PRE-CANDIDACY MONTHLY WORKSHOP WITH
ANNA HOLSTER, ASSOCIATE DIRECTOR OF ACCREDITATION OPERATIONS & TECHNOLOGY

TOPIC 3: SEPTEMBER 2022
FACULTY & ADMINISTRATIVE STRUCTURE
Meet the accreditation team!

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Alyson Durant
Volunteer Coordinator

Accreditation Volunteers
(Commissioners & Site Visitors)

Department of Social Work Accreditation (DOSWA)
<table>
<thead>
<tr>
<th>Candidacy Eligibility Application</th>
<th>Draft Benchmark I (BMI) to CSWE</th>
<th>Approval of Draft Benchmark I (BMI) by CSWE and Assignment to Agenda</th>
<th>Commissioner Site Visit Dates (3 are scheduled)</th>
<th>COA Review</th>
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</thead>
</table>
| Submitted to Associate Director (ADOT) on rolling basis throughout the year. | Submitted to Associate Director (ADOT). At least 1 round of feedback before approval. Allow 2-4 weeks for feedback. | Draft BMI approved by Associate Director (ADOT), granting Pre-Candidacy status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by December 1, 2022, are placed on October 2023 Candidacy agenda. Subsequently approved programs placed on February 2024 agenda. | Visit 1: March 1-May 31, 2023  
Visit 2: March 1-May 31, 2024  
Visit 3: March 1-May 31, 2025  
E-mail full BMI to commissioner and specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled at https://forms.office.com/r/FJNJEiZbAL. | Candidacy Status Review—Oct 2023  
Year 2 Candidacy Review—Oct 2024  
Initial Accreditation—Oct 2025  
Covers students admitted to social work program in fall 2023 or later, regardless of graduation date. |
| Submitted to Associate Director (ADOT) of on rolling basis throughout the year. | Submitted to Associate Director (ADOT). At least 1 round of feedback before approval. Allow 2-4 weeks for feedback. | Draft BMI approved by Associate Director (ADOT), granting Pre-Candidacy status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by June 1, 2023, are placed on February 2024 Candidacy agenda. Subsequently approved programs placed on June 2024 agenda. | Visit 1: Sept 1-Nov 15, 2023  
Visit 2: Sept 1-Nov 15, 2024  
Visit 3: Sept 1-Nov 15, 2025  
E-mail full BMI to commissioner and specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled at https://forms.office.com/r/FJNJEiZbAL. | Candidacy Status Review—Feb 2024  
Year 2 Candidacy Review—Feb 2025  
Initial Accreditation—Feb 2026  
Covers students admitted to social work program in fall 2023 or later, regardless of graduation date. |
| Submitted to Associate Director (ADOT) on rolling basis throughout the year. | Submitted to Associate Director (ADOT). At least 1 round of feedback before approval. Allow 2-4 weeks for feedback. | Draft BMI approved by Associate Director (ADOT), granting Pre-Candidacy status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by September 1, 2023, are placed on June 2024 Candidacy agenda. Subsequently approved programs placed on October 2024 agenda. | Visit 1: Dec 1, 2023-Feb 23, 2024  
Visit 2: Dec 1, 2024-Feb 29, 2025  
Visit 3: Dec 1, 2025-Feb 28, 2026  
E-mail full BMI to commissioner and specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled at https://forms.office.com/r/FJNJEiZbAL. | Candidacy Status Review—June 2024  
Year 2 Candidacy Review—June 2025  
Initial Accreditation—June 2026  
Covers students admitted to social work program in fall 2023 or later, regardless of graduation date. |

MAJOR CANDIDACY DUE DATES
(see Timetables for all due dates: https://www.cswe.org/Accreditation/Accreditation-Process)
Benchmark I Standards related to Faculty & Administrative Structure
Accreditation Standard 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.

Accreditation Standard 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.

