



**SCHOOL FOR SOCIAL WORK**

**FACULTY CODE**

**JULY 2014**

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NOTE: Information on the Maternity Leave Policy and the Early Retirement Option may be obtained from the Human Resources Office, 30 Belmont Avenue, or the Office of the Dean of the Faculty, 27 College Hall. The School for Social Work adheres to College policy on each of these issues.



# SMITH COLLEGE SCHOOL FOR SOCIAL WORK

## FACULTY CODE

### 1. General Considerations.

#### 1.1 Mission and Professional Principles of the School.

1.1.1 Mission. The mission of the Smith College School for Social Work is to advance the aims of the profession through education for excellence in clinical social work practice and through the development and dissemination of knowledge.

#### **Faculty vote and approval, November 18, 2010**

The School for Social Work views clinical social work practice as concerned with the interdependence between individuals and their environments and the use of relationships to promote healing, growth and empowerment. Clinical social work appreciates and responds to the complexities of the human condition in its global context: its strengths, possibilities, resiliency, vulnerabilities, limitations and tragedies. Clinical social work expresses the core values of the profession, including recognition of client self-determination, the importance of relationship, the inherent dignity of client systems and growth and change in the client system. In addition, clinical social work includes a commitment to the pursuit of social justice, anti-racism work, and culturally responsive practice. It rests upon a liberal arts base and integrates evolving theories and research-informed knowledge about individuals, families, groups, communities and the larger social systems in which they are embedded.

In its educational practices, the School promotes critical thinking and self-reflection to help students expand their knowledge in the substantive areas of human behavior and the social environment, social work practice, research, social policy and field practice to prepare competent and effective practitioners and leaders in clinical social work. The School prepares students to apply the professional code of ethics. The School prepares students for the evaluation and dissemination of evolving theories, research and practice models.

The School shares with the social work profession its historic commitment to serve oppressed, disadvantaged and at risk members of our society and to struggle against inequality and oppression related to: race, ethnicity, immigration status, class, gender, gender identity and expression, sexual orientation, religion, age and ability. It is committed to implementing a curriculum that addresses the concerns, issues and interests of these populations. Through all of its programs, the School joins Smith College in its commitment to promote social justice, service to society and greater appreciation of individual and cultural diversity in a multicultural community. In recognition of the pernicious consequences of racism, the School works to identify and challenge the overt and covert aspects of racism.

The School implements its educational mission through its master's and doctoral degree programs both of which include intensive block field placements, required individual research projects and its Program of Continuing Education, including its certificate programs. Through its publications, including Smith Studies in Social Work, the Clinical Research Institute, faculty and student publications and conference presentations, the School also contributes to the development and

dissemination of knowledge relevant for social work. In its affiliation with a liberal arts college, the School places a priority on the process of teaching and learning. The School maintains relationships of mutual respect and influence with its affiliated agencies, major professional organizations and other representatives of the social work practice community to aid in curriculum renewal and to contribute to the development of the profession as a whole.

### **Faculty vote and approval, November 18, 2010**

- 1.1.2 Academic Freedom. All Resident Faculty, Adjunct Faculty, Clinical Faculty and Research Associates enjoy full rights of academic freedom.
- 1.1.3 Collegial Organization of Faculty. The Resident Faculty shall be organized with the intention of establishing and maintaining a collegial relationship among its members and between the Resident Faculty and the Dean.
- 1.1.4 Conflict of Interest. Family relationships and other close personal relationships between Faculty members potentially involve a conflict of interest in cases where one member of the relationship is eligible to participate in institutional decisions that might directly benefit the other member of the relationship. In cases of potential conflict of interest, ethical practice and the need to protect the integrity of the review process require that one abstain and be absent from participating in such decisions. Direct benefits include initial employment, salary and work assignments, research and travel funds, and leaves of absence, promotion, reappointment and tenure. Questions concerning the applicability of this policy in specific cases may be raised by any Faculty member. They should be directed either to the Dean or to the Chair of the Personnel Practices Committee. Final authority in resolving disputes over the applicability of this policy in specific cases rests with the Dean in consultation with the President and/or Provost and the Personnel Practices Committee; or, in the event that the conflict of interest involves the Dean, with the President in consultation with the Provost and Personnel Practices Committee.
- 1.1.5 Non-Discrimination. The Smith College School for Social Work does not discriminate in its admission policy, programs, or activities on the bases of race, color, creed, handicap, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam era veteran status. Nor does the College discriminate on the bases of race, color, creed, handicap, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam era veteran status in its educational policies, scholarship and loan programs, athletic and other school-administered programs, or employment practices and programs.

In addition to meeting fully its obligations of non-discrimination under Federal and State laws, Smith College is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility, and mutual respect for the rights and sensibilities of each individual, regardless of differences in economic status, ethnic background, political views or other personal characteristics and beliefs.

- 1.2 Organization and Governance of the School. The terms of this section are included in the Faculty Code for informational purposes only and shall not be construed as contractual in nature or binding on the College, the School, or any individual therein. Amendments to the School calendar, the

organizational chart, and the terms of this section can be made without the formalities required for amendment of this Faculty Code.

1.2.1 The Academic Year. This section describes the School's academic year. Since the responsibilities of the Resident Faculty vary with individual assignment and workload, it is sometimes necessary for the Faculty or for individual Faculty members to be at work during periods when the students are in recess.

1.2.1.1 Definition of the Academic Year. The academic year of the School for Social Work shall consist of a summer session on the campus of the College and the immediately following winter field placement session.

1.2.1.2 The School Calendar. The Calendar for the academic year shall correspond to the following model.

A summer academic session beginning in early June consisting of:

- A first term of five calendar weeks in length;
- An Interterm Recess week;
- A second term of five calendar weeks in length;
- A fall recess of approximately two and one-half weeks between the end of the summer session and the beginning of the winter field placement session.

A winter field placement session of 39 calendar weeks in length, distributed as follows:

- A supervised field practice of 32 calendar weeks;
- A Winter Recess;
- A period of Independent Study commencing immediately upon the completion of the 32-week supervised field practice period and terminating upon the commencement of the summer session.

1.2.2 Administrative Organization. The administrative organization of the School is set forth in the chart attached hereto as Appendix III.

## 2. The Dean.

### 2.1 Appointment and Terms.

2.1.1 The Dean of the School shall be appointed by the President of the College. Normally, the President shall be aided by a national search conducted by a committee composed of representatives from the Board of Trustees, the School's Faculty, alumni and student body, and any others the President may wish to appoint.

2.1.2 The Dean of the School shall hold a master's degree in social work and a Doctorate in social work or a related field.

- 2.1.3 Appointment of the Dean shall normally be for a renewable term of 5 years.
- 2.1.4 The Deanship is normally an administrative position. On the authority of the President, the Board of Trustees and the School's Promotion and Tenure Committee, the Dean may also be granted Resident Faculty status.

## 2.2 Powers and Duties.

- 2.2.1 The Dean shall be responsible for developing and coordinating a program designed to meet the philosophical and educational goals of the School for Social Work as defined by the Dean and the Faculty, and for promoting a climate conducive to the pursuit of those goals.
- 2.2.2 The Dean shall be responsible to the College Administration for carrying out the administrative duties normally assigned to senior staff of the College, and shall act as the official avenue of communication and liaison between the School community and the College.
- 2.2.3 The Dean shall be responsible for the overall relationships between the School and all appropriate affiliated groups, e.g., the Alumni Association, The Board of Trustees, the Student Organization, the Council on Social Work Education, etc. When it is not possible to respond directly or to attend to such activities, the Dean shall have the authority to delegate such tasks to the Associate Dean or other appropriate members of the Resident Faculty or School community.
- 2.2.4 The Dean shall be responsible for the preparation and presentation of the budget of the School to the appropriate College officers for the effective administration of the budget as approved by the Board of Trustees.
- 2.2.5 The Dean shall be a member ex officio of all committees and subcommittees established in the School.
- 2.2.6 The Dean shall call and preside over the regular meetings of the Faculty and may call meetings of any existing Faculty committees whenever such action is deemed necessary.
- 2.2.7 The Dean has the responsibility, after full consultation with the Resident Faculty, and with the approval of the Provost and the President, to make initial appointments and reappointments to the School for Social Work Faculty. The Dean will inform the Faculty of his/her recommendations and the reasoning behind them. Faculty recommendations on initial appointments and reappointments are advisory to the Dean; the Dean reports those recommendations and the reasoning that led to them, as well as his/her own recommendation, to the President and Provost.
- 2.2.8 On the authority of the President and the Board of Trustees, the Dean shall be empowered to appoint Adjunct Faculty, Adjunct Clinical Faculty and Research Associates as the latter are defined in this Code.

## 3. Associate Dean.

### 3.1 Appointment and Terms.

3.1.1 The Associate Dean shall be appointed by the Dean in consultation with the President and/or the Provost. The Associate Dean shall be a member of the Resident Faculty and the Associate Deanship shall be considered a Faculty Administrative Position of the School.

3.1.2 The term of the Associate Dean is to be determined by the Dean.

### 3.2 Powers and Duties.

3.2.1 The Associate Dean shall: 1) chair the Academic and Fieldwork Performance Standing Committee; 2) act as Dean of Students; 3) chair the Anti-Racism Consultation Committee; 4) and perform other duties as delegated by the Dean.

## 4. The Faculty.

4.1 Faculty Defined. The Resident Faculty of the School for Social Work shall consist of the Professors, Associate Professors and Assistant Professors appointed by the President of the College.

4.1.1 Permanent Resident Faculty. The permanent Resident Faculty shall consist of all tenured members of the Faculty.

4.1.2 Temporary Resident Faculty. The temporary Resident Faculty shall consist of all full-time appointments to the School on contract with Faculty rank that are not tenured.

