

Renewal Policy for Social Work Continuing Instruction Academic Staff

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Approved by COLS Faculty Committee (November 13, 2019)

Purpose:

Continuing instructional academic staff members play a critical role in the educating of future social workers. Persons in this position provide continuity in the supervision of students during their field placements, advise majors, teach courses, and provide service to the Department, the University, and the profession.

The purpose of this document is to set forth the rules and procedures that are to be followed by the Social Work Department in recommending renewal or non-renewal of continuing instructional academic staff members. In addition, it provides candidates information on what will be used to evaluate their performance.

If there is a conflict between this document and documents issued by the State of Wisconsin, the Board of Regents or the university, the latter documents must be followed.

2. Procedures

The Social Work Department Tenure/ Renewal Committee shall evaluate all continuing instructional academic staff members who are candidates for renewal. All tenured faculty of the department are members of this committee.

The department chair, in accordance with the University Administrative Calendar, will inform all candidates of when their reappointment will be considered by the Tenure/ Renewal Committee. The department chair will ensure both that the candidate has adequate time to prepare his/her materials and that the Tenure/ Renewal Committee has adequate time to review these materials. The individual being reviewed will be provided a copy of this policy which describes performance expectations in a timely manner.

It shall be the responsibility of the chair of the Tenure/ Renewal Committee to: schedule, advertise, and conduct all meetings; record votes and complete all forms according to the committee's instructions; inform all candidates of the committee's action; and preside at all reconsideration meetings.

3. Expectations

For continuing instructional academic staff who hold the position of BSW Program Director or BSW Program student advisor, the assignment will involve administration of the program, teaching, and service. The relative weights of these different factors are spelled out in the candidate's position description, and that description should be included in the renewal documents submitted to the Renewal Committee.

In subsequent renewals, the candidate should pay particular attention to any concerns that may have been raised and communicated to the candidate by the Renewal/Tenure committee in previous renewals.

3.a. Administration

Administrative work is an important component of this position, which typically includes service as BSW Program Coordinator, BSW student advisor, and/or BSW Program Field

Coordinator. Specific requirements and expectations for these positions are specified below in detail. In addition, administrative work may include core administrative duties, such as strategic planning, mentoring, collaboration, curricular development, monitoring key program operations, reporting, promotion, and advising.

3.a. [1]. 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.

Course Assignment: This position has a 37.5% assignment for program administration. The remaining 62.5% assignment involves teaching and service. 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.

3.a.[2]. 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 provides release time (most recently .25 FTE because of budgetary exigencies, but formerly 0.75 FTE or 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.
- 3.a. [3]. 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) position currently is a 25 % (or 6 credit) assignment (in the past it was a 37.5% (or 9 credit) assignment, and it is hoped that this arrangement will be reinstated once the University's budget situation stabilizes) 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 Advisory Committee (CAC).

3. a. b. Evidence of Administration Activities might include:

- Documentation that supports and demonstrates the effectiveness of fulfilling the administrative duties associated with the BSW Program Director, BSW Program advisor, and/or BSW Program Field Director positions.
- Relevant data that can be reported to demonstrate functioning of the program, e.g. numbers of minors in the program, numbers graduated, etc.
- Letters from supervisors, peers, students/ student workers showing evidence of different aspects of the position's responsibilities;
- Documentation of initiatives undertaken, progress made on strategic plans, etc.

4. Teaching:

Expectations for continuing academic staff in the teaching area are similar to those expectations in teaching for faculty members. Continuing academic staff are expected to exhibit a pattern of consistent, high quality performance in the classroom (including higher-level teaching assignments), demonstrate leadership in curriculum development (incorporating sound knowledge of EPAS) and provide leadership in teaching innovation and the sharing of expertise with other colleagues.

4. 1. Indicators of Teaching Effectiveness

The Department expects faculty and continuing academic staff to be effective teachers. Effective teaching is characterized by activities that typically include:

- Exhibiting thorough knowledge of the subject matter.
- Organizing syllabi in a manner consistent with CSWE Educational Policy Accreditation Standard (EPAS) requirements and departmental policies.
- Communicating and sharing knowledge with students in a manner consistent with best-practices in higher education.
- Challenging students to be critical thinkers and problem-solvers.
- Maintaining rigorous academic standards.
- Being fair and transparent regarding student assessment and grading.
- Providing grading rubrics when possible.
- Employing diverse teaching techniques/strategies to engage all learning styles.
- Incorporating adult learning principles in teaching.
- Regularly updating course content to reflect evidence-based practice and current knowledge/technology.
- Developing new courses and instructional techniques.
- Demonstrating enthusiasm and commitment to high quality teaching.
- Contributing to collective development of curriculum or curriculum revision.
- Presenting effective and creative educational strategies at regional and national conferences.
- Engaging in cooperative instructional activities.

Instructional staff should reflect on the extent to which they have engaged in these practices and document these efforts in their request for contract renewal. Contract renewal is predicated on providing documented evidence of teaching effectiveness.

4.2. Evidence of Teaching Effectiveness

Evidence of teaching effectiveness is to be described in a concise written narrative (2-4 pages). This should include a Self-evaluation in which candidates should provide a reflective statement about their objectives in the selection of course content and pedagogy and about the strengths and weaknesses they perceive in their performance to date.

In addition, the following documentation must accompany contract renewal requests:

- Printouts of student opinion survey (SOS) results and student comments for at least four different courses/sections taught during the review period. A written summary of SOS teaching scores during the evaluation period. In accordance with FAC 6.6(2)(b), all Social Work Instructors must collect student opinions for Social Work courses every semester using the UWOSH standard SOS form.

