

**Illinois State University
College of Arts and Sciences
School of Social Work
By-Laws (Draft)**

Preamble

The By-Laws of the School of Social Work establish the policies and procedures for the governance and administration of the School. Every effort has been made to make the By-Laws consistent with University policies and procedures including ASPT documents, College By-laws, and SFSC guidelines. Should an inconsistency be discovered, College and University documents will prevail.

I. Departmental Mission Statement

- A. The mission of the School of Social Work is to further social and economic justice, progressive social change, human dignity and personal freedom in a pluralistic society undergoing rapid technological and social change. To this end, the School strives to provide leadership in undergraduate, graduate and continuing education, applied research, and both academic and community service with support from public and private partnerships. The School of Social Work advances the mission of the university and the social work profession through education for excellence in generalist (BSW) and specialized (MSW) practice with a particular commitment to outreach to the poor, the disenfranchised, and the vulnerable.

- B. Philosophy of the School: Within the guiding spirit of our mission statement, the philosophy of the School of Social Work at Illinois State University is as follows:
 - 1. We believe that faculty, administration, staff, and the students must share a common well-articulated view of the future of our School and that it is the responsibility of all to work toward this vision. A core component of this vision is academic freedom.
 - 2. We believe that our School must be committed to excellence in research, teaching, and service to the community, and that it is the task of all faculty, students, and administration to continually refine the measures of effectiveness of our research, teaching, and service.
 - 3. We believe that the role of our faculty is to teach, to expand the boundaries of research, and to apply knowledge through community service to local, national, and international problems and issues in a manner that is consistent with our School's vision.
 - 4. We believe that the role of the administration of our School is to lead us in defining and setting up management structures that address our School's needs; and to acquire and manage the resources necessary to move toward accomplishing our School's goals.

5. We believe in participatory decision-making; that is, all faculty, academic professionals, civil servants, administration, and students have the right to participate and the responsibility to seek and promote informed participation in School decisions. Input from students and the practice community will be sought on specific matters.
6. We believe in open communication.
7. We believe faculty and administration alike should be accountable and that performance should be linked with the reward systems of the University.
8. We believe that School decisions should be debated and formed within the framework of the governance structure.
9. We believe that all faculty members should be given adequate resources to conduct research, to teach, to do community service, and to promote their professional development.

II. School of Social Work Governance

- A. The School has a clear administrative structure and a complementary curriculum committee structure to carry out the operations of the School and manage our educational programs.
- B. Membership in the School of Social Work consists of the following positions:
 1. Tenure and tenure-track faculty
 2. Administrative and Professional Staff
 3. Non-tenure track instructional faculty
 4. Civil Service Staff
 5. Students
- C. Governance Structure
 1. **School Committee of the Whole.** The School Committee of the Whole acts on recommendations from its individual members, its subcommittees, the Director, and the Community Advisory Board. All faculty and academic professionals are voting members. Membership includes:
 - a. Director of the School (chair)
 - b. All tenured and tenure-track faculty
 - c. Both Academic Advisement Coordinators
 - d. Director of Field Education
 2. **Curriculum Committee.** The School's Curriculum Committee oversees the pedagogical content, methods, and quality of the Baccalaureate and Master's Programs offered by the School. It is responsible for insuring that all courses and their associated syllabi and course outlines adhere to School and CSWE policies. It reviews all curriculum changes including programmatic changes to curricula and new course proposals, and makes recommendations to the Director of the School and the School Committee. It includes:
 - a. Both Program Directors (co-chairs)
 - b. Chairperson of each of the five sequence committees
 - c. Both Academic Advisement Coordinators

3. **Five Sequence Committees.** The sequence committees are the first line of oversight and innovation in the five foundational components of our social work education programs: policy, Human behavior in the social environment, practice, research, and field. The committees monitor the content, teaching strategies, and texts used in sequence courses, and have primary responsibility for ensuring that courses are differentiated and jointly constitute an educational progression across both Baccalaureate and Master's Programs. The sequence committees forward recommendations to the Curriculum Committee. Membership includes:
 - a. One tenured or tenure track faculty member (chair)
 - b. Faculty teaching in the sequence during that academic year
 - c. One master's student
 - d. One baccalaureate student
4. **Master's Admissions Committee.** The Master's Admissions Committee reviews applications to the Master's program and makes admissions decisions. It also reviews admissions policy and procedures and recommends changes to the Director of the School and the School Committee. Membership includes:
 - a. Master's Program Director (chair)
 - b. Two from among the faculty and A/P Staff
 - c. Master's Academic Advisement Coordinator
5. **Baccalaureate Admissions Committee.** The Baccalaureate Admissions Committee reviews applications for admission to the social work major, reviews admissions policy and procedures, and makes recommendations for change to the School Committee.
 - a. Baccalaureate Program Director (chair)
 - b. Baccalaureate Academic Advisement Coordinator
 - c. Two from among the faculty and A/P Staff
6. **School Faculty Status Committee.** The School Faculty Status Committee reviews faculty performance, mentors faculty, and makes recommendations for tenure and promotion, and salary increments. The committee conducts its work in accord with the SFSC Guidelines approved by the faculty and the College. Members are elected to 2 year rotating terms. Membership includes:
 - a. Director (chair)
 - b. Three elected tenured faculty
 - c. Two elected tenure-track (probationary faculty) faculty
7. **Community Advisory Board.** The Community Advisory Board serves in an advisory and advocacy capacity to the School. The members are nominated by the faculty and appointed by the Director for five-year terms on a rotating basis. Members represent a cross section of social work and community interests. The board meets once each semester and at the request of the School for input on projected innovations or current issues as they arise.
8. **Ad Hoc Committees.**
 - a. **School Appeals Committee.** The School Appeals Committee hears student appeals and grievances and oversees the appeal and grievance procedures. Members are appointed by the Director of the School in consultation with relevant Director of the program. Membership includes:

1. Two tenure-track faculty (one serves as chair)
 2. One master's student
 3. One baccalaureate student
- b. **School Search Committee.** An ad hoc search committee will be convened in any year that the School of Social Work receives approval to fill one or more faculty positions. The three (3) member committee will be composed of two tenured and tenure-track faculty and one academic professional. A committee chair will be appointed by the members.

The faculty and the Director will jointly determine the required and preferred qualifications for the position(s) to be filled. The Director will advertise the position(s).

The committee will review all applications and report the characteristics of the pool to the faculty and will recommend a short list of applicants to come to campus who meet the advertised qualifications. Upon approval from the Dean of the College of Arts and Sciences, the Director will invite the candidates to campus. The committee and the Director will plan the candidates' visits.

Following the visits of all candidates, the Search Committee will present the results of its rank ordering in writing to the SFSC Committee and the Director. The SFSC will either endorse the Search Committee's ranking or determine its own ranking. The SFSC will then submit its endorsement or its ranking in writing to the Director. The Director will then convene a meeting of the School Committee of the Whole in which the rankings of the candidates from the Search Committee and SFSC will be discussed. The School Committee of the Whole will then vote on their recommendation. The Director will then forward the recommendations to the Dean.

9. **Administrative Team Committee.** The purpose of the Administrative Team Committee is to assist and support the Director in the management of the responsibilities of the School. This Committee points out any issues or concerns, suggest any policies or procedures, shares information on their respective areas, and develops and review the agenda for faculty meeting. Membership includes:
- a. Director
 - b. Master's Program Director
 - c. Baccalaureate Program Director
 - d. Director of Field Education
 - e. Director of the Center for Adoption Studies
 - f. Both Advisement Coordinators

D. Administrative Positions

1. Four faculty members and **three** academic professional staff serve in major

administrative positions in the School.(1) The Director of the School, (2) the Baccalaureate Program Director, (3) the Master's Program Director, (4) the Director of the Center for Adoptions, (5) the Baccalaureate Advisement Coordinator, (6) the Master's Advisement Coordinator, and (7) the Director of Field Education.

- a. **Director of the School of Social Work.** The Director of the School is appointed by the Dean for a five-year term. The Director is responsible for the overall maintenance and development of the School. He or she is responsible for short and long-term planning, for resource development, and for external affairs. The Director is the fiscal officer of the School and works closely with the Baccalaureate Director, the Master's Director, the Director of Field Education, and the two Academic Advisement Coordinators. The Director holds a twelve-month tenured faculty position.
- b. **Baccalaureate Program Director.** The Baccalaureate Program Director is appointed by the Director of the School for a three year term. The Baccalaureate Program Director is responsible for the maintenance and further development of the Baccalaureate Program in compliance with CSWE accreditation standards. She or he works closely with the Director of the School, the Baccalaureate Advisement Coordinator, and the Director of Field Education. She/he chairs the Baccalaureate Admissions Committee and co-chairs the Curriculum Committee with the Master's Program Director and is responsible for resolving baccalaureate students' educational concerns. In addition the BSW Director or his/her designee serves as faculty liaison to the student club. The Baccalaureate Program Director receives a 50% release time from teaching and holds a nine-month tenured or tenure-track faculty position. The Baccalaureate Program Director receives appropriate assigned time in the summer to cover her or his responsibilities.
- c. **Master's Program Director.** The Master's Program Director is appointed by the Director of the School for a three year term. The Master's Program Director is responsible for the development and maintenance of the Master's program and for insuring compliance with the CSWE accreditation standards. The Master's Program Director works closely with the Director of the School, the Director of Field Education, the Master's Advisement Coordinator, and the Chair of each of the five sequence committees. She or he chairs the Master's Admissions Committee, co-chairs the Curriculum Committee with the Baccalaureate Program Director, represents our School as a Graduate Coordinator in the Graduate School, and is responsible for resolving master's students' educational concerns. In addition the MSW Director or his/her designee serves as faculty liaison to the student club. The Master's Program Director receives a 50% release time from teaching and holds a nine-month tenured or tenure-track faculty position. The Baccalaureate Program Director receives appropriate assigned time in the summer to cover her or his responsibilities.
- d. **Director of Field Education.** The Director of Field Education is

appointed by the Director of the School. The Director of Field Education is responsible for the development and maintenance of the field curriculum for both the Baccalaureate and the Master's Programs. In this capacity, she or he recruits, develops, assigns, and oversees agency field placements. He or she works closely with the Director of the School, the two Program Directors, the two Academic Advisement Coordinators, faculty teaching the field curriculum, and is responsible for resolving students' concerns related to field education. He or she teaches one course a semester for a total of three courses a year. The Director of Field Education holds a twelve month academic professional appointment and devotes 75% of the time over 12 months to the administration of the Baccalaureate and Master's field programs.