4.1.3 Adjunct Faculty, Adjunct Clinical Faculty, and Research Associates.

4.1.3.1 Adjunct Faculty and Adjunct Clinical Faculty. Adjunct Faculty and Adjunct Clinical Faculty shall consist of those persons appointed by the Dean as non-resident Faculty and such agency personnel as may be accorded clinical Faculty rank according to the conditions and criteria set forth in Appendix II.

4.1.3.2 Research Associates. Senior researchers working on grants administered through the School or its Clinical Research Institute may be appointed to the rank of Research Associate or Research Fellow by the Dean. The level of appointment and term(s) of employment shall be individually negotiated with the Dean at the time of hiring.

Appointment as a Research Associate or Fellow is not equivalent in rights or responsibility to appointment to the Resident Faculty. If the individual carries specific educational assignments in the School in addition to his or her research duties, that appropriate adjunct rank will also be conferred.

4.1.3.3 Terms of Appointment.

4.1.3.3.1 The term of each appointment as Adjunct Faculty or Adjunct Clinical Faculty shall be for no more than one year.

4.1.3.3.2 Adjunct Clinical Faculty appointments are without salary or benefits.

4.1.3.4 Procedure for Conferral of Adjunct Faculty Rank. The Chairs of the Sequences, the Director of Field Work, the Director(s) of the Doctoral Program, and the Director of Continuing Education shall each determine, pursuant to the criteria set forth in Appendix II, the applicable rank of appointment to the Adjunct Faculty and Adjunct Clinical Faculty serving in their respective areas.

4.1.3.4.1 Exceptions. Requests for exceptions to the criteria set forth in Appendix II shall be sent to the Personnel Practices Committee.

4.1.3.4.2 Procedure for Exceptions. The Chair of a Sequence, the Director of Field Work, the Director(s) of the Doctoral Program, or the Director of Continuing Education may, in determining the applicable rank of Adjunct Faculty and Adjunct Clinical Faculty, consult with the Personnel Practices Committee of the School for Social Work. Any issues raised but unresolved in such consultation shall be decided by the Dean.

## 4.2 General Powers and Duties of the Resident Faculty.

4.2.1 The members of the Resident Faculty of the School shall be responsible for carrying out the educational and administrative tasks of the School. Subject to the authority of the Board of Trustees, the Faculty shall have the power, and it shall be their duty, to determine the requirements of admission, the courses of study, and the conditions of graduation; to establish procedures for conducting the educational work of the School; to recommend candidates for degrees and diplomas to the Board of Trustees; to recommend appointments, reappointments and the conferring of tenure for temporary and permanent candidates to the School's Resident Faculty; and to make such regulations as may be considered necessary to the efficient and equitable conduct of the School's affairs by the Faculty.

4.2.2 Voting Privileges. All members of the Resident Faculty have the right to vote. The Dean may vote in a Faculty meeting only in the event of a tie. A member of the Resident Faculty on leave of absence or sabbatical leave shall be considered a member of the voting Faculty and may attend and take part in Faculty meetings, shall have the right to speak, to introduce motions, and to vote.

4.2.3 No action of the Resident Faculty shall contravene the Charter of the College or any action of the Board of Trustees.

4.2.4 Individual members of the Resident Faculty shall be responsible for the conduct of such teaching, advising, and administrative responsibilities as may be assigned to them by the Dean in consultation with the individual and the applicable Director(s) and Chair(s).

## 4.3 Faculty Administration of the Curriculum.

- 4.3.1 The curriculum of the School shall be divided into a Field Work Practicum and such Academic Sequences as are determined by the Faculty, consistent with accreditation requirements.
- 4.3.2 Faculty Administrative Positions. The Dean, in consultation with the Resident Faculty, shall appoint the following administrative positions: The Director of Field Work, the Director of Enrollment Management, the Director of the Program of Continuing Education, the Director(s) of the Doctoral Program, and the Chairs of the following sequences: Social Work Practice, Human Behavior in the Social Environment, Social Welfare Policy and Services, and Research.
- 4.3.3 Additional Faculty Administrative Positions. The Dean, in consultation with the Resident Faculty, may appoint Resident Faculty members to such additional administrative positions as are deemed necessary and appropriate to the conduct of the programs of the School.
- 4.3.4 Non-Resident Faculty Administrative Appointments. By vote of a majority of the Faculty, the positions of the Director of Field Work, the Director of Enrollment Management, and the Director of the Program of Continuing Education may be filled by persons other than Resident Faculty.
- 4.3.5 Terms of Faculty Administrative Positions. Appointment to Faculty Administrative Positions shall normally be for a non-consecutive term of five years. In consultation with Resident Faculty, the Dean will appoint a Chair Designate in the final year of a Faculty administrative term.
- 4.3.5.1 Chair Designate. The Dean will seek nominations and/or volunteers for the position of Chair Designate. The Chair Designate for a Faculty Administrative Position will serve for one year and will work closely with the current Chair to assure the smooth transition of leadership in the designated area. However, the Chair retains full responsibility for executive decisions. Following this transitional year, the Chair Designate will commence his/her five-year term as Chairperson.
- 4.3.6 Administrative Responsibilities of Chairs and Directors. Each Director and Chair shall have administrative responsibility for implementing School policy in the specific substantive area to which he or she has been appointed and shall be involved in the process of recommending, hiring, evaluating, and coordinating the work of the Adjunct Faculty and/or Adjunct Clinical Faculty in that substantive area. Each Director and Chair shall submit an annual written report to the Faculty that will be reviewed by temporary and permanent Faculty members at the first Faculty meeting following the summer session.
- 4.3.7 Administration of the Doctoral Program. In addition to the responsibilities outlined in 4.3.6, the Director(s) of the Doctoral Program in consultation with the doctoral committee shall lead and administer the program as a whole, including the admissions process (Section 4.5.4, Committee on Admission to the Master Degree Program). The Director(s) shall also represent the program to the larger professional and educational community and shall have overall responsibility in conjunction with established committees for assuring that the Doctoral Program fulfills its mission and objectives.

#### 4.4 Meetings of the Faculty.

- 4.4.1 Meetings of the Resident Faculty shall normally be held monthly. Additional meetings may be called by the Dean as the work of the School requires, or by a simple majority of the entire Resident Faculty to consider issues of importance to the Faculty.
- 4.4.2 The Dean shall serve as Chair of the meetings, and shall appoint a Secretary who shall keep the minutes of the meetings. Copies of the minutes shall be distributed by the Office of the Dean to all members of the Resident Faculty. Whenever called for, the Office of the Dean shall submit copies of the minutes to the President, Provost and Board of Trustees.
- 4.4.3 Insofar as possible, notice shall be given to members of the Faculty of the principal items to be discussed in Faculty meetings in advance of the date of the meeting. Faculty members who have important matters to bring before the Faculty are free to do so. Insofar as possible, they should inform the Dean in advance of the meeting at which the matters are to be discussed.
- 4.4.4 A Faculty vote on any item discussed at a Faculty meeting shall be considered binding, and not subject to revision without a subsequent Faculty vote.
- 4.4.5 Faculty voting shall be by a quorum of two-thirds (2/3) of the entire Resident Faculty, and motions shall be carried by a simple majority.
- 4.4.6 The Dean shall have a veto over any measure approved by the Faculty. If a measure vetoed by the Dean is passed again by a 2/3 vote of the entire Resident Faculty, it may be submitted for final decision to the President. In case of such an appeal, the Faculty shall have the right to have their views presented to the President by a representative or representatives of their own choosing.
- 4.4.7 Members of the Faculty shall consider as confidential all Faculty action until such time as there has been an official announcement.

#### 4.5 Committee Structure.

##### 4.5.1 General Provisions.

- 4.5.1.1 The Dean may appoint such Ad Hoc Committees as are deemed necessary and appropriate to the conduct of the programs of the School. The Dean shall be guided by the principle of diversity when appointing ad hoc committees.
  - 4.5.1.2 Each Committee of the School may establish procedures for the conduct of its business, provided, however, that each such procedure shall be consistent with the provisions of this Code.
- 4.5.2 Standing Committees of the Faculty. The Standing Committees of the Faculty shall be as follows: The Personnel Practices Committee, the Committee on Admission, the Committee on Financial Aid, the School for Social Work Committee on Promotion and Tenure, the School for Social Work Internal Committee on Reappointment, Promotion, Tenure and



Retirement, the Curriculum Committee on the Master Degree Program, the Committee on the Doctoral Program, and the Human Subjects Review Committee.

- 4.5.2.1 Reports of the Committees. The Chair of each Standing Committee of the Faculty shall prepare a written report each year. The report shall be submitted to the Office of the Dean no later than one week prior to the first meeting of the Resident Faculty following the Summer Session. The Office of the Dean shall circulate copies of these reports to the members of the Resident Faculty and the report shall be reviewed by the Resident Faculty as a whole at its first Faculty meeting. The report shall include a summary of the actions taken or decisions made by the Committee, a statement of each procedure adopted by the Committee for the conduct of its business, interpretations adopted by the Committee of specific provisions of this Code, and any additional information which is necessary and appropriate for dissemination to the Resident Faculty.
  - 4.5.2.2 Additional Standing Committees. The Resident Faculty may, by their normal rules of procedure, create additional Standing Committees.
  - 4.5.2.3 Diversity in Committee Membership. With regard to elections of Faculty members to Standing Committees, each Faculty member voting shall consider the importance of representing such diversity on those committees as is reflective of the Faculty at large. This provision is intended to emphasize the importance of diversity, whenever possible, on these committees, but it is recognized that the small size of the Faculty may limit the breadth of representation that can be accomplished on any single committee at any particular time. It shall not be a grievable offense that a committee is not representative.
- 4.5.3 Personnel Practices Committee.
- 4.5.3.1 Membership. The Personnel Practices Committee shall consist of three members of the Resident Faculty of the School, elected at large. Of the original Committee, one member shall be elected for a three-year term, one member for a two-year term, and one member for a one-year term. Thereafter, all elections shall be for three years.
  - 4.5.3.2 Committee Chairperson. The Chairperson for the Committee is a Faculty Administrative Position appointed by the Dean in consultation with Resident Faculty.
  - 4.5.3.3 Powers of the Committee.
    - 4.5.3.3.1 General Powers and Duties. The duties of the Committee shall be to review and to recommend to the Faculty policy concerning the criteria upon which appointment, reappointment, promotion and tenure are determined; the mode, purpose, and frequency of Faculty evaluations; the educational and work schedules of the Faculty; release time, leaves of absence, and sabbatical leaves; the resolution or disposition of Faculty grievances that are within the authority of the Faculty to

redress; and all other matters of policy encompassed by the Faculty Code. The Personnel Practices Committee shall keep the Resident Faculty informed in writing of changes in personnel practices in the School to the extent that those practices affect the members of the Faculty.

