

California State University, Chico
School of Social Work
Faculty Workload Policy

Draft: Feb 23, 2016 by the School of Social Work Faculty
Pending BSS Dean's Approval

The School of Social Work faculty workload policy supports the achievement of: the mission and strategic goals of the School of Social Work; the strategic priorities of the University and the College of Behavioral and Social Sciences; the requirements of the Collective Bargaining Agreement between the California State University and the California Faculty Association; and the accreditation standards of the Council on Social Work Education (CSWE) designed to ensure sound program planning and operation.

Standard Workload Policy

Each full-time tenured and tenure track faculty member's workload consists of 1.0 of which .8 is for teaching/administration/assigned-time/grant buy-outs, and .2 for committee work and advising. As most CSU, Chico courses are three units, or .2 of the faculty member's load, the standard teaching load is four classes. Each BSW Field Practicum section and seminar is worth three units or .20 of the faculty member's load as they have a maximum of 10 or 11 students in each section. Each MSW Field Practicum section has a maximum of 10 or 11 students and is worth .2 of the faculty member's workload. The maximum number of students allowed in each course is established by the CSU's C-classification system (the type of class and teaching method used such as lecture, laboratory, seminar, practicum, independent study, etc.). The C-Classification system, an inventory of all courses in the School of Social Work with their C-Classification, and table delineating the workload of faculty members are included.

Assignment of Workload

The School of Social Work faculty members' primary responsibilities fall within three major areas: teaching; administration, research, scholarship, and creative activities; and service to the University, profession and community. Each faculty member's workload for these three areas is determined through discussion between the faculty member and the Director of the School following the Director's consultation with the appropriate program director or coordinator (MSW Director, BSW Director, Field Education Director, Title IV-E Coordinators, Interdisciplinary Center on Aging (ICOA) Director and Distributed Learning Coordinator). The Director has the overall view of the faculty member's commitments and the needs of the School, she/he makes every attempt to balance the overall workload among the faculty members. In the division of labor, some faculty members may bear a larger instructional load with fewer committee assignments, while others carry heavier responsibility for program development, accreditation, committee work, etc.

External Assigned Time

Faculty members who apply for assigned time, Assigned Weighted Teaching Units (AWTUs) through sources outside of the School of Social Work (CELT, BSS Strategic Funds, School of Graduate, Sponsored Projects and International Program, or external grants and contracts) must have their applications approved and signed by the Director of the School. This is important for purposes of planning, hiring replacement faculty, etc.

Faculty members notify the Director regarding the outcome of the application for AWTUs.

Assigned Time (AWTUs)

The School of Social Work uses BSS, external and internal resources to allocate assigned time for CSWE required administration of its programs, course development, scholarship and service to the university, community and the profession.

Administration

The School of Social Work allocates assigned time for the administration of its programs based CSWE Accreditation Standards and the resources needed to carry out its mission, goals and competencies. Assignment of AWTUs for the Title IV-E Stipend Program is based on requirements of the California Social Work Education Center (CalSWEC) at the University of California at Berkeley that administers the IV-E Program. Assignments of AWTUs for ICOA, Mental health Stipend Coordinator and Distributed Learning Coordinator are subject to Grant Funding. Assignments of AWTUs for ICOA, Mental Health Stipend Coordinator and Distributed Learning Coordinator are subject to Grant Funding.

Position	AWTU Fa/Sp	AWTU Summer
School Director (CSWE .75)	.75	.75
BSW Director (CSWE .25)	.50	.50
MSW Director (CSWE .50)	.50	.50
Director of Field Education	1.00 Fall/Summer	12 month
Director of Field Education	.80 Spring .20 Instruction	12 month
Assessment Coordinator	.20	
GRANT-University FUNDED POSITIONS		
Assessment Coordinator	.20	AY
GRANT FUNDED POSITIONS		
Title IV-E Stipend Coordinators	1.00	12 month
Mental Health Stipend Coordinator	.50	12 month
ICOA Director (College)	.20	10 month
Distributed Learning Coordinator	1.0 .80	12 month

Educational Policy and Accreditation Standards

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3.4.4 *The program identifies the social work program director. Institutions with accredited BSW and MSW programs appoint a separate director for each.*

B3.4.4(a) *The program describes the BSW program director's leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in social work. The program documents that the director has a master's degree in social work from a CSWE-accredited program with a doctoral degree preferred or a baccalaureate degree in social work from a CSWE-accredited program and a doctoral degree, preferably in social work.*

B3.4.4(b) *The program provides documentation that the director has a full-time appointment to the social work program.*

B3.4.4(c) *The program describes the procedures for determining the program director's assigned time to provide educational and administrative leadership to the program. To carry out the administrative functions of the program, a minimum of 25% assigned time is required at the baccalaureate level. The program demonstrates this time is sufficient.*

M3.4.4(a) *The program describes the MSW program director's leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in social work. The program documents that the director has a master's degree in social work from a CSWE-accredited program. In addition, it is preferred that the MSW program director have a doctoral degree, preferably in social work.*

M3.4.4(b) *The program provides documentation that the director has a full-time appointment to the social work program.*

M3.4.4(c) *The program describes the procedures for determining the program director's assigned time to provide educational and administrative leadership to the program. To carry out the administrative functions of the program, a minimum of 50% assigned time is required at the master's level. The program demonstrates this time is sufficient.*

Teaching, Research, Scholarship, Creative Activities, and Service

The School of Social Work also uses its resources to allocate assigned time for course development, research, scholarship, creative activities, and service to the university, profession, and community.

