REVISED: APRIL, 1980 REVISED: JANUARY, 1984 REVISED: MAY, 1987 **REVISED:** OCTOBER, 1988 REVISED: NOVEMBER, 1989 REVISED: JANUARY, 1990 REVISED: OCTOBER, 1990 REVISED: FEBRUARY, 1991 REVISED: OCTOBER, 1996 REVISED: JANUARY, 1997 APRIL, 1998 REVISED: REVISED: **AUGUST, 1998**

ORIGINAL BY-LAWS: JUNE, 1973

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REVISED: AUGUST, 2000
REVISED: MARCH, 2001
REVISED: OCTOBER, 2003
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- 1.1 The School of Social Work bylaws shall in no way conflict with the college Bylaws, University Code, administrative policies, or Board of Regents' decisions.
- 1.2 It is presumed that the governance of the School in a professional, democratic manner underlies the entire structure and philosophy of this body. Such a presumption places maximum responsibility upon its members to participate in its deliberations and to accept its decisions.
- 2.1 The School members shall consist of all full-time faculty members (tenured, tenure track, faculty in residence, and administrative faculty) in the School of Social Work, including the Director. All of these members will be voting

members, and will be eligible to serve on and be chairs of all sequence, standing, ad hoc, and recruitment committees. Part-time

instructors may attend faculty meetings as non-voting members. University Association of Social Work Students (UASWS) BSW and MSW student representatives shall attend faculty meetings as voting members, and shall be recused from Personnel and Admissions discussions and other discussion deemed appropriate by the majority of the faculty. The BSW and MSW student representatives shall be elected by UASWS.

- The sequence committees of the School are: Direct Practice; Management and Community Practice; Policy; Field Practicum; HBSE; and Research.
- 3.2 Each sequence committee shall be appointed by the Director based on teaching assignment and faculty member's specialized interest. Only faculty members as specified in 2.1 shall serve on sequence committees.
- 3.3 The Chair of each sequence committee shall be elected by committee members.
- The following five Standing Committees shall be appointed by the Director in consultation with faculty members. The term of the Chair of each Standing Committee is two years, with the possibility of reappointment. The Chair of each committee must be a full-time tenured tenure track faculty, or administrative faculty member.

4.2 BSW Curriculum Committee

The BSW Committee shall consider short-term and long-term curricular needs of the undergraduate program, suggest and coordinate the addition of new courses and the deletion of existing courses, suggest innovative course offerings, and advise on continuing education needs. The BSW curriculum committee consists of the BSW program coordinator and other BSW faculty appointed by the Director.

4.3 MSW Curriculum Committee

The MSW committee shall consider short-term and long-term curricular needs of the graduate program, suggest and coordinate the addition of new courses and the deletion of existing courses, suggest innovative course offerings, and advise

4.4 <u>Outcomes and Career Development Committee</u>

The Committee assesses and advises on the functional, educational and professional outcomes of the School relating to student and faculty outcomes in relation to the local community's needs, maintains appropriate records of these outcomes, and advises students on career development matters. This committee tracks the alumni and program outcomes. The Committee shall consist of full-time

- 5.4 Tenure, promotion, and mid-tenure review recommendations of the committee shall be forwarded to the Director. Merit recommendations shall be forwarded to the Director.
- 6.1 Ad hoc Committees are appointed as needed by the Director in consultation with the faculty. The chair of each committee shall be elected by committee members.
- 6.2 Recruitment Committees shall be appointed by the Director in consultation with the faculty. The Committees shall include the sequence committee chairs with vacancies and other appointed faculty. The committee chair shall be elected by committee members.
- 6.3 Recruitment Committees present recommendations for appointment to the Director and faculty.
- 7.1 The School Director shall be appointed by the University administration in consultation with the faculty for a specified term with the possibility of reappointment.
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8.3	Only full-time tenured faculty at the rank and above \$\mathbb{Q}\$7Vi at me

vote. 9.6 The School secretary shall be present at all School meetings to take minutes of such meetings. If not available, a faculty member shall be

- appointed to record minutes. Minutes shall be limited to announcements and formal actions, such as motions. The School Secretary (or the appointed faculty member) shall count and record vote tallies.
- 9.7 Minutes of a previous meeting shall be distributed to members no later than five working days prior to the next meeting and approved within two weeks.
- 10.1 BSW, MSW, Admissions Coordinators, and Outcomes Committee Chair shall be appointed by the Director and each shall serve a term of two years, with the possibility of reappointment.
- 10.2 Administratively and programmatically, BSW, MSW, and Admissions Coordinators, and Outcomes Committee Chair shall be accountable to the School Director.
- 11.1 The Advisory Board is established as a liaison between the School of Social Work and the local community. This Advisory Board shall be comprised of at least seven but not more than ten members of the professional practice and local community who have a demonstrated interest in social welfare. No full-time faculty member may sit on the Advisory Board.
- 11.2 The role of the Advisory Board is to contribute to the growth and development of the School of Social Work.
- 11.3 The term of the Advisory Board members shall be two years, with the possibility of reappointment.
- 11.4 The Advisory Board Members shall be appointed by the School Director in consultation with the School members. Board of Regents must approve Advisory Boards, as well as changes in membership.
- 11.5 The Advisory Board shall meet at least twice during the academic year.
- 11.6 The Advisory Board shall elect its own officers, establish its own by-laws, and shall convene its meetings in consultation with the School Director.

- Written proposed amendments shall be distributed to the School members, one week in advance of a regular School meeting.
- 12.2 At the School meeting, the proposed amendments shall be discussed and vote upon by the School members.
- 12.3 Approval of the proposed amendments shall require a two-thirds majority vote of School members in favor of the proposed amendments.