4.5.3.3.2 Powers and Duties Regarding Grievance. In the event of a petition of grievance presented by a Faculty member alleging violation of his or her academic freedom, violation of federal or state laws barring discrimination, or irregularities in the application of the procedures of the School as outlined in the Faculty Code, the Committee shall review such petitions according to the procedures outlined in this Code.

4.5.3.3.3 Further Powers and Duties.

4.5.3.3.3.1 The Personnel Practices Committee may require reconsideration of the application of procedures or of a decision by the body involved in the petition of grievance.

4.5.3.3.3.2 The Personnel Practices Committee shall not substitute its substantive judgment for that of the body whose actions are questioned by the petition of grievance.

4.5.3.3.3.3 In the event that a member of the Personnel Practices Committee is a party to a grievance, such member shall disqualify herself or himself from the review of that grievance. The Faculty shall then elect an ad hoc member to the Personnel Practices Committee to serve in the consideration of that grievance.

4.5.4 Committee on Admission to the Master Degree Program.

4.5.4.1 The Committee on Admission shall be appointed by the Dean from the Resident Faculty of the School, and includes the Director of Enrollment Management.

4.5.4.2 Committee Chairperson. The Chairperson for the Committee is a Faculty Administrative Position appointed by the Dean in consultation with Resident Faculty.

4.5.4.3 The duties of the Committee shall be:

4.5.4.3.1 To oversee the review of all applications for admission to the Master Degree Program of the School.

4.5.4.3.2 To oversee the selection of applicants who are to be offered admission to the Master Degree Program of the School.

4.5.5 Committee on Financial Aid.

- 4.5.5.1 The Committee on Financial Aid shall consist of the Dean as Chairperson, the Financial Aid Officer, the Chair of the Admission Committee, the Director of Field Work, the Director of Enrollment Management, and at least one additional member of the Resident Faculty who shall be appointed by the Dean.
- 4.5.5.2 The duties of the Committee shall be:
  - 4.5.5.2.1 To recommend to the Faculty general policies and criteria regarding student financial aid.
  - 4.5.5.2.2 To oversee the process by which financial aid policy is implemented and review financial aid awards.
  - 4.5.5.2.3 To grant exceptions to general financial policies when a financial aid request presents exceptional circumstances.
- 4.5.6 Committee on Promotion and Tenure at the School for Social Work.
  - 4.5.6.1 Membership. The Promotion and Tenure Committee at the School for Social Work shall consist of the College President, who Chairs the Committee; the Provost of the College and the Dean of the School for Social Work; two Smith College Faculty who have been elected to the College Promotion and Tenure Committee and will be appointed by the President; and two elected School for Social Work Faculty. An outside social work educator present throughout the deliberations of the committee will be a non-voting member of the committee. The Chair will only vote to break a tie. All elected members of the Faculty must be full Professors. Of the original Committee, one member of the Resident Faculty shall be elected for a two-year term, and one member for a one-year term. Thereafter, all members shall be elected for terms of three years.
 

By common agreement of the Committee on Promotion and Tenure and the School's Resident Faculty, an alternate procedure, resembling as closely as possible the regular procedure for the School for Social Work elected Faculty representation on the Committee, may be adopted when there are fewer than three full Professors.
  - 4.5.6.1.1 Alternate Member of the Joint Tenure and Promotion Committee  
As needed, an alternate member of the Internal Committee may be elected as an alternate to serve for one year.

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  - 4.5.6.2 Duties of the Committee. (See Sections 4.6.3, Procedures for Annual Faculty Review; 4.6.5, Initiating a Request for Promotion and/or Tenure; and 4.6.7, Promotion and/or Tenure Recommendation.)
  - 4.5.6.3 The Social Work Educator.

4.5.6.3.1 Selection Process. The social work educator shall be selected by the President/Provost of the College from a list of nominees recommended and approved by a vote of the School's Resident Faculty and the Dean, and s/he will be appointed for a term of three years. With the recommendation of the Faculty of the School and the Dean, the individual may be reappointed by the President to subsequent terms of three years.

4.5.6.3.2 Standards for Selection. In its determination of nominees, the Faculty shall be guided by the following considerations: nominees shall be engaged full-time in graduate social work education at institutions with accredited programs. They should have no other current active role in the Smith College School for Social Work. They should hold the rank of full Professor in their own institutions. By training and knowledge, they should be understanding of and receptive to the educational focus and structure of the School.

4.5.6.4 Conflict of Interest on the Joint T & P Committee

If a member of the committee has a family member, partner or is the member of the same household with the candidate for reappointment and/or promotion, or if a member of the committee is a candidate for tenure and/or promotion, or if a faculty member has published with a candidate, that member shall not participate in and shall be absent from any discussions or vote on her or his candidacy or on the candidate with whom the relationship exists. An alternate member of the committee shall be appointed as a substitute for the absent member on the Joint Tenure and Promotion Committee.

Current practice interprets "published with" as co-authoring a publication; publishing a chapter in a book edited by the committee member; having an invited article in a special journal issues edited by the committee member; or having a prior role as the candidate's dissertation committee chair or member. These roles create a "professional stake in promotion." Note: Smith Studies regular issues are fully juried/refereed as are some of its special issues.

**Faculty vote and approval, October 20, 2011**

4.5.6.4.1 In circumstances where a conflict of interest leads a member of the Joint Tenure and Promotion Committee not to participate for a specific candidate, the Joint Tenure and Promotion Committee member may fully participate in the Internal Committee deliberations.

**Faculty vote and approval, October 20, 2011**

4.5.6.5 Membership of the Committee during Hearing on Removal for Cause. When the Committee on Promotion and Tenure sits for the purpose of hearing a Complaint against a Faculty member for removal for cause, the Committee shall be composed of the Dean as Chair, the two regularly elected School for Social

Work Faculty members and the outside educator. The Faculty member against whom the removal for cause action has been brought may select one additional member of the Resident Faculty who shall serve on the Committee during the hearing. The additional Faculty member shall, during the course of the hearing, have all rights and privileges accorded to the other members of the Committee on Promotion and Tenure except that he/she may not vote.

4.5.7 The School for Social Work Internal Committee on Reappointment, Promotion and Tenure.

4.5.7.1 Membership. The School's Internal Committee shall consist of all members of the permanent and temporary Resident Faculty whose rank is higher than that of the candidate. The eligible Faculty shall elect a Chairperson from those persons eligible to vote.

4.5.7.2 Duties of the Committee. The Committee shall review candidates for Reappointment, Promotion and Tenure and make recommendations to the Dean in cases of reappointment; and make recommendations to the Dean and the School for Social Work Committee on Promotion and Tenure in cases of promotion and/or tenure.

4.5.8 Committee on Curriculum for the Master Degree Program.

4.5.8.1 Membership.

4.5.8.1.1 The Committee on Curriculum for the Master Degree Program shall consist of six (6) members. The six members shall be members of the resident faculty. Normally, one resident faculty member shall represent each of the following five sequences: Human Behavior in the Social Environment Sequence, Social Work Practice Sequence, Social Welfare Policy and Services Sequence, Research Sequence, and Field Work Sequence. One additional member will be elected at large by the full resident faculty. Resident faculty eligible to represent a sequence on the Curriculum Committee must have taught in the specific sequence in the Master Degree Program within the last two years or be scheduled to teach in the coming year. Teaching assignments include research advising and field advising. Those faculty members eligible to represent a sequence will select their representation from among themselves. Only the six members of the Curriculum Committee may vote on matters requiring a vote.

**Faculty vote and approval, March 22, 2012**

4.5.8.1.2 There will be staggered two (2) and three (3) year terms of office for the initial selection. All subsequent terms shall be for two

years. Normally, no member of the committee will serve consecutive terms.

- 4.5.8.1.3 The Committee is required to identify the venues (i.e., Faculty Field Advisor meetings, Research Advisor meetings, Supervisor meetings, etc.) from which it can solicit on a regular basis the concerns and ideas that part-time, clinical and research faculty have about the curriculum.

#### **Faculty vote and approval, March 22, 2012**

- 4.5.8.2 Committee Chairperson. The Committee shall be Chaired by a member of the Resident Faculty who is currently in the second year of her/his term on the Committee. The Chair shall be elected annually by those who are voting members of the Committee.
- 4.5.8.3 Functions and Duties of the Committee. The Curriculum Committee is advisory to the Resident Faculty. It shall maintain oversight of the MSW and Advanced Standing curricula in keeping with the broad vision of curriculum development as established by the Faculty. The Committee shall (a) conduct an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW and Advanced Standing programs are current and consonant with the needs of the field; (b) ensure the cohesiveness, coherence and integration of syllabi across content areas, including the review of course goals, objectives, and reading and writing assignments; (c) ensure that curricula are consistent with CSWE accreditation standards; (d) review new courses; and (e) make recommendations about the overall curriculum, and new programs and methods for delivering the curriculum (i.e., online courses). It shall follow up as necessary on Council on Social Work Education recommendations, draft the annual report to the Council, and make recommendations concerning curriculum issues identified by the Faculty as in need of review. It shall also keep abreast of changing CSWE curriculum policy and requirements as well as other trends in graduate social work education and bring these with recommendations to the Faculty.

