

GOVERNANCE DOCUMENT

(draft 2-11-2002; revised 8-10-03; revised 8-13-03; revised 9-10-03; revised 4-05-05; revised 11-18-05; revised 04-11-08)

**By-Laws of the Faculty of the College
Committee Organization
Policy and Procedures**

Approved by the faculty of the College of Social Work on April 11, 2008

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Preamble

This document provides for the organization of the College of Social Work at the University of Tennessee and for the rules of the faculty of the College. The functions and responsibilities of the Dean of the College described in this document are those prescribed by the Governing Regulations of the University in compliance with the Council on Social Work Education. The functions and responsibilities of the faculty are those prescribed by the Governing Regulations of the University of Tennessee, and the Faculty of the College.

Copies of the rules of the faculty and all subsequent amendments shall be submitted to the Provost, filed with all appropriate University bodies and offices, and distributed to all members of the faculty and its committees, and shall be maintained by the Dean so as to be freely available to the members of the faculty and other authorized persons. The Structure of the College of Social Work (CSW) is delineated in the following organizational chart.

[Image]

THE COLLEGE OF SOCIAL WORK

DESCRIPTION, HISTORY, VISION, AND MISSION

The College of Social Work offers undergraduate and graduate studies leading to the Bachelor's, Master's, and Ph.D. degrees in Social Work. These programs prepare graduates to work effectively in complex human service organizations in governmental and voluntary settings in community, regional, state, and national systems. In addition to its academic programs, the College of Social Work provides local, state and national training, consultation and research through its Social Work Office on Research and Public Service (SWORPS), the major training and regional research arm of the College. Also housed in the College of Social Work, the Children's Mental Health Services Research Center (CMHSRC) serves as the research arm of the College, and focuses on research and grant opportunities to develop a body of knowledge about children who are at risk, the factors which place them at risk, the quality of the services being provided to them, and the long-term outcomes.

Since 1942, the College has been, and continues to be, the only graduate professional social work education program in Tennessee. As such, the College has a special mission to serve the needs of the state for advanced social work education. Therefore, the College also seeks to contribute to the development of the profession of social work and to professional social work education through research and scholarly activities by faculty and professional staff and to provide service to both the University and social service communities.

The College's heritage dates back to 1942 with the founding of the Nashville School of Social Work through a cooperative effort of Scarritt and Peabody Colleges and Vanderbilt University. The first Master's degrees in social work were awarded in June, 1944 by Vanderbilt University. The College was initially accredited in 1945 by the American Association of Schools of Social Work, now the Council on Social Work Education (CSWE), and has maintained that status continuously to present. In 1950 a campus program was established in Memphis. In 1951, the College became a program in the Graduate School of The University of Tennessee, Knoxville. A resident faculty member was assigned to Knoxville in 1952, and a full campus program has been operational in Knoxville since 1958. The Dean's office and other central operations continued to be located in Nashville until 1973, when these were relocated on the Knoxville campus. The doctoral program was approved in 1982 and enrolled its first class of students in September, 1983. In 1985, a small, accredited social work undergraduate program on the Knoxville campus, Liberal Arts division, was placed under the direction of the (then) School of Social Work. Thus, over a span of 59 years, The University of Tennessee College of Social Work has developed from a small school in Nashville to a regionally and nationally recognized College of Social Work offering the full continuum of social work education.

The College of Social Work is a separate administrative unit within the University of Tennessee. The College of Social Work is administered by a Dean who is appointed by and reports directly to the Executive Vice-President for Academic Affairs and Provost.

The faculty, through its governance structure, maintains responsibility and control over admissions, curriculum design, educational policy, review and recommendation of candidates for

faculty positions, and review and recommendation of faculty for promotion and tenure. New courses and new programs are reviewed by the College's Curriculum Committees, the Dean, the University's Undergraduate and Graduate Schools and the College of Social Work faculty as appropriate.

The budgets of the College are developed in conjunction with the overall budget of the University and are dependent on allocations from the Legislature, the Board of Regents, and independent fund-raising. The Dean of the College is responsible for management of the budget allocated to the College. However, separate operating budgets are allocated by the Dean to the Ph.D. program, the BSSW program, and the MSSW programs on the Knoxville, Memphis and Nashville campuses. SWORPS and the CMHSRC maintain separate budgets that are dependent upon external funds obtained through contracts and grants.

The College's Search and Screen Committee conducts recruitment and searches for new faculty. The faculty makes its recommendations on candidates to the Dean, who in turn makes recommendations to the Executive Vice-President for Academic Affairs and Provost. The College's Tenure and Promotion Committee reviews faculty, and makes recommendations to the Dean, for tenure and promotion.

Vision Statement

(Developed and adopted by the College faculty in 1998; revised by the faculty 1/17/2005).

The University of Tennessee College of Social Work seeks to be a humane community of proactive, engaged learners who are prepared to greet change with receptive intellectual curiosity. The College aspires to be an institution that recognizes change and its implications for social work practice, and that fosters leadership in social change and creativity to address human needs for social and economic justice, while remaining focused on the values, ethics, and history of social work.

The College aspires to excellence in classroom and field instruction that support critical thinking, life-long learning, and responsiveness to the needs of diverse students, practitioners, alumni, and clients. The College strives for excellence in research through the meticulous and responsible use of the best available research methods, interdisciplinary collaboration, and programs of research designed to address questions critical to social work concerns. The College endeavors to attain excellence in public service through numerous efforts that benefit the community, profession, and University while supporting our educational and research missions whenever possible. By striving for excellence the College aspires to preeminence as a leader locally, statewide, nationally, and internationally in social work education, research and practice with regard to the quality of life of vulnerable populations, especially high-risk children and their families living in urban and rural poverty.

Excellence is fostered across the state in the three campuses of the College using high standards in the hiring of faculty and staff and in the selection of students, and applying rigorous performance standards and rewards for achievement. Excellence is supported across the state in the three campuses of the College through a supportive infrastructure, cross-campus collaboration that draws on the unique strengths of the individual campuses, continuing education, a close relationship between the College, the public, and the professional community, an ongoing commitment to our alumni, the acquisition of external funding, and the utilization of advanced computer technology.

In striving for excellence and preeminence, our professional values, ethics, history, and the future demand social work educators, researchers, and practitioners that are culturally competent and vested in responding to oppressive societal and political trends. Thus, the College seeks diversity in its faculty, field instructors, students and staff. Cultural relevance and sensitivity to the personal, social, economic, and political needs of vulnerable, high-risk groups is emphasized throughout the education, research, and service of students and faculty.

The Mission of the University of Tennessee, College of Social Work

The College of Social Work is committed to advancing the mission of The University of Tennessee, as the state's land-grant, flagship University, to provide a quality public education for the citizens of Tennessee through exemplary teaching, research, and service. The College of Social Work strives to provide a professional social work education program that prepares both undergraduate and graduate students for social work practice and doctoral level graduates as social work researchers and academicians. The educational goals of the College are accomplished by faculty committed to the use of teaching methods that foster critical thinking and life-long learning, and are responsive to the needs of a diverse student body. The College's research efforts are grounded in interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations and communities. Community outreach services are rendered by faculty, staff, and students who seek to enhance the quality of life for people and human systems in Tennessee, with particular concern for improving the life conditions, social and economic justice for at-risk populations. The mission of the CSW is undertaken with a commitment to social work's professional code of ethics and the values of the profession.

Implementation of College Mission

The statewide mission of the College of Social Work is met through the various parts of its organization. In order to prepare competent social work practitioners with specialized skills and knowledge, the College offers the comprehensive MSSW program across the state. The BSSW Program is offered on the Knoxville campus providing this educational opportunity at the largest four-year, undergraduate campus in the state. Doctoral classes are offered on the Knoxville campus. Ph.D. students may then pursue their dissertation studies in Knoxville, Memphis or Nashville, working with faculty qualified to direct dissertations. The College offers a Continuing Education Program is offered across the state. The CSW offers a post-Master's certificate in Social Work Management and Community Practice. The Social Work Office of Research and Public Service contributes to the research and service components in the College, providing staff that implement public social service training programs and conduct evaluative research throughout Tennessee. The Children's Mental Health Services Research Center has its primary offices in Knoxville with staff that work with faculty across the College and are active in research grant applications and administration. The Research Center provides an infrastructure that assists faculty seeking grant funding. Additional services to agencies and organizations across the state are provided by faculty and students.

