

Governance Document:

Approved by School of Social Welfare Faculty: August, 2000

Changes added from December, 2003

Amendment August 25, 2006

Amendment February 22, 2008

Amended August 28, 2009

I. School Governing Body

School faculty and School student representatives constitute the governing body for the School's educational policy decisions. Educational policy is broadly interpreted to mean all policies that pertain to the educational mission of the school. Specifically excluded are those issues pertaining to faculty workplace, employment status issues, and approval of degree candidates, which policy decisions and their debates are reserved to faculty only.

A. Voting Membership

Membership shall include:

1. All full-time tenure-track faculty and all tenured faculty with appointments of half-time or more.
2. Four student representatives, who must be in good academic standing and enrolled in a minimum of six credit hours in the School. The four will consist of one representative from the BSW program, two from the MSW program, and one from the PhD program, appointed by the respective program chairs.

B. Meetings

There will be a minimum of two meetings of the governing body, traditionally termed faculty meetings, each year and special meetings as required. Print or electronic notification of each meeting will be distributed to members. Other persons associated with the academic mission of the School may be invited as non-voting participants. The Dean of the School shall preside at these meetings.

C. Amendments

This document may be amended by two-thirds vote of the members present at the first faculty meeting after the one at which the amendments are introduced.

II. Standing Committees of the School

The governing body sets policy, and the duties of the standing committees are to 1) implement those policies through appropriate procedures, course offerings, etc and 2) recommend needed changes in policy to the governing body. All standing committees except the Promotion, Retention, and Tenure Committee, the Faculty Executive Committee, and the Academic Performance Committee may include as many students, less one, as faculty serving on the committee. All committees will keep minutes of meetings and will make reports of their activities once a year at faculty meeting. The chair of each committee shall maintain a current policy and procedure document, a copy of which shall be kept in the Dean's office, made

available on request, and filed in the School's overall policy and procedure manual.

A. Curriculum Committees

Membership on all curriculum committees is determined on an annual basis.

All faculty (including adjuncts) teaching in a given curriculum content area will be assigned to corresponding curriculum area groups (CAGs). The function of these CAGs is to maintain consonance among various sections of the same course and to provide a means of faculty exchange and development. Chairs of CAGs are full-time faculty members who are elected by and from the CAG membership. Chairs are elected on an annual basis, with no term limits. These CAGs are organized into three curriculum committees, corresponding to the three major program areas: BSW, MSW, and PhD. The total number and the duties of CAGs will be determined by each program's curriculum committee, in consultation with the Associate Dean for Academic Programs.

Each program's curriculum committee is responsible for the planning, development, and evaluation of their respective curriculum and educational policies, including policies and standards for academic performance and student advancement within the program. Changes in the curriculum and/or the policies require a vote of the School Governing Body. Before such a change is voted on by the School Governing Body, the Associate Dean for Academic Programs will consult with the three chairs of the curriculum committees to discuss implications of the proposed change for all programs and the total school.

BSW Curriculum Committee:

The chair of the BSW committee is the BSW Program chair, who is appointed by the Dean. Membership is comprised of the chairs of the CAGs in the BSW program, and at least one student.

MSW Curriculum Committee:

The MSW Program Director serves as the Chair of the MSW Curriculum Committee.

The MSW program will have a curriculum committee and four standing subcommittees.

1. Foundation subcommittee. The purpose of this subcommittee is to insure integration between foundation courses. Faculty membership consists of the elected chairs of the CAGs in the MSW foundation program. The chair is elected from and by its members.
2. Clinical concentration subcommittee. The purpose of this subcommittee is to assure the concentration offers a well integrated curriculum that builds on the foundation.. Faculty membership consists of the elected chairs of the CAGs in the clinical concentration. The chair is elected from and by its members.
3. Social work administrative and advocacy practice (SWAAP) concentration subcommittee. The purpose of this subcommittee is to assure that the concentration

offers a well integrated curriculum that builds on the foundation. Faculty membership consists of the elected chairs of the CAGs in the administration concentration. The chair is elected from and by its members.

