

UNIT CODE OF OPERATIONS

SCHOOL OF SOCIAL WORK

COLLEGE OF HUMAN ECOLOGY
SCHOOL OF SOCIAL WORK
EAST CAROLINA UNIVERSITY

Initial Code Approval

1. Approved by the tenured faculty of the unit
Chair, Unit Code Committee: _Reginald York Date: 3-30-04
 2. If changed, reapproved by tenured faculty:
Chair, Unit Code Committee: not applicable
 3. Submitted to Dean for advice: Karla Hughes Date: 3-31-04
 4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:
Chair: Garris Conner Date: 4-6-04
 5. Approved by the East Carolina University Faculty Senate:
Chair of the Faculty: Rick Niswander Resolution #04-24 Date: 4-20-04
 6. Approved by East Carolina University Chancellor/or designee:
Interim Chancellor: Bill Shelton Date: **4-26-04**
(Effective Date)
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PREAMBLE

In order to establish a basis for governance of the School of Social Work in the College of Human Ecology, the faculty and administrators adopt the following code. This code allows for faculty participation in School governance and is consistent with all applicable appendices of the East Carolina University Faculty Manual.

I Mission

It is the mission of the School of Social Work to provide quality education to students in preparing them for professional practice and service in a variety of social work systems, to carry out research which addresses the needs of the profession, and to provide service to the University, community and profession. In pursuit of this mission, the School adopts the following objectives:

- (a) To offer an environment that is challenging and conducive to intellectual and professional stimulation and growth.
- (b) To provide a curriculum utilizing content and methodologies responsive to the needs of individuals, groups, families, communities and organizations.
- (c) To maintain a competent, diversified faculty with a strong professional commitment to education, research and service.
- (d) To work in partnership with external communities in advocating for social and economic justice and in providing professional leadership and learning opportunities.

II. Organization of the School.

A. Definition of Voting Faculty Members.

In all matters except for those outlined in appendices D, L, and other pertinent appendices of the *ECU Faculty Manual*, the voting faculty in the School of Social Work consists of full-time faculty who are teaching at least one course in the School of Social Work at the present time of the vote.

B. Definition of Graduate Faculty Members.

Graduate faculty of the School of Social Work are defined in accordance with Appendix F of the *ECU Faculty Manual*.

C. Administrative Organization.

1. Director.

The Dean of the College of Human Ecology appoints the Director of the School of Social Work after receiving the recommendation from a designated faculty nominating committee composed according to *Appendix L, Section B* of the Faculty Manual. The Director will serve a term of five years and will be eligible for re-appointment. The position of Director shall be considered full-time; however, it is the Director's responsibility to assure that all necessary courses are covered, and this may require the Director to assume some teaching duties.

The Director shall be evaluated annually by the Dean according to *Appendix L, Section G* of the Faculty Manual. The Director is the chief administrator of the department. Specific duties include the following:

- a Conveys to the Dean his or her concurrence or non-concurrence concerning personnel recommendations of the appropriate departmental personnel action committees (Personnel, Tenure, Promotion).
- b Recommends to the Dean appointments of new faculty and staff, leaves of absence, requests for reassigned time, and faculty salaries.
- c Monitors performance of faculty and supervises staff, including adjunct instructors, in order to insure the quality of the programs.
- d In consultation with Program Coordinators, makes teaching assignments, and schedules classes.
- e Requests an annual budget from the Dean and is responsible for managing the departmental budget, including making a full report of the budget to the departmental faculty in at least one departmental faculty meeting in each academic year.

- f Provides leadership in the improvement of instruction and in curriculum development and implementation.
- g Evaluates each faculty member annually and forwards that evaluation to the Dean.
- h Serves as advocate for the profession, School of Social Work, faculty, and students within and outside the university.
- i Assures the connection of the School to external communities by representing the School, promoting the School's programs, and maintaining an Advisory Committee.
- j Manages the Self-Study for site visits by the Council on Social Work Education (CSWE).
- k Assures that each program has equitable resources.
- l Manages admissions, retention, and student advising in consultation with the Program Coordinators
- m Develops appropriate mechanisms to assure that educational outcomes are defined and measured.
- n Assures the School's compliance with the requirements of CSWE, the Equal Employment Opportunity Act, and the Americans with Disabilities Act with the assistance of the Office of Institutional Equity, university attorney and other relevant offices on campus.
- o Communicates with each probationary term faculty member regarding progress toward tenure.