Accreditation Standard 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.
Accreditation Standard B/M3.2.1: The baccalaureate social work program identifies no fewer than two (BSW)/four (MSW) full-time faculty, with a full-time appointment in social work, whose principal assignment is to the baccalaureate/master’s program. Inclusive of all program options, the majority of the full-time social work program faculty whose principal assignment is to the baccalaureate program have a master’s degree in social work from a CSWE-accredited program (master’s only: and a doctoral degree, preferably in social work).

a. The program submits Form AS 4.2.1.

b. The program submits a Faculty Data Form for each full- and part-time baccalaureate/master’s social work program faculty member.

c. The program identifies the total number of full-time faculty whose principal assignment is to the baccalaureate/master’s program. Of those faculty, the program identifies the number that have a master’s degree in social work from a CSWE-accredited program.

d. The program includes faculty for all program options.
Faculty Standards (teaching field)

2015 EPAS: Accreditation Standard 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.

2022 EPAS: Accreditation Standard 4.2.2: Faculty who teach social work practice courses have a master’s degree in social work from a CSWE-accredited program and at least two years of post-master’s social work degree practice experience in social work.

a. The program identifies their social work practice courses.

b. The program identifies the faculty who teach each social work practice course and affirms that they have the requisite experience and credentials.

c. The program includes faculty and practice courses for all program options.
Faculty Standards

- Submit complete Faculty Summary Form that includes all full-time and part-time faculty.
- Submit Faculty Data Form (CV) for each faculty member that is currently teaching in the program. A Faculty Data Form should be submitted for each faculty member identified on the Faculty Summary Form.
- Be sure any faculty identified as teaching practice courses have the credentials and experience identified in Accreditation Standard 3.2.2/4.2.2.
- Only additional requirement for 2022 EPAS is requirement to list all courses your program defines as practice courses.
If a faculty member is teaching in both BSW and MSW programs, a portion of that person’s time can count toward each program’s faculty-to-student ratio, but a faculty member can only count toward the minimum number of faculty required under Accreditation Standard B3.2.4/M3.2.4 if at least 51% of that person’s time is dedicated to that program level. 51% or more is considered “principal assignment.”

In order to count toward the minimum number of faculty required, ensure faculty members are not evenly split between BSW and MSW (must be at least 51% to count toward minimum).

Each faculty member can only count toward the minimum faculty numbers for either the baccalaureate or the master’s program (not both).
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<thead>
<tr>
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<tbody>
<tr>
<td>Candidacy Eligibility Application Submission</td>
<td>Program Director hired and in place (1 FT faculty total)</td>
<td>Program Director hired and in place (1 FT faculty total)</td>
<td>Program Director hired and in place (1 FT faculty total)</td>
</tr>
<tr>
<td>Draft Benchmark I Approval</td>
<td>Field Director formally hired (2 FT faculty total)</td>
<td>Field Director &amp; 3rd faculty member formally hired (3 FT faculty total)</td>
<td>Field Director formally hired (2 FT faculty total)</td>
</tr>
<tr>
<td>Benchmark I submission (30 days before visit)</td>
<td>Field Director in place (2 FT faculty total)</td>
<td>Field Director &amp; 3rd faculty member in place (3 FT faculty total)</td>
<td>Field Director in place (2 FT faculty total)</td>
</tr>
<tr>
<td>Benchmark II submission (30 days before visit)</td>
<td>No additional faculty required unless needed to maintain ratio</td>
<td>4th &amp; 5th faculty members in place (5 FT faculty total)</td>
<td>3rd faculty member in place (3 FT faculty total)</td>
</tr>
<tr>
<td>Initial Accreditation Self-Study submission (30 days before visit)</td>
<td>No additional faculty required unless needed to maintain ratio</td>
<td>6th faculty members in place (6 FT faculty total)</td>
<td>4th faculty members in place (4 FT faculty total)</td>
</tr>
</tbody>
</table>
Form for 2022 EPAS available in December

- Include all full- and part-time social work faculty on the form.
- Add up “Percentage of Time Assigned Column” and use that sum for the FTE ratio (AS 3.2.3).
- For cross-listed or part-time faculty, use the percent of a full-time workload they contribute to the program.
  - E.g. If 10 courses per year is full-time, each course counts as .1 FTE.
- If you have both BSW & MSW programs, divide the FTE between the two columns, being sure not to double-count time. Both columns combined should add up to 1 FTE per full-time faculty member.
- If a faculty member receives separate overload contract for summer, include overload contract as separate line with FTE.

This form is used to assist the COA in the evaluation of the program’s compliance with Accreditation Standards stated below.

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.

Provide the information requested below for all faculty employed in full- and part-time positions within the past academic year. However, if the program experiences major changes to faculty composition prior to self-study submission, please provide the most up-to-date information.

