# School of Social Welfare Governance Document

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Amendment August 25, 2006

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1. **School Governing Body**

The School Governing Body is responsible for the School’s educational policy decisions. Voting membership of this School Governing Body is defined below. 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 certain elected committees as detailed in II. C. below, and approval of degree candidates, which policy decisions and their debates are reserved to tenured and tenure track faculty only.

# Voting Membership

Membership shall include:

1. All tenured or tenure track faculty with appointments of half-time (.5 FTE) or more
2. Unclassified academic staff (e.g., research professors, clinical professors)
3. Professors of the Practice (i.e., non-tenure track faculty)
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 School 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 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 School 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 School 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 at each 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.

# Program Committees

Membership on the BSW and MSW curriculum committees is reviewed on an annual basis by the respective Program Directors.

Every faculty member (i.e., tenured and tenure track faculty, and non-tenured faculty appointment, including Professors of the Practice) with appointments of .5 FTE or more and classroom responsibilities will be expected to serve on at least one program committee. Adjunct instructors are not expected to participate in program committees on an ongoing basis but can be invited by the Program Director to participate in specific discussions as needed.

Each program 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. When changes in the curriculum and/or the policies are proposed by a program committee, the Associate Dean for Academic Programs will consult with the program committee chairs to discuss implications of the proposed change for all programs and the total school. Then, such changes require a vote of the School Governing Body.

The BSW, MSW, and PhD programs will establish admission guidelines in consultation with the Associate Dean for Academic Programs. Program committees make recommendations to the faculty as a whole regarding policies and standards for admissions in each program area. Program 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.

BSW Program Committee:

The chair of the BSW program committee is the BSW Program Director, who is appointed by the Dean. Membership is comprised of invited faculty. The Field Education Director, and at least two students from representing any campus or partnership site. Student members are expected to share committee information with and solicit input from constituents. The BSW Program Director can create ad hoc sub-committees as needed.

MSW Program Committee:

The chair of the MSW program committee is the MSW Program Director, who is appointed by the Dean.

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

1. Generalist subcommittee. The purpose of this subcommittee is to insure integration between foundation courses. Faculty membership consists of the elected chairs 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 in the clinical concentration. The chair is elected from and by its members.
3. Macro 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 Program Committee will consist of:

1. Elected chair of clinical concentration subcommittee
2. Elected chair of macro concentration subcommittee
3. Elected chair of generalist 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 macro concentration

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

PhD Program Committee:

The chair of the PhD Program Committee is the director of the PhD program, who is appointed by the Dean. The membership of this committee consists of six faculty members and three elected students, one first year student, one in the advanced coursework phase, and one in the post-coursework phase. Student members are expected to share committee information with and solicit input from constituents. The six faculty members include: the PhD Program director; three faculty members elected by the faculty as a whole for a term of two years; and two faculty appointed for a term of two years by the Dean in consultation with the PhD Program director. Terms should be staggered to assure continuity. At least two of the five members in addition to the director should have taught in the PhD Program in the last five years.

# Elected Committees

Elections for all elected committee positions held by faculty will occur during the Spring School Business Meeting with the exception of replacement elections as needed to cover vacancies. Electing and voting that involves Academic and Research Staff positions on the Awards Committee is detailed below. Voting will be held for one committee at a time. Committee membership eligibility criteria and composition are indicated under each committee description below. Terms of office are staggered three-year terms. Faculty may not serve simultaneously on the Search Committee, Faculty Executive or the Promotional, Retention, and Tenure Committee, except in years where an insufficient number of faculty exist to staff all the elected committees. In extraordinary circumstances, such as an insufficient number of eligible faculty or a heavy committee workload, the faculty (i.e., as a whole, not just committee members) can vote to increase or decrease the number or adjust the rank and position type of required members to serve on a particular committee for an agreed upon time period, subject to rules and regulations outlined in Faculty Senate Rules and Regulations. This adjustment will be determined during the committee elections. Chairs of each committee are elected from and by its members.

Faculty Search Committee

Terms of office begin immediately following the election of members of the Faculty Search Committee. The Faculty Search Committee is comprised of five elected faculty members and at least one doctoral 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 of .5 FTE or more and recommends appointments to the Dean. In recruiting faculty to teach in specific areas, the committee will involve faculty members with relevant expertise in the interview and selection process. In cases where the committee is searching to fill a position for which there is not existing representation on the committee, the committee chair may temporarily invite a person of that position to participate in activities related to the search. The committee is responsible for becoming familiar with and following Excellence in Diversity, the University’s faculty hiring guidelines, and Equal Opportunity and Affirmative Action guidelines and procedures.

Promotion, Retention, and Tenure Committee (PRT)

Terms of office begin immediately following the election of members of the PRT Committee. The PRT committee consists of seven 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 progress toward tenure and/or promotion reviews of unclassified academic staff and pre-tenured 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.

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

Faculty Executive Committee

Terms of office begin in the fall term following the election of the 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 tenure track 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 Program Directors 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

Terms of office begin in the fall term following the election of the Awards Committee. There are three elected faculty members (i.e., either unclassified academic staff, tenured or tenure track faculty, or Professors of the Practice) on this committee and one elected faculty alternate who serves when a committee member has a conflict of interest, and up to two members each of the School’s academic staff and the School’s research staff.

Upon tallying the nominations, the chair or designee of the Awards Committee shall contact and seek approval to serve on the committee from those academic staff members and research staff members with the three highest total number of nominations. Should any of these staff members choose not to serve on the committee, the chair or designee of the Awards Committee shall contact and seek approval from the staff member with the next highest number of nominations, to the point that up to three academic and three research staff agree to be nominated to the committee.

Anonymous voting will be conducted to elect up to two academic staff member and up to two research staff members from the academic and research staff members who have agreed to be nominated. The chair or designee of the Awards Committee will seek votes from academic and research staff and from the School Governing Body prior to the next scheduled School Business Meeting

Should the result of the nominating process result in either no academic or no research staff being nominated to the Awards Committee, the positions will remain vacated until the following Spring, at which time the nomination and voting process just described will resume.

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. nominating academic and research staff from the KUSSW for honors including the Higuchi Awards and employee recognition programs;
3. working collaboratively with the Dean and others to identify other awards at the university and national levels for which faculty and staff members may be nominated;
4. establishing, maintaining, and updating criteria and bases of evaluation for award nominations; as well as making those available to faculty members;
5. assisting faculty and staff members who agree to be nominated with application/nomination materials;
6. making nominations for awards to the Dean for the Dean’s further action; and
7. maintaining a list of possible awards to be considered.
8. **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.