CSWE

COUNCIL ON SOCIAL WORK EDUCATION

Welcome

PRE-CANDIDACY MONTHLY WORKSHOPS WITH ASSOCIATE DIRECTOR OF ACCREDITATION OPERATIONS & TECHNOLOGY

TOPIC 3: JULY 2021

FACULTY & ADMINISTRATIVE STRUCTURE

Department of Social Work Accreditation (DOSWA)

Meet the accreditation team!

Megan Fujita
Executive Director

Kat Gibson-Ledl
Associate Director of Accreditation Services

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Manager, Practice Doctorate & Fellowship Accreditation

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Department Office Manager & Assistant to ED

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Associate Director of Accreditation Operations & Technology

Katie Benson
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Karen Chapman
Accreditation Specialist

Michael Leff
Accreditation Specialist

Marilyn Gentner
Accreditation Specialist

Hiring!
Accreditation Specialist

Hiring!
Volunteer Coordinator

Accreditation Volunteers
(Commissioners & Site Visitors)

MAJOR CANDIDACY DUE DATES

(see Timetables for all due dates: https://www.cswe.org/Accreditation/Accreditation-Process)

Candidacy Eligibility Application	Draft Benchmark I (BMI) to CSWE	Approval of Draft Benchmark I (BMI) by CSWE and Assignment to Agenda	Commissioner Site Visit Dates (3 are scheduled)	COA Review
Submitted to Senior Team Leader on rolling basis throughout the year.	Submitted to Senior Team Leader At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Senior Team Leader, granting *Pre-Candidacy* status. Senior Team Leader assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by June 1, 2022, are placed on February 2023 Candidacy agenda. Subsequently approved programs placed on June 2023 agenda.	• Visit 1: Sept 1-Nov 15, 2022 • Visit 2: Sept 1-Nov 15, 2023 • Visit 3: Sept 1-Nov 15, 2024 E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.	• Candidacy Status Review–Feb 2023 • Year 2 Candidacy Review–Feb 2024 • Initial Accreditation–Feb 2025 Covers students admitted to social work program in fall 2022 or later, regardless of graduation date.
Submitted to Senior Team Leader on rolling basis throughout the year.	Submitted to Senior Team Leader At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Senior Team Leader, granting *Pre-Candidacy* status. Senior Team Leader assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by September 1, 2022, are placed on June 2023 Candidacy agenda. Subsequently approved programs placed on October 2023 agenda.	• Visit 1: Dec 1, 2021-Feb 28, 2023 • Visit 2: Dec 1, 2022-Feb 28, 2024 • Visit 3: Dec 1, 2023-Feb 28, 2025 E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.	• Candidacy Status Review–June 2023 • Year 2 Candidacy Review–June 2024 • Initial Accreditation–June 2025 Covers students admitted to social work program in fall 2022 or later, regardless of graduation date.
Submitted to Senior Team Leader on rolling basis throughout the year.	Submitted to Senior Team Leader At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Senior Team Leader, granting *Pre-Candidacy* status. Senior Team Leader assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by December 1, 2021, are placed on October 2022 Candidacy agenda. Subsequently approved programs placed on February 2023 agenda.	• Visit 1: March 1-May 31, 2022 • Visit 2: March 1-May 31, 2023 • Visit 3: March 1-May 31, 2024 E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.	• Candidacy Status Review–Oct 2022 • Year 2 Candidacy Review–Oct 2023 • Initial Accreditation–Oct 2024 Covers students admitted to social work program in fall 2022 or later, regardless of graduation date.

Faculty Standards

Accreditation Standard 3.2.1: *The program identifies each full- and part-time social work faculty member and discusses his or her qualifications, competence, expertise in social work education and practice, and years of service to the program.*

Accreditation Standard 3.2.2: *The program documents that faculty who teach social work practice courses have a master's degree in social work from a CSWE-accredited program and at least 2 years of post–master's social work degree practice experience.*

Accreditation Standard B3.2.4: *The baccalaureate social work program identifies no fewer than two full-time faculty assigned to the baccalaureate program, with full-time appointment in social work, and whose principal assignment is to the baccalaureate program. 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.*

Accreditation Standard M3.2.4: *The master's social work program identifies no fewer than six full-time faculty with master's degrees in social work from a CSWE-accredited program and whose principal assignment is to the master's program. The majority of the full-time master's social work program faculty has a master's degree in social work and a doctoral degree, preferably in social work.*

Faculty Standards

► Submit complete *Faculty Summary Form* that includes all full-time and part-time faculty

► Submit *Faculty Data Form* (CV) for each faculty member that is currently teaching in the program. A *Faculty Data Form* should be submitted for each faculty member identified on the *Faculty Summary Form.*

► Be sure any faculty identified as teaching practice courses have the credentials and experienced identified in *Accreditation Standard* 3.2.2.

