

# Department of Social Work Bylaws

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## **I. Organization and Structure**

All TET and NTE Bargaining Unit Faculty (herein referred to as “the faculty” and “social work faculty”) will meet to discuss issues and give advice and recommendations via faculty meetings, Professional Advisory Council (PAC) and Standing Committees.

### **A. Faculty Meetings**

Faculty will typically meet at least once per month during the academic year to conduct business.

### **B. Professional Advisory Council**

The two distinct Professional Advisory Councils (PACs) (the BSW & MASW) are composed of representative/ leaders of social service agencies, social work students, department faculty members and alumni. PAC makes recommendations to the faculty for improving the curriculum and operations of the social work department. This Council meets once per semester. Non-faculty members are nominated and voted on by the entire PAC.

### **C. Standing Committees**

1. Gerontology Committee - advises the social work department on the standards, criteria, and curriculum for the program. The committee is composed of WSU faculty representing various disciplines, community gerontology leaders, social work faculty and students.
2. Alumni Committee - liaisons with the Social Work Alumni Society to represent the department and its needs. The committee is composed of the executive board of the Social Work Alumni Society, social work faculty and students.
3. Faculty Development Committee (FDC) makes recommendations about promotion and tenure for TET faculty, is responsible for annual peer evaluation of teaching and annual progress to tenure reports for untenured TET faculty, provides peer evaluation of teaching

and progress to promotion reports for tenured faculty upon request. Also, consults with the Chair of the Department regarding the new TET faculty's development plan. The committee is composed of all tenured bargaining unit faculty at the rank of Associate Professor or Professor.

4. Scholarship Committee - makes recommendations for social work scholarships. The committee is composed of representatives of social service agencies and social work faculty. The social work faculty recommends the recipient of the Ellen Weiderman Berger scholarship.
5. Field Education Committee - liaisons between the Wright State Department of Social Work and field placements. Ensures students have a field placement and resolves any issues regarding field work. The committee is composed of faculty teaching field courses and the field director.
6. Undergraduate Committees
  - a. Curriculum - makes recommendations with respect to the social work curriculum. The committee is composed of social work faculty.
  - b. Enrollment Management - recommends criteria for admissions to the social work majors. The committee is composed of representatives of social service agencies, social work faculty and students.
  - c. Assessment - has the responsibilities to implement the social work assessment plan as well as to make recommendations for modifications to the assessment plan. This plan is to assure that the department is achieving its goals and objectives. The committee is composed of representatives of social service agencies, social work faculty and students.
7. MSW Committees
  - a. Curriculum - makes recommendations with respect to the social work curriculum. The committee is composed of social work faculty.
  - b. Enrollment Management - recommends criteria for admissions to the social work majors. The committee is composed of representatives of social service agencies, social work faculty and students.
  - c. Assessment - has the responsibilities to implement the social work assessment plan as well as to make recommendations for modifications to the assessment plan.

This plan is to assure that the department is achieving its goals and objectives. The committee is composed of representatives of social service agencies, social work faculty and students.

#### **D. Membership on Committees**

The chair will appoint faculty for membership on departmental committees except for the Faculty Development Committee. The PAC will elect non-faculty for membership on committees.

#### **E. New Faculty Mentoring**

The Chair of the Department will work with new faculty to develop a faculty development plan and link with appropriate faculty for support.

## **II. Faculty Appointment, Reappointment and Dismissal**

### **A. Faculty Search Committee**

Department Search Committee will be formed for the purpose of providing input with respect to bargaining unit faculty appointments. A majority of search committee members will be Social Work Faculty selected by the TET and NTE faculty in the department. The Search Committee will review the applications. The candidates/applicants found acceptable will be recommended to the department chair for campus interviews. After the campus interviews the Search Committee will evaluate the applicants and forward their recommendations to the department chair.

### **B. Chair Selection**

When there is a vacancy, the bargaining unit faculty members in the department will evaluate candidates for the vacancy and forward recommendations to the Dean.

## **III. Procedures and Criteria for Annual Evaluation of Departmental Faculty**

### **A. Procedures for Annual Evaluations**

#### 1. Peer Evaluation of Teaching:

The departmental Faculty Development Committee (FDC) will be responsible for the peer evaluation of teaching for probationary TET faculty. Tenured bargaining unit faculty may also be

evaluated, if they request. Peer evaluation may include, but is not limited to, review of the preceding calendar year's course syllabi, examinations, faculty summary statement on revisions to courses; and a summary of mentoring/advising, liaison, and field coordinator evaluations. Faculty must submit their materials for evaluation to the Faculty Development Committee by the CBA deadlines. If a review of these materials indicates that there may be problems in teaching, a class visitation will be conducted by one or more members of the Faculty Development Committee. A report on the class visitation will be included in the evaluation by the Faculty Development Committee. Upon completion of the entire review, the Faculty Development Committee will provide a written evaluation of the individual's teaching to the department chair and the faculty member. If the faculty member disagrees with the evaluation, he/she may prepare a rebuttal, which should be submitted to the Faculty Development Committee and the chair for attachment to the peer evaluation of teaching.

