



College of

SOCIAL WORK



ORGANIZATION, RULES, & BYLAWS



University of
Kentucky
College of Social Work

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 departmental faculty. The functions and responsibilities of the dean described in this document are those prescribed by Governing Regulations VII.F.2.c, Deans of the Colleges; and VII.F.2.e, Chairs of Departments. The functions and responsibilities of the faculty are those prescribed by Governing Regulations VII.E.3, Faculties of Colleges; and VII.E.5, Faculties of Departments. 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 academics and student affairs, associate dean for research, the assistant to the dean, the director of the undergraduate programs, director of MSW, 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 the 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 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.E.3, Faculties of Colleges; VII.E.5, Faculties of Departments; VII.E.7, Student Participation; VII.F.2.c, Deans of the Colleges; and VII.F.2.e, Chairs of Departments. 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 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.

Bylaws of the College of Social Work

UNIVERSITY OF KENTUCKY

ARTICLE 1: Organization

The College of Social Work is a major educational unit of the University of Kentucky (GR VII.C.2). The chief administrative officer is the Dean (GR VII.C.6).

ARTICLE 2: Purposes

The purposes of the faculty bylaws shall be to:

- A. Provide an operational base for determining, developing, promoting and implementing the education, research, and practice programs of the College.
- B. Provide a mechanism for the recommending and decision-making functions of the faculty.
- C. Facilitate communication among faculty members and administration.

ARTICLE 3: Functions

The functions of the faculty shall be to:

- A. Establish the academic policies of the College.
- B. Determine, promote, and maintain standards for teaching, research, and practice consistent with the University philosophy and purposes.
- C. Determine criteria for student admission, progression, promotion, and graduation.
- D. Develop courses, curricula and degree requirements and make relevant recommendations to appropriate bodies within the University.
- E. Make recommendations to the Dean, Provost, President, or other appropriate administrator on any relevant matter.

ARTICLE 4: Faculty Membership

- A. The membership of the faculty of the College consists of its Dean, associate and/or assistant Deans, and regular full-time faculty having the rank of assistant professor, associate professor or professor in the regular or special title series as well as those full-time in the lecturer and clinical faculty series.
- B. "Part-time faculty employees have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of an educational unit. The Dean makes the final decision on appointments of part-time faculty employees at any rank. The appointment shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, or membership in the University Senate. Appointees are not eligible for University contributions toward employee benefits, but may participate at their own expense in certain University benefit programs... Faculty membership, with or without voting privileges, may be extended to part-time faculty employees by the faculty of educational units to which they are academically appointed." (AR 2:1-1) "Adjunct Title Series faculty are individuals employed by a non-University agency or by the University with primary appointments in non-faculty positions, who contribute significantly to the instructional or research missions of the University... An appointee in the Adjunct Series shall not be eligible for tenure, sabbatical leave, employee benefits, or election to the University Senate. However, an appointee who is a full-time employee of the University and has a primary appointment in a non-faculty position shall be entitled to employee benefits appropriate for the non-faculty position. Faculty membership, with or without voting privileges, may be extended to an appointee in the Adjunct Series by any educational unit to which the individual is assigned." (AR 2:8)

- C. "Voluntary faculty members have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty employees usually are self-employed or hold full-time positions with other institutions and agencies... Voluntary faculty employees are not eligible for tenure, faculty benefits, and membership in the University Senate or election to the Board of Trustees. However, Faculty membership, with or without voting privileges, may be extended to Voluntary faculty by the Faculty of the educational units to which they are assigned." (AR 2:10)
- D. "The term "joint appointment" shall apply in any case in which an individual holds two (2) or more intra-University faculty appointments. In such an instance, one of the appointments shall be designated as the primary appointment by the Dean of the college if the individual's appointments are associated with educational units in the same college or by the Provost if the appointments are with educational units in different colleges. The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment, reappointment or promotion, shall be processed independently and considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments. The possibility of tenure applies only to the primary appointment. In case of termination of the non-primary appointment(s) leaving only the primary appointment for a full-time faculty member, the individual's assignment associated with the primary appointment shall become full-time. When an individual under consideration for appointment to an administrative position is also to be considered for a faculty appointment, recommendations of committees on the two respective appoints shall be developed independently on their respective merits, in accordance with the respective established appointment procedures." (GR X)
- E. The Standard Personnel File for each faculty member is kept in the office of the Dean.
- F. Following the requirements of AR 2:6, the faculty council in the college shall establish by consultative vote the ratio of faculty appointments in the Clinical Title Series to the total number in the tenure-track title series. This ratio should be reflected in these rules and stands at 150% as of 4/16/18.
- G. Following the requirements of AR 2:9, the tenured and tenure-eligible faculty in the College shall establish by majority vote the maximum number or percentage of those employed in the College's Lecturer Faculty Title Series. This number/percent should be reflected in these rules and stands at 50% as of 12/7/22. This will be calculated as 50% of the number of tenured and tenure-eligible faculty members in the College.
- H. Membership, with or without voting privileges, may also be extended to any other person assigned or employed by the College for administrative work, teaching or research by a two-thirds vote of the faculty.

