

## BY-LAWS OF THE FACULTY OF SOCIAL WORK AND SOCIAL RESEARCH

### A. MEETINGS

#### 1. Stated Meetings

There shall be six stated meetings of the Faculty of Social Work and Social Research (hereafter referred to as "this faculty" or "the Faculty") during the academic year. The first meeting shall occur prior to fall registration of students. Subsequent meetings shall occur - in October, November, February, March, and prior to the meeting of the Board of Trustees in which degrees are voted. All stated meetings shall be called for 9:30 a.m. Notices of meetings shall include a statement of the business to be considered. The statement of business (agenda) for stated meetings will be developed by the Dean and the Faculty Chair.

#### 2. Special Meetings

The Faculty Chair shall call special meetings within a reasonable time after a request from the Dean or receipt of a written request signed by five members of this Faculty. Notices of special meetings shall include a statement of the business to be considered.

#### 3. Procedure

The procedure in meetings of this Faculty shall be governed by Robert's Rules of Order.

#### 4. Order of Business

The regular order of business shall proceed as follows: correction and approval of the Minutes; communications from the Trustees of Bryn Mawr College; communications from the President or Provost; communications from the General Faculty and the Faculty of Arts and Sciences; business from the Minutes; ; and new business. The order of business may be changed in any meetings by a majority vote of the members present and voting.

#### 5. Chair of the Faculty of Social Work and Social Research

The Chair of this Faculty shall be a member of the Faculty with tenure, elected by this faculty for a two year term, during which he or she is not expected to be on leave. The Chair shall keep a record of all discussion and actions taken at meetings of the faculty; shall report in writing all important actions of the faculty to the Chair of the General Faculty and to the Chair of the Board of Trustees of the College; and shall serve as the Faculty representative to the Board of Trustees of the College. The Chair shall convene the Committee on Policy and the Faculty Advisory Committee to the Dean. The Chair shall shall serve as liaison to the GSSWSR Student Association and perform such other duties as may be assigned by the Faculty. The Chair shall assume office at the first stated meeting of the Faculty following election.

## B. VOTING

1. All members of this Faculty (article V, section 1(a)) who are not on leave shall be voting members, except that not more than one of those persons who are members of the Faculty only because of service as administrative personnel, rather than as officers of instruction, shall vote on any issue.
2. Subject to the requirement of a quorum, decisions shall be made by a majority of the members of this Faculty present and voting.
3. Except by unanimous consent, no important measure shall be put to a final vote at the meeting at which it is first proposed. All such measures shall require two votes, and the decision to require a second vote at a subsequent meeting may be made by the presiding officer, or by an affirmative vote of one third of the voting members present and voting.
4. The faculty shall vote at the last stated meeting of the academic year to award degrees to all students who have satisfactorily completed the required course of study, and it shall communicate its vote to the Chair of the General Faculty.

## C. COMMITTEES OF THE FACULTY OF SOCIAL WORK AND SOCIAL RESEARCH

### 1. Standing Committees

There shall be the following standing committees of this faculty: Evaluation of Educational Performance of Master's Students, Master's Curriculum, Doctoral Faculty, Policy, Faculty Advisory Committee to the Dean.

#### a. General Regulations

1. The term of service of all standing committees of this faculty shall begin with the first stated Faculty Meeting of the academic year.
2. Elections of the members of all standing committees (with the exception of the Doctoral Committee) and of the Chair of this faculty shall be held regularly at the last stated meeting of the Faculty in the academic year.
3. No regular member of a standing committee (with the exception of the Doctoral Committee) shall be eligible for re-election at the end of any full term until one year shall have elapsed. This restriction shall not apply to substitute members.
4. All vacancies in elected standing committees shall be filled by election. Substitutes shall be elected only for the term of absence or the unexpired term of a regular member of any committee. A slate of committee nominations will be developed by the Dean, as she/he considers course assignments and other workload issues with individual faculty members, and in consultation with the chairs of the Policy and Curriculum committees. This slate must be

approved by a vote of the GSSWSR faculty at the penultimate meeting of that faculty in the Spring.

5. Standing committees shall have regular stated meetings, the first of which shall be convened within three weeks after the beginning of Fall Semester classes. All committees shall keep a record of its discussions and actions taken.