Compatibility of the College of Social Work's Mission and the University of Tennessee's Mission

The University Mission statement emphasizes the need to "recruit, develop, and retain excellent faculty skilled in teaching, basic and applied research, creative activity, and public service . . . "(UT Board of Trustees, Mission Statement, 1990). The College of Social Work has actively

recruited talented faculty who are dedicated scholars and teachers, as well as evincing a commitment to community service. Our success in recruiting scholars is evident in our faculty's presentations at prominent national social work conferences and in the frequency of publications in peer-reviewed social work journals. Student evaluations of our faculty compiled by the University (see University 101) and by the College attest to the educational skills of the faculty. The College's faculty are known by the practice community for their involvement in services to agencies and social welfare programs.

BYLAWS
for the governance of the
COLLEGE OF SOCIAL WORK

The University of Tennessee, Knoxville

- * First Approved by Faculty Committee: October 30, 1987
- * First Approved by College Faculty: February 19, 1988 (To take effect: Beginning of Spring Quarter, 1988)
 - * Revised: 1990-91, effective Fall Semester, 1991
- * Revised: 1996-97, approved by Faculty: Spring 1997, effective Fall Semester, 1997
 - * Revised: 12/14/2000, effective 1/1/2001
 - * Revised: 11/1/2002, effective 1/2/2003
 - * Revised 8/13/2003, effective Fall Semester, 2003
 - * Revised 11/1/2004, effective Spring Semester, 2005
 - * Revised 5/7/2005, effective Fall Semester, 2005
 - * Revised 11/18/2005, effective Spring Semester, 2006
 - * Revised 04/11/2008, effective Fall Semester, 2008

Preamble

By adoption and periodic review of these bylaws, the faculty evidences its commitment to full participation in the academic governance of the College. The faculty seeks, through the exercise of the decision-making responsibilities recognized herein, to organize its resources as a community of scholars to help conduct the affairs of the College of Social Work not only in its own best interests but also in those of the larger academic community of which it is an integral part.

Programs of the College are offered in three separate geographic campuses within the state (Knoxville, Memphis, and Nashville). This deployment of faculty and staff and distribution of students, though necessary and desirable, adds complexity to the process of collegial relations. Because of this, the College especially values and depends upon the continuing cooperative, forthcoming efforts of its members.

The College provides the only master's and doctoral education in social work within the state of Tennessee. It thus carries a unique responsibility for preparing social workers for entry into advanced practitioner, educational, and research roles. The College also provides education at the baccalaureate level, has a special unit to enhance research and public service endeavors in social work, and administers a research center focusing on children's mental health services.

Article I - Name

The name of this organization shall be the College of Social Work, The University of Tennessee.

Article II - The College Faculty and its Organization

A. Composition of the Faculty

The faculty of the College of Social Work is defined as those members of the academic staff of the College who have rank of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer, including those holding field instructor, visiting, temporary, part-time, emeritus, or adjunct appointments, and Field Coordinators. The Dean of the College is not included among those considered eligible to vote. The role, responsibilities, and rights of both tenured and non-tenured faculty are defined in the Faculty Handbook of The University of Tennessee, as revised.

B. Faculty

Faculty at the rank of Professor, Associate Professor, and Assistant Professor and other academic staff who are employed fifty percent or more time and who are actively involved in the teaching, research, and public service mission of the College shall be considered faculty eligible to vote. Other members of the College faculty and staff may attend and participate in College meetings on a non-voting basis. Faculty who are on official leave or sabbatical from UT for one or more semesters are for the duration of their official leave not included as faculty eligible to vote. The faculty shall use the CSW Web System for College-wide ballots. College-wide voting may also occur via paper ballots in College-wide meetings. Faculty shall be notified of the ballot via an email message. This electronic announcement of the vote shall provide the faculty member with the web address of the CSW Web System, a user name and password when necessary, and date and time when the vote on the issue(s) closes. The administrator of the CSW Web System will publish the results of the ballot via email within 48 hours of the close of the ballot. The administrator is obligated to maintain the confidentiality of the ballots cast.

C. Organization and Meetings

Faculty are organized on both a College-wide and a campus basis.

1. There shall be at least one College-wide meeting of faculty during each academic year. Such meetings may be called by the Dean, by his or her appointee, or upon request of 40 percent of the faculty eligible to vote of the College. A quorum for such meetings is defined as two-thirds of the faculty eligible to vote. College-wide faculty meetings provide an opportunity to reflect on major issues and strategies of the College, its mission, and its governance. It is expected that proposals to be brought before the faculty during College-wide meetings will be distributed to all electronically or in hard copy at least 30 days in advance of the meeting. If this advanced distribution requirement is met, faculty may elect to vote on matters during College-wide meetings.
2. There shall be regularly scheduled meetings of the faculty of each geographic campus during the regular academic year. Such meetings may be called by the Associate Dean,

by his or her appointee, or on the request of 40 percent of the faculty eligible to vote of the local campus. A quorum for such meetings is defined as two-thirds of the faculty eligible to vote at the College campus.

D. Agenda

Meetings shall be conducted in accordance with a written agenda circulated in advance to faculty members by either the Dean, or the respective Associate Dean. A call for items to be placed on the agenda shall be made to participants. Under exceptional circumstances these conditions may be waived.

E. Minutes

The Dean (or the Associate Dean at each of the program campus) shall be responsible for securing a record of minutes of meetings and shall have copies distributed to each faculty member. A permanent file of the minutes of College-wide faculty meetings will be retained by the Dean. The Associate Deans for their respective campuses will retain a permanent file of the minutes of campus faculty meetings. Minutes of all faculty and committee meetings shall be made available to faculty in the College-wide electronic archive located on the College's intranet.

F. Functions

1. All curricular and admissions policies governing College academic programs are determined by faculty. Decisions to adopt or change published admissions criteria or academic requirements for the B. S. S. W. program, the M. S. S. W. program or the Ph. D. program require the affirmative vote of a majority of the faculty eligible to vote within the College.
2. The advice of the faculty shall be routinely sought by the Dean, Associate Deans, Directors, and committee chairpersons in formulating policies, practices, and decisions governing all major aspects of College life.
3. The decision to ratify or amend these Bylaws of this governance document shall require an affirmative vote of two-thirds of the faculty eligible to vote.
4. All other decisions submitted for College-wide approval shall require an affirmative vote by a majority of the faculty eligible to vote.
5. The faculty shall receive at its College-wide meetings a comprehensive report from the Dean regarding the state of the College.
6. The faculty shall receive written minutes of the meetings of all College-wide committees. The faculty shall receive reports from each of these groups at annual meetings of the College-wide faculty.
7. Faculties on each campus shall have the opportunity to receive at their campus meetings a report from the responsible Associate Dean and a report from faculty who are members of College committees, ad hoc committees, and local campus committees. Campus faculty shall have the right to review the work of all campus committees. All campus faculty decisions shall require a majority vote of the faculty eligible to vote.
8. The faculty shall establish a plan and procedures for equitable allocation and distribution of faculty workloads. Distribution of faculty workload shall include all essential College functions necessary for collegial management of the College.

Article III- The Administrative Officers

A. The Dean

The Dean serves as the chief academic and administrative officer of the College. The Dean is appointed by and reports to the Executive Vice President for Academic Affairs and Provost. The appointment of the Dean is reviewed at the discretion of the Executive Vice President for Academic Affairs and Provost in consultation with the faculty. The role and scope of responsibilities of the Dean are set forth in the UT Faculty Handbook. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

B. The Associate Deans

Three Associate Deans are assigned the duty of directly administering the M.S.S.W. Programs respectively on the Knoxville, Memphis, and Nashville campuses. The Associate Deans are appointed by the Provost and report directly to the Dean of the College. The appointment of Associate Deans is reviewed at the discretion of the Executive Vice President for Academic Affairs and Provost, in consultation with the Dean and faculty of a the relevant campus of the College.

The scope of responsibilities of the Associate Deans is described in the UT Faculty Handbook. They carry many responsibilities within the College that the "Department Head" assumes in other University of Tennessee Colleges and Schools. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

Article IV - College-wide Program Roles

A. Director of the BSSW Program

The Director of the BSSW program is appointed by the Dean in consultation with faculty and the Baccalaureate Program Committee. The Director reports directly to the Dean. The Director carries both administrative and teaching responsibilities.

