

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

Approved (first vote) unanimously by the GSSWSR faculty on 9.14.12

Approved (second vote) unanimously by the GSSWSR faculty on 10.5.12

Preface:

These Faculty By-Laws are intended to provide structure and guidance to the faculty's role in governance within the GSSWSR. All policies, procedures, and practices specified in these By-Laws are intended to be consistent with (and are superseded by) the policies, procedures, and practices contained in the College Plan of Governance, the College Faculty Handbook, and the College Faculty By-Laws.

A. MEETINGS

1. The Dean is encouraged to host School-wide meetings at the beginning and end of each academic year (Aug and May). These meetings will not be considered "faculty meetings for the purposes of faculty voting," and the Dean may wish to consult with faculty in developing agendas for these meetings.
2. The GSSWSR Faculty meetings will be held at a minimum of four times during the academic year. Additional faculty meetings will be scheduled as determined by the Faculty Convener and the Director of the Doctoral Program in consultation with the Dean and other faculty members. The first faculty meeting of the academic year will normally be scheduled for September and the final meeting the following April.
3. Separate Doctoral Faculty Meetings will be held on a schedule to be developed by the Doctoral Director in collaboration with the faculty and the Dean.
4. Notices of all faculty meetings shall include a date and time as well as a statement of the business to be considered. The statement of business (meeting agenda) will be developed by the Faculty Convener (or in the case of the Doctoral Program by the Director) in consultation with the Dean and with other faculty members as needed.

B. Special Meeting

The Faculty Convener shall call special meetings within a reasonable time after a request from the Dean or receipt of a written (or e-mail) request signed (endorsed) by five members of the GSSWSR Faculty. Notices of special meetings shall include a statement of the business to be considered.

C. Procedures

Robert's Rules of Order (as modified by the College Faculty By-Laws) shall govern meeting procedures.

D. 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, Provost, and/or the Dean of Graduate Studies; communications from the General Faculty and the Graduate Group; business from previous Minutes; and new business. The order of business may be changed in any meetings by the convener subject to being overturned by majority vote.

E. Position of Faculty Convener

The Convener 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 Convener 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 College Faculty. The Convener shall convene the Committee on Policy and serve as the faculty's liaison to the GSSWSR Student Association, and perform such other duties as may be assigned by the Faculty. The Convener shall normally assume

office at the start of the academic year (or at the first stated meeting of the Faculty following a special election).

F. VOTING

1. Only GSSWSR faculty are eligible to vote in GSSWSR matters. Voting and attendance will be in accordance with the specifications of Sec IV G 1-5 of the General faculty By-Laws (see end note¹) with the following exceptions:

- *In order to vote on any matter coming before the faculty, a faculty member must be present for the discussion preceding the vote. Being “present” for the discussion may include voice and/or video presence from an off-site location. It is the intent of the faculty that its members participate in the discussion and voting process “in person” and that participation by voice and/or video be an exception rather than a common practice.*
- *In recognition of the small size of the GSSWSR faculty, no vote establishing a policy, practice, or procedure, or related to a personnel matter may take place without at least one half of the faculty being present for that vote regardless of the number of faculty on leave or otherwise not present at a meeting.*

2. The faculty shall recommend 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 this recommendation to the Chair of the General Faculty. Authority to award degrees rests with the College Faculty.

G. 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 Master's Students, Master's Curriculum, Doctoral Faculty (who will also perform the function of evaluation of educational performance for doctoral students), and Policy.

In addition, two senior Faculty members, the Faculty Convener and the Doctoral Program Director, will serve as Faculty Advisors to the Dean and shall be responsible for representing the faculty and advising the Dean on administrative matters brought before them by the Dean, including difficult admissions decisions and student appeals (hence, the Faculty Convener and Doctoral Program Director cannot also serve on the Committee to Evaluate the Performance of Master's Students).

a. General Regulations Governing the Work of Faculty Committees:

¹ G. Voting and Attendance.

All ranked members of the Faculty and continuing non-tenure track members of the Faculty, whether full- or part-time, and whether active or on leave, and all interim faculty members who at the end of their current contract will have had more than three years of full-time, consecutive service shall have a vote.

Other members of the Faculty and members of the senior Administration, who are not members of the Faculty, may attend regular meetings of the Faculty. Except when, in the judgment of the Chair, confidentiality is important, representatives from the undergraduate and graduate student government associations may attend regular meetings of the Faculty.

A majority of the active voting members of the Faculty shall constitute a quorum.

Subject to the requirement of a quorum, decisions shall, unless otherwise specified, be made by a majority of the members of the Faculty present and voting.

No important measure shall, except by unanimous consent, be put to a final vote at the meeting at which it is first proposed. The decision that a measure is important enough to require a second vote at a subsequent meeting may be made by the Convener, or by an affirmative vote, on motion duly made and seconded, of one quarter of the members present and voting.

1. The term of service of all standing committees of this faculty shall coincide with the College's official academic year (GSSWSR committee service begins on 1 June and ends on May 31st).
2. Elections of the members of all standing committees (with the exception of the Doctoral Committee) and of the Convener 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 at least one year has intervened since that position was held. 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. The Dean, in collaboration with the Faculty Convener, will develop a slate of committee nominations [one per opening] prior to the last faculty meeting of the year, which takes into consideration course assignments and other workload issues, and includes consultation with the chairs of the Policy and Curriculum committees. This slate must be approved by a vote of the GSSWSR faculty at the final 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. Each committee shall keep a record of its discussions and actions taken and a copy of this record (minutes) shall be provided to the Faculty Convener to be archived for future reference.
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 by the Faculty Convener to standing committees. Special committees shall be elected or their appointment requested only when, in consultation with the faculty, the Faculty Convener determines that an appropriate standing committee does not exist.
8. The Doctoral Committee shall elect a chairperson to a three year term at its final meeting of the year in which the presiding chairperson's term ends. [Under the provisions of #4]. 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-GSSWSR 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 principles of the Plan for the Academic Government of the College and the College Faculty By-Laws. Certification of student representatives shall be made in writing to the Faculty Convener of by the Chairperson of the Student Association (Master's and Doctoral) by the second week of September.
11. The faculty of each standing committee shall, at the final meetings of the academic year, submit a report noting all decisions made and recorded actions taken by the committee.

