School of Social Work Graduate Program Faculty Guidelines

The quality of graduate programs in the School of Social Work and the enhancement of the School’s and the University’s reputation as a leading public institution rests with the Graduate Program Faculty. The School of Social Work designates two separate Graduate Program Faculty: PhD Program Faculty and Masters Program Faculty. Qualifications, responsibilities, and rights specific to each program faculty are described below. Faculty may be eligible for Masters Program Faculty status only, or both PhD and Masters Program status.

I. Masters Program Faculty
   a. Qualifications for Membership
      i. Must have at least a Masters degree from an accredited institution
      ii. Demonstrated competence in a substantive area of professional practice. Evidence for competence includes but is not limited to:
         1. At least two years of professional practice experience, in a specific substantive area, in social work and/or related field
         2. Meets at least one of the following criteria:
            a. Holds license in social work and/or related field of practice
            b. Has completed continuing education certification and/or ample training in this substantive area
            c. Has prior experience in social work and/or a related field
            d. Has experience teaching a course(s) in this substantive area
            e. Has facilitated continuing education programs in this substantive area
            f. Has facilitated professional trainings in this substantive area
            g. Within the past 5 years, has published peer-reviewed work in this substantive area and/or presented peer-reviewed work in this substantive area at a professional conference(s)
      iii. Students enrolled in the PhD program in the School of Social Work must meet criteria i and ii, have completed all required coursework, and have successfully defended their comprehensive examination
   b. Responsibilities and Rights
      i. Teach graduate classes up to and including 6000-7000 level courses (instructional assignment determined by the School’s associate dean)
      ii. Advise Masters level students
      iii. Vote for appointment, reappointment, or revocation of Masters Program Faculty Status

II. PhD Program Faculty
   a. Qualifications for Membership
      i. Must have a research focused doctoral degree from an accredited institution
      ii. Demonstrated proficiency in the conduct of scholarly research.

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Evidence of demonstrated proficiency includes but is not limited to:
1. An active research agenda as indicated by the publication of scholarly articles in refereed journals, books, book chapters, refereed conference presentations, pursuit of funding via grants and contracts, and other scholarly and/or creative activities appropriate to social work
2. Recognition of research, scholarship, and creative contributions by awards and/or fellowships
3. Editorial work, such as serving on editorial boards of scholarly journals, university presses, editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses.

iii. Demonstrated capacity to supervise scholarly research. Evidence of demonstrated capacity includes but is not limited to:
   1. Prior supervision of student research
   2. Prior supervision of practitioners in academic or non-academic settings
   3. Prior experience serving as lead researcher on a collaborative team
   4. Prior experience serving as project manager for grant and/or contract funded research

b. Responsibilities and Rights
   i. Teach graduate classes up to and including 8000-9000 level courses
   ii. Serve on doctoral dissertation committees
   iii. Serve as major professor for doctoral students
   iv. Serve on the university’s Graduate Council
   v. Vote for members of the university’s Graduate Council
   vi. Vote for appointment, reappointment, or revocation of PhD Program Faculty Status

III. Procedures for Appointment to either Masters and/or PhD Program Faculty
   a. Faculty will inform the Graduate Coordinator of their interest in attaining graduate program faculty status, specifying if they are requesting application to the Masters Faculty Program, the PhD Faculty Program, or both.
      i. Faculty will submit to the Graduate Coordinator their current resume or curriculum vitae
      ii. Faculty will also submit to the Graduate Coordinator a brief statement describing how their accomplishments, expertise, and experience situates them to meet the stated criteria of the graduate program faculty status for which they are applying
         1. Upon receipt of these materials, the Graduate Coordinator in concert with the Dean’s Office will disseminate them electronically to all voting members of the specified graduate program faculty, along with a secure electronic mechanism to enter a vote indicating approval or disapproval of the application
   b. For new faculty being hired on April 21, 2018 and beyond, when the SSW’s post-interview survey is sent to faculty requesting input to determine support

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for candidate’s hire, a question will be added requesting faculty vote on whether the candidate meets the criteria for MSW and/or PhD program faculty status. Pending this vote, the Dean will convey information to the Graduate Coordinator confirming the candidate’s designated Graduate Program Faculty status.

c. Faculty who have current Graduate Faculty Status as of April 20, 2018 will be automatically designated members of both the Masters and PhD Program faculty

d. Faculty’s Graduate Program Status (both Masters and PhD) will be assessed whenever a faculty member is reviewed.
   i. For those with Masters Program Faculty status only, this occur annually when their performance is evaluated by the person to whom they report directly
   ii. For those with PhD Program Faculty status (with our without Masters Program Faculty status) this will occur at the point of 3rd year review, promotion and tenure review, and post-tenure review

IV. Revocation of Graduate Program Faculty status (both Masters and PhD).
   a. It is possible for a member of the Graduate Program Faculty to have their status revoked by the Dean of the SSW, the Dean of the Graduate School, the Provost, or the President. Revocation may occur for egregious acts or when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of workplace violence policies.

b. Procedures
   i. When a graduate student or faculty member raises a concern about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Program Faculty member, the first course of action should be to try to resolve the complaint directly with the faculty member.
   ii. If the student/faculty member is unable to resolve the complaint with the Graduate Program Faculty member, then a written complaint should be delivered to the Dean.
   iii. The Dean must investigate the complaint and meet with the student/faculty member making the complaint (complainant), and the Graduate Program Faculty member.
   iv. The Dean will provide a written summary to the complainant and to the Graduate Program Faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue.
   v. If the Dean is unable to resolve the issue in this way, then they will

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appoint a committee to investigate the complaint. The committee will consist of three Graduate Program Faculty members (Masters or PhD Program Faculty to be specified, pending the status of the Graduate Program Faculty member against whom the complaint was made, and the graduate program status of the student complainant).

vi. OR, iff the complainant is not satisfied with the resolutions provided by the Dean, then they can make a written request to the Dean for the formation of a committee to investigate the complaint. A committee, configuration as described in item v., will be appointed in response to this request.

vii. The appointed committee will convene to review the complaint and to meet with all affected parties and provide a written assessment to the Dean with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the Graduate Program Faculty member against whom the complaint has been made.

d. Graduate Program Faculty status will be immediately revoked for any faculty member found in violation of UGA non-discrimination or anti-harassment regulations.