► If a faculty member is teaching in both BSW and MSW programs, a portion of that person's time can count toward each program's faculty-to-student ratio, but a faculty member can <u>only</u> count toward the minimum number of faculty required under *Accreditation Standard B3.2.4/M3.2.4* if at least 51% of that person's time is dedicated to that program level. 51% or more is considered "principal assignment."

  ► In order to count a faculty member toward the minimum number of faculty (2 BSW; 3 MSW at BMI; 5 MSW at BMII; 6 MSW at Initial), ensure faculty are not evenly split between BSW and MSW (must be at least 51%).

Reporting on Faculty

- Complete a *Faculty Summary Form* Include all full- and part-time social work faculty on the form
- Include a *Faculty Data Form* (CV) for each faculty member
- Add the "Percentage of Time Assigned Column" and use that sum for the FTE ratio (AS 3.2.3)
- For cross-listed or part-time faculty, in the percent assigned column, use the percent of a full-time workload they contribute to the candidate program
  - E.g. If 10 courses per year is full-time, each course counts as .1FTE
- If you have both BSW & MSW programs, divide the FTE between the two columns, being sure not to double-count time. Both columns combined should add up to 1 FTE per faculty member)

Faculty-to-Student Ratio
Draft at this Stage

Accreditation Standard 3.2.3: The program documents a full-time equivalent faculty-to-student ratio not greater than 1:25 for baccalaureate programs and not greater than 1:12 for master's programs and explains how this ratio is calculated. In addition, the program explains how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.

Faculty Standards

- One numerical FTE ratio should be provided for the entire program.

- Programs may calculate the FTE ratio according to the program's faculty workload policy and credit hour policy. **It is within the purview of the program to determine and explain how the FTE ratio is calculated.**

  - Details of the calculation must be provided and must be consistent with policies described elsewhere in document (e.g.: workload, credit hour, etc.).

  - E.g., if the full-time teaching workload is six courses per academic year, each course covered by a part-time faculty member constitutes 1/6 FTE.

  - E.g., if full-time credit hours are considered 12 per semester, a student taking 6 credit hours per semester constitutes 1/2 FTE.

- Part-time faculty and students are typically included in the FTE ratio calculation as a percent of full-time.

- FTE of faculty should be consistent with adding up the BSW/MSW column from the faculty summary form.

Faculty Standards

- Any individuals designated as faculty may be included; staff may not be included in the FTE ratio.

- The program director and field director may be included in the FTE ratio.

- If you have staff who spend a portion of their time teaching, that percent of workload may be included in ratio.

- Any time dedicated to the program can count toward the ratio
  - Includes teaching, advising, curriculum design, field duties, professional development, etc., as long as that time is on a faculty line

- Discuss sufficiency of ratio given each component of standard.
  - Subheadings recommended

Faculty Standards

▶ FTE ratio should be consistent with the number of faculty identified on the *Faculty Data and Summary Forms*. If the program is co-located (both baccalaureate and master's program), include the percentage of time assigned to each program for each faculty member identified without double-counting any faculty member's time.

▶ Ratio must be no greater than 1:12 or 1:25. Even being slightly higher will lead to citation.

▶ Faculty time can be divided between BSW and MSW, but can't be double-counted for both BSW and MSW.

▶ The FTE ratio provided should be inclusive of all program options. A separate FTE ratio is not requested nor required for each program option.

▶ It is helpful to discuss how each program option has sufficient faculty.

Program Director Standards

Accreditation Standard 3.3.4: The program identifies the social work program director. Institutions with accredited baccalaureate and master's programs appoint a separate director for each.

Accreditation Standard B/M3.3.4(a): The program describes the 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 in social work preferred.