ARTICLE 5: Voting

- A. Voting privileges are extended to regular full-time faculty having the rank of assistant professor, associate professor or professor in the regular or special title series as well as those full-time in the lecturer and clinical faculty series. Additionally, voting privileges are extended to full-time faculty appointed at the clinical assistant, clinical associate, and clinical professor level as well as any full-time instructors.
- B. Only faculty with primary appointments in the College of Social Work may vote.
- C. No voting proxies will be allowed.
- D. Faculty must present, in attendance, to vote on issues before the faculty at its regularly scheduled or called meetings or in attendance by Zoom, Skype, or other electronic software allowing visual and auditory representation.
- E. Each eligible UK faculty member casts one vote.

- F. Electronic voting on issues may be employed in committees and should be initiated by chairs of standing and/or ad hoc committees.
- G. Any eligible voting member of the faculty may request a vote taken by confidential ballot or roll call.

ARTICLE 6: Meetings of the Faculty

- A. The faculty will hold regularly scheduled meetings, generally once a month from September to April, at which the Dean or other faculty as delegated will preside.
- B. The faculty may hold special meetings when called by the Dean or by five members of the voting faculty in writing.
- C. A quorum of the total voting members of the faculty will constitute the quorum for faculty and committee meetings. A quorum shall consist of a simple majority of the voting membership not on leave of absence, sabbatical leave, or absent because of assignments or duties.
- D. Copies of the minutes of faculty meetings and meetings of committees shall be made available to all members of the faculty on a timely basis (GR VII.E.3.b). For regularly scheduled and special faculty meetings and committee, minutes will be made available to members of the faculty within two weeks of the meeting date.
- E. A schedule of meetings for the school year will be posted by the Dean's office in September but meetings may be cancelled when there is no urgent business to transact.
- F. The agenda for all scheduled meetings shall be distributed to faculty no later than three full business days prior to the meeting and minutes of all faculty.
- G. Any item for vote at the faculty meeting, regular or called, shall be distributed to the faculty at least three (3) working days prior to the scheduled meeting.

- H. The Dean will solicit meeting agenda items from the faculty. Faculty wishing to add items to the faculty meeting agenda should submit them to the Dean at least five working days prior to the meeting.
- I. Minutes will be taken by a recording secretary appointed by the Dean

ARTICLE 7: Committees of the Faculty

The faculty shall have the following standing committees and create ad hoc committees or task forces as needed. No proxy votes are allowed and students invited to be members of the various committees may have one vote each.

- A. Admissions, Advising, and Student Concerns Committee: This committee recommends policies, criteria and procedures for admission of students, reviews data on College admissions, recommends policies and procedures for a sound and effective recruitment program, recommends policies and procedures for advising of students, recommends and reviews policies regarding the handling of student grievances and concerns of an academic nature, and performs any other functions as may be assigned by the faculty.

Membership of this committee shall consist of five faculty members elected by the faculty and up to two student members (one undergraduate and one graduate) agreed upon by elected committee members. Students may, at times, be excluded from discussions involving applications or confidential materials, and academic or disciplinary issues about other students. Ex-officio members include the DUS, DGS (MSW & Doctoral), and the ADAS.

- B. Strategic Planning and Quality Improvement Committee: This committee develops short and long-term strategic plans for the College with budget implications, reviews and oversees the implementation of quantitative and qualitative measures for use in program assessment, incorporates data assessment results into the strategic planning process

and makes recommendations for program modifications to appropriate committees or administrators.

Membership shall consist of five faculty members elected by the faculty and up to two student members (one undergraduate and one graduate) agreed upon by elected committee members.

