# 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 Amended May 9th, 2014 Amended May 3, 2019

1. **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 non-curricular issues such as faculty workplace, employment status issues, voting on elected committees, and approval of degree candidates, which policy decisions and their debates are reserved to tenured or pre-tenured faculty only.

# Voting Membership

Membership shall include:

1. All full-time tenured or –pre-tenured faculty with appointments of half-time or more.
2. Professors of Practice
3. Director of Field Practicum
4. Up to six student representatives, who must be in good academic standing and enrolled in a minimum of six credit hours in the School. The six will consist of two representatives from the BSW program (one from each campus), three from the MSW program (one from each campus), and one from the PhD program, appointed by the respective program directors.

# Meetings

There will be a minimum of two meetings of the governing body, termed School Business 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.

# 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 Awards Committee, and the Faculty Executive 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 a School Business 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.

# Curriculum Committees

Membership on the BSW and MSW curriculum committees is reviewed on an annual basis.

Every faculty member will be expected to serve on at least one curriculum area group (CAG). 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. These CAGs are organized into two curriculum committees, corresponding to the two professional education programs: BSW and MSW. 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 two chairs of the professional program 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 director, who is appointed by the Dean. Membership is comprised of the chairs of the CAGs in the BSW program, The Field Education Director, 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. 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. One student from foundation level
7. One student from clinical concentration
8. One student from SWAAP concentration

Student members are expected to share committee information with and solicit input from constituents at all campuses

PhD Curriculum Committee:

The chair of the PhD Curriculum Committee is the director of the PhD program. The membership of this committee consists of 6 faculty members and three elected students, one first year student, one in the advanced coursework phase, and one in the post-coursework phase. The six faculty members include: the PhD Program director; 3 graduate standing faculty members elected by the faculty as a whole for a term of 2 years; and 2 faculty appointed for a term of 2 years by the Dean in consultation with the PhD Program director. Terms should be staggered to assure continuity. At least 2 of the 5 members in addition to the director should have taught in the PhD Program in the last five years.

# Admissions Committees

The BSW, MSW, and PhD programs will establish Admissions Committees in consultation with the Associate Dean for Academic Programs. Admission committees make recommendations to the faculty as a whole regarding policies and standards for admissions in each program area. Admissions Committees establish procedures to assess and make recommendations regarding each applicant’s admission to the program. Each faculty member is expected to review admissions files as assigned.

# Elected Committees

Five faculty will be elected to the Faculty Executive Committee and the Faculty Search Committee. Seven faculty and an eighth alternate member who will serve in the event of a conflict of interest which disqualifies a regular member, will be elected to the Promotion, Retention, and Tenure (PRT) Committee. Elections for all elected faculty committees will occur during the Spring School Business Meeting with the exception of replacement elections as needed to cover vacancies. Voting will be held for one committee at a time. Terms of office are staggered three-year terms. Terms of office begin in the fall term following the election of the Faculty Executive Committee. Terms of office begin immediately following the election of members of the PRT Committee and Faculty Search Committee. Faculty may not serve simultaneously on the Search Committee, Faculty Executive or the PRT Committee, except in years where an insufficient number of faculty exist to staff all the elected committees. Chairs of each committee are elected from and by its members.

Faculty Search Committee

The faculty search committee is comprised of five elected tenured and pre-tenure faculty and at least one student selected by 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, including professors of the practice, 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 eight elected tenured faculty members, including at least two full professors. The eighth tenured faculty person will be elected to PRT to serve as an alternate. The alternate PRT member will serve actively when a regular member of the PRT committee is a mentor for the candidate or in cases of conflict of interest. Alternate members serve three year terms.

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 pre-tenured 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.

The PRT committee develops the policies and procedures for tenure, post tenure review, promotion, Keeler Intrauniversity Professorships, and sabbaticals and brings them to the full faculty for approval.

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 pre-tenured or tenured appointments. At least two members must be tenured. 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 and adherence to school and university 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.

Awards Committee

There are three elected tenured or pre-tenured members of this committee and one alternate who serves when a committee member has a conflict of interest.