The Director carries delegated responsibility for the academic program, and consults with the Dean and the Knoxville Associate Dean regarding deployment and evaluation of faculty teaching in both the BSSW and MSSW programs. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

B. Director of the Ph.D. Program

The Director of the Ph.D. Program is appointed by the Dean in consultation with the Doctoral Program Committee. The Director reports directly to the Dean and carries both administrative and teaching responsibilities. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

C. The Director, Children's Mental Health Services Research Center

The Director reports to the Dean and is responsible for administering the work of the Center. The mission of the Center is to generate an expanding volume of empirical knowledge to improve the

well being of children. The Center offers consultation, mentoring, technical assistance, and management and support to faculty and doctoral students in social work and related disciplines. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

D. The Director, Office of Research and Public Service

The Director is accountable to the Dean for staff and programs of the Office of Social Work Research and Public Service. The Director carries responsibility for providing leadership for continuing education and public service activities, and for facilitating the research efforts of the College. The Director is selected by the Dean, subject to approval and appointment of the Executive Vice President for Academic Affairs and Provost. The appointment of the Director is reviewed at the discretion of the Dean, in consultation with the Executive Vice President for Academic Affairs and Provost, Associate Deans, and College faculty. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

Article V- Committees of the College

Described herewith are the College-wide committees of the College of Social Work. Each College-wide committee shall, through written minutes, regularly inform the College faculty of its substantive deliberations and recommendations. Where faculty approval of committee actions or recommendations is required, committee chairs shall collaborate with the Dean and the Associate Deans in soliciting such approvals. The committee chairs shall be responsible for maintaining files of minutes and other documents that record committee work. The minutes of all committees shall be made available to the faculty through electronic archive located on the College's intranet.

A. Standing Committees

Eleven standing committees routinely advise the Dean and other faculty colleagues in specific areas of College-wide policy and procedure. Details on their scope and function, membership, terms of office, procedures for selection of chairperson, requirements for meetings, provision for quorum, reporting obligations, and method of faculty review and approval of actions is provided in the policy statement "Committee Organization within the College of Social Work.

1. The Administrative Committee, chaired by the Dean, is comprised of the Dean, the three Associate Deans, the Director of the B.S.S.W. Program, the Director of the Ph.D. Program, the Director of the Children's Mental Health Services Research Center, and the Director of the Office of Research and Public Service. The overall responsibility of the Committee is to facilitate the effective administration of the College. The Administrative Committee is advisory to the Dean in matters of College administration, coordination, and communication. It promotes uniform decision-making and implementation of policy and procedure. The Committee is concerned with planning, scheduling, budgeting, faculty and staff personnel management, administration of the College and each campus, and program/personnel evaluation.
2. The Faculty Governance Committee is comprised of faculty elected by colleagues as their representatives. The chairperson is elected annually by members from among the

representatives. The Committee provides a forum through which the faculty role in College governance can be continuously clarified and amplified. The Committee participates in the ongoing development of College-wide administrative policies and procedures that affect the performance of the faculty role, and routinely advises the Dean on administrative and policy matters of concern to the faculty.

3. The Master's Admissions Policy Committee is comprised of three faculty members, one from each of the three M.S.S.W. Program campuses. The chairperson is elected annually by the members of the committee. The committee reviews, formulates, and recommends to College faculty policies governing admission of students to the M.S.S.W. Program.
4. The Master's Curriculum Committee is composed of a representative from each area of the curriculum. These curricular areas are HBSE, Policy, Research, Practice, MCP Concentration, Clinical Concentration, Field, Ethics and Values, and JDR (social and economic justice; diversity; populations at risk). Additionally, one practitioner from the community of each campus shall be selected as a voting member of the committee. Each year, faculty members of the College declare a curricular area of affiliation. Then, via electronic bulletin board discussions organized by curricular areas, the curricular groups will put forward a representative to the Curriculum Committee for the year. Faculty members may participate in discussions in a curricular area and in a concentration area, but may not serve as a representative in two areas. The two Field coordinators not serving as the curricular representative for Field serve as ex-officio members. The chairperson is a faculty member elected annually by committee members. The committee concerns itself primarily with the M.S.S.W. program of study. Subject to the approval of the faculty, the committee establishes educational policy and procedure, sets minimum graduation requirements, and develops and evaluates the M.S.S.W. curriculum. Curricular Bulletin Board discussions are found at <http://www.csw.utk.edu> under Faculty/Staff Intranet.
5. The Retention, Promotion and Tenure (RPT) Advisory Committee is comprised of all tenured faculty members of the College. The Committee chair is elected from the membership of the Committee by members of the committee. The chair serves a one-year term. The Retention, Promotion, and Tenure Committee is responsible for annual retention reviews of all tenure-earning faculty, and recommendations to the Dean for all retention, tenure and promotion applications. The Committee receives and reviews each faculty member's documentation that is submitted from the various campuses. Specifics regarding retention review, tenure criteria, the tenure and promotion dossier, including in promotion/tenure dossiers the external letters of assessment, statements from Department Head and the faculty are contained in the description of the RPT committee in the Organization section of this document and in The Faculty Evaluation Manual, The University of Tennessee, <http://www.outreach.utk.edu/evaluation>.
6. The Research and Development Awards Committee consists of faculty elected from the three program campuses of the College for a three-year term. The Dean appoints the chair from among the members. The Committee makes funding awards to individual faculty applicants in support of their research or professional development efforts. The Committee reviews and revises the College document governing its efforts, "Priorities and Procedures for Awarding Faculty Research and Development Grants."
7. The Doctoral Program Committee is convened by the doctoral Director, who is appointed by the Dean in consultation with the Doctoral Program Committee. The Committee is responsible to the faculty for developing and upholding standards for admission of

students to the doctoral program, for developing and evaluating the Ph.D. curriculum, and for establishing and implementing policies, procedures, guidelines and standards for graduation.

8. The Baccalaureate Program Committee is convened by the B. S.S.W. Director, who is appointed by the Dean in consultation with B.S.S.W. faculty. The Committee is responsible to faculty for developing and upholding standards for admission to the program, for developing, monitoring, and evaluating the B.S.S.W. curriculum, and for establishing and implementing policies, procedures, and standards for the program.
9. The Diversity Affairs Committee consists of faculty members and students representing all three College campuses and each College program. The chair is from among the elected Diversity Committee members. The term of office of the chair is one year. The committee serves in an advisory capacity to the College administration, faculty and students with the purpose of supporting the College's commitment to diversity (i.e., race, ethnicity, national origin, class, gender, family structure, sexual orientation, age, marital status, political or religious beliefs, and mental or physical disability) and an inclusive, social and economically just society, through:
 - a. enrichment of the BSSW, MSSW and PhD curricula;
 - b. special projects and initiatives across the programs and the three campuses of the College;
 - c. recruitment and retention of diverse students;
 - d. recruitment and retention of diverse faculty;
 - e. implementation of the UT Diversity Plan.
10. The Search and Screen Committee. Nominations and voting for the Search Committee will occur each year at the August faculty retreat. The Search Committee will be composed of seven faculty members selected by the Dean from a slate of nine faculty members who received the most votes in a faculty election for the Search Committee. The Dean will choose a committee chair from the seven faculty he/she selects for the committee. If the slate of nine candidates does not include at least one member from each campus, then the Dean will pick faculty members from further down the list of nominated faculty to insure at least one representative from each campus is on the Search Committee and for minority representation. The composition of the Search Committee must also comply with the guidelines for faculty search committees specified in the UT Faculty Handbook. Additionally, the Dean may employ a consultant as an assistant to the Search Committee chair.
11. The Departmental Review Committee (DRC) will review of all research projects involving human participants initiated by faculty, staff, and students in its department for scientific merit and for compliance with legal, regulatory, and ethical provisions for the protection of research participants' rights. Applicable ethical standards include principles of the [Belmont Report](#) and codes of professional ethics governing the discipline(s) involved. The DRC will apply the same standards applied by the UT-IRB. The College-wide DRC is responsible for the timely review of all submitted proposals.

The DRC will be composed of four full-time faculty members from the College of Social Work comprised of one representative from and elected by their campus to the College-wide DRC for a term lasting one year, and the faculty member who is appointed by UT

IRB as the College's representative, who also is appointed for one year and will serve as an ex-officio member of the College's DRC.

B. Other Committees

The Dean may appoint ad hoc committees as the need arises. Under usual Circumstances, faculty representing each of the campuses constitutes such committees. The responsibilities, membership, and reporting requirements of these committees shall be established at the time of the announcement of their creation. The Dean will consult with the Administrative Committee and the Faculty Governance Committee in planning the development of ad hoc committees.

Article VI- Evaluation Process for Faculty and Administrative Officers

The College of Social Work is guided in matters of performance appraisal by provisions contained in the Faculty Handbook of the University of Tennessee as revised. Additional detail regarding evaluation processes is described in the College of Social Work's "Policies and Procedures for Faculty and Administrative Evaluation" found below in this document. Further guidance in such matters is elaborated in periodic documents issued by the Executive Vice President for Academic Affairs and Provost.