## **B. Criteria for Annual Evaluation**

1. **Teaching** - Criteria for annual evaluation of teaching are set forth in the NTE and TET CBAs.
2. **Service** – Criteria for annual evaluation of service are set forth in the NTE and TET CBAs.
3. **Scholarship**

Multiple and single author scholarship are equally credited.

- a. 0 = "unsatisfactory":

There are no proposals, publications or the equivalent, research presentations or research grants (pending or obtained) in the past year. There is minimal indication of work in progress over the past year.

- b. 1 = "adequate":

The faculty member provides evidence of currency in scholarship as demonstrated by one of the following: documenting scholarship in progress; presenting his/her work minimally at a forum at the university; attending a professional conference or workshop; submitting a proposal to present at a professional conference or workshop; or chairing a panel.

- c. 2 = "meritorious":

The faculty member demonstrates evidence of currency in scholarship as indicated by one of the activities described above and has completed one of the following: submitted a substantial scholarly article for review; presented research at a state, regional, national, or international forum; applied for an external research or education grant; received an internal research or education grant; edited an academic series; served on an editorial board or as a reviewer for a journal and reviewed a minimum of two articles for anyone or combination of journals; or had a book review, applied research report, encyclopedia entry, or a conference paper published (or accepted for publication with no revisions); or the equivalent.

d. 3 = "outstanding":

A substantial peer reviewed scholarly article, manuscript, or book chapter has been published or accepted for publication without further revisions; or an external grant has been funded; or the equivalent.

e. 4 = "extraordinary":

Two or more peer-reviewed journal articles, manuscripts or chapters have been published or accepted for publication without further revisions; or external grants have been funded for research; or a book in the faculty member's discipline has been published or accepted for publication without further revisions; or a single article has been published or accepted for publication without further revisions that is seminal to the research field; or the faculty member is a keynote speaker at a national or international conference; or the equivalent.

## **IV. Promotion and Tenure**

### **A. Committee Responsible for Promotion and Tenure**

The Faculty Development Committee makes recommendations regarding promotion and tenure for TET BUFMs. Persons who serve on the Faculty Development Committee (FDC) within Social Work are tenured, bargaining unit faculty at the associate or full professor rank. There should be at least three tenured faculty members at the rank of Associate Professor or Professor on the committee to address promotion and tenure. If there are fewer than three tenured faculty in the department who are eligible and available to serve on the Faculty Development Committee, the candidate seeking promotion or tenure may suggest tenured bargaining unit faculty at the rank of associate or full professor in other departments at Wright State for membership on the Faculty Development Committee. However the FDC will have final approval of additional members.

### **B. Criteria for Promotion**

## 1. **Criteria for Promotion to Associate Professor with Tenure**

Below are the minimum expectations to merit promotion to Associate Professor with tenure in Social Work.

### a. **Teaching**

1. Student evaluations and peer evaluations demonstrate teaching effectiveness.
2. Candidate provides evidence of continued effectiveness or improvement in course design, syllabi, assignments and exams.
3. Candidate provides evidence of adding to the curriculum within the Department, College, or University through one of the following ways: preparing a new course within the department; teaching a graduate level course within the department and/or within another WSU department; teaching a course in the Honors program; teaching a course in the community and/or WSU continuing education curriculum; serving as chair of a Social Work Honors thesis; serving on a Social Work Honor's committee or other department or graduate level thesis committee; or supervising an Independent Study or the equivalent.
4. Candidate shows evidence of having mentored/advised social work majors. Positive feedback on annual advising evaluation forms (see appendix A) is expected. Additional evidence of successful advising may include reports of group advising/mentoring sessions with assigned students, letters sent to advisees/mentees stating availability and encouraging advising/mentoring sessions, letters of recommendation written for graduate school and/or employment, or other pertinent materials.

### b. **Scholarship**

The faculty are expected to meet the criteria for b.1) and b.2).

#### 1. **Published Works**

Faculty will produce a minimum of four (4) substantial works of scholarship (at least two must have been published or accepted for publication while at Wright State). Work completed while at WSU should indicate a successful and effective program of ongoing scholarship. External peer- review letters will be used to help

affirm the quality of a candidate's scholarship. Works of scholarship must be either published or accepted for publication without further revision.

Each of the following, or its equivalent, will count as one substantial scholarly work:

1. A full length scholarly article (accepted for publication in a peer-reviewed journal) that contributes to the body of knowledge in social work or allied field.
2. A peer reviewed chapter accepted in a scholarly book related to social work.
3. A later edition of a scholarly book or textbook will minimally count as 1 article. If substantial revisions are made (over 30% of new material) it will be counted as 2 articles.

A substantial scholarly book in the faculty member's field of research will count by itself as meeting the expectations for published works.

Although scholarly publication is a goal, we recognize that not all significant faculty scholarship eventuates in publication. Candidates for promotion with tenure may further demonstrate their successful and effective program of ongoing scholarship by listing activity like the following, or the equivalent:

- Conference papers & Published Proceedings
- Research-related grant proposals
- Published reviews, notes, and other short articles
- Entries in reference works
- Editorial work
- Preparation of unpublished drafts
- Conference attendance
- Scholarly consulting

2. Presentations and Grants-Faculty members will do a. or b.
  - a. Faculty member presents on her/his research at a minimum of two (2) forums including state, regional, national, or international forums. At least one (1) of these presentations should be at a national or international conference related to social work. Being an invited speaker at a state, regional, national or international conference is equivalent to two

presentations.

