

BYLAWS OF THE UNIVERSITY OF TEXAS AT ARLINGTON SCHOOL OF SOCIAL WORK

These Bylaws are adopted by the School of Social Work and approved by the Dean of the School to ensure the orderly conduct of School affairs. The Bylaws ensure the full participation of faculty and staff in all areas of the School, except where limited by the Bylaws. These Bylaws are intended to operationalize the principle of shared governance in the determination and implementation of educational policy and objectives, in the internal operations of the School and in the external relations of the School within the University and the community. In cases of discrepancy between this document and the UT Arlington's Handbook of Operating Procedures (HOP), the HOP guidance takes precedent.

Article I - Definitions

Section A.

The faculty of the School of Social Work shall consist of the following, in accordance with the Handbook of Operating Procedures:

- Tenure-earning and tenured (TT/T) full-time faculty (assistant, associate and full professors).
- Academic Professional Track (APT) full-time faculty (assistant, associate and full professors of practice; assistant, associate and full clinical professors; educational specialists; instructors; and lecturers).
- Full-time research faculty

Section B.

Staff in the School of Social Work may be represented on specified standing committees as identified below. Volunteers shall be solicited via a general call to full-time staff. Potential representatives shall be reviewed and recommended by the Executive Committee and appointed by the Dean (or designee). Staff participation may be limited by the Committee Chair or Specialty Lead as needed due to possible conflicts or confidentiality reasons. Unless otherwise noted below, staff shall have voting privileges. The staff of the School of Social Work shall consist of the following:

- Full-time staff

Section C.

Students in the School of Social Work may be represented on specified standing committees as identified below. Student volunteers shall be solicited via a general call to the student body and/or via faculty/staff nominations. Student self-nominations shall be accompanied by a faculty/staff recommendation. Potential representatives shall be reviewed and recommended by the Executive Committee and appointed by the Dean (or designee). Student participation may be limited by the committee Chair or Specialty Lead, as needed, due to possible conflicts or confidentiality reasons. Unless otherwise noted below, students shall have voting privileges unless otherwise indicated below. The students of the School of Social Work shall consist of the following:

- Undergraduate Social Work (BSW) and Substance Use Treatment (BSSUT) students
- Master of Social Work (MSW) students
- Doctor of Social Work (DSW) students
- Doctor of Philosophy in Social Work (PhD) students.

Article II - Jurisdiction

Section A.

The basic governing body of the School of Social Work shall consist of members of the faculty who are full-time APT or TT/T Subject to state law, and the Rules and Regulations of the Board of Regents of The University of Texas System as operationalized in the form of the Handbook of Operating Procedures, this faculty body, as a whole and through its committees, shall make recommendations to the Dean (or designee) regarding, but not necessarily limited to, general

academic policies and welfare, curriculum, program offerings, admissions and graduation, honors and scholastic performance generally, and any other matters of concern to the School.

Section B.

Unless otherwise limited by the committee Chair or Specialty Lead, at their discretion, all non-personnel committee meetings shall be open and conducted according to the following rules, unless exceptions are made for alternative provisions in the Bylaws. The general principles set forth in Robert's Rules of Order shall govern; quorum consists of a majority of the voting members and majority rule shall apply. The Chair/Specialty Lead votes and with consent of the majority of voting members, shall determine all other procedural rules not otherwise specified in the Bylaws. Each voting member, of whatever rank, shall be entitled to one vote; non-voting members (unless otherwise specified) may attend meetings with the right to speak if recognized by the Chair/Specialty Lead.

Article III - Faculty Meetings

Section A.

The Faculty of the School of Social Work shall meet at least once each long semester. It shall discuss and vote on all major changes in programs and curricula that affect the School, in accordance with the Handbook of Operating Procedures.

The Faculty Meeting is the appropriate setting for all faculty and curriculum discussions and deliberations (except where limited by the Bylaws).

Section B.

The Dean (or designee) of the School of Social Work shall call and chair the faculty meetings.

Section C.

Special sessions shall be held upon the written request to the Dean (or designee) of any combination of not less than five members of the faculty who are full-time APT or TT/T.

The faculty maintains the right to constitute an *independent* meeting of the faculty, exclusive of the Dean and Associate Deans. Five members of the faculty shall be required to call such a meeting. The faculty shall elect a representative to lead the meeting. All recommendations resulting from such meetings shall be communicated to the Dean, Provost, Faculty Senate, or other body within the University, as appropriate.

Section D.

