College of

SOCIAL WORK

ORGANIZATION, RULES, & BYLAWS



University of Kentucky
College of Social Work

Preamble

These Rules of Procedure for the College of Social Work (College) are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky, 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 does not have a departmental structure and functions as one unit. The College includes academic programs with associated faculty, in Social Work and Criminal Justice. Therefore, the dean performs the functions and responsibilities of both a college dean and a department chairperson, inclusive of all programs. 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 Administrative Regulation – University Organization. The functions and responsibilities of the faculty are those prescribed by Administrative Regulation – University Organization. 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 Academic and Student Affairs, Associate Dean for Research, Associate Dean for Faculty Advancement, Assistant Dean for Finance, Assistant Dean for Strategic Operations, Assistant Dean of Pedagogical Possibilities, Executive Director of Centers and Labs, Director of Philanthropy, Director of Digital Service Delivery and Innovation, CRM Administrator Principal, Information Technology Manager, Human Resources Manager, Research and Analytics Project Manager, Chief Wellbeing Officer, and Administrative Services Assistant Senior perform functions and responsibilities as assigned by the Dean.

The Directors of Undergraduate Studies (DUS) are appointed by the Dean after consultation with the faculty and administration of the College. The College has a DUS for each undergraduate program. The DUSs are responsible to the faculty of the College teaching in their program for the recruitment, admission, advising, and examining of students in the BASW program, BACJ program, and BSCJ program.

The Directors of Graduate Studies (DGS) are appointed by the Dean after consultation with the graduate faculty and administration of the College. The College has a DGS for each graduate program. The DGSs are responsible to the graduate faculty of the College teaching in their program for the recruitment, admission, advising, and examining of students in the MSCJ program, MSW program, and in the doctoral programs.

The Director of Practicum Education (DPE) is appointed by the Dean after consultation with the faculty and administration of the College. The DPE oversees both undergraduate and graduate students who will be placed in internships in community agencies for the Social Work programs.

These rules of the faculty of the College have been formulated under the authority of and pursuant to the Governing and Administrative Regulations of the University of Kentucky, including Administrative Regulation – University Organization. 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,

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.

The University of Kentucky Board of Trustees approved an Institutional Neutrality Policy at their September 2025 meeting. This policy applies to all practices and procedures, including this College of Social Work Organization, Rules, & Bylaws document. The Institutional Neutrality Policy is available here: https://uknow.uky.edu/sites/default/files/Institutional%20Neutrality%20 Policy.pdf

The business of the faculty in all meetings and committees shall be conducted in accordance with Robert's Rules of Order (abbreviated).



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 and the chief administrative officer is the Dean (AR – University Organization).

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 and those associate and/or assistant deans who hold faculty appointments, and all regular full-time faculty holding any rank in the regular title series, clinical title series, lecturer title series, and special title 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 [Faculty 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 [Faculty 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 employees have an official faculty appointment and devote part of their time to a program in an educational unit but receive no salary or benefits. 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 [Faculty 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. "Visiting Faculty - The designation "visiting" before an academic title indicates that the individual who holds an appointment at an academic institution or research center has been offered a temporary appointment for an academic year, semester, summer session, or other specified term not to exceed one year. The visiting title used should be appropriate to the appointee's home base academic rank (i.e., Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor). Where the usual academic rank or title does not appear to be suitable, the title "Visiting Lecturer" shall be used. The final decision on such an appointment is made by the Provost upon recommendation of the educational unit administrator and the dean without reference to an Academic Area Advisory Committee. A visiting appointment is typically full-time, either salaried or unsalaried. The appointment is temporary, by definition, and the visitor is not eligible for faculty benefits. A visiting faculty employee with a salaried full-time appointment is not eligible for University contributions toward employee benefits, but may participate at their own expense in certain University benefit programs. A visiting faculty with total 0.75 or above FTE is eligible to receive the University contribution toward health plan coverage. Visiting faculty are not eligible for membership in the University Senate [Faculty Senate], but faculty membership, with or without voting privileges, may be extended to visiting faculty by the faculty of the educational units to which they are academically appointed. Visiting faculty are not eligible for tenure; however, time spent in a full-time appointment on a visiting basis at the University of Kentucky may be counted as a part of the individual's probationary period should the individual subsequently be appointed to a regular, full-time position in a tenure-eligible title series" (AR 2:1-1).

