



College of Social Work

Quality Professional Education
Since 1938

Organization of the College and Rules of Procedure of the Faculty of the College

Amended
December 6, 2004
March 19, 2007

I. Preamble

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

The College of Social Work does not have a departmental structure and functions as one unit. The dean performs the functions and responsibilities of both a college dean and a department chairperson. The faculty, likewise, combines the functions and responsibilities of both a college faculty and a departmental faculty. The functions and responsibilities of the dean described in this document are those prescribed by Governing Colleges, and VII. B. 6., Departmental Chairperson (University System). The functions and responsibilities of the faculty are those prescribed by Governing Regulations VII. A. 4., Faculties of Colleges (University System), VII. A. 6., Department Faculty (University System). For the sake of clarity, the words “dean” and “college” have been used to include both dean and chair and college and department respectively.

The associate dean for research, the assistant to the dean, the director of the undergraduate program and the director of field education perform functions and responsibilities as assigned by the dean.

The director of graduate studies (DGS) is appointed by the dean of the Graduate School after consultation with the graduate faculty and administration of the College. The DGS is responsible to the graduate faculty of the College and to the dean of Graduate School for the recruitment, admission, advising, and examining of students in the MSW program and in the doctoral program. The director of doctoral studies relates to the University Graduate School through the College’s DGS and performs functions and responsibilities as recommended by the Joint UK - U of L Ph.D. Program Committee, the graduate faculty of the College, and the administration of the College.

These rules of the faculty of the College of Social Work have been formulated under the authority and in pursuance of the Governing Regulations of the University of Kentucky: VII. A. 4., Faculties of the Colleges (University System); and VII. A. 6., Departmental Faculty (University System); and VII. A. 9., Student Participation; VII. B. 4., Deans of Colleges and VII. B. 6., Department Chair (University System). These rules are also consistent with the University of Kentucky Governing Regulations, the Administrative Regulations and the rules of the University Senate.

These rules were originally adopted by the faculty of the College of Social Work Professions on September 16, 1977 (name changed to College of Social Work by action of the Board of Trustees on May 6, 1980), and have been amended from time to time. These may be amended by a majority of the total voting membership of the faculty, and the approval of the dean of the College and the Provost.

Copies of these rules of the faculty and all subsequent amendments shall be submitted to the Provost for approval and filing with the secretary of the University Senate, distributed to all members of the faculty and its committees, given to all new faculty members, and shall be maintained by the dean so as to be freely available to the members of the faculty and other authorized persons.

II. Dean of the College

The College does not have a departmental structure. The dean of the College has the functions and responsibilities of both a college dean and a department chair. The functions and responsibilities of the dean are given below:

Functions and Responsibilities of the Dean Governing Regulations VII. B. 4. and 6.

- A. To act as the executive officer of the College.
- B. To see that the policies and regulations of the Board of Trustees, the Administrative Regulations, the Rules of the University Senate, and the Rules of the College Faculty are enforced.
- C. To ensure that all official policies, procedures and rules of the College be compiled into one document, the College of Social Work Official Policy Manual, and that the document be maintained in the dean's office and continually accessible to all faculty and other interested parties. *
- D. To be the chair of the faculty of the College, and an ex-officio member of its committees.
- E. To oversee the educational work of the College and its efficient conduct and management in all matters not specifically charged elsewhere.
- F. To be responsible for the curricula of the College, for the quality of instruction given therein, for the assignment of duties to all personnel, and for the service rendered by the faculty of the College, individually and as a whole.
- G. To conduct and review performance evaluations of the faculty members in keeping with procedures and criteria established by the University and the College faculty.
- H. To make recommendations on the appointment of new members of the College, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments (X-C-8), and the granting of tenure in keeping with the procedures and criteria established by the University and the College faculty, in consultation with all tenured members of the College and with all those with the rank of assistant professor or equivalent who have been members of the College for two years, except as noted below. All recommendations on matters listed above shall include the written judgment of each consulted member of the College along

with the recommendations of the dean, with the following exceptions: (1) faculty members shall not be consulted on recommendations for promotion affecting members with equivalent or higher rank, except that all faculty members with tenure shall be consulted on recommendations for granting of tenure; (2) faculty members without tenure shall not be consulted on recommendations for granting of tenure; (3) the right to make recommendations on temporary appointments is delegated to the Faculty Appointment, Promotion, and Tenure Committee, with these appointments to be reviewed by the tenured faculty of the College during the second semester of the first year of appointment.

- I. To make recommendations on salaries and salary changes.
- J. To submit budget requests and to administer the budget when approved.
- K. To seek the advice of members of the College, individually or as a group, or of advisory committees that he/she may appoint in connection with the major administrative functions of the dean.
- L. To be the spokesperson of the College. In the event that he/she feels it necessary to depart from the recommendations of the faculty, he/she must communicate the College faculty's recommendation as well as his/her recommendation and notify the faculty of his/her action.
- M. To discharge further administrative responsibilities delegated to him/her by the Provost of the University.

