Department of Social Work Bylaws

Approved: February 10, 2003

Amended: April 15, 2004

Amended: May 25, 2004

Amended: December 12, 2011

Amended: October 10, 2012

Amended: April 7, 2017

Amended: February 17, 2024

I. Departmental Membership

1. **Department Faculty (Voting Membership):** The voting membership of the faculty comprises all TET and NTE bargaining unit faculty members (BUFMs), except as otherwise restricted in the CBA or in these Bylaws.

2. **Department Chair:** The Department Chair's participation in Departmental and committee meetings is without vote.

3. **Adjunct Faculty**: The Department may include adjunct faculty teaching a variety of courses. Adjunct faculty are not voting members of the Department faculty.

4. **Emeritus Faculty**: Retired faculty who have been granted emeritus status continue to be affiliated with the Department and may teach on occasion. Emeritus faculty may also attend all official Departmental functions and open meetings. They are not voting members of the Department faculty.

5. **Support Staff:** The Department may include a number of support staff, among them classified staff responsible for assigned duties in the Department office. Support staff are not voting members of the Department but may attend Department faculty meetings if the Department faculty (BUFMs) agree.

II. Departmental Procedures

A. Faculty Meetings

The department faculty will meet monthly (except during Finals Week) during Fall and Spring Semesters. All reasonable efforts will be made by the Department Chair to schedule department faculty meetings at times that do not conflict with teaching schedules or other scheduled meetings. Meetings will normally be scheduled in the afternoon in consideration of evening classes. An annual schedule for the academic year of anticipated departmental faculty meetings will be provided in writing to all faculty by the Department Chair no later

than the first week of classes in Fall Semester. An effort will be made to avoid conflict between regularly scheduled meetings and yearly professional conferences usually attended by a majority of department full-time faculty.

B. Professional Advisory Council

The Department of Social Work Professional Advisory Council (PAC), required by the Council on Social Work Education (CSWE), is composed of representative local leaders and faculty members and may include social work students, and alumni. The PAC makes recommendations to the faculty for improving the curriculum and operations of the department and its programs and reviews the CSWE competency outcomes. This Council meets once per semester. Faculty may suggest students who may participate as non-voting members.

C. Standing Committees

i. Faculty Development Committee (FDC)-- maintains department bylaws, 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, and provides peer evaluation of teaching and progress to promotion reports for tenured faculty upon request. The committee coordinates the professional development and annual peer evaluations of NTE faculty. The FDC also consults with the Chair of the Department regarding the new TET faculty's development plan.
The committee is composed of all TET Faculty at the rank of Associate Professor or Professor for business that include Promotion and Tenure, and includes all faculty for business that include teaching and service.

ii. 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.
This committee is comprised of the Program Directors (BASW & MASW) and at least one faculty member.

iii. Field Education Committee—liaises between the Wright State Department of Social Work and field placements. Identifies opportunities for student field placement and makes recommendations to the relevant program director regarding any issues regarding field work.
This committee is comprised of the Field Education Director and the Program Directors (BASW & MASW).

iv. Assessment & Curriculum Committee – this committee will provide assessment and evaluation data and reporting for departmental programs according to University, CSWE, and other evaluators as needed. The committee also oversees proposed new

department courses, revisions to curriculum, advises the Chair on course scheduling when feasible.
The committee is composed of two faculty, one of whom is BASW faculty and the other of whom is MASW faculty and may include other faculty as needed.

v. Enrollment Management Committee—liaises with Program Directors to monitor criteria for admissions to the social work majors, and reviews the applications.
The committee, co-chaired by Program directors, includes all department faculty.

D. Membership on Committees

Department Representation on Social Work 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.

Department Representation on College Committees

The Department representative to the CHEH Steering Committee (SC) will facilitate Department representation on college committees.

1. The SC representative will solicit nominations for each open position from eligible department faculty and will then distribute the list of candidates to all department faculty.
2. Candidates will be approved by majority vote of the department faculty. In the event that more than one candidate is nominated for the same position, the candidate receiving the highest proportion of faculty votes shall serve in that position.
3. The length of each department representative's term on each college committee will follow the norms set forth in the CHEH bylaws. In the event a department representative needs to end their term early, the position will be filled according to the same nomination and approval processes described above.
4. The SC representative will provide the SC Chair with the names of department representatives to college committees, as well as any changes in representation that may occur before a representative's usual term has ended.

