**Faculty Summary Form**

**Council on Social Work Education Commission on Accreditation (COA)**

**Directions:** Provide the information requested below for all faculty employed in full- and part-time positions inclusive of all program options. All program information and operations should be **current at the time of submission** of the accreditation document.Duplicate and expand the chart below, as needed.

This form is used to assist the COA in the evaluation of the program’s compliance with the following *Accreditation Standard*s:

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

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

***B3.2.4*** *The baccalaureate social work program identifies no fewer than two full-time faculty assigned to the baccalaureate program, with full-time appointment in social work, and whose principal assignment is to the baccalaureate program. The majority of the total full-time baccalaureate social work program faculty has a master's degree in social work from a CSWE-accredited program, with a doctoral degree preferred.*

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Each Full- and Part-time Faculty Member** | **Title of Faculty Member** | **Full-time Faculty Member?****(Per AS B/M3.2.4)** | **Degree from CSWE-Accredited Master’s Program1?****(Per AS 3.2.1 and AS 3.2.2)** | **Doctoral Degree?****(Per AS 3.2.1 and AS M3.2.4)** | **Number of Years of Post-MSW Social Work Practice Experience2****(Per AS 3.2.2)** | **Teaching Practice Courses3?****(Per AS 3.2.2)** | **Number of Years of Service to the Social Work Program** **(Per AS 3.2.1)** | **Percentage of Time Assigned to Program4****(Per AS B/M3.2.4)** |
| **Baccalaureate** | **Master’s** |
|  |  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  |  | Yes [ ]  No[ ]  |  |  % | % |
|  |  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  |  | Yes [ ]  No[ ]  |  | % | % |
|  |  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  |  | Yes [ ]  No[ ]  |  | % | % |
|  |  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  | Yes [ ]  No[ ]  |  | Yes [ ]  No[ ]  |  | % | % |
|  | Total FTE5:  | Total FTE5: |

1 This includes degrees from CSWE-accredited programs or recognized through CSWE’s International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.

2 The minimum requirement of two (2) years of post-master’s social work practice experience is calculated in relation to the total number of hours of full-time and equivalent professional practice experience. Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities. Social work services can include work in professional social work auspices under the supervision of professional social work supervisors, volunteer practice experience in a social service agency and paid experience as a consultant in the areas of the individual’s practice expertise (pg. 22, [2015 EPAS](https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx)).

3 It is within the purview of the program to define and identify which courses they consider to be social work practice courses.

4 If the faculty member is part-time, identify the percent of a full-time workload assigned to the program, based on your institution’s workload policy. Workload polices may differ by rank or title. If the program has both a baccalaureate and master’s program, include the faculty member’s time assigned to each program.

5 While these columns require percentages to determine each faculty member’s assigned time to each program level, the total full-time equivalent (FTE) at the bottom of each column should be presented as a number (#) rather than a percentage (%). At the program’s discretion, this FTE calculation may be used to support compliance with AS 3.2.3, as the institution’s faculty workload policy is commonly used to calculate the full-time equivalent (FTE) faculty-to-student ratio. However, programs may use any calculation or formula as long as the program clearly explains the calculation method.