



Board of Accreditation (BCOA)

Department of Social Work Accreditation (DOSWA)

Baccalaureate and Master's Social Work Program Accreditation

Candidacy Resource: Minimum Faculty Hiring Grid
(2015 and 2022 EPAS)

2022 EPAS

Stage	Baccalaureate Programs	Master's Program
Candidacy Eligibility Application Submission	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Program director hired with a start date no later than 30-days before the candidacy visit date. <ul style="list-style-type: none"> ○ Program director has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. ○ Program director has a master's social work degree from a CSWE-accredited program. ○ Baccalaureate and master's programs must identify separate program directors.¹ 	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Program director hired with a start date no later than 30-days before the candidacy visit date. <ul style="list-style-type: none"> ○ Program director has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. ○ Program director has a master's social work degree from a CSWE-accredited program with a doctoral degree preferred. ○ Baccalaureate and master's programs must identify separate program directors.¹

¹ At the same institution, the baccalaureate and master's program directors may be the same person until 30-days before the candidacy 1 visit. Therefore, the program director indicated on the application may temporarily be the same for both program levels. However, for staff to approve the Benchmark 1 document and enter Pre-candidacy, programs must have documented that a separate program director is formally hired, with a start date no later than 30-days before the visit date (i.e., when the Benchmark document is sent to the visitor and program's accreditation specialist). For Benchmark 1, programs must have a program director actively working within the program 30-days before the visit date (i.e., when the Benchmark document is sent to the visitor and program's accreditation specialist) even if students are not enrolled or the program is not fully operational.

Stage	Baccalaureate Programs	Master's Program
<p>Benchmark 1 Approval by CSWE Staff</p>	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the baccalaureate program hired, with a start date no later than 30-days before the candidacy visit date. • Hired a person in the program director role, with a start date no later than 30-days before the candidacy visit date. Program directors must meet AS 4.3.4(a), AS B4.3.4(b), AS B4.3.4(c). • Hired a person in the field education director role, with a start date no later than 30-days before the candidacy visit date. Field directors must meet AS 4.3.5(a), AS B4.3.5(b), AS B4.3.5(c). <hr/> <p><u>Note:</u></p> <ul style="list-style-type: none"> • Baccalaureate and master's programs must identify separate program directors.¹ • The program determines the configuration of the roles of program director and field director, within the faculty, staff, etc. that are hired. • The program director and field director can be the same individual. • The program and field director can be on a faculty, staff, administrative, or other line. • The field director can be the same individual for both baccalaureate and master's levels. 	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the master's program hired, with a start date no later than 30-days before the candidacy visit date. • Hired a person in the program director role, with a start date no later than 30-days before the candidacy visit date. Program directors must meet AS 4.3.4(a), AS M4.3.4(b), AS M4.3.4(c). • Hired a person in the field education director role, with a start date no later than 30-days before the candidacy visit date. Field directors must meet AS 4.3.5(a), AS M4.3.5(b), AS M4.3.5(c). <hr/> <p><u>Note:</u></p> <ul style="list-style-type: none"> • Baccalaureate and master's programs must identify separate program directors.¹ • The program determines the configuration of the roles of program director and field director, within the faculty, staff, etc. that are hired. • The program director and field director can be the same individual. • The program and field director can be on a faculty, staff, administrative, or other line. • The field director can be the same individual for both baccalaureate and master's levels.
<p>Stage</p>	<p>Baccalaureate Programs</p>	<p>Master's Program</p>

