



Stony Brook School of Social Welfare

Adopted February 3 2016
[Revised as of February 12, 2019](#)

I. INTRODUCTION

This document provides a description of the School of Social Welfare and the policies and procedures that govern it. It serves as a supplement to the policies and procedures that govern the State University of New York and Stony Brook University.

This faculty governance is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Dean. Revisions, however, may be made by faculty vote at any time. All revisions, as well as periodic reaffirmation, are subject to approval by the faculty of the School and review by the University.

The School's governance reflects the values of the social work profession. Our faculty and administrative relations and structures are designed to be collaborative and focus on goals for teaching and training, production and dissemination of scholarship, and service. Administrators facilitate these primary functions.

Students, faculty, and administrators have complementary interests, responsibilities, and roles. The School's commitment is that teaching and learning, scholarship, and professional service occur in a supportive and productive environment that models exemplary social work practice and service delivery.

II. SCHOOL MISSION (to be reviewed and revised as part of re-accreditation)

III. SCHOOL ADMINISTRATION

The Dean and the Faculty together are responsible for the leadership of the School. We affirm the principle of shared governance. The term "faculty" in this document refers to tenured faculty, tenure-track faculty, and clinical faculty. The School may also include administrative personnel in key roles who do not have faculty appointments.

A. The Dean

The Dean or his/her designee is charged with administrative oversight of the budget; advancement of the School's reputation within the University, and the larger professional community; maintenance and enhancement of the School's resources and technology; supervision and evaluation of key administrative functions within the School; new program development, appointment of key administrative officers; and determination of all workload assignments. The Dean is a tenured faculty member. The Dean serves at the pleasure of the President or his/her appointee.

The Dean and the Faculty work collaboratively to assess School needs; to develop a broad vision for the School; to establish new initiatives; to design and implement new student programs and services; to recruit appropriate faculty to fill academic and administrative vacancies; to evaluate student and faculty performance; to seek a successful Council on Social Work Education (CSWE) re-accreditation and New York State

certification; and, through its Appointment, Promotion and Tenure (APT) Committee, to appoint, reappoint, promote, and secure clinical and tenure track faculty.

B. The Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs is responsible for oversight of the key academic and faculty components of the School. This includes oversight of workload and schedule, supporting faculty scholarship, oversight of faculty committees and ensuring that goals are accomplished, supporting curriculum revision and evaluation; oversight of student assessment and performance review; and certifying that CSWE accreditation standards are implemented successfully, and regularly evaluated. The Associate Dean oversees and coordinates the PhD Director, MSW Director, the BSW Director, and the Director of Field Work. The Associate Dean is encouraged to seek and identify innovations in academic and faculty affairs, and accepts other assignments delegated by the Dean. The Associate Dean for Academic Affairs is a tenured faculty member and serves at the pleasure of the Dean.

C. The Assistant Dean for Academic Services

The Assistant Dean for Academic Services is responsible for oversight of administrative offices and activity relevant to students and graduates outside of field education, including recruitment and enrollment services; advising; student records; orientation and graduation and other student programming; preparation for licensure; career services; alumni; and other assignments delegated by the Dean. The Assistant Dean for Student Affairs is an administrative appointment, and serves at the pleasure of the Dean.

D. Assistant Dean for Administration and Finance

The Assistant Dean for Administration and Finance is responsible for assisting the Dean in preparing annual and multi-year budgets, capital budgets for renovation projects, and for projecting revenue and other reports. This individual is responsible for implementing SUNY policies and procedures in all personnel actions, supervising and evaluating support staff, executing administrative processes for hiring and evaluation of staff, and advising the managers on other personnel matters. This individual oversees procurement, and assists in identification of vendors and clinical affiliation agreement processes. This individual is responsible for the enhancement and budgetary support of the School's facilities to ensure adequate security, space, equipment, and technical hardware and software. This individual serves in an administrative appointment, accepts other assignments delegated by the Dean, and serves at the Dean's pleasure.

E. Other Administrative Offices

In accordance with the University, and resource requirements as outlined by the Council on Social Work Education, the School will maintain an Office of Field Education charged with the planning, oversight, and monitoring of student field placements. As the Dean and the Faculty assess School needs and resources, other administrative positions may become necessary.

IV. THE FACULTY

The Faculty as a whole (tenured and tenure track faculty, and clinical faculty) meet monthly throughout the academic year. Adjunct faculty, non-faculty administrative personnel, and others with educational functions, are invited to attend but do not have voting rights. At its monthly meeting, the Faculty consults and deliberates on School-wide concerns. The faculty also receives, reviews, and acts upon recommendations made by the Dean, the Associate Dean, and Assistant Deans, and other standing and ad hoc committees that conduct faculty business. They constructively discuss, accept, reject or refer issues for further work, with specific guidelines for that work. The Dean, the Associate Dean, and all standing committees periodically

report to faculty as outlined in this document. Faculty also advises the Dean on a wide range of administrative issues.

A. Voting Rights of Faculty

All full time tenure-track members (currently tenured or non-tenured) and clinical faculty have the right to vote on matters put before the Faculty as a whole. Key administrators with significant educational functions (e.g. Assistant Dean for Academic Services, Field Work Director, Office of Student Services) may also have voting rights, so designated by the faculty at the beginning of each academic year.

The faculty retains major responsibility for the curriculum, and share responsibility with the Dean for personnel decisions, including evaluating candidates for hiring. The tenured faculty and senior clinical faculty have shared responsibility for reappointment, promotion, and tenure as described under Section V.c: Appointment, Promotion and Tenure (APT) Committee and Section VII.

V. STANDING COMMITTEES OF THE SCHOOL

A. Academic Standing Committee

The Academic Standing Committee is responsible for reviewing and evaluating situations of Undergraduate and MSW graduate students' academic standing, including conduct; considering grievances; and developing and reviewing policy and guidance regarding such issues.

1. Composition of the Academic Standing Committee: The committee shall be comprised of the Assistant Dean for Academic Affairs, who shall be its chair; the Director of the PhD Program; the Director of MSW Graduate Program; the Director of the Field Education; one faculty member selected by the Dean; The Director of Student Services is ex-officio on the committee; three students: two graduate and one undergraduate student members, to be selected by their respective student organizations. Students being reviewed by the Committee for academic standing, conduct, or other reasons, has the right to request that student members not be in attendance

2. Election of the Academic Standing Committee: The committee is appointed as above.

3. Terms of Service: The faculty members selected by the Dean shall have a one year term. The term is renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the Academic Standing Committee: The committee serves as an advisory entity to the Dean and is responsible for reviewing and evaluating situations of undergraduate and MSW graduate students in which a student's academic standing may be at risk. Students' standing may be at risk due to academic performance, academic conduct, or potential misconduct in relation to the Stony Brook University Student Conduct Code, the School of Social Welfare Student Conduct Code, the School of Social Welfare Technical Standards, the School of Social Welfare Academic Expectations, and the NASW Code of Ethics. The responsibility of the Academic Standing Committee is to engage in a systematic and thorough process of inquiry to gather relevant information regarding the situation, meet with the student to discuss the situation (when possible), and provide a summary and recommendation regarding the reviewed situation.

B. Enrollment Management and Student Services Committee

The Enrollment Management and Student Services Committee is responsible for overseeing decisions and procedures for recruitment, admissions and student services to the Undergraduate and MSW Graduate Programs.