E. "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" (AR – Regulations Affecting Employment).

F. The Standard Personnel File for each faculty member is kept in the office of the dean.

G. 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.

H. 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.

I. 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 facilitated by the Faculty Council.

J. Membership lists are maintained by the Office of the Dean, and the College membership is provided to the Faculty Council by August 15 of each year and whenever new membership is granted.

ARTICLE 5: Voting

A. Voting privileges are automatically extended to full-time faculty having any rank in the regular title series, clinical title series, lecturer title series, or special title series upon appointment; as well as any additional individuals granted voting rights determined by a faculty vote.

B. Individuals with membership in the College not granted automatic voting rights may petition the Faculty Council to be granted voting rights. Voting rights are extended by a two-thirds vote of the faculty facilitated by the Faculty Council.

C. Only faculty with primary appointments in the College of Social Work may vote.

D. No voting proxies will be allowed.

E. Faculty must be in attendance to vote on issues before the faculty at its regularly scheduled or called meetings or by other electronic software allowing visual and auditory representation. The complete results of all faculty votes will be shared with the full faculty within 5 days and recorded in the minutes if occurring in a meeting of the faculty.

F. Each eligible College faculty member casts one vote.

G. Electronic voting on issues may be employed in committees and should be initiated by chairs of standing and/or ad hoc committees.

H. Any eligible voting member of the faculty may request a vote taken by confidential ballot or roll call.

I. The list of voting members of the College is maintained by the office of the dean, and the College voting members list is provided to the faculty by August 15 of each year and whenever new membership is granted. This is to include those individuals who are on leave of absence, sabbatical leave, or absent because of assignments or duties to determine quorum calculations.

ARTICLE 6: Meetings of the Faculty

A. The faculty will hold monthly scheduled meetings during the regular Academic Year (August – May), at which the Dean or other faculty as delegated will preside. Meetings shall not be scheduled during a university recognized holiday or scheduled break. If a meeting is canceled, notice for rescheduling or rationale for cancellation must be provided to the faculty in writing. Meetings are open to all faculty and staff of the College.

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 faculty shall consist of a simple majority (50% plus 1) of the voting membership, exclusive of those on leave of absence, sabbatical leave, or absent because of assignments or duties. A quorum for faculty committees shall consist of a simple majority (50% plus 1) of the voting membership of the committee.

D. Copies of the minutes of faculty meetings and committee meetings shall be made available to all members of the faculty on a timely basis (AR– University Organization). Minutes will be taken by a recording secretary appointed by the dean, and distributed to the faculty at least 2 weeks prior to the next meeting of the faculty. The minutes will be finalized upon a faculty vote.

E. A schedule of meetings for the school year will be posted by the office of the dean by August 1.

F. 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 (or other designated person) at least five working days prior to the meeting. Addition of submitted items to the agenda will be at the discretion of the dean.

G. The agenda for all scheduled meetings shall be distributed to faculty no later than three full business days prior to the meeting.

H. Any item for vote at the faculty meeting, regular or special, shall be distributed to the faculty at least three working days prior to the scheduled meeting.

ARTICLE 7: Committees of the Faculty

The faculty shall have the following standing committees and create ad hoc committees or task forces as needed. Ad Hoc Committees and task forces may be charged by the dean and the Faculty Council. Creation of sub-committees is permitted by the (co)chair(s) of committees. Ad Hoc Committees shall run for one academic year, and then a determination will be made about its permanence. No proxy votes are allowed in committees. When students are invited to be members of committees (as outlined below) they are extended voting privileges for committee business only (one vote per student member).

