



NYU

**SILVER SCHOOL
OF SOCIAL WORK**

BYLAWS

**Silver School of Social Work
New York University**

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ARTICLE I. THE FACULTY OF THE SILVER SCHOOL OF SOCIAL WORK

Section 1. Composition of the Faculty

- 1.1 The faculty of the School of Social Work shall consist of all persons who hold academic rank in the School

Section 2. Voting Faculty

- 2.1 As required by NYU Policy, All full-time continuing and tenure/tenure-track faculty are eligible to vote on all matters, except for tenure and promotion decisions as appropriate.

Section 3. Responsibilities of Voting Faculty

- 3.1 The faculty shall formulate educational policies for the School consistent with the Charter and Bylaws of the University.
- 3.2 The faculty shall determine entrance requirements to the School, courses of study to be pursued, and the standards of academic and practice performance to be attained for each degree and certificate offered.
- 3.3 The faculty shall prepare the curriculum, enforce rules for the guidance and conduct of its students within the framework of the School and the University, and shall certify to the President of the University, for recommendation to the Board of Trustees, qualified candidates for degrees and certificates.
- 3.4 The faculty shall participate in and give advice on the selection of new faculty, reappointments, terminations, promotions and tenure decisions, and other matters deemed appropriate by the faculty and Dean.

Section 4. Faculty Meetings

- 4.1 The schedule for regular faculty meetings shall be determined by the Dean in consultation with the Executive Committee of the Faculty and made available in the Spring semester for the following academic year. A minimum of four (4) meetings shall be held each year.
- 4.2 Special meetings of the faculty may be called by the Dean, the Executive Committee of the Faculty, or upon written request of at least ten members of the faculty.
- 4.3 A quorum, consisting of a majority of the voting faculty, must be present to conduct business.

- 4.4 The agenda and all materials to be considered at each meeting will be coordinated by the Dean's Office and, whenever possible, will be made available to the faculty at least three (3) business days prior to the meeting.
- 4.5 Standing agenda items will include reports from: the Dean, the Executive Committee of the Faculty, and the Faculty Senator's Council. Additional items may be placed on the agenda by the Dean, Executive Committee of the Faculty, Program/Departmental Directors, Committee Chairs, and/or at the request of at least three (3) faculty members.
- 4.6 Minutes shall be taken at each meeting and distributed to faculty as soon as possible after the meeting. The Dean's Office will retain an official copy of the minutes.
- 4.7 At the beginning of each academic year, the Dean shall present to the faculty an updated table of organization and a description of the duties and assignments of each position.

Section 5. Special Faculty Assignments at the University Level

- 5.1 Special faculty assignments shall be a tenure/tenure track representative and alternates to the University Senate, elected by tenured and tenure track faculty, a full-time non tenure track/contract faculty senate representative and alternate to the University Senate elected by full-time contract faculty, a representative to the All-University Disciplinary Panel, a representative to the Graduate Commission and such other assignments as may be deemed necessary by the faculty. The representative to the University Senate shall be elected for a three (3) year term.

ARTICLE II. COMMITTEES

Section 1. Overview

1.1 The committees of the School of Social Work shall consist of the following: elected and appointed standing committees.

1.1.1 The School shall have the following standing committees:

Elected Committees:

Executive Committee of the Faculty
Distinguished Teaching Award Committee
Faculty Grievance Committee
Faculty Search and New Appointments Committee
Faculty Promotion, Reappointment and Tenure Committee
MSW Program Committee
Nominations and Elections Committee
Field Learning and Community Partnerships Committee
Student Standing Committee

Appointed Committees:

Appointed Program Committees:
B.S. Program Committee
PhD Program Committee
DSW Program Committee
Curriculum Areas Committee
MSW Admissions Committee
OGLL Advisory Committee
Other Appointed Committees:
Committee on Academic Integrity
Social Justice Praxis Committee

1.2 Elections to committees shall occur by April and shall be finalized by May 1st. Terms for all committees commence at the end of the spring semester and continue through the following spring semester

1.3 Members of all standing committees shall serve staggered two (2) year terms. Committee members who vacate their posts prior to the two-year term limit are not eligible for nomination until one year after the end of the two-year term to which they had been elected. Faculty members who replace an elected member for a partial term are eligible for nomination to that position in the next cycle.

1.4 The Chairperson of an elected committee shall be one (1) of its elected members and be selected by its members.

- 1.5 Each elected committee must submit a written year end report to the full-time faculty in advance of the last faculty meeting in the Spring semester
- 1.6 Special interest and ad hoc committees can be formed by any interested faculty members.

Section 2. Description of Standing Committees – Elected

2.1 Executive Committee of the Faculty

- 2.1.1 The Executive Committee of the Faculty shall review and recommend policies and procedures to the faculty regarding all matters directly affecting the faculty; act as a conduit of information between the School's faculty and administration; serve in a review and advisory capacity to the Dean regarding the School's budget; and be responsible for making recommendations to the faculty for amending and maintaining the School's BYLAWS.
- 2.1.2 The Executive Committee of the Faculty shall consist of seven (7) elected full-time faculty members. Five (5) shall be tenured or tenure-eligible, and two (2) shall be clinical.
- 2.1.3 The Committee shall meet a minimum of six (6) times during the academic year.
- 2.1.4 In the event of matters emerging requiring immediate action, the Executive Committee of the Faculty shall act for the faculty.
- 2.1.5 The Executive Committee of the Faculty shall make regular reports to the faculty at faculty meetings. If necessary, it may convene special faculty meetings.

2.2 Distinguished Teaching Award Committee

- 2.2.1 The NYU Silver School of Social Work Distinguished Teaching Award Committee is an elected standing committee comprised of two (2) tenured/tenure eligible faculty members and one (1) clinical faculty member, all of whom serve two (2) year, staggered terms.
- 2.2.2 Student representatives from the PhD, MSW, and BS Programs are members of the DTA Committee and function as liaisons to their respective student bodies, review candidate material and have input into candidate selection.
- 2.2.3 The DTA Committee is responsible for vetting candidates and processing the following awards:

- a. The NYU Distinguished Teaching Award (NYUDTA). The DTA selects the candidate to represent the Silver School of Social Work for the NYUDTA. Eligibility: Tenured and clinical faculty with 10 or more years of NYU full-time service
- b. Silver School of Social Work Distinguished Teaching Award

Eligibility: Tenured and clinical faculty with 10 or more years of NYU full-time service
- c. Silver School of Social Work Great Teacher Award

Eligibility: Tenure-track, tenured and clinical faculty with less than 10 years of NYU full-time service
- d. Silver School of Social Work Adjunct Teaching Award

Eligibility: Adjunct faculty who have taught 6 or more courses at NYUSSSW, and are teaching in the current academic year
- e. Silver School of Social Work Adjunct Faculty Advisor Teaching Award

Eligibility: Field Advisors who have taught 6 or more Field Instruction courses at NYUSSSW

2.2.4 The Dean's Office provides the Chair of the Distinguished Teaching Award Committee (DTA) with the names of faculty eligible for each of the faculty awards.

2.2.5 The Chair of the DTA confers with the PhD, MSW, and BS Program Directors to provide the names of student representatives for each program.

2.2.6 Procedures differ depending on the specific award.

- a. For the NYU Distinguished Teaching Award (NYUDTA) the Silver School of Social Work Distinguished Teaching Award, the Silver School of Social Work Great Teacher Award, and the Silver School of Social Work Adjunct Teaching Award, the nomination process involves the participation of the entire Silver School of Social Work (SSSW) community, including all full and part-time faculty, students, alumni, administrators, and staff. An email is sent to all members of the SSSW community that includes the names of faculty members eligible for nomination and selection criteria.

The name of the candidate is forwarded to the Dean who informs the person and the Silver School of Social Work Community.

- b. For the NYUDTA, the Dean, DTA members, and selected candidate work collaboratively to prepare the dossier for submission to the University-wide DTA Committee. The Chair of the school's DTA serves as our representative to the University-wide DTA Committee. The DTA Chair informs the Dean of the University-wide DTA Committee decision; the Dean informs the candidate of the University-wide DTA Committee decision.
- c. The procedures for selection of the NYU Silver School of Social Work Faculty Advisor Teaching Award are to be determined.

2.2.7 Faculty awards will be presented at graduation.

2.3 Faculty Grievance Committee

- 2.3.1 The Faculty Grievance Committee exists to advise the Dean on any grievance that is brought by a member of the full-time faculty against another full-time faculty member or the Dean. It meets only when a grievance arises.
- 2.3.2 The Faculty Grievance Committee shall consist of three (3) elected faculty members, at least two (2) of whom must be tenured, and one (1) elected alternate who must be tenured.
- 2.3.3 Individuals are ineligible to serve concurrently on the Faculty Promotion, Reappointment and Tenure Committee and on the Faculty Grievance Committee. As stated in University policy, Grievance Committee members also may not include any faculty member whose primary assignment is administrative.
- 2.3.4 Members of the Faculty Grievance Committee may be re-nominated for a subsequent term.

2.4 Faculty Search and New Appointments Committee

- 2.4.1 The Faculty Search and New Appointments Committee shall consist of three (3) tenured and two (2) non-tenured faculty members elected by the faculty. The non-tenured members can be either tenure-eligible or full-time clinical faculty.
- 2.4.2 The Faculty Search and New Appointments Committee shall make recommendations to the Dean regarding the appointment of all full-time faculty positions.