Accreditation Standard B/M3.3.4(b): The program provides documentation that the director has a full-time appointment to the social work baccalaureate/master's program.

Accreditation Standard B3.3.4(c): The program describes the procedures for calculating the program director's assigned time to provide educational and administrative leadership to the program. To carry out the administrative functions specific to responsibilities of the social work program, a minimum of 25% assigned time is required at the baccalaureate level. The program discusses that this time is sufficient.

Accreditation Standard M3.3.4(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 specific to responsibilities of the social work program, a minimum of 50% assigned time is required at the master's level. The program demonstrates this time is sufficient.

Program Director Standards

AS B/M3.3.4 a-c: Program Director qualifications, credentials, and administrative appointment

Baccalaureate:

► Documentation that the director has a full-time appointment to the social work program

► A documented master's degree in social work from a CSWE-accredited program (doctoral degree in social work preferred)

► 25% minimum administrative assigned time that is sufficient to lead program operations

Master's:

► Documentation that the director has a full-time appointment to the social work program

► A documented master's degree in social work from a CSWE-accredited program (doctoral degree in social work preferred)

► 50% minimum administrative assigned time that is sufficient to lead program operations

Program Director Standards

▶ Programs may have only <u>one</u> program director who is in charge of all program options

  ▶ Programs may have additional directors/coordinators for different program options, but only one main program director

▶ Program director must document full-time appointment to social work

▶ Program director must document master's degree from CSWE-accredited program

  ▶ Doctoral degree in addition to MSW preferred, but not required

Program Director Standards (continued)

- Document 25% administrative release for baccalaureate director/50% administrative release for master's director
  - Provide a clear description of how release time is calculated, consistent with institution's workload policy
    - E.g.: Full-time workload is teaching eight courses per year; individual receives four courses release that are dedicated to serving as program director (50%); has two credit releases for research and other duties (25%); and teaches two courses per year (25%)
  - This release time must be dedicated to serving as program director (additional appointment as dean, chair, etc., requires additional release time)
- Be sure to include clear statement that assigned/release time is sufficient to provide program administration/leadership and describe why
- If program has multiple program options, be sure to specify that this assigned time is sufficient to serve as program director for all program options
- If workload is discussed elsewhere in the self-study, be sure it is identified consistently in all places

Field Director Standards

Accreditation Standard 3.3.5: *The program identifies the field education director.*

Accreditation Standard 3.3.5(a): *The program describes the field director's ability to provide leadership in the field education program through practice experience, field instruction experience, and administrative and other relevant academic and professional activities in social work.*

Accreditation Standard B/M3.3.5(b): *The program documents that the field education director has a master's degree in social work from a CSWE-accredited program and at least 2 years of post-baccalaureate or post-master's social work degree practice experience.*

Accreditation Standard B3.3.5(c): *The program describes the procedures for calculating the field director's assigned time to provide educational and administrative leadership for field education. To carry out the administrative functions of the field education program, at least 25% assigned time is required for baccalaureate programs. The program demonstrates this time is sufficient.*

Accreditation Standard M3.3.5(c): *The program describes the procedures for calculating the field director's assigned time to provide educational and administrative leadership for field education. To carry out the administrative functions of the field education program at least 50% assigned time is required for master's programs. The program demonstrates this time is sufficient.*

Field Director Standards

AS B/M 3.3.5 a-c: Field Director qualifications, credentials, and administrative appointment

Baccalaureate:

- Documented master's degree in social work from a CSWE-accredited program and 2+ years of post-baccalaureate or post-master's social work degree practice experience

- 25% minimum administrative assigned time that is sufficient to lead field education operations

Master's:

- Documented master's degree in social work from a CSWE-accredited program and 2+ years of post-master's social work degree practice experience

- 50% minimum administrative assigned time that is sufficient to lead field education operations

Field Director Standards

- Co-located programs may appoint the same field director to both BSW and MSW programs
  - If same field director is appointed, that person must have <u>both</u> 25% release time for BSW field <u>and</u> 50% release time for MSW field; for a total of 75% administrative release
    - Be sure to clearly specify what percent of time is dedicated to field administration for each program level
- Program must document master's degree from CSWE-accredited program and two (2) years of practice experience

