

# BYLAWS

## OF SCHOOL OF SOCIAL WORK

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean as required in Section 23-43.B, in an orderly and expeditious manner, the faculty of the School of Social Work establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures.

### ARTICLE I

#### PURPOSE AND FUNCTION

Section 1. The purpose of the School of Social Work shall be to provide programs within the larger context of the University of Washington, whose “aim and purpose” is defined in the *Faculty Code and Governance, Chapter 13, Section 13-01* (by reference to RCW, 28 B-20.020).

Section 2. The faculty of the School of Social Work, University of Washington, is the School’s governing body, under The Faculty Code, Section 23-41.

Section 3. In accord with powers delegated under Section 23-43, the faculty:

A. shall, with respect to academic matters, determine its requirements for admission and graduation; determine its curriculum and academic programs; determine the scholastic standards required of its students; recommend to the Board of Regents those of its students who qualify for the University degrees; exercise the additional powers necessary to provide adequate instruction and supervision of its students; and

B. shall, with respect to personnel matters, make recommendations to its dean in accord with the provisions of Chapter 24 and of Section 25-41.

### ARTICLE II

#### VOTING MEMBERSHIP

Members of the School’s faculty who are voting members of the University faculty shall be voting members of the School’s faculty (Faculty Code, Section 21-32 and 23-42.A.2).

## General Voting Guidelines

### A. Eligibility

The *Faculty Code* defines the voting members of the faculty and states the requirements for an effective vote, which vary as a function of the type of action to be taken.

According to the Faculty Code (Section 21-32), persons holding the following titles are eligible voting members of the faculty:

Except as provided in Subsection B of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Full-time principal lecturer,
- Full-time senior lecturer,
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or
- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.

Except as noted above, recommendations concerning reappointment, renewal, tenure, promotion, and salary increases are voted on by those who are superior in academic rank to the person under consideration (this applies to both regular and research faculty) and is further defined in the Faculty Code, Section 24-54.

A faculty member holding a joint appointment may arrange to participate or not to participate in the governance and voting of the secondary unit. (Faculty Code, Section 24-34, B.9.).

### B. Voting:

A proposed action of the School of Social Work faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting. For voting in a meeting, voting may occur orally, by show of hands, or by paper or electronic ballot following the meeting.

For voting by mail or electronic ballot, the School/College actions are approved by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. A vote of less than or exactly 50% of those eligible to vote does not represent a majority.

C. Voting majority on Personnel Actions:

Personnel actions (*Faculty Code* Sections 24-52 through 24-55) are effective only if passed by a majority vote of all eligible voting members of the faculty.

D. Vote reporting:

All votes need to include the following vote counts:

- Number of faculty eligible to vote
- Total vote in favor of action
- Total vote against action
- Total voters absent
- Total voters abstaining

E. Voting on Short Term Appointments

A faculty vote is required for short term appointments. The School faculty by majority vote, may delegate authority to recommend one-year or less appointments to the Retention, Promotion and Tenure Committee. This delegation vote must be taken annually. Delegating this authority does not alter faculty rank requirements for considering appointments and renewals (*Faculty Code* Section 24-52.C.1 and 24-53.A).

ARTICLE III

FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

Charge:

The General Faculty Council advises the Dean on day-to-day and long-term policy issues with respect to School governance and budget. It develops, with the Dean, goals and long-range plans, and monitors progress in attaining them. It advises the Dean on budget policies and planning on the establishment or discharge of School committees. The Faculty Council is responsible for providing leadership in interpreting and recommending policy both to faculty and to the Dean. The approval and acceptance of the faculty policy, however, remains a task performed by the total faculty in faculty meetings, consistent with the *Faculty Code* (Section 23-45.C) The Faculty Council shall be concerned with all domains of faculty authority and duties of the School of Social Work faculty and the professional issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected and shall account to the faculty for its actions. Upon request by the Faculty Council the dean shall provide the Council with information concerning salaries, teaching schedules, salary and operations

budget requests, appropriations, allotments, disbursements, and similar data pertaining to the College. (23-46 H).

The Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all School of Social Work standing committees, and (2) election of the chair and members of the Faculty Council and the chairs of the standing committees.