2. Undergraduate Program Coordinator

The Undergraduate Program Coordinator shall be a full-time permanently tenured or probationary-term faculty member appointed by the Director. This appointment is subject to approval by a majority of the program faculty. The Undergraduate Program Coordinator shall be appointed for a three-year term, and may be re-appointed for one successive three-year term. Terms shall follow the academic calendar. He/she will be evaluated annually by the Director with input from the undergraduate program committee.

The Undergraduate Program Coordinator shall serve as leader of the undergraduate social work program. Specific duties include the following:

- a Chairs the faculty committee meetings of the degree program.
- b Chairs the admissions committee for the degree program.
- c Provide leadership in curriculum development.
- d Serve as advocate for the faculty and students of the program.
- e Provide leadership in the promotion of teaching effectiveness.
- f Serve as liaison between student organizations and the program faculty and School administration.
- g Consult with the Director regarding faculty assignments.
- h Represent the Program to bodies inside and outside the university.
- i Engage in problem solving activities to assure the effectiveness of the School in the achievement of the goals of the program.

3. Graduate Program Coordinator

The Graduate Program Coordinator shall be a full-time permanently tenured or probationary-term faculty member appointed by the Director. This appointment is subject to approval by a majority of the graduate faculty. The Graduate Program Coordinator shall be appointed for a three-year term, and may be re-appointed for one successive three-year term. Terms shall follow the academic

calendar. He/she will be evaluated annually by the Director with input from the graduate program committee.

The Graduate Program Coordinator shall serve as leader of the Graduate Social Work Program. Specific duties include the following:

- a Chairs the faculty committee meetings of the degree program.
- b Chairs the admissions committee for the degree program.
- c Provide leadership in curriculum development.
- d Serve as advocate for the faculty and students of the program.
- e Provide leadership in the promotion of teaching effectiveness.
- f Serve as liaison between student organizations and the program faculty and School administration.
- g Consult with the Director regarding faculty assignments.
- h Represent the Program to bodies inside and outside the university.
- i Engage in problem solving activities to assure the effectiveness of the School in the achievement of the goals of the program.

4. Director of Field Education

The appointment of the Director of Field Education to the faculty of the School shall be made in accordance with the personnel procedures enumerated in Appendix D of the *ECU Faculty Manual*. The Director of Field Education shall be a full-time twelve-month faculty member. The Director of Field Education will be supervised by the Director of the School and will assure that education and practice qualifications required by current CSWE Accreditation Standards are met. The Director of Field Education shall meet the qualifications required by the accreditation standards of the Council on Social Work Education. He/she will be evaluated annually by the Director with input from the undergraduate and graduate program committees. The duties of the Director of Field Education include:

- a To administer the overall operation of the field education program of the School of Social Work, which includes supervision of the Assistant Director(s) of Field, and the authorization of field assignments to students.
- b To implement the objectives of the field education component of each constituent Program.
- c To uphold accreditation and certification standards regarding field education in all constituent Programs.
- d To ensure attendance at all regularly scheduled Program meetings by a representative of the Office of Field Education.
- e To establish, in consultation with faculty, criteria for the selection and evaluation of agencies providing placements for students.
- f To explore and develop new placement opportunities for students.
- g To coordinate the placement of students in field agencies.
- h To maintain current records regarding contracts with agencies, credentials of field instructors, and details of student placements.
- i To provide training to agency-based field instructors.
- j To oversee the preparation and revision of field manuals.

One or more Assistant Directors of Field Education may be appointed as may become necessary to implement the field education objectives of the School. The appointment of the Assistant Director of Field Education to the faculty of

the School shall be made in accordance with the personnel procedures enumerated in Appendix D of the *ECU Faculty Manual*.

III. School Committees.

All School committees serve in an advisory capacity to the School faculty. The Director shall be an ex-officio member of all committees except for personnel committees. The Chair of each committee shall be elected by a majority vote of committee members, except for the Undergraduate Committee and the Graduate Committee, which will be chaired by the respective program coordinators. The chairperson of all personnel committees (Tenure, Promotion, and Personnel) will be the Personnel Committee Chair in accordance with the provisions of Appendix D of the *ECU Faculty Manual*.