Field Director Standards

- Document 25% administrative release for baccalaureate director/50% administrative release for master's director
  - Provide a clear description of how release time is calculated, consistent with institution's workload policy
    - E.g.: Full-time workload is teaching eight courses per year; individual receives four courses release that are dedicated to serving as field director (50%); has two credit releases for field liaison duties (25%); and teaches two courses per year (25%)
  - This release time must be dedicated to serving as field director
- Be sure to include clear statement that assigned/release time is sufficient to provide field administration/leadership and describe why
- If program has multiple program options, but sure to specify that this assigned time is sufficient to serve as field director for all program options

Administrative Structure Standards
Draft at this Stage

Accreditation Standard 3.3.1: *The program describes its administrative structure and shows how it provides the necessary autonomy to achieve the program's mission and goals.*

Accreditation Standard 3.3.2: *The program describes how the social work faculty has responsibility for defining program curriculum consistent with the Educational Policy and Accreditation Standards and the institution's policies.*

Accreditation Standard 3.3.3: *The program describes how the administration and faculty of the social work program participate in formulating and implementing policies related to the recruitment, hiring, retention, promotion, and tenure of program personnel.*

Administrative Structure Standards
Draft at this Stage

► Your program should have sufficient autonomy to recruit, hire, retain, promote, and grant tenure to faculty; define its curriculum; and achieve its mission and goals

  ► Program does not need total autonomy, but needs autonomy comparable to other programs in the institution

  ► Describe how different program options fit into administrative structure

► Describe a clear administrative structure of both the program and where the program fits into the larger institution

► Program faculty and/or administrators must be responsible for writing their own curriculum

► Discuss the role of administration and faculty in both formulating policies and in the procedures followed to implement policies

► If you have multiple program options, either specify that these policies and procedures apply to all program options or differentiate between program options

Field Education Program Resources

Accreditation Standard 3.3.6: *The program describes its administrative structure for field education and explains how its resources (personnel, time and technological support) are sufficient to administer its field education program to meet its mission and goals.*

Main Reasons for Citation

- Program describes the field director's role, but does not specify who is responsible for conducting field visits, leading field seminars, serving as field liaison, or other roles related to administering field (as applicable)

- Program does not describe personnel, time, and technological support available for field education.

- Program does not explicitly state that these resources are sufficient to administer the field education program to meet its mission and goals and why.

- Program does not describe the administrative structure for field education for all program options.

- Program does not describe the sufficiency of personnel, time, and technological support available for field education for all program options.

Additional Resources

Program Options

▶ Defined on page 21 of the EPAS Glossary as:

"Various structured pathways to degree completion by which social work programs are delivered including specific methods and locations such as on campus, off campus, and virtual instruction."

▶ Includes: main campus, branch campus, satellite site, online program, etc.; each program option type is defined in policy 1.2.4 of the EPAS Handbook

▶ Program options are **<u>not</u>** plans of study such as advanced standing, 16-month, 24-months, part-time, etc.

▶ A substantive change report is required when adding a new program option per policy 1.2.4 in the <u>EPAS Handbook</u>

▶ **Self-study:** Each program option should be explicitly addressed in response to each standard.

Making Changes While in Candidacy

▶ Permitted to make changes and updates to policies, procedures, curriculum, and assessment plan at any point in the Candidacy process, as long as they remain compliant with the standards

▶ Expected to continuously update evolving standards, such as faculty, budget, etc.

▶ All standards are reviewed at the Initial Accreditation stage for compliance, so programs should be mindful of how changes impact standards that have already been approved

▶ Provide personnel updates to accreditation specialist as they occur

  ▶ Primary Contact, Program Director, Field Director, and President are kept on file with CSWE (review policies *1.2.4 Program Changes* and *1.2.7. Information Sharing and Release of COA Decision Letter* in the EPAS Handbook for more info)

VOLUME ONE TEMPLATES

- **BM1 Volume 1 Template (Optional)**
- **BM2 Volume 1 Template (Optional)**
- **Initial Accreditation Volume I Template (Optional)**

These are <u>optional</u> templates for planning and writing purposes; <u>not</u> a required format. Programs are encouraged to craft a benchmark/self-study document that clearly responds to the EPAS.

