

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

These Bylaws are adopted by the faculty of the School of Social Work and approved by the Dean of the School to insure the orderly conduct of School affairs. The Bylaws insures the full participation of faculty and relevant staff in all areas of the School (except where limited by the Bylaws). These Bylaws are intended to operationalize the principle of shared governance between the Office of the Dean and the faculty/staff 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 with the community.

### **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:

CATEGORY 1: Tenured and tenure-earning full-time faculty (assistant, associate and full professors).

CATEGORY 2: Non-tenure-earning full-time faculty (assistant, associate and full professors in practice; assistant, associate and full clinical professors; educational specialists; instructors; and lecturers).

CATEGORY 3: Non-tenure-earning full-time faculty (research associates, visiting faculty, post-doctoral fellows, faculty who have entered a full-time phased or other retirement agreement, and faculty of any rank on a terminal contract).

CATEGORY 4: Part-time faculty (courtesy appointments, faculty who have entered a part-time phased or other retirement agreement, adjuncts, and graduate teaching/research assistants).

#### ***Section B.***

Students who are majors 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. Potential representatives will be reviewed and recommended by the Executive Committee and appointed by the Dean (or designee). Student participation may be limited by the Chair as needed due to possible conflicts or confidentiality reasons. Unless otherwise noted below, students will not have voting privileges.

### **Article II - Jurisdiction**

#### ***Section A.***

The basic governing body of the School of Social Work shall consist of members of the faculty in Categories 1 and 2. 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 Chair, at the Chair's 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 of parliamentary law set forth in Robert's Rules of Order (current edition) shall govern; quorum consists of a majority of the voting members; majority rule shall apply, the chairperson votes; the chairperson, with the consent of the majority of the 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 (Categories 3 and 4 above, unless otherwise specified) shall have the privilege of attending meetings, with the right to speak if recognized by the Chair.

## **Article III - Faculty Meetings**

### ***Section A.***

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

The Faculty Meeting is the appropriate setting for all 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 Categories 1 and 2.

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 each of the total members in Categories 1 and 2 shall constitute a quorum at any regular or special meeting of the faculty, except where noted otherwise for specific committees. The members in Categories 1 and 2 shall be eligible to vote at faculty meetings. Faculty meeting business, while typically in person, 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. The Dean (or designee) shall ensure that the minutes are reviewed and approved by the faculty. If no motions were made or action items voted on, no minutes are required. Unless unanimously voted upon using secret ballot, meetings may not be recorded.

## **Article IV - Committee Elections & Appointments<sup>1</sup>**

### ***Section A.***

When requested, each current committee will 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 - There will be a vote via an anonymous online format for each committee 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. The Executive Committee will meet to finalize and certify the results. These committees include, but may not be limited to:

Faculty Development & Review Committee - Tenured & Tenure-Track  
Faculty Annual & Comprehensive Review Committee  
Periodic Review Committee - Administrators  
Periodic Review Committee - Professorships

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

Non-HOP Committees - There will be a vote via an anonymous online format for each committee membership. Only those faculty members eligible to serve on a committee shall vote for the faculty membership of that committee. The Dean (or designee) shall tally the results. The Executive Committee will meet to finalize and certify the results. They may make adjustments as deemed needed to balance workload and other considerations. Based on these recommendations, the Dean (or designee) will make appointments to each committee for the next academic year. These committees include, but may not be limited to:

Executive Committee  
Belonging & Engagement Committee  
Search Committee - Non-Tenure-Track  
Search Committee - Tenure & Tenure-Track  
Faculty Development & Review Committee - Non-Tenure-Track  
Awards Committee  
Professional Standards  
Research Committee  
Field Committee  
BSW/Foundation Committee  
BSSUT Committee  
DSW Committee  
PhD Committee  
Staff Committee

Specialty Area Groups - Faculty self-identify to at least one such group based on their expertise and interest. A survey will be conducted to capture faculty alignment with each specialty area group. 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/SUBSTANCE MISUSE*

### ***Section B.***

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

## **Article V - Committees**

### ***Section A.***

Committee chairs, to be voted/selected by the committee membership and sent to the Dean (or designee) for recording, shall serve for a term of one year. As specified below, chair-elect positions may also be identified to ensure the appropriate continuity of knowledge and processes. Should a chair position become vacant, where a chair-elect is not applicable, the committee shall elect a new chair from among its members to serve out the remainder of the term.