At least fifty percent of filled positions of the total faculty members shall constitute a quorum at any regular or special meeting of the faculty, except where noted otherwise for specific committees. All full-time faculty shall be eligible to vote at faculty meetings on all issues except guidelines and procedures related to faculty evaluations, reviews, and promotions. Only full-time APT faculty shall be eligible to vote on guidelines and procedures for annual APT faculty evaluations, 3rd year reviews, and promotions. Only full-time TT/T faculty shall be eligible to vote on guidelines and procedures for annual TT/T faculty evaluations, 3rd year reviews, promotions. Faculty meeting business, including voting, may be transacted using conference telephone, video calls, or via email.

Section E.

The minutes of the faculty meetings shall be taken and distributed via listserv. Minutes shall record the decisions reached, actions to be taken, and who is responsible for taking such action. The Dean (or designee) shall ensure that the minutes are reviewed and approved by the faculty. Unless unanimously voted upon using secret ballot, meetings may not be recorded.

Article IV - Staff Meetings

Section A.

The Staff of the School of Social Work shall meet at least once each long semester. It shall advise on all major changes in programs and curricula that affect the School.

Section B.

The Dean (or designee) of the School of Social Work shall call and chair the staff meetings.

Section C.

At least fifty percent of filled positions of the staff members shall constitute a quorum at any meeting of the staff, except where noted otherwise for specific committees. All staff shall be eligible to vote at staff meetings. Staff meeting business, including voting, may be transacted using conference telephone, video calls, or via email.

Section D.

The minutes of the staff meetings shall be taken and distributed via listserv. Minutes shall record the decisions reached, actions to be taken, and who is responsible for taking such action. The Dean (or designee) shall ensure that the minutes are reviewed and approved by the staff. Unless unanimously voted upon using secret ballot, meetings may not be recorded.

Article V - Committee Elections & Appointments¹

Section A.

When requested, each current committee shall submit *recommendations* about projected committee workload, size, and composition of the committee for the upcoming year to the Dean (or designee).

Handbook of Operating Procedures (HOP) Committees - There shall be a vote via an anonymous online format for each committee's membership. Only those faculty members eligible to serve on a committee, or identified as eligible to vote via the UTA HOP, shall vote for the faculty membership of that committee. The Dean (or designee) shall tally the results and maintain the documentation used for soliciting nominations and votes. The Executive Committee shall meet to finalize and certify the results. These committees include, but may not be limited to:

Faculty Development & Review Committee - Tenure-Track
Promotion and Comprehensive Review Committee – Tenured
Periodic Review Committee – Administrators
Periodic Review Committee - Professorships

Handbook of Operating Procedures (HOP) Committee Representatives – Elections and assignments to HOP Committees shall occur in accordance with the HOP guidelines for each respective committee. Elections for vacancies requiring appointment shall be conducted during the Spring semester. There shall be a vote via an anonymous online format for representatives for HOP university level committees. Only those faculty members eligible to serve on a committee, or identified as eligible to vote via the UTA HOP, shall vote for the representative of that committee. The Dean (or designee) shall tally the results and maintain the documentation used for soliciting nominations and votes. A full list of active committees can be found on the University website. These committees include, but may not be limited to:

Undergraduate Assembly
Graduate Assembly

¹ Committee appointments will begin in the fall semester and continue until the subsequent year's appointments.

Faculty Senate
Committee on Committees
Committee on Rules and Elections
Faculty Hearing Panel
University Committee for Tenure and Promotion

Non-HOP Committees – Faculty (APT, TT/T) and staff shall be sent a survey in the spring semester each year to rank their non-HOP committee preferences. Committees shall be divided into two categories: high-workload committees and low-workload committees. Committees are deemed as high/low workload on an annual basis by the Executive Committee based on projected tasks. All faculty and staff shall be asked to rank their top two choices in each category for which they are eligible. The Executive Committee shall be responsible for reviewing the survey data and assigning committees for the following academic year based on preference, workload, and the needs of the School. The Executive Committee shall maintain documentation used for reviewing survey data and making final committee selections. They may make adjustments as deemed needed to balance workload, HOP-committee assignments, other university committee assignments, as well as other considerations. The Executive Committee shall meet to finalize and certify the results. Based on these recommendations, the Dean (or designee) shall make appointments to each committee for the next academic year. These committees include, but may not be limited to:

Executive Committee
Search Committee - Academic Professional Track
Search Committee – Tenure, Tenure-Track, & Research
Faculty Development & Review Committee - Academic Professional Track
Awards Committee
Student Success Review Committee
Research Committee

Specialty Area Committees - Faculty self-identify to at least one specialty area committee based on their expertise, interest, and commitment to teach and engage with the curriculum in the specialty area. A survey will be conducted each spring semester to capture faculty alignment with each specialty area committee. Additionally, relevant staff (e.g., academic advisors, field specialists) will serve as ex officio members along with Academic & Student Affairs leaders (e.g., Associate Dean of Academic & Student Affairs) to provide insight into operations and relevant data. Ex officio members are not voting members. These committees include, but may not be limited to:

- ♦ *COMMUNITY & ADMINISTRATIVE PRACTICE*
- ♦ *DIRECT PRACTICE - AGING*
- ♦ *DIRECT PRACTICE - CHILDREN & FAMILIES*
- ♦ *DIRECT PRACTICE - HEALTH*
- ♦ *DIRECT PRACTICE - MENTAL HEALTH AND SUBSTANCE MISUSE*
- ♦ *Generalist*
- ♦ *BSSUT*
- ♦ *Doctor of Social Work (DSW)*
- ♦ *Experiential Education*

Section B.