6. When standing committees of the Faculty meet for specific purposes, members shall be notified of the date of the meeting by the chairperson as long in advance as possible.

7. Whenever possible, new business which requires committee action shall be referred to standing committees. Special committees shall be elected or their appointment requested only when an appropriate standing committee does not exist.

8. The Doctoral Committee shall elect a chairperson to a three year term at its penultimate meeting of the year in which the presiding chairperson's term ends. No chairperson shall be reelected until at least one year has intervened since that position was held.

9. The chairperson of each standing committee shall report on activities of that committee to the Faculty at least once during each academic year. At the end of the academic year, the chairperson shall submit to the Policy Committee a written report stating all ratified decisions and recommendations and summarizing the committee's activities.

10. All students on committees of this Faculty shall be Bryn Mawr degree candidates and shall be selected by and responsible to the Student Association to participate in the work of the committees in a manner consistent with the spirit and principle of the second sentence of Article I,4,b of the Plan for the Academic Government of the College. Certification of student representatives shall be made in writing to the Chair of this Faculty by the Chairperson of the Student Association (Master's and Doctoral) by mid-September.

11. The faculty of each standing committee shall at the final meetings of the academic year ratify all decisions made and recorded actions taken by the committee.

## b. Specific Regulations

### 1. Committee on Master's Curriculum

This Committee shall consist of the Dean, ex officio, four elected members of the faculty, and two returning students in a Master's degree program (MSS or MLSP). At least two of the elected members of this Committee shall have served a minimum period of two years as full time members of the Faculty. Elected members of this Committee shall serve terms of two years; one half of the membership shall be elected each year. The faculty shall elect the chairperson of this committee each year. The chairperson shall be a tenured member of the faculty.

All matters pertaining to the Master's Curriculum (MSS and MLSP) shall be referred to this Committee for its consideration. The recommendations of the Committee shall be referred to the Faculty for decision.

The committee will find ways to obtain input from all students on curricular matters. Administrative staff will provide student members of this committee with the technical means to inform and make inquiries of all Master's students via email.

## 2. Committee on Policy

This Committee shall consist of the Dean, the Chair of the Faculty as chairperson, chairpersons of the standing committees of the Faculty, two returning students, one in the Master's degree program and one in the doctoral program, and the Provost, where appropriate, at the invitation of the Committee. Additional faculty members will be elected, as needed, so that the committee includes no fewer than one-quarter of the voting members of the GSSWSR faculty. These members shall meet at the call of the Chairperson.

This Committee shall consider and develop policies for planning for the School, such as determination of educational priorities and allocation of resources. It shall also develop policy with regard to student faculty relations and establish channels for communication between students and faculty. Its recommendations shall be referred to the faculty of the School for decision.

The annual agenda for this committee will be developed by the Faculty Chair, in consultation with other committee members, and the GSSWSR faculty.

## 3. Committee on Evaluation of Educational Performance of Master's Students

This Committee shall consist of the Dean as Chairperson, two members of the Faculty to be elected at large for a term of two years and two Master's students. The Director of Field Instruction and the Faculty Advisor of the student under consideration shall be invited to participate in the deliberations of the Committee. Where appropriate, the instructor(s) concerned shall also be invited to participate in the discussion.\* The student under consideration may attend, if he or she wishes.

The Committee shall have the authority to make decisions about modifying a student's course of study necessitated by academic performance and about retention of a student whose behavior in class or in the field setting does not comply with generally accepted standards of professional conduct or with the principles contained in the NASW Code of Ethics. The Dean shall communicate the decisions of the Committee to the student.

The decision of the Committee may be appealed to a duly constituted body composed of such members as the Faculty deem appropriate, provided such an appellate body shall not include any member of the Committee who participated in the decision under appeal.

\* (On November 9, 1979, and February 8, 1980, the Faculty established the following criteria for bringing a student before the Committee: failure in one course; marginal performance in more than one course; marginal performance in field instruction.)