- C. **Doctoral Committee:** This committee integrates the doctoral programs into the College's mission, overall functioning, and teaching, research, and service agenda, assists the Doctoral program director in setting policy regarding admissions, advising, reviewing curricula, progression of students, examinations, recruitment, curricula and general oversight of the doctoral program.

Membership shall consist of five faculty members elected by the faculty and up to two doctoral student members agreed upon by elected committee members. Students may, at times, be excluded from discussions involving applications, confidential materials, and academic or disciplinary issues about other students. The doctoral program director and the ADAS shall serve as an ex-officio member of this committee.

- D. **Curriculum Committee:** This committee reviews, develops, and recommends educational policy to the faculty covering the undergraduate and master's programs. It develops, coordinates and reviews curriculum ensuring compliance with the Council on Social Work Education's (CSWE) educational expectations, evaluates the quality of educational outcomes of courses and programs within the College, ensures the maintenance of scholastic and professional standards, recommends policies concerning academic calendars, class scheduling, and reviews new program and course proposals. It may perform other functions as assigned by the faculty.

Membership shall consist of five faculty members elected by the faculty and up to two

student members (one undergraduate and one graduate) as agreed upon by committee members. Ex-officio members include the DUS, DGS (MSW & Doctoral), Director of Field Education, and the ADAS.

- E. **Faculty Appointment, Promotion, and Tenure Committee:** This committee makes recommendations to the Dean on the appointment of new members to the College, promotions, the granting of tenure, terminal appointments/reappointments, decisions not to reappoint, and post-retirement appointments following UK procedures. The committee may consult with the Dean regarding procedures for the evaluation of faculty and may hear appeals by faculty members who, after a conference with the Dean, remain in disagreement regarding a merit rating or evaluation. The committee may function as a Search Committee for new faculty upon request by the Dean.

Membership is composed of five faculty members with tenure elected by the faculty. Students may not serve on this committee.

- F. **Research Committee:** This committee is concerned with encouraging, promoting, and coordinating research within the College. It may review and recommend policies associated with conducting research and grant-writing, mentoring faculty and students for research and publication, and disseminating information about research produced within the College.

Membership shall consist of five faculty members elected by the faculty and up to two student members (one undergraduate and one graduate) agreed upon by elected committee members. The ADR shall serve as an ex-officio member of this committee.

- G. **Faculty Council:** The council shall serve as the vehicle for shared governance within the College on issues including but not limited to strategic planning, evaluation, budget, and space. Additionally, the council shall review and evaluate proposed changes in policies

and procedures of importance to the College and advises the administration; review status of recommendations from the faculty; serve as liaison between faculty and College/University administration; provide a forum for faculty discussion of current or impending issues; assess needs and concerns of faculty and translates into action plans; and, facilitates the review of Faculty Bylaws of the College of Social Work a minimum of every two years in even years and recommends changes or modifications to the faculty.

Membership shall consist of at least five faculty members, three (3) of whom must be tenured and at least one of whom have been on the faculty a minimum of three (3) years. Members elected to this council shall serve staggered two-year terms; at least one tenured member shall be elected each year. The council shall elect a chair of the council, each year, and the chairperson shall be a tenured member of the faculty.

- H. Diversity Committee:** This committee recommends policies to enhance diversity in the College, monitors student enrollment and retention related to diversity, monitors faculty hiring and retention related to diversity, monitors the college climate related to diversity, monitors field agency placements related to diversity, and plans and implements activities and programming to promote diversity.

Membership shall consist of at least five faculty members.

ARTICLE 8: Rules for Standing Committees

It is expected that all faculty will contribute to the work of the College.

- A.** All full-time faculty members not on leave of absence, sabbatical leave, or absent because of assignments or duties, should serve on at least two committees and/or councils. One committee can be outside the College (e.g., IRB, Undergraduate Council, Senate, etc.), but at least one must be within the College.

- B.** An election shall be held no later than April 15 each year for new committee members for service to begin the next fall semester. A call for nominations to the standing committees shall take place at least two weeks before the election ballot is composed. The election shall use the methodology of a confidential ballot, either electronic or paper. The Dean's administrative assistant or appointee shall be responsible for posting the call for committee nominations, preparing ballots, and tallying the results. In the event of a tie, a run-off election will be held unless one party concedes.