At the Dean's discretion, special elections and/or appointments may be held as necessary to fill vacant positions.

Article VI - Committees

Section A.

The BSSUT, Generalist, and DSW committees are chaired by the relevant program directors. Other specialty area committees are chaired by Specialty Leads voted on by the specialty area committee's membership, who shall serve up to two terms of three years each at the discretion of the Associate Dean for Academic and Student Affairs. A Specialty Lead may be removed from their position by a two-thirds (2/3) vote of the committee. This decision must be documented in a formal meeting, with all members provided adequate notice and an opportunity to discuss the matter prior to the vote. In the event of removal, an immediate vote shall be held to appoint a new Specialty Lead. A Specialty Lead elect shall be elected in the third year of the current lead's term to ensure a shadowing period.

The minutes of the committee meetings shall be taken and distributed. Minutes shall record the decisions reached, actions to be taken, and who is responsible for taking such action. If a motion is passed, the Chair or Lead is responsible for the recording of such in the minutes, to include the name of the committee; the meeting date, time and location; the members present; the members absent; any guests present; the motion(s) made, as well as who made and seconded the motion; the vote (yeas, nays and abstentions); and any specific assignments or tasks given, to whom and when due. The Chair or Lead shall arrange for their review and approval by the committee. Committee chairs/leads are responsible for submitting a copy of all approved minutes to the Dean's office no later than 5 days before the faculty meeting following the committee action. No motions are officially enacted until approved by the Faculty (if applicable), Dean (or designee), and posted in the relevant program or policy manual(s).

All standing committee chairs/leads must provide a written report of their committee's overall goals for the academic year to the Dean within seven days following the first committee meeting of the year. They are also responsible for providing regular updates and an accounting of these goals and their respective outcomes to the Dean and faculty. A monthly written summary report of such efforts must be submitted to the Dean (or designee) within seven days following the committee meeting to be shared during the next faculty meeting.

Section B.

Committee business, including voting, may be transacted using conference telephone calls, video conferencing, or via email. A quorum shall consist of a majority of a given committee's membership being present, except where otherwise noted in the Bylaws, or via continuous conference telephone, video conferencing, or email. Proxy voting may take place as well, provided the individual casting the proxy vote has written authorization from the absent member. Proxy voting may NOT be utilized for any promotion, tenure, or other personnel related votes. Unless unanimously voted upon using secret ballot, meetings may not be recorded.

Section C.

The Dean (or designee), shall serve as ex-officio member of all School committees (except as otherwise noted in the UTA HOP).

Section D.

Committees shall handle matters delegated to them in the Bylaws or referred to them by the Dean (or designee).

Section E.

The following standing committee(s) shall complete the work of the School:

Executive Committee²

○ Structure

- The Executive Committee shall be comprised of the Dean (chair) and Associate Deans.
- The Dean shall appoint committee members in consultation with the Dean's Leadership Team.

² For purposes of this committee only, those non-faculty members shall have special voting rights. In keeping with the Bylaws, each will only have one vote.

- Unless otherwise recommended, the Executive Committee shall be comprised of at least one member of the faculty from each rank, as possible.
 - Tenure-Track/Tenured: Assistant, Associate, Full
 - Academic Professional Track: Assistant, Associate, Full
- Members will also include those representatives of the Dean's Leadership Team:
 - Administration & Business Services
 - Academic Resource Planning
 - Communications, Marketing, & Recruitment
- Unless otherwise recommended, the Executive Committee shall be comprised of at least one member of the staff from each functional area, as recommended by their supervisor:
 - Academic & Student Affairs
 - Research Administration
 - Administration & Business Services
 - Academic Resource Planning
 - Communications, Marketing, & Recruitment
 - Office of Research or full-time research program staff
- The committee may also include one adjunct faculty member recommended by the Assistant Dean of Academic Affairs.
 - The adjunct faculty member, if appointed, shall be a voting member.
- Functions
 - Advise on issues related to School organization and structure.
 - Monitor progress of committees throughout the year.
 - Review committee membership, structures, and functions.
 - Administer annual committee elections.
 - Recommend Bylaws changes for approval by faculty.
 - Facilitate and monitor the implementation of the strategic plan, as well as suggest periodic updates, modifications, and additions.
 - Recommend ways to improve services to stakeholders and increase efficiency of operations.

