

School of Social Work
Appointments, Responsibilities, Workload
EPA Clinical Faculty, EPA Research Faculty, EPA Non-Faculty Employees

I. Fixed Term Appointment Categories

- A. New hires in fixed term positions will be given **EPA Clinical Faculty** appointments if the position descriptions are primarily teaching and maintaining educational responsibilities in the MSW and/or PhD programs.
- B. New hires in fixed term positions will be given **EPA Research Faculty** appointments if the position descriptions are primarily conducting rigorous research either for publication or to serve various federal, state, and local entities that seek to collect and use data for any variety of reasons, including policy development, program development, evaluation and planning, and guiding and tracking the effectiveness of intervention strategies
- C. New hires in fixed term positions will be given **EPA Non-Faculty** appointments if the position descriptions are professional positions (i.e., project management, research support, training, technical assistance, consultation, and administration) and the role does not primarily involve teaching and educational responsibilities in the MSW or PhD programs. If teaching responsibilities are added to a specific position, a secondary EPA Clinical Faculty appointment will be given to allow teaching opportunities to occur.

This policy does not alter any appointment classifications made prior to 09/15/2014.

II. Roles and Responsibilities

- A. **EPA Clinical Faculty** members are hired via a search process that is chaired, staffed, and vetted by tenure-track, research, and clinical faculty members. The position requirements typically require an MSW and/or PhD degree and relevant professional social work practice experience to teach in the School's curriculum, serve in a lead administrative capacity that supports the educational mission of the MSW and PhD programs, and, as appropriate, conduct research and disseminate their findings. EPA Clinical Faculty salaries are set by the Dean, are consistent with other faculty members in similar positions at the School and include the following roles and responsibilities:
 - 1. Understand the curricula, including the effect of School, University, and CSWE policies on the implementation of the curricula.
 - 2. Teach classes and advise students. EPA Clinical Faculty may provide field liaison or supervision in the MSW program.
 - 3. Engage in the School's teaching mission to accomplish the following objectives: to enhance the experiences of MSW and PhD students; to support and participate in reaccreditation processes through CSWE and the Graduate School; and to contribute thoughtfully and consistently in the design and development of effective teaching practices and responsive curricula in the MSW and PhD programs.
 - 4. Demonstrate a commitment to the School by being involved in the life of the School and its students through active participation in School events, including, but not limited to, the Faculty Retreat, student orientation, School picnic, student caucus activities, the holiday party, Career Day, summer school, distance education, community celebrations, and commencement.

5. Conduct research, secure extramural funding for research, and produce scholarly reports appearing in peer-reviewed academic journals and presses
6. EPA Clinical Faculty will consistently attend, actively participate in, and may lead School committees that provide leadership in the development and delivery of the curricula, as well as committees that focus on other aspects of the School's functions.

B. EPA Research Faculty are generally hired via a search process that is chaired, staffed, and vetted by tenure-track, research, and clinical faculty members. The position requirements typically include a PhD degree, expectation of the ability to successfully obtain external funding to support their salaries, and relevant professional research experience. EPA Research Faculty salaries are set by the Dean, are consistent with other faculty members in similar positions at the School and include the following roles and responsibilities:

1. Write proposals to obtain and bring external funding to the School that will support their salaries, staff salaries, and support PhD and MSW students as the EPA Research Faculty member meets the deliverables specified in their contract and grant activities.
2. Publish and disseminate their findings to their funders, the professional community, and to the broader audience of relevant academic entities.
3. Teach classes (MSW and Ph.D.), related to their area of expertise and advise students around research design, methodology, statistical procedures, and especially when a student's area of interest coincides with the expertise of the Research Faculty member.
4. Demonstrate a commitment to the School by being involved in the life of the School and its students through active participation in School events including, but not limited to, the Faculty Retreat, student orientation, the School picnic, student caucus activities, the holiday party, Career Day, community celebrations, and commencement.
5. EPA Research Faculty members will consistently attend, actively participate in, and may lead School committees that provide leadership in the development and delivery of the curricula, as well as committees that focus on other aspects of the School's functions.

C. EPA Non-Faculty employees are hired via a School or funded project-specific search committee process in which the standards and specific position requirements are established by the Dean, or the project's principal investigator. EPA Non-Faculty position salaries are set by the Dean, or in the case of a funded project, the salary is set by the PI in collaboration with and approval of the Dean and include the following roles and responsibilities:

1. Disseminate evidence-based research knowledge and social work practice knowledge by conducting trainings; developing training curricula; and providing technical assistance, consultation, evaluation, and/or administration and supervision of these activities.

2. Interact with public, private, and non-profit agencies to deliver a variety of academic and practice oriented products, including research and evaluation, assessments, training, consultation, technical assistance, and curricula development.
3. Transfer knowledge and expertise from agency settings to the University, and disseminate research and practice knowledge from the University to the field.
4. Contribute positively to development of policy, organizations, and practitioners by providing consultation, research, data analysis, and best-practices interventions and knowledge.
5. Demonstrate a commitment to the School by being involved in the life of the School and its students through active participation in School events including, but not limited to, student orientation, the School picnic, student caucus activities, the holiday party, Career Day, and community celebrations.
6. EPA Non-Faculty employees may be appointed to and participate on relevant school committees.

III. Workload

- A. EPA Clinical Faculty** positions are considered 40 hour per week positions and will include the following:

Teaching

It is expected that each faculty member will teach 3 classes (3 hours or equivalent) in the fall semester, 3 classes in the spring semester, and one class in the summer program. They will have additional assignments over the summer months as well.

Service

It is expected that each faculty member will serve on 3 standing school committees and also be available to serve on ad hoc committees such as taskforces, time-limited curriculum work groups, or search committees.

Further, these faculty members will maintain an advising load of students and take responsibility for regular interfacing with students.

Research

Fixed term EPA Faculty are encouraged to conduct research individually and by collaborating with colleagues and students. They are encouraged to access additional research oriented educational opportunities, attend and present at professional conferences, and participate in the research endeavors of the School. They may buy-out of course responsibilities, with permission of the Dean, at a rate of 14.5% per three hour class.

While this document outlines the workload expectations for 12 month EPA Clinical Faculty, the specific assignments may be altered by the Dean depending on the needs of the School and the desire of the faculty member.

B. EPA Research Faculty positions are considered 40 hour per week positions and will include the following:

Research

Fixed term EPA Faculty are encouraged to conduct research individually and by collaborating with colleagues and students. They are encouraged to access additional research oriented educational opportunities, attend and present at professional conferences, and participate in the research endeavors of the School.

Service

It is expected that each faculty member will serve on 1-3 standing school committees and ad hoc committees such as taskforces, time-limited curriculum work groups, or search committees.

Teaching

Teaching is not an expectation of EPA Research Faculty members, however, will be allowed should there be a mutually beneficial opportunity. EPA Research Faculty are encouraged to be available to serve on dissertation committees when their area of expertise coincides with the research endeavor of a PhD student.

While this document outlines the workload expectations for 12 month EPA Research Faculty, the specific assignments may be altered by the Dean depending on the needs of the School and the desire of the faculty member.

C. EPA Non-Faculty positions are considered 40 hour per week positions and include workload duties as outlined in the job-specific position descriptions developed and approved by the PI, the Dean, and the University.