Elections for membership on standing committees shall be conducted each year during the last meeting of the Social Work Faculty of the spring term, except for the Nominating Committee for which election will be held at the beginning of the academic year. Nominations may be made from the floor to supplement the slate of nominees presented by the Nominating Committee. Unless otherwise noted, election shall be by majority vote of the Social Work Faculty. For all committees, members may serve successive terms. Except as otherwise designated, all actions and policies recommended by committees will be submitted to the School of Social Work faculty for action.

A. Standing Committees

1. Nominating Committee

Purpose: The Nominating Committee shall produce and submit to the faculty each year a list of nominees for election to standing committees of the School of Social Work.

Membership: The Nominating Committee shall be composed of two faculty members, one from the Undergraduate Program and one from the Graduate Program. Program representatives to the Nominating Committee shall be elected at the first constituent faculty meeting of the fall semester each year and shall serve on the Committee for one academic year.

Responsibilities: The Nominating Committee shall:

- a Canvas the faculty on an annual basis to determine individual interest in serving on various School committees. It is expected that each faculty member will serve on at least one standing committee.
- b Balance the slate of nominees based upon the following criteria: area of discipline; rank; time in service; expertise; and membership on other School, College, and University committees.
- c Determine that nominees will accept nomination prior to submitting its list of nominees to the faculty.
- d Distribute the list of nominees to the faculty each year prior to the last School of Social Work Faculty meeting of the spring term, or at other times when vacancies occur.

2. Curriculum Committee

Purpose. The Curriculum Committee of the School of Social Work shall review proposed curriculum revisions from the two constituent Programs in order to insure the proper integration of the two curricula, especially the advanced undergraduate program and the foundation year graduate program, given the policy of advanced standing for graduate students with the accredited undergraduate social work program.

Membership: The Curriculum Committee shall consist of at least four faculty members with representation from each of the degree programs. Members will be elected for staggered two-year terms. A Chair shall be elected by the Committee for a one-year term, and may be re-elected for one successive one-year term.

Responsibilities: The Curriculum Committee shall:

- a Ensure that all curriculum recommendations from the constituent Programs meet both School and University requirements and comply with accreditation/certification standards.
- b Review constituent Program recommendations for inconsistencies, redundancies, omissions, and potential impact on the School as a whole.
- c Review curriculum revisions submitted by the constituent Programs and recommend approval, disapproval or modification.
- d Present recommendations regarding all curriculum proposals to the entire Social Work faculty for discussion and vote.
- e Assist the Director in the presentation of approved curriculum revisions before the appropriate University Curriculum Committee.

3. Wellness Committee.

Purpose. The Wellness Committee of the School of Social Work shall promote the general welfare of the School so as to maintain good relations, motivation, support mentoring, and a spirit of camaraderie.

Membership. The Wellness Committee shall consist of at least four faculty members with representation from each of the degree programs, one person representing the support staff, and two students, one from each academic program. Student members will be elected for one-year terms, while other members will be elected for two-year terms.

Responsibilities. The Wellness Committee shall:

- a Ensure that special circumstances, such as personal losses and accomplishments, are recognized.
- b Facilitate celebrations.
- c Promote good student-faculty relations as well as good staff-faculty relations.
- d Promote a healthy relationship with communities external to the School.
- e Provide recommendations regarding the graduation ceremony.
- f Maintain a system for recognizing special personal events with cards or social gatherings.

- g Solicit feedback on social and communication needs from faculty, students, and staff and report recommendations to the social work faculty.
- h Maintain a system for communication between the School and its external communities and suggest responses to needs that emerge.
- i Promote mentoring opportunities among all faculty especially among junior faculty.

4. Undergraduate Social Work Faculty Committee

Purpose. The Undergraduate Social Work Faculty Committee shall determine the undergraduate social work curriculum and the policies that will assure that program objectives are met, shall facilitate communication between faculty members, shall serve as a vehicle for communication between program faculty and School administrators, and shall monitor the performance of the Undergraduate Social Work Program Coordinator.