2.5 Faculty Promotion Reappointment and Tenure Committee

- 2.5.1 It is essential that tenured faculty members who participate in the promotion, appointment, reappointment, and tenure process uphold high standards of responsibility and ethical behavior. Responsibility includes the obligation to give careful attention to the materials of promotion, appointment, reappointment, and tenure cases. Ethical behavior includes a clear obligation to maintain the confidentiality of the proceedings, since confidentiality makes honest and open discussions possible.
- 2.5.2 The Faculty Promotion, Reappointment and Tenure Committee consists of five (5) tenured members of the full-time faculty three (3) of whom must hold the rank of Professor at the time of the election. The remaining members must hold the rank of Associate Professor. All members of the Committee are elected by the faculty.
- 2.5.3 The Faculty Promotion, Reappointment and Tenure Committee shall make recommendations to the Dean on tenure reviews, reappointments (first year, third year and later reviews), and promotions for all full-time faculty, including clinical faculty (first year, third year and fifth year reviews). The Faculty Promotion, Reappointment and Tenure Committee shall also make recommendations for the promotion of adjunct faculty members. Reviews shall be in accordance with applicable University policies and the School's criteria as specified in its Faculty Bylaws.
- 2.5.4 In the case of new appointments to the rank of tenure eligible Associate Professor, the Faculty Promotion, Reappointment and Tenure Committee reviews and recommends the rank of the appointment.
- 2.5.5 In the case of new appointments to the rank of Professor, a special ad hoc committee of all of the School's Full Professors will be convened to recommend the rank of appointment.
- 2.5.6 In the case of new appointments to the ranks of Clinical Associate Professor and Clinical Professor, the Faculty Promotion, Reappointment and Tenure Committee reviews and recommends the rank of the appointment.
- 2.5.7 In cases of retrenchment and possible termination of appointment, the Faculty Promotion, Reappointment and Tenure Committee will make a recommendation to the Dean.
- 2.5.8 The Committee will also advise the Dean in the case of a retiring faculty member holding the rank of Full Professor who requests a continuing appointment at the rank of Professor Emeritus/a.

2.5.9 Faculty members are ineligible to serve concurrently on the Faculty Promotion, Reappointment and Tenure Committee and the Faculty Grievance Committee.

2.6 The MSW Program Committee

2.6.1 The MSW Program Committee oversees all matters pertaining to the MSW curriculum, and it has a leading role in the development and implementation of MSW program policies and procedures. Specifically, the Committee has the following responsibilities:

2.6.1.1 Developing strategies, models and organizing principles with respect to the overall direction of the MSW Program curriculum;

2.6.1.2 Continuous review of the MSW curriculum, including identification of gaps, strengths and weaknesses, attention to diversity and social justice, and needs for updating or change;

2.6.1.3 Reviewing curriculum with the faculty and discussing revision and renewal at least once per year;

2.6.1.4 Reviewing and approving new elective courses;

2.6.1.5 Ensuring all administrative needs and responsibilities of the curriculum area are met;

2.6.1.6 Overseeing teaching assignments and the scheduling of courses in each curriculum area every semester;

2.6.1.7 Recommending the hiring of new adjunct faculty; reviewing teaching performance, and providing support and mentorship to adjunct faculty;

2.6.1.8 Supporting student learning in curriculum area courses, consulting with faculty regarding difficulties, and mediating conflicts or assisting with problem solving as needed.

2.6.1.9 The Chairs may appoint lead instructors to assist with oversight of specific required courses and support faculty teaching in their curriculum area. In these cases, the Chairs should have regular meetings with their appointees.

- 2.6.2 The MSW Program Committee has 8 members: The Chairs of the School's five (5) curriculum areas, the Director of the MSW Program, the Director of the BS Program, and an MSW Program student, all of whom are voting members. The Committee is chaired by the Director of the MSW Program.
 - 2.6.3 All full-time tenured faculty and clinical faculty who have taught a required course or have expertise in the respective curriculum area are eligible to serve as a Chair.
 - 2.6.4 The Chairpersons of the Human Behavior in the Social Environment, Social Welfare Programs and Policies, Social Work Practice, and Social Work Research are elected by a majority vote of the full-time faculty who have taught any required or elective course in the respective curriculum area. In the event of a failed election, an interim chair will be appointed by the Dean.
 - 2.6.5 The Assistant Dean for Field Learning and Community Partnerships serves as Chair of Field Learning.
 - 2.6.6 The term of all elected faculty members shall be three (3) years and they may be elected for a consecutive second term. The student member shall have a term of one (1) year and they may also serve a second consecutive term. Each term commences and terminates at the end of the spring semester.
- 2.7 Nominations and Elections Committee
- 2.7.1 The Nominations and Elections Committee shall consist of two (2) full-time faculty members elected by the faculty.
 - 2.7.2 The Nominations and Elections Committee shall conduct elections to fill vacancies on all elected committees.
 - 2.7.3 Everyone who is nominated and agrees to run will be listed on the ballot. Based on the principle of providing for voter choice, if there is one vacancy, at least two (2) nominees will be listed. If there are two (2) vacancies, at least three (3) nominees will be listed, and so forth.
- 2.8 Field Learning and Community Partnerships Committee
- 2.8.1 The purpose of the Field Learning and Community Partnerships (FLPC) Committee is to support the Field Learning and Community Partnerships Office on all things related to Field.

- 2.8.2 The FLCP Committee will recommend changes in curriculum to the Curriculum Committee.
 - 2.8.3 The FLCP Committee will promote the continuing renewal of Field Learning in meeting standards of regulating bodies such as CSWE.
 - 2.8.4 The FLCP Committee shall consist of four (4) elected faculty (two clinical, two tenure and or tenure track), two (2) elected student members, one (1) agency representative, and four (4) Ex-officio members: Associate Dean for Academic Programs; Assistant Dean for Field Learning; Assistant Dean for Undergraduate Programs/BS Program Director; Coordinator of the BS Field Learning Program.
 - 2.8.5 The FLPC Committee shall meet a minimum of six (6) times during the academic year.
 - 2.8.6 The FLPC Committee shall make reports to the faculty at faculty meetings.
- 2.9 Student Standing Committee
- 2.9.1 The Student Standing Committee reviews students enrolled in the professional degree programs (BS and MSW), who have been referred for reports of unethical or unprofessional behavior in the classroom, field setting and school community at large. Upon review if the committee determines that a student's behavior meets the standards of unprofessional or unethical behavior the committee recommends appropriate action to the Dean.
 - 2.9.2 Unprofessional/unethical behavior includes but is not limited to the following:
 - 2.9.3 Commission or omission of any act which does not conform to generally accepted standards of responsible professional behavior, such as harassing, coercing or intimidating any member of the school community during activities directly related to classroom instruction, field placement, or within the administrative offices of the school, on the basis of a protected category (e.g. gender, gender expression, race, ethnicity, religion, disability, age, national origin or sexual orientation); improper disclosure through email, internet websites or postings of confidential information, including but not limited to, students, clients or field placements; misuse, alteration or fabrication of documents, or records related to the student's field placement; inappropriate relationships and/or boundary violations with clients, staff, or other students; failure to disclose a potential conflict or threat (e.g. NASW Code of Ethics).
 - 2.9.4 Academic Disruption/Interference behaviors that interfere with an academic activity (e.g. class, advising session, lecture, workshop) such as persistently talking without being recognized; creating noise that obstructs the learning process; repeatedly interrupting others; maliciously or inappropriately mocking or ridiculing another's work or comments; speaking in an abusive or

derogatory manner; engaging in acts of physical aggression; or deliberately engaging in other behaviors that have the effect of compromising the learning process. (e.g. University Student Conduct Policies)

- 2.9.5 The committee will exclude matters that should go to the Committee on Academic Integrity. If the decision regarding the appropriate committee (SSC or CAI) is not clear, the chairs of the CAI and SSC will consult in order to determine which committee will review the matter.
- 2.9.6 All members of the School community (faculty, field instructor, students and staff) can make a referral to the SSC.
- 2.9.7 The SSC Committee shall consist of five (5) elected faculty members (two tenured, one tenure track, two clinical full-time faculty members,) and three (3) student members; one student and one alternate from the MSW program, and one student from the BSW program. The Office of Student Affairs will coordinate selection of the student. Members of the Committee shall serve staggered 2-year terms.

Section 3. Description of Standing Committees—Appointed

3.1 Program Committees

3.1.1 BS Program Committee

3.1.1.1 Director of BS Program

- a. The Director of the BS Program is responsible for overseeing and coordinating all aspects of the Program and serves as Chairperson of the BS Program Committee.
- b. The Director shall be appointed by the Dean.
- c. The performance of the Director will be reviewed annually by the Dean.

3.1.1.2 B.S. Program Committee

- a. The Committee shall recommend academic policies governing the BS Program to the faculty.
- b. The Committee shall consist of the Director, 4 full-time clinical, tenure eligible, or tenured faculty members, appointed for three-year terms by the Dean in consultation with the Director, and two (2) student members form the elected offices of the Undergraduate Student Government Association. The Associate Dean for Professional Programs and the Undergraduate Field Coordinator will serve *ex officio*.

- c. All members of the Committee (including students) will be allowed to vote, although student members will be excused from deliberations and decision-making at the discretion of the Director, such as in staffing and admissions issues, and from discussions about specific individual BS Program students.
- d. The BS Program Committee invites other faculty from the School or the rest of the University for consultation.

3.1.3 PhD Program Committee

3.1.3.1 Director of the PhD Program

- a. The Director of the PhD Program is responsible for overseeing and coordinating all aspects of the Program and serves as Chairperson of the Doctoral Program Committee.
- b. The Director shall be appointed by the Dean.
- c. The Director's term of office is five (5) years. It may be renewed at the discretion of the Dean.
- d. The performance of the Director will be reviewed annually by the Dean.

3.1.3.2 PhD Program Committee

- a. The Committee shall recommend academic policies governing the PhD Program to the faculty and oversee the Program's development and operations.
- b. The Committee shall consist of the Director, six (6) appointed faculty members and two (2) elected student members.
- c. All tenure eligible faculty are eligible for membership on the Committee.
- d. Clinical faculty may be invited by the committee to serve on an ex-officio basis for a one year term.
- e. Appointment of faculty members to the Committee shall be made by the Dean in consultation with the Program Director.
- f. Faculty members of the Committee will serve three (3) year terms that will be staggered to ensure continuity. These terms are renewable once (1).
- g. Two student members will be elected for membership, one representing matriculating students and the other representing students who are ABD. Student members will serve a one (1) year term.
- h. All members of the Committee (including students) will be allowed to vote, although student members will be excused from deliberations and decision-making at the discretion of the Director, such as in staffing and admissions issues.

- i. Meetings of the Committee will be open to members of the School community.

3.1.4 DSW Program Committee

3.1.4.1 Director of the DSW Program

- a. The Director of the DSW Program is responsible for overseeing and coordinating all aspects of the Program and serves as Chairperson of the DSW Program Committee.
- b. The Director shall be appointed by the Dean.
- c. The Director's term of office is five (5) years. It may be renewed at the discretion of the Dean.
- d. The performance of the Director will be reviewed annually by the Dean.