1. Composition of the Admissions Committee: The committee shall be comprised of the Assistant Dean for Academic Services, who shall be its chair; the Director of MSW Graduate Program; the Director of the Undergraduate Program; three faculty members selected by the Dean; three students: two graduate and one undergraduate student members, to be elected by their respective student organizations

2. Election of the Admissions Committee: The committee is appointed as above.

3. Terms of Service: The three faculty members selected by the Dean shall have terms of one-year term. The term is renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the Admissions Committee: The responsibilities of the Enrollment Management and Student Services Committee are to recommend to the Faculty general policies and procedures to be followed with respect to recruitment, admissions, and student services for both the undergraduate and MSW graduate programs; to review the implementation of approved policy and procedures regarding recruitment, admissions, retention, and student services; develop a recruitment and retention plan and oversee its implementation. The Director of Student Services for the School of Social Welfare will serve as the Ex-officio.

C. Appointment, Promotion and Tenure (APT) Committee

The Academic, Promotion, and Tenure (APT) Committee is responsible for procedures related to appointment, reappointment, promotion and tenure of Clinical, Tenure-Track and Tenured Faculty.

1. Composition of the APT Committee: The Chairperson will be a tenured faculty member appointed by the Dean with the advice and consent of the tenured faculty; five additional full time faculty members, two tenured faculty members at the Associate or Professor level, and three clinical Associate Professors or Professors who shall be elected at the end of the Spring semester. No more than five APT members will vote on any appointment, depending on whether the candidate is a member of the clinical or tenure track faculty. Committee members who are voting must be at a higher academic rank than the faculty member whom they are reviewing.

For decisions of appointment with tenure and/or promotion, the Chairperson will convene a sub-committee of the elected APT Committee comprised of three Tenured Faculty members (including the Chairperson), and two Clinical Faculty members to be chosen from the three members by drawing straws. For decisions of promotion for Clinical Faculty, the Chairperson will convene a sub-committee of the elected APT Committee comprised of three Clinical Faculty members and two Tenured Faculty members (including the Chairperson). The two sitting tenured faculty members will draw straws to determine which of them will serve in the promotion of a Clinical Faculty member. If a member of the APT Committee is under review, they will recuse themselves from service.

2. Terms of Service: Members of the APT committee will serve 3-year terms. Terms will be staggered commencing with a drawing of straws to determine which members will rotate off in the first and second years.

3. Purposes and Responsibilities of the APT Committee: The responsibilities of the APT Committee are to coordinate all activities associated with appointment and promotion decisions; assure compliance with all APT policies and procedures; work on a consultative and advisory basis with the Dean and candidates for appointment and promotion; and organize and conduct meetings of eligible faculty of the School of Social Welfare for initial academic review for appointment, reappointment, promotion and tenure.

D. Curriculum Committee

The faculty will be organized into a curriculum committee that shall plan, implement and oversee the School's undergraduate and graduate educational programs in congruence with the School's mission and the programs' goals.

1. Composition of the Curriculum Committee

The members of this committee shall be:

1. the Director of the PhD Program;
2. the Director of MSW Graduate Program;
3. the Director of the Undergraduate Program;
4. the Director of Field Education;
5. two faculty members selected by the Dean one of whom shall be its chair;
6. three students: two graduate and one undergraduate student members, to be selected by their respective student organizations.

The Associate Dean for Academic Affairs and the Director of Student Services serve as ex-officio on the committee.

2. Terms of Service: The two faculty members selected by the Dean shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

3. Purposes and Responsibilities of the Curriculum Committee:

This committee shall:

- a. regularly and systematically assess the curricula in terms of their consistency with the School's mission, currency and ability to meet their goals
- b. oversee the curricula goals of the undergraduate and MSW graduate programs of the School of Social Welfare to ensure appropriate consistency across the two programs
- c. ensure compliance of the curricula with the CSWE standards for accreditation
- d. review requests from the undergraduate and MSW graduate program committees for major changes in curricula or academic program changes
- e. consider changes in the curricula that may be necessary to meet the stated goals and make recommendations to the Dean, to the Executive Committee, and the Faculty Senate. Such changes may include: course or departmental offerings or requirements; academic pathways; sequencing of courses; time allocations for courses; academic calendar; etc.
- f. implement educational policies and procedures approved by the Faculty Senate; and
- g. review proposals for new courses and elimination of courses.

E. Undergraduate Program Committee

The Undergraduate Program Committee is responsible for overseeing the Undergraduate Program and advising the undergraduate program director on matters related to the program.

1. Composition of the Undergraduate Program Committee: The committee shall be comprised of the Director of the Undergraduate Program, who shall be its chair; four faculty members, at least two of whom teach in the undergraduate program, selected by the Dean in consultation with the Undergraduate Program Director; three undergraduate program students selected by their respective student organization. The Director of Student Services is ex-officio on the committee.

2. Election of the Undergraduate Program Committee: The committee is appointed as above

3. Terms of Service: The four faculty members selected by the Dean in consultation with the Undergraduate Program Director shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the Undergraduate Program Committee: The responsibilities of this committee are to plan the undergraduate program curriculum and recommend same to the Executive Committee for coordination and the Faculty Senate for approval; to recommend to the Faculty Senate policies and procedures to be followed with respect to undergraduate program curriculum, academic standing, and such other educational matters as appropriate to undergraduate education on the campus Stony Brook University; to review the implementation of approved policy and procedures regarding the undergraduate program; to regularly and systematically review and evaluate undergraduate curriculum; and to submit to the Curriculum Committee, for approval, proposals for major changes in the undergraduate program curriculum or program of study.

F. MSW Graduate Program Committee

The MSW Graduate Program Committee is responsible for overseeing all the MSW Programs and advising the MSW Graduate Program Director on matters related to the program.

1. Composition of the MSW Graduate Program Committee: The members of this committee shall be the Director of the MSW Graduate Program, who shall be its chair; the Director of Field Education; five faculty members who teach in the MSW graduate program, selected by the Dean in consultation with the Director of the MSW Program; three MSW program students to be selected by their student organization.

2. Election of the MSW Graduate Program Committee: The committee is appointed as above

3. Terms of Service: The five faculty members selected by the Dean shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the MSW Graduate Program Committee: This committee shall plan the MSW graduate program curriculum and recommend same to the Executive Committee for coordination and the Faculty Senate for approval; recommend to the Faculty Senate policies and procedures to be followed with respect to the MSW graduate program curriculum, academic standing, and such other educational matters as appropriate to graduate education on the campus of Stony Brook University; review the implementation of approved policy and procedures regarding the MSW graduate program; regularly and systematically review and evaluate the MSW graduate curriculum; submit to the Curriculum Committee, for approval, proposals for major changes in the MSW graduate program curriculum or program of study.

G. Doctoral Program Committee

The Doctoral Committee is responsible for overseeing the Doctoral (PhD) Program and advising the doctoral program director on matters related to the program.

1. Composition of the Doctoral Committee: The members of this committee shall be the Director of the PhD Program, who shall be its chair; the Associate Dean for Academic Affairs; the Director of MSW Graduate Program; three faculty members who are involved in the doctoral student mentorship, to be selected by the Dean in consultation with the Director of the PhD program; and two doctoral students to be selected by their fellow doctoral students.

2. Election of the Doctoral Committee: The committee is appointed as above

3. Terms of Service: The three faculty members selected by the Dean shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the Doctoral Committee: This committee shall: plan the doctoral program curriculum and recommend same to the Executive Committee for coordination and the Faculty Senate for approval; recommend to the Faculty Senate policies and procedures to be followed with respect to the doctoral program curriculum, academic standing, and such other educational matters as appropriate to doctoral graduate education on the campus of Stony Brook University; review the implementation of approved policy and procedures regarding the doctoral program; regularly and systematically review and evaluate the doctoral curriculum

H. Field Education Committee

The Field Education Committee is responsible for reviewing and evaluating situations of Undergraduate and MSW graduate students' academic standing, including conduct; considering grievances; and developing and reviewing policy and guidance regarding such issues.

