

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 201</b>
<b>Manual Social Work</b>	<b>Section Faculty Workload</b>	<b>Page 1 of 1</b>
<b>Subject Faculty Workload</b>		<b>Effective 8/20/90</b> <b>Revised 8/92</b>

**APPLICABILITY:** Tenured, tenure track, faculty associate, clinical associate, or visiting faculty members

**SOURCE:** School of Social Work Faculty Council

**POLICY:** Workload expectations

1. The following shall be considered minimum teaching and school service responsibilities:
  - A. Teach six credits of classroom courses per semester
  - B. Provide a minimum of 10 units of field liaison service unless otherwise assigned. Each agency **and** each student will count as one unit with each student in placement receiving a minimum of 3 individualized agency visits per year at the beginning, middle, and end of the year.
  - C. Serve actively as a member of:
    - (1) the Faculty Council
    - (2) one Program Committee
    - (3) a minimum of one additional School of Social Work Committee

or

Completion of ad hoc assignments as requested by the Dean or Chair of the Faculty Council

“Serve actively” is defined as attending at least 70% of retreats and meeting during the previous two semesters of service and completing assignments established within each committee or by the Faculty Council.
  - D. Carry an equitable load of advisees and comprehensive exams as assigned by program directors. An equitable load is generally assumed to be an equal number of advisees assigned to each faculty and an equal number of comprehensive exams assigned to each faculty.
  - E. Unless negotiated with the Director, faculty members who do not fulfill one or more of the responsibilities defined above will be assigned an additional course in the following semester.