

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**CLINICAL FACULTY POLICY  
GCSW School Council  
February 28, 1997**

**Approved April 8, 2005, effective January 1, 2006**

**Introduction and Rationale**

Education for professional social work practice requires the delivery and integration of specific curricular areas as defined by the Council on Social Work Education (CSWE). The CSWE, through its Commission on Accreditation, requires compliance with evaluative standards as well as curriculum standards. Faculty in accredited social work programs must deliver a broad range of theoretical and conceptual content, teach applied practice skills, and help students integrate their learning within a framework of professional social work values and ethics. A talented and diverse faculty is needed to deliver an accredited MSW program of excellence. As a result, licensed master's level faculty, as well as traditional doctoral degreed faculty, is valued as significant contributors to graduate social work education.

**Definition**

Clinical faculty in the Graduate College of Social Work (GCSW) hold non tenure-track appointments that may be assigned the ranks of clinical instructor, clinical assistant professor, clinical associate professor, and clinical professor. Clinical faculty ranks and appointments thereto are outside the college and university tenure systems.

**Qualifications for Appointment**

Individuals appointed to clinical ranks will hold, at a minimum, the MSW degree from a CSWE accredited program and will be licensed as a social worker as defined by the Texas State Board of Social Work Examiners, or their equivalent. Individuals at each clinical rank must have demonstrated experience and expertise congruent with the needs of the GCSW as it fulfills its multifaceted mission of professional social work education, knowledge dissemination, and service.

Qualifications for each clinical faculty rank are as follows<sup>1</sup>:

**Clinical Instructor**

There shall be evidence of potential in clinical practice and effective teaching, and potential for a successful academic career.

**Clinical Assistant Professor**

The appointee shall show potential for superior clinical practice, teaching, service, creative performance and/or administrative accomplishment commensurate with the mission of the College.

**Clinical Associate Professor**

In addition to having the qualification of a Clinical Assistant Professor, the appointee shall have had successful experience in clinical practice, teaching, creative performance and/or administrative accomplishment commensurate with the mission of the College. There shall also be evidence of relevant and effective service to the College, the community, and the profession.

**Clinical Professor**

In addition to having the qualifications of a Clinical Associate Professor, the appointee shall have demonstrated a degree of excellence in clinical practice, teaching, creative performance, and/or administrative accomplishment sufficient to establish an outstanding regional and national reputation among colleagues. There shall be continuing evidence of relevant and effective leadership to the College, the community and the profession.

**Appointment Procedure**

Appointment of clinical faculty, including the specific offer and all related conditions, will be the responsibility of the dean of the GCSW; these appointments must be reviewed and approved the Executive Vice President for Academic Affairs, and given final approval by the Board of Regents. Annual appointment and reappointment letters will stipulate specific roles and responsibilities which will serve as the basis for annual performance reviews.

**Duration of Clinical Faculty Appointments**

Clinical faculty appointments are, by definition, non tenure track and they cannot be converted into tenure track positions. Clinical faculty will not be considered for tenure; therefore, no instructional time in any clinical faculty position will be counted toward tenure. Clinical faculty appointments are typically for one academic year, or one calendar year, but are renewable, subject to positive annual reviews, and in line with college program needs. Clinical faculty who have served in their positions 5 years or more may be considered for multiyear contracts.

**Clinical Faculty Roles**

Specific roles and responsibilities of clinical faculty will be based on the needs of the College and will be outlined in the GCSW position description, as well as stipulated in the formal appointment letter(s). Responsibilities of clinical faculty in the GCSW may

include classroom and/or field-based teaching, leadership and direction of field practicum, and leadership in community outreach programs of the college, or any combination thereof. In view of these diverse roles and responsibilities, clinical faculty appointments do not carry the same institutional expectations for scholarly productivity as tenure-track faculty. However, in all other respects, clinical faculty will be expected to participate fully in the work and life of the college (see Privileges).

## **Privileges**

Clinical faculty will have the same general privileges as regular faculty, including library, computer, athletic, and parking privileges. Clinical faculty will have the same privileges and obligations as regular faculty in the GCSW, including full voting membership on the School Council and all other duly constituted committees, task forces, and councils established by the college. Excluded from this is membership on the college Tenure and Promotion Committee, or any other committee which the GCSW Constitution and By-laws would exclude as a matter of policy. Clinical faculty may, with approval from the appropriate committee chair and the dean, serve as members of thesis or dissertation committees, but they may not serve as chairs of such committees, nor will any such committee be comprised of a majority of clinical faculty. Clinical faculty will have the same rights and privileges as other GCSW faculty to serve on appropriate university councils, committees, or task forces, and to sit for election to the UH Faculty Senate. Clinical faculty will be governed by the same regulations as regular faculty members as outlined in the UH Faculty Handbook.

## **Evaluation of Clinical Faculty**

Clinical faculty will have annual performance reviews as do all college faculty. However, in view of the diverse roles and responsibilities among clinical faculty, evaluative criteria will vary based on the specific expectations of a given position. To be considered for reappointment, clinical faculty must demonstrate at least adequate performance in all aspects of their particular position.

Because clinical faculty appointments include persons with varying teaching, professional, and service responsibilities in support of the college, not all of the following areas are applicable to the performance review or evaluation process.