If no motions were made or action items voted on, no minutes are required. If a motion is passed, the Chair 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 shall arrange for their review and approval by the committee. Committee chairs are responsible submitting a copy of all approved minutes to the Dean's office. No motions are officially enacted until approved by the Dean (or designee) and posted in the relevant program or policy manual(s).

All standing committee chairs must give a written report of their committee's overall goals for the academic year to the Dean by the last business day in September. They are also responsible for providing regular updates and an accounting of these goals and their respective outcomes to the Dean and faculty. A written summary report of such efforts must be submitted to the Dean by the last business day in May.

***Section B.***

Committee business, including voting, may be transacted using conference telephone calls, video cameras, or via email. A quorum shall consist of a majority of a given committee's membership being present in person, except where otherwise noted in the Bylaws, or via continuous conference telephone, video camera call 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.

***Section E.***

Policies recommended by standing committees must contain implementation strategies (if appropriate).

***Section F.***

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

Executive Committee<sup>2</sup>

○ Structure

- The Executive Committee shall be comprised of the Dean (chair) and Associate Deans.
- Unless otherwise recommended, the Executive Committee shall be comprised of at least one member of the faculty from each rank, as possible.
  - Inclusive of faculty categories 1 and 2
- Members will also include those representatives of the Dean's Leadership Team:
  - Administration & Business Services
  - Analyses & Resources Planning
  - Communications & Community Outreach
  - Belonging & Engagement
- Unless otherwise recommended, the Executive Committee shall be comprised of at least one member of the staff from each functional area:
  - Academic & Student Affairs
  - Research & Faculty Affairs
  - Administration & Business Services
  - Analyses & Resources Planning
  - Communications & Community Outreach
- The committee may also include one student.
- The committee may also include one adjunct faculty member.
  - The adjunct faculty member, if appointed, shall be a voting member.

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<sup>2</sup> 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.

- Functions
  - Advise the Dean and management team of the School.
  - Advise on issues related to school organization and structure.
  - Monitor progress of committees throughout the year.
  - Review committee structures and functions.
  - Recommend any 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, increase efficiency of operations, and improve service to stakeholders.

### Belonging & Engagement Committee

- Structure
  - This committee will be known as the Belonging & Engagement Committee (BEC) of the UT Arlington School of Social Work (SSW).
  - The BEC will consist of members representing varied backgrounds, including:
    - 2 students
    - 2 faculty members from any rank
    - 2 staff
    - 1 adjunct faculty member
  - Each academic calendar year, faculty and staff will be elected by the SSW community. Students and adjuncts will be appointed by the current members of the BEC to serve for one academic calendar year.
- Functions
  - The purpose of the BEC is to foster a sense of belonging and engagement within the School of Social Work community, promoting collaboration and a supportive environment for students, faculty, and staff.
  - Along with the SSW special events office, the BEC shall support events, workshops, and activities that promote social connections, and overall well-being within the School of Social Work.
  - The committee will advocate for policies and practices that support belonging and engagement, collaborating with relevant stakeholders to address concerns and improve the overall environment.

### Staff Committee

- Structure
  - This committee shall be comprised of staff members voted from each of the following functional areas:
    - Academic & Student Affairs
    - Research & Faculty Affairs
    - Administration & Business Services
    - Analyses & Resources Planning
    - Communications & Community Outreach
  - The chair will be voted on by the staff committee members.
  - The Dean (or designee) shall tally the results. The Executive Committee will meet to finalize and certify the results. They may make adjustments as deemed needed to balance workload and other considerations. Based on these recommendations, the Dean (or designee) will make appointments for the next academic year.
- Functions
  - This committee is designed to provide information and recommendations to the Dean and Leadership Team on staff-related issues including retention of current staff, recommendations for new/updated staff positions, staff development opportunities, and efforts to promote comradery amongst SSW staff and faculty.
  - Host staff meetings as needed to provide updates and hear suggestions/concerns from staff.

