

Date: June 12, 2017

To: Dr. John Shepherd, Vice-Provost and Associate Vice-President (Academic)

From: Dr. Gerald de Montigny, Director, School of Social Work
Dr. Matthias Neufang, Dean, FGPA
Dr. André Plourde, Dean, FPA

Re: ***Report on Action Plan to address the Cyclical Review for the Master of Social Work Program***

On November 19, 2015, Dr. John Shepherd, Vice-Provost and Associate Vice-President Academic in a memorandum entitled, "Action Plan for the Master of Social Work Program" set out the following:

"The Committee remarked that actions and steps towards implementation of item 4), on the question of offering a more structured model for part-time completion of the MSW, item 9), on the development of a hiring plan to bring the faculty complement to 17 FTEs, and a faculty recruitment strategy targeted at more senior levels, are identified in the plan as 'ongoing.' The Committee would therefore appreciate receiving a progress report on at least these elements of the Action Plan by June 30th, 2016."

Please accept our apologies for the delay in getting this progress report to you. Our response to the matters raised above follows.

4. Consider offering a more structured model for part-time completion of the MSW

The School will continue to consider the feasibility of a "more structured model" for part-time studies for the MSW. However, the institutional priority remains the recruitment of full-time students over part-time students, and the MSW program experiences great demand from high quality full-time applicants.

The program also has constraints in both class sizes and field practicum opportunities. The work of recruiting and sustaining practicums is onerous. The greater the number of students in the program the more difficult becomes the work of securing good quality field practicums. The School not only competes for practicums with the University of Ottawa School of Social Work, but with a variety of coop programs. An expansion of part-time students would result in an undue, additional burden on our MSW Field Practicum Coordinator.

Currently there are 89 students registered in the MSW program, 81 full-time, and 8 part-time. Thus, 10% of the students are part-time. This is a relatively steady state enrolment. It is the school's position that this is its current part-time capacity and it is prepared to continue to accept up to this number of part-time students. Should resources (internally and externally) increase in the future it would be prepared to review the number of part-time students admitted.

9. Develop a hiring plan to bring the faculty complement to 17 FTEs, and a faculty recruitment strategy targeted at more senior levels.

The School is at a moment of major transition, and our ability to reach the target of 17 FTE has been offset by a series of unanticipated factors. First, a faculty member has been on sick leave followed by LTD since January 2015. We anticipate the member will return this summer but quite likely with a reduced teaching workload. Second, two senior faculty members have been appointed to positions as Associate Deans in FPA, and as a result provide limited service to the School. Apart from graduate

supervision and directed studies courses each also teaches .5 credit. Third, during the Fall/Winter 2016-2017, a faculty member required an accommodation for health issues which resulted in relief of most assigned teaching. We are hoping that this member's health improves sufficiently for a full return to work in Fall 2017. Fourth, a senior faculty member has been approved for a one year at 50% reduced time appointment (article 13.5 of the CUASA Collective Agreement), in advance of consideration of electing to begin a Reduced-time appointment for long-service employees (article 13.6). Fifth, a senior faculty member has submitted a formal letter indicating retirement effective January 1, 2018. Finally, informally, an additional senior faculty member has indicated an intention to submit notice of retirement effective July 1, 2018.

In addition to the above, two faculty members were scheduled to begin sabbatical, though one has agreed to postpone commencement of a sabbatical approved to commence January 1, 2018 to July 1, 2018, following the request to continue acting as the Supervisor of the Undergraduate Program.

The demographics for the School present additional challenges. Four faculty members are currently past "normal retirement age", two are within a year of "normal retirement age", while another two are within two or three years of "normal retirement age". On the other hand, there is only one tenured faculty member, and one confirmed instructor, who can reasonably be expected to remain in the School for more than ten years.

The Dean of FPA has recognized the difficult situation of the School and he has worked with the Provost to secure the hiring of an Assistant Professor position effective July 1, 2017, and two 10 month term Instructor positions effective August 1, 2016, and August 15, 2016. The former position has been vacated by the incumbent, and is currently being advertised, while the latter has been approved for renewal, though the incumbent has been short-listed at a number of universities across Canada, most likely resulting in requiring the School to advertise that position as well.

There remains a possibility that the University might enter into an agreement with the Mohawk of Akwesasne to provide a BSW program to that community, in which event the School will likely receive an additional Term Instructor Appointment.

Through 2016-17 the School had 18 nominal FTE (including two 10 month term appointees at the Instructor rank). This total FTE was effectively reduced to 14 FTE through two Associate Deans, one LTD, and one member on a medical accommodation who was unable to teach though provided service. One member was on a full sabbatical (12 months) while a second commenced a sabbatical on January 1, 2017.

On July 1, 2017, the new appointment will increase our FTE to 19 (which includes the two Term Instructor appointments). We also expect a return to work of the member on LTD. On January 1, 2018 the School will lose 1.0 FTE due to a retirement. Assurances have been given by the Dean that this position will return to the School.

[The Dean of the Faculty of Public Affairs notes that the School has had 17.0 FTE base-funded faculty positions since 1 July 2017. Base funds have been recently awarded by the University in the 2017-18 budget to allow an upcoming hire in Social Work to occur at the rank of Associate Professor.]