

## **BYLAWS OF THE FSU COLLEGE OF SOCIAL WORK**

(Approved by CSW Faculty 1/30/15 and

Approved by the Office of Faculty Development and Advancement 2/5/15)

### Article I – Definitions

#### Section A. Faculty

The faculty of the College of Social Work shall consist of the following:

1. **TENURE TRACK FACULTY:** General Faculty (Professors, Associate Professors, Assistant Professors, and Instructors) as specified by Article III of the FSU Constitution; plus persons awarded Courtesy Status for Voting Purposes.
2. **SPECIALIZED FACULTY:** Non-Tenure Track Faculty (Full-time Teaching and Research faculty).

#### Section B. Students

Students who are majors in the College of Social Work will be represented at faculty meetings and on specified Standing Committees. One student will serve as non-voting members on each Standing Committee except Faculty Affairs, and Promotion and Tenure. Student representatives, shall be selected in accordance with procedures established by the students.

### Article II – Jurisdiction

Section A. The basic legislative body of the College of Social Work shall consist of full-time members of the Tenure Track and Specialized Faculty. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the College.

Section B. All faculty and committee meetings shall be open and conducted according to the following rules, unless exceptions are made for alternative provisions in the Bylaws: 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.

### Article III – Faculty Meetings

- Section A. The Faculty of the College of Social Work shall meet at least once in each semester. It will discuss and vote on all major changes in program and curriculum that affect the College, in accordance with Article V of the FSU Constitution.
- Section B. Special sessions shall be held at the call of the Dean or upon the written request of not less than five members of the Tenure Track and Specialized Faculty.
- Section C. The Dean of the College of Social Work shall chair the faculty meetings. In the absence of the Dean, the Dean shall designate who will preside.
- Section D. At least fifty percent of the Tenure Track and Specialized Faculty members shall constitute a quorum at any regular or special meeting of the faculty, except where noted otherwise for specific committees. The full-time Tenure Track and Specialized Faculty members shall be eligible to vote at faculty meetings. Absentee ballots shall be accepted, in accordance with established protocol.
- Section E. The minutes of the faculty meetings shall be taken and distributed. They shall be approved by the faculty.

#### Article IV – The Dean

- Section A. The Dean shall serve as the chief administrative officer of the College.
- Section B. The Dean shall call (except as provided in Article III, B) and preside over faculty meetings and shall prepare and distribute the agenda at least three days in advance of the meetings.
- Section C. The Dean shall appoint any individuals needed to administer the College's affairs. The Dean shall report to the College, as soon as practical, normally at the beginning of the Fall semester, the names and duties of such appointees.
- Section D. The Dean shall establish committees for the conduct of College affairs as provided in Article VI.
- Section E. At least once a year, the Dean shall report on the "State of the College" to the faculty. This report shall address the state of the College, priorities for the upcoming year, the College's budgetary status, and other major issues of concern to the College and the faculty.
- Section F. The Dean, in conjunction with the appropriate committees of the College, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings and catalog announcements. The Dean shall determine and/or supervise, in consultation with appropriate committees, administrative personnel and faculty members, such matters as the scheduling of classes, assignments of faculty, budgetary policies, and student appeals.

- Section G. The Dean shall be responsible for developing procedures to ensure that assignments will be discussed with each faculty member in advance, and for evaluating performance on an annual basis in accordance with criteria outlined in the College of Social Work Evaluation Criteria Document.
- Section H. The Dean shall be responsible for promoting the interests of the College within the larger University, the community at large, all levels of government, and with the alumni.
- Section I. The Dean shall be responsible for developing and maintaining an active Alumni Association.

#### Article V – Faculty Senators

- Section A. Only Tenure Track Faculty members shall vote for and be eligible for representation in and election to the Faculty Senate.
- Section B. There shall be two Faculty Senators elected to the Faculty Senate. Representative 1 is elected for a two year term and Representative 2 is elected for a one year term. An alternate Senator is elected for one year. The terms of the Senators and alternate begin with the regular April meeting of the Senate in the election year.
- Section C. When an alternate replaces a Faculty Senator prior to the end of his/her term, the alternate serves for the remainder of the Senator's term. A new alternate must then be elected to ensure that there is always an alternate to the Senator. The alternate serves the remainder of the year until the spring elections.

