

#### **Preparation of MSW Accreditation Materials**

- Coordinate the MSW accreditation self-study and prepare documents and materials for CSWE accreditation
- Respond to CSWE report requests including annual data reports
- Keep the MSW Program Handbook current and update at least annually. Post updated materials on the Department Web-page.
- Correspond with and respond to requests from CSWE
- Maintain contact as needed with designated CSWE accreditation specialist
- Attend CSWE-sponsored accreditation update meetings

#### **MSW Program Evaluation and Program Review**

- Implement and monitor the MSW Evaluation plan

- Annually review the results of student competency assessments and post results on the Department Web-page in accordance with CSWE accreditation standards.
- Annually prepare summative evaluation reports and present results to the Department members.
- Monitor and update the evaluation protocol; present revisions to the Department voting members for approval
- Provide an annual report to the Department Chair in June each year.
- Facilitate the UW Oshkosh MSW Program Review

#### **Administrative Responsibilities**

- Serve as a member of the Department Curriculum Committee, the Admissions Committee and when needed on the Admissions and Retention Committee.
- Represent the MSW Program on Graduate Council
- Attend graduation and other significant graduate program events
- Orient new faculty to the MSW program
- Coordinate activities with the MSW Field Coordinator
- Maintain program records and necessary documentation.
- Update the graduate bulletin as required
- Coordinate admissions decisions with the Office of Graduate Studies.
- Serve as the back-up supervisor for student workers in the Department.

**BSW Program Coordinator:** This position has a 37.5% assignment to administer the BSW Program. The BSW Program Coordinator must have an MSW degree from a CSWE accredited program, have at least two years of post MSW practice experience in a social service agency, have at least two years of college teaching experience and have a proficient understanding and knowledge of the CSWE accreditation requirements. The BSW Program Coordinator provides leadership through teaching, scholarship, curriculum development, administrative experience and professional social work activities (EPAS B3.4.4 (a)). The BSW Program Coordinator serves a renewable three-year term. If the BSW Program Coordinator is **not** also the Department Chair, this position serves as a student advisor for one third of the BSW students. The Department Chair also serves as the MSW Program Coordinator **OR** as the BSW Program Coordinator.

**Appointment Procedure:** This position is appointed by the Department Chair and affirmed by the department, voting members, for a renewable term of three years. Typically, the appointment is for the 9-month academic year beginning in the Fall semester. Appointments are made by the end of the previous Spring semester.

**Course Assignment:** This position has a 37.5% assignment for program administration. The remaining 62.5% assignment is divided between teaching, research/scholarship and Department Chair duties if applicable. The BSW Program Coordinator teaching assignment may include additional student advising (1/3 of undergraduate student advising = 6 credits annually). The BSW Program Coordinator teaches at least 3 credits in the BSW Program. If the BSW Program Coordinator is also the Department Chair, student advising is assigned to other instructors. If the BSW Program Coordinator is Faculty s/he may have assigned time for research/scholarship activities. The BSW Program Coordinator has a primary assignment to the BSW Program. The 62.5% assignment not associated with BSW Administration is negotiated with the COLS Dean and detailed in a workload agreement for the term of appointment.

**Responsibilities:** The BSW Program Coordinator is responsible for the overall development and maintenance of the BSW Program as detailed in the BSW Program handbook and CSWE

Accreditation Self-Study. S/he abides by UW Oshkosh and CSWE policies in carrying out specific responsibilities.

**Maintain BSW Program Policies, Procedures, and Curriculum**

- Provide oversight of BSW policies, procedures, and curriculum, and present to the voting members for approval
- Coordinate curricular change proposals with the Department Curriculum Committee and voting members, and present to campus governance committees for approval.
- Assist instructors in drafting course syllabi or proposals for curricular changes
- Review syllabi to ensure compliance with accreditation standards
- Monitor BSW program policies and procedures and suggest improvements as needed to the Department voting members.