- Host collaborative mixers with faculty to build comradery.
- Work in conjunction with the Awards Committee to develop staff awards/recognition.

#### Search Committee - Non-Tenure-Track

- Structure
  - Unless otherwise recommended, the Search Committee shall be comprised of five members of the faculty.
  - The Search Committee shall be comprised of at least 80% of Category 2 faculty.
  - The Search Committee may also include one student.
- Functions
  - The committee shall be involved in and make recommendations to the Dean for the recruitment of new faculty in Category 2, including the screening of all applicants.
  - The Search Committee will conduct recruitment efforts that meet the School's hiring objectives.
  - They shall gather the comments and recommendations of the faculty and make its recommendation to the Dean.

#### Search Committee - Tenure & Tenure Track

- Structure
  - Unless otherwise recommended, the Search Committee shall be comprised of five members of the faculty.
  - The Search Committee shall be comprised of at least 80% of Category 1 faculty.
  - The Search Committee may also include one student.
- Functions
  - The committee shall be involved in and make recommendations to the Dean for the recruitment of new faculty in Category 1, including the screening of all applicants.
  - The Search Committee will conduct recruitment efforts that meet the School's hiring objectives.
  - They shall gather the comments and recommendations of the faculty and make its recommendation to the Dean.

#### Faculty Development and Review Committee - Non-Tenure-Track<sup>3</sup>

- Structure
  - Unless otherwise recommended, the Faculty Development & Review Committee (NTTF) shall be comprised of five members of the faculty at the rank of associate or full.
  - Deans, Assistant and Associate Deans or equivalent are not eligible to serve on the committee.
- Functions
  - The Faculty Development and Review Committee shall make recommendations in regard to annual reviews and retention for NTT Category 2 faculty of the School.
  - The Faculty Development and Review Committee shall make recommendations in regard to promotion, as applicable and appropriate, for NTT Category 2 faculty of the School.
  - The Faculty Development & Review Committee will review NTT Category 2 faculty member's submitted materials and develop a written report.
    - The report should recommend denial or, if appropriate, promotion.
    - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded in the report.
    - The Chair of the Committee will ensure that the records of all candidates for promotion are available for review by the appropriate members of the faculty.
    - All 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.

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<sup>3</sup> 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 report shall be added to the dossier and forwarded to the Dean.
- The Committee shall work with the Dean to develop guidelines and procedures for annual NTT faculty evaluations, as well as 3<sup>rd</sup> year reviews, and promotions.
- The Committee shall make recommendations to the Dean for a NTT faculty development program.

#### Faculty Development and Review Committee - Tenure & Tenure-Track<sup>3,4</sup>

- Structure
  - Unless otherwise recommended, the Faculty Development & Review Committee shall be comprised of five members of the tenured faculty.
  - Deans, Assistant and Associate Deans or equivalent are not eligible to serve on the committee.
- Functions
  - The Faculty Development and Review Committee shall make recommendations in regard to annual reviews for tenure-earning Category 1 faculty of the School.
  - The Faculty Development and Review Committee shall make recommendations in regard to tenure and/or promotion, as applicable and appropriate, for Category 1 faculty of the School.
  - The Faculty Development & Review Committee will review Category 1 faculty member's submitted materials and develop a written report.
    - The report should recommend tenure or denial of tenure, and/or, if appropriate, promotion.
    - A vote by secret ballot by members of the Committee shall be conducted and the results of the vote recorded in the report.
    - The Chair of the Committee will ensure that the records of all candidates for tenure and/or promotion are available for review by the appropriate members of the faculty.
    - All tenured faculty members 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 to the Dean.
  - The Committee shall work with the Dean to develop guidelines and procedures for annual tenure-track faculty evaluations, as well as 3<sup>rd</sup> year reviews, promotion/tenure (Assistant to Associate), and promotion (Associate to Full), and post-tenure reviews.
  - The Committee shall make recommendations to the Dean for a faculty development program.