Membership. The Undergraduate Social Work Faculty Committee shall consist of all full-time faculty who are expecting to teach at least two course sections in the present academic year, all faculty of the Field Office who carry field responsibilities in the Undergraduate Social Work Program, and one student appointed by the student organization.

Responsibilities. The Undergraduate Social Work Faculty Committee shall:

- a Determine changes in the undergraduate social work curriculum.
- b Determine policies to guide undergraduate social work program action.
- c Provide input to the Director regarding the Undergraduate Program Coordinator for the purpose of annual evaluation.
- d Facilitate communication among program faculty, between program faculty and students, and between program faculty and School administrators.

5. Graduate Social Work Faculty Committee

Purpose. The Graduate Social Work Faculty Committee shall determine the graduate social work curriculum and the policies that will assure that program objectives are met, shall facilitate communication between faculty members, shall serve as a vehicle for communication between program faculty and School administrators, and shall monitor the performance of the Graduate Social Work Program Coordinator.

Membership. The Graduate Social Work Faculty Committee shall consist of all full-time faculty who are expecting to teach at least two course sections in the present academic year, all faculty of the Field Office who carry field responsibility in the Graduate Social Work Program, and one student appointed by the student organization.

Responsibilities: The Graduate Social Work Faculty Committee shall:

- a Determine changes in the graduate social work curriculum.
- b Determine policies to guide graduate social work program actions.
- c Provide input to the Director regarding the Graduate Social Work Program Coordinator for the purpose of annual evaluation.

- d Facilitate communication among program faculty, between program faculty and students, and between program faculty and School administrators.

6. Scholarship Support Committee

Purpose. The Scholarship Support Committee shall provide support for faculty members regarding research and creative activities and shall promote collaborations among faculty in these endeavors.

Membership. The Scholarship Support Committee shall consist of at least four faculty members, with representation from each of the degree programs.

Responsibilities. The Scholarship Support Committee shall:

- a Facilitate mentoring relationships among faculty.
- b Develop a mechanism for communicating about research opportunities to faculty members.
- c Facilitate communication between social work faculty and university research-support entities such as the Office of Sponsored Programs and the Committee on the Use of Human Subjects in Research.

7. Teaching Effectiveness Committee

Purpose. The purpose of the Teaching Effectiveness Committee is to facilitate the professional development and effectiveness of faculty as individuals, as professionals, and as colleagues.

Membership. The Teaching Effectiveness Committee shall consist of four faculty members, with representation from each of the degree programs. Members will be elected for staggered two-year terms. A Chair shall be elected by the Committee for a one-year term, and may be re-elected for one successive one-year term.

Responsibilities. The Teaching Effectiveness Committee shall:

- a Design and implement instruments and procedures for peer evaluation of teaching effectiveness, and submit them to the faculty, the Unit Director, the Dean of the College and the Chancellor for approval.
- b Schedule teaching effectiveness and peer observation-training programs for faculty once each semester.
- c Provide a system within the School of Social Work for recognizing effective teaching, and to forward nominations for University teaching/advising awards.
- d Establish *ad hoc* committees, which include additional faculty members as may be necessary and appropriate to fulfill Committee responsibilities and functions.

B. Personnel Action Committees.

The Personnel Action Committees of the School of Social Work are the Tenure Committee, the Promotion Committees, and the Personnel Committee.

1. Tenure Committee.

The purposes and membership of the Tenure and Promotion Committees shall be according to the guidelines established by the *ECU Faculty Manual*, Appendix D, Section IV.A.

In addition to the duties outlined in the *ECU Faculty Manual*, the Committee, as appropriate, shall

- a Provide support and information to faculty involved in the tenure process.
- b Gather and review information relative to requests for tenure from faculty.

2. Promotion Committees.

There is a separate promotion committee for each rank. The purpose and membership of each promotion committee shall be according to the guidelines established by the *ECU Faculty Manual*, Appendix D, Section IV.A.

In addition to the duties outlined in the *ECU Faculty Manual*, these Committees, as appropriate, shall

- a Provide support and information to faculty involved in the promotion process.
- b Gather and review information relative to requests for promotion of faculty.