**Provide support to BSW Students**

- Attend on-campus academic recruitment fairs/Odyssey, Study-Away fairs and, informational meetings for potential students.
- Implement BSW admissions policies and work with the Department Admissions Committee to select potential students
- Notify applicants/students of admissions decisions, appeals of admission denial, academic decisions concerning grade appeals and termination from the program
- Review and approve Department of Safety and Professional Service certification forms. Submit approved forms to the Registrar's office for the school seal.
- Provide undergraduate student advising per position assignment as specified above.

**Preparation of BSW Accreditation Materials**

- Coordinate the BSW accreditation self-study and prepare documents and materials for CSWE accreditation
- Respond to CSWE report requests including annual data reports
- Keep the BSW Program Handbook current and update at least annually. Post updated materials on the Department Web-page.
- Correspond with and respond to requests from CSWE
- Maintain contact as needed with designated CSWE accreditation specialist
- Attend CSWE-sponsored accreditation update meetings on a regular basis

**BSW Program Evaluation and Program Review**

- Implement and monitor the BSW Evaluation plan
- Annually review the results of student competency assessments and post results on the Department Web-page in accordance with CSWE accreditation standards.
- Annually prepare summative evaluation reports and present results to the Department members.
- Monitor and update the evaluation protocol; present revisions to the Department voting members for approval
- Provide an annual report to the Department Chair in June each year.
- Facilitate the UW Oshkosh BSW Program Review

**Administrative Responsibilities**

- Serve as a member of the Department Curriculum Committee, the Admissions Committee and when needed on the Admissions and Retention Committee.
- Represent the Department at COLS leadership meetings as needed
- Attend graduation and other significant award program events
- Orient new faculty to the BSW program
- Coordinate activities with the BSW Field Coordinator
- Maintain program records and necessary documentation.
- Update the undergraduate bulletin as required
- Coordinate admissions decisions with the Undergraduate Academic Resources Center
- Serve as the back-up supervisor for student workers in the Department.

**BSW Student-Advisor(s):** Advisors must be full time tenure-line faculty or full time Instructional Academic Staff, hold an MSW degree from a CSWE accredited program and have at least two years of full-time teaching experience (48 credits) in the Department of Social Work.

- A. The Department of Social Work maintains 0.75 FTE (18 credits annually) to provide advising support to approximately 215 undergraduate students annually. The number of students enrolled as pre-majors and those accepted into the BSW Program may vary on an annual basis. Typically there are 45-49 students in each BSW program cohort with 80-100 students identified as pre-majors.
- B. One to three department instructors may be assigned by the Department Chair (or equivalent) to provide student advising to undergraduate students. Every 0.25 FTE reassignment (6 credits) for advising, will advise up to 75 students annually. The workload is generally distributed based on the first letter of the student's last name in the following configuration: A-I, J-R, S-Z. Advising load adjustments may be made annually to ensure equity.
- C. BSW student-advisors are responsible to meet with BSW pre-majors and those accepted into the BSW program. Advisors must be available (via email, phone or in person) to students at least three different days per week (10 hours per week for every 0.25 FTE assignment). Advisors will post a regular schedule of availability on, or near, their campus office door and maintain access to a Google Calendar for scheduling advising appointments. Specific duties include:
  - A. One-on-one advising of all students, multiple times during the semester: prior to course registration for the new semester, before application to the BSW major/degree, prior to application to BSW field internship.
  - B. Review and update of the BSW admission application
  - C. Serve on the Department Admissions Committee, which examines, in detail, approximately 70 BSW applications and 60 MSW applications per year. Assign Department instructors to review application essays.
  - D. Serve on the Department Curriculum Committee.
  - E. Draft letters specifying admission status of all applicants to the BSW major
  - F. Monitor and counsel students who are in uncertain admission status and students who do not maintain minimum required standards for continuation in the program, once admitted.
  - G. Advise students, one-on-one, as they prepare to apply for their field placement. Review STAR reports and approve field application before it is submitted.
  - H. Work closely with the BSW Field Coordinator to help assign field placements so that each placement is appropriate for each student.
  - I. Monitor wait lists for high demand courses. This involves examining the record of students on the wait list to determine whether they are ready to take the course and, if so, to assure that those who qualify get the courses they need to graduate in 4 years.
  - J. Develop continuation plans and monitor those plans for students who have difficulties that prevent them from progressing through the major in a typical manner.
  - K. Develop remediation plans for students who cannot continue due to academic or behavioral challenges.