The Committee's yearly agenda will be established in consultation with the Faculty and the Dean. The Curriculum Committee shall take leadership in planning the annual Curriculum Day. The Committee shall also establish procedures for its periodic review of curriculum within each sequence. An annual report of the Committee's activities will be submitted each spring to the Faculty, the Dean, and the Curriculum Vice Presidents of the student government's Curriculum Committee.

#### **Faculty vote and approval, March 22, 2012**

- 4.5.9 Committee on the Doctoral Program.

- 4.5.9.1 Membership. The Committee shall consist of all members of the Resident Faculty currently teaching in the program. Teaching assignments include dissertation and field work advising. It is expected that the Doctoral Committee will seek information on curriculum and programmatic issues from additional members of the Resident Faculty, summer Doctoral Faculty, Doctoral Faculty Field Work and Research Advisors, and students in the program when appropriate. Such consultants, however, are not voting members of the Committee.
- 4.5.9.2 Committee Chairperson(s). The Committee shall be Chaired by the Director(s) of the Doctoral Program. The Director(s) of the Doctoral Program is a Faculty Administrative Position appointed by the Dean in consultation with Resident Faculty.
- 4.5.9.3 Functions and Duties of the Committee. The following functions and duties of the Committee may be performed by the Committee as a whole, or by a subcommittee it may establish, to: insure that the program adheres to acceptable standards of doctoral education; monitor and evaluate the extent to which the program meets its stated goals and objectives; assist the Director(s) in the management of the Program; develop and evaluate curriculum plans and resources; develop, monitor and evaluate the examination process; monitor the field experience and serve as consultants around issues as they may arise in managing the complexities of field work experiences, work study and the like; monitor the admissions process and provide assistance and oversight in the areas of admissions, recruitment and retention; assist in and monitor the dissertation process.
- 4.5.9.4 Further Powers and Duties.
- 4.5.9.4.1 The Director(s) of the Doctoral Program, who Chair(s) the Committee, shall present a report annually to the Resident Faculty.
- 4.5.9.4.2 The Doctoral curriculum shall be formally instituted by a vote of the Faculty. New doctoral courses may be offered on a provisional basis for two years before being presented to the Faculty to become a permanent part of the curriculum.
- 4.5.10 Human Subjects Review Committee.
- 4.5.10.1 Membership: The Human Subjects Review Committee will consist of five (5) members. Normally three members will be members of the full-time Faculty. Part-time faculty members with long service may serve in lieu of full-time faculty. One member will be a part-time faculty member. One member will be a community representative who is neither a social worker nor a scientist by discipline.

4.5.10.2 Terms and Membership Process. The Dean will appoint the full-time Faculty members of the Human Subjects Review Committee for two-year terms. Normally, consecutive appointments of full-time Faculty are not permitted. The Dean, in consultation with the Committee membership, will appoint the part-time Faculty member and community representative, normally for two-year terms.

4.5.10.3 Committee Chairperson. The Dean will appoint a Chairperson for the Committee annually from the three Resident Faculty committee members. Part-time faculty members with long service may serve as Chairperson in lieu of full-time faculty members. The Chairperson will normally be in the second year of his/her two-year term and serve for a one-year term. The Chairperson will keep the Dean informed, in general terms, of submissions and project status on a regular basis.

#### 4.6 Appointment, Reappointment, Promotion, Tenure and Retirement.

##### GENERAL:

The Tenure System. Although initially a tenure system, the School for Social Work adopted a contract system in 1974 for institutional reasons. The contract system governed the employment of all Faculty until 2002 when the Board of Trustees voted to reinstate tenure and established a new Committee on Promotion and Tenure for the School for Social Work. Tenure is a long-term commitment of the College to a specific faculty member. Temporary Faculty appointments are generally eligible for tenure after six years of full-time teaching with faculty rank.

Non-discrimination in Appointment, Reappointment, Promotion and Tenure. In making its determinations around appointment, reappointment, promotion, tenure and retirement, the Committee does not discriminate on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

Confidentiality. All material submitted by the candidate are for the sole use of the appointment, reappointment, promotion, tenure and retirement process and shall not be used for any other purpose without the express consent of the candidate except as pursuant to law.

All materials submitted by outside evaluators are for the sole use of the Committee and the President and shall not be disclosed to other individuals including the candidate. All materials submitted by members of the Resident Faculty shall be available for review by the candidate.

4.6.1 Terms of Appointment and Reappointment. The precise terms of every appointment and reappointment shall be stated in writing and be in the possession of the College administration, the Office of the Dean of the School and the appointee. Initial appointments are normally for three (3) years.

4.6.1.1 Members of the Faculty initially appointed to the rank of Assistant Professor or Associate Professor shall complete six years of service at the School for Social



Work before joining the permanent Faculty. The Promotion and Tenure Committee review shall be made during the academic year in which the individual's sixth year of service is completed.

- 4.6.1.2 Each year of service prior to the tenure recommendation shall be counted in the probationary period. Sabbatical time, parental leave, leave for primary family caregiving, or leave(s) of absence, shall not be counted as part of the probationary period if and only if the individual requests this by May of the year before his/her leave. In addition, serving in a full-time administrative capacity at the School shall be counted in the probationary period if and only if the individual requests this at the time she or he is appointed to the position.

#### **Faculty vote and approval, November 17, 2011**

- 4.6.1.3 Extension of the Probationary Period. A member of the Faculty may petition the Dean for a one-year extension of the probationary period prior to the tenure decision for one of the following reasons: serious illness; unusual personal responsibilities; academic or administrative responsibilities during a substantial part of the probationary period that are considerably beyond the normal load for the School, or that undergo substantial change during the probationary period.
  - 4.6.1.4 The Dean will approve such requests in consultation with the Provost.
  - 4.6.1.5 A petition to extend the probationary period must have the approval of the Dean and include explicit waivers of Articles 4.6.1.1 and 4.6.1.2, Terms of Appointment and Reappointment, above. Such petition shall be submitted no later than March 1<sup>st</sup> of the academic year in which the normal tenure decision is made. The Committee on Promotion and Tenure shall approve or disapprove it.
  - 4.6.1.6 An individual who at the end of his or her current appointment will have served the School more than two years, shall be notified in writing no later than June 1 preceding the final year of the appointment whether he or she will be reappointed.
- 4.6.2 Procedures for Initial Appointment to the Resident Faculty.
- 4.6.2.1 Upon authorization by the President/Provost, notice of a Resident Faculty position shall be widely publicized in a form and manner consistent with the School's policies as an equal opportunity/affirmative action employer.
  - 4.6.2.2 Primary responsibility for the recruitment and preliminary evaluation of candidates for appointment to the Resident Faculty shall rest with a Faculty Search Committee.
  - 4.6.2.3 The Search Committee shall consist of three (3) members of the Permanent Faculty to be elected by the Faculty. The Dean shall appoint a Chair of the Committee from among its members. Committee members will serve until the position is filled.

- 4.6.2.4 Qualifications of candidates shall be discussed by the Resident Faculty in a regular or special Faculty meeting before a decision on a recommendation of appointment is made.
  - 4.6.2.5 Following general Faculty discussion, recommendation of appointment to the Faculty shall require the approval of the majority of all voting members of the Faculty. As noted in Article 2.2.7, Section 2.2, Powers and Duties, the Dean will consider this recommendation when she/he makes the Faculty appointment.
  - 4.6.2.6 If a Faculty member has or has had a family or other intimate relationship with a candidate for appointment, the Faculty member shall be ineligible to serve on the Search Committee, shall absent himself or herself from all discussion of the applicant's case, and shall have no vote in the matter.
  - 4.6.2.7 Normally, an initial appointment shall be at the rank of Assistant Professor. However, if prior experience and/or professional contributions so indicate, the initial appointment may be at a higher rank. At the time of his or her initial appointment, a new Faculty member shall be given a copy of the Faculty Code and any other documents related to the personnel practices of the School as they affect the Resident Faculty.
  - 4.6.2.8 The Dean, after consultation with the President, shall apprise each individual in writing at the time of appointment of circumstances in the School or the College that could affect future decisions with respect to reappointment, promotion or tenure insofar as such are then known.
- 4.6.3 Procedures for Annual Faculty Review.

4.6.3.1 In the Spring of every year the Dean will meet with every Faculty member to discuss his or her annual performance, workload assignment and, where appropriate, plans for and steps to reappointment, promotion and/or tenure.

4.6.3.2 Required third-year review by the Internal Committee  
**(Faculty vote and approval April 17, 2014)**

During the third year of appointment to a tenure track Resident Faculty position, the candidate will be reviewed by each member of the Internal Committee. This process is intended to give guiding feedback to the Dean.

Each candidate will submit two copies of a current curriculum vita, selected publications and a personal statement addressing the four areas identified as criteria for tenure and promotion. The candidate's personal statement and materials should summarize contributions to each of the four areas identified as criteria for tenure and promotion. In addition, two copies of all of the Smith College School for Social Work teaching evaluations, field evaluations and research advising evaluations will be compiled administratively and submitted for review by the Internal

Committee members. Each member of the Internal Committee will give brief written guiding feedback to the Dean addressing each of the four areas identified as criteria for tenure and promotion. The Dean will use this information in the preparation of the candidate's third year review statement. The names of the persons who have written the letters shall remain confidential. These letters are available to the candidate upon request from the Office of the Dean. The Dean's letter will also be available to the members of the Internal Committee upon request to the Office of the Dean.