The Faculty Appointment, Promotion, and Tenure Committee and the Faculty Council membership is determined by majority vote of voting members of the College. All other committee appointments are made by the Membership Committee, as outlined below (item J) and in Article 8.

A. Admissions and Retention Committee: The Admissions and Retention Committee is responsible for recommending policies, criteria and procedures for admission of students, reviews data on College admissions and retention, and procedures for sound and effective admission and retention experiences. Membership of this committee shall consist of five or more faculty members as well as two student members, appointed by program administrators and agreed upon by appointed members. Students may, at

times, be excluded from discussions involving applications or confidential materials about other students. Ex-officio members include undergraduate and graduate program directors, the Director of Advising (staff), the Director of Recruitment (staff) and the ADASA.

B. **Student Concerns Committee:** The Student Concerns Committee is responsible for responding to reports about students whose behavior raises concerns among CoSW faculty, staff, students, and/or external stakeholders (e.g. practicum education, etc.). The committee is tasked with gathering/sharing information (as applicable), assisting in the development of coordinated responses and plans, recommending and reviewing policies regarding the handling of student grievances and adjudicating matters that violate CoSW, UK, and other applicable professional or academic standards. Membership of this committee shall consist of five or more faculty members. Ex-officio members include undergraduate and graduate program directors, the Director of Practicum Education, and the ADASA.

C. **Strategic Planning and Quality Improvement Committee:** The Strategic Planning and Quality Improvement Committee advises the college administration on 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 of this committee shall consist of five or more faculty members as well as two student members, appointed by program administrators and agreed upon by committee members. Students may, at times, be excluded from discussions at the discretion of the chair. Ex-officio members include Associate Deans.

D. **Doctoral Committee:** The Doctoral Committee integrates the doctoral programs into the College's mission, overall functioning, and teaching, research, and service agenda; assists the Doctoral program directors in setting policy regarding admissions, advising, reviewing curricula, progression of students, examinations, recruitment, curricula and general oversight of the doctoral programs. Membership shall consist of five or more faculty members and up to two doctoral student members, appointed by program administrators and agreed upon by committee members. Students may, at times, be excluded from discussions involving other students. The doctoral program directors (DSW, PhD, CJ) and the ADASA shall serve as an ex-officio member of this committee.

E. **Curriculum Committee:** The Curriculum Committee reviews, develops, and recommends curricular changes to the faculty covering the undergraduate and graduate programs. It develops, coordinates, and reviews curriculum to ensure alignment with accreditation standards, program specific learning outcomes (PSLOs), and institutional expectations. It evaluates the quality of educational outcomes of courses and programs within the College. It ensures the maintenance of scholastic and professional standards. It recommends policies concerning academic calendars and class scheduling. It reviews new program and course proposals. It may perform other functions as assigned by the faculty. Membership shall consist of five or more faculty members and up to two student members, appointed by program administrators and agreed upon by committee members. Students may, at times, be excluded from discussions involving other students. Ex-officio members include all program directors, Director of Practicum Education, and the ADASA.

F. Faculty Appointment, Promotion, and Tenure Committee: The Faculty Appointment, Promotion, and Tenure Committee (FAPTC) 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 reviews the dossiers and feedback of faculty reviews in the tenure-eligible title series for tenure reviews and promotion and the dossiers and departmental feedback of faculty in non-tenure eligible title series for promotion. The committee may consult with the Dean and Associate Dean for Faculty Advancement 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 will compile feedback on the dossiers and take a vote regarding the status of tenure and promotion recommendations. The feedback and vote results will be compiled by the chair and submitted to the Dean for review. Membership is composed of seven faculty members elected by the faculty: four faculty members with tenure (two representing Criminal Justice and two representing Social Work); two members of the faculty in the non-tenure track title series at the second level who have previously been promoted in the College (one representing Criminal Justice and one representing Social Work); and one at large faculty member, in the regular title series with tenure (staggered election that fulfills representation across title series). Non-regular title series members will provide assessment of any non-regular title series faculty members being submitted for promotion. Non-regular title series members will not provide assessment associated with regular title series faculty members, including no assessment of tenure. The chair is elected by a simple majority (50%+1) of the members of the committee. Students may not serve on this committee.