Specifically, the Faculty Council discharges the following functions, within the provisions of the *Faculty Code* and the personnel policies and procedures established by faculty action:

a. Advise the Dean on budgetary matters pertaining to the current year and the biennium, as well as to long-range budget concerns.

At the time of the budget planning for the year, normally in the fall quarter, the Dean shall present a budget status report to the Faculty Council for their discussion, advice, and recommendations. This shall precede the Dean's annual budget presentation to the faculty. The purpose of this provision is to elicit Faculty Council members' views about budgetary matters, both immediate and long-range, early in the budgeting process, before final decisions have been made. The Dean, however, retains final authority on budget decisions.

b. Confer with the Dean on the overall state of the School. In the fall quarter of each year, the Dean shall present to the faculty and other constituencies of the School a report on the state of the School. The purposes are (1) to set forth short- and long-term goals for the School, (2) to report plans and progress in attaining these goals, and (3) to stimulate faculty discussion about School priorities. The Faculty Council shall work with Dean in planning the report.

The State of the School report shall address areas such as the budget, curriculum, personnel needs, research, school climate, relations with external constituencies, and the School's mission.

c. Set the agenda for faculty meetings. Additions may be made by individual faculty members if approved by faculty at meetings.

d. Provide oversight, coordination, and support of the activities of all School of Social Work standing committees: (1) prepare annual slates of candidates for Faculty Council and school standing committees, (2) use discretion when requisite numbers of faculty by rank are not available to meet structure and composition requirements of Standing Committees and the Retention, Promotion and Tenure (RPT) Subcommittee.

e. Act on other issues that arise, consistent with the *Faculty Code* and with the School of Social Work's faculty policies.

f. Provide oversight of the Retention, Promotion and Tenure (RPT) Subcommittee that develops recommendations to the Faculty Council on academic personnel matters, including faculty retention, promotion and tenure.

### Structure and Composition:

There shall be seven elected faculty members (two full professors, two associate professors, two assistant professors and one lecturer) and the Dean, ex-officio. Nominations for all positions shall be made by rank. Faculty Council members are then elected by all faculty eligible to vote. All members of Faculty Council shall serve two year terms of office, beginning September 15, with staggered rotation terms of office. Elections for Faculty Council vacancies shall be held in the spring quarter of each year. Council members shall serve only one term. A period of one year must elapse before a person may be re-elected to the Faculty Council.

The Faculty Council shall elect a chair and a chair-elect from among its Associate or Full Professor members (excluding the Dean) at the end of spring quarter each year. In addition to chairing the meetings, the chair shall, together with the Dean, set the agenda for Council meetings. The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The term of office for the chair shall be one year.

### Operating Principles:

The Faculty Council will operate under the following principles:

- a. Regular meetings shall be held not less than monthly during the academic year at a regular time and place to be announced in advance. Special meetings may be held at the request of the Dean or three members of the Council.
- b. All meetings of the Faculty Council except when in Executive session are open to members of the voting faculty.
- c. Any member of the faculty, staff, student body, or the Alumni Association may present to the Faculty Council any matter which he or she may regard as meriting consideration by presenting the item to a Council member prior to the meeting. Items for discussion at the Faculty Council may be added to the agenda only at the discretion of the Chair. Guests may be invited to the Faculty Council to make reports, provide information, or observe the meeting at the discretion of the Chair.

### Section 1.1 Retention, Promotion and Tenure Subcommittee

The Retention, Promotion & Tenure Subcommittee (RPT) is a subcommittee of and advisory to the Faculty Council. The RPT subcommittee develops recommendations to the Faculty Council on academic personnel matters, including faculty retention, promotion and tenure.

### Charge:

In the area of academic personnel, the ultimate goal of the UW SSW faculty is to insure the continued replenishment of a diverse, dynamic, productive, and collegial faculty as required by a first rank school of social work in a premier, community-connected, national research university. The RPT is a reflection of the commitment of the faculty to this goal, and to the faculty's responsibility to propose and rigorously review policies and procedures for faculty recruitment, advancement and retention. In its advisory role to Faculty Council, the RPT subcommittee functions include:

- a. General education of faculty on school and university academic personnel policies and procedures.
- b. Development of criteria for selection of chairs of review committees and endowed professorships.
- c. Selection and monitoring of ad-hoc review committees within the School, including the selection of external reviewers in accordance with the School's promotion/promotion and tenure guidelines, policies, and procedures.
- d. Conducting periodic review and evaluations of faculty peer evaluation policies related to merit increases.
- e. Recommending, monitoring, and reviewing policies and procedures for selection, promotion, tenure, and retention of a diverse, robust and expert faculty.
- f. Periodically reviewing the school's array of academic personnel policies and procedures to assess their proper alignment with the faculty's multiple missions of producing leading-edge research, providing professional education of the highest quality and offering service to local, regional, national and international communities through active civic engagement.