1. Composition of the Field Education Committee:

The members of this committee shall be the Director of Field Education, who shall be its chair; the faculty members of the Field Education office; one faculty member selected by the Dean (or Field Education director?); three students: two graduate and one undergraduate student members, to be selected by their respective student organizations; five community agency representatives with MSW graduate-level placements; three community agency representative with undergraduate-level placements

2. Election of the Field Education Committee: The committee is appointed as above

3. Terms of Service: The one faculty member selected by the Dean in consultation with the Director of Field Education shall have a term of 3 years. The term is renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

4. Purposes and Responsibilities of the Field Education Committee: The responsibilities of the committee are to recommend to the Faculty Senate policies and procedures to be followed with respect to field instruction; to review the implementation of Faculty Senate approved policies and procedures that affect Field Education; to plan graduate and undergraduate field curricula in concert with the Curriculum Committee; and to regularly and systematically review and evaluate field curriculum (including quality of agencies and field instruction), conduct issues, and student grievance issues.

I. Executive Committee

The Executive Leadership Committee is responsible for providing consultation to the Dean regarding matters related to the School of Social Welfare.

1. Composition of the Executive Leadership Committee: The Executive Committee shall consist of the Dean, the Associate Deans, Assistant Deans, the Directors of the Ph.D., M.S.W. and Undergraduate Programs, the Director of Field Education, and the Director of Communication and Events. Faculty, staff and students may submit agenda items for the Faculty Senate to the Executive Committee.

3. Purposes and Responsibilities of the Executive Leadership Committee: The Executive Committee responsible for carrying out the mandate of the Faculty Senate and for interpreting these policies in the day-to-day operation of the School. In addition, the Executive Committee shall work with the Dean to assure efficient administrative functioning of the School.

J.

The Executive Committee will:

Assist the Dean in making administrative decisions affecting the School;

implement the policies of the Faculty Senate and propose policies as needed subject to Faculty Senate approval;

assist the Dean in defining administrative procedures to implement these policies;

coordinate the work of the Standing Committees to ensure that each develops policies that are integrated into and responsive to the overall mission, policies and resources of the School;

Establish sub-committees as needed with the right to appoint other faculty members for service on such committees.

J. *CSWE Assessment Committee*

The CSWE Assessment Committee is responsible for developing and reviewing implementation of CSWE competency assessment in the undergraduate and MSW graduate programs.

1. Composition of the CSWE Assessment Committee:

The members of this committee shall be:

1. a senior (Associate, Clinical Associate, Professor or Clinical Professor) faculty member selected by the Dean, who shall be its chair;
2. the Associate Dean for Academic Affairs
3. the Director of MSW Graduate Program;
4. the Director of the Undergraduate Program;

5. the Director of Field Education;
6. one additional faculty member selected by the Dean;
7. three students: two graduate and one undergraduate student members, to be selected by their respective student organizations.

2. Terms of Service: The two faculty members selected by the Dean shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

3. Purposes and Responsibilities of the CSWE Assessment Committee:

This committee shall:

- a. develop recommendations for assessment of CSWE competencies;
- b. evaluate mechanisms for assessment of CSWE competencies;
- c. monitor consistency of measurement across the undergraduate and MSW programs;
- d. support the undergraduate and MSW graduate program directors in implementing assessment of CSWE competencies; and
- e. monitor the ongoing implementation of policies related to CSWE competency assessment

VI. FACULTY CATEGORIES, RESPONSIBILITIES AND WORKLOAD

A. Tenure-track and Tenured Faculty Ranks

Academic ranks consist of Assistant Professor, Associate Professor and Professor. Assistant professors will apply for tenure in the designated time period. Some faculty members may be hired at the Associate Professor level, and they will be assumed to apply for tenure within a designated time period. The rank of Professor is a tenured rank. General position descriptions are included in this section; specific requirements for appointment, promotion and tenure for these positions are detailed in the APT section of this document (Section VII).

Assistant Professor: An assistant professor has been awarded a doctoral degree or equivalent, exhibits commitment to teaching and scholarly work of high caliber, and participates in University affairs at least at the department level.

Associate Professor: An associate professor meets the requirements for appointment as an assistant professor, has a robust record of scholarship, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or University service beyond the department.

Professor: A professor meets the requirements for appointment as an associate professor, and, in addition, has a distinguished record of accomplishment that leads to a national or, as appropriate, an international reputation in his or her field of scholarship.

B. Clinical Faculty Ranks

Full time clinical academic ranks consist of Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor. Clinical faculty positions are eligible for promotion but not eligible for tenure. General position descriptions are included in this section; specific requirements for appointment and promotion for these positions are detailed in the APT section of this document.

Clinical Assistant Professor: A clinical assistant professor has been awarded a Masters of Social Work (MSW) degree or equivalent, and preferably holds a doctoral degree. This individual has a minimum of five years of social work practice experience. This individual exhibits commitment to university teaching of high caliber, and participates in University affairs at least at the department level. This individual is encouraged but not required to engage in academic scholarship, publication and research.

Clinical Associate Professor: A clinical associate professor meets the requirements for appointment as a clinical assistant professor, shows a high degree of university teaching proficiency and curriculum development, and demonstrates community, organizational, professional, and/or University service beyond the department.

Clinical Professor: A professor meets the requirements for appointment as a clinical associate professor, and, in addition, has a distinguished record of pedagogical and curricular leadership, that leads to a regional (Long Island, New York State) or national recognition for their endeavors and innovation.

C. Faculty Responsibilities and Workload

The efficacy of the Stony Brook University School of Social Welfare relies on full and equal participation of faculty members working collaboratively with the University, the Dean, and School administration. Faculty members are called upon to contribute to the School's welfare through teaching, scholarship, and service. The School provides administrative support for faculty assuming major service roles.

Responsibilities: Consistent with the procedures and protocols of SUNY and Stony Brook University, the School appoints faculty as either Clinical Faculty (at the assistant, associate, or full professor level) or tenure track faculty (at the assistant, associate, or full professor level). Clinical and tenure track faculty make equal but different contributions to the School. Clinical faculty members are primarily responsible for classroom teaching and leadership of significant School committees. Tenure track faculty members are primarily responsible for classroom teaching and scholarship and publication. Both clinical and tenure track faculty have major responsibility for curriculum development and evaluation, and for the review of student performance. Both tenure track and clinical faculty are expected to be engaged in community activities. Clinical and tenure track faculty share responsibility with the Dean for faculty personnel decisions, including the evaluation of candidates.

Workload: Each three (3) credit course constitutes one (1) workload unit or approximately 16.67% of a faculty workload. Each semester of registration for an independent study or dissertation advisement as doctoral chair is counted toward workload release. A maximum of six semesters of dissertation advisement for one student may be counted. When a faculty member accumulates 18 units of service as dissertation chair, the faculty member is eligible for one workload release. The faculty member must request the appropriate amount of release time from the Associate Dean for Academic Affairs. This release is to be used within two semesters of the accumulation.

When a faculty member accumulates 18 independent studies, the faculty member is eligible for one workload release. The faculty member must request the appropriate amount of released time from the Associate Dean for Academic Affairs. This release is to be used within two semesters of the accumulation.

When a faculty member accumulates 18 independent studies, the faculty member is eligible for one unit of workload release.