Budget Committee

- Structure
 - The committee shall be comprised of the School of Social Work's Presidential Advisory Committee representative, all other faculty senators, three full-time staff members elected by staff at their first regularly scheduled meeting of the fall semester, the College Business Officer, and the Dean.
 - Ex-officio members may include any member of administration who manages budgets within the School. The SSW Presidential Advisory Committee representative shall serve as chair.
- Functions
 - The committee shall make recommendations about budget priorities, support transparency, and develop faculty and staff understanding regarding how the School budget is prepared.
 - After the Dean has drafted the tentative budget, the committee shall seek faculty and staff feedback regarding budget priorities and assess gaps and strengths of the draft budget.
 - The committee shall include a brief statement in the final budget of how faculty and staff were involved in the budgeting process.

Search Committee - Academic Professional Track

- Structure
 - Unless otherwise recommended, the Search Committee shall be comprised of five members of the faculty.
 - The Associate Dean for Faculty Affairs shall serve as an ex officio member of the committee with no voting and discussion privileges.
 - The Search Committee shall be comprised of at least 80% of APT faculty.

- The Search Committee may also include one student per specialty area (as applicable) who serves as a non-voting member.
- Functions
 - The committee shall be involved in and make recommendations to the Dean for the recruitment of new APT faculty, including the screening of all applicants.
 - The Search Committee shall conduct recruitment efforts that meet the School's hiring objectives.
 - They shall gather the comments and recommendations of the faculty and make a recommendation to the Dean.
- Search Committee – Tenured, Tenure Track, & Full Time Research Faculty Structure
 - Unless otherwise recommended, the Search Committee shall be comprised of five members of the faculty.
 - The Associate Dean for Faculty Affairs shall serve as an ex officio member of the committee with no voting and discussion privileges.
 - The Search Committee shall be comprised of at least 80% of TT/T/Full Time Research faculty.
 - The Search Committee may also include one student per specialty area (as applicable) who serves as a non-voting member.
- Functions
 - The committee shall be involved in and make recommendations to the Dean for the recruitment of new TT/T/Research faculty , including the screening of all applicants.
 - The Search Committee shall conduct recruitment efforts that meet the School's hiring objectives.
 - They shall gather the comments and recommendations of the faculty and make a recommendation to the Dean.

Faculty Development and Review Committee - Academic Professional Track³

- Structure
 - Unless otherwise recommended, the Faculty Development & Review Committee – APT shall be comprised of five members of the APT faculty at the rank of associate or full. Whenever possible, the committee shall consist of at least one APT full professor.
 - The Associate Dean for Faculty Affairs shall serve as an ex-officio member of the committee with no voting or discussion privileges.
 - Other Associate Deans, Assistant Deans, and the Dean or equivalent are not eligible to serve on the committee.
- Functions
 - The Faculty Development and Review Committee – APT shall offer an evaluation in accordance with University annual review procedures in regard to annual reviews and retention for Assistant Professors of Practice faculty of the School.
 - The Faculty Development and Review Committee – APT shall offer an evaluation in regard to promotion to associate professor of practice, as applicable and appropriate, for APT faculty of the School.
 - Only faculty at rank of associate and full professor are permitted to review and recommend retention or promotion. The Chair of the Committee shall ensure that the records of all candidates for promotion are available for review by the appropriate members of the faculty (i.e. APT faculty eligible to serve on the committee, but not selected that year). The Faculty Development & Review Committee – APT shall review APT faculty members' submitted materials and develop a written report annually.
 - The report should recommend professional development, as appropriate.
 - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded in the report.

³ Annual review/comprehensive evaluations and recommendations *must* include the % of time allocated to teaching, research, service and administration - totaling 100% overall. For each category (and overall), the following scale must be used (in addition to any narrative/comments)...shall be written such that each faculty member's performance in the areas of teaching, research, service, administration and overall effort (as appropriate) can be placed in one of the following four categories: "exceeds expectations," "meets expectations," "does not meet expectations," or "unsatisfactory."

- The Chair of the Committee shall ensure that the records of all candidates for promotion are available for review by the appropriate members of the faculty.
- All APT faculty members at the rank of associate or above may cast a secret vote on the report and recommendation made by the Committee.
- This vote shall also be recorded in the report. The report shall be added to the dossier and forwarded per University determined process.
- The Committee shall work with the Dean and Associate Dean for Faculty Affairs to develop guidelines and procedures for annual APT faculty evaluations, as well as 3rd year reviews, and promotions.