Article VII- Faculty Selection, Retention, Promotion, and Tenure

The College of Social Work governs its actions in the areas of faculty selection, retention, promotion, and tenure in accordance with the provisions of Faculty Handbook of the University of Tennessee, as revised. Further amplification of these processes, arising from the unique statewide organization of the College of Social Work, is contained below in the section of this document entitled "Policies and Procedures for Faculty Personnel Decision in the UT. College of Social Work: A Supplement to the Faculty Handbook, the University of Tennessee." Additionally, faculty are annually notified by the Office of the Executive Vice President for Academic Affairs and Provost about current University procedures for considering tenure, promotion, and retention.

Article VIII - Staff of the College

All support staff, both full and part-time, are responsible directly to the Dean, to the Associate Deans, or to an assigned administrative delegate. Responsibilities and rights of support staff are defined in UT Personnel Policies and Procedures.

Article IX - Students of the College

The University's policy on student rights and responsibilities is detailed in Hilltopics and in the graduate and undergraduate catalogs, as revised. The relationship between faculty and administrative officers, and students, within the College of Social Work is detailed in the Bulletin and in the campus student handbooks, as revised. Student representatives may serve on certain faculty committees at both the campus and College-wide levels. Such roles are acknowledged in the documents comprising the Bylaws statement, "Committee Organization within the College of Social Work."

Article X - Alumnae and Alumni of the College

The College of Social Work Alumni Association, an affiliate of the University of Tennessee Alumni Association, is governed by the elected Alumni Board. Bylaws of the College of Social Work Alumni Association detail operation of the Association and the Board.

Article XI - Amending the Bylaws

The Bylaws may be amended during the regular academic year by a two-thirds vote of the faculty eligible to vote, provided that the amendment has been presented in writing to the faculty at least 30 days in advance of the ballot. Amendments shall be proposed by the Faculty Governance Committee, or by petition of one-third of faculty eligible to vote.

Article XII- Ratification

These bylaws shall go into effect at the beginning of the regular academic term immediately following their approval by two-thirds of the faculty eligible to vote.

**COMMITTEE ORGANIZATION:
COLLEGE OF SOCIAL WORK
UNIVERSITY OF TENNESSEE, KNOXVILLE**

- * Approved by College Faculty: February 19, 1988
- * Revised: August 1, 1990
- * Revised : Spring, 1998
- * Revised: 12/14/2000
- *Revised: 11/1/2002
- *Revised 11/18/2005

- * Administrative Committee
- * Baccalaureate Program Committee
- * Doctoral Program Committee
- * Faculty Governance Committee
- * Master's Student Admissions Policy Committee
- * Master's Curriculum Committee
- * Retention, Promotion, and Tenure Advisory Committee
- * Research and Development Awards Committee
- * Diversity Affairs Committee
- *Departmental Review Committee
- *Search and Screen Committee

PROCEDURE GOVERNING ABSENCES

Members of College-wide committees must be present at committee meetings in order to vote.
(approved in Faculty-wide vote, November 1, 2002).

**ADMINISTRATIVE COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATION DESCRIPTION**

- * Approved by Administrative Committee: August, 1987
- * Endorsed by Faculty Committee: October 30, 1987
- * Approved by College Faculty: February 19, 1988
 - * Revised: January, 1991
- * Revised and approved by faculty: Spring 1997

SCOPE AND FUNCTION OF ADMINISTRATIVE COMMITTEE

The overall responsibility of the Administrative Committee is to facilitate the effective administration of the College. The Committee is advisory to the Dean in matters of College administration, coordination, and communication. It promotes uniform decision-making and implementation of policy and procedure. The Committee is concerned with planning, scheduling, budgeting, faculty and staff personnel management, administration of the College and each campus, and program/personnel evaluation.

COMMITTEE MEMBERSHIP

The Administrative Committee is composed of the Dean, the three Associate Deans, the Director of the B. S. S. W. Program, the Director of the Ph D. Program, the Director of the Children's Mental Health Services Research Center, and the Director of the Office of Research and Public Service.

TERM OF OFFICE

Term of office is ongoing and is based on incumbency in the administrative positions.

SELECTION OF COMMITTEE CHAIR

The Dean serves as the Committee chair.

FREQUENCY OF MEETINGS

The Administrative Committee meets once each academic term. Additional meetings may be called if necessary.

COMMITTEE QUORUM

A quorum of the Committee is constituted by the presence of all members.

COMMITTEE REPORTS

A call for agenda items is issued by the chair to the members in advance of each regularly scheduled meeting. Faculty members may request items to be placed on the agenda through the respective committee members. The chair selects a member to take minutes of the Committee meetings. A summary of the minutes are distributed to Committee members and to faculty. The permanent files of the Administrative Committee are maintained in the Office of the Dean.

BACCALAUREATE PROGRAM COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION

- * Approved by Baccalaureate Program Committee: April 14, 1988
- * Endorsed by Faculty Committee: May 13, 1988
- * Approved by College Faculty: February 19, 1988
- * Revised and approved by Faculty: Spring 1997

SCOPE AND FUNCTION OF BACCALAUREATE PROGRAM COMMITTEE

The Baccalaureate Program Committee performs the following functions within the mission statement and objectives of the Baccalaureate Program. The committee is responsible for:

1. developing and upholding standards for admission to the program;
2. curriculum development, monitoring and evaluation;
3. establishing and implementing policies, procedures and standards for the program, including graduation requirements, progression policy, and student's academic standing.

The Baccalaureate Program Committee will have two standing sub-committees to carry out its responsibilities. These sub-committees are Admissions and BSSW Curriculum. The chair of the Baccalaureate Program Committee will appoint sub-committee chairs. The chair of each sub-committee, at least one other member of the sub-committee and one B. S. S. W. student representative must be a member of the Baccalaureate Program Committee. The Director of the program will be an ex-officio member of these sub-committees. Additional sub-committees may be established as needed.

COMMITTEE MEMBERSHIP AND TERMS OF OFFICE

The Baccalaureate Program Committee will consist of the B.S.S.W. Director, College faculty members assigned to teach B. S. S. W. program courses, graduate teaching assistants with assigned course responsibilities and two B.S.S.W. student representatives. The Dean and the Knoxville Associate Dean will be ex-officio members. The student representatives will be elected annually by the undergraduate Social Work Organization (SWO). Students will also elect alternates to serve in the absence of the representatives.

SELECTION OF COMMITTEE CHAIR

The B.S.S.W. Program Director is appointed by the Dean and will serve as chair of the Baccalaureate Program Committee. The term of office of the program chair shall be no longer than three years. The chair may be re-appointed to consecutive terms.

FREQUENCY OF MEETINGS

The Baccalaureate Program Committee will meet at least once per academic term, except during the summer. Additional meeting will be called as necessary. The meeting of sub-committees will be determined by the chair of each sub-committee.

COMMITTEE QUORUM

A quorum of the Baccalaureate Program Committee is constituted by the presence of a simple majority of members of the Committee.

COMMITTEE REPORTS

A written call for agenda items is issued by the Director to all Baccalaureate faculty in advance of each regularly scheduled meeting of the Baccalaureate Program Committee. The agenda for each meeting of the Baccalaureate Program Committee is distributed by the chair to all committee members prior to each meeting of the Committee.

The Director is responsible for ensuring that minutes are taken and distributed to all committee members and to faculty and each College campus in a reasonable amount of time. The permanent records of the Baccalaureate Program Committee are kept in the baccalaureate program files in the Office of the Dean.

FACULTY APPROVAL OF COMMITTEE ACTIONS

Actions of the Baccalaureate Program Committee which bring about substantive changes in baccalaureate program admission and curriculum policies are submitted for the approval of the faculty of the College.

**DOCTORAL PROGRAM COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION**

- * Approved by Doctoral Program Committee: October 23, 1987
- * Endorsed by Faculty Committee: October 30, 1987
- * Approved by College Faculty: February 19, 1988
- * Revised by College Faculty: May 7, 2005

SCOPE AND FUNCTION OF DOCTORAL PROGRAM COMMITTEE

The Doctoral Program Committee has responsibility for the admissions and curriculum policies of the doctoral program. Within the guidelines and requirements established by the Graduate School and the THEC-approved model for admissions and curriculum, the Doctoral Program Committee is thus responsible for:

1. developing and upholding standards for admission to the doctoral program;
2. curriculum development and evaluation;
3. establishing and implementing policies, procedures, guidelines and standards for graduation requirements, including but not limited to qualifying and comprehensive examinations, dissertation proposals, dissertations and dissertation defense.