<table>
<thead>
<tr>
<th>DATES OF ACADEMIC YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials of Faculty Member</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Hire Date</td>
</tr>
<tr>
<td>Race / Ethnicity</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Tenure Track (Y/N/NA)</td>
</tr>
<tr>
<td>Teaching Practice Courses (Y/N/NA)</td>
</tr>
<tr>
<td>Years of Practice Experience</td>
</tr>
<tr>
<td>Post-BSW</td>
</tr>
<tr>
<td>Post-MSW</td>
</tr>
<tr>
<td>BSW</td>
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<tr>
<td>MSW</td>
</tr>
<tr>
<td>BSW</td>
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<tr>
<td>MSW</td>
</tr>
</tbody>
</table>

TOTAL FTE OF ALL FACULTY: (sum) (sum)
Accreditation Standard 3.2.3: The program documents a full-time equivalent faculty-to-student ratio not greater than 1:25 for baccalaureate programs and not greater than 1:12 for master’s programs and explains how this ratio is calculated. In addition, the program explains how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty’s teaching, scholarly, and service responsibilities.
Accreditation Standard B4.2.3: Inclusive of all program options, the baccalaureate program has a full-time equivalent faculty-to-student ratio not greater than 1:25. For programs that do not meet the 1:25 faculty-to-student ratio, the program has evidence to demonstrate achievement of student competence (AS 5.0.1) and program outcomes (AS 5.0.3).

a. The program provides its full-time equivalent faculty-to-student ratio.
b. The program describes how this ratio is calculated.
c. For programs that do not meet the 1:25 faculty-to-student ratio, the program provides evidence demonstrating achievement of student competence (AS 5.0.1) and program outcomes (AS 5.0.3).
d. The program’s calculation is inclusive of all program options.

Accreditation Standard M4.2.3: Inclusive of all program options, the master’s program has a full-time equivalent faculty-to-student ratio not greater than 1:12. For programs that do not meet the 1:12 faculty-to-student ratio, the program has evidence to demonstrate achievement of student competence (AS 5.0.1) and program outcomes (AS 5.0.3).

a. The program provides its full-time equivalent faculty-to-student ratio.
b. The program describes how this ratio is calculated.
c. For programs that do not meet the 1:12 faculty-to-student ratio, the program provides evidence demonstrating achievement of student competence (AS 5.0.1) and program outcomes (AS 5.0.3).
d. The program’s calculation is inclusive of all program options.
Faculty-to-Student Ratio

One numerical FTE ratio should be provided for the entire program.

Programs may calculate the FTE ratio according to the program’s faculty workload policy and credit hour policy. **It is within the purview of the program to determine and explain how the FTE ratio is calculated.**

- Details of the calculation must be provided and must be consistent with policies described elsewhere in document (e.g.: workload, credit hour, etc.).
- E.g., if the full-time teaching workload is six courses per academic year, each course covered by a part-time faculty member constitutes 1/6 FTE.
- E.g., if full-time credit hours are considered 12 per semester, a student taking 6 credit hours per semester constitutes 1/2 FTE.
Faculty-to-Student Ratio

- Part-time faculty and students are typically included in the FTE ratio calculation as a percent of full-time.
- FTE of faculty should be consistent with adding up the BSW/MSW column from the faculty summary form.
- If you have staff who spend a portion of their time teaching, that percent of workload may be included in ratio.
- Any faculty time dedicated to the program can count toward the ratio
  - Includes teaching, advising, curriculum design, field duties, professional development, etc., as long as that time is on a faculty line
Faculty-to-Student Ratio

► Any individuals designated as faculty may be included; staff may not be included in the FTE ratio.

► The program director and field director may be included in the FTE ratio.

► Discuss sufficiency of ratio given each component of standard.
  ► Subheadings recommended

► Faculty time can be divided between BSW and MSW, but can’t be double-counted for both BSW and MSW.
  ► If a faculty member teaches a summer overload, it must be on a separate contract and should be listed separately on faculty summary form.
Faculty-to-Student Ratio

- FTE ratio should be consistent with the number of faculty identified on the Faculty Data and Summary Forms. If the program is co-located (both baccalaureate and master’s program), include the percentage of time assigned to each program for each faculty member identified without double-counting any faculty member’s time.

- Ratio must be no greater than 1:12 or 1:25. Even being slightly higher will lead to citation.

- The FTE ratio provided should be inclusive of all program options. A separate FTE ratio is not requested nor required for each program option.