III. Functions and Responsibilities of the Faculty Governing Regulations VII. B. 4. and 6.

In the absence of a departmental structure within the College, the faculty of the College has the functions and responsibilities of both a departmental and a college faculty. These are given below:

- A. To establish its membership and rules.
- B. To determine the educational policies of the College on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
- C. To make recommendations to the University Senate on such matters as require the final approval of that body.
- D. To make recommendations on other matters to the University Senate, to the President, and to other administrative officials.

- E. To make recommendations to the Dean of the Graduate School on matters concerning the appointment of College's Director of Graduate Studies. *
- F. To develop and maintain academic or scholastic requirements and standards of the College, which may exceed but not be lower than those established for the institution as a whole by the University Senate or the Graduate Faculty, any such difference in standard being approved by the University Senate.
- G. To establish with the dean procedures to be used within the College in making recommendations on the appointment of the new members of the College, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments (X-C-8), and the granting of tenure, and the procedures to be used on the College level in its performance evaluation of College members.
- H. To establish with the dean procedures to be used within the College in the preparation of budget requests.

IV. Student Participation in Academic Affairs

University of Kentucky Governing Regulations VII. A. 9. provides as follows:

Rules of Procedure in educational units of the University shall provide for Participation of students in the development of educational policies.

Rules of the University Senate Governing Academic Relationships provide as follows (Section VI of the University Senate Rules):

1. The faculty of each college with the University and the faculty of the Graduate School shall establish some form of the Student Advisory Council (SAC) to represent student opinion on academic matters pertinent to that college or school.
2. The faculty of the college or school shall determine the form for each council, as well as the areas of responsibility. Students themselves shall be responsible for the selection of council members by democratic process. Each student advisory council shall keep records of its proceedings. The dean of each college or school shall forward for approval a statement of form and of areas of responsibility to (A) the Senate Advisory Committee on Student Affairs, and (B) the President.
3. The faculty of each college or school shall determine whether a student member of its advisory council shall be entitled to vote with its faculty council, or equivalent body, on academic affairs.

The Student Advisory Committee (SAC) of the College of Social Work shall consist of 20 members-10 graduate (8 of which from the MSW Program and 2 from the doctoral program including two from off-campus MSW programs, if any) and 10

undergraduate-to be elected by the graduate and undergraduate (social work major) students through elections conducted by the Student Social Work Association (SSWA), the student social work organization. The SAC shall elect its chair from among its members.

The Student Advisory Committee shall have the following functions:

1. Nominate students for membership to the standing committees of the faculty and to other committees and task forces as necessary. Because of potential conflict of interest, doctoral students who teach in the undergraduate and master's program and otherwise function as members of the faculty should not serve as the student representative on College committees charged with developing and recommending admissions and educational policy in the undergraduate and master's program.
2. Advise the faculty on matters concerning educational policy of the College either on the request of the faculty or on their own initiative.
3. Participate and encourage student participation in the development of educational policies of the College.

* Not part of the Governing Regulations

V. Membership and Meetings of the Faculty

A. Membership of the Faculty

The Faculty of a college shall consist of its dean, assistant and/or associate deans, and full-time faculty personnel having the rank of assistant professor, associate professor or professor in the regular, special title, or extension series. Faculty membership is also conferred upon individuals in the clinical title series as outlined in the provisions regarding the clinical title series in social work previously adopted by the College of Social Work faculty at its April 2003 meeting. The college faculty also may extend membership, with or without voting privileges, to any other person assigned to it for administrative work, teaching or research.

B. Chair of the Faculty

The dean is the chair of the faculty and shall preside at its meetings. He/she may delegate to any voting member of the faculty the function of presiding at the meetings of the faculty.

C. Meetings of the Faculty

Regularly scheduled meetings of the faculty shall be held once every month from September to April. The dean may call special meetings as and when

necessary. The dean shall call a special meeting of the faculty within two to four weeks of the receipt of the request for such a meeting signed by at least five voting members of the faculty stating the purpose of the meeting. The dean shall call special meetings of the faculty if so desired by the Provost.

D. Notice of Meetings

Written notice of two weeks shall be given to all members for a meeting of the faculty. The dean may, however, give a shorter notice in case of emergency or special circumstances.

E. Agenda for Meetings

The dean shall prepare, post, and distribute to members of the faculty, the agenda for meetings of the faculty one week in advance, except in emergencies and special circumstances. Members of the faculty may submit to the dean items for the agenda at least ten days in advance of the meeting for which intended, including a brief statement of the matter, specific motion or action suggested, and its consequences or implications. The standing agenda for the October meeting each year contains budget recommendations for the following year based on college goals and objectives. The faculty may by simple majority vote amend or modify the agenda, including the deletion or addition of items.