### **Faculty vote and approval, October 20, 2011**

#### 4.6.4 Procedures for Reappointment.

- 4.6.4.1 Reappointment. The Dean has the responsibility, after full consultation with Resident Faculty, to make reappointments to the Resident Faculty. See Articles 2.2.7, The Dean: Powers and Duties, and 4.2.1, The Faculty: General Powers and Duties of the Resident Faculty.
- 4.6.4.2 The initiation of a recommendation concerning reappointment normally originates with the candidate, who brings the request to the School for Social Work Internal Committee on Reappointment, Promotion and Tenure no later than October 15<sup>th</sup>.
- 4.6.4.3 In addition to evidence of Teaching, Scholarship, Administrative Work and Community Service as outlined in Appendix I, outside letters of recommendation may be secured by the candidate for use in the School for Social Work Internal Committee's deliberations no later than October 15<sup>th</sup>.
- 4.6.4.4 All permanent and temporary members whose rank is higher than that of the person proposed shall constitute the School's Internal Committee for Reappointment and shall meet to determine whether or not to recommend reappointment. This School for Social Work Internal Committee recommendation shall be communicated by the Chair to the Dean for approval in a letter containing a full statement of the reasons and a summary of the evidence for, or against, the recommendation.
- 4.6.4.5 The School's Internal Committee recommendation and that of the Dean must be communicated from the Dean to the Provost and President in sufficient time for them to consider their recommendation and for notification to reach the individual by the earliest feasible time, and no later than March 1st. See Article 4.6.1.6, Terms of Appointment and Reappointment.

#### 4.6.5 Initiating a Request for Promotion and/or Tenure.

- 4.6.5.1 Initiating a Request for Promotion and/or Tenure. A Faculty member may request that the Committee on Promotion and Tenure consider her or his request for tenure or promotion by submitting no later than October 15<sup>th</sup>, eight copies of the following information to the Chair of the Committee:

- a) A cover letter stating in detail the action the Faculty member requests of the Committee.
- b) A curriculum vitae.
- c) Such evidence of Teaching, Scholarship, Administrative Work and Community Service as is outlined in Appendix I.
- d) Grant proposals and any other supporting documentation the candidate wishes to include.
- e) The Dean's third year review summary letter.

**Faculty vote and approval, April 17, 2014**

- 4.6.5.1.1 Names of up to 4 outside evaluators selected in descending order of preference by the candidate need to be sent to the Chair of the P.&T. committee by April 30<sup>th</sup> of the year in which they intend to apply for promotion and/or tenure.

**Faculty vote and approval, December 15, 2005**

- 4.6.5.2 The initiation of a recommendation concerning promotion and/or tenure normally originates with the candidate, who brings the request to the School for Social Work Internal Committee. All permanent and temporary members whose rank is higher than that of the person proposed shall meet and determine whether or not to recommend.

- 4.6.5.3 It shall be the responsibility of the Office of the Dean to notify all members of the

Resident Faculty including those on sabbatical leave or leave of absence of all School meetings in which they are eligible to participate and at which personnel recommendations are to be discussed. All members who intend to vote are urged to attend all meetings. Faculty members may vote in person or by electronic conferencing. Faculty members may vote only if they are present at, or participate by electronic conferencing in, the meeting when the final discussion and vote occurs. An absent member not voting may submit his or her written opinion to the School and to the Internal Committee.

Current practice leaves the Chair of the Internal Committee to arrange electronic conferencing with faculty members who are away from Northampton.

**Faculty vote and approval, November 17, 2011**

- 4.6.5.4 Outside Evaluations. Outside evaluations of the work of a candidate for tenure shall be required as part of the review by the School's Internal Committee and by the Committee on Promotion and Tenure. If such outside evaluations of the candidate's work have been secured within the two years preceding the review for tenure, the solicitation of additional outside evaluations may be dispensed with if the candidate, the School, and the Committee on Promotion and Tenure so agree.

4.6.5.5 Selection of Outside Reviewers. By April 30<sup>th</sup> of the year in which the candidate will apply for promotion and/or tenure, the candidate and the Internal Committee, in separate memoranda, shall each submit to the Committee on Promotion and Tenure the names and complete addresses of four outside referees, listed in descending order of preference. The Committee shall solicit evaluations from two on each list, in the indicated order of preference, reserving the others as substitutes for any preferred referees who are unable to comment. After consultation with the candidate and the Internal Committee, the Committee may also solicit additional referees. The names of those who have agreed to comment shall be communicated by the Committee to the candidate and to those members of the Internal Committee eligible to vote on the candidate's promotion. All outside evaluations shall be made available to both the School's Internal Committee and the Committee on Promotion and Tenure, but not the candidate, and are to remain confidential.

**Faculty vote and approval, December 15, 2005**

4.6.5.6 Outside Review Materials. The material to be reviewed by outside referees shall include a copy of the cover letter and curriculum vitae, prepared by the candidate. The Internal Committee and the candidate shall make every effort to agree upon the additional material to be reviewed. Should the two parties be unable to agree, the Committee on Promotion and Tenure shall decide the disposition of any item in dispute.

4.6.5.7 Procedures for Outside Reviewers. All outside referees shall be informed of the School's procedures for the selection of outside reviewers and the confidentiality of outside review materials. Should any letter from an outside referee fail to arrive in time for consideration by the Internal Committee or the Committee, either body may proceed to its decision without it.

4.6.6 Promotion and/or Tenure Committee Deliberations and Voting.

4.6.6.1 The Chair of the Internal Committee will provide the candidate for tenure and the Committee on Promotion and Tenure with a letter that records the Internal Committee's recommendation on tenure and the vote taken in the committee's meeting, and summarizes the reasons offered by various members of the Internal Committee for their votes or abstentions. However, the names of these persons shall remain confidential. In addition, each member of the Internal Committee who voted or abstained shall write a letter to the Committee on Promotion and Tenure stating the reasons for his or her vote or abstention. A candidate being considered for tenure shall have the right to see a copy of each such letter, except for the name of the writer, which shall remain confidential. The candidate shall also have the right to communicate in writing and/or in person with the Committee on Promotion and Tenure.

4.6.6.1.1 The Chair of the Internal Committee will provide the candidate for promotion and the Committee on Promotion and Tenure with a letter that records the Internal Committee's recommendation on promotion

and a vote taken in the committee's meeting, and summarizes the reasons offered by various members of the Internal Committee for their votes or abstentions. However, the names of these persons shall remain confidential. If the vote is divided, each member of the Internal Committee who voted or abstained shall write a letter to the Committee on Promotion and Tenure stating the reasons for her or his vote or abstention. The candidate for promotion shall have the right to see a copy of each such letter, except for the name of the writer, which shall remain confidential. The candidate shall also have the right to communicate in writing and/or in person with the Committee on Promotion and Tenure.

#### **Faculty vote and approval, March 31, 2005**

- 4.6.6.2 If the vote is divided, the Committee on Promotion and Tenure shall meet with the members of the Internal Committee who voted and are available. An opportunity is thus provided for all positions and opinions to be heard first hand.
  - 4.6.6.3 If, after the procedures described above have been completed, the School's Internal Committee or any member who has voted on the promotion and/or tenure recommendation in question should communicate to the Committee on Promotion and Tenure, orally or in writing, any opinion or evidence that differs substantially from those accompanying the original recommendation on tenure, then the Chair of the Committee shall send a letter to both the Chair of the Committee and the candidate and to all members of the School's Internal Committee who had voted, summarizing the new opinion or evidence. The names of the persons who have presented such new opinion or evidence shall remain confidential. The candidate shall have reasonable opportunity to respond in person and/or in writing to the Committee.
  - 4.6.6.4 If the original Internal Committee recommendation shall have been unanimous, and if the new opinion or evidence demonstrates that the Internal Committee is no longer unanimous in its recommendation, then the Committee on Promotion and Tenure shall follow the procedures specified below.
  - 4.6.6.5 In the case of a divided Internal Committee vote, if the new opinion or evidence is communicated to the Committee on Promotion and Tenure in writing, the candidate shall be furnished with a copy, save that the name of its authors shall be stricken.
- 4.6.7 Promotion and/or Tenure Recommendation.
- 4.6.7.1 Recommendations of the Committee on Promotion and Tenure concerning tenure shall be communicated to the individual concerned at the earliest feasible time. If the Committee's recommendation is negative a written statement of the reasons for the Committee's decision shall accompany it. If the recommendation is not in agreement with that of the Internal Committee, a written statement of the reasons

for the Committee's decision shall be sent to the Chair of the Internal Committee of the School for Social Work.

- 4.6.7.2 The President shall communicate recommendations of the Committee on Promotion and Tenure concerning tenure to the Board of Trustees.
- 4.6.7.3 If the Committee on Promotion and Tenure recommends appointment to the permanent Faculty and the Board of Trustees so appoints, the decision shall be communicated in writing to the person affected, who shall thereafter enjoy promotion and/or tenure of office subject to conditions herein stated.
- 4.6.7.4 Offer of a Terminal Contract Year. In the event that a Faculty member is not granted tenure, that Faculty member shall be offered a one-year terminal contract.
- 4.6.7.5 Exceptions for Promotion.
  - 4.6.7.5.1 Consideration of the promotion of any temporary or permanent member of the Resident Faculty may also be initiated by the President of the College, the Provost, the Dean or the Committee on Promotion and Tenure. The procedures as outlined under Section 4.6.5, Initiating a Request for Promotion and/or Tenure, shall then apply.
  - 4.6.7.5.2 If the candidate for promotion has an intimate relationship with a member of the Internal Committee, that person shall absent herself or himself from all discussion of the candidate's case and shall have no vote in the matter.
  - 4.6.7.5.3 If a decision concerning promotion must be made at a time when it is impossible for the Internal Committee and for the Committee on Promotion and Tenure to meet, the President shall obtain the opinion of such members of the Internal Committee and of the Committee as may be consulted within a reasonable time.
  - 4.6.7.5.4 In any case involving promotion it shall be left to the discretion of the President if and when a joint committee of the Committee on Promotion and Tenure and the Executive Committee of the Board of Trustees is in order.
  - 4.6.7.5.5 If a member of the Faculty is recommended simultaneously for promotion and tenure by an identical divided vote, and if the grounds for the recommendations are substantially the same, subsequent procedure shall be governed by the rules laid out in Section 4.6.6, Promotion and/or Tenure Committee Deliberations and Voting.
  - 4.6.7.5.6 Where Associate Professors have been in rank for 15 years or more, the School for Social Work is encouraged to consider for promotion those whose teaching, scholarship, administration and service continue to meet the profile as outlined in Appendix I.