- C. Terms of Services:** Each faculty member elected to a standing committee shall serve a two-year term. The terms of office for all committees and councils shall begin on August 1 and end on July 31. Committees and councils shall make every attempt to complete business within the academic year. At the conclusion of the spring semester, each committee and council shall determine who will carry out unforeseen pertinent business that arises in the summer as well as who shall function as chair in the absence of the elected chairperson.

- D. Committee Chairs:** Chairs shall serve a one-year term and are elected by a vote of the committee's members no later than the first meeting of the faculty in the fall semester.

- E. Reporting:** Each chair is responsible for seeing that minutes or a summary of each committee meeting, including any actions taken, is submitted to the full faculty prior to each scheduled faculty meeting. The chair is responsible for recording any new policies or procedures drafted by that committee and conveying them both to the full faculty and the Dean's assistant who shall organize and maintain all minutes from committee and faculty meetings.

- F. Meetings:** Meetings of committees or councils shall be held at the discretion of the chairperson, but at least every two months between August 1 and May 31 of each year. A written notice of meetings of at least one

week shall be provided to all members of the committee and to other interested faculty as well. The business of the faculty in all meetings and committees shall be conducted in accordance with Robert's Rules of Order (abbreviated). Meetings of all committee meetings except for Faculty Appointment, Promotion, and Tenure are open to any members of the faculty who may wish to participate; however, they may not vote on issues before the committee unless elected members. A confidential (secret) ballot can be requested by any voting faculty member of a committee at any meeting of the committee or the full faculty.

- G. A majority of committee or council members will constitute a quorum.
- H. Minutes of each meeting shall be completed and distributed to each committee or council member, and one copy sent to the office of the Dean.
- I. Each committee will complete an annual report brief that outlines work conducted for each year and pressing issues that the committee will need to address in the future. This report should be submitted to the Dean's office prior to the end of each academic year.
- J. Faculty members who are unable to complete a term as an elected committee or council member shall notify the chairperson of the committee AND the Dean immediately either in writing or electronically.
- K. Committee Vacancy: In the event an elected committee member is unable to fulfill their term of service AND the vacancy would mean that the committee membership would not be in compliance with these bylaws (e.g., the committee constitution would be less than five (5) members of the faculty), the Dean shall appoint a faculty member to the vacancy to fulfill the vacated term of service. This vacancy shall be filled within two (2) weeks of receiving notification of the vacated committee position. The appointment made by the Dean shall be compliance with committee membership, as set forth in these bylaws.

- L. Ex-officio members of committees shall not have voting privileges.
- M. The number of votes required to pass any committee or council action item is 1 vote over 50% of the eligible faculty members of the committee or council.

ARTICLE 9: Functions and Responsibilities of the Dean

The Dean is the chief administrative officer of the College.

- A. The Dean is responsible for the enforcement of these Governing Regulations, the Administrative Regulations, University Senate Rules, Rules of the Graduate Faculty, and the rules of the college faculty.
- B. The Dean is authorized to establish and enforce policies and procedures as are attendant to the administrative management of the operations of the college in GR VII, University Organization.
- C. The Dean is the chair of the College faculty and an ex officio member of all College committees and councils.
- D. The Dean is charged with overseeing the educational work of the College and its efficient conduct and management in all matters not specifically charged elsewhere.
- E. The Dean is responsible for the implementation of the curricula of the college, for ensuring through the faculty the quality of instruction, the assignment of duties to all personnel, and for the service provided by the faculty of the college, individually and as a whole.
- F. The Dean shall review faculty performance evaluations and shall be responsible for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, post-retirement appointments, promotions, and granting of tenure and decisions not to reappoint for members of the College or for ultimate action when such authority has been delegated by the President or the Provost.

