

### **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

### **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 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.

#### **A. 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.

#### **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 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 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 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.

#### **B. 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.

#### **C. 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 faculty 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.