3.1.4.2 DSW Program Committee

- a. The Committee shall recommend academic policies governing the DSW Program to the faculty and shall oversee the Program's development and operations.
- b. The Committee shall consist of the Director, six (6) appointed faculty members, and up to three (3) elected student members.
- c. All tenured, tenure-eligible and clinical faculty members are eligible to serve on the DSW Program Committee.
- d. Appointment of faculty members to the DSW Committee shall be made by the Dean in consultation with the Program Director.
- e. Faculty members of the Committee will serve three (3) year terms that will initially be staggered to ensure continuity. These terms are renewable once.
- f. Three student representatives to the Committee shall be elected, one to represent each of the three (3) cohorts within the Program.
- g. All members of the Committee, including students, will be allowed to vote except on staffing and admission issues, and other issues deemed sensitive by the faculty.

3.1.5 Curriculum Areas

3.1.5.1 Curriculum areas in the School's educational programs shall consist of:

Field Learning
Human Behavior in the Social Environment
Social Welfare Programs and Policies
Social Work Practice
Social Work Research

- 3.1.5.2 Curriculum Area Chairpersons shall be responsible for course development and course evaluation in collaboration with faculty teaching in the relevant area.
- 3.1.5.3 Curriculum Area Chairpersons shall be responsible for recruiting part-time faculty and recommending their appointment to the Dean.
- 3.1.5.4 Special curriculum content consultants shall be appointed according to the requirements of the educational program.
- 3.1.5.5 All full-time and part-time faculty are educationally accountable to their respective Curriculum Area Chairpersons. The latter, in turn, are accountable to the Dean.

3.1.6 MSW Admissions Committee

3.1.6.1 The MSW Admissions Committee is a standing committee of the Silver School of Social Work. The overall purpose of the Committee is to provide faculty input into the processes of recruiting, selecting, and retaining MSW students. More specifically, the Committee:

- a. Reviews policies and procedures having to do with recruitment, selection, and retention of MSW students, and recommends to the full faculty new policies and procedures as needed; and
- b. Reviews admissions goals, standards, and criteria, and makes recommendations to the full faculty about changes to them.

3.1.6.2 The MSW Admissions Committee consists of 5 faculty members who are appointed by the Dean for staggered two-year terms plus the Assistant Dean for Enrollment Services as a non-voting *ex officio* member. Among the faculty members of the Committee, 2 are tenured or tenure-track, 2 are full-time clinical, and 1 is a branch campus director. The Chair is elected by the Committee's members.

3.1.7 OGLL Advisory Committee (TBD)

3.2 Other Appointed Committees

3.2.1 Committee on Academic Integrity

- 3.2.1.1 The Committee on Academic Integrity (CAI) will consider matters pertaining to plagiarism, cheating and fraud.
- 3.2.1.2 The CAI shall plan and implement educational and review activities with respect to academic integrity, develop a system to educate students and faculty on the standards of academic integrity and

assume the responsibility of reviewing all complaints related to student and faculty academic integrity.

- 3.2.1.3 Parties concerned about a student's academic integrity may consult with the Committee or file a formal complaint. If consultation is requested, the Committee will review relevant information and render an opinion to the consulting party or other appropriate disciplinary body if necessary. If a formal complaint is filed, the Committee will review relevant information and make a recommendation to the Dean for action.
- 3.2.1.4 Parties concerned about a faculty member's academic integrity may consult with the Committee or file a formal complaint. If consultation is requested, the Committee will review relevant information and render an opinion to the consulting party. If a formal complaint is filed, the Committee will review relevant information and make a recommendation to the Dean for action.
- 3.2.1.5 Members of the Committee on Academic Integrity shall consist of two (2) Full Professors appointed by the Dean and one appointed tenured faculty member (preferably also a full professor) who is serving concurrently on the Executive Committee of the Faculty. The Dean will appoint the CAI Chair from among these three members. All appointees will serve for two (2) year terms with the possibility of reappointment.
- 3.2.1.6 Procedures for conducting the business of the Committee on Academic Integrity can be found in Appendix E.

3.2.2 Social Justice Praxis Committee

- 3.2.2.1 The primary purpose of the Social Justice Praxis Committee is to serve as a catalyst for development, implementation, and assessment of a comprehensive strategy and tactics of action to address social justice, equity and inclusion in the Silver School of Social Work. The Committee also provides leadership for Silver's response to relevant policy, community, professional and organizational issues that further social, health, environmental, and economic justice. The Committee works to uphold the social justice mission of Silver and the profession, recognizing that all need to share in the responsibility and be held accountable for creating an inclusive and equitable community.
- 3.2.2.2 The activities of the Social Justice Praxis Committee will include but not be limited to:
 - a. Facilitating the development and implementation of a comprehensive strategic diversity plan that creates an equitable and

- inclusive School environment for all students, faculty, staff and administrators;
 - b. Ensuring the enhancement and continual evaluation of the explicit and implicit curriculum and teaching in the areas of social justice, equity and inclusion;
 - c. Proposing, implementing and evaluating diversity tactics of action items related to social justice and diversity issues;
 - d. Making recommendations and coordinating changes with other appropriate committees as they relate to recruitment, admissions, retention, career development and climate issues for students from racially diverse and other traditionally underrepresented groups in all of our academic programs;
 - e. Making recommendations and coordinating changes with other appropriate committees as they relate to recruitment, hiring, retention, career development, and promotion of faculty – including adjunct and field faculty and staff from racially diverse and other traditionally underrepresented groups;
 - f. Coordinating with other appropriate committees on all School and University-wide initiatives addressing social justice and diversity when appropriate and in keeping with the committee’s overall purpose/agenda.

- 3.2.2.3 The Social Justice Praxis Committee will consult with faculty, administrators, staff, students and alumni as needed in its work. The Committee’s recommendations will be submitted to faculty, student leadership and other stakeholders for periodic review and approval as appropriate.

- 3.2.2.4 The members of the Social Justice Praxis Committee shall be comprised of a combination of elected and appointed members. Non-elected members shall be appointed by the Dean in consultation with the Faculty Director of Diversity, Equity and Inclusion.

- 3.2.2.5 Members of the standing committee should represent the multiple, diverse identities of the Silver community. The membership shall consist of:
 - a. The Faculty Director of Diversity, Equity, and Inclusion, who will be a tenured member and appointed by the Dean. The Faculty Director, by virtue of their role, will serve as Chair of the Committee. A co-Chair (not limited to faculty) may be elected by committee members or appointed by the Dean.
 - b. The Director of Diversity, Equity, and Inclusion
 - c. Six (6) faculty members (2 of whom shall be elected) with one being a full Professor, one an Associate Professor, and one an Assistant Professor and two being continuing contract faculty members, and one an open rank position;

- d. Six (6) students with one being from the BS program, one from the PhD program, one from the DSW program, and three from the MSW program;
 - e. Two (2) staff members, with one in an administrative role and one union member; and
 - f. With approval of the Chair(s), additional students, faculty, staff, alumni can volunteer to serve on the committee.
- 3.2.2.6 The Chair of the Committee (ie, The Faculty Director of DEI) shall serve a 3-year term. The Co-Chair, if elected, shall serve a 2-year term.
- 3.2.2.7 Members of the Committee shall serve staggered 2-year terms (with the exception of students.)
- 3.2.2.8 When feasible, the Committee will work in partnership with student leadership and interested student groups.
- 3.2.2.9 The Committee shall meet a minimum of 8 times in each academic year and shall submit a report on its activities to the faculty as a whole at the end of each year. Annual reports shall include the extent to which recommendations from the strategic diversity plan were implemented or not, and the reasons why if not implemented. Annual reports shall be made available and accessible to all Silver students, faculty and staff.
- 3.2.2.10 The Committee shall be staffed and resourced by the Dean's office in consultation with the Faculty Director (of DEI)/Chair(s) of the Social Justice Praxis Committee.

ARTICLE III. GOVERNANCE POLICIES AND PROCEDURES

Standards and Procedures for Promotion and Tenure are given in the Appendixes A, B, C and F.

Section 1. General Policies and Procedures of the Faculty Reappointment and Tenure Committee

- 1.1 The Faculty Promotion, Reappointment & Tenure Committee shall make recommendations to the Dean for full-time faculty reappointments, terminations of appointments, promotions and tenure.
- 1.2 The Faculty Promotion, Reappointment & Tenure Committee Standards and Procedures for pre-tenure review, for initial appointment with tenure, for the granting of tenure and promotion to Associate Professor and for promotion to Full Professor are given in Appendix A.
- 1.3 Standards and procedures for the reappointment and promotion of full-time Continuing Contract Faculty (CCF) are given in Appendix B.
- 1.4 Guidelines for promotion and tenure reviews are given in Appendix C.
- 1.5 Standards and procedures for promotions of Adjunct Faculty members are given in Appendix F.

Section 2. Procedures for Faculty Appointment: Faculty Search and New Appointments Committee

- 2.1 The Dean shall make every effort to notify the Faculty Search and New Appointments Committee in writing of all full-time vacancies by September 1st of each academic year or as soon as they occur thereafter if vacancies cannot be ascertained by that time. The Dean shall then consult with the Faculty Search and New Appointments Committee to develop the description of the position.
- 2.2 The Dean's office will consult with the Committee to determine appropriate outlets to post the position announcement with instructions for interested applicants to submit an on-line application to the Chair of the Search Committee.
- 2.3 The Faculty Search and New Appointments Committee will collect the applications and conduct the screening process to select candidates for interviews.
- 2.4 Faculty can request access to all applications with appropriate protections of confidentiality.
- 2.5 Candidates invited for campus visits will be expected to meet with faculty and give a formal presentation. Faculty will have confidential access to the candidates' application materials in advance of the campus visit.
- 2.6 Faculty will be consulted after finalists have been interviewed and/or have made

campus visits, by completing a rating form after a campus visit and a special meeting convened by the Faculty Search and New Appointments Committee to discuss the finalist. Faculty discussion of finalists will be confidential and intended to inform the Committee's recommendation to the Dean.

- 2.7 Upon receipt of the faculty comments, the Faculty Search and New Appointments Committee shall meet to deliberate and prepare a written recommendation with rationale for the Dean.
- 2.8 The Faculty Search and New Appointments Committee shall meet with the Dean to convey its recommendations.

Section 3. Faculty Grievance Procedure: Faculty Grievance Committee

- 3.1 *Eligibility to file a grievance.* A grievant must be a full-time faculty employee of the University when s/he initiates a grievance procedure.
- 3.2 *Nature of grievances.* Faculty grievances can be classified into two main types:
 - 3.2.1 Those concerned with appointment, reappointment, promotion, or tenure.
 - 3.2.2 Those concerned with other matters, such as duties, salaries, perquisites, and working conditions.