The Awards Committee focuses on awards that have been established to honor past work and accomplishments, and that are not typically reliant on self-nominations. Award Committee members will have the following responsibilities:

1. nominating faculty from the KUSSW for awards including the Chancellor Budig Excellence in Teaching Award and the Statland Award for Excellence in Research and Scholarship

2. working collaboratively with the Dean and others to identify other awards at the university and national levels for which faculty members may be nominated

3. establishing, maintaining, and updating criteria and bases of evaluation for award nominations; as well as making those available to faculty members

4. assisting faculty members who agree to be nominated with application/nomination materials

5. making nominations for awards to the Dean for the Dean’s further action

 6. maintaining a list of possible awards to be considered.

1. **Amendment Procedures**

 This document may be altered, amended or repealed pursuant to the following procedure:

 **A. Proposals.** A proposed addition or amendment to, or repeal of, any part of this document shall be presented in writing as a main motion (hereinafter “proposal”) for initial consideration by the School Governing Body using any one of the following procedures:

 1. The Faculty Executive Committee may originate a proposal to be forwarded to the School Governing Body for consideration.

 2. A petition containing the proposal and signed by 25 members of the School community (including faculty, field liaisons, adjunct lecturers, staff, and students) may be forwarded to the Faculty Executive Committee.

 3. A member of the School Governing Body may offer a proposal from the floor (including rationale) in writing, as a main motion during “New Business” at any regular or special School Business Meeting. A majority vote of the School Governing Body present and voting shall be necessary for the amendment to receive initial consideration as a main motion at the following Meeting.

 **B. Notification and Discussion.** The Chair or designee of the Faculty Executive Committee will forward proposals initiated through the process described in III.A.1 and III.A.2 to the School Governing Body following the procedures outlined below:

 1. The School Governing Body shall be notified of a proposal by the Chair or designee of the Faculty Executive Committee by email at least seven calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special School Business Meeting. The posting shall provide an explanation of the reasons for the proposal. It shall also indicate the time and place of the School Business Meeting at which the proposed changes will be considered.

 2. A brief presentation of the proposal will be made by the Chair or designee of the Faculty Executive Committee to the School Governing Body at the School Business Meeting. Members of the School Governing Body with supporting and opposing views shall be permitted to make brief presentations (i.e., 10 minutes for supporting and opposing views each) to the School Governing Body before discussion and a vote is taken to accept or reject the proposal.

 **C. Two-Thirds Majority.** A proposal is passed by a two-thirds majority vote of the School Governing Body present at any School Business Meeting, at which there is a quorum.

 **D. Voting of the Dean.** The Dean votes only to break a tie or to provide or deny the required two-thirds majority.

 **E. Quorum.** A quorum shall be deemed to exist when 50% or more of voting members are physically or virtually present (e.g., phone, Zoom, Skype). The Assistant Dean in consultation with the Chair or designee of the Faculty Executive Committee shall maintain an up-to-date list of the members of the School Governing Body for the purposes of determining whether a quorum exists. A quorum call may be used to determine the actual number of people present at the time a vote is to be taken; otherwise the attendance recorded in the minutes shall be binding. If there is no quorum, anyone eligible to vote may request that the vote be conducted via e-mail and the request shall be granted.

 **F. Proxy Votes.** A majority of those present and eligible to vote must approve the acceptance of proxy votes. A prerequisite for this is that the proposal under consideration must have been previously publicized and remains either unchanged or changed only by friendly amendments. The motion to allow proxy votes must be voted on prior to the vote on the proposal to which it pertains. If a motion to accept proxy votes fails, then a majority vote to conduct the issue by e-mail shall prevail.

 **G. E-mail Ballot.** When a motion is referred to an e-mail ballot, those eligible to vote are those eligible to vote on the original proposal. The e-mail ballot must include the proposal together with such explanatory materials as may be proper and allow a reasonable time for responses. Unreturned ballots shall be counted as abstentions.

 **H. Secret Ballots.** Any voting member’s request that a proposal be decided by secret ballot rather than by voice vote shall be honored.

 **I. Counting of Ballots.** The collection and counting of electronic and in-person ballots shall be the responsibility of the Assistant Dean and the Chair or designee of the Faculty Executive Committee.

 **J. Technical Amendments.** The requirements of subsections III.A through III.I shall not apply to technical amendments determined by the Faculty Executive Committee to be necessary to correct errors or clarify the original intent of provisions, which may be approved by simple majority vote of the Faculty Executive Committee.

 **K. Duties of the Assistant Dean.** It shall be the duty of Assistant Dean to collect, compile and to make proposals available and, when necessary, to make appropriate technical changes to official statements of rules and policies, per section III.J.