Consistent with their different contributions, clinical faculty are assigned six workload units for teaching annually. Clinical faculty members are expected to pursue applied scholarship as described in the APT section of this document. Tenure track faculty are assigned five workload units for teaching annually, and are expected to actively pursue research, scholarship, publication, and grant activity as described in the APT section of this protocol. The Dean's Office assigns faculty workload for the academic year with consideration of the School's needs, and in consultation with individual faculty members. All faculty members are expected to carry out service assignments (chairing sequence committees and other committees of the School) as defined later in this document.

Some faculty members may carry assignments that are administrative in nature, requiring time commitments and levels of activity over and above the existing service requirements. This includes responsibility for chairing the MSW, BSW, or PhD program, and serving as full time members of the field education staff. Workload release for these administrative assignments will be based on the size of the student body, in each program, demands associated with the responsibility, and the time commitment required for planning and implementation of the program. Workload release for these assignments will be discussed with the Dean, with the consultation of the Associate Dean for Academic Affairs.

From time to time, the Dean may grant a faculty member release time for a significant administrative assignment (e.g. writing the accreditation self-study). Faculty members who secure external support through grant activity may also be granted workload release for each unit of workload. Typically, external funding supports a percentage of salary associated with the faculty member's salary for a course, (e.g. one course= 16.67% of salary and benefits).

In any academic year, faculty members may not be released for more than three (3) workload units.

The Associate Dean for Academic Affairs reports and records workload assignments and release time for the semester in which they are assigned. Banked workload is done with the expressed and recorded permission of the Dean, and must be added or subtracted within a three-year period.

VII. FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE

Appointment, reappointment, promotion and tenure criteria and procedures are detailed below for Clinical Faculty as well as Tenure-Track and Tenured Faculty. Appointments for adjunct or visiting faculty are at the discretion of the Dean and are not reviewed by the APT Committee. Procedures for moving between Clinical and Tenure-Track lines and for termination are addressed at the end of the section.

A. Faculty Search Committees

The Academic, Promotion, and Tenure (APT) Committee is responsible for determining the desired qualifications for faculty searches. Every year, the Dean and Associate Dean will provide data about School needs for teaching and research and scholarship to the APT. When a search is authorized, the APT will consider School faculty needs and work collaboratively with the Dean to draft an announcement to be disseminated to the faculty as a whole, to the University and to the professional academic community.

1. Composition of the Search Committee: The Search Committee will be constituted when there is an authorized faculty search. The Search Committee will be composed of five faculty members, three elected by the faculty as a whole and two appointed by the Dean. Searches for clinical faculty members will include at least three members of the clinical faculty; searches for tenure track faculty will include at least three tenure track faculty members. The Dean will request members of other departments to serve on SSW Searches as appropriate.

2. Election of the Search Committee: At the last faculty meeting of the year in years when there is anticipated to be an approved faculty search, the faculty as a whole will elect three (3) members to the Search Committee, and the Dean will appoint two (2) additional members such that various relevant constituencies within the School are represented. The ballot will list clinical and tenure track faculty separately. The five (5) members of the Search Committee will then elect a chairperson, from amongst themselves.

3. Terms of Service: A new search committee will be constituted each year in which there is an approved search.

4. Purposes and Responsibilities of the Search Committee: The purpose of the Search Committee is to implement the search for candidates as directed by the APT, and to report results to the APT and the Dean. Responsibilities include sending out announcements, reviewing applications, identifying and interviewing initial candidates, arranging campus visits, collecting and analyzing faculty evaluations of the candidates. The Assistant Dean for Administration and Finance is expected to provide administrative guidance and support to the chairperson of the Search Committee regarding institutional search process and procedures. During the course of the search, the chairperson of the Search Committee will make periodic progress reports to the APT and the Faculty as a whole, including a report summarizing their evaluations of the position finalists. The Search Committee will provide three unranked final candidates for each position to the Dean. The Dean is responsible for proffering offers.

B. Tenure-Track and Tenured Faculty

Consistent with the State University of New York Policy on Appointment, Rank and Tenure (ART) of Faculty, the Stony Brook University School of Social Welfare requires that tenure track faculty demonstrate excellence in three areas: teaching effectiveness and mastery of subject matter, research and scholarship, and service to the University, profession, and community including professional growth as the criteria for tenure and promotion. Appointments and promotions to the rank of Associate Professor are made in accordance with the State University of New York System and SBU APT Policies.

Full-time appointments and promotions to the ranks of Assistant Professor, Associate Professor and Professor, (tenure track), are made by the President upon recommendation of the Dean of the School of Social Welfare (SSW), based upon the recommendation of the Appointment, Promotion, and Tenure (APT) Committee and, in the case of new hires, the evaluation of the Faculty Search Committee. Tenure in a SBU faculty appointment may be granted only by the Chancellor of the State of New York based upon the University President's recommendation and the recommendation of the Senior Vice President for Health Sciences, the Dean of the School of Social Welfare, and the APT Committee.

Tenure track faculty submit their dossier for tenure (continuing appointment) no later than their **twelfth semester** of full time service at Stony Brook (most commonly in the spring of their sixth year). In instances where the faculty member has served in a tenure track line at another university and in other unusual cases when a faculty member has been particularly productive, a tenure track appointee may request an early tenure review. A written letter to the APT Chair and the Dean of the School of Social Welfare requesting an early tenure review must be provided.

Delaying the Tenure Review: It is recognized that external circumstances in rare cases, preclude continuous progress towards tenure. Except in rare circumstances (medical, child or elder-care issues, extremely serious and unavoidable disruption to one's research), the mandatory tenure review process must occur within the scheduled time frame. A candidate who has had a strongly positive mid-term review, and is anticipated to have a successful tenure review, but experienced an unavoidable interruption in their scholarly work, may apply for a delay in the tenure review process up to one year-long, detailing the reasons for such a request.

A faculty member who wishes to stop his/her tenure clock should submit a Request for Interruption of Tenure Track Service form with an explanation for the need to stop the tenure clock. In these cases, the Dean will add his/her recommendation and forward the request to the Senior Vice-President of the Health Sciences. Documentation of the Senior Vice President's decision will be sent to the Dean, APT Chair, and faculty member. The form and a more detailed explanation of this process can be found on the Stony Brook website under Office of the Provost.

1. Review and Promotion Criteria for Tenure-Track and Tenured Faculty

Criteria for Successful Promotion to Associate Professor and Tenure are described below:

a. Teaching

Excellence in teaching is basic to fulfilling the School's mission. In the case of initial appointment without tenure, reasonable evidence of excellent teaching is expected. Demonstrated excellence in teaching should accompany the award of tenure at the rank of Associate Professor or Professor.

Definition of Teaching:

Teaching involves engaging students in the scholarly pursuit of knowledge with the goal of inspiring students to learn and be motivated toward life-long professional learning. Quality on-line and on-site classroom instruction involves mastery of the subject using current knowledge based on theory and research; and employing creative approaches to pedagogy including technology.