F. Quorum for Meetings

A majority of the total voting members of the faculty shall constitute the quorum for faculty meetings.

G. Minutes of the Meetings

Minutes shall be kept of all faculty meetings. Faculty members act as recorders on an alphabetical rotating basis. The faculty member recorder distributes the minutes to the faculty and the dean's office holds a master file of minutes available for inspection to all members of the faculty and other authorized persons.

H. Conduct of Business

The faculty shall make decisions by a simple majority vote of its voting members present and voting at any meeting, except amending the rules of the faculty, which shall require a majority of the total voting membership of the faculty. There shall be no voting by proxy. Twenty-five percent (25%) of the members of the faculty present and voting or the chair can order a vote by roll call, or a mail ballot. A secret ballot vote shall be taken at the request of any voting member of the faculty. In case of voting by ballot, the faculty shall appoint a teller as one or more persons for counting of votes. Except as otherwise provided in these rules, the business of the faculty shall be

conducted in accordance with Robert's Rules of Order, latest edition. The dean may on his/her own initiative or at the request of the faculty approved by a simple majority of those present and voting, appoint a parliamentarian.

VI. Committees of the Faculty

The faculty may perform its functions and conduct its business directly or through standing committees, ad hoc committees, or task forces. The faculty shall have the following standing committees:

1. Admissions, Advising, and Student Concerns Committee
2. Strategic Planning and Quality Improvement Committee
3. Ph.D. Committee
4. Curriculum Committee
5. Faculty Appointment, Promotion, and Tenure Committee
6. Research and Faculty Development Committee
7. Service Committee
8. Budget Advisory Committee

A. Rules for Standing Committees

The following rules shall apply to all standing committees:

1. The standing committees shall be constituted by faculty, shall be responsible to the faculty, shall make recommendations to the faculty, and shall regularly report to the faculty (minimum once a year).
2. The standing committees shall consult and cooperate with each other, and with other appropriate bodies.
3. The term of membership of the standing committees shall be two years. Elections to the standing committees, including the chairs, shall be completed by April 15 for service beginning in the fall semester of the following academic year.
4. The Student Advisory Committee shall elect student members of the standing committees. Students may not serve on the Faculty Appointment, Promotion, and Tenure Committee. Committees shall have the authority to determine the voting rights of students dependent on the discretion and function of the committee.
5. The faculty shall elect, from amongst itself, members for the standing committees by secret ballot, and those getting the higher plurality of votes shall be declared elected. Members of the faculty may nominate themselves or others for committee membership. Elections will be held only if the number of nominations exceeds the membership of a committee. The dean may appoint members to the standing committees for temporary vacancies.

6. Each committee shall elect its own chair to serve a one-year term from amongst its members provided that no person shall succeed himself/herself as chair, except with the approval of the faculty on the recommendation of the committee concerned. The first meeting of each committee shall be convened every year by the outgoing chair for the purpose of electing the chair of the committee.
7. The membership of each committee, except the Curriculum Committee, shall consist of five faculty members elected by the faculty and two student members (one graduate and one undergraduate) elected by the student organizations and/or invited by committee chairs. The Strategic Planning Committee shall have two community representatives appointed by the Strategic Planning and Quality Improvement Committee.
8. The membership of the Admissions and Curriculum committee is composed of regular title and special series title faculty and students. The FAPTC is composed only of tenured faculty.
9. The Curriculum Committee shall have seven faculty members elected by the faculty and two student members (one graduate and one undergraduate) elected by the Student Organizations.
10. The dean shall be an ex-officio member of all committees and may appoint any of the administrative officers of the College to represent him/her on the committees.
11. The committees shall hold regularly scheduled meetings and may also hold special meetings.
12. A written notice of one week shall be given to the members for a meeting of the committee.
13. The chair of the committee shall prepare, post, and distribute the agenda for a meeting, ordinarily one week in advance. Members may submit items for inclusion in the agenda.
14. A majority of the total membership of the committee shall constitute the quorum for meetings.
15. Committees may create task forces for specific purposes.
16. Except as otherwise provided in these rules, the business of the committees shall be conducted in accordance with Robert's Rules of Order, latest edition.
17. The chairperson of the committee shall be responsible for keeping the minutes and having them distributed to the members and to the faculty when necessary. Copies of minutes of each meeting shall be filed in the faculty minute book within ten (10) days of the meeting.

18. Meetings of the committees shall be open to all members of the faculty, who shall have the right to be present and to speak but not to vote.
19. The chair of the committee shall be responsible for adding all new and revised policy decisions initiated by that committee to the official policy manual of the College of Social Work within ten (10) days of passage by faculty and for deleting from the manual any committee relevant policies that have been rendered or void by the faculty.