G. Research Committee: The Research Committee is concerned with encouraging, promoting, and coordinating research within the College. The committee is expected to have an opportunity to review new and/or recommend modified policies associated with conducting research, faculty and students publication, and disseminating information about research produced within the College. Membership shall consist of five or more faculty members, at least one faculty member from social work and at least one faculty member from criminal justice, and up to two student members, one undergraduate and one graduate (from a doctoral program), via referral from program administrators and agreed upon by committee members. Students may, at times, be excluded from discussions involving other students. The ADR and College Research Project Manager shall serve as an ex-officio member of this committee.

H. 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 allocations. Additionally, the council shall: review and evaluate proposed changes in policies and procedures of importance to the College and advise the administration prior to adoption and implementation; 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 develop action plans as appropriate; conduct an annual faculty assessment of college administration and leadership climate and, facilitate the review of Faculty Bylaws of the College of Social Work a minimum of every two years in even years and recommend changes or modifications to the faculty. Membership shall consist of seven faculty members with

no administrative appointment, three (3) of whom must be tenured, at least one of whom have been on the faculty a minimum of three (3) years. Eligibility for fulfilling tenured faculty roles is extended to those individuals whose expedited appointment to rank with tenure is currently in process. Membership will include at least three faculty members of each of the two areas in the College (Social Work, Criminal Justice) and one at large representative. A Chairperson is elected by the full faculty council each year from the membership of the Faculty Council, and the chairperson shall be any tenured member of the faculty, and will serve a one year term. Members elected to this council shall serve staggered two-year terms. The council shall elect a vice-chair of the council from the membership of the Faculty Council each year with a one year term. When staggered terms are not possible due to an initial appointment, resignation from the committee, etc., an individual may serve a single-year term to allow for the committee structure to change annually, appointed by the dean.

I. **Culture, Alliance, Resilience, and Engagement (CARE) Committee:** This CARE committee is tasked with promoting a positive work and academic environment. Specifically, this committee works with the CoSW administrators/leaders to concept and actualize values, beliefs, and behaviors that shape CoSW's culture, promote and implement strategies to promote that culture, and track progress towards cultural goals to evaluate their effectiveness. Membership shall consist of at least five faculty members. The Chief Wellbeing Officer serves as an ex-officio member.

J. **Membership Committee:** This committee solicits committee service preferences from the CoSW faculty members (except for those committees that require a faculty vote, as indicated in the bylaws) and, considering the representation across faculty ranks and title series, compiles committee assignment recommendations for the academic year.This committee also assesses and makes recommendations associated with committee reporting, terms, assessment, and other areas pertinent to committee functioning. Committee assignments are made in April for the following academic year. Membership shall consist at least five faculty members. There are no student or ex officio members.

K. **Awards Committee:** The Awards Committee explores, develops, and recommends a sustainable framework for recognizing and celebrating faculty and staff contributions across teaching, research, service, and community engagement. The committee coordinates efforts for supporting faculty intramural and extramural award nominations. It also helps to coordinate College awards reviews in conjunction with the Chief Well-being Officer. Membership shall consist of at least six faculty members and a member of the staff council. The Chief Well-being Officer serves as an ex-officio member of this committee.

ARTICLE 8: Rules for Standing Committees

A. All full-time Regular Title Series faculty members not on leave of absence, sabbatical leave, or absent because of other assignments or duties, should serve on at least two committees and/or councils. One committee can be outside the College (e.g., IRB, Faculty Senate, etc.), but at least one should be within the College. Each committee should have at least 5 members.