Consistent with the college bylaws, the department faculty will nominate and elect, in accordance with College bylaws, a member of the faculty to serve on the CHEH Steering Committee and the Promotion and Tenure Committee. The remaining College Committees offer the opportunity for a social work faculty to serve, but Departmental representation is not required. The aforementioned procedures for nominating or electing a member to those committees will be followed.

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.

III. Faculty Appointment, Reappointment and Dismissal

A. Faculty Search Committee

A Department Search Committee will be formed for the purpose of providing input with respect to faculty appointments. A majority of search committee members will be Social Work Faculty selected by the faculty in the department. The Search Committee will review the applications. The Committee will recommend qualified applicants 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

All Faculty in the Department will have the opportunity to comment on and make recommendations to the Dean on the review of, or the appointment of, a Department Chair.

IV. 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 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 CBA.
2. **Service** – Criteria for annual evaluation of service are set forth in the CBA
3. **Scholarship**

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.

1 = "conditional merit":
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.

2 = "expected merit":
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 any one or a combination of journals;
- book review, applied research report, encyclopedia entry, or a conference paper published (or accepted for publication with no revisions);
- completed at least one scholarship activity listed in bylaws (e.g., unfunded grant, engaged in public research, consensus or position statements for professional organizations).

3 = "high merit":
- One scholarly article (or its substitution, ie., book chapter, monograph, 50K grant) has been published or accepted for publication in a reputable peer reviewed academic publication;
- submit scholarly book manuscript for consideration at a scholarly press;
- or the equivalent.

4 = "exceptional merit ":
- two or more journal articles (or 2 substitutions, ie., book chapter, monograph, 50K grant) have been published or accepted for publication

- or the equivalent.

V. Promotion and Tenure

A. Committee Responsible for Promotion and Tenure

The Faculty Development Committee makes recommendations regarding promotion and tenure for faculty. Persons who serve on the Faculty Development Committee (FDC) within Social Work are tenured, 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 the Department of 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

Criteria for Evaluation of Scholarship	Evidence of Scholarship
Has a minimum of five (5) externally refereed journal articles, since hire date or terminal degree, with at least three (3) published or accepted for publication while a WSU faculty member of which two (2) may have equivalent substitutions. Substitutions include: • a book (to be counted as two substitutions) • an edited volume • a book chapter • a monograph • a funded external grant totaling at least $50,000 or combination of funded external grants totaling at least $50,000 (or a combination of funded external grants totaling at least $100,000 shall be counted as two substitutions) • standards or guidance documents for state, national, or international governmental bodies • Two (2) published conference proceedings (limited to one (1) substitution)	Required Evidence provided by the candidate (This list is not intended to be a substitution for P&T requirements, but rather to be used to evidence for P&T and FAR): • A copy of each publication • Official letter and printed copy of accepted manuscripts in press • Grant funding notice and a copy of grant proposal • Evidence from a conference booklet • Conference presentation materials Other Possible Evidence: • Submitted manuscripts • Conference proposal submissions • Grant proposals under review • Unfunded grant proposals • Narrative that frames the evidence provided, including evidence of peer review or vetting of acceptable substitutions, such as applied scholarship

	- applied or public research that benefits practitioners or the community - consensus or position statements for professional organizations - development of resource manual - instances in which the candidate has performed extensive service that must be prepared for in a scholarly way such that: (1) any human subjects have been ethically consented, informed of the intention of data collection/analysis, and the audiences to whom their data will be disseminated (2) analysis utilizes and documents rigorous qualitative, quantitative, or theoretical research methods, (3) reporting is made public to an audience of peers who are provided opportunities to affirm or discount the quality of the work produced similarly to the outcomes of peer review - applications of scholarship wherein teaching, service, and scholarship overlap

c. **Service**

Faculty members are expected to perform all of the following or the equivalent:

1. Faculty member attends departmental faculty meetings and contributes productively to the discussions at these meetings.