Although it may be preferable to treat all grievances, whatever the issue, as uniformly as possible, those stemming from appointment decisions must be dealt with in a manner that conforms with the general appointment procedures of the School and the University. It is expected that most grievance cases, particularly those concerned with matters such as duties, salaries, perquisites, and working conditions, will be settled within the School.

- 3.3 *Informal resolution.* In the case of all grievances, attempts shall be made to settle the dispute by informal discussion between the concerned parties, possibly with the assistance of mediators.
- 3.4 *Convoking the Committee.* If a faculty member's grievance is not settled informally, the faculty member may ask the Dean to convoke the Faculty Grievance Committee. The Dean shall do so within fifteen (15) working days. The Committee has wide latitude in establishing procedures to meet the needs of the case. The Committee will make recommendations to the Dean, and the Dean shall then decide the case and in writing shall notify the concerned parties and the Faculty Grievance Committee of his/her decisions, together with the reasons for it, along with information on the procedures for appeal.

- 3.5 A copy of the School's grievance procedure and the appeals procedure shall be given to each full-time faculty member.

Section 4. Appeal from the Dean's Decision on Matters such as Duties, Salaries, Perquisites, and Working Conditions.

- 4.1 When an appeal is desired by a faculty member and the Provost is so informed within fifteen (15) days after the faculty member is notified of the decision, the University Administration shall make informal procedures available.
- 4.2 Appeals from a Dean's decision can be made only on the following grounds:
- 4.2.1 That the procedures used to reach the decision were improper, or that the case received inadequate consideration;
- 4.2.2 That the decisions violated the academic freedom of the person in question, in which case the burden of proof is on that person.

Section 5. Faculty Election Procedures

- 5.1 Nominations will be held in March, with faculty receiving the link to the online nominations ballot, at least one week before the end of March. The ballots will be compiled by the Nominations and Elections Committee in April.
- 5.2 Elections will be held in April, with faculty receiving the link to the online election ballot at least two weeks before the end of April. The ballots will be compiled and results announced by the Nominations and Elections Committee by the first week in May.
- 5.3 Terms for all elected committees will begin at the end of spring semester and continue through the following spring semester.
- 5.4 All full-time tenured or tenure-eligible faculty, full-time clinical faculty, are eligible to nominate and vote for membership on standing committees.
- 5.5 Both full-time faculty and clinical faculty at the minimum rank of Clinical Associate are eligible to vote in the election of a MSW Curriculum Area Chairperson if they have taught in that Curriculum Area.
- 5.6 Only full-time faculty members are eligible for election to faculty committees
- 5.7 Except for the Faculty Grievance Committee (see Article II, Section 2.3), there will be one year between successive terms on any standing committee for all faculty. Committee members who vacate their posts prior to the two-year term limit are not eligible for nomination until one year after the end of the two-year term to which they had been elected.

- 5.8 A faculty member who will be on sabbatical for the entire next academic year is ineligible for nomination to any committee, but those who are on sabbatical for only one semester are eligible.
- 5.9 Should an elected faculty member be unable to serve for any reason, they will be replaced by the nominee(s) who received the next highest vote tally for the affected committee(s) during the standard election process. If this measure is not sufficient, a special election shall be conducted to select a replacement. Faculty members who replace an elected member for a partial term are eligible for nomination to that position in the next cycle.
- 5.10 There will be no limit to the number of committees on which a faculty member may serve.
- 5.11 Elections for the School's representative and alternates to the Faculty Senators Council shall be held prior to the first (1st) of May. The results of this election shall be transmitted to the Secretary of the Faculty Senators Council within five (5) days. Only full-time tenured and tenure-eligible faculty are eligible to be nominated or to vote in this election, as per University rules. The School elects one (1) professorial representative and two (2) alternates, all of whom serve three (3) year terms. Representatives and alternates are eligible for reelection upon expiration of their terms.

Section 6. Procedures for Amending the BYLAWS of the FACULTY

- 6.1 Amendments to these BYLAWS shall require a two-thirds vote of the voting members of the faculty as described in the BYLAWS.
- 6.2 Proposed amendments must be presented initially in written form prior to the meeting in which they will be discussed. Sections and sub-sections to be changed and the words to be deleted or added are to be specific.
- 6.3 Amendments will be voted upon in the meeting in which they are first proposed unless a majority of the voting members of the faculty present at the meeting vote to postpone the vote until the following meeting.
- 6.4 Voting will be by a show of hands unless one or more members of the voting faculty request a written ballot

APPENDIX A: STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE FOR TENURE – ELIGIBLE FACULTY POSITIONS

I. Standards for Appointment, Reappointment, Promotion, and Tenure

A. Criteria for Initial Appointments

Faculty who are appointed to the tenure track should have significant practice, teaching, and research experience. The contributions of the tenure-eligible faculty include in varying amounts: research and scholarship; teaching in the BS, MSW, DSW and PhD programs; bachelor's, master's, and doctoral level advisement; administration; curriculum development; and service to the public, the profession, and the institution. Candidates may be appointed at the ranks of assistant professor, associate professor, or professor based on their qualifications. Faculty initially appointed to the ranks of associate professor or professor may be appointed with tenure according to the School's and the university's Promotion and Tenure guidelines.

Assistant Professor:

Candidates initially appointed to the rank of assistant professor should have a master's degree in social work although in certain circumstances the master's degree in social work may be waived and a DSW or PhD in social work or a related field. Applicants should demonstrate potential for attaining tenure.

Associate Professor:

Candidates initially appointed to the rank of associate professor should have a master's degree in social work although in certain circumstances the master's degree in social work may be waived and a DSW or PhD in social work or a related field. They are required to have at least three years of previous teaching experience and must demonstrate either consistent progress toward obtaining tenure or being likely to obtain tenure according to School and University standards or evidence that they have met those standards elsewhere.

Professor:

Candidates initially appointed to the rank of professor must have a master's degree in social work although in certain circumstances the master's degree in social work may be waived and a PhD or DSW in social work or a related field, and meet the standards outlined in the BYLAWS.

B. Criteria for Promotion, Reappointment, and Tenure

In order to have a reasonable prospect of gaining tenure at NYU, a candidate must have a record of excellence in scholarship and a history of effective teaching, in addition to evidence of significant service. Although all candidates for tenure and promotion should be judged according to a standard of excellence in scholarship, it is anticipated that the candidates will vary in the relative distribution of accomplishments among scholarship, teaching, and service, depending on individual areas of endeavor and expertise.

The faculty of the Silver School of Social Work supports a definition of excellence in scholarship, teaching, and service that focuses on the following:

1. Performance as a Scholar

Excellence in scholarship is the major criterion for tenure and promotion. The primary method for assessing scholarship is the quantity and quality of products, the extent and manner of their dissemination, and the significance of their potential contribution to the knowledge base. Outstanding accomplishment as a scholar generally includes the demonstrated ability to:

- a. engage in original research;
- b. critically examine and integrate extant knowledge;
- c. conceptualize and theorize in an original and rigorous way;
- d. pursue and expand professional knowledge via new lines of inquiry;
- e. articulate the applicability of research and theory to professional practice and policy formulation; and
- f. disseminate one's scholarship to relevant audiences.

2. Performance as an Educator

Excellence in teaching is essential to a professional school and a research university. Outstanding accomplishment as a social work educator generally includes the demonstrated ability to:

- a. synthesize knowledge from diverse fields of inquiry and apply it to curriculum and course design;
- b. relate course design and learning assignments to the entire scope of the profession of social work as well as other relevant disciplines;
- c. incorporate current research and new developments in social work and related areas into course content, bibliographies, and assignments;
- d. develop innovative teaching methods and materials;
- e. guide students in the process of critical thinking and reflection on their own learning and practice; and
- f. facilitate a stimulating and safe learning environment.

3. Performance of Service

Faculty obligations extend beyond the classroom. Outstanding service to the School, University, profession, the community, and the larger society is included in the criteria for promotion, reappointment, and tenure. Excellence in service generally involves the demonstrated ability to:

- a. translate scholarship into action through such activities as developing innovative programs, policy development, and providing consultation;
- b. take leadership roles in the knowledge dissemination process;
- c. take leadership roles in professional organizations and related activities;
- d. contribute expertise to address unmet and emerging community needs; and
- e. serve actively on School and University committees.

C. Standards for Promotion to Full Professor

The evaluation standards for promotion to full professor are essentially the same as for tenure but with concomitantly higher expectations. The candidate will be evaluated on his/her performance as a scholar (see B.1.) and educator (see B.2.), and on performance of service (see B.3.). The candidate must have achieved a significant milestone or marker beyond the work considered at the point of awarding tenure. Milestones or markers of attaining this highest academic rank are associated with having achieved a substantial body of scholarship in the form of books and/or peer-reviewed journal articles that reveal original work, and a trajectory of productivity and impact that will continue throughout the candidate's professional career. The docket must clearly indicate which work distinguishes the candidate's achievements since the last review. The candidate's work is expected to have national and, when applicable, international recognition.

II. Procedures for Appointment, Promotion, Reappointment, and Tenure

A. Rank of Initial Appointment with Tenure

The Dean consults with the Faculty Promotion, Reappointment, and Tenure Committee when a candidate is requesting an initial appointment with tenure or advancement in rank. In such cases an expedited review may be conducted to verify that the candidate meets New York University standards. If a candidate requests promotion to full professor from his/her current rank of associate professor, the procedures for appointment at full professor shall be used. In decisions regarding tenure only, the Committee will vote by secret ballot and submit its recommendation in writing to the Dean. The Dean consults with an ad hoc committee of full professors (as described below) for an initial appointment to the rank of professor. When the candidate has already achieved tenure and also requests promotion to full professor from his/her current rank of associate professor, the ad hoc committee, in consultation with the Dean will review the candidate's materials. In decision regarding tenure and promotion to full professor, procedures described below in section II. C. will be followed according to the standards outlined in Section I.C.

B. Tenure Clock

Tenure may be awarded any time within the six year probationary period. The tenure clock for faculty is set forth in formal University rules adopted by the Board of Trustees. The current rules are found in the Faculty Handbook, in the section on Academic Tenure (<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>).