The purpose of these templates are to assist programs with the structuring/outlining the document; <u>not</u> to provide content. Programs are solely responsible for documenting compliance with the EPAS.

<u>Always</u> check the website for the most current forms and accreditation updates!

CSWE Accreditation Web Resources

▶ **Candidacy Documents -** https://www.cswe.org/Accreditation/Accreditation-Process (select Candidacy)

   o Preparation → formatting requirements, Benchmark Grid, preparatory resources

   o Benchmark 1/2/3 → all required forms submitted at each stage

   o Timetables → timetables for the Candidacy process

   o Resources → sample format for curriculum matrices and assessment plan

▶ **Accreditation PowerPoints**

   o **Topics:** 2015 EPAS Overview, Assessment, Candidacy, Frequently Cited Standards, Writing an Accreditation Document

▶ **2015 EPAS & Glossary**

▶ **2015 EPAS Interpretation Guide**

▶ **2015 EPAS Handbook**

▶ **Formatting & Submission Requirements**

▶ **Directory of Accredited Programs**

▶ **COA Decisions**

▶ **Accreditation COVID-19 Response**

Always check the website for the most current forms and accreditation updates!

Statement for Programs in Pre-Candidacy to Post on their Web Sites

Per policy 1.1.4 in the EPAS Handbook

- [Program] is currently in *Pre-Candidacy* for Accreditation by the Council on Social Work Education's Commission on Accreditation.

- Pre-Candidacy for a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it has submitted an application to be reviewed for Candidacy and had its *Benchmark I* approved in draft form to move forward with *Candidacy* review within one year. A program that has attained Pre-Candidacy has not yet been reviewed by the Commission on Accreditation or been verified to be in compliance with the Educational Policy and Accreditation Standards.

- Students who enter programs in *Pre-Candidacy* that attain *Candidacy* in the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. The *Candidacy* process is typically a three-year process and there is no guarantee that a program in *Pre-Candidacy* will eventually attain *Candidacy* or *Initial Accreditation*.

- *Candidacy* by the Council on Social Work Education's Commission on Accreditation applies to all locations and delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

- For more information about social work accreditation, you may contact Accreditation.

Statement for Programs in Candidacy to Post on their Web Sites

- [Program] has achieved Candidacy for Accreditation by the Council on Social Work Education's Commission on Accreditation.

- Candidacy for a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it has made progress toward meeting criteria for the assessment of program quality evaluated through a peer review process. A program that has attained Candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards, but has not yet demonstrated full compliance.

- Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy is typically a three-year process and attaining Candidacy does not guarantee that a program will eventually attain Initial Accreditation. Candidacy applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

- For more information about social work accreditation, you may contact Accreditation.

Ongoing Pre-Candidacy Consultation

✓ Sign up for a monthly Interactive *Pre-Candidacy* Workshop with the Associate Director of Accreditation Operations & Technology (ADOT) on the third Thursday of every month, 1-3pm ET/10am-noon PT. All program faculty or administrators at programs in *Pre-Candidacy* or earlier stages welcome

✓ Email Anna R. Holster, at aholster@cswe.org for assistance with any *Pre-Candidacy* questions

✓ Visit https://annaholster.youcanbook.me to schedule a Zoom consultation appointment with Associate Director of Accreditation Operations & Technology

✓ Program designates one primary contact, but that person is encouraged to involve any other faculty or administrators in consultation appointments

✓ Please submit database audit form, so we can keep our records of prospective programs current. Submit any time you have program updates.

CSWE ACCREDITATION
COUNCIL ON SOCIAL WORK EDUCATION

Upcoming Topics (subject to change)

▶ November Topic (#7): Implicit Curriculum, Policies, Procedures, Handbook & Field Manual (repeated from May)

▶ December Topic (#2): Explicit Curriculum (repeated from June)

▶ January Topic (#1): Candidacy Overview (repeated from August)

▶ February Topic (#5): Commissioner Visit planning with a panel of guests from the Commission on Accreditation (repeated from February)

▶ March Topic (#3): Faculty and Administration Standards (repeated from July)

▶ April Topic (#4): Assessment (repeated from September)

▶ May Topic (#6): Mission, Goals, and Field Education (repeated from October)

▶ Please feel free to suggest additional topics you would like to see covered in the chat or by emailing me at aholster@cswe.org.