#### Committee Composition and Internal Structure:

Given its extensive workload and its central role in faculty advancement, including promotion and tenure reviews, and the critical importance of faculty personnel matters, the RPT subcommittee includes faculty knowledgeable and experienced in the promotion and tenure process.

*The subcommittee is composed of three (3) full professors and two (2) others from any other faculty rank and category eligible to vote according to the UW Faculty Code, elected by the full voting faculty.*

Faculty will be elected from a slate of candidates, prepared by the Faculty Council, in recognition of faculty nominations of individuals to serve, expressions of interest of individuals to serve, and the exigencies of demands on faculty time in any given academic year. For purposes of both continuity and rotation, committee members' terms will be staggered three (3) year terms without immediate succession. Committee members will elect a chair to serve a two year term.

#### Operating Principles

- a. The subcommittee will report to the Faculty Council, a body elected from the ranks of all voting faculty, to which it will submit all recommendations.
- b. The annual work plan for the RPT subcommittee will be developed in conjunction with the Faculty Council and the Dean in the Fall of the academic year.
- c. The subcommittee will meet at least monthly during Fall, Winter, and Spring quarters. Additional special meetings may occur.
- d. In formulating recommendations affecting faculty from specific ranks or categories (e.g., research faculty, assistant professors, senior lecturers), the RPT subcommittee is required to seek input from members of faculty in those ranks/categories.

## Section 2. Standing Committees

Under these Bylaws and consistent with the Faculty Code, voting faculty as defined in II.A. have the right to attend any Standing Committee meeting of the School of Social Work as a guest. Participation in the deliberations of the Standing Committees for a non-member of the committee is at the sole discretion of the chair.

- a. Students may attend as guests any meeting of the faculty, Faculty Council, or Standing Committees.
- b. Except as described in e. below, the Chair of any committee may invite individuals as guests to make reports, to provide input to deliberations, or to observe the work of the committee;
- c. From time to time, Standing Committees may elect to appoint ex-officio members. Ex-officio members of a Standing Committees serve because of their function or office within the School of Social Work. Ex-officio members of Standing Committees do not vote, are not obligated to attend meetings, and their absence is not included in determining a quorum. An ex-officio member of a Standing Committee is only a committee member while in office. Ex-officio members of committees remain in the meeting when the Committee goes into Executive Session unless the motion to go into Executive Sessions specifically calls for them to exit the meeting and the motion is passed (see d. below).
- d. From time to time Faculty meetings and Standing Committees may move into Executive Session. A motion to go into Executive Session is a question of privilege and therefore requires a majority vote. All matters pertaining to personnel and specific student performance or evaluation must be conducted in Executive Session. A member of a Committee may move the body go into Executive Session when information which is otherwise confidential or private or the public discussion of information which may cause harm to the school, university or individuals is likely to be conducted. Deliberations taking place while in Executive Session are secret and members present are honor-bound not to divulge anything that occurred. Actions taken while in Executive Session are not secret and are to be reported in the minutes. Non-members including guests may remain while the body is in Executive Session at the sole discretion of the chair, unless their inclusion is a specific element in the motion to go into Executive Session.
- e. Chairs of Standing Committees are elected by the Committee.
- f. Full, Associate, and Assistant Professors, and Full Time Lecturers are expected to serve on not less than one committee each year while in residence at the University. Faculty serving as Dean or Associate Dean are exempt from this policy while in office.

## Section 3. Faculty Program Committees

To carry out the duties delegated to the faculty of the School of Social Work by FCG Section 13-13.A.3, and defined in *Faculty Code* Chapter 23 (esp. Sections 23-43 and 23-44), the faculty has established three Program Committees: the Undergraduate Program Committee, the MSW Program Committee, and the Ph.D. Program Committee.