#### Faculty Annual & Comprehensive Review Committee<sup>3,5</sup>

- Structure
  - Unless otherwise recommended, the Faculty Annual & Comprehensive Review Committee shall be comprised of five members of the tenured faculty.
- Functions
  - The Faculty Annual and Post-Tenure Review Committee shall meet to review and report on the individual annual faculty workload productivity of tenured faculty.
  - The Faculty Annual and Post-Tenure Review Committee shall meet to review and report on, as needed, individual post-tenure faculty workload productivity.

#### Periodic Review Committee - Professorships<sup>6</sup>

- 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.

<sup>4</sup> In keeping with the Handbook of Operating Procedures' Section 6-305 Promotion and Tenure Process.

<sup>5</sup> In keeping with the Handbook of Operating Procedures' Subchapter 6-727 Annual Review of Tenured Faculty AND 6-728 Comprehensive Periodic Evaluation of Tenured Faculty

<sup>6</sup> In keeping with the Handbook of Operating Procedures' Subchapter 6-800: Endowed Chairs and Professorships.

- Functions
  - The Periodic Review Committee shall review and make recommendations for appointments as directed by the Dean.

#### Periodic Review Committee - Administrators<sup>7</sup>

- Structure
  - The Periodic Review Committee shall include faculty and may include staff, any administrators who are supervised by the administrator, other administrators at the same level as the administrator, 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 total members and must be composed of a mix per the UTA HOP.
  - 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.

#### Awards Committee

- Structure
  - The Awards Committee shall be comprised of the Associate Dean for Academic & Student Affairs and the Associate Dean for Research & 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 (Category 1 and Category 2) will also be included. In absence of eligible members of the two academies, an equal number of additional faculty members will be elected.
  - One staff member from the previous year's GEM award winners.
  - One staff member elected at-large.
- Functions
  - Establish procedures for the nomination and selection of faculty and staff candidates for teaching, service, research, and other awards at the school and university levels, as well as for external awards.
  - Facilitate the process or make recommendations of candidates for teaching, service, research, and other awards (except those that must be considered by other committees as established by other institutional policies).
  - Review and advice on candidate's application and submission processes.

#### Research Committee

- Structure
  - Unless otherwise recommended, the Research Committee shall consist of three faculty members in Category 1, as well as the Associate Dean for Research & Faculty Affairs (Chair).
  - The Research Committee may also include at least one doctoral student.
- Functions
  - Review applications for Faculty Development Leave and forward as required per UTA policy/process.
  - Advise on RFPs and other related UTA internal research proposals.

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<sup>7</sup> In keeping with the Handbook of Operating Procedures, *Subchapter 2-250 Review of Academic Administrators*.



Committee on Graduate Studies (COGS)/Committee on Undergraduate Studies (CUGS)<sup>8</sup>

- Structure
  - The committee shall be comprised of all faculty in Categories 1 and 2, excluding the Dean.
  - The Graduate Program Director shall serve as chair.
  - The Undergraduate Program Director will 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 program.
  - Exceptions shall be granted with the approval of the Office of Graduate Studies.
- Functions
  - Matters involving *major* changes in the master and undergraduate 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 (COGS)/SUBCOMMITTEE ON UNDERGRADUATE STUDIES (CUGS)*