2. Annually, faculty member serves effectively on at least one (1) departmental committee.

3. Faculty member regularly attends the Department Professional Advisory Council meetings and Department retreats.

4. Faculty member serves effectively on at least one (1) college or university committee.

5. 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 the Department of 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

Criteria for Evaluation of Scholarship	Evidence of Scholarship

Has a minimum of seven (7) externally refereed journal articles, beyond those required for promotion to Associate Professor as primary author. Three (3) of the seven publications may be appropriate substitutions. Substitutions include: - a book (to be counted as two substitutions) - an edited volume - a book chapter - a monograph - a funded external grant totaling at least $50,000 or combination of funded external grants totaling at least $50,000 (or a combination of funded external grants totaling at least $100,000 shall be counted as two substitutions) - standards or guidance documents for state, national, or international governmental bodies - Two (2) published conference proceedings (limited to one (1) substitution)	Required Evidence provided by the candidate (This list is not intended to be a substitution for P&T requirements, but rather to be used to evidence for P&T and FAR): - A copy of each publication - Official letter and printed copy of accepted manuscripts in press - Grant funding notice and a copy of grant proposal - Evidence from a conference booklet - Conference presentation materials Other Possible Evidence: - Submitted manuscripts - Conference proposal submissions - Grant proposals under review - Unfunded grant proposals - Narrative that frames the evidence provided, including evidence of peer review or vetting of acceptable substitutions, such as applied scholarship - applied or public research that benefits practitioners or the community - consensus or position statements for professional organizations - development of resource manual - instances in which the candidate has performed extensive service that must be prepared for in a scholarly way such that: (1) any human subjects have been ethically consented, informed of the intention of data collection/analysis, and the audiences to whom their data will be disseminated

	(2) analysis utilizes and documents rigorous qualitative, quantitative, or theoretical research methods (3) reporting is made public to an audience of peers who are provided opportunities to affirm or discount the quality of the work produced similarly to the outcomes of peer review • applications of scholarship wherein teaching, service, and scholarship overlap

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:

- 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, a refereed journal or P & T packet from a non- WSU candidate.
- Provides testimony at a hearing related to social services.
- Serves on a community task force

Criteria for Tenure Only

Rank of Associate Professor and Professor: To be eligible for tenure, a faculty member already at the Associate Professor or Professor rank must demonstrate the level of accomplishments defined above for promotion to those respective ranks. The candidate may freely use evidence from Wright State and from previous positions, academic and non-academic, where appropriate, to demonstrate ongoing effectiveness in teaching, scholarship, and service. All candidates must submit at a minimum full curriculum vitae describing in detail their teaching, scholarship, service, and other relevant academic experiences.

VI.   Amendments

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

BYLAWS APPROVAL FORM

The bylaws for the College/Department of ___Social Work___ ,

dated May 9th, 2024 are approved as follows.

TET Faculty Approval – (Conducted pursuant to CBA 10.4.2.1)

The bargaining unit faculty approved the bylaws by a vote of <u>4-yes</u> to <u>0-no</u>

James R. Ott

_____   ___April 29,2024___
Bargaining Unit Faculty Representative   Date Approved

NTE & TET Faculty Approval – (Conducted pursuant to CBA 10.4.2)

The bargaining unit faculty approved the bylaws by a vote of <u>5-yes</u> to <u>2-no</u>

James R. Ott

_____   ___April 29,2024___
Bargaining Unit Faculty Representative   Date Approved
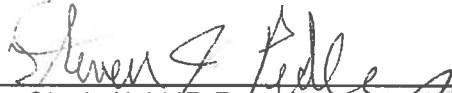
Dean Approval
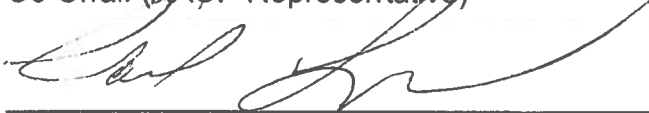
_____   ___May 9, 2024___
Dean(s)   Date Signed

Faculty Governance Committee Approval

[signature]

Co-Chair (AAUP Representative)

2-20-75

Date Signed

[signature]

Co-Chair (University Representative)

2-17-25

Date Signed