Promotion to Full Committee – Academic Professional Track

- Structure
 - Unless otherwise recommended, the Promotion to Full Committee - APT shall be comprised of at least three members of the APT faculty at the rank of full professor. The chair can request additional members at rank from outside the School, if needed.
 - No member shall be required to serve more than two consecutive years on the committee if eligible alternative members are available to serve. The Associate Dean for Faculty Affairs shall serve as an ex-officio member of the committee, with no voting or discussion privileges.
 - Other Associate Deans, Assistant Deans, and Dean or equivalent are not eligible to serve on the committee.
- Functions
 - The Promotion to Full Committee - APT shall make recommendations regarding promotion to full professor of practice, as applicable and appropriate, for APT faculty of the School.
 - The Promotion to Full Committee – APT shall review submitted materials and develop a written report consistent with the university’s procedures.
 - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded consistent with university procedures. The Committee shall work with the Dean and Associate Dean for Faculty Affairs to develop procedures for promotion to full.
 - The Committee shall make recommendations to the Dean and Associate Dean for Faculty Affairs for faculty development.

Faculty Development & Review Committee - Tenure-Track^{3,4}

- Structure
 - Unless otherwise recommended, the Faculty Development & Review Committee – Tenure Track shall be comprised of five members of the tenured faculty.
 - No member shall be required to serve more than two consecutive years on the committee if eligible alternative members are available to serve.
 - The Associate Dean for Faculty Affairs shall serve as an ex-officio member of the committee with no voting or discussion privileges.
 - Other Associate Deans, Dean, and Assistant Deans, or equivalent, and University Committee for Tenure and Promotion Representative are not eligible to serve on the committee.
- Functions
 - The Faculty Development and Review Committee – Tenure Track shall make recommendations regarding annual reviews for tenure-earning faculty of the School.
 - The Faculty Development and Review Committee – Tenure Track shall make recommendations in regard to tenure and promotion, as applicable and appropriate, for TT faculty of the School.
 - The Faculty Development & Review Committee – Tenure Track shall review TT faculty member's submitted materials and develop a written report.
 - The report shall recommend tenure and promotion or denial of tenure and promotion,
 - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded in the report.

⁴ In keeping with the Handbook of Operating Procedures’ Section 6-305 Promotion and Tenure Process.

- The report shall be added to the dossier and forwarded per University process.
- The committee shall execute the tenure and promotion review process as prescribed by the Office of the Provost and the HOP.e.
- The Committee shall work with the Dean and Associate Dean for Faculty Affairs to develop guidelines and procedures for annual tenure-track faculty evaluations, as well as 3rd year reviews, and promotion/tenure (Assistant to Associate).
- The Committee shall make recommendations to the Dean and Associate Dean for Faculty Affairs for faculty development.

Promotion and Comprehensive Review Committee - Tenured⁵

- Structure
 - Unless otherwise recommended, the Promotion and Comprehensive Review Committee - Tenured shall be comprised of five members of the tenured faculty at the rank of full.
 - No member shall be required to serve more than two consecutive years on the committee if eligible alternative members are available to serve.
 - The Associate Dean for Faculty Affairs shall serve as an ex-officio member of the committee, with no voting or discussion privileges.
 - Other Associate Deans, Assistant Deans, and Dean or equivalent are not eligible to serve on the committee.
- Functions
 - The Promotion and Comprehensive Review Committee shall make recommendations regarding promotion to full professor, as applicable and appropriate, for tenured faculty of the School.
 - The Promotion and Comprehensive Review Committee-Tenured shall conduct periodic comprehensive review of tenured faculty per the HOP.
 - The Promotion and Comprehensive Review Committee-Tenured shall review submitted materials and develop a written report consistent with the university's procedures.
 - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded consistent with university procedures.
 - The committee shall execute the tenure and promotion review process as prescribed by the Office of the Provost and the HOP. The Committee shall work with the Dean and Associate Dean for Faculty Affairs to develop procedures for promotion to full and comprehensive review guidelines.
 - The Committee shall make recommendations to the Dean and Associate Dean for Faculty Affairs for faculty development.

Periodic Review Committee - Professorships⁶

- Structure
 - The Periodic Review Committee of Professorships shall include tenured and tenure-track faculty.
 - Unless otherwise recommended, per the HOP, the size of the Periodic Review Committee of Professorships shall be five members.
 - Only the tenured and tenure-track faculty in the School shall vote for the faculty members of this review committee.
 - For the purposes of the Periodic Review Committee of Professorships, the voting faculty shall be defined as all full-time faculty holding the rank of Assistant Professor or above.
- Functions
 - The Periodic Review Committee shall review and make recommendations for appointments as directed by the Dean.