- e. **Baccalaureate Academic Advisement Coordinator.** The Baccalaureate Academic Advisement Coordinator is appointed by the Director of the School. The Advisement Coordinator is responsible for maintaining and further developing the advising program for baccalaureate students, and for coordinating undergraduate orientation. She or he administers the baccalaureate Child Welfare Certificate in addition to the undergraduate Women's Studies Certificate Program and the undergraduate Gerontology Certificate Program. She/he is also responsible for the alumni updating. She or he works closely with the Baccalaureate Program Director, serves on the Baccalaureate Admissions Committee, and coordinates our School's continuing education series. The Advisement Coordinator teaches one course a semester for a total of three courses a year and holds a 12-month academic professional appointment.
- f. **Master's Academic Advisement Coordinator.** The Master's Academic Advisement Coordinator is appointed by the Director of the School. The Master's Academic Advisement Coordinator is responsible for developing and implementing the advising program for graduate students. He or she works closely with the Master's Program Director on the Master's Admissions Committee, on student recruitment, and on orientation for graduate students, and serves as liaison to the Graduate Student Association. He or she responds to graduate inquiries, conducts initial screening of applications, and facilitates financial aid including assistantship and tuition waivers. The Master's Academic Advisement Coordinator teaches one course a semester for a total of three courses a year and holds a 12-month academic professional appointment.
- g. **Director of the Center for Adoption Studies.** The Founding Director of the Center for Adoption Studies has expertise and experience in adoption research. The Director is responsible for overseeing Center operations, writing grant applications, conducting research on adoption and related issues, serving on relevant external boards/ committees and responding to professional and public inquiries about adoption issues.

III. Election Procedures

- A. Announcement of Elections: opening for elected positions are announced by the Elections Coordinator via e-mail at least two weeks prior to the election. Positions that only involve faculty members are only sent to faculty members. Broader position openings are sent to both Administrative Professional Employees and Faculty.
- B. Nominating Process: Nominations may be made by any peer/colleague with the permission of the nominee ahead of time. Nominations for a particular class faculty (e.g., tenured vs. tenure-track) must be made by persons within that class. All nominations should be made at least one week prior to the election.
- C. Identifying eligible candidates: The Election Coordinator will identify which faculty members or administrative professionals are eligible to run at the time of the announcement. Persons already serving on the committee are eliminated from consideration unless their term is up. Only those who are actually nominated will be placed on the ballot.
- D. Dissemination of ballots: Ballots are distributed by email and may be either sent directly to the lead staff of the School or printed and handed in to the lead staff of the School. All ballots are distributed one week prior to the election. All persons voting must be checked off a master list to ensure that each person votes only once.
- E. Counting ballots: Ballots are secured in a locked box until the deadline for voting has passed (e.g., 9:00 a.m. Wednesday). All ballots are then counted by both the Elections Coordinator and the lead staff or Director of the School (at the discretion of the Director).
- F. Announcing results: results are given to the Director of the School who then announces the results.
- G. Runoff elections: In case of a tie, the two candidates are again placed on an email ballot and the same procedures are followed to determine a winner.

IV. Policies and Procedures

- A. School Meetings:
 - 1. School of Social Work Meetings: the School meets once a month for eight months during the Fall and Spring semesters. This meeting is for the purpose of reporting and approving the work of all committees. This meeting takes place on the 4th Wednesday of each month with the exception of December. Faculty are given the dates for these meetings at the August retreat which is the first meeting of the year. Meetings can be called at other time in the event of an emergency.
 - 2. Curriculum Committee Meetings: these meetings occur on the 3rd Wednesday of the month in which the faculty meetings occur.
 - 3. Sequence Committee Meetings: there are five (5) sequence committees and they meet on the 1st and 2nd Wednesdays of the month.
 - 4. Administrative Team Meetings: this meeting takes place on the 3rd Wednesday of the month the week before the School Committee Meeting.

- B. Personnel files: All personnel files for faculty, staff, and civil service are maintained in the Office of the Director. This includes course evaluations among other documents.
- C. Buyout Policies: If a faculty person wishes to be released from a course due to a funded grant, they must contribute \$5000 per course buyout.

IV. Revision of By-Laws: Any changes in these By-laws requires a majority (50% plus 1) vote by the faculty and A/P Staff.