Examples of quality teaching include:

- (1) Use of highly effective oral, visual, and written communication techniques
- (2) Stimulation of critical thinking and problem solving
- (3) Encouragement of conceptual comprehension
- (4) Creating a classroom environment on-line and on-site in which are encouraged students to raise questions and express ideas
- (5) Continual updating of teaching based on current knowledge, techniques, technology, and concepts
- (6) The use of teaching/learning methods that reflect active engagement of students in knowledge acquisition, construction, and application to contemporary practice situations.
- (7) Use of current technology to support and enrich classroom learning

In addition to classroom instruction, the following can be considered as central to the teaching role:

- (1) Support and guidance of students during learning activities, including professional and academic advising
- (2) Promotion of academic excellence through course and curriculum development, evaluation, and revision

- (3) Promotion of the development of social workers and other professionals through continuing education and training
- (4) Chairing and serving on doctoral dissertation committees
- (5) Development of educational resources, including print resources such as textbooks, media materials, and educational software
- (6) Obtaining external funding for professional education and training (e.g., training grants)
- (7) Contributing to effective instruction through research/model development
- (8) Dissemination of ideas within the school, the university, and the broader educational community.

b. Research and Scholarship

The faculty of the School of Social Welfare is committed to excellence in professionally relevant knowledge building. The scholarship of individual faculty members contributes to the profession, the university, and society. In the case of an initial appointment without tenure, evidence of potential for research and scholarship is expected. An excellent continuous and robust record of research and scholarship in a consistent and relevant area of inquiry to social work must accompany the award of tenure at the rank of Associate Professor, and, in the case of appointment or promotion to Professor, a distinguished record of scholarship.

Definition of Research and Scholarship

Research and scholarship include the activities of discovery, integration, and the application of knowledge, which analyzes, draws together, and brings new insights to bear on - or interprets - original research. Presentations highlighting scholarship accepted through a refereed process at professional/academic conferences are required but not sufficient as the sole demonstration of scholarship for appointment with tenure. As a general rule, a minimum of two academic peer reviewed publications per year (in press or published) is the acceptable norm, with one in an academic journal. The submission of grant applications and the receipt of grant awards is highly encouraged.

Examples of publications may include:

- (1) Publication of refereed articles in academic/professional journals which include social work and interdisciplinary journals
- (2) Publication of books, chapters in books, and academic/professional monographs, technical reports

Examples of meritorious research and scholarship may include, but are not limited to:

- (3) Submission of grant applications, and grant awards
- (4) Honors and awards for research, invitations to present research at national and international conferences

c. Service

Faculty members are expected to actively engage in service to the school, university, community, and the profession. The quality of and/or the level of service should increase with rank, and an excellent record of service should accompany promotion or the award of tenure. In the case of an initial appointment without tenure, evidence of potential for service is expected.

Definition of Service

Service contributions include activities, consistent with the mission and goals of social work, that enhance the functioning of the school, university, community, and the profession. Because social work is a practice-based profession, the School of Social Welfare encourages its faculty to contribute to the development of innovation in social work practice. Service activities that reflect the application of professional knowledge and competence are particularly valued.

Examples of service may include, but are not limited to:

- (1) Consultation with community, academic, and professional organizations and groups
- (2) Advising student organizations
- (3) Effective participation and/or leadership on school/university committees
- (4) Effective participation and/or leadership on professional organizations and boards (e.g. CSWE, Editor of a journal, consultation with a community organization, external review of grants).

2. Academic Ranks - Tenure Track

Tenure track academic ranks are Assistant Professor, Associate Professor, and Professor, although tenure may be awarded only at the Associate Professor and Professor ranks.

a. Assistant Professor

Appointment at the rank of Assistant Professor requires the candidate to demonstrate evidence of successful teaching; promise of scholarship in an area of inquiry relevant to social welfare; participation in grant funded research; and beginning evidence of excellence in service.

- (1) Terms of appointment and timetables for tenure review and notice of termination shall be as set forth in the State University of New York System
- (2) Consultation with designated members of the APT committee will be undertaken during the spring semester of every year during the initial three year appointment, and feedback will be given to the faculty member on performance in teaching, research, scholarship, and service
- (3) The APT will conduct a mid-term review in the Spring of the third year of appointment as outlined in Section 3 below. A successful mid-term review will result in a second three year appointment.

- (4) An Assistant Professor may ask for early tenure review and be considered for promotion and tenure without penalty at any point up to the time when review is mandatory

b. Associate Professor

Appointment at the rank of Associate Professor assumes mastery of teaching and service, and focuses on an assessment that the applicant has demonstrated consistent and sustained involvement in a clearly defined program of research at a level of excellence beyond that expected of an Assistant Professor. The candidate demonstrates consistent and robust scholarly inquiry in an area relevant to social work that is grounded in theory and use of research. Refereed journal articles, chapters, books, manuscripts, technical reports, and grant applications and awards are used as evidence of scholarship. Candidates must document their original contributions made in collaborative scholarship.

In some cases, a faculty member with successful previous academic experience may be hired at the rank of Associate Professor without tenure, and these candidates may submit their dossiers for early tenure according to the rules described later in this document.

c. Professor

Appointment at the rank of Professor assumes mastery of subject matter and teaching and service beyond that expected of an Associate Professor over a significant period of time. A candidate at this rank should be clearly established, nationally and/or internationally recognized, and a highly regarded scholar. The impact of the program of research should be clearly documented and reach national and/or international significance and recognition as evidenced by awards and honors, and appointment to national committees, commissions, and boards.

3. Procedures for Mid-Term Review and Reappointment, Tenure and Promotion

a. Mid-term Review for Assistant Professors: Assistant Professors undergo a mid-term review for re-appointment at the end of their third year.

The Mid-term Review process and timeline for Assistant Professors is as follows:

1. The Assistant Dean for Administration and Finance [or the Dean's designee](#) will alert the Dean, the Chair of the APT, and the candidate that the candidate is due to submit materials for their Mid-term Review. No later than January 1 of the third year, the faculty member will request such a review in writing to the Dean, and the Dean by written memo will instruct the APT Chair to initiate a review. The APT Chair and the Dean communicate instructions about the process to the candidate. The candidate is encouraged to review the Faculty Guidelines for Mid-term Review and reappointment. The candidate must submit materials (listed below) to the Chair of the APT Committee three months prior to the ending of the 3rd year of the first three-year contract (usually **February 1**).
2. The APT Committee will review the candidate's materials, and the APT Chair will provide a letter to the Dean detailing the results of the Mid-term Review and the recommendations of the APT Committee regarding Reappointment. The letter is due to the Dean by **March 1**.
3. Once the Dean has received the APT Committee's letter, the Dean will review the candidate's materials, and provide a letter reflecting a recommendation for or against Reappointment. The letter is due by **April 1**.
4. The candidate's materials, together with the letters from the APT Committee and the Dean, are submitted to the Vice-President of the Health Sciences who serves in the capacity of Provost for the East Campus. A final decision from the SVP is due by **May 1**.

5. The candidate is informed in writing no later than May 15 the results of the mid-term review. The letter details the findings and recommendations for future work.

The candidate submits the following materials to the Chair of the APT Committee both electronically and in hard-copy in a binder (one-copy):

- 1) **Curriculum Vita** (CV) using the format indicated by Stony Brook University
- 2) **Personal Statement** (8-10 pages double spaced, minimum of 11 point font): Describe teaching and educational activities since the beginning of the position, pedagogical goals and methods, and special advising and/or mentoring roles for students and graduates, and plans for future teaching; discussion of the candidate's scholarly trajectory, including major areas of inquiry and its relevance, and plans for future publication and grant submission; discussion of leadership roles or special assignments, and plans for future service.
- 3) **Course Evaluations**: Summary statistics of course evaluations, as well as qualitative comments, for all courses you have taught at Stony Brook University since the beginning of the position should be clearly and neatly presented.
- 4) **Supporting Materials**: The following materials indicating activities since the last promotion
 - a) Course syllabi or portions of syllabi developed exclusively or mainly by the candidate
 - b) Published works in print or other media formats
 - c) Grant application letters of rejection or award
 - d) Other professional or service materials

b. Promotion and Tenure:

Assistant professors who have neither previously been reviewed for tenure at Stony Brook University nor submitted a letter of resignation must be reviewed for continuing appointment (tenure) not later than the spring of the sixth year of service in academic rank.