C. Reappointment

Reappointment is an annual process that will take place as indicated in the NYU Faculty Handbook. Input from the Faculty Promotion, Reappointment and Tenure

Committee with regard to reappointment at the same rank shall be limited to the third year reappointment.

D. Review Procedures

1. In order to facilitate tenure and promotion reviews, candidates are expected to meet with the Dean in the spring semester before the academic year when their materials will be reviewed. With regard to promotion to full professor, the initiation of a request for consideration is made by the candidate. The candidate may seek the counsel of the Dean and the FPRT to determine whether and when to seek promotion.
2. The Dean's office will notify the Faculty Promotion, Reappointment, and Tenure Committee in writing of faculty members requiring review for third year reappointment, tenure, and promotion by May 1st (by September 1st in the case of January appointment).
3. Following such notifications, the Dean's office will advise candidates about the materials required for review. Candidates for third year reappointment and candidates for tenure will be required to submit the following materials:
 - a. A self-study statement covering scholarship, teaching, and performance of service, which addresses the criteria for reappointment, promotion, and tenure listed in section I.B. of this Appendix. For tenure and/or promotion reviews, the section on scholarship should include a statement explaining the line of intellectual inquiry and its development and a discussion of publications and research activities. The section on teaching should include the candidate's teaching philosophy, contributions to curriculum development, a summary of teaching evaluations received thus far, and the number of BS, MSW, DSW and/or PhD advisees. The section on service should include but not be limited to a list of school-wide and university committees the candidate has served on and in what capacities, and a description of committee and board activities in professional and community organizations;
 - b. Current curriculum vitae;
 - c. Copies of scholarly work (maximum of five papers, book excerpts, or other scholarly material that the candidate believes best exemplifies his/her work);
 - d. Published reviews or assessments of the candidate's scholarship (if applicable);
 - e. Copy of third year review recommendation letter from the Faculty Promotion, Reappointment, Promotion, and Tenure Committee (tenure candidates only).
 - f. Course syllabi developed and/or revised by the candidate (as appropriate);
 - g. Copies of student course and BS and/or MSW advisee evaluations (as appropriate);

- h. List of doctoral advisees, title of their dissertation, and role the candidate served on each dissertation committee (as appropriate);
- i. Grant proposals and/or completed research reports (maximum of 3) (as appropriate).

For tenure reviews, items a. through c. will constitute the packet of materials sent to external reviewers.

- 4. Candidates for third year reappointment and for tenure and promotion will be required to submit these materials to the Faculty Promotion, Reappointment, and Tenure Committee by September 1st (by January 15th in the case of January appointment). All materials shall be submitted electronically in Word or PDF format
- 5. For candidates for third year reappointment, the FPRT Committee will request written evaluative statements of the candidate's work from curriculum Area Chairpersons, Program Directors, and other relevant faculty members (such as former Chairpersons of a curriculum area). Evaluative remarks should be confined to the candidate's performance as an educator or performance of service in the curriculum area or program under the purview of the person providing the statement.
- 6. For third year reappointment reviews, the FPRT will meet and hold an evaluative discussion of the candidate and vote by secret ballot. The Committee's recommendation and vote will be sent to the Dean.
- 7. Candidates for tenure and promotion will be required to submit to the Faculty Promotion, Reappointment, and Tenure Committee their curriculum vitae and a brief description of their area of research focus by May 1st (by October 1st in the case of January appointment) so the Committee can begin the process of selecting external reviewers.
- 8. For candidates for tenure and promotion evaluation considerations, the Faculty Promotion, Reappointment, and Tenure Committee will seek five (5) letters of evaluation from diverse external reviewers, all of whom will be chosen by the Committee based on the candidate's expressed areas of research focus. Only tenured faculty from research universities (Research Universities with Very High Research Activity), highly ranked social work programs, or recognized experts in the candidate's areas of research focus will be considered eligible external reviewers. In cases of promotion to full professor, external reviewers must have the rank of full professor. External reviewers will be provided with the School's criteria for tenure and/or promotion, and they will be assured of the confidentiality of their review to the fullest extent allowed by law.
- 9. The FPRT Committee will consult with the tenured faculty on the candidate for promotion and tenure.

- 9.1 The faculty review will take place at a specially called meeting for tenured faculty convened by the FPRT. Faculty members unable to attend the meeting in person may join by secure video- or tele-conference arranged in advance. Their vote by email will be kept confidential. Faculty unable to join the meeting will be unable to vote but may submit written comments to the FPRT Chair in advance of the meeting.
 - 9.2 In advance of the meeting, tenured faculty will have two weeks to review the candidate's dossier which will consist of the candidate's CV, the candidate's personal statement, all teaching evaluations, course syllabi, copies of scholarly work and the external reviewer letters along with the reviewers' CVs. Complete confidentiality regarding the dossier and the tenured faculty discussion shall be maintained by all tenured faculty. The faculty review is expected to adhere to the highest standards of scholarly review and to be thorough and fully informed.
 - 9.3 The FPRT members will lead the faculty evaluative discussion of the candidate's request for promotion and tenure and conduct a secret ballot vote. FPRT members will not vote at this meeting. The Dean may attend the discussion as an observer but will leave before the secret ballot vote.
 - 9.4 The FPRT will prepare a summary of comments of the tenured faculty discussion as well as the results of the secret ballot vote to be included in their final recommendation to the Dean and their vote on the candidate's promotion and tenure.
10. In cases of request to promotion to the rank of full professor, members of the Faculty Promotion Reappointment, and Tenure Committee who hold the rank of full professor will convene an ad hoc committee consisting of all of the School's full professors to deliberate and vote on the merit of the materials submitted by the candidate and the letters from the external reviewers. FPRT members will not vote at this meeting. The Dean may attend the discussion as an observer but will leave before the secret ballot vote.
 11. The FPRT Committee members vote. Their secret ballot votes are tallied by the Chairperson. A memo is then prepared summarizing the Committee's (or in case of full professor, the ad hoc committee's) findings, vote, and recommendations on the faculty member's promotion, reappointment, or tenure. For tenure decisions, the memo is sent to the Dean by December 20th (by April 30th in the case of January appointment). For Full Professor promotion decisions, faculty and committee deliberations and subsequent recommendations may occur at a later date. Concurrently, in cases of tenure review and promotion to full professor, the FPRT Committee (or ad hoc

committee) submits in writing to the candidate a brief memo outlining its vote and recommendation to the Dean.

12. In case of third year reappointment, the Committee sends the candidate a copy of its memo to the Dean.
13. The docket submitted to the Dean for third year reappointment reviews consists of the following:
 - a. Faculty Promotion, Reappointment, and Tenure Committee's memo summarizing its findings, vote, and recommendation;
 - b. Candidate's dossier; and
 - c. Evaluative statements by Chairpersons, Program Directors, and other relevant faculty members (as applicable);

The docket for tenure and promotion consists of the following:

- a. Faculty Promotion, Reappointment, and Tenure Committee's (or ad hoc committee's) memo summarizing the faculty discussion of the candidate, and its findings, vote, and recommendation;
- b. All materials submitted by the candidate including her/his dossier;
- c. Five (5) external review letters and the curriculum vitae of each reviewer

E. Dean's Review

The Dean is responsible for evaluating the docket presented by the Faculty Promotion, Reappointment, and Tenure Committee. When the Dean determines, on the basis of the third year reappointment review, that a faculty member is unlikely to be recommended for tenure, he/she may decide against reappointment. In such cases the Dean shall notify the faculty member in writing according to the guidelines specified in the Faculty Handbook (<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>).

In the case of tenure and promotion, the Dean will make his/her recommendation to the Provost in a timely manner. The Dean may solicit additional letters of evaluation from external reviewers and input from members of the faculty who are full professors.

The Dean will inform the Chairperson of the Faculty Promotion, Reappointment, and Tenure Committee (or ad hoc committee) of his/her recommendation to the Provost. When the Dean's proposed recommendation is contrary to that of the Faculty Promotion, Reappointment, and Tenure Committee (or ad hoc committee), the Dean will give the Committee an opportunity to provide additional information or a counter-argument before the final recommendation is sent to the Provost.

The Dean's recommendation must be sent to the Provost by June 1st (by October 15th in the case of January hire). This constitutes the definitive recommendation of the School, and it will be accompanied by the complete docket.

F. Provostial Review

1. The Provost shall evaluate each tenure and promotion docket and recommendation submitted by the Dean according to procedures detailed in the New York University Promotion and Tenure Guidelines, which are available at <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/promotion-and-tenure-guidelines.html>. In evaluating a promotion or tenure recommendation submitted by a Dean, the Provost may solicit additional information and/or letters of evaluation, and may in unusual cases appoint an ad-hoc advisory committee composed of tenured faculty to seek further counsel.
2. The Provost shall support or oppose the Dean's recommendation in his/her final decision. The Provost will inform the Dean of his/her pending decision. In those cases in which that the Provost's decision will be contrary to the recommendation of the Dean, the Provost will provide the Dean with the reasons and give the Dean an opportunity to provide further information or counter-argument before the Provost's final decision. The Provost shall notify the Dean of the final decision, along with reasons thereof if the Dean's recommendation is disapproved.

G. Guidelines for Appeal

In the event of a negative decision, the candidate has the right to file a grievance in accordance with the provisions of the University's Faculty Grievance Procedures in the Faculty Handbook (<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>).

The tenure clock for faculty is set forth in formal University rules adopted by the Board of Trustees. The current rules are found in the University's statement on Academic Freedom and Tenure, Title I - IV reprinted in the Faculty Handbook (<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/other-faculty-policies/academic-freedom.html>).

H. Awarding of the Rank of Professor Emeritus/a

1. Consistent with university policy, the title of Professor Emeritus/a is given only to full professors who have served New York University with academic distinction for a long enough time prior to retirement to have become identified historically as New York University professors.
2. Faculty wishing to be considered for appointment as an Emeritus/a faculty member shall first make their request to the Dean. The Dean shall then notify the FPRT of the request and forward to the committee a copy of the CV of the candidate.

3. The members of the FPRT shall review the request at one of their meetings and then vote on the request by secret ballot. The Chair(s) of the Committee shall inform the Dean of the vote and the recommendation based on it.