Teaching Load and Calculation of AWTUs

The School uses existing University practices regarding the calculation of AWTUs in determining faculty members' teaching assignments over the course of each year. While faculty members may not be required to assume an excessive teaching or student load, the overall instructional assignments of faculty members must meet the needs of the School and students.

New Faculty

All new faculty members have a three-course teaching load instead of the standard four-course load for both semesters of their first year.

Course development

Depending upon budget and external funding, faculty members receive .2 AWTUs for course preparation in the semester prior to offering a social work course developed in a distributed learning format. Developing a course in a distributed learning format is defined as the transformation of a face-to-face class into a hybrid or online course.

Thesis/Project/Honors in the Major/Agency Field Instructor (AFI)

Depending upon the budget, faculty members will receive .2 AWTUs after earning 24 points for their work as thesis, project chair, Agency Field Instructor or honors chair. A thesis, project chair, or Agency Field Instructor work is worth 2 points per semester or 4 points for the academic year. Honors in the major chair is worth 1 point per semester or 2 points for the academic year. Each Faculty Member is responsible for keep a record for each thesis/project/AFI/honor's chair work.

Large Class Size

Faculty or adjunct faculty members teaching BSW classes with 49 or more students, and MSW classes with 25 or more students have first priority in receiving student assistant funds (if funds are available). A three-unit BSW class with more than 120 students is equal to two 3-unit classes. The Director will attempt to balance the number of large and small classes for each faculty member. If a faculty member teaches more than one large social work class in a semester in order to meet the School's needs, the faculty member and the Director will negotiate to balance her/his overall workload.

Four Unit Research Course

Faculty members will receive .2 AWTUs after teaching three 4-unit courses. If the faculty chooses to teach only 3-units and have a TA, GA, or other adjunct faculty member to teach the 1-unit research lab, the faculty will be credited with the regular three unit workload.

Independent Study

As the School does not have the resources to assign AWTUs to faculty members supervising Independent Studies, faculty members may supervise a maximum of two BSW students or one MSW student enrolled in independent study each semester.

Research, Scholarship, and Grant Development/Maintenance

Depending upon the budget, faculty may be awarded .2 AWTUs a semester to complete a research project or other major scholarly work (book, book chapter, or article to be submitted to a refereed journal) and writing a proposal to obtain external funding for their scholarship or for the School's programs or to maintain existing grants. Faculty members are encouraged to apply to the School for AWTUs to support their research and scholarship leading to publications or other relevant scholarly products. Faculty members are encouraged to seek support for their research, grant proposal development, research and scholarship through other internal campus and external sources.

Assessment Coordinator

The Assessment Coordinator, appointed by the Director, are assigned .2 AWTUs each semester for coordinating the School's assessment activities required by the University and the CSWE. The Assessment Coordinator(s) establishes and maintains the systems for collecting and analyzing program data for ongoing assessment and program improvement. Data includes: outcomes data for the MSW and BSW Practicums; bi-annual BSW and MSW alumni and employer surveys; annual BSW and MSW exit surveys; BSW and MSW student progress/persistence each year. Other duties include:

provide technical assistance to individual faculty members who choose to develop assessment instruments for their classes; assist the Director in collecting and analyzing data and information needed for various School, University and CSWE reports.

Accreditation

The Director may provide AWTUs for faculty members to conduct accreditation activities.

Process for Allocating Assigned Time

Faculty may apply for assigned time to conduct activities listed under any one of the above categories. The request should be made prior to the semester for which the activity will be conducted and in sufficient time to hire replacement faculty. Assigned time for the required administrative positions (Director, BSW Director, MSW Director, Director of Field Education, Title IV-E BSW and MSW Coordinators, Mental health Stipend Coordinator, Distributed Learning Coordinator, and the Interdisciplinary Center for Aging (ICOA) Director—BSS supported position) must be allocated first. The Director's decisions regarding allocation of the remaining assigned time will be based on the goals and fiscal realities for the School each year.

Evaluation of Faculty Member's Assigned Time

In accordance with university policy, the faculty member files a written report at the end of the semester regarding the outcomes of the assigned time. The Director, in turn, submits this report to the Dean of BSS.