#### 4.6.7.6 Exceptions for Tenure.

4.6.7.6.1 Normally, when it is in the best interests of the School and of the College as a whole, new appointments to the rank of Associate Professor may be recommended to the Committee on Promotion and Tenure either without tenure but eligible for promotion after 3 years of service, or with tenure. These tenure recommendations must have the support of a majority of all of the voting members of the School.

##### **Faculty vote and approval, November 17, 2011**

4.6.7.6.2 Normally, when it is in the best interests of the School and of the College as a whole new appointments to the rank of Professor with tenure may, at the request of the School, be recommended to the Committee on Promotion and Tenure. These tenure recommendations must have the support of a majority of all voting members of the School. For persons recommended for appointment to the rank of Professor without tenure, a decision by the Committee on Promotion and Tenure with respect to tenure may be made in the first year of service and must be made not later than the spring of the third year.

##### **Faculty vote and approval, November 17, 2011**

4.6.7.6.3 A candidate for initial appointment to the temporary instructional staff of the School for Social Work at the rank of Assistant Professor with previous full-time teaching at or above the rank of Assistant Professor may request up to three years of prior teaching be counted in the probationary period leading towards tenure at Smith College. The time to be counted toward tenure at Smith College will be determined at the time of the initial appointment to the temporary instructional staff by the Dean of the School for Social Work in consultation with the Provost and the Committee on Reappointment, Promotion and Tenure.

##### **Faculty vote and approval, March 18, 2004**

4.6.7.6.4 A candidate for initial appointment to the temporary instructional staff of the School for Social Work at the rank of Associate Professor with at least three years of full-time teaching at the rank of Assistant Professor or above may request that up to three years of prior teaching be counted in the probationary period leading towards tenure at Smith College. The time to be counted toward tenure at Smith College will be determined at the time of the initial appointment to the temporary instructional staff by the Dean of the School for Social Work in consultation with the Provost and the Committee on Promotion and Tenure.



- 4.6.7.6.5 In any case involving promotion and tenure it shall be left to the discretion of the President if and when a joint meeting of the Committee on Promotion and Tenure and the Executive Committee of the Board of Trustees is in order.
- 4.6.7.6.6 If a member of the Faculty is recommended simultaneously for promotion and tenure by an identical divided vote, and if the grounds for the recommendations are substantially the same, subsequent procedure shall be governed by the rules laid out in Section 4.6.6, Promotion and/or Tenure Committee Deliberations and Voting.
- 4.6.7.6.7 In usual circumstances, when it is in the best interests of the School and the College, the Dean may request the tenure decision regarding an Assistant or Associate Professor be made prior to completion of the normal probationary period. In such cases, the candidate must have unusually strong credentials in both teaching and scholarship. In cases of early consideration for tenure, the Joint Committee on Tenure and Promotion retains the right to defer the decision if the evidence is not sufficient. In all cases, a tenure decision must be made by the spring of the last year of an individual's probationary period.

#### **Faculty vote and approval, March 18, 2004**

- 4.6.8 Retirement and Appointment After Retirement. A Faculty member who is tenured at the time of retirement may be nominated by the Resident Faculty of the School for Social Work to the Board of Trustees for the title, Emeritus/Emerita, with the rank held by the Faculty member at the time of retirement.
- 4.7 Release Time, Leave of Absence, Sabbatical Leave and Vacation.
  - 4.7.1 General Considerations.
    - 4.7.1.1 Requests for all sabbatical leaves and leaves of absence without salary must be submitted through the Dean to the President, and must be approved by the Board of Trustees.
    - 4.7.1.2 An individual on leave may not necessarily be replaced during the leave.
    - 4.7.1.3 The total number of leaves of absence without salary and sabbatical leaves must not prevent the School from meeting its teaching, advising, and administrative responsibilities.
    - 4.7.1.4 Members of the Resident Faculty on sabbatical leave or leave of absence shall be notified of all meetings in which they are eligible to participate insofar as is feasible. Such members who intend to vote are urged to attend all meetings, and may vote only if they are present at the meeting when the final discussion and vote

on any issue occur. An absent member not voting may submit her or his written opinion.

#### 4.7.2 Release Time.

4.7.2.1 Members of the Resident Faculty who work full-time shall be eligible for one day a week of release time to permit an opportunity for professionally relevant activities. Members of the Resident Faculty who work part-time shall be eligible for release time which bears the same proportion to the release time provided to full-time Resident Faculty as the number of days worked per week by the Part-Time Faculty members bears to 4. The scheduling of such release time must be regulated so as not to interfere with the academic responsibilities of the Faculty member.

4.7.2.2 Subject to approval by the Dean based on budgetary considerations, additional time shall be allowed for attendance at conferences or other professional meetings appropriate to the responsibilities of the Faculty member in the School for other special professional activities.

4.7.2.3 Release time shall not be considered vacation time.

#### 4.7.3 Leave of Absence.

4.7.3.1 Definition. A leave of absence is a period of time during which a Faculty member is not in residence at the School, is relieved of all duties, is paid no salary, but retains employment benefits as determined by the general policies of the College.

4.7.3.2 Any member of the Resident Faculty may be granted a leave of absence upon approval by the Dean, the President, and the Board of Trustees.

4.7.3.3 If a leave of absence is approved, such leave shall not erase the accumulation of continuous service that the Faculty member shall have acquired prior to the leave.

4.7.3.4 Except in unusual circumstances, a leave of absence shall not be approved for two consecutive years.

#### 4.7.4 Sabbatical Leave.

4.7.4.1 Definition. Sabbatical Leave is a period of time during which a Resident Faculty member is not in residence at the School, is relieved of all teaching and administrative duties at the School, is expected to engage in research, study, writing or other work contributing to effectiveness as a scholar or teacher, is paid the salary he or she was receiving just prior to the commencement of the leave and retains employment benefits as determined by the general policies of the College.

4.7.4.2 Eligibility for Sabbatical Leave. In the course of six years of service, whether part-time or full-time, a member of the Faculty may apply for a sabbatical leave up to a

maximum of 12 months. Such sabbatical leave must be taken according to the following schedule of options:

- 4.7.4.2.1 After three years of service, a Faculty member on tenure or a continuing appointment may be eligible for four months of sabbatical leave. If such leave is approved, it normally must be taken during the summer academic session.
- 4.7.4.2.2 After four years of service, a Faculty member on a continuing appointment may be eligible for eight months of sabbatical leave. If approved, such leave must be taken during the winter sessions of the School.
- 4.7.4.2.3 After six years of service, a Faculty member may be eligible for 12 months of sabbatical leave.
- 4.7.4.2.4 No sabbatical leave may be taken prior to the date on which the Faculty member has completed three years of service.
- 4.7.4.2.5 Normally a sabbatical leave implies absence from the School during the leave period. In unusual circumstances, and only upon the request of the Faculty member, a part-time sabbatical leave may be granted, provided that the arrangements bear a reasonable relationship to the eligibility standards set forth above.

4.7.4.3 Procedure for Obtaining Sabbatical Leave. A request to the Dean for sabbatical leave must be accompanied by a brief written description of the individual's plans for research, study, writing, or other work contributing to effectiveness as a scholar or teacher and must be approved by the Dean, the President/Provost, and the Board of Trustees.

4.7.4.4 Limitation on Teaching During Sabbatical. A Faculty member may not accept a full-time teaching assignment elsewhere during a sabbatical period, except under unusual circumstances.

4.7.4.5 Conflicts in Scheduling Sabbatical Leaves: Order of Priority. If, in a given period of time, there will be more persons on the Resident Faculty eligible for sabbatical leave than is reasonable to have absent simultaneously, the Faculty shall establish an order of priority to determine who may be absent and who will have to wait. Such order of priority shall be guided by the general rule that anyone eligible for a sabbatical leave who is unable to take it because of deferment according to the priority schedule shall, in the following year, have higher priority than those whose status at that time is otherwise the same but who have not been deferred.

#### 4.7.5 Vacation.

4.7.5.1 Purpose of the Policy. The fact that the Resident Faculty are on twelve-month appointments requires an explicit vacation policy.

4.7.5.2 Annual Rights of Resident Faculty to Vacation Time.

4.7.5.2.1 A Faculty member has the right to five weeks of vacation time per year; and

4.7.5.2.2 Faculty members are not expected to be in residence during the winter recess, but are responsible for such duties that relate to their work assignments as may arise during that period.

4.7.5.3 Summer Vacation. Once in each three-year period, each member of the Resident Faculty may take his or her five weeks of annual vacation time during one term of a Summer Session; provided, however, that scheduling of such vacations shall be at the discretion of the Dean in consultation with the individuals involved, taking into consideration the needs of the School. Such vacation time shall not be considered in lieu or as part of any sabbatical leave for which a Faculty member may be eligible.

4.8 Removal from the Faculty.

4.8.1 General Considerations. A Faculty member may be removed from the Faculty before the end of the period of appointment only for cause or for institutional considerations as specified below. It is understood that cause shall not be interpreted as to impair academic freedom.

4.8.2 Removal for Cause.

4.8.2.1 A charge or complaint against a member of the Resident Faculty which could result in removal may be brought by the President of the College, Provost, the Dean of the School, or a member of the Board of Trustees.

4.8.2.2 Initial Procedures. The Dean shall first discuss the charges with the Faculty member concerned. In the event that the Dean has brought the complaint against the Faculty member, said discussion may, at the discretion of the Faculty member, take place between the Faculty member and the President/Provost.