- L. Act as professional gatekeepers in the program
- M. Plan the annual meeting (in January) between members of the SW department and College advisors from the Student Success Center.
- N. Develop the Advising Newsletter and post on the department Facebook Page and Web-page
- O. Represent the Department during Preview Days, Majorfest, and other events meant to recruit students to the program
- P. Field calls and e-mails from students who are interested in BSW coursework, but not enrolled as UW Oshkosh students; or students who would like to complete BSW degrees in order to enter the MSW program
- Q. BSW Advisors will regularly attend department meetings, and be available for consultation meetings with faculty and staff for students facing academic challenges.

**MSW Field Coordinator:** The MSW FC has a full-time appointment as a tenure-line faculty or Instructional Academic Staff, at least two years of post-MSW social service practice experience and holds an MSW degree from a CSWE accredited program. The duties of the MSW field coordinator include the following:

- A. The MSW Field Coordinator (FC) has a 50% reassignment (12 credits) to manage MSW Field responsibilities. This assignment is usually arranged as 6-credits reassignment each semester.
- B. The MSW FC must be available to students and Field staff at least 20 hours per week via email, phone, or in person. The MSW FC will post their schedule of availability on or near their campus office door and maintains an accessible Google Calendar.
- C. The MSW FC acts as the contact person for students, field agencies, field supervisors and field instructors regarding both the MSW Foundation and Advanced Field Internships.
- D. The MSW FC collaborates with the BSW Field Coordinator to ensure good communication when field agencies are shared between the MSW and BSW programs.
- E. The MSW FC co-chairs the Department of Social Work Field Committee.
- F. The MSW FC has a primary assignment to the MSW Program and teaches at least 3 credits in the MSW curriculum.
- G. The MSW FC establishes relationships with new agencies and approves placement sites for MSW students; maintains existing relationships; and queries agencies each year to determine those with MSW internship vacancies. The MSW FC manages and maintains a database of this information. The department support-staff assists the MSW FC to maintain this database.
- H. The MSW FC prepares MSW students for the field application process; reviews and processes field applications (including running criminal background checks); and works with the field committee to make field placements (match students with appropriate field agency). The MSW FC finalizes all MSW field placements.
- I. The MSW FC maintains documentation of MSW student Field placements and regularly updates the MSW Field Manual. The MSW FC posts the MSW Field Manual to the department Web-page and keeps it current.
- J. The MSW FC communicates with UW Oshkosh Administrative Services to ensure that Field Placement agency Affiliation Agreements are on file and current with the university.
- K. The MSW FC ensures that the MSW Program Memoranda are on file and current between the agencies, students and UW Oshkosh.
- L. The MSW FC serves on the Community Liaison Committee (CLC).

**BSW Field Coordinator:** The BSW Field Coordinator has a full-time appointment as a tenure-line faculty or academic staff, at least two years of post-MSW social service practice experience and holds an MSW from a CSWE accredited program. The duties of the BSW field coordinator include the following:

- A. The BSW Field Coordinator (FC) has a 37.5% assignment (9 credits) to manage BSW Field responsibilities. This assignment is usually arranged with a 3-credit reassignment in the Fall

semester and a 6-credit reassignment during the Spring semester. This arrangement best accommodates the work-flow.

