

## 8.0 Criteria and Responsibilities of Graduate Faculty Membership

### Graduate Faculty Membership Criteria Anne and Henry Zarrow School of Social Work

Any academic unit offering courses or coursework in any College awarding an undergraduate degree on the Norman campus may appoint members of the Graduate Faculty. To make such an appointment, the academic unit must elect a Graduate Faculty Committee made up of members of the Graduate Faculty. (Graduate Faculty Charter, IV.1.a)

The Graduate Faculty Committee for the Anne and Henry Zarrow School of Social Work shall consist of Committee A which includes four elected faculty and the Director of the School. Recommendations for membership in the Graduate Faculty will originate from the Committee. This committee will ensure that consistent criteria are applied to maintain the highest standards of quality in the Graduate Faculty.

#### Terminal degree(s):

Master's Degree in Social Work is considered the terminal degree for graduate appointments in the unit. The PhD, Doctorate in Social Work, Juris Doctorate, or Ed.D. are considered the terminal degree for tenure-track and tenured appointments but are not required according to Social Work accreditation standards for graduate course instruction.

Justification: The Council on Social Work Education's (CSWE) Commission on Accreditation (COA) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate and master's level social work programs (including ours here at OU). CSWE recognizes through its accreditation standards, the master's degree in social work is a sufficient and qualifying degree to teach in a social work program, for both undergraduate and graduate level students. Current CSWE accreditation standards for baccalaureate and master's program faculty recognize the master's degree in social work as a qualification for teaching in a social work program. Two specific standards are cited below:

B3.2.4: The majority of the total full-time baccalaureate social work program faculty has a master's degree in social work from a CSWE-accredited program, with a doctoral degree preferred.

M 3.2.4: The majority of the full-time master's social work program faculty have a master's degree in social work and a doctoral degree, preferably in social work. (EPAS, 2015)

Further, field directors and field instructors are also required to hold a master's degree in social work from a CSWE-accredited program and have 2 years post-master's social work practice experience.

Tested experience criteria: Graduate appointments may be considered for individuals who hold another Master's degree such as, but not limited to a MPA, MPH, MHR, etc. According to CSWE

accreditation standards, these faculty must have a minimum of two years of experience working in their professional degree and field/area of practice. Clients may include micro, mezzo, and macro levels such as individuals, families, groups, communities, organizations, or in policy work.

Appointment process:

**Permanent or Regular Faculty**

Permanent faculty members in the Anne and Henry Zarrow School of Social Work include renewable term, ranked renewable term, and tenured and tenure track faculty. Graduate faculty appointments for permanent faculty members are made at the time of hire by Committee A. The School of Social Work also has many regular faculty members at the instructor or lecturer level. When terms expire, permanent faculty are re-reviewed and re-appointed as appropriate.

**Community Faculty**

Community faculty (adjunct faculty) are reviewed and appointed by Committee A at time of hire, and the school is dependent on these positions.

**Affiliate and Emeritus Faculty**

Emeritus faculty and affiliate faculty are appointed as graduate faculty by their request or when they are assigned to teach in the graduate program. They are reviewed and appointed by Committee A.

Term: The normal term for regular members (permanent faculty) of the Graduate Faculty is five years. Terms for community faculty are two years. Terms for Affiliate and Emeritus faculty will depend on the duties assigned to them for a maximum of two years.

Appointment criteria:

Graduate Faculty Appointment	Research, Scholarship or Creative activity Required	Other Criteria
RMO  SM authority to teach classes	No	PhD in Social Work or related field, DSW, Juris Doctorate or EDD, or Master’s Degree in Social Work
RM2  SM authority to chair non-thesis master’s committees*	2 years, post MSW, professional practice experience in the field working directly with clients at the individual, families, groups, communities, organizations, and/or policy areas, which is how social work’s accrediting body defines practice experience. With verifiable agencies, systems, and	PhD in Social Work or related field, DSW, Juris Doctorate or EDD, or Master’s Degree in Social Work from an CSWE accredited program in social work.  Appointment as a regular faculty member in the school (instructor/lecturer/ranked renewable term/tenure track).

	workplaces that verify their practice experience.	
RM3 SM authority to serve on doctoral committees and/or chair master's thesis committees*	To obtain or retain RM3 status, a faculty member must have a record of current research, scholarly, or creative activity (see details below).	PhD in Social Work or related field, DSW, Juris Doctorate or EdD Full time faculty appointment at the following ranks: (1) tenure track OU faculty appointment, (2) Ranked Renewable Term Faculty with doctorate, (3) Lecturers with doctorate, (4) OU Emeritus faculty with equivalent graduate faculty privileges before retirement
RM4 SM authority to chair doctoral committees*	To obtain or retain RM4 status, a faculty member must have a record of current research, scholarly, or creative activity.	PhD in Social Work or related field Full time faculty appointment as tenure track faculty with tenure granted and promotion to the rank of Associate Professor or Professor achieved. Privileges may be considered for tenure-track assistant professors in good standing.