APPENDIX B: STANDARDS FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION FOR FULL-TIME CONTINUING CONTRACT FACULTY (CCF)

Section 1. Introduction

The CCF classification applies to full-time faculty who may carry the rank of Instructor, Assistant Professor, Associate Professor, or Professor and who perform a variety of critical teaching, scholarship, and service roles (including administrative functions) in the School. CCF members are not tenure eligible. The roles of the CCF at the Silver School of Social Work may take a variety of forms including but not limited to: baccalaureate, masters and doctoral level teaching; curriculum development; community liaison, field advisement and field placement activities; academic leadership; scholarship and other related activities. Scholarship done by clinical faculty members may include any of the four types of scholarship described by Boyer (1990) i.e., discovery, integration, application, and teaching.

Section 2. CCF Review Process

The Faculty Promotion, Reappointment & Tenure Committee (FPRT) serves as the school's advisory committee to the Dean regarding the periodic review and promotion of all faculty members including CCF. In the case of CCF, a CCF-Peer Review Committee (CCF-PRC) shall contribute to the process. The peer evaluation process for CCF faculty is guided by the three criteria central to all faculty work, i.e., teaching, scholarship, and service to the community, school and profession, including academic leadership.

Section 3. CCF Peer Review Committee Membership

The CCF Peer Review Committee (CCF-PRC) shall be comprised of 5 members: 3 CCF and 2 members of the FPRT. Only CCF members of the PRC shall have voting privileges. CCF members must be at or above the rank of Associate Professor to be eligible to serve on this Committee. The CCF members of the PRC shall be elected by vote of the full faculty as part of the School's regular nominations and elections process. The FPRT will appoint 2 of its members to serve on the PRC.

The presence of 2 FPRT members shall serve the purpose of enhancing collaboration and understanding between the CCF-PRC and the whole FPRT Committee.

The terms of office for the 3 CCF Peer Review Committee (PRC) members (1st time election), who must be at or above the rank of Associate Professor, are as follows:

Two members will be elected for two years, and one member elected for one year. After the first election, all committee members are to be elected for two year terms. If an elected CCF member of the committee is up for review, they should recuse themselves.

The two members of PRC who are FPRT committee members will be appointed by the FPRT to serve on the PRC.

Section 4. Responsibilities of the CCF Peer Review Committee

The CCF Peer Review Committee shall provide the FPRT with a written evaluation of all CCF members as part of their 1, 3, and 5-year reviews and for those applying for promotion in rank. The evaluation will be based on the criteria set forth in this Appendix and on the materials submitted as required for review (detailed below). The CCF-PRC will vote on recommendations for reappointment/promotion of CCF and will submit the results to FPRT.

Upon completion of the FPRT's review, the evaluation reports, votes, and recommendations from both the Peer Review Committee and the FPRT will be forwarded to the Dean for review and final decision. The deliberations of the CCF-PRC shall be confidential.

Section 5. Reappointment of CCF Faculty:

The initial appointment for a ranked (Instructor, Assistant, Associate, and Full Professor) CCF member is typically for one year. CCF faculty are reviewed by the School's CCF-PRC and by the School's Faculty Promotions, Reappointments & Tenure Committee at the end of the first (1st) year at which time a recommendation is made as to whether to reappoint. After a successful one (1) year review, the person will be recommended for a three (3) year appointment. Toward the end of that three (3) year appointment, there is a thorough review and a recommendation is made about whether to reappoint. If the third (3rd) year review is positive, the person will be recommended for an appointment of five (5) years. Thereafter, the faculty member shall be reviewed toward the end of each five (5) year period. In the event that a five year review is negative, the candidate will be granted the sixth year as a terminal year.

The candidate's review should include the following as relevant:

Since each CCF member has a unique portfolio, the review should be individualized.

Specific responsibilities should be highlighted by the candidate being reviewed:

1. Teaching portfolio: including teaching philosophy and goals/objectives; curriculum development; continuing education courses; letter(s) from curriculum area chair(s); student reactionaries (including SIFI evaluations if applicable); faculty advisement, number of advisees (BS, MSW, PhD); student evaluations; letter from program director(s).
2. Scholarship: copies of grant proposals; research applications and/or completed research reports; submitted and/or published scholarly publications; presentations at conferences or community agencies; other examples of the scholarship of integration, application, teaching or discovery.
3. Service to the School, the profession, and the community: school/university-wide committees, and academic leadership, advanced SIFIs taught agency in-service trainings; community-wide activities and national activities.
4. Current CV signed and dated.

5. Copy of the last review if applicable.

There is no limit on the number of appointment renewals. The major criterion for reappointment is performance in one's stated responsibilities. All decisions about reappointment are contingent on the needs and resources of the School and must conform to overall university policies governing CCF faculty appointments.

Section 6. Promotion Standards of CCF

A request for promotion shall be made by the candidate. The candidate shall submit the request to the Dean in writing by May 1st (by September 1st in case of a January appointment). The candidate may seek the counsel of the Dean in determining whether and when to seek a promotion.

To be recommended for promotion, the candidate must excel in the areas reflected in their roles (i.e., teaching, scholarship, and service and must have made significant accomplishment(s) beyond those achieved since appointment/promotion to the current rank.

Standards for Promotion to Clinical Assistant Professor:

- Evidence of excellence in teaching which may include, but is not limited to, field education;
- Evidence of progress toward a positive trajectory of producing scholarship including but not limited to application, discovery, integration and teaching; and
- Evidence of excellence in service to the school, profession and community.

Standards for Promotion to Clinical Associate Professor:

- Evidence of sustained excellence in two or more of the following areas (depending on the candidate's individual portfolio), e.g., teaching, field education, curriculum/program development, grant acquisition;
- Evidence of accomplishment in scholarship, including application, discovery, integration and teaching; and
- Evidence of leadership in service to the School, the profession, and the community.

Standards for Promotion to Clinical Professor:

- Evidence of significant contributions to and sustained excellence in teaching, field education, academic/administrative leadership, and/or curriculum or program development;
- Evidence of regional/national recognition (e.g. a record of high quality publications, leadership in professional organizations, receipt of competitive training grants or other external funding for one's work);
- Evidence of sustained and outstanding service to the School, the profession, and the community;

Section 7. Procedures for Review of CCF

The Dean's Office will notify the FPRT Committee and the CCF-Peer Review Committee of CCF requiring evaluation and review for reappointment in May of the year before the review will take place. CCF are reviewed at one (1) year and three (3) years after initial

appointment, and then every five (5) years thereafter. A review for promotion will serve as the basis for the new cycle of review unless promotion is denied. The Dean may request earlier review.

The Faculty Promotion, Reappointment, & Tenure Committee Chairperson notifies the CCF member of the required material for review. All CCF faculty members undergoing review will submit materials to the FPRT by September 1st (by January 15th in the case of a January appointment) of the year of evaluation. The FPRT will immediately forward the materials to the CCF-PRC to allow for review by October. The same materials will be used by the CCF-PRC and the FPRT in their evaluations of the candidate. In the case of a 3rd year review, a 5th year review, or a request for promotion received at another time, the materials should only address work done from the time of the previous review to the present.

The candidate must submit:

- A current and signed CV;
- A self-study statement describing the current roles and responsibilities of the candidate and addressing activities and accomplishments in each of the three areas mentioned above (teaching, scholarship, and service) as well as a section on plans for ongoing professional development; and
- Supplemental materials documenting accomplishments, such as syllabi developed or copies of papers or presentations given.

All materials are to be submitted to the FPRT chair(s) in electronic form. The FPRT will also obtain the following and share with the CCF-PRC:

- Student ratings of classroom teaching and advisement as provided by the School to the candidate; and
- Letters from relevant curriculum chairs and program directors assessing the candidate's contributions to the School.
- Three external review letters will be requested for CCF candidates applying for promotion to full professor. External reviewers may include faculty members of comparable rank and responsibilities and/or distinguished agency figures with comparable scholarship, responsibilities and recognition. Both the FPRT members and members of the CCF-PRC may recommend names of external reviewers to the Dean.

Candidates should comment on their teaching and advisement evaluations in the teaching section of the self-study statement.

Review of Submitted Materials:

The CCF-PRC shall meet and discuss each candidate's materials, both the material provided by the candidate and those provided by the FPRT.

After discussion and deliberation on the materials, the CCF-PRC shall compose a written evaluation of the candidate's performance with respect to the request for reappointment and/or promotion and include any advice for further faculty development that committee members would like to convey. The CCF-PRC will hold its review meeting(s) by mid-October (by mid-March in the case of January appointments), and submit its evaluation of each candidate to the FPRT Committee by November 1st (by April 1st in the case of January appointments).

The FPRT Committee will review the candidate's self-study as well as the evaluation and vote of the CCF-PRC. Subsequently, the FPRT committee will vote on its recommendation regarding reappointment or promotion. The vote will be tallied by the Chairperson.

By December 1st (by May 1st in the case of January appointments), the FPRT will send a memo to the Dean presenting its recommendation and vote, and attach the written evaluation and vote of the CCF-PRC.

The candidate will also receive a copy of the memo and attachment that have been sent to the Dean.

APPENDIX C: GUIDELINES FOR PROMOTION AND TENURE REVIEWS

Section I. Introduction

The primary functions of a university are to preserve, discover and transmit knowledge. In keeping with the mission of the social work profession, the faculty of New York University's (NYU) School of Social Work (SSW) considers the following three interactive domains of activity to be the core imperatives of excellence in academic performance:

- 1.1 Teaching – the transmission of knowledge, skills and values of the profession
- 1.2 Research and scholarship
- 1.3 Service to the School of Social Work

Section 2. Guiding Principles

Promotions and tenure are based on the development and dissemination of knowledge, and the application of scholarship to teaching, research, and practice. Although all candidates for tenure and promotion should be judged according to a standard of excellence in scholarship and teaching, it is anticipated that the candidates will vary in the relative distribution of accomplishments among teaching, research, and service, depending on individual areas of endeavor and expertise.

The faculty of the School of Social Work supports a definition of excellence in teaching, scholarship, research, and service that focuses on the following:

2.1 Performance as an Educator

Excellence in teaching is a prerequisite for faculty tenure and promotion. Outstanding accomplishment as a social work educator generally includes the demonstrated ability to:

- 2.1.1 synthesize and integrate knowledge from diverse fields of inquiry and apply it to curriculum and course design,
- 2.1.2 relate course design and learning assignments to the entire scope of the profession of social work,
- 2.1.3 incorporate current research and new developments in social work and related areas into courses content, bibliographies and assignments,
- 2.1.4 create innovative teaching methods and materials,
- 2.1.5 involve students in critical thinking and reflection on their own learning and practice and
- 2.1.6 create a stimulating and safe learning environment.

