

SSW EXPECTATIONS FOR FACULTY DURING THE 2025-2026 ACADEMIC YEAR

**Academic Calendar:** The first day of the 2025-2026 academic year will begin on Tuesday, September 2, 2025. Please note, our BASW/MSW classes do not entirely correspond to the [University calendar.](https://sswadministrativeservices.rutgers.edu/academic-affairs/) The SSW academic affairs schedule can be found by [clicking here.](https://sswadministrativeservices.rutgers.edu/node/1998) (**Link:** https:/sswadministrativeservices.rutgers.edu/node/1998)

**Meetings Calendar:** The Meetings calendar, attached in visual and list form, includes important faculty meetings and events. For questions about room reservations, contact Shanelle Harris, Department Administrator (sh1327@ssw.rutgers.edu)

**Events Calendar on Outlook:** Please add our Events Calendar on Outlook which will allow you to readily view our meetings, events and more; directions & FAQ’s on this shared calendar are attached. Please see the attached instructions. For assistance in adding or viewing this calendar, contact SSW IT (it@ssw.rutgers.edu).

**Attendance:** Consistent with Article XXII of the bargaining agreement between Rutgers and the AAUP-AFT, conditions of employment include:

* for academic year appointments the academic year requires that the appointee be in attendance at the University from September 1 to Commencement within each academic year unless excused by the appropriate academic officer; and
* for calendar year appointments the calendar year requires that the appointee be in attendance at the University for the entire year unless excused by the appropriate academic officer, with the exception of a vacation of one month.

As a reminder, academic year faculty paid summer salary are obligated to forego equivalent vacation time. Please note that SSW normally allows no more than 2.5 months summer salary for AY appointments. All summer salary is subject to university policy, and that of various funding agencies.

**Course Schedules:** Faculty/lecturers must hold all scheduled class dates for each assigned course. It is not permissible to end your course early in any semester.  When faculty/lecturers deviate from this, it has an unfortunate cascading effect with students and for other faculty/lecturers. In the limited circumstances (illness or emergency) when you must miss a class, you must find course coverage. If you are unable to find coverage, please contact Associate Dean of Academic Affairs as soon as possible. If you must miss a class due to a professional reason (e.g., conference/speaking engagement), you must find course coverage for that day and also notify Associate Dean for Academic Affairs in advance of your scheduled absence. Should you need to discuss what options you might consider for such course coverage, please contact the Assoc. Dean of Academic Affairs.

**Grading:** All courses require grading that adheres to the course syllabus and uses the university standard grade point scale (undergraduate or graduate). Students are entitled to timely and complete feedback, which allows them to use feedback from early assignments to improve later work, thus supporting their ability to achieve course goals.

**Course Observations:** course observations are required for Lecturers who teach for the school. Pursuant to the lecturer bargaining agreement, such course observations are to be conducted by the full-time faculty of the school. The AD-Academic Affairs and Assistant Dean for Lecturer Development will coordinate.

***\**Mandatory Faculty Meetings/Events:**

1. MSW Orientation on September 5, 2025
2. BASW Orientation on September 3, 2025 (*mandatory for those who teach in BASW program*)
3. Monthly faculty meetings
4. Assigned committee meetings
5. SSW Convocation on May 18, 2026
6. One or more admissions open houses
7. Other specialized meetings as needed for the work of the School (Ph.D. and DSW orientations and events, strategic planning implementation task forces, etc.)

We also hope you will come to the optional community parties and alumni speakers and events. Of course, there are other communal ways that we will work together. These will be scheduled as we go through the year and can always be found in the Outlook calendar.