4.8.2.3 Committee Hearing. In the event that the issue has not been resolved in these initial discussions, the Faculty member may submit the case to the School's Committee on Promotion and Tenure (see Article 4.5.6.5, Membership of the Committee during Hearing on Removal for Cause) which shall conduct a hearing during which the individual shall be present. If a complaint has been brought by a member of the Committee, the rules governing conflict of interest on the Committee as outlined in Article 4.5.6.4, Conflict of Interest on the Committee, shall apply.

4.8.2.4 Charge of Incompetence. When the charge is incompetence, the evidence shall include the opinions of qualified teachers and scholars of the School or other institutions, and practitioners in the field.

4.8.2.5 Committee Recommendation. If the Committee on Promotion and Tenure decides in favor of the individual under complaint, the case is closed.

4.8.2.6 Appeal Process.

4.8.2.6.1 The Committee's decision may be appealed by the individual or by the Dean to the Board of Trustees.

4.8.2.6.2 If the individual appeals the decision to the Board of Trustees, a hearing on the case shall be held by an appointed committee for that purpose. The individual under complaint may present evidence in refutation of the charges. If requested by the individual, a stenographic record of the hearing shall be made available to the parties concerned. The School shall bear the cost of said recording.

4.8.2.6.3 The appointed subcommittee shall report its findings and recommendations in writing to the Committee on Promotion and Tenure that heard the original charge or complaint. There shall be no further procedure for appeal of said decision.

4.8.2.6.4 Exception. The decision of the appointed subcommittee does not contravene an individual's right to grieve a procedural error.

4.8.2.6.5 The individual may be represented by counsel at any hearing conducted pursuant to the formal procedure provided that she/he has notified the School and College at least 5 working days prior to such investigation. The individual shall bear the cost of said representation by counsel.

4.8.3 Removal for Institutional Considerations.

4.8.3.1 If termination of appointment, whether a short-term or long-term contract, is based upon financial exigency or discontinuance of a program of the School, the Faculty member shall be given notice as soon as possible. If it is not possible to give at least 12 month's notice, the Faculty member shall be given severance pay for one academic year.

4.8.3.2 Before terminating an appointment for these reasons, the College shall attempt to place the affected Faculty member or members in other suitable positions at the College; and, if this is not possible, shall assist the individual or individuals seeking a position elsewhere.

4.8.3.3 If an appointment is terminated before the end of the period of appointment because of financial exigency or the discontinuance of a program of the School, the released Faculty member's place will not be filled by a replacement within a period of two years unless the released Faculty member has been offered reappointment and a reasonable time within which to accept or decline the offer.

4.9 Grievance Procedure.

#### 4.9.1 Petition of Grievance.

- 4.9.1.1 If any Faculty member thinks that she or he has cause for grievance in any matter over which the Personnel Practices Committee has responsibility as defined in Article 4.5.3.3.2, Powers and Duties Regarding Grievance, that Faculty member may present a petition to the Personnel Practices Committee for consideration. The petition shall be in writing, shall set forth in detail the nature of the grievance, and shall state against whom the grievance is directed. It shall contain the data which the petitioner deems pertinent to review of the case.
- 4.9.1.2 All meetings of the Personnel Practices Committee about a grievance are to be confidential, to the extent permitted by law, except for an investigation of a grievance as in Section 4.9.4, Investigation on a Petition of Grievance.

#### 4.9.2 Initial Responses to a Petition of Grievance.

- 4.9.2.1 The petition of grievance shall be filed within 90 days of the decision or action which is the cause of the petition. In a situation in which a complainant presents persuasive evidence to justify extending the time limit, the Chair of the Personnel Practices Committee shall consult with the Committee members to decide whether or not to review the petition.
- 4.9.2.2 If the petition is found to be timely, the Personnel Practices Committee shall meet to decide whether or not it has jurisdiction in the matter. If the Committee has jurisdiction, it shall initiate review promptly after submission of the petition, normally within one week.
- 4.9.2.3 If the Committee finds that the petition is not timely or is not within its jurisdiction to review, the Faculty member shall be notified of this result in writing immediately, with a copy to the Dean.

#### 4.9.3 Review of a Petition of Grievance.

- 4.9.3.1 The Faculty member filing the petition of grievance shall be notified immediately of the decision to review the grievance, and an investigation at a mutually convenient time shall be scheduled promptly, normally within two weeks.
- 4.9.3.2 In its review, the Committee shall upon written request have access to all documents it deems pertinent to the case. The Committee may meet to review these documents.

#### 4.9.4 Investigation on a Petition of Grievance.

- 4.9.4.1 An investigation on a petition of grievance is held so that members of the Personnel Practices Committee may inform themselves fully of all the facts in a case in order to render a fair and informed decision about the matter in dispute. The Committee shall in its sole discretion decide the means in which the investigation shall be

conducted (e.g., by review of written materials, by individual meetings with parties/witnesses, by open or closed investigation).

- 4.9.4.2 The Chair of the Personnel Practices Committee shall preside during any investigatory meeting concerning a petition of grievance.
  - 4.9.4.3 When considering a petition charging that a decision has been affected by unlawful discrimination, the Personnel Practices Committee shall have access to legal counsel. In any instance in which the Personnel Practices Committee requires access to legal counsel, the Chair of the Committee shall select appropriate counsel, such selection and the scope of services rendered to be approved by the President. The expense of outside counsel shall be borne by the School.
- 4.9.5 Deliberation and Decision.
- 4.9.5.1 Following the investigation of the petition of grievance, the Personnel Practices Committee shall meet in closed session as often as is necessary to reach a considered judgment on the matter. The Committee shall endeavor to render its decision promptly, normally within one week, and the Chair will prepare a written report of the decision whether reached initially or after reconsideration as described in Article 4.9.5.3 of this Section for the petitioner and the Dean. A brief statement about the decision shall also be provided to the Faculty.
  - 4.9.5.2 All decisions of the Committee on a petition of grievance shall be in accordance with the powers and duties of the Committee as described in Article 4.5.3.3.3, Further Powers and Duties.
  - 4.9.5.3 If the Committee finds a violation of academic freedom, a violation of federal or state laws barring discrimination, or violation of the procedures of the School as outlined in the Faculty Code and requires reconsideration of a decision, it may suspend any further steps in the implementation of the decision until reconsideration by the appropriate committee of the School is complete and a report filed with the Personnel Practices Committee.
  - 4.9.5.4 Further Appeal. After the final decision of the Personnel Practices Committee, the Faculty member has the right of appeal to the President. In that event, the report of the Personnel Practices Committee shall also be furnished to the President.

## APPENDIX I

### Criteria for Reappointment, Promotion and Tenure

Each candidate for reappointment and promotion shall be evaluated by the Internal Committee and/or the School's Committee on Promotion and Tenure according to the criteria listed below. The Committee is expected to present to the Board of Trustees a recommendation that comprises, in its judgment, a balanced evaluation of the performance of the candidate. The Committee shall in making its recommendations strive to achieve a full and consistent application of these criteria.

Teaching. Because the School is viewed as a community of scholars devoted to the graduate education of clinical social workers, achievement in teaching shall be considered an essential part of the Faculty member's role. In applying this criterion, the Committee shall include both the teaching role of the Faculty member during the summer academic sessions and the Faculty member's performance of her or his advisory responsibilities in the winter sessions. The latter are to be viewed as an integral part of the overall teaching function of the Faculty member and not solely as an administrative assignment. It is expected that effective teachers will give evidence of continuing interest and work in new and familiar areas of study and of participation in clinical practice, consultation, program development or other professional activities directly relevant to their teaching as avenues of renewal. Evidence of the quality of teaching shall include such items as observation of classroom performance, course materials including bibliographies, performance in advising, the care shown in assessing student performance, the course evaluations prepared by students, and evaluations and other documentation from professional workshops and other special teaching opportunities.

Scholarship. As a community of scholars, achievement in scholarship shall also be considered an essential part of a Faculty member's role. Published written work is one indicator of scholarly achievement. Evidence of scholarly achievement may take a variety of other forms, however, including papers read at meetings of professional societies, lectures to knowledgeable public groups, participation in colloquia or panel discussions, unpublished reports and manuscripts, progress toward an advanced degree, and the like. This broad definition recognizes the importance of the application and dissemination of knowledge for practice and the fact that not all clinically relevant methods of research and knowledge development lend themselves to rapid publication. Whatever the form, all members of the Faculty are expected to engage in and document some form of knowledge development and dissemination for the profession.

Administrative Responsibility. Under the Block Plan organization of the School, all members of the Resident Faculty must of necessity assume a heavy load of major administrative responsibilities during both the summer and winter sessions. These duties are not matters of daily routine common to the Faculty role in all educational institutions but are major assignments directly and significantly related to the effective educational functioning of the School. As such, the demonstrated willingness and ability of a Faculty member to assume and carry out these responsibilities shall be important factors in determining that member's eligibility for reappointment and/or promotion. Administrative assignments include committee work, directing sequences or programs of the School, chairing committees, managing agency relationships, and the administrative aspects of field liaison and research advising work. Evidence of administrative capability shall rest in large measure on the assessment of both peers and the administration of the School. Documentation may include reports of administrative work accomplished and written statements from the Dean and other colleagues.

Community Service. Service to the School and College communities, to the profession and its organizations or to the community-at-large is also part of the normal and expected duties of a Faculty member. For example, Faculty members may cite as service participation on College committees, Boards of Directors of agencies, work in community-based advocacy, or offices and committees of professional organizations. Evidence of service may be provided by the Faculty member, peers, the organizations served, or the administration of the School. *Pro bono* professional services, such as clinical work, in-service training or consultation, may also be counted as community service.



Institutional Considerations. In determining its recommendations for reappointment, promotion and tenure, the School's Committee on Promotion and Tenure shall weigh such institutional considerations as the distribution of the total Faculty in relation to the curricular needs of the School and the Faculty member's fields of interest and competence.