2.2 Performance as a Scholar

Excellence in scholarship is the major criterion for tenure and promotion. The primary method for assessing scholarship is the extent and manner of its dissemination, and its contribution to the knowledge base. Outstanding accomplishment as a scholar generally includes the demonstrated ability to:

- 2.2.1 integrate, criticize, and clarify extant knowledge,
- 2.2.2 conceptualize and theorize in an original and rigorous way,
- 2.2.3 pursue and expand professional knowledge via new lines of inquiry,
- 2.2.4 engage in original research, practice and service delivery outcome studies, and program and policy evaluation,
- 2.2.5 articulate the applicability of research and theory to professional practice, and
- 2.2.6 communicate one's original scholarship and research to a wide audience via peer-reviewed publications and presentations.

2.3 Performance of Professional Service

Outstanding service to the School, University, profession, the community and/or the larger society is included in the criterion for tenure and promotion. Excellence in service includes but is not limited to the following:

- 2.3.1 integrate and organize scholarship toward creating awareness or practical solutions, including mounting a major concerted effort to meet a pressing need,
- 2.3.2 translate scholarship into action through such activities as developing innovative programs, providing consultation, being an expert witness, etc.,
- 2.3.3 take leadership roles in professional publications, and
- 2.3.4 take leadership roles in professional organizations and related activities.

Section 3. Standards

A high standard of excellence and effectiveness in teaching is essential to a professional school in a research university. In order to have a reasonable prospect of gaining tenure at NYU, a candidate must have a record of excellence in scholarship, including research, publications, and program and policy development, among other professional contributions, together with a record of effective teaching. Although all candidates for tenure and promotion should be judged according to a standard of excellence in scholarship and teaching, it is anticipated that the candidates will vary in the relative distribution of accomplishments among teaching, research, and service, depending on individual areas of endeavor and expertise.

The evaluation standards for promotion to full professor are essentially the same as for tenure but with concomitantly higher expectations. The candidate will be evaluated on his/her performance as a scholar (see B.1.) and educator (see B.2.), and on performance of service (see B.3.). The candidate must have achieved a significant milestone or marker beyond the work considered at the point of awarding tenure. Milestones or markers of attaining this highest academic rank are associated with having achieved a substantial body of scholarship in the form of books and/or peer-reviewed journal articles that reveal original work, and a trajectory of productivity and impact that will continue throughout the candidate's professional career. The docket must clearly indicate which work distinguishes the candidate's achievements since the last review. The candidate's work is expected to have national and, when applicable, international recognition. **Section 4. Composition of the Committee, Method of Selection and Voting Privileges**

The Faculty Promotions, Reappointments and Tenure Committee consists of five (5) tenured members of the full-time faculty three (3) of whom must hold the rank of Professor at the time of the election. The remaining members must hold the rank of Associate Professor. All members of the Committee are elected by the faculty. For applications for promotion to Full Professor, a special Ad Hoc Committee will be convened of all Full Professors. (per vote of Faculty May 15 2006)

Section 5. Review Process and Procedures for Promotion and Tenure for Tenure-Eligible Positions

5.1 Stage 1: Faculty Promotions, Reappointments and Tenure Committee Review

The initiation of a request for consideration for promotion is made by the candidate. The candidate may seek the counsel of the Dean and/or Chairperson(s) in determining whether and when to seek a promotion. In order to facilitate tenure and promotion reviews, the candidates are expected to meet with the Dean the spring semester before the academic year their materials will be reviewed. Their material needs to be submitted to the Faculty Promotions, Reappointments and Tenure Committee by September 1st (by January 15th in the case of January appointments).

The Dean's Office will notify the Faculty Promotions, Reappointments and Tenure Committee of faculty members requiring evaluation and recommendation with regard to tenure and promotion by May 1st (by September 1st in the case of January appointment).

Following such notifications, the Dean's office will advise candidates about the materials required for review. Candidates for third year reappointment and candidates for tenure will be required to submit the following materials:

- a. A self-study statement covering scholarship, teaching, and performance of service, which addresses the criteria for reappointment, promotion, and tenure listed in section I.B. of this Appendix. For tenure and/or promotion reviews, the section on scholarship should include a statement explaining the

line of intellectual inquiry and its development and a discussion of publications and research activities. The section on teaching should include the candidate's teaching philosophy, contributions to curriculum development, a summary of teaching evaluations received thus far, and the number of BS, MSW, DSW and/or PhD advisees. The section on service should include but not be limited to a list of school-wide and university committees the candidate has served on and in what capacities, and a description of committee and board activities in professional and community organizations;

- b. Current curriculum vitae;
- c. Copies of scholarly work (maximum of five papers, book excerpts, or other scholarly material that the candidate believes best exemplifies his/her work);
- d. Published reviews or assessments of the candidate's scholarship (if applicable);
- e. Copy of third year review recommendation letter from the Faculty Promotion, Reappointment, Promotion, and Tenure Committee (tenure candidates only).
- f. Course syllabi developed and/or revised by the candidate (as appropriate);
- g. Copies of student course and BS and/or MSW advisee evaluations (as appropriate);
- h. List of doctoral advisees, title of their dissertation, and role the candidate served on each dissertation committee (as appropriate);
- i. Grant proposals and/or completed research reports (maximum of 3) (as appropriate).

For tenure reviews, items a. through c. will constitute the packet of materials sent to external reviewers.

For candidates for third year reappointment, the FPRT Committee will request written evaluative statements of the candidates work from curriculum Area Chairpersons, Program Directors, and other relevant faculty members (such as former Chairpersons of a curriculum area or former Program Directors). In regard to the candidate's qualifications, Chairpersons, Program Directors, and other relevant faculty members will be asked to confine their remarks to items one (1) through six (6) listed above.

In tenure and promotion evaluation considerations, the Faculty Promotions, Reappointments and Tenure Committee will obtain five (5) letters of evaluation from external reviewers, all of which will be chosen by the committee. Only tenured faculty from research universities (Carnegie Foundation classification: doctoral/research universities - extensive) or from other leading social work programs not part of research extensive universities will be considered eligible external reviewers, and in cases of promotion to full professor, the external reviewer must have the rank of full professor. External reviewers will be provided

the standards for tenure (See “Guiding Principles” above) or promotion (See “Guiding Principles” above). External reviewers will be assured of confidentiality to the extent protected by law.

Candidates for third year review have the opportunity to provide one substantive update to their docket by January 15th (By May 31st in the case of January appointment). Any additional updates after this date must be submitted directly to the Dean’s office.

Candidates for tenure or promotion to Full Professor have an opportunity to provide one substantive update to their docket by December 1st (by April 15th in the case of January appointment). Any additional updates after this date must be submitted directly to the Dean’s office.

The Faculty Promotions, Reappointments, and Tenure Committee meets to deliberate and vote on the merit of the material submitted by the candidate and external reviewers along with the results of the secret ballot vote and discussion held by the tenured faculty.. For promotion to Full Professor, members of the FPRT holding the rank of Full Professor meet to deliberate and vote on the merit of the material submitted by the candidate and external reviewers along with the results of the secret ballot vote and discussion held by the full professor faculty. Secret ballot votes are tallied by the Chairperson, followed by a memo to the Dean summarizing the Committee’s findings, *the numerical votes*, and recommendations on the faculty member’s promotion or tenure. For tenure decisions, the memo is finalized and forwarded to the Dean by December 20th (by April 30th in the case of January appointments). Concurrently, the Committee submits in writing to the candidate a brief memo outlining its vote and recommendations to the Dean. For Full Professor promotion decisions, faculty and Committee deliberations and subsequent recommendations may occur at a later date.

5.2 The Candidate’s docket consists of the following:

1. Faculty Promotions, Reappointments and Tenure Committee memo outlining its findings, numerical vote, and recommendation,
2. material submitted by the candidate (teaching portfolio and scholarly/research activities),
3. evaluator statements by Chairpersons, Program Directors, and other relevant faculty members, and
4. five (5) external review letters and the curriculum vitae of each reviewer.

Two (2) copies of the docket are forwarded to the Dean: one (1) for the Dean’s review and one (1) for the Provost’s review. The original internal evaluator statements, external reviews, curriculum vitae of external reviewers, and Faculty Promotions, Reappointments and Tenure Committee memo are also forwarded to the Dean’s Office.

(Note: Tenure may be awarded any time within six (6) years. However, wherever possible, the Dean shall indicate no later than the end of the third (3rd) year if a tenure-eligible faculty member is not likely to be recommended for tenure. The Dean shall put in writing to the candidate and to the Provost expectations for eventually receiving tenure based on prevailing tendencies at the end of the third (3rd) year.)

5.3 Stage 2: Dean's Review

The Dean is responsible for evaluating the docket presented by the Faculty Promotions, Reappointments and Tenure Committee and making a recommendation to the Provost. The Dean may solicit additional information and/or letters of evaluation from external reviewers. The Dean will inform the Chairperson of the Faculty Promotions, Reappointments and Tenure Committee of his/her own proposed recommendation to the Provost. In the case where the Dean's recommendation is contrary to that of the Faculty Promotions, Reappointments and Tenure Committee, the Dean will give the Committee an opportunity to provide further information or counter-argument before the Dean's final recommendation is made to the Provost. When the decision is finalized, the Dean will inform the candidate in writing of said recommendation.

The Dean's recommendation must be sent to the Provost by June 1st (by October 15th in the case of January hire). This constitutes the definitive recommendation of the School, and it will be accompanied by the complete docket.

5.4 Stage 3: Provost's Review

5.4.1 The Provost shall evaluate each tenure and promotion docket and recommendation submitted by the Dean according to procedures detailed in the New York University Promotion and Tenure Guidelines, which are available at <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/promotion-and-tenure-guidelines.html>. In evaluating a promotion or tenure recommendation submitted by a Dean, the Provost may solicit additional information and/or letters of evaluation, and may in unusual cases appoint an ad-hoc advisory committee composed of tenured faculty to seek further counsel.

5.4.2 The Provost shall support or oppose the Dean's recommendation in his/her final decision. The Provost will inform the Dean of his/her pending decision. In those cases in which that the Provost's decision will be contrary to the recommendation of the Dean, the Provost will provide the Dean with the reasons and give the Dean an opportunity to provide further information or counter-argument before the Provost's final decision. The Provost shall notify the Dean of the final decision, along with reasons thereof if the Dean's recommendation is disapproved.