B. Faculty appointment to the Faculty Council and the Faculty Appointment, Promotion, and Tenure Committee utilizes a voting process. The Membership Committee, in consultation with the office of the dean, will announce the openings and eligible

faculty no later than March 31. Voting will take place in April (by electronic voting), and those raw data results will be made available to the faculty. Voting to seat members to these committees must be done prior to assignments across remaining committees (to ensure no faculty member is engaged in a disproportionate service allocation).

C. No later than April 1 of each year, faculty submit committee preference forms for non-voted standing committees to the office of the dean. The office of the dean, in consultation with the Membership Committee, makes committee assignments for the following AY in accordance with their committee charge (see section 7, J above).

D. **Terms of Services:** Each faculty member appointed 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. The terms will be staggered such that no more than one-half of a committee's seats will be newly appointed each year. 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.

E. **Committee Chairs and Co-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. A committee may elect a co-chair. The Chair is responsible for coordinating committee meetings, ensuring that minutes of meetings are taken and filed with the College, and a year end final report is filed with the office of the dean. 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 office of the dean who shall organize and maintain all minutes from committee and faculty meetings.

F. **Reporting:** Minutes or a summary of each committee and faculty council meeting, including any actions taken, is to be submitted to the full faculty three days in advance of the faculty meeting by the office of the dean.

G. **Meetings:** Meetings of committees or councils shall be held at the discretion of the chairperson, but at least every month between August 1 and May 31 of each academic year. A written notice of meetings of at least one week shall be provided to all members of the committee and to other invited faculty as well. Meetings are open to only committee members (including ex-officio) unless invited by the (co)chair(s) or noted otherwise. A confidential (secret) ballot can be requested by any voting faculty member of a committee at any meeting of the committee.

H. A simple majority (50% plus 1) of the voting membership of the committee or council members will constitute a quorum.

I. 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.

J. 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.

K. Each committee will receive feedback, specific charges, and required documentation for the duties of the committee from the previous year's report from the office of the dean by August 1, submitted to the chair(s) and/or co-chair(s), When requested by the committee, the office of the dean will provide additional

clarifying documentation for the execution of their duties. The office of the dean may provide additional requests to committees throughout the year as needed.

L. 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.

M. 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.

N. Ex-officio members of committees shall not have voting privileges.

O. The number of votes required to pass any committee or council action item is a simple majority (50% plus 1) of the voting membership of the committee or council.

ARTICLE 9: Functions and Responsibilities of the Dean

The dean is the chief administrative officer of the College, and the following parameters are established in alignment with Administrative Regulation – University Organization.

A. The dean is responsible for the enforcement of these Governing Regulations, the Administrative Regulations, 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 Administrative Regulation-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 credit-bearing and non-credit bearing curricula of the academic college, for ensuring through the faculty the quality of instruction given therein, 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 in order of preference: 1) at regular faculty meetings, 2) through Faculty Council; 3) through faculty standing committees; or 4) individually. 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.

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 and Faculty Council of such action in writing within 5 business days.

J. The President or Provost may delegate further administrative responsibilities to the dean.

ARTICLE 10: College Administrative Team/Office of the Dean

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 (ADASA). The ADASA plays a central leadership role in academic and student affairs across the college. This position oversees the CSWE accreditation process in collaboration with the BASW Program Director (DUS), MSW Program Director (DGS), and DSW Program Director. The ADASA also leads oversight of criminal justice programs alongside the BA/BSCJ (DUS) and MSCJ (DGS) Program Directors, and provides supervisory support for the Ph.D. program in partnership with the Ph.D. Program Director. In addition to program oversight, the ADASA is responsible for class scheduling, program coordination, student disciplinary processes, and student appeals. The role also includes leadership in off-campus programming, recruitment, admissions, and student advising, with a strong emphasis on maintaining academic quality and educational excellence across all programs. The ADASA oversees key aspects of the student experience, including engagement, teaching and learning initiatives, and practicum or internship education. The position supervises all part-time and non-regular title series faculty. Additionally, the ADASA may contribute to institutional reporting requirements for accrediting and governing bodies such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Council on Postsecondary Education (CPE), and supports broader university reaccreditation efforts.

