

## BY-LAWS OF THE SCHOOL OF SOCIAL WORK

Adopted by Faculty Vote: 12/07/2005

Amended by Faculty Vote: 11/09/2007

Amended by Faculty Vote: 09/22/2008

The By-Laws of the School of Social Work are the governing document for the operation of the School under faculty governance. Amendments may be made to the By-Laws by vote of the faculty and amended sections of the document show the date of that vote. For definitions of levels of faculty governance see: <http://www.umsystem.edu/ums/departments/gc/rules/bylaws/300/010.shtml>

The By-Laws have been written using the guiding principles of the American Association of University Professors in regards to faculty autonomy and responsibilities for governance, see: <http://www.aaup.org>

The By-Laws also reflect the guiding mission of the School of Social Work in regards to the enhancement of social and economic justice, see: <http://ssw.missouri.edu>

The MU SSW promotes a safe, collegial, and professional environment for all MU SSW students, staff, faculty, alumni, and visitors, and works with employees to maintain a work environment that is free from violence, harassment, intimidation, and other disruptive behavior.

### I. Faculty

#### A. Faculty Duties

1. The Faculty shall have responsibility for setting policy on curriculum, standards for admission of students, standards for awarding degrees, and participating in other matters that affect the educational policies of the School.
2. The faculty shall have responsibility for setting policy on faculty appointments for tenure track positions, determining pedagogical needs to be filled by new hires, writing job descriptions, reviewing candidates, recommending appointments and reappointments, informing decisions about merit, developmental and sabbatical leaves, and promotion and tenure.
3. The Faculty shall have responsibility for establishing and maintaining the mechanisms and procedures to support collegial governance of the School.
4. The Faculty shall play an active and responsible role in academic matters, assuring that the collegial system of shared governance is maintained.
5. The Faculty shall create and protect an academic climate in which individual freedoms and variations of opinions may be encouraged, acknowledged, and valued.

#### B. Voting

1. All full-time faculty of the School of Social Work (.75 or above) shall be voting members of the faculty.
2. Motions on governance changes for the School shall be considered by voting members of the Faculty by the following procedures:
  - a. Submitted in writing to the faculty not less than two weeks (14 calendar days) before action is to be taken on the proposal.

- b. Adopted with 2/3 majority of the eligible faculty present and voting.
  - c. Adopted immediately unless specified otherwise in adopted motion.
- 3. Motions which do not affect the formal Faculty governance may be brought: a) in the same manner as in point (1), or b) by any member for discussion at the meeting at which it is presented. Voting on such motions shall be at the next Faculty meeting, unless the Faculty agrees to vote at the meeting in which the motion is brought.
- 4. Motions brought by Committees must be presented according to the procedures outlined above.
- 5. The usual method of voting shall be by voice. A vote by raised hand or by ballot shall be employed, if requested by any single member of the Faculty. A majority of those voting shall decide any issue unless the rules provide otherwise.
- 6. A ballot shall be required in all elections. Voting by members of the Faculty who will be absent for an election shall be permitted by absentee ballot in advance of the election.

#### C. Faculty Meetings

- 1. There shall be at least one meeting of the faculty each semester (two meetings per year).
- 2. Faculty meetings shall be open and conducted according to the following rules, unless exceptions are made for alternative processes in the By-Laws:
- 3. A quorum consists of a majority of the voting members.
- 4. Majority rule shall apply to all votes of the Faculty, except for By-Law revisions, which require two-thirds majority vote.
- 5. The faculty, with the consent of the majority of the voting members, shall determine all other procedural rules not specified in the Bylaws for conducting Faculty meetings.
- 6. Proposals involving major changes in policy or procedure shall be distributed in writing to all members of the Faculty at least fourteen working days in advance of the meeting at which they are to be voted on.
- 7. Changes in the order of business at any Faculty meeting may be made by simple majority vote of the Faculty.
- 8. The Director or 3 (three) faculty members may call meetings of the Faculty.
- 9. In situations in special Faculty meetings where a decision must be reached prior to the following regular Faculty meeting because of the necessity to take action, the vote shall be taken. The underlying policy shall be reviewed at the following regular meeting of the Faculty. Any change in policy implied by the emergency decision must be arrived at in the regular manner, as described above in the section on Voting.

#### D. Minutes

- 1. The approved minutes of all Faculty meetings shall be prepared and preserved.
- 2. Approved minutes shall serve as the official record of Faculty meetings, and shall generally preserve decision rather than debate.