Periodic Review Committee - Administrators⁷

- Structure

⁵ In keeping with the Handbook of Operating Procedures, Section 6-305 Promotion and Tenure Process.

⁶ In keeping with the Handbook of Operating Procedures, Subchapter 6-800: Endowed Chairs and Professorships.

⁷ In keeping with the Handbook of Operating Procedures, Subchapter AA-PT-PO-06 Review of Academic Administrators.

- The Periodic Review Committee (PRC) shall include faculty and staff, and may include any administrator(s) who are supervised by the administrator under review, other administrators at the same level as the administrator under review, and students.
- Unless otherwise recommended, the size of the Periodic Review Committee shall be determined by the Dean but shall have a minimum of five members and must be composed of a mix of APT and TT/T faculty per the UTA HOP based on the type of administrator under review.
- The Dean shall appoint the non-faculty members of the PRC.
- Functions
 - All academic administrators shall be subject to a periodic review at specific intervals. The interval for determining when a periodic review will be undertaken will begin with the date of appointment and be repeated on the cycle established by that date according to the HOP.

Awards Committee

- Structure
 - The Awards Committee shall be comprised of the Associate Dean for Academic & Student Affairs, the Associate Dean for Research, the Associate Dean for Faculty Affairs, and two members from the Academy of Distinguished Teachers and/or Researchers as standing members.
 - Unless otherwise recommended, two members of the faculty (APT, TT/T) shall also be included. In the absence of eligible members of the two academies, an equal number of additional faculty members shall be elected.
 - One staff member from the previous year's GEM award winners recommended by the GEM Award Committee Chair.
 - One staff member elected at-large.
 - One student member from any level.
 - Students, if appointed, shall be voting members.
- Functions
 - Establish procedures for the nomination and selection of faculty and staff candidates for teaching, service, research, and other internal and external awards.
 - Facilitate the process or make recommendations of candidates for teaching, service, research, and other internal and external awards (except those that must be considered by other committees as established by other institutional policies).
 - Identify potential internal and external awards for nomination and selection of faculty and staff candidates.
 - Review and advise on candidate's application and submission processes for internal and external awards.
 - Review and recommend internal awards to recognize faculty and staff success.

Research Committee

- Structure
 - The Research Committee shall be chaired by the Associate Dean for Research.
 - Office of research staff are non-voting members.
 - Three members of the research faculty (TT/T, Full-time Research) shall also be included.
 - One doctoral student member.
 - Students, if appointed, shall be non-voting members.
- Functions
 - Review and rank Research Enhancement Program (REP) grant applications.
 - Review and rank applications for Faculty Development Leave in accordance to UTA policy.
 - Advise and support the Associate Dean of Research on matters impacting research related programs and policies.
 - Recruit and support nominees for university-wide research awards.
 - Support the Research Office with research related trainings and events.
 - Assist with development and promotion of research activities for students.

Committee on Graduate Studies (COGS)/Committee on Undergraduate Studies (CUGS)⁸

- Structure
 - The committee shall be comprised of all full-time faculty, excluding the Dean.
 - The MSW Program Director shall serve as chair.
 - The Undergraduate Program Director shall serve as vice-chair and as chair in the absence of the chair.
 - The committee may appoint advisory subcommittees consisting of full, special associate and special members to make recommendations concerning policy and the implementation of the programs (i.e., BSW, BSSUT, MSW, DSW, graduate and undergraduate certificates and minors).
 - Exceptions shall be granted with the approval of the Office of Undergraduate Studies, Graduate School, Graduate Assembly, or Undergraduate Assembly.
- Functions
 - Matters involving *major* changes in the undergraduate, master, and doctoral (DSW) curricula and/or program structure shall be brought to the committee-of-the-whole for review and approval prior to being sent forward for review, possible approval, and implementation.

SUBCOMMITTEE ON GRADUATE STUDIES (COGS)/SUBCOMMITTEE ON UNDERGRADUATE STUDIES (CUGS)