#### Evaluating the Criteria for Reappointment

When being considered for reappointment, a Faculty member shall be rated by the School's Internal Committee and Dean in relation to all of the criteria listed above. In the four areas of individual performance--teaching, scholarship, administrative responsibility and community service--the Faculty member shall be rated as unsatisfactory, needing improvement, good, very good, or outstanding. Any recommendation for reappointment shall take into account the balance of knowledge and skills within the total Faculty that is considered necessary for the effective functioning of the School.

In general, reappointment to a short-term contract is based in part on promise as well as on the minimum performance standards stated above. Reappointment to a short-term contract does not necessarily imply a subsequent appointment to the permanent Resident Faculty.

No reappointment shall be offered if a Faculty member is rated as unsatisfactory in any area. A rating of needing improvement indicates that continued performance at that level may present problems in future appointment decisions.

If a Faculty member is requesting an initial reappointment to a short-term contract, reappointment shall be offered if a Faculty member's performance has been good in teaching or scholarship and has been very good in one area.

#### Evaluating the Criteria for Tenure

When being considered for tenure, a Faculty member shall be rated by the Internal Committee and the School's Committee on Promotion and Tenure in relation to the four criteria related to individual performance: teaching, scholarship, administrative responsibility and community service.

Tenure of a Faculty member shall be made if the Faculty member's performance is very good in teaching and scholarship and at least good in administrative responsibility and service. If performance in any area is rated outstanding, this outstanding rating may compensate for a rating of good in teaching or scholarship.

In general, tenure is based on performance, not promise.

#### Evaluating the Criteria for Promotion

When being considered for promotion, a Faculty member shall be rated by the Internal Committee and the School's Committee on Promotion and Tenure in relation to the four criteria related to individual performance: teaching, scholarship, administrative responsibility and community service.

No promotion shall be offered if a Faculty member is rated as unsatisfactory or needing improvement in any area.

Promotion to Associate Professor.

Promotion to Associate Professor shall be granted when an individual's performance is rated as very good in teaching and scholarship and at least good in administrative responsibility and service. If performance in any area is rated as outstanding, this outstanding rating may compensate for a rating lower than very good in teaching or scholarship.

Promotion to Full Professor.

In recognition of varying routes to excellence as a senior Faculty member, promotion to full Professor shall be granted when an individual's performance has either been:

- (a) outstanding in scholarship and very good in teaching, good in administration and good in service;
- (b) very good in teaching and scholarship sustained for at least six years at the rank of associate professor, good in administration and good in service; or
- (c) outstanding in teaching and administrative responsibility, very good in service, and good in scholarship.

No promotion to full Professor shall be made in the absence of at least good performance in administrative responsibility and in service.

Normally, some publication is required for promotion to full Professor rank.

Standards for Reappointment, Promotion and Tenure

REAPPOINTMENT STANDARDS

	Teaching	Scholarship	Administration	Service	
Reappointment to second 3 year contract	Good*	Good*	Good*	Good*	*One of the four standards must be rated Very Good

PROMOTION STANDARDS

	Teaching	Scholarship	Administration	Service
To Associate*	Very Good	Very Good	Good	Good
To Full Professor (a)	Very Good	Outstanding	Good	Good
To Full Professor (b)**	Very Good	Very Good	Good	Good
To Full Professor (c)	Outstanding	Good	Outstanding	Good

\* For Promotion, if performance in any area is rated outstanding, this outstanding rating may compensate for a rating of good in Teaching or Scholarship.

\*\*Sustained for at least six years at the rank of Associate Professor.

TENURE STANDARDS

	Teaching	Scholarship	Administration	Service
Tenure*	Very Good	Very Good	Good	Good

\* For Tenure review, if performance in any area is rated outstanding, this outstanding rating may compensate for a rating of good in Teaching or Scholarship.

## APPENDIX II

### Criteria for Conferral of Honorary Faculty Rank

#### Guiding Principles

- Any faculty who has a full-time academic rank at another institution will be offered the equivalent rank at Smith College School for Social Work.
- Any faculty who has “multiple” appointments within the School for Social Work will be offered and will sustain the highest earned rank for all appointments.
- The School will count all academic service to the School, either clinical or adjunct, towards the years of service required for a given rank. **Faculty vote and approval, June 21, 2012**

#### AGENCY PERSONNEL:

Agency personnel associated with the programs of the School shall be recommended for the appointment to one of the following honorary faculty ranks under the conditions as follows.

##### Clinical Instructor:

The Director of the Field Department will recommend the rank of Clinical Instructor for agency personnel who:

- Are currently supervising Smith students in the field
- Have supervised Smith students for no more than five years

##### Clinical Assistant Professor:

Field supervisors shall be recommended automatically for promotion to the rank of Clinical Assistant Professor after five years of supervisory responsibility for Smith students.

Field supervisors, who, in any one year, are responsible for the supervision of three or more students, may be recommended for appointment to the rank of Clinical Assistant Professor.

Agency administrators who have a direct function in relation to the training of students shall be recommended for appointment to the rank of Clinical Assistant Professor, except where such administrators may be eligible for the rank of Clinical Associate Professor. The term “agency administrator” shall be interpreted to include, but is not limited to, directors of social service, chief social workers, directors of casework, directors of research, directors of student training, and directors of professional services.

##### Clinical Associate Professor:

Agency personnel may be recommended for appointment or promotion to the rank of Clinical Associate Professor by the Director of Field Work to the Personnel Practices Committee. This would generally occur after at least eight years of experience with the School for Social Work.

In determining a recommendation on appointment or promotion to the rank of Clinical Associate Professor, the Personnel Practices Committee shall consider the extent of the candidate’s involvement, participation and

contribution in the training of Smith students. Agency administrators and field supervisors who have been heavily committed to one or another aspect of students' training and field experience over an extended period of time may be considered for appointment to the rank of Clinical Associate Professor.

#### SUMMER FACULTY:

All individuals, who do not have an academic appointment at another institution, will initially be given the rank of Lecturer at the School for Social Work.

The rank of Adjunct Assistant Professor will be automatically granted to any faculty with more than three summers of teaching at the School for Social Work.

The chair of respective sequences may recommend to the Personnel Practices Committee that faculty he/she deems has earned the rank of Adjunct Associate Professor. This would generally be conferred after a minimum of five years of summer teaching experience at the School for Social Work. After eight years, the Chair of respective sequences may recommend to the Personnel Practices Committee that the faculty be considered for the rank of Adjunct Professor. If the faculty earns that rank from another institution prior to eight years, the equivalent title will be offered at the School for Social Work in keeping with the faculty's primary affiliation.

**Faculty vote and approval, January 24, 2013**

#### FACULTY FIELD WORK ADVISORS, RESEARCH ADVISORS & COMMUNITY PROJECT ADVISORS:

All individuals, who do not have an academic appointment at another institution, will initially be given the rank of Adjunct Instructor at the School for Social Work.

The rank of Adjunct Assistant Professor will be automatically granted to any faculty with more than three years of faculty field advising, research advising or community project advising with the School for Social Work.

The Director of the Field Department, the Chair of Research or the Chair of Social Policy may recommend to the Personnel Practices Committee those faculty field work advisors, research advisors or community project advisors she/he deems has earned the rank of Adjunct Associate Professor. This would generally be conferred after a minimum of eight years of faculty field work advising at the School for Social Work.

#### DUAL ADJUNCT APPOINTMENTS

All individuals who do not have an academic appointment at another institution and initially serve in the dual roles of Summer Faculty and as Faculty Field, Research or Community Project Advisor will be given the title of Lecturer and Adjunct Instructor. **Faculty vote and approval, December 17, 2009**

#### FACULTY IN THE PROGRAM OF CONTINUING EDUCATION:

All individuals teaching courses in the Program of Continuing Education shall be designated "Lecturer in the Program of Continuing Education." All individuals supervising students enrolled in certificate programs shall be designated as Clinical Instructors in the Program of Continuing Education. **Faculty vote and approval, April 21, 2005**

APPENDIX III: Chart of Administrative Organization of the School

## Appendix IV: Exceptions to the SSW Faculty Code – Added April 2007

- 1 Faculty authorizes an exception to the SSW Faculty Code to allow a long-term adjunct faculty member to hold any Sequence Chair or Director of Field. This exception remains in effect for the designated term of appointment to the administrative position, but may not extend beyond the term of appointment to adjunct faculty when the administrative appointment is made. This exception may be renewed by a simple majority vote of the Resident Faculty. Appointments shall be consistent with sections 4.3.2, 4.3.3 and 4.3.5 which detail the processes and terms of faculty administrative positions.
- 2 Faculty authorizes an exception to section 4.2.2 of the SSW Faculty Code allowing voting privileges solely on curriculum matters to adjunct faculty serving as Sequence Chair or Director of Field. This exception remains in effect for the designated term of appointment to the administrative position, but may not extend beyond the term of appointment to adjunct faculty when the administrative appointment is made. This exception may be renewed by a simple majority vote of the Resident Faculty.
- 3 All exceptions to the SSW Faculty Code, together with the date they were voted by faculty, shall be listed in full as Appendix IV to the Code to establish a clear record of voted exceptions.

### **Faculty vote and approval, April 26, 2007**

- 4 Fred Newdom, as chair of the Policy Sequence, may hold a faculty vote on curriculum and other issues – and not on tenure and promotion issues and faculty hires - per Appendix IV of the code. Fred Newdom was voted in as adjunct faculty chair of the Policy Sequence.  
**Faculty vote and approval of this exception, April 28, 2011**
- 5 Adjunct Faculty and Adjunct Clinical Faculty shall consist of those persons appointed by the Dean as non-resident Faculty and such agency personnel as may be accorded clinical Faculty rank according to the conditions and criteria set forth in Appendix II.

Clinical Faculty ranks are only specified through Associate Professor in appendix II of the Faculty Code. An exception to the Faculty Code was made to promote Carolyn du Bois to the rank of Clinical Professor in recognition of her longstanding position as Chair of Field, her many years of teaching in the Practice Sequence, and her senior level administration and service on behalf of SSW.  
**Faculty vote and approval of this exception, October 17, 2013**