*Classroom teaching:* quality of teaching based on end of semester course and instructor evaluations conducted by students; narrative descriptions of teaching style and philosophy submitted by the faculty; creative or innovative approaches to classroom instruction developed and used. Data on the number of courses taught, number of course preparations, and student enrollment.

*Field-based teaching:* student evaluations, agency's evaluative feedback; number of

field units and students enrolled; narrative descriptions submitted by clinical faculty regarding unique educational issues encountered, problem-solving strategies used.

*Community Outreach and Program Development:* programmatic objectives as linked to the mission of the college (i.e., education, knowledge dissemination, service); leadership in program management as related to goals and objectives; narrative description of service delivery and statement of outcomes; professional recognition.

*Field Practicum Direction/Coordination:* service to students, faculty field liaisons, affiliated agencies; curriculum integration vis-à-vis classroom courses; community relations and participation of advisory group; narrative descriptions of innovations and problem-solving strategies related to the complexities of field practicum education.

### **Merit Review Process**

Annual merit review for Clinical Faculty is based on individual job description and contract letter. Expectations for each Clinical Faculty may vary. For example, one may have a greater emphasis on clinical reaching versus emphasis on administration versus a combination of both.

The Clinical Faculty will undergo a merit review process similar to that used for all tenure track faculty, with the exception of the committee makeup. The Merit Review Committee for Clinical Faculty will consist of: 1) All members holding the distinction of Clinical Faculty, and 2) one tenured faculty member appointed by the Dean to participate on the Clinical Faculty Merit Review Committee.

### **Promotion**

Clinical faculty are eligible for promotion within the clinical ranks. Typically, five years in rank as a clinical instructor is expected prior to promotion to clinical assistant; six years in rank as a clinical assistant is expected prior of promotion to clinical associate; a minimum of five years in rank as associate is expected prior to consideration of promotion to full. Distinctions between and among the clinical ranks are based initially on experience in social work practice and education. In seeking promotion, clinical faculty must demonstrate excellence in

Clinical faculty performance assessment and evaluation criteria for promotion stem from three considerations:

- a) The major criteria applied in the evaluation process will be determined by the job description and contractual agreement.
- b) The competence of clinical faculty is judged and rewarded on the basis of demonstrated accomplishment relevant to the goals and objectives of the Graduate College of Social Work, University of Houston and the social

work profession

- c) The Graduate College of Social Work's mission of providing a nationally recognized, quality program in social work education for professional practice implies that the focus of clinical faculty assessment and evaluation should be on faculty achievements in relation to teaching, service, administration, and/or scholarship

## Definitions

- a) TEACHING is defined to include:
  - 1. Classroom and other instructional responsibilities;
  - 2. design and planning of courses in the various curricular areas of the M.S.W. Program;
  - 3. participating in doctoral dissertations and master's theses and directing independent studies;
  - 4. educational advisement of students; and
  - 5. field based teaching including field liaison activities.
- b) ADMINISTRATION is defined to include:
  - 1. programmatic and administrative responsibility for a department or component of the GCSW.
- c) SERVICE is defined as service to the University, the community and the profession. Included are:
  - 1. GCSW, UH, UH System Committee membership and chairpersonships;
  - 2. GCSW and University administrative responsibilities;
  - 3. non-remunerated services to human service agencies;
  - 4. remunerated consultant services; and
  - 5. non-remunerated services to the profession.
- d) SCHOLARSHIP includes:
  - 1. grant projects completed and currently in progress;
  - 2. published works including books, monographs, articles in journals and published computer software programs;
  - 3. papers presented at scholarly meetings of the social work profession and related disciplines, and
  - 4. selected or invited presentations at meetings of the social work profession, keynote presentations at meetings of the social work profession.

## **Clinical Faculty Promotion Process**

The Clinical Faculty Promotion Committee (CFPC) is responsible for evaluating promotion requests of those who hold clinical faculty appointments in the GCSW. The CFPC is appointed by the Dean. Members of the Committee should be of the same rank or above as the rank being requested and full time GCSW faculty. One member of the Committee should be a clinical faculty member. Other members of the CFPC should be familiar with the specialized roles of clinical faculty. The Committee will elect a chairperson to coordinate proceedings. The Chairperson asks the clinical faculty member to supply the supporting portfolio. The Dean provides to the Committee copies of the faculty member's student evaluations of teaching scores for all courses taught with comparative GCSW faculty data where available and appropriate.

The candidate's portfolio should be organized with the candidate's statement and curriculum vitae at the beginning and the supporting materials organized in different sections for teaching, scholarship, administration, and service according to the candidate's job description and contractual agreement.

## **Compensation**

Clinical faculty who will be reappointed for the next academic year will be considered for salary increases in accordance with the university's guidelines for persons classified as faculty.

## **Restrictions**

At no time shall the faculty of the GCSW be comprised of more than 20 percent of persons holding clinical faculty appointments.

<sup>1</sup>*Adopted from The University of Maryland and The University of Maryland at Baltimore Policies and Procedures:*

<http://www.maryland.edu.hrpolicies/section2/t2100sa.html;2/11/04>.

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