- Structure
 - The committee shall be comprised of the specialty area group chairs/leads, Undergraduate Program Director, MSW Program Director, DSW Program Director, Assistant Dean for Academic Affairs, Assistant Dean for Student Affairs, and Associate Dean for Academic & Student Affairs.
 - The MSW Program Director shall serve as chair.
 - The Undergraduate Program Director shall serve as vice-chair and as chair in the absence of the chair.
 - The committee may appoint advisory groups consisting of full, special associate and special members to make recommendations concerning policy and the implementation of the programs.
 - Exceptions shall be granted with the approval of the Office of Undergraduate Studies, Graduate School, Graduate Assembly, or Undergraduate Assembly.
 - The committee may also include at least one undergraduate student and/or one graduate student.
 - Students, if appointed, shall be voting members.
- Functions
 - The committee shall make recommendations concerning new graduate and undergraduate programs, new graduate and undergraduate courses, changes in graduate and undergraduate courses, and requirements for existing graduate and undergraduate degree programs. The committee shall also attend to innovations in educational delivery including but not limited to service-learning, simulation-based learning, and study abroad. These shall be reviewed by the faculty and then sent to the Office of Undergraduate Studies, Graduate School, and/or the graduate/undergraduate assembly (as appropriate), the Provost, and the President for consideration and possible approval.
 - The committee shall advise the Associate Dean for Academic & Student Affairs on matters affecting the graduate and undergraduate program in areas including scheduling of courses, staffing, graduate assistants, and the general operation of the program.
 - The committee is responsible for recommending admission to candidacy for all graduate and undergraduate degrees in its academic area.
 - The committee shall advise on management and coordination of curricula, policies and procedures related to day-to-day operations of graduate and undergraduate affairs.
 - The committee shall recommend policies for cooperative and certificate program(s).
 - The committee shall explore, and, as appropriate, develop collaborations with other disciplines/departments.
 - The committee shall assist in the preparation of self-study materials for reaccreditation.

⁸ In keeping with the Handbook of Operating Procedures' Section 4-202 Full Membership and Section 4-304 Committees on Graduate Studies.

THE SCOGS/SCUGS SHALL ALSO CONSIST OF THE FOLLOWING SPECIALTY AREA GROUP STRUCTURES:

DIRECT PRACTICE - CHILDREN & FAMILIES

DIRECT PRACTICE - MENTAL HEALTH AND SUBSTANCE MISUSE

DIRECT PRACTICE - HEALTH

DIRECT PRACTICE - AGING

COMMUNITY & ADMINISTRATIVE PRACTICE

GENERALIST PRACTICE

BACHELOR OF SCIENCE IN SUBSTANCE USE & TREATMENT

FIELD EDUCATION

EXPERIENTIAL EDUCATION

DOCTOR OF SOCIAL WORK (DSW)

○ Structure

- Each specialty area group shall consist of as many faculty members from any combination of full-time faculty (APT, TT/T) with a specific interest and expertise in these specialty areas, as well as the Undergraduate Program Director, MSW Program Director, DSW Program Director and Associate Dean for Academic & Student Affairs (or their designees).
- The DSW Director shall chair the DSW committee.
- The Undergraduate Director shall chair the Generalist Practice and BSSUT specialty area groups.
- The Field Lead shall chair the Field specialty area group.
- The specialty area groups may also include at least one Undergraduate student and/or one Graduate student.
 - Students, if appointed, shall be voting members.

○ Functions

- Review applicable syllabi within the specific specialty area for adherence to the course objectives and Accreditation Standards, as well as for coordination and/or overlap across the overall program.
- Recommend course materials.
- Review and update course shells (e.g., links, readings, videos).
- Recommend new courses and develop course shells.
- Recommend possible course deletions from the program.
- All specialty area group recommendations must be forwarded to the SCOGS/SCUGS Committee for final review, approval, and forwarding as appropriate.
- Mentor adjuncts and Graduate Teaching Assistants.

Committee on Graduate Studies (COGS)-Ph.D.

○ Structure

- The COGS-Ph.D. shall consist of all faculty members who are TT/T, excluding the Dean.
- In accordance with the HOP, the COGS-Ph.D. shall consist of assistant, associate, and full professors who are active participants in the program.
- The Ph.D. Program Director shall serve as chair.
- The COGS-Ph.D. may appoint advisory subcommittees consisting of full, special associate and special members to make recommendations about policy and the program's implementation.
- Exceptions shall be granted with the approval of the Office of Graduate Studies.

○ Functions

- Matters involving major changes in the doctoral curriculum and/or program structure shall be brought to the committee-of-the whole for review and approval prior to being sent forward for review and possible approval and implementation.

SUBCOMMITTEE ON GRADUATE STUDIES (SCOGS)-PH.D.⁷

○ Structure

- Unless otherwise recommended, the SCOGS-Ph.D. shall have four members who are TT/T