- 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.
- Numbers should be reported in a Summary Table. When reporting the numbers of their student evaluations, continuing academic staff should report them as individual items rather than as averages across items. The Summary Judgment number should be the number reported. In no case, however, will either the numbers or the comments on these forms be the sole criterion for a decision about the quality of teaching performance.
- At least one annual peer teaching evaluation provided by a tenured or tenure-track UWOSH faculty member, preferably by an individual from the Department of Social Work or a closely related discipline. Ad hoc instructors should not be asked to prepare peer evaluations, however peer evaluations from other continuing academic staff members may be submitted as long as there is at least one peer evaluation prepared by a faculty member. Obtaining two peer evaluations per year is encouraged. Non-tenured instructors are encouraged to invite multiple peer teaching evaluations.
- Copies of course syllabi, course learning resource materials and handouts, quizzes, and examinations (only in the **complete** file). A syllabus for each course taught during the renewal period should be placed in the review. Syllabi should reflect the required learning activities, the grading policy and the instructor's willingness to meet with students. Efforts to evaluate available technologies and to incorporate appropriate technologies into teaching will be valued.
- Written explanation of any reassigned time.

Optional documentation of evidence of teaching effectiveness:

- Copies of newly developed courses or teaching innovations, including CAS funded curriculum development, etc.
- Citations or awards for teaching excellence
- Evidence may also include letters from students. These should be clearly labelled "solicited" or "unsolicited."
- Documented evidence of teaching effectiveness
- Documented evidence of student advising effectiveness
- Continuing Education:
 - Participation in conference sessions, workshops, faculty colleges and similar activities designed to facilitate better teaching are encouraged. Such activities will weigh more in the evaluation process if the evidence includes commentary by the candidate indicating the degree of participation, kind of learning accomplished, and subsequent use of the experience to improve teaching.

4.3. Service

Service also includes a wide variety of activities. Service in the Department, College, University and community beyond the University will be evaluated. Organizational service to professional organizations usually counts in this category.

Evidence might include:

- minutes of meetings attended, underlined to indicate participation;
- texts of (or other information concerning) presentations, lectures, publications on campus or in the community for a mixed audience (local peers, students, community);
- substantive comments on activities in letters or reviews;
- letters concerning appointments and activities for organization

Institutional and Extra-Institutional Service

As part of the University's mission, service pertains to the development and offering of programs and services, which are responsive to the needs of people, organizations, and communities served by UW Oshkosh. In accord with professional accreditation standards, social work instructors not only assume academic obligations, but also must remain significantly linked to the practice community and other essential groups, including those who benefit from social welfare policies and services. Likewise, continuing academic staff and faculty are expected to be involved with professional associations in social work or other academic disciplines external to the institution. Continuing academic staff are further expected to engage with other UW Oshkosh units. Finally, faculty and continuing academic staff reflect and model the social work ethical principal of service and demonstrate this principle to students.

4.3.1. Indicators of Institutional Service

Institutional service consists of work for the Department, College, University, and UW System. Activities that characterize institutional service include, but are not limited to:

Actively participating in three departmental committees annually

- Actively participate in the CSWE accreditation process.
- Assisting with departmental efforts to recruit new students, including attending recruiting fairs and informational events
- Acting as an advisor to departmental student organizations (primarily SSWA)
- Engaging in collaborative service projects with colleagues
- Working with campus service organizations (e.g. as a mentor, trainer, consultant)
- Serving on interdepartmental, College, University, or inter-institutional task forces or committees (following the first year appointment)

4.3.2. Indicators of Extra-Institutional Service

Extra-institutional service is that service rendered the broader community, which is related to the special academic or professional competencies of a social work instructor. The Department expects faculty / continuing academic staff to demonstrate active engagement in at least one aspect of extra-institutional service as a requirement of contract renewal. Activities that characterize extra-institutional service include, but are not limited to:

- Maintaining active membership in professional organizations and associations at local,

state, national, and international levels and contributing to projects relevant to their respective purposes (e.g. NASW, CSWE, BPD, SSWR, ISSWR, IFSW)

- Holding office or assuming a leadership role in professional and scholarly associations
- Serving on private non-profit/government agency boards, task forces, and/or ad hoc committees
- Planning co-sponsored conferences, workshops, etc.
- Serving as an invited speaker for a community group
- Providing testimony and advocacy at public hearings with respect to identified social policy or other concerns
- Serving as a community volunteer in a social service endeavor
- Serve as an editor or as an editorial board member of a peer-review professional journal

4.3.3. Evidence of Service

Evidence of service is to be described in a written narrative (1-3 pages) and is to be accompanied by documentation of service. It is the faculty's responsibility to demonstrate how the noted activities achieve the goal of promoting service to the university and social work professional community at-large. A summary of service activities with specific information including the name of the organization, group/ committee served, duties, activities, number of hours spent, etc. is required. If an activity may appropriately fall under both categories of professional performance **and** service, the faculty must make a decision about where to count this activity and make an effective argument for the appropriateness of the one chosen category. Examples of documented evidence may include:

- Committee products, reports, or other evidence of institutional service
- Invitations from professional organizations to serve as site visitor, consultant, board member, or in other professional roles
- Written requests from organizations for service or consultation
- Volunteer and service awards
- Mention in published annual reports
- Media publications and newsletters, including web-pages
- Published agendas, brochures and announcements
- Approved/public meeting minutes
- Letters from organization leaders verifying participation

5. Presentation of Materials

Materials should be uploaded to and follow the Online Template provided for Continuing Instructional Academic Staff within Canvas.

The entire review process will be conducted through Canvas.