#### Article VI – Committees

- Section A. Only those faculty members eligible to serve on a committee shall vote for the faculty membership of that committee. Committee business, including voting, may be transacted using conference telephone calls, videocameras, 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 or videocamera call. The Chair is responsible for distributing an agenda at least 2 days in advance of each committee meeting, recording minutes, arranging for their review and approval by the committee, and distributing approved minutes or each committee's business meeting to all faculty. The chair is responsible for maintaining an up-to-date compilation of the minutes of his/her committee, and to make this available to any or all faculty upon request, and to the succeeding chair.
- Section B. The Dean or Dean's designee shall serve as ex-officio member of all standing committees with the exception of the Promotion and Tenure Committee and the Faculty Affairs Committee.

Section C. Terms of service for the faculty representatives on committees shall be based upon their election for two-year staggered terms. Elections held to fill unanticipated vacancies are limited to the remaining term of the vacated seat.

1. Committee elections shall be held during April for a term beginning the first day of the Fall Semester.
2. Faculty may choose which College of Social Work committees they wish to be considered for election, and must make themselves available for two committees (if they are in the middle of a two-year term) or *three* committees (if they do not have any committee obligations in the following year). Faculty in the middle of two two-year terms do not have to make themselves available for any College of Social Work Committees.
3. Only faculty members with a service assignment on their annual Assignment of Responsibilities are required to make themselves available for committee service.
4. Faculty are not required to make themselves available for voluntary sub-committees specified in the bylaws.
5. Faculty are not obligated to serve on more than two elected College of Social Work committees in any given year.
6. Any members of the faculty who are specified as standing members on two elected committees are eligible for one additional elected committee in any given year. Those serving as standing members on one elected committee are eligible for two additional elected committees.
7. Each elected committee shall elect by ballot a faculty chairperson who will serve a one-year term.

Section D Committee Roles and Responsibilities

1. Committees shall handle only matters referred to them by the faculty or delegated to them in the Bylaws; and they shall report directly to the faculty.
2. If a dispute at any meeting other than the Promotion and Tenure Committee meeting cannot be resolved, the issue is remanded to the full faculty for consideration.

Section E. Standing Committees

1. Academic Affairs Committee: The Academic Affairs committee shall consist of five elected members and all Program Directors. This committee shall oversee coordination of the academic programs, and shall develop, approve, and monitor policies and procedures related to issues of curriculum (including curriculum-related diversity issues), admissions, program requirements, program structure, and other matters referred to it by the faculty. Matters involving substantive changes in the curriculum or program structure shall be brought to the entire faculty for review and approval prior to being implemented except for the Doctoral Program which shall be brought to the tenured and tenure-earning faculty for review and approval prior to being implemented.

- a. The Academic Affairs Committee shall have standing, sub-committees that serve as advisors for each Program Director. Each subcommittee shall consist of the Program Director and three members of the faculty who volunteer to be appointed by the Dean.
  - b. The Academic Affairs Committee shall serve as the Judicial Appeals Committee for all students.
2. The Promotion and Tenure Committee shall be composed of five tenured members of the Tenure Track Faculty, of which at least one member shall be at the rank of Full Professor and at least one member shall be at the rank of Associate Professor, excluding the Dean, elected by Tenure Track Faculty members. No faculty member shall serve during the year of his/her nomination for promotion and tenure
- a. The committee shall consider all eligible faculty for Promotion and Tenure and shall make recommendations concerning nominations for Promotion and Tenure consistent with criteria in the College of Social Work Evaluation Criteria Document.
  - b. A quorum shall consist of all five members for the purpose of voting on nominations or recommendations for promotion and/or tenure for individuals being considered from the College of Social Work. A quorum for all other purposes shall be a majority of the committee.
  - c. The committee shall conform with University policy in its actions related to Promotion and Tenure.
  - d. The chairperson of the Promotion and Tenure Committee will ensure that the records of all candidates for tenure are available for review by tenured members of the faculty.
  - e. The member representing the College on the University Promotion and Tenure committee shall be elected by the Promotion and Tenure Committee from among its members.
  - f. Sub-committees:
    - 1. Second and Fourth Year Review Committees shall be selected from among the members of the Promotion and Tenure Committee.
    - 2. The Specialized Faculty Promotion Sub-Committee shall be composed of three members of the Specialized Faculty who are at the rank of Teaching Faculty II or above, or Research Faculty II or above, elected by Specialized Faculty members. No specialized faculty member shall serve during the year of his/her nomination for promotion.
      - a. The sub-committee shall consider all eligible Specialized Faculty for Promotion and shall make recommendations concerning nominations for Promotion consistent with criteria in the College of Social Work Evaluation Criteria Document.
      - b. A quorum for all purposes shall consist of all three sub-committee members.
      - c. The sub-committee shall conform with University policy in its actions related to Promotion.