Promotion and Continuing Appointment (Tenure) to Associate Professor: The promotion and continuing appointment (tenure) review process and timeline for Assistant Professors is as follows:

1. In the fall of the sixth year, no later than Sept 15th, the Assistant Dean for Administration and Finance or the Dean's designee will alert the Dean, the Chair of the APT, and the candidate that the candidate may apply for promotion and continuing appointment (tenure). The faculty member will request such a review in writing to the Dean, and the Dean by written memo will instruct the APT Chair to initiate a review by February 1st. The APT Chair and the Dean communicate instructions about the process to the candidate. The candidate is encouraged to review the Faculty Guidelines for promotion and tenure. The candidate must submit materials (listed below) to the Chair of the APT no later than October 1st.
2. By October 31st the APT Committee will identify six external reviewers for the candidate, choosing three from the candidate's list and three additional reviewers in similar areas of expertise. External reviewers will be identified who have no previous close relationship to the candidate and whose scholarship is in an area similar to the candidate's. The Dean's office will request external reviews, and identify a date for external reviews to be submitted.
3. By February 15th the APT will review the candidate's materials, and the external reviews. The APT Chair provides a letter to the Dean detailing the results of the review and the recommendations of the APT Committee regarding Promotion and Continuing Appointment with Tenure. The letter is due to the Dean by March 30th.

4. Once the Dean has received the APT Committee's letter, the Dean reviews the candidate's materials. The Dean provides a letter reflecting a recommendation for or against Promotion and Continuing Appointment with Tenure. The letter is due by [April 15th](#).
5. The candidate's materials, together with the letters from the APT Committee and the Dean, are submitted to the Vice-President of the Health Sciences who serves in the capacity of Provost for the East Campus.
6. The Vice-President reviews the candidate's materials and provides a letter reflecting a recommendation for or against Promotion and Continuing Appointment with Tenure. The letter is due by [May 15th](#).
7. The candidate's materials, together with the letters from the APT Committee, the Dean of the School of Social Welfare, and the Vice-President of the Health Sciences are submitted to the President of Stony Brook University.
8. The President of Stony Brook University submits a letter of recommendation regarding Promotion and Continuing Appointment with Tenure to the Chancellor of the State University of New York who is the ultimate grantor of Continuing Appointment.

The candidate submits the following materials to the Chair of the APT Committee both electronically and in hard-copy in a binder (one-copy):

- a. **Curriculum Vita (CV)** using the format indicated by Stony Brook University
- b. **Personal Statement** (8-10 pages [double spaced, with minimum of 11 font size](#)): Describe teaching and educational activities since the beginning of the position, pedagogical goals and methods, and special advising and/or mentoring roles for students and graduates, curriculum development and innovations, plans for future teaching and curriculum development and relationship to candidate's area of specialization; discussion of the candidate's area of inquiry and its relevance for social work, the candidate's scholarly trajectory including plans for future publication and grant submission; discussion of leadership roles in the school, university, and profession, special assignments, and plans for future service and how it relates to the candidate's area of specialization.
- c. **Course Evaluations:** Summary statistics of course evaluations, as well as qualitative comments, for all courses you have taught at Stony Brook University since the Mid-term Review should be clearly and neatly presented.
- d. **List of [six](#) possible external reviewers:** including their contact information and area of specialization, and indication of any prior relationship with the candidate.
- e. **Supporting Materials:** The following materials indicating activities since the last promotion:
 - f. Course syllabi or portions of syllabi developed exclusively or mainly by the candidate. Published works in print or other media formats
 - g. Grant application letters of rejection or award
 - h. Grant application letters of rejection or award
 - i. Other professional or service materials

Promotion and Continuing Appointment to Professor

Promotion to Professor follows the same review process and has the same deadlines as Promotion to Associate Professor. The criteria for promotion to Professor surpasses that of promotion to Associate

Professor. The candidate must have a distinguished record of teaching, scholarship, and service that has resulted in honors, awards, and recognition. Their record should have impact at the national, and where appropriate, international level.

In addition to the supporting materials required for promotion to Associate Professor, candidates requesting promotion to Professor must include awards, honors, and other indicators of professional recognition (e.g. testimony to U.S. Congress, appointment to national honor societies and commissions, etc.)

C. Clinical Faculty

Clinical faculty members are experienced practitioners whose major contributions to the School are classroom teaching, and membership and leadership of significant School and University committees. Clinical faculty members are also encouraged to engage in applied scholarship.

The annual workload for clinical faculty members consists of six workload units, primarily devoted to teaching courses, in either or both the baccalaureate and masters programs, and service responsibilities, possibly chairing one of the major Standing Committees or Sequence Committees.

1. Criteria for New Appointments

Newly appointed Assistant Clinical faculty are generally appointed for three one (1) year contracts, and may, upon successful review, be re-appointed for one, two, or three-year contracts.

The criteria for hiring clinical faculty members are as follows:

- a. Master of Social Work degree or its equivalent is required; a doctorate in social work or a related field is strongly preferred;
- b. A minimum of five (5) years professional experience with evidence of excellent skills in applied clinical, organizational, community, or policy practice in accordance with CSWE requirements for practice faculty. Licensure at the highest level is preferred;
- c. Evidence of excellent teaching skills;
- d. Participation in local, regional and/or national professional organizations and community-based social work and educational activities (e.g., consultation, training, presentations, administrative leadership roles);
- e. Practice and/or teaching experience in methods and/or domains that are priority areas for the School;

- f. Evidence of applied scholarship is highly desirable (e.g., invited talks such as agency training, workshops, panel discussions, grand rounds talks, conference presentations, editorials, commentary in recognized media, published journal articles, chapters, monographs, books, etc.

Individuals may be hired at the Clinical Associate or Clinical Professor level. A Clinical Associate Professor will have an accomplished record of teaching, practice at more senior levels, a demonstrated record of leadership, and evidence of applied scholarship.

2. Criteria for Re-appointment

Reappointment of clinical faculty follow the guidelines established by SUNY and Stony Brook University. Generally, newly appointed clinical professors are appointed for a one year term as Clinical [Instructors or](#) Assistant Professors. Reappointment of a Clinical [Instructor or](#) Assistant Professor for the second and third one-year contracts is at the discretion of the Dean with consultation from the Associate Dean for Academic Affairs and the Program Directors of the Undergraduate and MSW Graduate Programs and, in cases of field education staff, the Director of Field Education. Reappointment and/or promotion after the first three years are conducted by the APT Committee as described later in this document.

After the third one-year contract, reappointment is conducted by the APT, and successful candidates are appointed to one three year contract. In the spring of the sixth year, the candidate may apply for promotion to Associate Clinical Professor, and appointment for three consecutive two year appointments without APT review. After the third two year contract, reappointment may be coupled with seeking promotion to Clinical Professor. Upon successful promotion, Clinical Professors are appointed to two consecutive three year appointments without APT review. The Assistant Dean for Administration and Finance alerts the Dean's Office, clinical faculty members, and the APT chair of the need to initiate reappointment and promotion.