The Program Committees recommend policy changes in admissions, program design, requirements or structure to the voting faculty. The approval and acceptance of such curricular policy remains a task performed by the voting faculty, consistent with the *Faculty Code*.

## A. Undergraduate Program Committee

### Charge:

The Undergraduate Program is administered by the faculty of the School through the Undergraduate Program Committee and the Undergraduate Program Director. The Undergraduate Program Committee is responsible for providing leadership on all program issues and for overseeing the admissions process for the program. The Committee provides on-going management and evaluation of the program in a variety of ways by: reviewing course offerings, aligning program components, and carrying out the assessment and evaluation of the program to insure on-going improvement and quality assurance. The Committee recommends policy changes in program design, requirements or structure to the full voting faculty. The approval and acceptance of such curricular policy, remains a task performed by the voting faculty, consistent with the *Faculty Code*.

### Structure and composition:

The Program Committee is comprised of eight voting members, six of whom are from the faculty and two of whom are student representatives. Each spring, three faculty members will be elected to a two-year term to begin the following fall quarter so half the membership of the committee rotates each year. The committee will include: one full professor, one associate professor, one assistant professor, one senior lecturer/lecturer, one Tacoma program representative and one at-large faculty member. Two student voting members will be elected each fall for a one-year term, including one member of the BASW junior-year cohort and one member of the BASW senior-year cohort. Each voting member of the Program Committee has one vote. The committee will elect a faculty member to serve as the Chair of the committee. Ex-officio members (or their designees) are non-voting members and they include: Bachelors Program Director, Director of Social Work (Tacoma), Associate Dean for Academic Affairs, Director of Student Services, Director of Admissions, Director of Practicum, Program Coordinator for the BASW and MSW Programs.

### Operating principles:

The Program Committee is scheduled to meet at least quarterly during Fall, Winter, and Spring quarters. Additional special meetings and meetings of the full Social Work faculty may occur. Members of the Program Committee also serve on special *ad hoc* working groups during the regular school year. These groups are convened by the Program Committee as needed to develop and review various aspects of the program.

## B. MSW Program Committee

### Charge:

The MSW Program is administered by our School through the MSW Program Committee and the MSW Program Director. The MSW Program Committee is responsible for providing leadership on all program level issues. The MSW Program Committee provides on-going management and evaluation of the program in a variety of ways by: reviewing course offerings, aligning program components, and assessment and evaluation of the program to insure on-

going improvement and quality assurance. The MSW Program Committee recommends policy changes in program design, requirements or structure to the full Social Work voting faculty. The approval and acceptance of such curricular policy, remains a task performed by the full voting social work faculty, consistent with the University Handbook.

#### Structure and composition:

The Program Committee is comprised of eight voting members, six of whom are from the faculty and two of whom are student representatives. Each spring, three faculty members will be elected to a two-year term to begin the following fall quarter so half the membership of the committee rotates each year. The committee will include: one full professor, one associate professor, one assistant professor, one senior lecturer/lecturer, one Tacoma program representative and one at-large faculty member. The two student voting members will be elected each spring for a one-year term (one MSW day student and one MSW extended degree program student). Each voting member of the Program Committee has one vote. The committee will elect a faculty member to serve as the Chair of the committee. Ex-officio members (or their designees) are non-voting members and they include: MSW Program Director, Director of Social Work (Tacoma), Associate Dean for Academic Affairs, Assistant Dean of Student Affairs, Director of Extended Degree Programs, Director of Admissions, Director of Practicum, Program Assistant Director, Director of Child Welfare and Training Advancement Program.

#### Operating principles:

The Program Committee is scheduled to meet at least quarterly during Fall, Winter, and Spring quarters. Additional special meetings and meetings of the full Social Work faculty may occur. Members of the Program Committee also serve on special *ad hoc* working groups during the regular school year. These groups are convened by the Program Committee as needed to develop and review various aspects of the program.