<p>Benchmark 1 submission</p> <p>(30 days before Benchmark 1 visit)</p>	<p><u>At minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the baccalaureate program hired and actively working within the program. <ul style="list-style-type: none"> ○ Baccalaureate and master's programs must identify separate program directors. ○ A person in the program director role actively working within the program that meets: AS 4.3.4(a), AS B4.3.4(b), AS B4.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), AS B4.3.5(b), AS B4.3.5(c). 	<p><u>At minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the master's program hired and actively working within the program. <ul style="list-style-type: none"> ○ Baccalaureate and master's programs must identify separate program directors. ○ A person in the program director role actively working within the program that meets: AS 4.3.4(a), AS M4.3.4(b), AS M4.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), AS M4.3.5(b), AS M4.3.5(c).
<p>Stage</p>	<p>Baccalaureate Programs</p>	<p>Master's Program</p>
<p>Benchmark 2 submission</p> <p>(30 days before Benchmark 2 visit date)</p>	<p>No additional faculty required unless needed to full-time equivalent faculty-to-student ratio (AS B4.2.3)</p>	<p><u>At minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of three (3) full-time faculty principally assigned (51% or more) to the master's program hired and faculty actively working within the program. <ul style="list-style-type: none"> ○ A person in the program director role actively working within the program that meets: AS 4.3.4(a), AS M4.3.4(b), AS M4.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), AS M4.3.5(b), AS M4.3.5(c)

Stage	Baccalaureate Programs	Master's Program
Benchmark 3 / Initial Accreditation submission (30 days before Benchmark 3 visit date)	No additional faculty required unless needed to comply with the full-time equivalent faculty-to-student ratio (AS B4.2.3)	<p><u>At minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of four (4) full-time faculty principally assigned (51% or more) to the master's program hired and actively working within the program. <ul style="list-style-type: none"> ○ A person in the program director role actively working within the program that meets: AS 4.3.4(a), AS M4.3.4(b), AS M4.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), AS M4.3.5(b), AS M4.3.5(c). • The majority of full-time faculty must have a master's degree in social work and a doctoral degree, preferably in social work 30 days before the Benchmark 3 candidacy visit date. This is not a requirement for Benchmark 1 nor Benchmark 2.

2015 EPAS

Stage	Baccalaureate Programs	Master's Program
Candidacy Eligibility Application Submission	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Program director hired with a start date no later than 30-days before the candidacy visit date. 	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Program director hired with a start date no later than 30-days before the candidacy visit date.

	<ul style="list-style-type: none"> ○ Program director has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. ○ Program director has a master’s social work degree from a CSWE-accredited program. ○ Baccalaureate and master's programs must identify separate program directors.¹ 	<ul style="list-style-type: none"> ○ Program director has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. ○ Program director has a master’s social work degree from a CSWE-accredited program with a doctoral degree preferred. ○ Baccalaureate and master's programs must identify separate program directors.¹
Stage	Baccalaureate Programs	Master’s Program
Benchmark 1 Approval by CSWE Staff	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the baccalaureate program, hired with a start date no later than 30-days before the candidacy visit date. • Hired a person in the program director role, with a start date no later than 30-days before the candidacy visit date [Program directors must meet AS 3.3.4, AS B3.3.4(a), AS B3.3.4(b), AS B3.3.4(c).] • Hired a person in the field education director role, with a start date no later than 30-days before the candidacy visit date. [Field directors must meet AS 3.3.5, AS 3.3.5(a), B3.3.5(b), B3.3.5(c).] <hr/> <p>Note:</p> <ul style="list-style-type: none"> • Baccalaureate and master's programs must identify separate program directors.¹ 	<p><u>To be approved, at minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the master’s program, hired with a start date no later than 30-days before the candidacy visit date. • Hired a person in the program director role, with a start date no later than 30-days before the candidacy visit date [Program directors must meet AS 3.3.4, AS M3.3.4(a), AS M3.3.4(b), AS M3.3.4(c).] • Hired a person in the field education director role, with a start date no later than 30-days before the candidacy visit date. [Field directors must meet AS 3.3.5, AS 3.3.5(a), M3.3.5(b), M3.3.5(c).] <hr/> <p>Note:</p> <ul style="list-style-type: none"> • Baccalaureate and master's programs must identify separate program directors.¹