The following criteria are used to determine reappointment:

Clinical Instructor Reappointment

Reappointment for Clinical Instructors will be conducted by the Dean for each of the first two years of a Clinical Instructor's service. Reappointment will be based on evaluations of the instructor's teaching and service in the School. The third reappointment will be conducted in April of the instructor's third year of service and every 3 years thereafter by the School's Appointment, Tenure, and Review (APT) Committee. Candidates will submit a full dossier at least three months before each 3 year reappointment is due. A full dossier is required in the third year of the candidate's service, and in every third year thereafter (years 6, 9, etc.). Reappointment will be contingent on review of the candidate's effectiveness in fulfilling programmatic needs. The full dossier includes:

- List of each class taught since the previous appointment (by semester), with enrollment figures for each class
- Current CV
- Teaching evaluations to include aggregate scores per item and narrative responses to questions for all courses taught since the previous reappointment
- Candidate's statement of teaching philosophy
- Candidate's explanation of roles in developing new courses, leading sequences or delivering programs
- Candidate's service to the school, university and social work community

Criteria for Reappointment

Criteria for reappointment include expectations in the areas of teaching and pedagogy and service to the profession and to the School.

The following criteria serve as guidelines for the third year review and each APT 3 year review thereafter.

Clinical Instructor: Successful candidates for reappointment to Clinical Instructor are expected to show:

- 1) Excellent to outstanding teaching skills evident in student evaluations. Significant contributions are also expected in student advising/mentoring and in curriculum development that helps maintains currency and innovation in a specific area of curriculum content.
- 2) Emerging responsibility in School committee activities represented by significant participation of programs, curriculum, or other School products and events.
- 3) Substantial and noteworthy contributions to local and regional professional social work activities within the candidate's areas of expertise (e.g., membership on a professional or agency board, consulting to community organizations, local or state advocacy activities, peer reviewer roles).

Clinical Assistant Professor:

Teaching: Successful candidates for reappointment will have a record of excellent to outstanding teaching skills evident in:

- 1) Student ratings and written comments on evaluation forms
- 2) Classroom observations by tenured and/or Clinical faculty who hold a rank at or above that sought by the candidate. This will be evident in preparation for class, organization of material, communication with students, a range of teaching methods, use of technology, promotion of critical thinking, and promotion of diverse points of view.

In addition, candidates will be considered to have made significant contributions to:

- 3) Pedagogy, curriculum development, and use of technology in teaching at the School or university level
- 4) Student advising and mentoring
 - a. **Service to the School and the Profession:** Successful candidates for reappointment will have a strong record of professional service represented in the following examples of activities or comparable service roles:
 - 1) Service to the School in chairing one of the Standing Committees of the School;
 - 2) Special assignments approved by the dean;
 - 3) University service on committees or in special assignments
 - 4) Regional, National or International activities that serve the school or the university
 - 5) Professional consultation (paid or unpaid) to practice and/or community organizations;
 - 6) Practice and/or community service (e.g., regional, state or national professional board membership or roles, task force leadership roles, community agency board member);

- 7) Advocacy and or legislative testimony at the local, regional, state or national level;
 - 8) Conference presenter or organizer.
 - 9) Expansion of skills through professional education and maintenance of professional licensure.
- 1) **Scholarship:** The School encourages active applied research by clinical faculty members. Such scholarship may include:
 - a) Invited talks such as agency training, workshops, panel discussions, grand rounds talks, etc.
 - b) Conference presentations
 - c) editorials, commentary in recognized media
 - d) Professional media appearances in newspapers, radio, TV or other outlets
 - e) Published media materials (e.g., DVDs, CDs, podcasts, TED talks) of pedagogy or practice-relevant activities
 - f) Research and/or training grant roles such as trainer, clinician or macro practitioner, consultant, etc.; investigator roles as PI, Co-PI or Co-I are welcome but not expected
 - g) Publications including books, chapters in books, articles in peer reviewed journals, etc.

3. Criteria for Promotion

Promotion to Clinical Associate Professor may be sought at appointment or any point after a minimum of three years of full-time service. Criteria for promotion include expectations in the areas of teaching and pedagogy, service to the profession and to the School. Applied scholarship relevant to pedagogy and practice is encouraged. The following criteria serve as guidelines:

- a. **Clinical Assistant to Associate Professor:** Successful candidates for promotion from Clinical Assistant Professor to Clinical Associate Professor are expected to show:
 - 1) Excellent to outstanding teaching skills evident in student evaluations. Significant contributions are also expected in student advising/mentoring and in curriculum development that helps maintains currency in course content;
 - 2) Strong service roles in School committee activities and/or special roles assigned by the Dean;
 - 3) Significant contributions to local and regional professional activities within the candidate's areas of interest (e.g., membership on a professional or agency board, consulting to community organizations, local or state advocacy activities, peer reviewer roles);
 - 4) Applied scholarly activities in educational and/or practice arenas.

b. Clinical Associate Professor to Clinical Professor: Successful candidates for promotion from Clinical Associate Professor to full Clinical Professor are expected to demonstrate:

- 1) Skills as master teachers, evident in strong student evaluations. Ongoing evidence of substantial contributions to student life through skilled advising and mentoring or other student activities is expected. Evidence of strong leadership in curriculum development and renewal is expected at the School level. Pedagogical contributions recognized at the University level are not expected but would be very positively viewed.
- 2) Extensive academic and/or administrative leadership roles within the School and the University
- 3) Professional leadership roles at the regional and/or national level that garner external recognition in the candidate's practice field or specialization (e.g., officer in a nationally recognized professional organization; board member of a large regional or national agency; invited consultant to significant organizations, trainings for national agencies, testifying at state or federal policy hearings, conference organizer).
- 4) Substantial ongoing applied scholarly activities in educational and/or practice arenas. This may include the publication of books, chapters, monographs, journal articles, etc. Supporting or investigative role in grants or contracts (e.g., consultant, trainer, Co-I) is not required but would be considered strong evidence of scholarship.

4. Reappointment and Promotion Procedures

a. **Reappointment and/or promotion:** Reappointment and/or promotion after the first three one-year appointments are conducted by the APT committee whose composition is described elsewhere in this document.

b. **Continuing Contract and Review:** Typically candidates seek reappointment on a continuing contract and promotion after three years of full-time employment as a clinical assistant professor as follows:

In the fall of the year, no earlier than the year before the fourth reappointment and no later than October 1st, the Assistant Dean for Administration and Finance will alert the Dean, the Chair of the APT, and the candidate that the candidate may apply for review and reappointment for one three year contract. The clinical faculty member will request such a review in writing to the Dean, and the Dean by written memo will instruct the APT Chair to initiate a review by October 15th. The APT Chair and the Dean communicate instructions about the process to the candidate. The candidate is encouraged to review the Faculty Guidelines. The candidate must submit materials (listed below) to the Chair of the APT no later than November 1st.

1. By December 1st the APT will review the candidate's materials, and provide a letter to the Dean detailing the results of the review and the recommendations of the APT regarding Continuing Appointment. The letter is due to the Dean by December 15th
2. Once the Dean has received the APT Committee's letter, the Dean reviews the candidate's materials, and provides a letter reflecting for or against Continuing Appointment. The letter is due by December 31st. Upon successful completion of the review, the faculty member will be reappointed for one three year reappointment.
3. **Promotion and Continuing Contract:** Candidates are eligible for promotion to Associate Clinical Professor in the spring of their sixth year of full-time employment.