3. Minutes of previous faculty meeting must be approved by Faculty at regular Faculty meetings.

## **II. Director**

The Director shall serve as the chief administrative officer of the School, with the following responsibilities:

- A. The Director shall appoint any individuals needed to administer the School's affairs including program directors. The Director shall report to the School, as soon as practical, normally by the beginning of the fall semester, the names and duties of such appointees.
- B. The Director shall establish Ad Hoc committees as needed for the conduct of School affairs.
- C. The Director will evaluate faculty performance based on the published Annual Evaluation Criteria and the evidence set forth in the Annual Performance Activity document completed by each faculty member."
- D. Twice a year, the Director shall report on the "State of the School" to the faculty. These reports shall address the state of the School, priorities for the upcoming year, the School's budgetary status, and other major issues of concern to the School and the faculty
- E. The Director, in conjunction with the appropriate committees of the School, shall monitor all segments of the academic program, such as degree requirements, curricular offerings and catalog announcements. In consultation with appropriate committees, administrative personnel, and faculty members, the Director shall make decisions about and develop procedures concerning the scheduling of classes, assignments of faculty, budgetary policies, and student appeals.
- F. The Director shall be responsible for promoting the interests of the school within the larger University, the community at large, all levels of government, the profession, and the alumni.
- G. The Director shall be responsible for developing and maintaining an active Alumni Association.
- H. The Director, or an assigned administrative delegate, will be responsible for the work of all support staff, both full and part-time, relative to their rights as defined in MU policies and procedures.

## **III. Students**

- A. Students who are majors in the School of Social Work will be represented on specified Standing Committees.
- B. Student representatives shall be selected in accordance with procedures established by the students consistent with the University's policy on student rights and responsibilities as detailed in the graduate and undergraduate catalogs.
- C. The relationship between faculty and administrative officers, and students, within the School of Social Work is detailed in campus student handbooks.

## IV. Committees

### A. General

1. Committees shall handle only matters referred to them by the Faculty or delegated to them in the By-Laws; and they shall report directly to the Faculty. If a dispute at any meeting other than the Promotion and Tenure Committee meeting cannot be resolved, the issue is remanded to the full faculty for consideration.
2. Only those faculty members eligible to serve on a committee (See Below) shall vote for the faculty membership on that committee.
3. Committee business, including voting, may be transacted in-person or by using any technologically supported method that is accessible to all committee members.
4. A quorum shall consist of a majority of a given committee's membership being present in person, except where otherwise noted in the bylaws, or via agreed upon technologically supported meeting methods.
5. The Committee chair is responsible for: a) distributing an agenda at least two days in advance of a committee meeting, b) seeing that minutes are taken, c) arranging for their review and approval by the committee, and d) distributing approved minutes of each committee's business meeting to all committee members.
6. The chair is responsible for maintaining an up-to-date compilation of the minutes of the committee, and to make this available to any or all faculty upon request, to the succeeding chair, and to the Director.
7. Terms of service for the faculty representatives on committees will be based upon their election for two-year staggered terms.
8. Committee elections shall be held during May for a term beginning the first day of the following Fall Semester.
9. For Student Status Reviews, the student's Program Director will chair the committee and the two other committee members will be chosen from the faculty primarily associated with that program level.
10. The MSW and PhD Program Directors will serve jointly as Co-Directors of Graduate Studies for the School of Social Work.

### B. BSW Program Committee

1. Consists of the Program Director, who serves as chair, and all members of tenure and tenure track and non tenure track faculty who teach and/or advise primarily in the undergraduate program (>50%), and at least one BSW student representative.
2. Serves as the Student Appeals committee for undergraduate students.
3. Approves, monitors, and reviews BSW curriculum.
4. Determines policy on matters such as BSW admissions, BSW program requirements, evaluation of students, student grievances, continuation in the program, and other matters referred to it by the faculty and as compatible with University policies on Undergraduate programs
5. Brings substantive matters to the attention of the entire faculty for review and approval prior to being implemented.

6. Reviews applications for admission to the BSW program and makes decisions about who is admitted.

#### C. MSW Program Committee

1. Consists of the Director of the MSW program, who serves as Chair, the Off-Campus Program Director, and 5 members of the faculty who are elected by the faculty, provide representation across faculty levels, and who teach primarily in the MSW program (>50%), and at least one MSW student representative.
2. Serves as the Student Appeals Committee for MSW students.
3. Approves, monitors, and reviews the MSW curriculum.
4. Determines policy on matters such as MSW admissions, MSW program requirements, evaluation of students, student grievances, continuation in the program, and other matters referred to it by the faculty and consistent with University policies on Graduate programs.
5. Brings matters involving substantive changes in the curriculum to the entire faculty for review and approval prior to being implemented through required University policies regarding Graduate Program curricular change.
6. Formulates and recommends to the faculty the basic organization of the MSW curriculum and its rationale, including the construction of the foundation and advanced curricula.
7. Establishes necessary ad hoc committees necessary to formulate, revise, and implement the curriculum plan.
8. Examines and assesses the MSW curriculum and assure educational integration and linkage throughout the MSW curriculum
9. Review proposals for new courses set forth by standing committees, ad hoc committees, or faculty members and makes recommendations to the faculty regarding adoption of proposed courses.
10. Reviews, formulates, and recommends to faculty policies governing admission of students to the MSW program.
11. Reviews applications for admission to the program and makes decisions about who is admitted.

