

MEMORANDUM OF UNDERSTANDING
For USF Sarasota-Manatee to Host the USF School of Social Work
Part-Time MSW Program

March 4, 2014, Revised by JR 3/28/14
FINAL

For years, the USF School of Social Work (SOK) has been a valued presence in Sarasota, Manatee, and De Soto counties, offering Social Work programs in keeping with the mission of USF Sarasota-Manatee (USFSM) to provide the local community with relevant educational opportunities. USFSM has demonstrated its commitment to training social work professionals by hiring permanent faculty (3.0 FTE, 1 tenured). These faculty members, who were originally part of the SOK department and who meet Council of Social Work Education (CSWE) standards, continue to be members of the USFSM faculty in the College of Arts & Sciences (CAS).

While the continuing restructuring of USF into a system of separately SACS-accredited institutions has necessitated revision of the previous relationship between USFSM and the SOK, both entities see the mutual benefit of continuing to offer the CSWE-accredited part-time Master of Social Work (MSW) at USFSM. This cohort program of 60 credits involves students taking 3 courses a semester over 8 terms.

Proposed Plan

USFSM and SOK wish to offer a part-time MSW program, beginning in Fall 2014 after the successful completion of the pilot program in Spring 2014. As the "host," USFSM understands that full academic authority for the program resides with the SOK.

Specifically,

- SOK will determine the qualifications and selection of all faculty members, including adjuncts, based on USF, CSWE and SACS standards and SOK Governance Document.
- SOK will develop and approve courses and course syllabi in accordance with CSWE Standards.
- SOK will determine the course sequence (See Attachment).
- SOK will be responsible for admitting students and advising them for purposes of academic progress to graduation, in consultation with the USFSM Social Work faculty.
- SOK will have full authority to direct the field instruction program.
- Students at USFSM will be responsible for complying with all requirements, policies and procedures of the SOK articulated in the MSW Student Handbook.
- SOK will be responsible, in consultation with USFSM Social Work faculty, for recommending students for dismissal, if necessary, in accordance with SOK and University policies.
- Students in the USFSM program will have access to the full range of student support services available at USFSM. Resident faculty at USFSM will provide academic advisement consistent with the academic policies of the SOK.
- Should a faculty vacancy in Social Work faculty occur at USFSM, Social Work faculty from the SOK will be involved in the search process for the replacement.

The parties propose that, with respect to funding for the program, the following principles apply:

- USFSM will pay all instructional expenses and any administrative costs associated with administering the program at USFSM.

- To ensure that the part-time MSW program USFSM runs smoothly and effectively, the CAS dean will work with the SOK MSW Director. The CAS dean will also appoint a member of the USFSM SOW faculty to assist the dean's liaison efforts, as well as to work with the SOK Field Director, and appropriate professional staff of the SOK. The USFSM CAS office manager and scheduler will work directly with SOK peers in support of this MSW agreement. This appointment will be made by the Dean of the CAS subject to the approval of the Director of the School of SOK. This on site coordination will be funded by USFSM by a .25 in-load redirection of effort.
- USFSM will be credited with the SCH for Social Work courses at USFSM.
- USFSM will pay the administrative costs associated with admissions, field direction, and general administrative support that will be provided by the SOK and the USF College of Behavioral and Community Sciences.
- See attached budget for related program expenses.

To facilitate the operational components of this MOU, the parties propose that USFSM Social Work faculty be given courtesy faculty appointments to the SOK at Tampa. These courtesy faculty members will not be required to carry any work load assignment on the Tampa campus. Nor will they be required to attend meetings in Tampa unless they wish to.

Faculty evaluation of instruction will be conducted on an annual basis by the administration of USFSM, in consultation with the SOK Director. Course evaluations for faculty teaching in the program will be provided to the SOK Director by USFSM each term. In the event that USFSM faculty do not perform satisfactorily in a course (as determined by the SOK) USFSM will be responsible for paying the costs of any appropriate faculty replacement. In the case of unsatisfactory performance by an adjunct, the SOK will work with USFSM to find a qualified replacement.

Administrative procedures will function as follows:

- Course assignments will be conducted by the SOK in consultation with the USFSM CAS Dean.
- The SOK Director, in consultation with the USFSM CAS Dean will determine the courses that each of the USFSM faculty and adjunct faculty members are qualified to teach in accordance with CSWE and SACS standards.
- When scheduling courses, the USFSM CAS Dean will match approved courses with USFSM faculty approved to teach the courses.
- The SOK faculty will be involved in teaching the curriculum throughout all 8 semesters. The SOK faculty will teach at least one course in each of the 8 semesters.
- In consideration of the fact that USFSM is paying for course instruction, the SOK Director will seek to supply the most cost-efficient qualified faculty to teach in at USFSM and collaborate with the CAS Dean on course staffing decisions.
- In the event that a SOK faculty member is unavailable, a USFSM faculty member or adjunct, will be assigned to teach the course by the USFSM CAS Dean in consultation with the SOK Director.
- The SOK faculty will be paid by USFSM at the standard extra compensation rate. SOK faculty members will be reimbursed for mileage to and from Tampa to Sarasota for this instruction.
- Regardless of who is assigned to teach the course, USFSM will pay all costs of instruction and be credited with the SCH.
- All scheduling details will be done collaboratively between SOK schedulers and USFSM schedulers.

- USFSM will be responsible for student recruitment, will direct students to the SOK to apply according to the policies and procedures and all academic affairs policies of the SOK, as stated in the student handbook of the SOK.
- In any case of academic disruption, the USFSM CAS Dean has the authority to apply local campus policies and procedures to resolve such matters and to inform the SOK Director as soon as possible.
- USFSM will determine the minimum number of students needed to begin a cohort in accordance with CSWE standards. However, after the cohort begins, USFSM will continue to support delivery of the program regardless of whether the enrollment lessens.

The parties are hopeful that this agreement can be approved early in Spring 2014 to enable USFSM to begin recruiting students for admission of a cohort that will begin Fall 2014.

The parties to this Agreement acknowledge that each is governed by and acts through the University of South Florida Board of Trustees. As such, neither party shall be liable to the other for any damages whatsoever. The parties agree that any disputes shall be cooperatively resolved, or if necessary, resolved through appropriate administrative processes and procedures within the University. If a dispute cannot be resolved, the parties agree to take the dispute to an impartial administrator mutually agreed upon or to an appropriate USF System office head for final decision and resolution. The parties agree to be bound by any such decision. An impartial attorney in the Office of General Counsel may render interpretations of law that the parties shall accept as binding.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first below written.

THE UNIVERSITY OF SOUTH FLORIDA
BOARD OF TRUSTEES, a public body corporate

[Redacted Signature]

Ralph C. Wilcox Date 8/4/14
Provost and Executive Vice President
University of South Florida

Approved as to Form and
Legal Sufficiency

[Redacted Signature]

Attorney, USF

[Redacted Signature]

Dr. Tennyson J. Wright Date
Interim Director
School of Social Work

[Redacted Signature]

Dr. Jane A. Rose, Dean Date
College of Arts & Sciences
USF Sarasota-Manatee

[Redacted Signature]

Dr. Julie Serovich Dean Date
College of Behavioral & Community Sciences
University of South Florida

[Redacted Signature]

Dr. Terry Osborn Date
Regional Vice Chancellor
USF Sarasota-Manatee