The Doctoral Program Committee will have three standing sub-committees to carry out its responsibilities. These sub-committees are admissions, curriculum, and examinations. The Director of the Doctoral Program Committee will appoint sub-committee chairs. The chair of each sub-committee and at least one other member of the sub-committee must be a member of the Doctoral Program Committee. The chair of the program will be an ex-officio member of these sub-committees. Additional sub-committees may be established as needed.

COMMITTEE MEMBERSHIP AND TERMS OF OFFICE

Committee membership will be made up of (1) a doctoral program chair; (2) all faculty currently teaching required Ph. D. courses; (3) one elected representative each from Nashville and Memphis faculty; (4) one elected Ph.D. student; and (5) three elected members from the pool of faculty approved to direct dissertations, all of whom are voting members.

The representative from Nashville will be elected by Nashville faculty, and the representative from Memphis will be elected by Memphis faculty, each for a two-year, renewable term. The student member will be elected by Ph.D. students for a one year, renewable term. Those elected from the pool of faculty currently approved to direct dissertations will be elected by a College-wide vote of the faculty for a two-year, renewable term.

Core doctoral faculty are Knoxville faculty filling positions with 50 percent assignment or greater to the doctoral program.

Doctoral faculty are all faculty within the College approved to teach at the doctoral level.

SELECTION OF COMMITTEE DIRECTOR

The doctoral program Director, appointed by the Dean and in consultation with the Doctoral Program Committee, will serve as Director of the Doctoral Program Committee. The term of office of the doctoral program Director shall be three years. The Director may be re-appointed to consecutive terms.

FREQUENCY OF MEETINGS

The Doctoral Program Committee meets at least once per term, except during the summer. Additional meetings will be called as necessary. Frequency of sub-committee meetings will be determined by the chair of each sub-committee.

COMMITTEE QUORUM

A quorum of the Doctoral Program Committee is constituted by the presence of a simple majority of members of the Committee.

COMMITTEE REPORTS

A written call for agenda items is issued by the Director to all doctoral faculty and the student representative in advance of each regularly scheduled meeting of the Doctoral Program Committee.

The agenda for each meeting of the Doctoral Program Committee is distributed by the Director to all College faculty members and the student representative prior to each meeting of the Committee. The Director is responsible for ensuring that minutes are taken and distributed to all College faculty and the student representative in a reasonable amount of time.

The permanent records of the Doctoral Program Committee are kept in the doctoral program files in the Office of the Dean.

FACULTY APPROVAL OF COMMITTEE ACTIONS

Actions of the Doctoral Program Committee that would bring about substantive changes in doctoral program policies and procedures are submitted for the approval of the faculty of the College.

**FACULTY GOVERNANCE COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION**

- * Approved by Faculty Committee: May 15, 1987
- * Approved by College Faculty: February 19, 1988
- * Revised and approved by Faculty: Fall 1993
- * Revised and approved 12/14/2000

SCOPE AND FUNCTION OF FACULTY GOVERNANCE COMMITTEE

The faculty of the College of Social Work has determined that the Faculty Governance Committee will perform the following functions:

1. provide a forum through which the faculty role in College governance can be continuously clarified and amplified;
2. participate in the ongoing development of College-wide administrative policies and procedures that affect the performance of the faculty role;
3. routinely advise the Dean on policy and administrative matters that are of concern to the faculty.

Major decisions of the Faculty Governance Committee are subject to the approval of the faculty of the College.

COMMITTEE MEMBERSHIP

The membership of the Faculty Governance Committee consists of:

1. five tenured faculty members and two tenure-earning faculty members, elected on a College-wide ballot;
2. the Dean, ex-officio.

All members of the committee, except the Dean, are eligible to vote on committee actions and/or recommendations.

TERM OF OFFICE

Terms of office of faculty members are two years. Members are elected to serve staggered terms. Election is by a majority of faculty eligible to vote. Elections of faculty representatives occur during the spring. Representatives will assume their committee duties in the fall.

SELECTION OF COMMITTEE CHAIR

The chair is elected in the spring term from among the Faculty Governance Committee representatives. The term of office of the chair is one year. The chair assumes those duties in the fall term.

FREQUENCY OF MEETINGS

The Faculty Governance Committee meets once during each academic term. Additional meetings may be called, if necessary. Sub-committees or task groups will convene whenever needed.

COMMITTEE QUORUM

A quorum of the Faculty Governance Committee is constituted by the presence of at least five of the seven faculty representatives. A substitute, designed by faculty on an ad hoc basis, may serve in the absence of an elected representative.

COMMITTEE REPORTS

A written call for agenda items is issued by the chair to all faculty in advance of each regularly scheduled meeting of the Faculty Governance Committee. The agenda is distributed by the chair to all faculty members prior to each meeting of the Committee.

The chair is responsible for securing a record of proceedings, and for arranging the timely distribution, to all faculty, of the minutes of Committee deliberations.

The permanent files of the Faculty Governance Committee are maintained in the Office of the Dean. A separate set of records, to be passed on to the successor, is maintained by the chair.

FACULTY APPROVAL OF COMMITTEE ACTIONS

All actions of the Faculty Governance Committee effecting changes in College-wide governance policies and procedures, or conveying to the administration a sense of the preponderant faculty view on individual issues, are submitted for faculty approval by the chair directly to the entire faculty of the College. The assent of a majority of faculty eligible to vote is required for final approval of those actions. However, approval or amendment of the College Bylaws shall require the assent of two-thirds of the faculty eligible to vote.

MASTER'S STUDENT ADMISSIONS POLICY COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION

- * Approved by Admissions Policy Committee: 1996-97
- * Endorsed by Faculty Committee: February 20, 1998
- * Approved by College Faculty: April 1, 1998

SCOPE AND FUNCTION OF MASTER'S STUDENT ADMISSIONS POLICY COMMITTEE

The Master's Student Admissions Policy Committee performs the following functions within the College of Social Work formulates, reviews, and submits to faculty for approval, policy on admission of students to the master's program.

COMMITTEE MEMBERSHIP

The membership of the Master's Student Admissions Policy Committee consists of:

1. the elected faculty chair of each campus M. S. S. W. Admissions Committee;
2. the Dean of the College as ex-officio, non-voting.

TERM OF OFFICE

Faculty representatives serve one-year terms, with campuses having the option for reelection of campus admission committee chairs who serve on the Admissions Policy Committee.

SELECTION OF COMMITTEE CHAIR

The chair is elected in the spring term by the Master's Student Admissions Policy Committee from its faculty membership, and assumes those duties in the fall term.

FREQUENCY OF MEETINGS

The Committee meets once each academic term. Additional meetings may be called if necessary.

COMMITTEE QUORUM

A quorum of the Committee is constituted by the presence of all three faculty members or their designated proxy.

COMMITTEE REPORTS

The faculty is kept informed of Committee matters by timely distribution of Committee minutes.

The permanent files of the Master's Student Admissions Policy Committee are maintained in the Office of the Dean.

FACULTY APPROVAL OF COMMITTEE ACTIONS

All actions of the Master's Student Admissions Policy Committee that would effect policy changes are submitted by the chair to the faculty of the College for final approval of those actions.

The assent of a majority of faculty eligible to vote is required for final approval of those actions.

MASTER'S CURRICULUM COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION

- * Approved by Curriculum Committee: October 24, 1986
- * Endorsed by Faculty Committee: October 30, 1987
- * Approved by College Faculty: February 19, 1988
 - * Revised: 1996-97
- * Approved by CSW Faculty: April 1, 1998
 - * Revised and Approved: 12/14/2000

SCOPE AND FUNCTION OF MASTER'S CURRICULUM COMMITTEE

The faculty of the College of Social Work has delegated the Master's Curriculum Committee to perform the following functions relative to the program of study leading to the degree of Master of Science in Social Work:

1. to establish the educational policies and procedures guiding the program;
2. to set the minimum requirements for graduation;
3. to develop and evaluate the curriculum.

Major decisions of the Master's Curriculum Committee are subject to approval by the faculty.

COMMITTEE MEMBERSHIP

The membership of the Master's Curriculum Committee consists of:

1. Representatives of each area of the curriculum. These curricular areas are HBSE, Policy, Research, Practice, MCP Concentration, Clinical Concentration, Field, Ethics and Values, and JDR (social and economic justice; diversity; populations at risk),
2. one student from each campus, elected by local students,
3. the three field practice coordinators, ex-officio, non-voting*,
4. one practitioner from the community of each campus shall be selected as a voting member of the committee.
5. the Directors of the Ph.D. and B.S.S.W. programs, ex-officio, non-voting,
6. the Dean and Associate Deans, ex-officio, non-voting.