- In accordance with the HOP, the SCOGS-Ph.D. shall consist of assistant, associate, and full professors who are, or on initial appointment will be, active participants in the program.
- The Ph.D. Program Director shall serve as chair.
- The SCOGS-Ph.D. may appoint advisory subcommittees consisting of full, special associate and special members to make recommendations about policy and the program's implementation.
- Exceptions shall be granted with the approval of the Office of Graduate Studies.
- The SCOGS-Ph.D. may also include at least one Ph.D. student.
 - Students, if appointed, shall be voting members.
- Functions
 - The SCOGS-Ph.D. shall make recommendations concerning new Ph.D. degree programs, new Ph.D. courses, changes in Ph.D. courses, requirements for existing Ph.D. degree programs, and the designation of faculty who are not members of the Graduate Faculty with an earned Ph.D. degree to teach at the Ph.D. level. These recommendations shall be reviewed by the Dean and then sent to the Dean of Graduate Studies and/or the graduate assembly (as appropriate), the Provost, and the President for consideration and possible approval.
 - The SCOGS-Ph.D. shall advise the Dean (or designee) on matters affecting the Ph.D. program in areas including scheduling of courses, staffing, graduate assistants, and the general operation of the program.
 - The SCOGS-Ph.D. is responsible for recommending admission to candidacy for all graduate degrees in its academic area.
 - The SCOGS-Ph.D. shall certify and recommend faculty members for appointment to the Graduate Doctoral Faculty.
 - The SCOGS-Ph.D. shall review all program applicants and make recommendations for admission.

Experiential Education Committee

- Structure:
 - The Experiential Education Committee shall be comprised of five faculty members (any combination of APT and TT/T), as well as the MSW and Undergraduate Program Directors and Associate Dean for Academic & Student Affairs. The chair shall be elected by the members of the committee.
 - The committee may also include one student and one adjunct faculty member.
 - The student, if appointed, shall be a voting member.
 - The adjunct faculty member, if appointed, shall be a voting member.
- Functions:
 - The Experiential Education Committee is designed to promote access to and engagement with experiential education opportunities. The committee shall coordinate and implement experiential education opportunities for students in programs across the SSW.
 - They shall provide training and other resources to support instructors implementing experiential education techniques.

Student Success Review Committee

- Structure
 - Unless otherwise recommended, the Student Success Review Committee shall be comprised of four members of the faculty, the relevant Program Director(s), and the Associate Dean for Academic & Student Affairs. The Associate Dean for Academic & Student Affairs shall serve as chair.
 - Proxy voting may NOT be utilized for any student success review-related votes. Meetings may not be recorded via any means.
 - During summer months, as necessary, an ad-hoc committee of faculty and administrators available to serve shall be formed.
- Functions
 - It shall be responsible for monitoring student professionalism issues as these arise; when appropriate, the committee may also review academic-related issues such as repeated academic

integrity violations concurrent with the university's review through the Office for Community Standards

- It shall have, create and utilize separate procedures and guidelines for grade appeals and for student professionalism issues; these are available in the program manuals.

Section F.

In accordance with the Handbook of Operating Procedures, the Dean (or designee) may establish committees and appoint faculty to such as deemed necessary to assist in the operation of the School of Social Work.

Article VII - Amendments & Policies

Section A.

The Dean or any combination of five members of the full-time faculty (APT, TT/T) may propose an amendment to the Bylaws.

The Dean or any combination of three members of the full-time faculty (APT, TT/T) may propose a new or modified policy.

Section B.

Once an amendment or policy is proposed, the relevant committee reviews the material and votes. For a Bylaws amendment, the faculty meeting will serve as the committee-of-the-whole.

The amendment shall become part of the Bylaws when it is adopted by two-thirds vote of the quorum present and approved by the Dean.

A new or amended policy is adopted and shall become part of the School's Faculty/Staff Handbook or other relevant documentation when it is approved by a simple majority of the applicable quorum present and approved by the Dean.

If approved by the Dean, the amendment or policy is enacted at the earliest feasible opportunity.

If the recommendation is overridden, the Dean would then inform the faculty/committee of this decision and rationale. The faculty/committee may then decide to accept the conclusion or determine that a 'serious' disagreement exists. If such a 'serious' disagreement is determined to exist, the faculty must re-vote by secret ballot and, along with the results, submit a written statement describing the rationale for their position. If neither party is willing to subsequently alter positions or further negotiate, then the matter may escalate to the Provost or others for input and disposition.

Section C.

These Bylaws are not intended as legal rules, but as operational rules. Other useful resources include the Handbook of Operating Procedures, the Regent's Rules, and the School's Faculty/Staff Handbook.

Passed by faculty vote 9/2/2010; Approved by Dean 9/2/2010
Revised by faculty vote 11/9/2010; Approved by Dean 11/9/2010
Revised by faculty vote 4/25/2013; Approved by Dean 4/25/2013
Revised by faculty vote 4/29/2014; Approved by Dean 4/29/2014
Revised by faculty vote 5/13/2015; Approved by Dean 5/13/2015
Revised by faculty vote 2/23/2022; Approved by Dean 2/23/2022
Revised by faculty vote 4/22/2022; Approved by Dean 4/22/2022
Revised by faculty vote 12/12/2024; Approved by Dean 12/12/2024