#### D. Ph.D. Program Committee

1. Consists of the Director of the Doctoral Program, who serves as Chair, two (2) elected doctoral degreed, tenured full-time faculty (two year term), two elected doctoral degreed full-time faculty who teach doctoral classes (one-year term) and one doctoral student representative selected by the current doctoral students.
2. Serves as the Student Appeals Committee for doctoral students.
3. Approves, monitors, reviews, and coordinates the PhD curriculum including policies and procedures relating to comprehensive exams, oral exams, and dissertations and recommending said policies to the Faculty

4. Monitors and evaluates students' progress including continuation in the program, reading and evaluating comprehensive examinations.
5. Determines policy on PhD program requirements, evaluation of student progress, student grievances, and other matters referred to it by the faculty and consistent with University policies on Graduate programs.
6. Reviews, formulates, and recommends to faculty policies governing admission of students to the PhD program.
7. Develops a student recruitment plan consistent with the mission of the program.
8. Reviews applications for admission to the PhD program and makes decisions about who is admitted, meets with prospective applicants as necessary, and participates in new doctoral student orientation.
9. Makes recommendations regarding scholarships and other forms of financial assistance.
10. Brings substantive matters to the entire faculty for review and approval prior to being implemented.
11. Recommends adjunct faculty for the doctoral program to the Director.

#### E. Field Education Committee

1. The Director of Field serves as chair of the committee.
2. Two members of the tenure track, two members of the non tenure track faculty, and a representative of the off-campus programs will be elected to serve on this committee for 2-year staggered terms. There will also be at least one student representative on the committee.
3. The field committee shall determine policies and procedures regarding field instruction programs in both BSW and MSW programs.

#### F. Promotion and Tenure Committee

1. The committee shall be comprised of all tenured members of the faculty, excluding the Director.
2. The committee members shall elect a chairperson who will convene and conduct meetings.
3. The committee shall be responsible for all promotion and tenure recommendations for both tenure-track and /non tenure track faculty.
4. The committee shall be responsible for assuring that the promotion and tenure process of non tenure track faculty is conducted in accordance with University policy.
5. The committee shall use procedures and make decisions in accordance with University policy in its actions related to promotion and tenure materials needed from the candidate.

#### G. Director's Advisory Committee

1. Consists of BSW, MSW, and PhD program directors, a member of the alumni advisory board, and two faculty members to be elected by the faculty, one of whom will be a senior faculty member.
2. Insures the integration of course content across and within BSW, MSW, and Ph.D. programs both on and off campus.
3. Compares policies and procedures across and within programs so that all students and faculty understand similarities and differences, such as difference in undergraduate versus graduate advising.
4. Insures that alumni have input into the direction the School takes with respect to curricula and programs.
5. Provides the Director with information necessary to make budgetary decisions as they relate to each program's recruitment and admission of students.
6. Makes recommendations to the Director regarding faculty development, recruitment of new faculty, and all concerns related to faculty rights.
7. Is in charge of the creation of and implementation of the Reaffirmation of Accreditation process and documents for submission for CSWE.

#### H. Scholarship Committee

1. Consists of program directors and one faculty representative from each program committee, appointed annually by the program director
2. Meets each semester to review scholarship applications and make scholarship decisions for subsequent semester(s);
3. Reviews, formulates, and recommends to faculty policies governing SSW scholarship disbursement to SW students.

#### I. Faculty Screen and Search Committee

1. Is an ad hoc committee.
2. Consists of three tenure/tenure track members and at least one non-tenure track member. There will also be at least one student representative on the committee. Two faculty positions will be elected from the tenured/tenure track faculty and two faculty positions will be appointed by the director. In the interest of consistency, one or more elected/appointed faculty would be chosen from those with recent experience in the faculty recruitment, interviewing, and campus visitation procedures and rules.
3. Provides leadership to faculty on determining pedagogical priorities for hiring, screens applications, oversees interview processes, and makes recommendations for candidate hires to the Director.
4. A subcommittee may be appointed to oversee the hiring of non-tenure track faculty.

**J. Ad Hoc Committees**

1. Consist of 3 faculty members elected by the faculty (except the Faculty Search & Screen Committee) who select a chairperson to convene meetings, and student members when appropriate.
2. Address matters that are temporary and focused on a particular problem or task that warrant immediate attention, such as the search for a new faculty member.

**K. Committee Vacancies**

1. Vacancies in standing committees shall be filled by faculty election as soon as vacancies are known to the Director.
2. The Director will reappoint a faculty member to any position that was originally an appointed position.

**V. Bylaws/Authority**

- A. With the exception of cases in which By-Laws call for different protocol, Robert's Rules of Order shall govern the faculty meeting procedures.
- B. Any five members of the tenure track and non tenure track faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated at least two weeks in advance of the meeting at which the change will be considered.
- C. The provisions of the Bylaws of the School of Social Work may be altered, amended, or repealed by a two-thirds majority of the voting membership present at a meeting of the faculty.
- D. Both tenure track and non tenure track faculty members shall vote on alterations, amendments, or repeals of provisions of the Bylaws.