	<ul style="list-style-type: none"> • The program determines the configuration of the roles of program director and field director, within the faculty, staff, etc. that are hired. • The program director and field director can be the same individual. • The program and field director can be on a faculty, staff, administrative, or other line. • The field director can be the same individual for both baccalaureate and master’s levels. 	<ul style="list-style-type: none"> • The program determines the configuration of the roles of program director and field director, within the faculty, staff, etc. that are hired. • The program director and field director can be the same individual. • The program and field director can be on a faculty, staff, administrative, or other line. • The field director can be the same individual for both baccalaureate and master’s levels.
Stage	Baccalaureate Programs	Master’s Program
Benchmark 1 submission (30 days before Benchmark 1 visit)	<u>At minimum the program must have:</u> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the baccalaureate program, hired and actively working within the program. <ul style="list-style-type: none"> ○ Baccalaureate and master's programs must identify separate program directors. ○ A person in the program director role actively working within the program that meets: AS 3.3.4, AS B3.3.4(a), AS B3.3.4(b), AS B3.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), B4.3.5(b), B4.3.5(c). 	<u>At minimum the program must have:</u> <ul style="list-style-type: none"> • Total of two (2) full-time faculty principally assigned (51% or more) to the master’s program, hired and actively working within the program. <ul style="list-style-type: none"> ○ Baccalaureate and master's programs must identify separate program directors. ○ A person in the program director role actively working within the program that meets: AS 3.3.4, AS B3.3.4(a), AS M3.3.4(b), AS M3.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), B4.3.5(b), B4.3.5(c).
Stage	Baccalaureate Programs	Master’s Program
Benchmark 2 submission (30 days before	No additional faculty required unless needed to full-time equivalent faculty-to-student ratio (AS 3.2.3)	<u>At minimum the program must have:</u> <ul style="list-style-type: none"> • Total of five (5) full-time faculty principally assigned (51% or

<p>Benchmark 2 visit date)</p>		<p>more) to the master’s program, hired and actively working within the program.</p> <ul style="list-style-type: none"> ○ A person in the program director role actively working within the program that meets: AS 3.3.4, AS B3.3.4(a), AS M3.3.4(b), AS M3.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), M4.3.5(b), M4.3.5(c). <p>Note: BOA offers an optional temporary waiver to the accreditation standard pertaining to minimum number of full-time faculty required for master’s social work programs (Accreditation Standard M3.2.4). This temporary waiver permits master's programs with accreditation reviews under the 2015 EPAS to operate with a minimum of four (4) full-time faculty, as permitted in the 2022 EPAS.</p> <p>Complete and submit the Temporary Waiver Request Form to Katie Gibson-Ledl, Director of Accreditation Services, at kgibson@cswe.org.</p>
<p>Stage</p>	<p>Baccalaureate Programs</p>	<p>Master’s Program</p>
<p>Benchmark 3 / Initial Accreditation submission</p> <p>(30 days before Benchmark 3 visit date)</p>	<p>No additional faculty required unless needed to comply with the full-time equivalent faculty-to-student ratio (AS 3.2.3)</p>	<p><u>At minimum the program must have:</u></p> <ul style="list-style-type: none"> • Total of six (6) full-time faculty principally assigned (51% or more) to the master’s program, hired and actively working within the program.

		<ul style="list-style-type: none"> ○ A person in the program director role actively working within the program that meets: AS 3.3.4, AS B3.3.4(a), AS M3.3.4(b), AS M3.3.4(c). ○ A person in the field education director role actively working within the program that meets: AS 4.3.5(a), M4.3.5(b), M4.3.5(c). <ul style="list-style-type: none"> ● The majority of full-time faculty must have a master’s degree in social work and a doctoral degree, preferably in social work 30 days before the Benchmark 3 candidacy visit date. This is not a requirement for Benchmark 1 nor Benchmark 2. <p>Note: BOA offers an optional temporary waiver to the accreditation standard pertaining to minimum number of full-time faculty required for master’s social work programs (Accreditation Standard M3.2.4). This temporary waiver permits master's programs with accreditation reviews under the 2015 EPAS to operate with a minimum of four (4) full-time faculty, as permitted in the 2022 EPAS.</p> <p>Complete and submit the Temporary Waiver Request Form to Katie Gibson-Ledl, Director of Accreditation Services, at kgibson@cswe.org.</p>
--	--	---