- Separately discuss the sufficiency of the faculty for each program option.
2022 EPAS no longer requires description of sufficiency of ratio, unless the program fails to demonstrate the 1:12 (master’s) or 1:25 (baccalaureate) ratio.

2015 EPAS requires ratio, while 2022 gives programs the option of describing and verifying sufficiency if ratio is not met.
Accreditation Standard 3.3.4: The program identifies the social work program director. Institutions with accredited baccalaureate and master’s programs appoint a separate director for each.

Accreditation Standard B/M3.3.4(a): The program describes the program director’s leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in social work. The program documents that the director has a master’s degree in social work from a CSWE-accredited program with a doctoral degree in social work preferred.

Accreditation Standard B/M3.3.4(b): The program provides documentation that the director has a full-time appointment to the social work baccalaureate/master’s program.

Accreditation Standard B3.3.4(c): The program describes the procedures for calculating the program director’s assigned time to provide educational and administrative leadership to the program. To carry out the administrative functions specific to responsibilities of the social work program, a minimum of 25% assigned time is required at the baccalaureate level. The program discusses that this time is sufficient.

Accreditation Standard M3.3.4(c): The program describes the procedures for determining the program director’s assigned time to provide educational and administrative leadership to the program. To carry out the administrative functions specific to responsibilities of the social work program, a minimum of 50% assigned time is required at the master’s level. The program demonstrates this time is sufficient.
Accreditation Standard B/M4.3.4(a): The program has a program director who administers all program options. The program director has a full-time appointment to social work, with a primary assignment to the program they administer. Institutions with accredited baccalaureate and master’s social work programs have a separate director appointed for each program.

a. The program identifies the program director who administers all program options.

b. The program provides documentation that the program director has a full-time appointment to the baccalaureate or master’s social work program.

c. Institutions with accredited baccalaureate and master’s programs identify the separate directors appointed to each program.

Accreditation Standard B/M4.3.4(b): The baccalaureate/master’s program director has a master’s degree in social work from a CSWE-accredited program. (master’s only: In addition, it is preferred that the master’s program director have a doctoral degree, preferably in social work). The program director has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work.

a. The program attests that the program director has a master’s degree in social work from a CSWE-accredited program.

b. The program describes the program director’s ability to provide leadership to the social work program.

Accreditation Standard B/M4.3.4(c): The baccalaureate/master’s program director has sufficient assigned time for administrative oversight of the social work program, inclusive of all program options. It is customary for the program director to have, at minimum, 25% assigned time (baccalaureate)/50% assigned time (master’s) to administer the social work program.

a. The program provides the program director’s workload.

b. The program describes the procedures for calculating the program director’s assigned time to administer the master’s social work program.

c. The program provides the program director’s percentage of assigned time to administer the master’s social work program.

d. The program describes whether this time is sufficient to administer the social work program, inclusive of all program options.
Program Director Standards
Program Director qualifications, credentials, and administrative appointment

Baccalaureate:
- Documentation that the director has a full-time appointment to the social work program
- A documented master’s degree in social work from a CSWE-accredited program (doctoral degree in social work preferred)
- 25% minimum administrative assigned time that is sufficient to lead program operations

Master’s:
- Documentation that the director has a full-time appointment to the social work program
- A documented master’s degree in social work from a CSWE-accredited program (doctoral degree in social work preferred)
- 50% minimum administrative assigned time that is sufficient to lead program operations
Program Director Standards

- Programs may have only one program director who is in charge of all program options
  - Programs may have additional directors/coordinators for different program options, but only one main program director who is the principal person responsible for the overall program
- Program director must document full-time appointment to social work
- Program director must document master’s degree from CSWE-accredited program
  - Doctoral degree in addition to master’s preferred, but not required
Program Director Standards (continued)

- Document 25% administrative release for baccalaureate director/50% administrative release for master’s director

- Provide a clear description of how release time is calculated, consistent with institution’s workload policy

  - E.g.: Full-time workload is teaching eight courses per year; individual receives four courses release that are dedicated to serving as program director (50%); has two credit releases for research and other duties (25%); and teaches two courses per year (25%)

- This release time must be dedicated to serving as program director (additional appointment as dean, chair, etc., requires additional release time)
Program Director Standards (continued)

- Be sure to include clear statement that assigned/release time is sufficient to provide program administration/leadership and describe why
  - Sufficiency is determined and stated by the program and not by the commissioner visitor or reader
- If program has multiple program options, be sure to specify that this assigned time is sufficient to serve as program director for all program options
- If workload is discussed elsewhere in the self-study, be sure it is identified consistently in all places
Accreditation Standard 3.3.5: The program identifies the field education director.