- G. The Dean shall submit the budget request for the College and administer the approved budget.
 - H. In connection with the above administrative functions, the Dean shall seek the advice of the faculty of the College: 1) individually, 2) as a whole, or 3) through the faculty standing committees. In addition to the roles and responsibilities described above, the Dean of a College without departments shall have any other roles and responsibilities which are delegated to a department chair as set forth in GR VII.F.2.e.
 - I. In the event that the Dean believes it necessary to depart from recommendations of the College faculty, the Dean shall communicate the College faculty's recommendation as well as the Dean's recommendation, stating reasons for differing from the College faculty's opinion, and notify the College faculty of such action (GR VII.F.2.c).
 - J. The President or Provost may delegate further administrative responsibilities to the Dean.
- B. Associate Dean for Research. The ADR has major responsibility for informing faculty and working with them to submit proposals for funded research, overseeing the infrastructure associated with grant writing, and mentoring faculty with their research efforts and writing. The ADR aims to culture an environment that invites and engages students and community partners into the research being conducted by College faculty.
 - C. Directors of Graduate Studies. The DGS (MSW) and the DGS (PhD) are appointed by the Dean of the Graduate School upon recommendation by the College Dean with consultation with the graduate faculty. The DGS (MSW) is the official liaison to the Graduate School for the MSW program and responsible for administering the MSW program. The DGS (MSW) oversees MSW admissions and recruitment as a primary responsibility, monitors program quality and student progression, troubleshoots problems with MSW students' progression and coordinates the program along with the ADAS. The DGS is responsible for the preparation, scheduling, and grading of the comprehensive examination for MSW students.

ARTICLE 10: College Administrative Team

The College's Administrative Team consists of the following positions who support, oversee, and are responsible for the College's programs and functions.

- A. Associate Dean for Academics and Student Affairs. The ADAS has major responsibility for overseeing the CSWE accreditation effort along with the DUS and DGS, for the scheduling of classes, the coordination of programs, is involved with student disciplinary actions, student appeals, off-campus programming, advising and recruitment of students as well as ensuring educational excellence in all programs. The ADAS may also have a role reporting to SACSCOC or CPE and assistance with the University's reaccreditation efforts.
- D. The Director of Field Education. The DFE oversees both undergraduate and graduate students who will be placed in internships in community agencies. The DFE is responsible for the quality of these internships, finding and approving new agencies, troubleshooting problems between practica students and agencies or students and their faculty field liaisons.

- E. The Director of Undergraduate Studies. The DUS oversees the undergraduate BASW program admissions and recruitment, the quality of the courses provided, students' educational outcomes, and handles problems that may arise in the classroom.
- F. The Business Officer. This staff person is responsible for monitoring the budget line items and supplying fiscal data and reports to the Dean.
- G. Center Director(s). These staff people oversee the employees and programs in the Center(s) affiliated with the College.
- H. Assistant Dean of Pedagogical Possibilities. This staff person is charged with facilitating all online and hybrid courses and assisting faculty in the use of electronic tools and software in their courses.
- I. Other staff and faculty may be invited on a regular monthly or ad hoc basis.
- J. The Dean functions as a facilitator of this group and is responsible for reporting their actions and decisions to the full faculty.

ARTICLE 11: Amendments to the Faculty Bylaws

- A. All proposed amendments to the Faculty Bylaws shall be put to a vote.
- B. At least 10 working days prior to voting, the Faculty Council shall electronically distribute any proposed amendments to each faculty member eligible to vote.
- C. Two-thirds (2/3) of the voting faculty shall be required to approve any proposed revision to the Faculty Bylaws.
- D. Any changes to the College's bylaws will need to appear on the faculty meeting agenda in two consecutive months.
- E. Any proposed amendments to the Faculty Bylaws shall be submitted for review to the Faculty Council for review.

ARTICLE 12: Waiver of Faculty Bylaws

- A. Faculty Bylaws may be waived for a specified purpose and time by approval of two-thirds vote of the faculty present.

After approval of these rules by the appropriate party within the Provost unit for consistency with UK's Governing Regulations, Administrative Regulations, University Senate Rules, and Rules of the Graduate Faculty, copies of these bylaws will be available to every College faculty and staff member. They will be filed with the Dean of the College, the Provost, and University Senate Council (GR VII.E.3.b).

Most Current Document History

This iteration of the bylaws were introduced in draft to the full voting faculty in October 2019. The full faculty voted to unanimously approve these bylaws in December 2019. The meeting minutes, which included details about this vote, were approved in February 2020.

The last review of these rules was initiated by newly appointed Dean Jay Miller in July 2019 and was led by Dr. David Royse, Chair FAPTC. The drafts were circulated to the full faculty on several occasions and draft reviews were included as part of the regular faculty meeting agenda in September, October, November, and December (culminating vote). These bylaws were revised in February 2023 to reflect the addition of Articles 4.G and 7.H, as voted on by the faculty.

Approved by:

Acting Associate Provost
for Faculty Advancement

Sue E Nokes



3/10/2023