### C. PhD Program Committee

#### Charge:

The Social Welfare PhD Program is administered by our School through the PhD Program Committee and the Doctoral Program Director. The PhD Program Committee is responsible for providing leadership on all program issues and for reviewing applications for admission into the program. The PhD Program Committee provides on-going management and evaluation of the program in a variety of ways by: reviewing course offerings, aligning of program components, reviewing applications to the PhD program and carrying out the assessment and evaluation of the program to insure on-going improvement and quality assurance. The PhD Program Committee recommends policy changes in program design, requirements or structure to the Social Welfare voting faculty (a subset of the School's faculty who have been approved by the Graduate School to chair doctoral student committees per Memo 12 of the UW Graduate School). The approval and acceptance of such curricular policy, remains a task performed by the social welfare faculty, consistent with the University Handbook.

#### Structure and composition:

The Program Committee is comprised of eight voting members (six faculty and two students). The six voting members will be elected for two-year terms from the Social Welfare faculty, including one full professor, one associate professor, one assistant professor, one faculty member with joint appointment in Social Work and the University of Washington Center for Statistics and the Social Sciences, and two at-large faculty members. (At each rank members may be either tenured/tenure-track or research faculty). Each spring three faculty will be elected to begin their terms in the following fall quarter. There will be two elected student members (each spring a member of the first-year cohort shall be elected by all PhD students for a two-year term). Each voting member of the Program Committee has one vote. The committee will elect a faculty member to serve as the Chair of the committee. Ex-officio members (or their designees) are non-voting members and they include: PhD Program Director, Associate Dean for Research, Associate Dean for Academic Affairs, Program Assistant Director, Director of the National Institute for Mental Health training program.

#### Operating principles:

The Program Committee is scheduled to meet at least quarterly during Fall, Winter, and Spring quarters. In Winter quarter, the committee serves as the doctoral admissions committee and usually schedules several special admissions meetings. Additional special meetings and meetings of the full Social Welfare faculty may occur. Members of the Program Committee also serve on special ad hoc working groups during the regular school year. These groups are convened by the Program Committee on an as needed basis to develop and review various aspects of the program.

#### Section 4. MSW Admissions Committee

##### Charge:

The MSW Admissions Committee evaluates applicants for admission to the Master's programs with the goals of access, excellence, and alignment with the school's mission.

##### Structure and Composition:

The MSW Admissions Committee is comprised of faculty and MSW practitioners. Faculty members are elected to the MSW Admissions Committee via a slate prepared by the Faculty Council. The committee includes faculty from the breadth of the concentration areas, research faculty and faculty representing the racial/ethnic/gender mix of the whole. Committee members may serve for one or two years. The Chair of the Admissions Committee is appointed by the committee.

##### Operating Principles:

The MSW Admissions Committee meets regularly during the winter quarter. The elected chair addresses admissions appeals received during spring quarter.

## ARTICLE IV

### VACANCY IN OFFICE

#### Definition:

A vacancy in either elected office or committee membership can occur through such processes as resignation, termination of employment, or failure to attend meetings of any committee for a period of a quarter. If a member has not attended a committee meeting for at least a quarter, the committee may ask the Faculty Council to declare the position vacant and move to refill it.

#### Filling Vacancies:

If a vacancy should occur during the term of any office, the Faculty Council shall be empowered to hold a special election to complete the unexpired term or to provide for an election to a new term of office for that position.

## ARTICLE V

### QUORUM

A quorum for any meeting of the School of Social Work faculty shall consist of at least half the voting members of the faculty elected to serve on that Committee or for meetings of the faculty as a whole at least half of the voting faculty of the School.

## ARTICLE VI

### FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

1. MEETINGS. At least one meeting of the faculty shall be held during each academic quarter. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by 10% percent of the voting membership of the School faculty. The Faculty Council Chair presides at the meeting of School faculty.
2. ORDER OF BUSINESS. The Faculty Council shall determine the order of business.
3. AGENDA. The agenda shall be developed by the Faculty Council with input from individual faculty members, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council two week(s) prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one day prior to each meeting.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in School of Social Work Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Faculty Code and Governance or special rules of order of this University.

## ARTICLE VIII

### AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those eligible to vote provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least four week(s) prior to the meeting at which action is taken. The bylaws may be amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least four week(s) prior to the date on which the ballots will be tallied.

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*The Ballot to revise the SSW Bylaws was last reviewed at the January 3, and April 3, 2012 Faculty Meetings. The Faculty Council revised the Bylaws after the meetings based on faculty input and consultation with the faculty code. The Bylaws were revised by Faculty vote in June, 2012 and in June 2015.*