## 4. Faculty Advisory Committee to the Dean

This Committee shall consist of the Chair of this Faculty as Chairperson and two members of the faculty elected for terms of three years, one to be elected each year. The committee shall be responsible for advising the Dean on such matters as shall be brought before it by the Dean, including student appeals (hence, its members cannot also serve on the Committee to Evaluate the Performance of Master's Students) and difficult admissions decisions.

## 5. Doctoral Committee

This Committee shall consist of the Dean, ex officio, and voting members. The voting members of the Committee shall consist of those full time members of the faculty who teach in the doctoral program and have the doctoral degree and such other full time members of the faculty who have the doctoral degree.

The voting members of this committee shall elect for a three year term as chairperson a member of the Committee who is also a voting, tenure-track member of the Graduate School of Social Work and Social Research. Elections shall be held at the penultimate meeting of the year in which the chairperson's term ends. The new chairperson assumes office at the end of the academic year, and the outgoing chairperson serves as a consultant to the new chairperson over the summer. The chairperson shall fill the administrative post of Director of the Doctoral Program and shall carry out his or her administrative responsibilities in consultation with the Dean, and shall receive course release time for this purpose. The chairperson shall also serve as chair of the Doctoral Admissions and Financial Aid Subcommittees and shall serve for a three year term on the Committee to Supervise the Degree of Doctor of Philosophy (see By-Laws of General Faculty C,2,b,4.).

The voting members of this Committee shall elect one member for a two year term to serve with the Director as an Admissions Subcommittee. The Admissions Subcommittee shall include one returning doctoral student to serve as a fully participating member of this committee. This committee shall act on all applications for admission to the Doctoral Program.

The Dean will serve with the Director as a Financial Awards Subcommittee. This subcommittee shall recommend to the doctoral faculty all financial awards to doctoral students and shall develop policy regarding awards for approval by the Doctoral Committee.

Responsibility for evaluation of the educational performance of doctoral students shall be delegated to members of the faculty on the Doctoral Committee. Development and implementation of policy concerning the doctoral program shall be delegated to the Doctoral Committee.

## 2. Special Committees

Special Committees of this Faculty may be constituted for specific purposes, their members to be elected or appointed as the Faculty shall determine. They may, at the request of this Faculty be nominated by the Dean or the Faculty Chair.

### a. Search Committee on Initial Appointments to the Faculty

This Committee shall be convened for every search for full time, tenure-track faculty. It shall consist of three faculty, selected by the faculty, especially knowledgeable about the field in which the search is being held and about the responsibilities of the position, the Dean, as a non voting member, a representative from the College Appointments Committee, a representative from the General Faculty and two students who shall serve as non-voting members, one from the Master's degree program and one from the doctoral program. The committee shall be chaired by a tenured member of the faculty. It may, where appropriate, invite other faculty to participate in its deliberations.

The Committee shall receive the recommendations and priorities of the Policy Committee with respect to the need for faculty, the nature of the position to be filled, the qualifications, and the expectation for the position.\* It shall, in collaboration with the Dean, devise and appropriate advertisement for the position and shall develop a plan for the solicitation and review of applications consistent with identified priorities.

The Committee shall review all application materials and make the final selection of candidates who will be recommended to the Provost for on-campus visits.

The Committee shall solicit and represent faculty and student viewpoints with respect to initial appointments to the faculty making certain to develop procedures that allow for maximum faculty input with respect to the qualifications and appropriateness of all prospective initial appointment candidates. It shall follow the faculty's recommendations and priorities regarding initial appointments. It shall receive input from the President and the Provost and from other members of the General Faculty, as appropriate.

The voting members of the GSSWR faculty and the representative from an allied department in the Graduate School of Arts and Sciences shall rank the candidates who had on-campus visits. The Chair of the Search Committee shall forward the overall ranking to the Provost, who makes the offer to the candidate.

\*Such recommendations shall not be inconsistent with the Committee on Academic Priorities recommendations regarding full time, tenure-track appointments.

#### D. CHANGES AND AMENDMENTS

Changes in and amendments to the By-laws shall be presented to at least two meetings of this Faculty. The text of such proposed changes or amendments shall be sent in writing to all voting members of the Faculty before the meeting at which a final vote is taken.

Adopted February 11, 2005

Changes approved by vote of the Faculty on April 21, 2006