- B. The BSW FC must be available to students and Field staff at least 10 hours per week via email, phone, or in person in the fall semester and at least 20 hours per week during the spring semester. The BSW FC will post their schedule of availability on or near their campus office door and maintains an accessible Google Calendar.
- C. The BSW FC acts as the contact person for students, field agencies, field supervisors and field instructors regarding the BSW Field Internship.
- D. The BSW FC collaborates with the MSW Field Coordinator to ensure good communication when field agencies are shared between the MSW and BSW programs.
- E. The BSW FC co-chairs the Department of Social Work Field Committee with the MSW Field Coordinator.
- F. The BSW FC teaches at least one 300-level course in order to become familiar with BSW the students who will enter field the following fall semester.
- G. The BSW FC establishes relationships with new agencies and approves placement sites; maintains existing relationships; and queries agencies each year to determine those with internship vacancies. The BSW FC manages and maintains a database of this information. The department support-staff assists the BSW FC to maintain this database.
- H. The BSW FC prepares BSW students for the field application process; reviews and processes field applications (including running criminal background checks); and works with the field committee to make field placements (match students with appropriate field agency). The BSW FC finalizes all BSW field placements.
- I. The BSW FC maintains documentation of BSW student Field placements and regularly updates the BSW Field Manual. The BSW FC posts the BSW Field Manual to the department Web-page and keeps it current.
- J. The BSW FC communicates with UW Oshkosh Administrative Services to ensure that Field Placement agency Affiliation Agreements are on file and current with the university.
- K. The BSW FC ensures that the BSW Program Memoranda are on file and current between the agencies, students and UW Oshkosh.
- L. The BSW FC serves on the Community Liaison Committee (CLC).

## Appendix B: PERSONNEL POLICIES AND PROCEDURES

Promotion Policy: See Faculty and Academic Staff Handbook Chapter 5.

Post-Tenure Review Policy: Revisions approved, May 1, 2012

1. Post-Tenure review will be performed by a department committee consisting of all tenured faculty excluding the person being evaluated. Reviews shall take place once every four years for all tenured faculty. Faculty will complete a merit review/evaluation (see Departmental Merit Review Policy) and may use the last two biennial merit evaluations for consideration by the committee if applicable.
2. The post-tenure review shall include separate faculty evaluations in the categories of teaching, professional and scholarly growth and service. The evaluation shall indicate whether the faculty member being evaluated meets or fails to meet expectations in each category.
3. A written evaluation of each tenured faculty member will be prepared by the departmental committee and will include the faculty member's self-evaluation. The written evaluation will determine whether, based on available evaluations, the faculty member's performance, since the last post-tenure review (or since tenure, for recently tenured faculty), meets expectations. These written evaluations will be submitted to the Dean's Office and will be forwarded to the Vice Chancellor's Office.
4. Each faculty member will be presented with his/her written evaluation in a face-to-face meeting with the chair of the departmental committee that prepared the evaluation within two weeks of its completion.
5. Faculty members evaluated as failing to meet expectations must, within 30 days after the face-to-face meeting and in consultation with the chair of the departmental committee, prepare a faculty development plan. This plan must include a time-line for progress reporting and meet the approval of the departmental committee. The Department Chair, or Chair equivalent will notify the Dean's Office of this approval. The faculty member's progress in completing the goals of the development plan will be evaluated as specified in the plan.

Merit Policy (Revision approved December 4, 2003 by Department of Social Work Faculty): This policy is in conformance with General University Policy, GEN 2.1 and 2.2 of *The Faculty and Academic Staff Handbook*. The Departments Merit Policy will be reviewed biennially in accordance with College of Letters and Science policy.

### EVALUATION PERIOD

- Each tenured or tenure-track faculty and teaching academic staff member with continuing contracts will be evaluated for salary administration (merit) every two years.
- Each evaluation will cover two calendar years of performance since the last review and will establish the merit component and eligibility for across-the-board adjustments (solid performance) for pay plans in the coming biennium.
- Newly-hired individuals will receive a percentage increase for their second year equal to the average increase in the campus pay plan. If the evaluation cycle falls during their second year of employment, they will be evaluated on their performance to date (GEN 2.1-C).

Approved 04/04/2017



### **ELIGIBILITY FOR MERIT**

- All tenured and tenure-track faculty and continuing academic staff are eligible to apply.
- Eligible members who have submitted the following materials to the Chair who will in turn distribute it to all Committee members:
  1. Student teaching evaluations for all courses taught since the last period of review.
  2. A written narrative summarizing teaching, professional and scholarly growth, and service to the Department, University, and Community.
  3. A summary detailing activities performed under release time assignments; administrative assignments including advising, field coordination, chair, or scholarship activities for those faculty with a curriculum modification plan.