d. This sub-committee will elect a chair in a manner consistent with standing committees according to Section C Article 7.

3. Faculty Affairs Committee

- a. This committee shall provide faculty leadership, and assume responsibility for the mechanisms and procedures to support collegial governance, faculty evaluation, and development and maintenance of College Bylaws.
- b. This committee shall be composed of six faculty members, excluding the Dean, four elected from the Tenure Track Faculty and two from the Specialized Faculty.
- c. Faculty members vote within their respective categories for membership on this committee.
- d. The committee shall play an active and responsible role in academic matters, assuring that the collegial system of shared governance is maintained.
- e. The committee shall be responsible for developing and conducting election procedures for faculty committee membership.
- f. The committee shall be involved in, and make recommendations to the Dean for:
  1. a faculty development program;
  2. recruitment of new Tenure Track and Specialized Faculty, including the screening of all applicants;
  3. all concerns relating to faculty rights.
- g. This committee shall assume responsibility for the development of merit policies and procedures which are subject to the approval of Tenure Track and Specialized Faculty and consistent with criteria in the College of Social Work Evaluation Criteria Document.

4. The Student Affairs Committee shall be composed of four members of the Tenure Track or Specialized Faculty in, the President of the Association of Student Social Workers, and the President of the Doctoral Student Organization. It shall be responsible for monitoring student-related issues of diversity and other student issues as they arise, such as the awarding of special recognitions and scholarships (but not financial aid). It shall also serve as a liaison between faculty and students.

5. The Research Committee shall develop, approve, and monitor research policies and procedures. Matters involving substantive changes to research policies are subject to the approval of Tenure Track Faculty members. It shall make recommendations to the Dean regarding the utilization and distribution of resources to support such research activities.

- a. The Research Committee shall consist of the Directors of the College of Social Work Institutes and Doctoral Program as standing members and four elected members of the Tenure Track Faculty, excluding the Dean.

- b. Tenure Track Faculty members shall vote for members of this committee.
- 6. The Diversity Committee shall provide assessment on issues related to the organizational climate for diversity such as curriculum and instruction, student composition and recruitment, faculty composition and staffing patterns, and programs and services for the College. This committee shall make recommendations to the Dean regarding its findings.
  - a. The committee shall be comprised of four faculty members, excluding the Dean.
  - b. At least one member elected from the Tenure Track Faculty and at least one member elected from the Specialized Faculty.

#### Section F. Select Committees

The Dean may establish annually such Select Committees as deemed necessary to assist in the operation of the College of Social Work. Such committees functioning longer than a period of two consecutive years will be considered annually by Tenure Track and Specialized Faculty members for abolishment, continuation; or designation as standing committees.

#### Section G. Vacancies in Standing Committees

Vacancies in elected standing committees shall be filled by an election to be held as soon as such vacancies are known.

### Article VII – Amendments

Section A. Any five members of the Tenure Track and Specialized Faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated at least two weeks in advance of the meeting at which the change will be considered.

Section B. The amendment shall become part of the bylaws when it is adopted by two-thirds vote of the Tenure Track and Specialized Faculty and approved by the Vice President for Faculty Development and Advancement.