\*Appointments of SM faculty to chair committees and/or count toward the departmental majority require review by the Graduate Council Graduate Faculty Membership Subcommittee and approval of the Graduate Dean, based on three criteria: close association with the unit hosting the graduate program, permanence, and credentials comparable to regular Graduate Faculty members with the same graduate privileges.

Professional practice: Professional practice refers to employment in the social work field for a total of two years after the MSW degree is awarded. This is consistent with the Educational Policy and Accreditation Standards (4.2.2) of the Council on Social Work Education that state: *“faculty who teach social work practice courses have a master’s degree in social work from a CSWE accredited program and at least two years of post-master’s social work degree practice experience in social work.”* Practice is defined as work within a human service agency, nonprofit system, governmental agency, or related organization that allows for direct work with individuals, families, groups, communities, organizations, and/or policy.

Current research, scholarly, or creative activity: As is demonstrated by their record, to justify eligibility for chairing master’s thesis committees’ faculty must possess a PhD or the equivalent degree and have a record of current and continuous scholarly productivity which clearly demonstrates their competence as a scholar/educator in the discipline. Active scholarly productivity is defined as at least two of the following products annually at the quality and frequency defined in the Anne and Henry Zarrow School of Social Work’s Annual Evaluation criteria (1) peer reviewed publications, (2) peer reviewed presentations/posters, (3) invited presentations at conferences, workshops or academic or research institutions, (4) research related service such as service on an editorial board, serving on national/international research related committees, (5) receipt of grants or contracts for research support, (6) designed and

implemented a graduate level course at OU or other Universities, or demonstrated qualifications for graduate instruction as a teaching assistant or through preparation of instructional materials used in graduate level courses.

Teaching and mentorship expectations: Educators who qualify for graduate level instruction in the School of Social Work must have a clear and convincing record of ethical and effective teaching skill or be able to articulate evidence to support the expectation of such abilities in accordance with the standards of the profession.

Regular performance review: All appointed faculty will participate in the annual review process which includes extensive evaluation of their teaching practice throughout the calendar year. Community (adjunct) faculty will have consistent performance reviews performed and be renewed on a semester-by-semester basis dependent on teaching efficacy.

Retention/renewal criteria and process: Appointed faculty who have been previously evaluated as qualified to teach in graduate programs will remain doing so pending each year's annual evaluation and a successful documentation of consistently positive performance. At the discretion of Committee A throughout the evaluation process any faculty member who fails to meet expectations in the areas of research and teaching will be placed on a performance improvement plan, and potentially removed from inclusion in status for graduate level education. Community (adjunct) faculty performance will be reviewed on a semester-by-semester basis and these appointments will be terminated if the faculty member fails to meet expectations during performance review. "Fails to meet expectations" is defined by poor performance as assessed by peer review, annual evaluation, student evaluation, or other data used for review of faculty performance during the annual evaluation.

Standards and process for rescission of graduate faculty appointments or selected privileges:

As outlined in the Graduate Faculty Charter (Article IV, Section 3.c.), in "certain cases, such as those of professional incompetence, dishonesty, or failure to fulfill professional duties related to Graduate Faculty membership, a member may have some or all privileges on the Graduate Faculty rescinded prior to the end of the term of appointment. This is an exceptional event and should be undertaken only after other administrative remedies have failed."

Possible grounds for rescission of a Graduate Faculty appointment include, but are not limited to, the following:

- (1) Scholarly misconduct, as defined in the Faculty Handbook (section 3.26.1).
- (2) Failure to fulfill a Graduate Faculty member's academic and/or graduate mentoring responsibilities (academic responsibility is defined in Faculty Handbook section 3.2.2).
- (3) Failure to adhere to Graduate College policies or University policies relating to graduate education.
- (4) Failure to meet expectations as assessed by peer review, annual evaluation,

- student evaluation, or other data used for review of faculty performance.
- (5) Violation(s) of the National Association of Social Workers (NASW) Code of Ethics.

Committee A will review the grounds for rescission or a change in graduate faculty privileges and make a recommendation to the Director. The Director will inform the faculty in writing, of the decision to terminate the graduate faculty appointment or change in graduate faculty privileges. This recommendation will also be forwarded to the Graduate College Dean.

Adopted by [graduate faculty membership committee, August 22, 2024

Approved by graduate dean, August 22, 2024