Accreditation Standard 3.3.5(a): The program describes the field director’s ability to provide leadership in the field education program through practice experience, field instruction experience, and administrative and other relevant academic and professional activities in social work.

Accreditation Standard B/M3.3.5(b): The program documents that the field education director has a master’s degree in social work from a CSWE-accredited program and at least 2 years of post-baccalaureate or post-master’s social work degree practice experience.

Accreditation Standard B3.3.5(c): The program describes the procedures for calculating the field director’s assigned time to provide educational and administrative leadership for field education. To carry out the administrative functions of the field education program, at least 25% assigned time is required for baccalaureate programs. The program demonstrates this time is sufficient.

Accreditation Standard M3.3.5(c): The program describes the procedures for calculating the field director’s assigned time to provide educational and administrative leadership for field education. To carry out the administrative functions of the field education program at least 50% assigned time is required for master’s programs. The program demonstrates this time is sufficient.
Accreditation Standard 4.3.5(a): The program has a field education director who administers all program options. The field education director has a full-time appointment to social work. Institutions with accredited baccalaureate and master's social work programs may have the same field education director appointed to both programs.

a. The program identifies the field education director, who administers all program options.

b. The program provides documentation that the field education director has a full-time appointment to social work.

c. Institutions with both accredited baccalaureate and master’s social work programs identify the field education director for each program.

Accreditation Standard B/M4.3.5(b): The baccalaureate/master’s field education director has a master’s degree in social work from a CSWE-accredited program and at least two years of post-master’s social work degree practice experience in social work. The field education director has the ability to provide leadership to the field education program through practice experience, field instruction experience, and/or administrative or other relevant academic and professional activities in social work.

a. The program attests that the field education director has a master’s degree in social work from a CSWE-accredited program and at least two years of post-master’s (or post-baccalaureate for baccalaureate programs) social work degree practice experience in social work.

b. The program describes the field director’s ability to provide leadership to the field education program.

Accreditation Standard B/M4.3.5(c): The baccalaureate/master’s field director has sufficient assigned time for administrative oversight of the field education program, inclusive of all program options. It is customary for the field education director to have, at minimum, 25% (baccalaureate) / 50% (master’s) assigned time to administer the field education program.

a. The program provides the field education director’s workload.

b. The program describes the procedures for calculating the field education director’s assigned time to administer the field education program.

c. The program provides the field education director’s percentage of assigned time to administer the field education program.

d. The program describes whether this time is sufficient to administer the field education program, inclusive of all program options.
Field Director Standards
Field Director qualifications, credentials, and administrative appointment

Baccalaureate:
- Documented master’s degree in social work from a CSWE-accredited program and 2+ years of post-baccalaureate or post-master’s social work degree practice experience
- 25% minimum administrative assigned time that is sufficient to lead field education operations

Master’s:
- Documented master’s degree in social work from a CSWE-accredited program and 2+ years of post-master’s social work degree practice experience
- 50% minimum administrative assigned time that is sufficient to lead field education operations
Field Director Standards

- Co-located programs may appoint the same field director to both BSW and MSW programs
  - If same field director is appointed, that person must have both 25% release time for BSW field and 50% release time for MSW field; for a total of 75% administrative release
  - Be sure to clearly specify what percent of time is dedicated to field administration for each program level
- Program must document master’s degree from CSWE-accredited program and two (2) years of practice experience
- Field director could supervise additional field personnel who are dedicated to specific program options, but one field director must be responsible for all program options, either directly or as a supervisor
Field Director Standards

- Document 25% administrative release for baccalaureate director/50% administrative release for master’s director
- Provide a clear description of how release time is calculated, consistent with institution’s workload policy
  - E.g.: Full-time workload is teaching eight courses per year; individual receives four courses release that are dedicated to serving as field director (50%); has two credit releases for field liaison duties (25%); and teaches two courses per year (25%)
- This release time must be dedicated to serving as field director
- Be sure to include clear statement that assigned/release time is sufficient to provide field administration/leadership and describe why
- If program has multiple program options, but sure to specify that this assigned time is sufficient to serve as field director over all program options
Accreditation Standard 3.3.1: The program describes its administrative structure and shows how it provides the necessary autonomy to achieve the program’s mission and goals.