4. Field education subcommittee. The purpose of this subcommittee is to assure that the field offers learning opportunities that supports the integration of classroom and field instruction. The chair of this subcommittee is the Director of Field Education.

Membership on the MSW curriculum committee will consist of:

1. Elected chair of clinical concentration subcommittee
2. Elected chair of SWAAP concentration subcommittee
3. Elected chair of foundation subcommittee
4. Director of Field Education
5. MSW Program and Curriculum Committee Chair
6. Student from foundation level
7. Student from clinical concentration
8. Student from SWAAP concentration

PhD Curriculum Committee

The chair of the PhD Curriculum Committee is the chair of the PhD program. The membership of this committee consists of 6 faculty members and three students. The six faculty members include: The PhD Program chair; 3 graduate standing faculty members elected by the faculty as a whole for a term of 2 years; and 2 faculty appointed by the Dean in consultation with the PhD Program chair. At least 2 of the 5 members in addition to the chair should have taught in the PhD Program in the last five years.

B. Admissions Committees

The BSW, MSW, and PhD programs will establish Admissions committees in consultation with the Associate Dean for Academic Programs and the Admissions Director. Faculty determine the policies and standards for admissions in each program area; and assess and make recommendations regarding each applicant's admission to the program. Each program's Admissions Committee establishes procedures for the selection of student scholarship awards.

C. Elected Committees

Five faculty will be elected to the Faculty Executive Committee, the Faculty Search Committee, and the Promotion, Retention, and Tenure (PRT) Committee. Elections for all elected faculty committees—Search, PRT, and Faculty Executive—will occur during the Spring faculty meeting with the exception of replacement elections as needed to cover vacancies due to, i.e. sabbatical release, etc. Voting will be for one committee at a time. Terms of office are staggered three-year terms, beginning in the fall term following the election. Faculty may not serve simultaneously on the Search Committee, Faculty Executive or the PRT Committee. Chairs of each committee are elected from and by its members.

Faculty Search Committee

The faculty search committee is comprised of five elected tenured or tenure track faculty and up to four students appointed by the chair of the committee. In consultation with the Dean and the Associate Deans, the Faculty Search Committee develops procedures relevant to screening and interviewing of candidates for all prospective faculty appointments including endowed professorships and non-tenure teaching positions of .5 FTE or more, and recommends appointments to the Dean. In recruiting faculty to teach in specific CAG areas, the committee will involve CAG members in the interview and selection process. The committee is responsible for becoming familiar with and following Equal Opportunity and Affirmative Action guidelines and procedures.

Promotion, Retention, and Tenure Committee (PRT)

The PRT committee consists of five elected tenured faculty members, including at least one full professor. The committee advises faculty candidates of promotion, tenure, and sabbatical, Keeler Intra-University Professorship application guidelines, reviews their application materials, and makes a recommendation to the Dean and to the UCPT. The committee conducts annual and third year reviews of untenured tenure-track faculty, advises them with regard to PRT standards, and gives a written report to the Dean and the faculty member with observations on faculty progress and suggestions about preparation for tenure application.

A sixth tenured faculty person will be elected to PRT to serve as an alternate. Alternate PRT member will serve actively when a regular member of the PRT committee is also a mentor for candidate. Alternate members serve three years

Faculty Executive Committee

The five elected faculty members of this committee must have served a minimum of one year in the School and have full time appointments. The function of the committee is to provide oversight and appraisal of faculty governance and other issues that affect the welfare of the School. Activities include: review of committee function and structure; oversight of workload and merit policies; consultation with the Dean, Associate Deans, and committee chairs about School policy issues, long range planning, and program development; fulfilling its duties as outlined in the school's grievance procedures; and providing a steering or coordinating function for other faculty governance and School policy issues as they arise.