All members of the Committee, except the chairs of the Ph.D. and B.S.S.W. programs, the Dean, the Associate Deans, and the Field Coordinators, are voting members of the committee.

*Note that if a Field Coordinator is elected as a faculty member representative (as in #1 or #3 above), the status of that Field Coordinator will be that of an official voting member of the Committee.

TERM OF OFFICE

Terms of office of faculty members are for three years. Terms of student members are one year. One-third of faculty representatives are elected each year.

Election is by majority of faculty eligible to vote in each curricular area. Student representatives are elected annually. Elections of faculty representatives are conducted at the Retreat of each year. New members begin terms of office in the fall.

SELECTION OF COMMITTEE CHAIR

The Chair of the Master's Curriculum Committee is elected each spring by the committee members from among its members eligible to vote. Election is by a majority of members. The chair assumes those duties in the fall.

FREQUENCY OF MEETINGS

The Master's Curriculum Committee meets one time each academic term, except summer. Additional meetings may be called, if necessary.

COMMITTEE QUORUM

A quorum of the Master's Curriculum Committee is constituted by the presence of at least five of the nine faculty representatives.

COMMITTEE REPORTS

A written call for agenda items is issued by the chair to all faculty members and student committee representatives in advance of each regularly scheduled meeting of the Master's Curriculum Committee. The agenda for each meeting of the Committee is distributed by the chair to all faculty members and student representatives prior to each meeting of the Committee.

The chair appoints a secretary to take minutes of committee meetings. It is the responsibility of the chair and the secretary to arrange for timely distribution, to all faculty and student representatives, of the minutes of committee meetings.

RETENTION, PROMOTION AND TENURE ADVISORY COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION

- * Approved by Promotion and Tenure Advisory Committee: 1990
 - * Approved by College Faculty: January 29, 1991
 - * Revised and Approved by College Faculty: 12/14/2000
 - * Revised and Approved by College Faculty: 11/18/2005
 - * Revised and Approved by College Faculty: 04/11/2008

SCOPE AND FUNCTION OF RETENTION, PROMOTION, AND TENURE ADVISORY COMMITTEE

The Committee annually advises the Dean as recommendations are developed from the College with respect to University decisions on faculty retention, promotion and tenure. The tenured faculty of the College will meet by the last Friday in January to discuss the materials provided by faculty seeking retention, promotion, and tenure.

SELECTION OF COMMITTEE CHAIR

The tenured faculty will elect a chair each spring after the completion of the duties by the incumbent chair of RPT for that academic year. The chair will be elected from among, and by the eligible members of the RPT committee by a simple majority vote, utilizing the facilities of the Faculty Voting Area of the College. The chair will assume duties immediately after the election and will serve until the end of the RPT process the following academic year. The end of the RPT process will be determined by the date when all RPT documents are due to the Dean's Office. At about the same calendar/time, the outgoing chair will determine a specific date and conduct the election of the next chair as explained above.

COMMITTEE REPORTS

The deliberations of the Committee are confidential. An advisory opinion and vote are provided the Dean, and this material is included in the retention, promotion and tenure material that is provided to the Chancellor. All votes of the tenured faculty committee for retention, for tenure/promotion and for tenure recommendations are completed by anonymous ballot vote occurring in the RPT meeting. A "yes" vote by 2/3 of those present is required for a recommendation to retain, to tenure/promote {i.e., to the rank of Associate Professor} and to promote.

The permanent files of the Retention, Promotion and Tenure Advisory Committee are maintained in the Office of the Dean.

COMMITTEE MEMBERSHIP

The Retention, Promotion, and Tenure Advisory Committee consists of all tenured faculty. All committee members vote on recommendations for retention of tenure earning faculty. All committee members vote on recommendations for tenure and for promotion to Associate Professor. Only committee members who are Professors vote on promotions to Professor.

FREQUENCY OF MEETINGS

The Committee meets on an annual basis when there are retention, promotion and tenure considerations within the College.

COMMITTEE QUORUM

A quorum of the Committee is constituted by the presence of three-fourths of the members.

RESEARCH AND DEVELOPMENT AWARDS COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATION DESCRIPTION

- * Approved by Research and Development Awards Committee: Spring, 1987
 - * Endorsed by Faculty Committee: October 30, 1987
 - * First approved by College Faculty: February 19, 1988
- * Revisions Approved by College Faculty: January 29, 1991
- * Change approved by College Faculty: August 17, 1992

SCOPE AND FUNCTION OF RESEARCH AND DEVELOPMENT AWARDS COMMITTEE

This Committee determines the College's funding awards to individual faculty applicants for support of their research or professional development efforts. The Committee reviews, prioritizes each proposal, and makes funding awards. The Committee's actions are forwarded to the Dean for implementation.

The Committee reviews policies and procedures established for research and development awards and advises faculty on changes or revisions. The Committee develops and maintains a concise, standardized format for submission and review of proposals. This is outlined in the College of Social Work policy and procedures document entitled "Priorities and Procedures for Awarding Faculty Research and Development Grants."

The Committee works in cooperation with the Dean and Associate Deans in the research and development awards process.

COMMITTEE MEMBERSHIP

Membership of the Committee is comprised of one elected non-administrative faculty member from each campus.

TERM OF OFFICE

Members serve for staggered three year terms, commencing in the fall term. Members may serve consecutive terms.

SELECTION OF COMMITTEE CHAIR

The committee chair is appointed by the Dean from among the elected members.

FREQUENCY OF MEETINGS

The Committee meets when necessary, depending on the number of applications received, the review process, and the timing when awards are to be announced.

COMMITTEE QUORUM

A quorum of the Committee is constituted by the presence of all members. A substitute, selected by faculty at each campus, may serve in the absence of a member. Decisions are by majority vote.

COMMITTEE REPORTS

A written report, which includes the rationale for individual awards and funding levels, is provided the Dean. The Dean notifies faculty of the results and later provides a report on the use of the funds and outcomes achieved.

The permanent files of the Committee are maintained in the Office of the Dean.

**DIVERSITY AFFAIRS COMMITTEE
COLLEGE OF SOCIAL WORK, UT
ORGANIZATIONAL DESCRIPTION**

- * Approved by the Minority Affairs Committee:
- * Endorsed by the Faculty Governance Committee:
- * Approved by the College Faculty: 12/14/2000
- * Approved by the College Faculty: 11/18/2005

SCOPE AND FUNCTION OF THE DIVERSITY AFFAIRS COMMITTEE

The committee serves in an advisory capacity to the College administration, faculty and students with the purpose of supporting the College's commitment to diversity (i.e., race, ethnicity, national origin, class, gender, family structure, sexual orientation, age, marital status, political or religious beliefs, and mental or physical disability) and an inclusive, social and economically just society. Committee serves as a resource and in a consulting role in matters related to:

1. enrichment of the BSSW, MSSW and PhD curricula;
2. special projects and initiatives across the programs and the three campuses of the College;
3. recruitment and retention of diverse students;
4. recruitment and retention of diverse faculty;
5. implementation of the UT Diversity Plan.

COMMITTEE MEMEBERSHIP AND TERMS OF OFFICE

The committee includes faculty members and students representing all three College campuses and each College program. Specifically, the committee is comprised of:

1. One faculty representative from each campus of the MSSW program, one faculty representative from the BSSW program, and one faculty representative from the doctoral program. All faculty representatives are to be elected by their constituencies.
2. Two student representatives from each campus of the MSSW program, one student representative from the BSSW program, and one student representative from the doctoral program. All student representatives are to be elected by their relevant student government associations.

Each faculty representative serves a two-year term, each student representative serves a one-year term, and all representatives are eligible for re-election by their constituencies.

SELECTION OF COMMITTEE CHAIR

The chair is elected in the spring term from among the elected Diversity Affairs Committee members. The term of office of the chair is one year. The chair assumes those duties in the fall term.

FREQUENCY OF MEETINGS

The Diversity Affairs Committee meets once during each academic term. Additional meetings may be called if necessary. Sub-committees or task groups will convene as needed.

COMMITTEE QUORUM

A quorum of the Diversity Affairs Committee is constituted by the presence of at least two-thirds of the elected representatives.

COMMITTEE REPORTS

A written call for agenda items is issued by the chair to all faculty in advance of each regularly scheduled meeting of the Diversity Affairs Committee. The agenda is distributed by the chair to all members prior to each meeting of the Committee.

The chair is responsible for securing a record of proceedings and forwarding this record to the person responsible for posting it on the College website.