3. Personnel Committee.

Purpose and Functions. The purposes and functions of the Personnel Committee shall be according to the guidelines established by the *ECU Faculty Manual*, Appendix D, Section IV.A and B.

Membership. The Personnel Committee shall be composed of five [5] members with representation from each of the degree programs. In accordance with the requirements of Appendix D of the *ECU Faculty Manual*, at least four [4] members shall be permanently tenured faculty; and all members must be voting faculty. Members shall be elected by a majority of the voting faculty as defined in Appendix D, and shall serve for three-year staggered terms (i.e., during the first cycle, three members will be elected for three-year terms, two members for two-year terms).

The Chair of the Personnel Committee shall be elected annually by the Committee from within its membership; the Chair must be permanently tenured. The responsibilities of the Chair shall be in accordance with the *ECU Faculty Manual*, Appendix D, Section IV.C.

In addition to the duties outlined in the *ECU Faculty Manual*, the Committee shall screen and set initial employment qualifications and rank or title for initial fixed-term appointments, subsequent appointments, initial probationary appointments, and submit appropriate recommendations to the Director of the School.

The Personnel Committee shall recommend criteria for promotion and tenure, as well as guidelines for the Personnel Action Dossier, to the School faculty per Appendix D: Section IV. A and B.

C. Ad Hoc Committees

Ad hoc committees may be established by committees of the School, the social work faculty, or the Director.

IV. Personnel Actions

A. Selection and appointment of faculty members.

Selection and appointment of new faculty shall follow procedures outlined in *ECU Faculty Manual*, Appendix C.I. Additional criteria are provided in this *Code*.

B. Re-appointment, tenure, and promotion.

The School of Social Work applies guidelines for making recommendations for reappointment, promotion, and the conferral of permanent tenure as directed by the Provost and in accordance with Appendices C and D of the *ECU Faculty Manual*.

1. Reappointment

In addition to the guidelines provided in the *ECU Faculty Manual*, the School of Social Work standards for reappointment shall be based upon the candidate's demonstrated professional competence, potential for future contributions, and the needs and resources of the School.

2. Tenure

In assessing a candidate for permanent tenure, the standards of the School of Social Work shall be based upon demonstrated professional competence, potential for future contributions, and the needs and resources of the School. In addition, the School considers the following general qualifications in compliance with Appendix D:

- a. Effective teaching and advising are essential. Documentation must reflect the high opinion of students and peer review. A candidate's teaching should support the communication of current knowledge and understanding of his or her discipline. In addition, the candidate must show carefully prepared syllabi, appropriate instructional materials, and must demonstrate an active role in curriculum and program development. Further, the candidate must demonstrate an active role in advising.
- b. Research and/or creative activity must include evidence of refereed publications and/or other appropriate products specific to social work. The review of research and/or creative activity must take into account both the quality and quantity of the products. A candidate must indicate a clear research, publication, or creative agenda in the particular discipline.

- c. Service must demonstrate involvement in the candidate's professional discipline through work with associations, editorial boards, community organizations, or other professional groups. Equally important is service to the School of Social Work, the College of Human Ecology, and the university through membership and leadership in campus committees and other School or university business.

3. Promotion

General qualifications for the ranks of instructor, assistant professor, associate professor, and professor are stated in Appendix C of the *ECU Faculty Manual*. In addition, the School sets the following standards as minimum qualifications for promotion:

- a. Assistant Professor. Qualifications necessary for appointment or promotion to the rank of assistant professor include an appropriate terminal degree, a record of progress toward teaching excellence, evidence of potential for establishing a research or creative agenda, involvement in professional organizations appropriate to the particular discipline, and service to the School of Social Work, the College of Human Ecology, the university, and other appropriate organizations
- b. Associate Professor. To be recommended for appointment or promotion to associate professor, a candidate must have the qualifications of the previous rank, show evidence of teaching excellence, show evidence of scholarship and creative activities, exhibit leadership in curriculum and program development, and meet the minimum criteria expected for permanent tenure as required by this *Code*.
- c. Professor. Promotion to full professor requires the qualifications of the previous ranks. In addition, candidates must show an established record of teaching excellence; a record of significant publications, research, or creative activity; show evidence of national recognition in the discipline as illustrated by notable publications, creative work or research, invited lectures and keynote addresses, references, reviews, and citations of the candidate's work, or creditable awards bestowed in honor of the candidate's work; and a record of service to the profession.