b. Specific Regulations:

1. Committee on Master's (MSS) Curriculum

- a. **The MSS Curriculum Committee** will be made up of *a minimum* of two tenured/tenure-track faculty – one representing clinical practice and the other representing other areas of the curriculum (policy, research, and/or theory), along with the Dean (ex officio), Director of Field Education (ex officio), and two representatives of

the MSS Student Association (ex officio). The work of this committee will be performed in collaboration with faculty who serve as teaching group coordinators. The committee may be expanded on a temporary basis by a vote of the faculty as needed, e.g., in preparation for reaccreditation.

- b. Each **Teaching Group** will consist of the all (tenured/tenure track and adjunct) faculty members who are teaching multiple sections of a core course. Each year the Dean will designate a tenured or tenured track faculty member as its coordinator. The group will work on tasks assigned by the Curriculum Committee, striving for coherence across multiple sections of a core course, and providing guidance and support for Adjunct Faculty who are teaching core courses. (Current Teaching Groups are: Foundation Practice, Theoretical Perspectives in Social Work (TPSW) I, TPSW II, Research I, Research II, Social Policy, Clinical Assessment/Psychopathology, Multiculturalism, and Clinical Practice.)
- c. Elected members of the MSS Curriculum Committee shall serve terms of two years; with at least one new member elected each year. The faculty on the Committee shall elect the chairperson of this committee each year. The chairperson shall be a tenured member of the faculty.
- d. All matters pertaining to the Master's Curriculum (MSS and MPH programs and certificate programs) 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 strive to find ways to obtain input from all faculty and students on curricular matters.

2. Committee on Policy

- a. This Committee shall consist of the Dean *ex officio*, the Convener of the Faculty as chairperson, Doctoral Program Director, and Chair of the MSS Curriculum Committee, two returning students, one in the Master's degree program and one in the doctoral program. 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 not currently on leave. These members shall meet at the call of the Chairperson.
- b. 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 Convener in consultation with other committee members and the GSSWSR faculty.

3. GSSWSR Committee on Evaluation of Master's Students

As specified in Article 1B of the General Faculty By-Laws (Adopted May 2006 Amended 12/05/07, 5/16/08 and 3/25/09), the GSSWSR Faculty has been delegated the authority to impose penalties for academic failure or deficiencies including (subject to the review by the President as provided for in Article V, Section 3 of the Plan of Governance) separation or exclusion from the College, to be exercised by the majority vote of, or according to other procedures established by the majority vote of, those members of the Faculty.

Consistent with this authority, the faculty participates in the functioning of the GSSWSR *Committee on Evaluation of Educational Performance of Master's Students*² as specified in the Student Handbook and the Faculty Curriculum

² As further defined in the Student Handbook and the Faculty Curriculum Policy: 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 Education 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 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 student retention based on academic performance, including modifying a student's course of study necessitated by academic performance. The Committee shall have the authority to make decisions about student retention in situations where a student's 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

Policy.

Note: On November 9, 1979, and February 8, 1980, the Faculty established the following academic criteria for bringing a student before the Committee: failure in one course; marginal performance in more than one course; failure or marginal performance in field education. Criteria that relate to a student's personal-professional behavior are specified in the Student Handbook.

4. Faculty Advisory Committee for MSS Admissions

This committee will consist of two tenured/tenure-track faculty members currently teaching in the MSS program, as well as two representatives of the MSS Student Association, the Assistant Dean of the GSSWSR and a member of the Field Education Office (all four as ex officio members).

5. Doctoral Committee

- a. 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.
- b. The voting members of this committee shall elect for a three-year term as Doctoral Program Director a member of the Committee who is also a voting, tenured member of the Graduate School of Social Work and Social Research faculty. Elections shall be held at the final faculty meeting of the year in which the chairperson's term ends. The new Doctoral Program Director 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 Program³ and shall carry out his or her administrative responsibilities in consultation with the Dean, The Doctoral Program Director 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.).
- c. 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.
- d. 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.
- e. 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.

6. Special Committees

- a) 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 Convener.
- b) Search Committee on Initial Appointments to the GSSWSR Faculty: All searches follow the guidelines specified in the Colleges Faculty Handbook. (Sec 15.4. of the College Faculty Handbook provides guidelines for

of the Committee to the student. The decision of the Committee may be appealed to the College Dean of Graduate Studies, who will provide a final determination subject to review by the College President.

³ In 2011 the Faculty recommended to the Dean and Provost that the Director receive 1 course release per year for this service.

Guidelines for Searches for Tenure-Track Appointments). It is expected that three members of the tenured GSSWSR faculty, nominated by the GSSWSR faculty, and who are especially knowledgeable about the field in which the search is being held and about the responsibilities of the position shall be appointed by the Provost as members of the search committee. The Dean is expected to serve as a non-voting member of the search committee and the GSSWSR will typically be represented by two students who shall serve as non-voting members, one from the Master's degree program and one from the doctoral program. Normally the committee will be chaired by a tenured member of the GSSWSR faculty nominated by a vote of the GSSWSR faculty.

D. CHANGES AND AMENDMENTS

Changes in and amendments to the By-laws shall be presented to at least two consecutive 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 (first vote) 9.14.12