Accreditation Standard 3.3.2: The program describes how the social work faculty has responsibility for defining program curriculum consistent with the Educational Policy and Accreditation Standards and the institution’s policies.

Accreditation Standard 3.3.3: The program describes how the administration and faculty of the social work program participate in formulating and implementing policies related to the recruitment, hiring, retention, promotion, and tenure of program personnel.
Accreditation Standard 3.3.1: The program has the necessary autonomy to achieve its mission.

a. The program provides an organizational chart of its administrative structure.
b. The program describes how it has the necessary autonomy to achieve its mission.
c. The program addresses all program options.

Accreditation Standard 3.3.2: The social work faculty has responsibility for defining program curriculum consistent with the Educational Policy and Accreditation Standards (EPAS).

a. The program describes how the social work faculty has responsibility for defining program curriculum consistent with the EPAS.
b. The program addresses all program options.

Accreditation Standard 3.3.3: The program’s administration and faculty participate in formulating and implementing equitable and inclusive policies and/or practices for the recruitment and hiring, retention, promotion, and if applicable, tenure of program personnel.

a. The program describes how the administration and faculty participate in formulating and implementing equitable and inclusive policies and/or practices for the:
   i. recruitment and hiring of program personnel;
   ii. retention of program personnel;
   iii. promotion of program personnel; and
   iv. tenure of program personnel (if applicable).
b. The program addresses all program options.
Your program should have sufficient autonomy to recruit, hire, retain, promote, and grant tenure to faculty; define its curriculum; and achieve its mission and goals.

- Program does not need total autonomy, but needs autonomy comparable to other programs in the institution.
- Describe how different program options fit into administrative structure.
- Describe a clear administrative structure of both the program and where the program fits into the larger institution.
Program faculty and/or administrators must be responsible for writing their own curriculum.

Discuss the role of administration and faculty in both formulating policies and in the procedures followed to implement policies.

If you have multiple program options, either specify that these policies and procedures apply to all program options or differentiate between program options.

While standards are rephrased, expectations are the same between 2015 EPAS and 2022 EPAS.
Field Education Program Resources

2015 EPAS: Accreditation Standard 3.3.6: The program describes its administrative structure for field education and explains how its resources (personnel, time and technological support) are sufficient to administer its field education program to meet its mission and goals.

2022 EPAS: Accreditation Standard 4.3.6: The program has sufficient personnel and technological support to administer the field education program.

a. The program provides an organizational chart for the administration for field education.

b. The program describes whether its resources are sufficient to administer field education, including:
   i. personnel, and
   ii. technological support.

c. The program addresses all program options.
Field Education Program Resources

► Describe all faculty/staff with roles in the field education program

► Describe how various field duties are assigned, including who is responsible for conducting field visits, leading field seminars, serving as field liaison, and other roles related to administering field (as applicable)

► Describe all personnel, time, and technological support available for field education.
Include an explicit statement that these resources are sufficient to administer the field education program to meet its mission and goals and why.

If you have more than one program option, be sure to describe the sufficiency of this administrative structure for each program option.

Be sure to incorporate all program options in your description of the administrative structure for field education.
Additional Resources
Making Changes While in Candidacy

- Permitted to make changes and updates to policies, procedures, curriculum, and assessment plan at any point in the Candidacy process, as long as they remain compliant with the standards.
- Expected to continuously update evolving standards, such as faculty, budget, etc.
- All standards are reviewed at the Initial Accreditation stage for compliance, so programs should be mindful of how changes impact standards that have already been approved.
- Provide personnel updates via database audit form as they occur.
These are optional templates for planning and writing purposes; not a required format. Programs are encouraged to craft a benchmark/self-study document that clearly responds to the EPAS.

The purpose of these templates are to assist programs with the structuring/outlining the document; not to provide content. Programs are solely responsible for documenting compliance with the EPAS.
Program Options

- Defined on page 21 of the EPAS Glossary as:
  
  “Various structured pathways to degree completion by which social work programs are delivered including specific methods and locations such as on campus, off campus, and virtual instruction.”

- Includes: main campus, branch campus, satellite site, online program, etc.; each program option type is defined in policy 1.2.4 of the EPAS Handbook

- Program options are **not** plans of study such as advanced standing, 16-month, 24-months, part-time, etc.