B. Functions of Standing Committees

1. Admissions, Advising, and Student Concerns Committee

- a. Recommends policies, criteria and procedures for admission of students.
- b. Collects and analyzes data on College admissions.
- c. Recommends policies and procedures for a sound and effective recruitment program.
- d. Recommends policies and procedures for advising of students.
- e. Recommends and reviews policies regarding the handling of student grievances and concerns of an academic nature.
- f. Performs such other functions as may appropriately be assigned by the faculty.

2. Strategic Planning and Quality Improvement Committee

- a. Develops short and long-term strategic plans for the College with budget implications.
- b. Reviews, develops and oversees the implementation of quantitative and qualitative measures for use in program assessment.
- c. Incorporates data assessment results into the strategic planning process and makes recommendations for program modifications to appropriate committees or administrators.
- d. Oversees the Annual Progress Report and periodic Program Review that are requirements of each academic unit by the Provost.

3. Ph.D. Committee

- a. Integrates the Ph.D. program into the College's mission, overall functioning, and teaching, research, and service agenda.

- b. Represents the College faculty in the academic dimensions of the Ph.D. program.
 - c. Informs the faculty of and involves them in the areas of teaching, student advisement, student research, examinations and student committees.
 - d. Assists the Ph.D. program director in program-related educational matters.
 - e. Functions as the UK component of the UK-U of L joint Ph.D. program faculty committee.
 - f. Ensures the survival, strength and uniqueness of the joint program.
4. Curriculum Committee
- a. The Curriculum Committee shall review, develop and recommend educational policy to the faculty concerning but not limited to the areas listed hereunder as functions of the Committee.
 - b. Develops and reviews the curriculum.
 - c. Coordinates, monitors and improves the curriculum, program organization and instructional methodology.
 - d. Reviews and evaluates the educational program periodically.
 - e. Recommends academic and degree requirements, and requirements and procedures for evaluation of student performance.
 - f. Maintains and improves scholastic and professional standards.
 - g. Reviews and monitors administrative processes, practices and decisions for their relevance to educational policy.
 - h. Recommends policies concerning calendar, class scheduling, faculty workload and work assignment.
 - i. Performs such other functions as may appropriately be assigned by the faculty.
5. Faculty Appointment, Promotion, and Tenure Committee
- a. Establishes with the dean procedures to be used within the College in making recommendations on the appointment of new members of the College, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments (X-C-8) and the granting

of tenure, and the procedures to be used on the College level in its performance evaluation of the College members.

- b. Establishes with the dean procedures for performance evaluation of the faculty.
 - c. Consults with the dean on the constitution and procedures of the Faculty Appeals Committee of the College, which should hear appeals to the dean by the faculty member who, after a conference with the dean, remains in disagreement with the merit rating received.
 - d. Recommends to the dean the appointment, promotion and tenure of faculty.
 - e. Performs such other functions as may appropriately be assigned by the faculty.
6. Research and Faculty Development Committee
- a. Recommends and reviews policies for the encouragement, promotion and coordination of research in the College.
 - b. Recommends and reviews College policies and programs for faculty development.
7. Service Committee
- a. Recommends and reviews policies for the encouragement, promotion and coordination of service activities of the College. Service includes to the University, the College, the community and the profession.
 - b. Recommends and reviews College service objectives, tasks and measures based on the goals formulated by the Strategic Planning Committee.
 - c. Acts as an advisory committee to all service and outreach components of the College.
 - d. Performs periodic reviews and evaluates the service activities of the College.
8. Budget Advisory Committee
- a. Establishes with the dean procedures to be used on the College level for the preparation of budget requests.
 - b. Advises the dean on budgetary matters.

- c. Performs such other functions as may appropriately be assigned by the faculty.

VII. Professional Advisory Committee

The dean shall constitute a Professional Advisory Committee to advise the dean and the faculty regarding matters of interest and concern to the College. The dean shall be the chair of the Committee, call its meetings and prepare the agenda for such meetings.

VIII. Procedures for Modifications

These rules of procedure have been created and approved by the faculty of this College, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. The Dean and Provost must also approve any modifications to these rules before the modifications take effect. These rules contain a total of 12 pages plus a final signature page. A current copy of the approved rules for this College is available in the office of the Dean of the College, and the Provost's office.

Dean

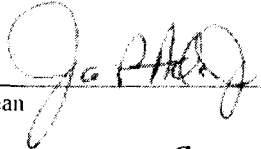
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Provost, University of Kentucky

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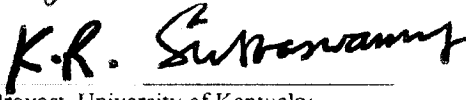
Signature Page

These rules have been created and approved by the faculty of the College of Social Work, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the College of Social Work is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.



Dean

September 2010
Date



Provost, University of Kentucky