The process and timeline for reappointment for promotion to Clinical Associate Professor and a continuing contract are as follows:

1. No sooner than January 1st of the sixth year, the Assistant Dean for Administration and Finance will alert the Dean, the Chair of the APT, and the candidate that the candidate may

- apply for promotion and reappointment for three two(2) year contracts without review. The clinical faculty member will request such a review in writing to the Dean by January 15th, and the Dean by written memo by January 31st will instruct the APT Chair to initiate a review. The APT Chair and the Dean communicate instructions about the process to the candidate. The candidate is encouraged to review the Faculty Guidelines. The candidate must submit materials (listed below) to the Chair of the APT no later than February 15th.
2. By March 1st, the APT Committee will identify six reviewers, choosing three from the candidate's list and three additional reviewers. Reviewers will be identified who have knowledge of the Clinical Faculty member's work. The Dean's office will request reviews, and identify a date for reviewers to be submitted.
 3. By April 1st, the APT will review the candidate's materials, and the reviews. The APT Chair provides a letter to the Dean detailing the results of the review and the recommendations of the APT Committee regarding Promotion and Continuing Appointment. The letter is due to the Dean April 15th.
 4. Once the Dean has received the APT Committee's letter, the Dean reviews the candidate's materials. The Dean provides a letter reflecting a recommendation for or against Promotion and Continuing Appointment. The letter is due by May 1st. Upon successful completion of the review, the faculty member will be reappointed for two three year contracts without review.

Typically candidates seek promotion to Clinical Professor and reappointment after the twelfth year of full time service. The process and timeline for promotion to Clinical Professor is the same as the promotion to Associate Professor. The criteria for promotion to Clinical Professor exceeds those for Associate Clinical Professor. If successful, the candidate will be reappointed without review to **three** consecutive three year appointments.

MATERIALS REQUIRED FOR APT REVIEW FOR PROMOTION AND/OR CONTINUING APPT.

The candidate submits the following materials to the Chair of the APT Committee both electronically and in hard-copy in a binder (one-copy):

- a. **Curriculum Vita (CV):** using the template approved by Stony Brook University
- b. **Personal Statement** (8-10 pages): Describe teaching and educational activities since the last the point of appointment, pedagogical goals and methods, and special advising and/or mentoring roles for students and graduates, including future plans and goals for pedagogy; describe leadership in the School, University, and professional community including future plans and goals; and describe any applied scholarship and its relationship to the candidate's interests.
- c. **List of reviewers** A list of people who can attest to the candidate's performance in the classroom, with students, and in the context of service activities.
- d. **Supporting Materials:** The following materials indicating activities since the last promotion or review:
 - e) Course syllabi or portions of syllabi developed exclusively or mainly by the candidate
 - f) Published works in print or other media formats
 - g) Other professional or service materials

5. **Procedures for Transitioning Between Clinical and Tenure-Track Faculty Appointments.**

From time to time, it may be beneficial to both the School and a faculty member to transition from a tenure track line to clinical track line or from clinical track to tenure track. Transitions from one track to another is dependent upon successful APT reviews in the faculty member's current track, and potential for continued success in the alternative track. Either the Dean or the faculty member may initiate such a discussion. All transitions are approved by the Dean and the Senior Vice President of the Health Sciences.

 - a. **Transition from Tenure Track to Clinical Track.** Transitions from tenure track to clinical track may be considered at the point of mid-term review or at the point of a tenure review. The APT may make a recommendation to the Dean for such a transition. Transition to the clinical line is not automatic. The recommendation for transition must be based on the APT Committee's assessment of that the candidate has an excellent record of teaching and service, but does not meet the criteria for tenure. The Dean reviews the APT recommendation, considers the School's current needs, and determines whether the candidate's contribution in teaching and service warrants the transition. Based on the Dean's assessment a recommendation is made to the Senior Vice President of the Health Sciences who makes the final determination.
 - b. **Transition from Clinical Track to Tenure Track.** Transitions from clinical track to tenure track may be considered at any time after a faculty member's successful promotion to Associate Clinical Professor. At any time an Clinical Associate Professor may ask to be considered to transition to a tenure track, or the APT may recommend that a faculty member be considered for a transfer. The transition is not automatic.
 - c. The Clinical Faculty member must request in writing to the Dean to be considered for a transition to tenure track. To consider the transition, the APT is convened with three tenure track members (including the chairperson), and two clinical faculty members. The candidate submits a dossier with all the materials for a tenure review but without the list of external reviewers.
 - d. The APT will review the candidate's dossier. The recommendation for transition to tenure track must be based on the APT Committee's assessment that the candidate meets the criteria for a successful mid-term review at the Assistant Professor level, i.e. the candidate has an excellent record of teaching and service, and has had continuous, relevant, published scholarship as outlined for the expectations for mid-term review at the Assistant Professor level. The APT makes the recommendation to the Dean in writing, and the Dean makes a recommendation to the Senior Vice President of the Health Sciences who makes the final determination. Once a faculty member has transitioned to a tenure track line, the faculty member has three years (the time remaining after a successful mid-term review) to apply for tenure.
6. **Termination of Contracts.** Tenure track faculty members who do not receive an appointment with tenure, and clinical faculty members who are not awarded reappointment are subject to the rules and procedures of the University and the United University Professors contracts.

VIII. Faculty Travel.

The School strongly encourages faculty members to give papers at professional conferences. Faculty members, both clinical and tenure track, present their work to receive important feedback from colleagues working in similar areas; to be introduced to new ideas and current evidence that strengthens their scholarship and their teaching, and to identify new collaborations and extend their academic networks.

From time to time a faculty member may request support to attend a seminar that will assist them in developing a new statistical, methodological, or content area. Those requests will be supported on a case by case basis, based on the faculty member's rationale for attendance.

The School's general funds are used to cover travel for required School business (e.g. GADE, BPD, etc.) Approval for that travel must also be requested when the faculty member becomes aware of the conference schedule.

It is assumed that the first source of support for professional travel is a faculty member's grant awards. Beyond that, faculty members who give peer reviewed papers at recognized national and international conferences may apply for travel support from the School. Requests for support must be made to the Dean's Office at the point when a paper is accepted for presentation. The acceptance letter or invitation must accompany the request. Support will not be granted if the faculty member has not gotten prior approval at the time of acceptance.

Support for travel is given for an academic year. Faculty members may travel to any conference for which a paper has been accepted. Tenure track faculty working toward tenure will receive the most travel support. Clinical faculty members will also receive more support. Tenured faculty will receive limited support, with the assumption that grant awards will be used to cover most of tenured faculty travel. Unused funds will be redistributed to support approved faculty travel.

Untenured faculty may receive up to \$3000 per academic year in support. Clinical faculty may receive up to \$2000 per academic year in support. Faculty with tenure may receive up to \$1500 per year in support.

Faculty travel expenses are reimbursed in accordance with the SUNY and Stony Brook rules for reimbursement at the link below:

<http://www.stonybrook.edu/procurement/employees/travel/>

Upon return from the conference, the faculty member is required to submit all travel receipts (conference fees, transportation, hotel, meals, airport transfer) and the travel forms to the Assistant Dean for Administration and Finance. Only those expenses allowed by SUNY and Stony Brook will be reimbursed.

IX. Honoraria for Expert Speakers for Classrooms

Expert speakers are designed to add value to course material, complementing the instructor's knowledge, deepen content, or bring current experience and information into the classroom.

Full time faculty members are eligible to submit one request per academic year to offer an honorarium for an expert speaker. For a single class, the honoraria is \$100; for multiple sections (5-6) of a class the honoraria is \$250. If the speaker agrees, a video can be made of the presentation that can be used for multiple sections for more than a year. For a presentation in which a video is made and used, the honoraria is \$400.

Applications for honoraria for the fall semester are to be submitted to the Dean's office no later than August 1. Applications for honoraria for the spring semester are to be submitted to the Dean's office no later than November 1st.

Applications to award honoraria will be reviewed and awarded by the Dean's Leadership Council.

Jacqueline Mondros 9/4/18 4:56 PM

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