- A substantive change report is required when adding a new program option per policy 1.2.4 in the **EPAS Handbook**

- **Self-study**: Each program option should be explicitly addressed in response to each standard.
CSWE Accreditation Web Resources

- **Candidacy Documents** - [https://www.cswe.org/Accreditation/Accreditation-Process](https://www.cswe.org/Accreditation/Accreditation-Process) (select Candidacy)
  - Preparation ➔ formatting requirements, Benchmark Grid, preparatory resources
  - Benchmark 1/2/3 ➔ all required forms submitted at each stage
  - Timetables ➔ timetables for the Candidacy process
  - Resources ➔ sample format for curriculum matrices and assessment plan

- **Accreditation PowerPoints**
  - **Topics:** 2015 EPAS Overview, Assessment, Candidacy, Frequently Cited Standards, Writing an Accreditation Document

- **2015 EPAS & Glossary**
- **2015 EPAS Interpretation Guide**
- **2015 EPAS Handbook**
- **Formatting & Submission Requirements**
- **Directory of Accredited Programs**
- **COA Decisions**

*Always check the website for the most current forms and accreditation updates!*
Statement for Programs in Pre-Candidacy to Post on their Web Sites

• [Program] is currently in Pre-Candidacy for Accreditation by the Council on Social Work Education’s Commission on Accreditation.

• Pre-Candidacy for a baccalaureate or master’s social work program by the Council on Social Work Education’s Commission on Accreditation indicates that it has submitted an application to be reviewed for Candidacy and had its Benchmark I approved in draft form to move forward with Candidacy review within one year. A program that has attained Pre-Candidacy has not yet been reviewed by the Commission on Accreditation or been verified to be in compliance with the Educational Policy and Accreditation Standards.

• Students who enter programs in Pre-Candidacy that attain Candidacy in the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. The Candidacy process is typically a three-year process and there is no guarantee that a program in Pre-Candidacy will eventually attain Candidacy or Initial Accreditation.

• Candidacy by the Council on Social Work Education’s Commission on Accreditation applies to all locations and delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

• For more information about social work accreditation, you may contact Accreditation.

Per policy 1.1.4 in the EPAS Handbook
Statement for Programs in Candidacy to Post on their Web Sites

Per policy 1.1.3 in the EPAS Handbook

- [Program] has achieved Candidacy for Accreditation by the Council on Social Work Education’s Commission on Accreditation.

- Candidacy for a baccalaureate or master’s social work program by the Council on Social Work Education’s Commission on Accreditation indicates that it has made progress toward meeting criteria for the assessment of program quality evaluated through a peer review process. A program that has attained Candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards, but has not yet demonstrated full compliance.

- Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy is typically a three-year process and attaining Candidacy does not guarantee that a program will eventually attain Initial Accreditation. Candidacy applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

- For more information about social work accreditation, you may contact Accreditation.
Ongoing Pre-Candidacy Consultation

✓ Sign up for a **monthly Interactive Pre-Candidacy Workshop** with the Associate Director of Accreditation Operations & Technology (ADOT) on the third Thursday of every month, 1-3pm ET/10am-noon PT. All program faculty or administrators at programs in Pre-Candidacy or earlier stages welcome.

✓ Email Anna R. Holster, at aholster@cswe.org for assistance with any Pre-Candidacy questions.

✓ Visit [https://annaholster.youcanbook.me](https://annaholster.youcanbook.me) to schedule a Zoom consultation with Associate Director of Accreditation Operations & Technology.

✓ **New Pre-Candidacy Group** at CSWE Spark to share resources with peers.

✓ Program designates one primary contact, but that person is encouraged to involve any other faculty or administrators in consultation appointments.

✓ Please submit [database audit form](#), so we can keep our records of prospective programs current. Submit any time you have program updates.
Upcoming Topics (subject to change)

- October Topic (#4): Assessment (repeated from April)
- November Topic (#6): Mission, Goals, and Field Education (repeated from May)
- December Topic (#1): Candidacy Overview (repeated from June)
- February Topic (#5): Commissioner Visit planning with a panel of guests from the Commission on Accreditation (repeated each February)
- March Topic (#2): Explicit Curriculum (repeated from August)
- April Topic (#3): Faculty and Administration Standards (repeated from September)

Please feel free to suggest additional topics you would like to see covered in the chat or by emailing me at aholster@cswe.org.