Section 6. Guidelines for Appeal

In the event of a negative decision, the candidate has the right to file a grievance in accordance with the provisions of the University's Faculty Grievance Procedures in the Faculty Handbook (<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>).

APPENDIX D: STUDENT STANDING COMMITTEE (SSC)

Section 1. Purpose

- 1.1 The Student Standing Committee reviews students enrolled in the academic degree programs (BS, MSW), who have been referred for reports of unethical or unprofessional behavior in the classroom, field setting and school community at large. Upon review if the committee determines that a student's behavior meets the standards of unprofessional or unethical behavior the committee recommends appropriate action to the Dean.

Section 2. Rights and responsibilities of each party

- 2.1 The Chair will inform the student that he or she has the right to exclude either or both student members from the hearing and that the exercise of that right must be made in writing to the Chair.
- 2.2 Any member of the SSC who has a conflict of interest or the appearance of such a conflict should excuse himself or herself from a specific case.
- 2.3 The student will be given a copy of the written complaint in advance of the hearing.
- 2.4 The student has the right to submit a written response to the written complaint in advance of the meeting.

Section 3. Procedures

- 3.1 All members of the School community (faculty, field instructors, students, and staff) can make a referral to the SSC. A party who wishes to lodge a complaint may do so by sending a memo and documentation to the chairperson of the SSC. Referrals must include any stated School/University policy or professional conduct violations and any attempts that have been made to resolve the issue.
- 3.2 The SSC Chair will inform the student, the complainant, and the other directly relevant parties regarding the referral, information regarding the SSC procedures, and the rights and responsibilities of all parties. In addition, the Chair will encourage the student to seek support from the Student Affairs Office.
- 3.3 The Chair will convene the hearing as soon as it can be arranged, with every effort being made to convene it within ten (10) working days. The SSC will consist of five (5) elected faculty members (two tenured, one tenure track, and two clinical full-time faculty members) plus two student members (one graduate and one undergraduate student) and one alternate student member from the MSW program. The five elected faculty members will elect a Chair. The Office of Student Affairs will coordinate with a relevant group to select the two student members. The members of the SSC shall serve staggered 2-year terms. In addition to the SSC committee members, parties who may participate in the hearing include the faculty advisor, the field instructor if the alleged violation occurred in a field setting, and/or the course

instructor if the alleged violation occurred in a classroom or course. The Chair may invite additional relevant participants as necessary. If all 5 faculty members are not available, given the time constraints, the SSC hearing may consist of three faculty members plus one student representative.

- 3.4 The student shall be advised that she or he may invite a person to attend the hearing in an advisory or support capacity. The student shall not be permitted to bring an attorney or law student. The student's invited supporter is not allowed to question, cross-examine, or voluntarily contribute directly in the SSC hearing. Participation as an advisor/supporter is voluntary and any faculty, student, or staff member can decline the student's invitation to attend the meeting. The SSC Chair must be notified in advance if such a person will be present.
- 3.5 Prior to the hearing, the SSC will review all material submitted. At the hearing, the SSC will hear oral presentations from the participating parties, deliberate in private, and determine whether a student's behavior meets the standards of unprofessional or unethical behavior.
- 3.6 If the SSC determines that a student's behavior meets the standards of unprofessional or unethical behavior, according to University and professional social work standards, the committee will convey their conclusion about the allegation and recommend appropriate action to the Associate Dean for Academic Affairs. Recommendations may include, but are not limited to: placement on probationary status, a change in field placement, a leave of absence or dismissal from the program.
- 3.7 The Associate Dean makes the final decision regarding the alleged violation.
- 3.8 Notification: Within five (5) working days, a written summary of the hearing and recommendations will be prepared and sent to the Associate Dean for Academic Affairs. A copy of the Associate for Academic Affairs' decision will be sent to the SSC, Dean, the student, the complainant and others who meet the "need to know" policy. A copy of the written summary and decision will also be included in the student's permanent file.

Section 4. Submission of Materials in Preparation for the Hearing

- 4.1 Materials pertaining to a student's performance while enrolled at the School shall be assembled and made available to the SSC.
- 4.2 Written material for the hearing will be prepared and submitted by the student, the complainant, and when appropriate, by the field instructor, classroom instructor, or other relevant parties.
- 4.3 All materials, except the student's statement, must be submitted to the SSC at least five (5) working days before the hearing. Copies of written materials submitted to the SSC must be given to the student at least four (4) working days before the

hearing. Student response statements must be submitted to the Chair at least two (2) working days before the hearing.

- 4.4 In order to protect confidentiality, all materials used by the SSC shall be returned to the Chair by all participants, including the student, with the exception that the student may retain his/her own notes. The Dean's Office will retain one (1) set of all material in a confidential file.

Section 5. Appeal Process

- 5.1 The student or complainant may appeal the decision of the Dean by following the University's [Student Grievance Procedure](#), available through New York University's [Student Community Standards Office](#)/the Division of Student Affairs.
- 5.2 According to the University Student Grievance Procedure, only matter of process, not the substance of the decision, can be appealed.

APPENDIX E: PROCEDURES FOR THE COMMITTEE ON ACADEMIC INTEGRITY

All faculty, students, and other parties may refer matters concerning student or faculty academic integrity. All referring parties may consult or file a formal complaint with the Committee. If filing a formal complaint against a student or faculty member the CAI will inform the relevant student, academic advisor, or faculty member.

All matters referred to the CAI will be considered confidential.

Section 1. Consultation with the Committee

Parties who wish to consult with the Committee may do so by sending a memo to the chairperson of the CAI setting forth the basis for the request.

- a. The CAI will review the memo requesting consultation within two weeks.
- b. The CAI will transmit an opinion in writing to the party requesting consultation and any other relevant party within two weeks of their review.

Section 2. Filing a Formal Complaint Concerning a Student

A party who wishes to lodge a formal complaint may do so by sending a memo and documentation to the chairperson of the CAI. Formal complaints must be accompanied by documentation in support of the allegation concerning the violation of academic integrity.

A student against whom a complaint is filed may submit a written response to the allegation.

- a. The CAI will review the allegation and supporting documents within thirty days.
- b. The CAI will forward a written recommendation to the Dean for action within two weeks of their completed review.
- c. A copy of the recommendation will be sent to the party who filed the complaint.
- d. The Dean will inform the CAI of the decision.
- e. A written summary will be given to the student and be placed in the student's permanent file.

Section 3. Filing a Formal Complaint Concerning Faculty

A formal complaint may be lodged by sending a memo and documentation to the chairperson of the CAI. Formal complaints must be accompanied by documentation in support of the allegation concerning the violation of academic integrity. A faculty member against whom a complaint is filed may submit a written response to the allegation.

- f. The CAI will review the allegation and supporting documents within thirty days.
- g. The CAI will forward a written recommendation to the Dean for action within two weeks of their completed review.

- h. A copy of the recommendation will be sent to the individual who filed the complaint.
- i. The Dean will inform the CAI of the decision.
- j. A written summary will be given to the faculty member and be placed in the faculty member's permanent file.

Section 4. Appeal Process

If a student wishes to appeal the decision of the Dean, the student can submit a written appeal to the NYU Office of Student Affairs in order to invoke a Student Grievance Procedure.

If a faculty member wishes to appeal the decision of the Dean, the faculty member can request that a five member ad hoc committee be appointed by the Office of the Vice Provost (NYU Faculty Handbook – p. 44: <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>).

APPENDIX F: GUIDELINES FOR PROMOTION OF ADJUNCT FACULTY AT THE SILVER SCHOOL OF SOCIAL WORK

Section 1. Eligibility

- An adjunct faculty member who is appointed at the rank of *lecturer* may be eligible for promotion to the rank of *adjunct assistant professor* after 4 years of teaching or field learning advisement (either 8 semesters of a year long course or 4 years of a one semester course).
- An adjunct faculty member who holds the rank of *adjunct assistant professor* may be eligible for promotion to the rank of *adjunct associate professor* after 6 years of teaching or field learning advisement (either 12 semesters of a year long course or 6 years of a one semester course).
- In special instances, an especially qualified *adjunct associate professor* may be eligible for promotion to the rank of *adjunct full professor*. As with full-time faculty, promotion to this highest rank is reserved only for those with substantive and notable academic achievements in these areas.
- As per University policy, adjunct faculty who are students in the Silver School PhD Program are not eligible for promotion since this would place them in a conflict of interest position of receiving rank in the faculty that will be evaluating their PhD candidacy.

Section 2. Criteria

- Beyond years of service, the criteria for promotion will include but not be limited to performance as a teacher or advisor, contributions to the curriculum area or Program, and professional attainments (when in addition to years of service, successful performance as a teacher and/or advisor, and contributions to the curriculum area, there is also a strong record of professional attainments in scholarly activities such as publications and/or in professional leadership roles).

Section 3. Procedures

The above guidelines will be made available to adjunct faculty through special announcement in December each year with a submission deadline of March 1. Adjunct faculty who meet the above criteria and wish to be promoted should submit the following to the Chair(s) of the Faculty Promotion Reappointment and Tenure Committee:

1. An academic curriculum vitae (examples available on the School's web site featuring faculty bios)

2. A 2-3 page self-study statement describing his/her performance as a teacher or faculty advisor, contributions to the curriculum area and/or Program, and professional attainments. This statement may include: a summary of student evaluations; available departmental evaluations; service on School committees and in the profession at large; and, professional presentations and publications. In your statement, please include your current rank as well as the rank to which you are seeking promotion. Also, indicate all years/semesters & specific courses you have taught in chronological order.
3. Names of the appropriate Curriculum Chair(s) and (if relevant) Program Director who will provide reference letters on behalf of the candidate. The FPRT is responsible for obtaining the letters in conjunction with the Dean's office. Candidates under review are not expected to seek letters from the evaluators directly.

The Faculty Promotion, Reappointment & Tenure Committee meets to deliberate and vote on the merit of the above-mentioned material. Secret ballot votes are tallied by the Chairperson, followed by a memo to the Dean summarizing the Committee's findings, vote, and recommendation on the adjunct faculty member's promotion. The memo is finalized and forwarded to the Dean. Concurrently, the Committee submits in writing to the candidate a brief memo outlining its vote and recommendations to the Dean.