- b. Faculty receives an external grant of at least \$1500 and is the principal/co-principal investigator.

Faculty members are expected to demonstrate the minimum accomplishments in a) or b) of "Presentations and Grants." However, if faculty members fall short in presentations/grants, they may exceed the minimum requirements in Published Works. An extra publication satisfies the presentation requirement.

**c. Service**

1. Faculty members are expected to do all of the following or the equivalent:
2. Faculty member attends departmental faculty meetings and contributes productively to the discussions at these meetings.
3. Annually, faculty member serves effectively on at least one (1) departmental committee.
4. Faculty member regularly attends the Department Professional Advisory Council meetings and Department retreats.
5. Faculty member serves on at least one (1) college or university committee.
6. Faculty member provides an average of at least one of the following professional services each year:
  - Serves as faculty liaison to a student organization.
  - Serves on a Board of Trustees or Advisory Board.
  - Serves as an evaluation or planning consultant for a social service agency.
  - Holds a leadership role in a professional organization related to social work.
  - Is a reviewer for external grants, manuscripts
  - Provides testimony at a hearing related to social services.

**2. Criteria for Promotion to Full Professor**

Below are the minimum expectations to merit promotion to Full Professor in Social Work.



**a. Teaching**

1. Candidate provides evidence of continued classroom effectiveness and adds to the curriculum within the Department, College, or University through one of the following ways: preparing a new course within the department; teaching a graduate level course within the department and/or within another WSU department; teaching a course in the Honors program; teaching a course in the community and/or WSU continuing education curriculum; serving as chair of a Social Work Honors thesis; serving on a Social Work Honor's committee or other department or graduate level thesis committee; or supervising an Independent Study or the equivalent.
2. Candidate shows evidence of having mentored/advised social work majors.

**b. Scholarship**

Faculty must demonstrate a national reputation in social work research as evidenced by the following:

1. Published Works

Faculty will produce a minimum of four (4) substantial works of scholarship or equivalent beyond that required for promotion to Associate Professor. External peer-review letters will be used to help affirm the quality of a candidate's scholarship.

- a. The following will count as one substantial work of scholarship:
  - A full length scholarly article (accepted for publication in a peer-reviewed journal) that contributes to the body of knowledge in social work or allied field.
  - A peer reviewed chapter accepted in a scholarly book related to Social Work scholarship.
- b. A later edition of a scholarly book or textbook will minimally count as 1 substantial work of scholarship. If substantial revisions are made (over 30% of new material) it will be counted as 2 substantial works of scholarship.
- c. One scholarly book in the faculty member's field of research will be

counted equivalent to four (4) substantial scholarly works listed above.

Although scholarly publication is a goal, we recognize that not all-significant faculty scholarship eventuates in publication. Candidates for promotion may further demonstrate their successful and effective program of ongoing scholarship by listing activity like the following, or the equivalent:

- Conference papers & Published Proceedings
- Research-related grant proposals
- Published reviews, notes, and other short articles
- Entries in reference works
- Editorial work
- Preparation of unpublished drafts
- Conference attendance
- Scholarly consulting

2. Presentations and Grants-Since promotion to Associate Professor

Faculty members are expected to demonstrate the minimum accomplishments in "Presentations" or "Grants". However, if they fall short in Presentations/Grants, they may exceed the minimum requirements in Published Works. An extra publication satisfies the presentation requirement.

Presentations. Faculty member will present on her/his research at a minimum of two (2) forums including state, regional, national, or international forums. At least one (1) of these presentations should be at a national or international conference related to social work. Being an invitational speaker or panelist at a state, regional, national or international conference is equivalent to two presentations.

Grants. Faculty receives an external grant of at least \$1500 and is the principal/co-principal investigator.

**C. Service**

Faculty members are expected to provide evidence of continued service in the following areas:.

1. Faculty member attends departmental faculty meetings and contributes to the

discussions at these meetings.

2. Annually, faculty member serves on an average of at least two (2) departmental committees and chairs or co-chairs one committee.
3. Faculty member regularly attends the Department Professional Advisory Council meetings and Department retreats.
4. Faculty member serves on at least one (1) college or university committee.
5. Faculty member is a leader in an average of at least one of the following professional services per year:
  - a. Serves as faculty liaison to a student organization.
  - b. Serves on a Board of Trustees or Advisory Board.
  - c. Serves as an evaluation or planning consultant for a social service agency.
  - d. Holds a leadership role in a professional organization related to social work.
  - e. Is a reviewer for external grants, manuscripts, a refereed journal or P & T packet from a non- WSU candidate.
  - f. Provides testimony at a hearing related to social services.
  - g. Serves on a community task force

## **V. Amendments**

Any amendments to these By-laws must be approved in accordance with the CBA.