C. Teaching Assignments and Reassigned time.

Notification of teaching assignments and reassigned time shall be provided by the Director of the School of Social Work, in writing, to each faculty member at least two weeks prior to the beginning of each semester [*ECU Faculty Manual*, Appendix C.II]. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes prior to the effective date of the amended assignment.

D. Annual Faculty Evaluation

1. Annual faculty evaluations shall be conducted by the Director in a manner consistent with the *ECU Faculty Manual*, Appendix C.III., and shall employ as criteria relevant items listed in another part of this *Code* (IV.B.1,2,3).

2. In considering the annual performance of each faculty member, the minimum weight given to teaching effectiveness, research/creative activity and service shall be as follows:

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|-------------------------------------|-----|
| a. Teaching effectiveness/advising: | 40% |
| b. Research/creative activity: | 30% |
| c. Service: | 10% |

The remaining 20% will be allocated to the category or categories which best reflect the individual's work load in each of these categories. The Director shall make such a determination in consultation with the faculty member at the time for the annual evaluation. Under no circumstances, however, shall service be weighted more heavily than either teaching effectiveness or research activity.

- d. Other: Deviations from the listed relative weight assignments may be made as special circumstances may require (e.g., for faculty who assume administrative duties, or who provide services under external contracts providing for faculty time buy-out).

E. Cumulative Review for Permanently Tenured Faculty

Post-tenure review of all tenured faculty will follow procedures outlined in the *ECU Faculty Manual*, Appendix B.

F. Pay raises.

After considering the recommendations of the Director of the School of Social Work, The Dean of the College of Human Ecology shall propose annual salary increments pursuant to the procedures outlined in Appendix C, and guidelines/restrictions provided by the UNC Office of the President.

G. Personnel Files.

Personnel/evaluation files shall be maintained pursuant to the requirements of *ECU Faculty Manual*.

V. Meetings

Meetings of the School shall conform to University policy. Business of the personnel action committees shall follow the procedures outlined in Appendix D. All other meetings of the faculty and standing committees shall be conducted according to *Robert's Rules of Order, Newly Revised*, except as otherwise specified in the *ECU Faculty Manual*. A quorum shall be required before business may be conducted; a quorum shall consist of a majority of the voting faculty not on leave. No votes shall be cast by proxy. School action and recommendations will be determined by a majority vote except where otherwise stipulated.

1. The Director of the School of Social Work, or designated representative, shall preside over faculty meetings of the School. The Director shall ensure the recording and distribution of minutes to Department faculty.
2. The Program Coordinators, or designated representative, shall preside over meetings of the program faculty.
3. The Chair, or designated representative, of each standing School committee shall preside over the committee meeting. The Chair shall ensure the preparation and distribution to faculty of written minutes, a written annual report, a summary of which shall be presented at the last School faculty meeting of the academic year.
4. Constituent Programs and standing committees shall hold regular meetings, the frequency of which will be decided at the beginning of each academic year.

VI. Evaluation of the Administrator

Evaluation of the Director shall proceed as specified in the *ECU Faculty Manual*, Appendix L, Section F.

VII. Review of Budget and Annual Report.

- A. The Director shall submit to the faculty a report on the status of the School Budget at the last faculty meeting of each academic year.
- B. The Director shall prepare an Annual Report of the School's activities. Copies of the report shall be distributed to faculty for review and discussion at the first School faculty meeting of the following academic year.

VIII. Enabling of School Code.

This *Code* and subsequent amendments shall become effective upon approval by a majority of the permanently tenured faculty of the School by secret ballot, and after approval by the Faculty Senate and the Chancellor.

IX. Amendment of School Code.

An ad hoc committee shall be responsible for reviewing the *School Code*, and for making recommendations to the faculty for its revision [*Code*, IV.C.3]. Members of this committee will be appointed by the Director of the School of Social Work. Revisions and/or amendments must be approved by a majority of the permanently tenured faculty prior to submission to the Faculty Senate and the Chancellor [see *ECU Faculty Manual*, Appendix L.C.1].