B. Associate Dean for Research (ADR). The ADR has major responsibility for informing faculty of opportunities for 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. Associate Dean for Faculty Advancement (ADFA). The ADFA is the primary leader for the development of a robust support infrastructure for faculty within the College. They conceptualize and lead the implementation of the College's strategic faculty advancement vision, which includes fostering a culture of engagement, support, and excellence as it relates to the development of faculty.

D. Directors of Graduate Studies (DGS). The DGSs (MSCJ, MSW, and PhD) are appointed by the College Dean with consultation with the graduate faculty and administration. The DGSs (MSCJ and MSW) are the official liaisons to the Graduate School for their respective program and responsible for administering their respective program. The DGS (MSCJ and MSW) oversees admissions and recruitment as a primary responsibility, monitors program quality and student progression, troubleshoots problems with students' progression and coordinates

their programs along with the ADASA. The DGSs are responsible for the preparation, scheduling, and grading of the comprehensive examination for MSW and MSCJ students in their respective programs. The DGS (Social Work PhD) is the official liaison to the Graduate School for the Social Work PhD program and has oversight of all aspects of the program including the recruitment of students, admissions, orientation, advising, the curriculum quality and rigor of the program, coordinates teaching and graduate assistants, and troubleshoots Social Work PhD student issues.

E. The Director of Practicum Education (DPE). The DPE oversees both undergraduate and graduate students who will be placed in internships in community agencies for the Social Work Program. The DPE 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 practicum liaisons.

F. The Directors of Undergraduate Studies (DUS). The DUSs oversee the undergraduate BASW program or the undergraduate BA/BSCJ programs admissions and recruitment, the quality of the courses provided, students' educational outcomes, and handles problems that may arise in the classroom.

G. Assistant Dean of Finance. This staff person is responsible for monitoring the budget line items and supplying fiscal data and reports to the Dean.

H. Center and Institute Director(s). These staff or faculty members oversee the employees and programs in the Center(s) and Institute(s) affiliated with the College.

I. Assistant Dean of Pedagogical Possibilities. This faculty or staff member is charged with facilitating all online and hybrid courses and assisting faculty in the use of electronic tools and software in their courses.

J. Other staff and faculty may be invited on a regular or ad hoc basis.

K. 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. Any proposed amendments to the Faculty Bylaws shall be submitted to the Faculty Council for review at least 4 weeks before the next regularly scheduled meeting of the faculty.

B. All proposed amendments to the Faculty Bylaws shall be put to a vote.

C. Any changes to the College's Bylaws will need appear on the faculty meeting agenda in two consecutive months.

D. At least 10 working days prior to voting, the Faculty Council shall electronically distribute any proposed amendments to each faculty member eligible to vote.

E. Two-thirds (2/3) of the voting faculty shall be required to approve any proposed revision to the Faculty Bylaws. The vote will be certified by the Faculty Council and reviewed by the Office of the Dean. The results of the vote counts will be distributed to the full faculty.

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, Faculty 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 and the Provost (AR – University Organization).

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.

A review of these rules was initiated by newly ap-pointed Dean Jay Miller in July 2019 and was led by Dr. David Royse, Chair of 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 by-laws were revised in February 2023 to reflect the addition of Articles 4.G and 7.H, as voted on by the faculty.

These bylaws were revised in May 2025 to reflect updates to Articles 7 and 8, as initiat-ed by Faculty Council and as voted on by the faculty.

These bylaws were revised in October 2025 to reflect the University of Kentucky Institutional Neutrality Policy as approved by the Board of Trustees at their September 2025 meeting.

These bylaws were revised in May 2026 to reflect updates as initiated by Faculty Council and as voted on by the Faculty.

University of Kentucky
College of Social Work