The non-administrative component of the Chair's performance (50%) is evaluated by the Department Merit Committee. The administrative portion of the Chair's merit (50%) is determined by the Dean's office. The Departmental process will otherwise be the same as for all other eligible faculty.

### **MERIT COMMITTEE**

- The Merit Committee shall consist of all faculty eligible for merit consideration.
- The Merit Committee shall meet and allow each eligible member to present a brief oral summary of materials or answer member's questions prior to balloting.
- A valid evaluation must include a written statement of what can be done to strengthen performance in each case where an individual is rated fair or poor. Failure to do so will eliminate the ballot from the evaluative process.
- The Chair shall distribute evaluation ballots to all eligible members.
- After confidential balloting, ballots shall be returned in a sealed, unsigned envelope to the Department Secretary who will either calculate the points, or use the Testing Center to do so, as determined by the Merit Committee.

### **EVALUATION CRITERIA**

- Teaching and professional and scholarly growth each count 40%, and service accounts for the remaining 20%. Possible scoring ranges from 0 to 25 points.
- For those with a curriculum modification plan in place during the period of review, the categories will be proportionally weighted to reflect the emphasis upon scholarly activity expectations.

### **SOLID PERFORMANCE**

Solid performance consists of making a significant contribution to the Social Work Department that would not be great enough to qualify for merit pay. Criteria include:

- Teaching: teaching courses responsibly, offering regular office hours, and maintaining a knowledge base of current theory and practice in the various fields of social work.

- Professional and Scholarly Growth: possessing a degree of recognition of current developments in various fields of social work practice, attending conferences/workshops, researching subjects related to field of specialization, and applying research findings in course offerings.
- Service: participating as an active member in department, college, university, and community committees and boards.

**REVIEW PROCESS**

- An individual faculty member's merit ratings and the process used in their determination may be reviewed upon request and a meeting with the full committee may also be requested.

## **UW Oshkosh Social Work Online and Hybrid Course Guidelines**

Approved 11/3/2015

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### **Scope and purpose**

UW Oshkosh and University of Wisconsin System (UWS) online and hybrid course guidelines take precedence over department policy.

Face-to-face delivery of courses is the traditional format, but can include some online activities such as D2L discussions and quizzes. This policy is intended to encourage initiative, creativity and innovation to best meet the needs of students, clients, and agencies in the region, i.e., to enhance achievement of program objectives.

### **Definitions**

- Online course: 75-100% of the course is online.
- Hybrid course: 15%-74% of the course contact hours are online.
- Traditional course: 0-14% of the course may be delivered electronically (e.g. via D2L, or video communication).

### **Underlying Principles**

- The SW Program and faculty bear primary responsibility for assuring the quality of online and hybrid courses.
- Approval and assessment are the primary responsibility of the SW Program and the instructor.
- The expanding usage of online and hybrid course delivery should be approached methodically and informed by ongoing evaluative activities and student needs.
- The department voting members are responsible for on-line/hybrid format approval.

### **Approval process and procedures for both new online and hybrid courses and adaptation of existing courses from traditional face-to-face to online and hybrid formats:**

- An instructor makes a recommendation to the Curriculum Committee to request course approval for new and adapted courses.
- Proposals should be submitted at the time the term schedule is drafted.
- Course proposals should include:
  - A draft syllabus that conforms to the department syllabus template and that includes a session schedule.
  - Information about proposed texts and readings
  - A rationale for on-line/hybrid delivery
  - Documentation of appropriate qualifications to teach in the on-line/hybrid format (see [qualitymatters.org](http://qualitymatters.org)).
  - A timeline for implementation (e.g., course preparation and dates of offering)

### **Included in the university's policy and thus not repeated here are:**

- Computer/software requirements, access, and notification of students
  - Beginning and end dates for courses
  - Required use of the official course management system (D2L)
  - Distribution and copyright of hybrid/online courses
- University technical and instructional support