ORGANIZATION OF THE COLLEGE OF SOCIAL WORK: FUNCTIONS AND RESPONSIBILITIES

I. Functions and Responsibilities of the Dean (Governing Regulations)

1. Act as the executive officer of the College
2. See that the policies and regulations of the Board of Trustees, the administrative regulations, the Rules of the University Faculty Senate, and the rules and policies of the College faculty are enforced.
3. Review performance evaluations of the full-time and adjunct faculty members in keeping with procedures and criteria established by the University and the faculty of the College.
4. Make recommendations in consultation with the faculty on the appointment of new members of the College, promotions, re-appointments, terminal appointments, post-retirement appointments, and the granting of tenure in keeping with the procedures and criteria established by the University and the College faculty. The right to make recommendations on emergency appointments may be assumed by the Dean, with these appointments to be reviewed by the faculty during the second semester of the first year.
5. Make recommendation on salaries and salary changes.
6. Submit budget requests, administer the budget when approved.
7. Seek the advice of members of the College, individually or as a group, in connection with the major administrative functions of the Dean.
8. Act as a spokesperson of the College. Provide representation and visibility in the community. Provide leadership in identification and hosting of relevant community leaders and activities on campus.
9. Discharge further administrative responsibilities delegates to him/her by the Provost to whom he/she reports.
10. Convene and maintain Board of Visitors.
11. Manage and monitor the College scholarship and financial aid program.
12. Promote and manage the College of Social Work award recommendations for recognition of outstanding faculty, students, adjuncts and community leaders.
13. Appoint and review on an annual basis all administrative offices of the College.

II. Functions and Responsibilities of Other Administrative Offices of the School

The Lead Associate Dean

Reports to and is appointed by the Provost upon the recommendation of the Dean of the College of Social Work in consultation with the faculty.

1. Chair Associate Dean's meetings
 - a. Plan agenda
 - b. Monitor follow-up on action issues
 - c. Coordinate administrative activities between campuses
 - d. Scheduling and use of adjuncts
 - e. Summer School scheduling and budget
 - f. Updating of MSSW Program materials
 - g. Assemble yearly report
 - h. Establish and monitor admission goals

- i. Promote administrative comparability across campuses
2. Serve on College Committees
 - a. Curriculum
 - b. Administrative
 - c. Marketing
 - d. Field Coordinators
 - e. Admission Policy
3. Represent the MSSW Program at The University of Tennessee
4. Serve on Graduate Dean's Committee
5. Assist in planning and provide leadership at College Retreat.
6. Meet with all candidates for faculty positions - Discuss the structure and function of the MSSW Program.
7. Coordinate with College Registrar regarding cross-College uniformity.

The Associate Dean for the Knoxville Campus

Reports to and is appointed by the Provost upon the recommendation of the Dean of the College of Social Work in consultation with the faculty.

Responsibilities include:

1. Faculty development
 - a. Provide annual performance evaluations
 - b. Plan and lead monthly faculty meetings
 - c. Evaluate faculty performance for tenure and promotion decision
 - d. Assign faculty work loads and tasks
 - e. Support individual faculty development efforts
2. Planning, execution, and review of curriculum
 - a. Prepare course schedule plan on a yearly basis
 - b. Coordinate with the Office of the University Registrar.
3. Supervision and consultation on field issues
 - a. Supervise field coordinator
 - b. Consult on issues concerning problems with students, faculty, or field instructors.
 - c. Assist in development of new field placements
4. Support of faculty teaching and research
5. Support of faculty public service activities
6. Coordination of student services
7. Plan and conduct Student Orientation.
8. Meet with student representatives and deal with student issues
9. Coordination of campus MSSW student recruitment
10. Chair campus student recruitment committee
11. Make recruitment visits to selected colleges and universities
12. Chair campus Community Advisory Committee
13. Oversight for campus special events: hooding, student receptions, field instructor luncheon, etc.
14. Represent the campus to the public, other faculty and administration, alumni, and professional organization

15. Supervise management of Henson Hall's physical needs and equipment
16. Chair CSW committee on School Social Work certification
17. Manage campus budget.
18. Coordinate with the BSSW Director the workloads of faculty teaching in both programs.
19. Coordinate with the BSSW Director the evaluation of faculty teaching in both programs as well as the field coordinator.

The Associate Dean for the Memphis Campus

Reports to and is appointed by the Provost upon the recommendation of the Dean of the College of Social Work in consultation with the faculty.

Responsibilities include:

1. Faculty development
 - a. Provide annual performance evaluations
 - b. Plan and lead monthly faculty meetings
 - c. Evaluate faculty performance for tenure and promotion decision
 - d. Assign faculty workloads and tasks
 - e. Support individual faculty development efforts
 - f. Recruit, interview, and supervise adjunct faculty
2. Planning, execution, and review of curriculum
 - a. Prepare course schedule plan on a yearly basis
3. Supervision and consultation on field issues
 - a. Supervise field coordinator
 - b. Consult on issues concerning problems with students, faculty, or field instructors.
 - c. Assist in development of new field placements
4. Supervision of Campus staff
5. Support of faculty teaching and research
6. Support of faculty public service activities
7. Coordination of student services
8. Plan and conduct student orientation.
9. Meet with student representatives and deal with student issues
10. Coordination of campus MSSW student recruitment
11. Chair campus student recruitment committee
12. Make recruitment visits to selected colleges and universities
13. Chair campus Community Advisory Committee
14. Oversight for campus special events: hooding, student receptions, field instructor luncheon, etc.
15. Represent the campus to the public, other faculty and administration, alumni, and professional organization
16. Represent the campus to the Vice President of Health Sciences and Deans of UT Memphis. Participate in UT Memphis Administrative Council.
17. Supervise management of the campus's physical needs and equipment
18. Manage campus budget.

The Associate Dean for the Nashville Campus

Reports to and is appointed by the Provost upon the recommendation Dean of the College of Social Work in consultation with the faculty.

Primary Functions are to administer:

1. the campus academic program in relation to the comprehensive academic program of the College and the University, and
2. the infrastructure necessary to support of the academic program.

The Essential Duties and Responsibilities are to:

1. Oversee all faculty development
 - a. Encourage and support faculty teaching, research activities, & public service activities
 - b. Assign faculty mentors
 - c. Provide annual performance evaluations
 - d. Evaluate faculty performance for promotion and tenure decisions
 - e. Assign faculty workloads and tasks
 - f. Make recommendations concerning faculty appointments, retention, promotion, tenure, salary adjustments, and development activities
2. Plan, execute, and review College MSSW curriculum
 - a. Schedule courses for the academic year & the summer session
 - b. Oversee all teaching activity at the campus
 - c. Ensure the implementation of all MSSW curriculum policy(ies)
3. Hire, orient, and mentor all campus adjunct instructors
4. Participate in the recruitment of campus and College faculty
5. Ensure the implementation of all College and Graduate School policies and procedures
6. Provide supervision and consultation on field activity
 - a. Supervise and evaluate field coordinator
 - b. Consult on issues concerning problem with student, faculty, and field instructors
 - c. Assist in the development of new field placements and student stipends
7. Manage campus budget
8. Teach at least one course per academic year and provide field consultation to agency field instructors.
9. Coordinate student activities
 - a. Plan student orientation activities
 - b. Meet with student representatives on a regular basis
10. Coordinate campus MSSW student recruitment
11. Make recruitment visits to selected colleges and universities
12. Maintain close ties with directors of all BSW directors in Middle TN
13. Chair campus Faculty Governance Committee>>> & Community Advisory Committee
14. Serve as member in a variety of Campus and College Committees.
15. Oversee all campus special events such as hooding, student receptions, field instructor luncheons, etc.
16. Represent the campus to the public, other faculty & administration, alumni, and professional organizations
17. Responsibilities Specific to the Nashville Campus are to:
 - a. Manage the College's rental space in the <<1720 West End Building>>

- b. Oversee all physical needs and equipment
- c. Monitor all UT designated parking activity
- d. Building representative for UT
18. Manage campus clerical and support staff
 - a. Supervise and evaluate office supervisor
 - b. Meet regularly with clerical staff
 - c. Hire all clerical staff
19. Coordinate all campus activity with other units of the College and University
20. Provide oversight for campus library operation and collection.