- Structure
  - The committee shall be comprised of the six specialty area group chairs, as well as the Field Director, Undergraduate Program Director, Graduate Program Director, and Associate Dean for Academic & Student Affairs.
  - The Graduate Program Director shall serve as chair.
  - The Undergraduate Program Director will 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 program.
  - Exceptions shall be granted with the approval of the Office of Graduate Studies.
  - 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 degree programs, new graduate and undergraduate courses, changes in graduate and undergraduate courses, requirements for existing graduate and undergraduate degree programs, and the designation of faculty who are not members of the Graduate Master's Faculty to teach at the master level. These recommendations shall be reviewed by the Dean and then sent to the Office of Graduate or Undergraduate Studies and/or the graduate/undergraduate assembly (as appropriate), the Provost, and the President for consideration and possible approval.
  - The committee shall advise the Dean 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 the admission to candidacy for all graduate and undergraduate degrees in its academic area.
  - The committee shall certify and recommend faculty members for appointment to teach in the MSW program.
  - The committee shall advise on management and coordination of curriculum, policies and procedures related to day-to-day operations of graduate and undergraduate affairs.
  - The committee shall review all courses taught to monitor adherence to course, curriculum, and school objectives.
  - 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.

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<sup>8</sup> 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/SUBSTANCE ABUSE*
- ◆ *DIRECT PRACTICE - HEALTH*
- ◆ *DIRECT PRACTICE - AGING*
- ◆ *COMMUNITY & ADMINISTRATIVE PRACTICE*
- ◆ *BSW/FOUNDATION*
- ◆ *FIELD*
- Structure
  - Each specialty area group will consist of as many faculty members from any combination of Categories 1 and 2 with a specific interest and expertise in these specialty areas, as well as the Undergraduate Program Director, Graduate Program Director, and Associate Dean for Academic & Student Affairs.
  - The Undergraduate Director shall chair the BSW Foundation specialty area group.
  - The Field Director 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 texts.
  - Recommend new courses, as well as 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 new faculty, adjuncts and Graduate Teaching Assistants.

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

- Structure
  - The COGS-Ph.D. shall consist of all faculty members from Category 1, excluding the Dean.
  - In accordance with the Handbook of Operating Procedures, the COGS-Ph.D. shall consist of assistant, associate and full professors who are active participants in the program.
  - The Ph.D. Program Director will serve as chair.
  - The COGS-Ph.D. may appoint advisory subcommittees consisting of full, special associate and special members to make recommendations concerning policy and the implementation of the program.
  - 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.<sup>7</sup>

- Structure
  - Unless otherwise recommended, the SCOGS-Ph.D. shall have four members from Category 1, as well as the PhD Program Director (chair).
  - In accordance with the Handbook of Operating Procedures, 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 SCOGS-Ph.D. may appoint advisory subcommittees consisting of full, special associate and special members to make recommendations concerning policy and the implementation of the program.
  - 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 the 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 Learning Committee

- Structure:
  - The Experiential Learning Committee shall be comprised of five faculty members from any combination of Categories 1 and 2, as well as the Graduate and Undergraduate Program Directors and Associate Dean for Academic & Student Affairs.
  - 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 Learning Committee is designed to promote access to and engagement with experiential, interprofessional, service and study abroad learning opportunities. The committee will coordinate and implement interprofessional education opportunities for students in programs across the SSW with collaborating units and institutions.
  - They will provide training and other resources to support instructors implementing experiential learning techniques.

#### Professional Standards Committee

- Structure
  - Unless otherwise recommended, the Professional Standards Committee shall be comprised of four members of the faculty and the Associate Dean for Academic & Student Affairs.
  - The Manager of the Office of Advising & Student Success, as well as the Assistant Dean for Field Education shall be member with voting privileges.
  - Because this committee continues to operate during summer months, while most faculty members are 9-month appointees, 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 all academic and professional student-related issues as they arise.
  - It shall have, create and utilize separate procedures and guidelines for grade appeals and for student conduct issues.

## ***Section H.***

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 X - Amendments & Policies**

### ***Section A.***

The Dean or any combination of five members of the faculty in Categories 1 and 2 may propose an amendment to the Bylaws.

The Dean or any combination of three members of the faculty in Categories 1 and 2 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  
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