The BSSW Program Director

The BSSW program director reports to and is appointed by the Dean of the College of Social Work in consultation with the faculty. The director coordinates and administers the undergraduate program. This position involves the following roles and responsibilities:

1. making recommendations to the Dean on instructional and advising assignments
2. developing and proposing a budget for annual operating expenses and adjunct faculty
3. managing the undergraduate program budget
4. coordinating classes and faculty assignments with the Associate Dean on the Knoxville campus
5. facilitating program faculty's teaching, advising, research, and service
6. providing an ongoing, adequate information system to all constituencies associated with the program
7. serving as a standing member of the College's Administrative Committee
8. serving as an ex-officio member of the MSSW Curriculum Committee
9. serving on all university undergraduate committees requiring College participation (i.e., Advising Committee, Orientation Committee, Undergraduate Council)
10. coordinating program involvement in university admissions and orientation activities
11. reviewing and revising articulation agreements with the state's community colleges
12. working with other undergraduate programs on campus
13. monitoring the compliance with adopted faculty policies relevant to the undergraduate program and reporting periodically to the Dean
14. organizing and conducting BSSW Program Committee meetings
15. recruiting and retaining students
16. reviewing and acting upon all applications for admission into the undergraduate program, including new students, readmitted students, transfer students from community colleges and four-year institutions, and students from within the university who are changing majors
17. implementing adopted College policies on curriculum including proper sequencing of courses, course reviews, grading, field practice, advising, and progression requirements
18. collaborating with the field coordinator regarding the implementation and enhancement of the program's field practice component
19. monitoring student progress in the program
20. reviewing student applications for initial (entry into the junior year) and full (entry into the senior year) progression
21. coordinating the mandatory advising system

22. reviewing students' requests for course substitutions and transfer of credits, and ensuring such actions are in compliance with the established curriculum and faculty policies as well as in compliance with university policies
23. encouraging and facilitating faculty involvement with students in research activity
24. assigning and monitoring faculty advising of students
25. advising a proportion of students in the program as well as advising students with special problems or when their faculty advisors are not available (i. e. , during the summer)
26. reviewing all undergraduate applications for graduation
27. facilitating student voice in academic and student affairs and program evaluation
28. facilitating and recognizing student leadership
29. implementing the program's outcomes measures and analyzing the results
30. reporting the program's outcomes results to the Dean and appropriate university offices
31. coordinating re-accreditation and academic program review
32. representing the program at university and College programs and events
33. working with undergraduate program directors and professional associations to enhance BSW education and identity
34. teaching, conducting research, and providing service as time permits
35. performing other functions as may appropriately be delegated or assigned by the Dean
36. developing and distributing an annual program report
37. supervising and evaluating, along with the Associate Dean on the Knoxville campus, the field coordination on the Knoxville campus.

Ph.D. Program Director

1. Reports to and is appointed by the Dean of the College of Social Work in consultation with the doctoral faculty.
2. Assume primary administrative responsibility for the Ph. D. program.
3. Chair the Ph.D. Program Committee
4. Provide leadership in the development and ongoing assessment of doctoral curriculum.
5. Respond to prospective student inquiries and maintain an active recruitment process through campus visits, recruitment booths at conferences and print and electronic advertising.
6. Coordinate the admissions process.
7. Maintain student files and monitor student progress
8. Identify and promote student membership relations.
9. Appoint student advisors; identify and promote student mentorship relations
10. Coordinate student research internships.
11. Coordinate formation of qualifying examination and dissertation committees
12. Serve as liaison with the University Graduate School to ensure program policies and procedures are in compliance with university requirements.
13. Promote student involvement in outside scholarship activities.
14. Apprise students of opportunities for outside funding, calls for papers, etc and actively encourage students to seek external funding and scholarly collaborations.
15. Promote job placement contacts and opportunities.
16. Manage the budget of the doctoral program as allocated by the Dean including graduate assistantship, financial aid, and scholarships.

17. Manage student problems associated with their roles and program's expectations and requirements.
18. Seek to promote internal and external funding to support students.
19. Perform other functions as may appropriately be delegated or assigned by the Dean.

Director, Children's Mental Health Services Research Center

Reports to and is appointed by the Dean of the College of Social Work in consultation with the faculty.

Center Director

The Center Director is responsible for the overall administration and direction of the Center, which includes the responsibility for making Center personnel and budget decisions. The Director provides leadership and develops strategies for fulfilling the Center's research mission, forming the Center's research agenda, and acquiring external research funding. The Director is administratively responsible to the Dean of the College of Social Work.

Associate Director

The Associate Director reports directly to the Center Director and is responsible for the day-to-day management of the Center and supporting the development and implementation of research proposals. This includes supervising Center staff, coordinating components of funded research proposals, maintaining working relationships with the University of Tennessee Office of Research, and collaboration with state and local children's service agencies.

Assistant Director for Grants Management

The Assistant Director for Grants Management reports directly to the Associate Director and is responsible for the fiscal management of grants and Center budgets. This includes working with principal investigators to develop budgets for research proposals, monitoring grant expenditures and compliance with federal and state regulations, and preparing reports for federal granting agencies and University financial officers.

Assistant Director for Information Systems

The Assistant Director for Information Systems reports directly to the Associate Director and is responsible for the design, development and maintenance of the Center's computing infrastructure, information system, and large research data sets. Responsibilities also include working with principal investigators in the development and implementation of research proposals and working with Center staff in the design of software that supports the Center's research mission.

Administrative Services Assistant

The Administrative Services Assistant reports to the Director and provides administrative support services for the Center staff and funded research projects. Responsibilities include planning, scheduling, and coordinating meetings, workshops, and travel, designing and producing graphic and narrative materials for presentations and reports, the preparation and submission of research proposals, ensuring compliance with personnel policies and procedures, and supervising clerical staff.

Director, Social Work Office for Research and Public Service

Reports to and is appointed by the Dean of the College of Social Work in consultation with the faculty.

To contribute significantly to the College's pursuit of excellence in social work education and practice through the conceptualization, implementation and evaluation of innovative, knowledge-based human resource development programs. This objective is addressed through serving as a member of the Colleges teaching faculty and as Chief operating officer of the Colleges organizational unit which is charged with the responsibility for assessing regional social work needs and developing programs to help meet these needs. In carrying out the Colleges public service and research missions the Director reports directly to the Dean of the College.

The Director is responsible for establishing and maintaining partnerships with University, State and local agency administrators in support of these ongoing efforts.

Responsible for administering the policies of the University and for determining organizational goals, policies and courses of action in a changing political environment.

Responsible for planning all expenditures and allocating campus resources among budgets, for recruiting, hiring and promoting staff, and ensuring compliance with all contractual obligations.

Functions:

1. Planning: Determining courses of action, grant and contract development, strategy setting, scheduling work with program managers. - 25% time
2. Information processing: Communication of information through meetings, through writing, telephone and internet. - 25% of time
3. Coordination: Exchanging information with contractors for services, and potential resource providers. - 05% time
4. Supervising: Working with program and operations managers to operationalize action plans. - 15% time
5. Budgeting: Reviewing program budget plans and expenditures and allocating program budgets to meet organizational requirements. - 15% time
6. Evaluation: Assessing progress and overall performance of organization units. - 05% time
7. Academic involvement: provide resource services for faculty and students, serve on College committees and participate in College administrative meetings. 10% time

SWORPS Organizational Chart

[Image]

The following items/section of the Governance Document is/are currently under review by the Faculty Governance Committee.

1. Develop and maintain academic or scholastic requirements and standards of the College which may exceed but not be lower than those established for the University as a whole.
2. Establish procedures to be used within the College in making recommendations on the appointment of new members of the College, promotions, reappointment, terminal appointments, post-retirement appointments, the granting of tenure, and the procedures to be used at the College level in its performance evaluation of the College faculty, and other matters of collegial governance.
3. Minutes of all faculty meetings and committees shall be forwarded to the College's Director of Information Technology who will then post and archive those on the College's secure, intranet website.
4. In case of vote by ballot, the faculty shall use the CSW Web System (<http://online.utk.edu/Courses/SW800>). Faculty shall be notified of the ballot via an email message. This electronic announcement of the vote shall provide the faculty member with the web address of the CSW Web System, a user name and password when necessary, and date and time when the ballot vote on the issue(s) closes. The administrator of the CSW Web System will publish the results of the ballot via email within 48 hours of the close of the ballot. The administrator is obligated to maintain the confidentiality of the ballots cast.
5. Ad Hoc Committees: Appointment, Membership, Charge Ad hoc committees shall be set up to handle matters of current importance as they arise. The charge, appointment, and membership shall be developed by the Dean.
6. Search and Screen Committee
7. Other Committees
 - a. Continuing Education Advisory Committee
 - b. Community Advisory Committee - Knoxville, Memphis, Nashville Campuses
 - c. College of Social Work Board of Visitors
 - d. Alumni Group