

## **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; revised 05-08-09; revised 9-14-09; revised 8-13-2010; March 30, 2012; revised August 14, 2014, August 13, 2015)

### **Bylaws of the Faculty of the College Committee Organization Policy and Procedures**

Approved by the faculty of the College of Social Work on March 30, 2012

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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.

## **THE COLLEGE OF SOCIAL WORK**

### **DESCRIPTION, HISTORY, VISION, AND MISSION**

The College of Social Work offers undergraduate and graduate studies leading to the BSSW, MSSW, DSW, and PhD 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 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 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 BSSW-, the MSSW-, DSW-, and the PhD- programs on the Knoxville 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 two 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 both 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. PhD classes are offered on the Knoxville campus. Ph. students may then pursue their dissertation studies in Knoxville or Nashville, working with faculty qualified to direct dissertations. The Doctor of Social Work (DSW) is offered as a hybrid distance education program. 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. Faculty and students provide additional services to agencies and organizations across the state.

### **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
  - \* Revised 05/09/2009, effective Fall Semester 2009
  - \* Revised 9/14/2009, effective Fall Semester 2009
  - \* Revised 8/13/2010, effective Fall Semester 2010
  - \* Revised 3/30/2012, effective Fall semester, 2012
  - \* Revised 12/14/2014, effective Fall semester 2014
    - \* Revised 8/14/2014, effective Fall 2014
    - \* Revised 8/13/2015, effective Fall 2015

**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 two separate geographic campuses within the state (Knoxville and Nashville) and via distance education. 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 one of the few master's programs and the only doctoral programs 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 e.g., visiting, temporary, part-time, emeritus, and or lecturer who have appointments. 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 individuals holding a faculty line who do not have a dual role (e.g., are current students in the College), who are employed fifty percent or more time and who are actively involved in the College's mission to teach, research and/or perform public service shall be considered faculty eligible to vote on all issues. 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 Blackboard site for College-wide ballots. College-wide voting may also occur via paper ballots in College-wide meetings. Faculty shall be notified of the upcoming ballot via an email message 14 days prior to the initiation of voting. This first electronic announcement of the vote shall provide faculty members with comprehensive information about the ballot, including the issues to be voted on and the opening and closing dates for voting. Within 24 hours prior to the start of voting, a second email announcement will be sent to all faculty who are eligible to vote that provides the web address of the CSW Blackboard site, a user name and password when necessary, and date and time when the vote on the issue(s) closes. The ballot must remain open for at least 7 full calendar days. During this open voting period, at least one email announcement will be sent to faculty members reminding them about the open ballot. The administrator of the CSW Blackboard site 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 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 associate dean shall be responsible for securing a record of minutes of meetings and shall have copies distributed to each faculty member. The dean will retain a permanent file of the minutes of college wide faculty meetings. The associate dean 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 BSSW program, the MSSW program, DSW program, or the PhD program require the affirmative vote of a majority of the faculty who choose to vote within the College.

2. The advice of the faculty shall be routinely sought by the dean, associate dean, program 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 who choose to vote.

4. All other decisions submitted for college wide approval shall require an affirmative vote by a majority of the faculty who choose to vote. To be valid, college wide votes that utilize the CSW Web System must follow the guidelines stipulated in Article II, Section B above. College wide votes using paper ballots at college wide meetings are valid if the rules for a quorum are met.
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 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 who choose 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 Provost. The appointment of the dean is reviewed at the discretion of the 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 Dean**

The associate dean is assigned the duty of directly administering the BSSW, MSSW, Online, DSW, and PhD Programs respectively on the Knoxville and Nashville campuses. The associate dean is appointed by the Provost and report directly to the dean of the college. The appointment of associate dean is reviewed at the discretion of the Executive Vice President for Academic Affairs and Provost, in consultation with the dean and faculty of the relevant campus of the college.

The scope of responsibilities of the associate dean 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 BSSW program committee. The director reports to the associate dean. The director carries both administrative and teaching responsibilities. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

##### **B. Director of the MSSW Program**

The director(s) of MSSW programs are appointed by the dean in consultation with the MSSW program committee. The directors report to the associate dean and carries both administrative and teaching responsibilities. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

##### **C. Director of the DSW Program**

The director of the DSW program is appointed by the dean in consultation with the DSW program committee. The director reports directly to the associate dean and carries both administrative and teaching responsibilities. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

##### **D. Director of the PhD Program**

The director of the PhD Program is appointed by the dean in consultation with the PhD program committee. The director reports directly to the associate dean and carries both administrative and teaching responsibilities. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

##### **E. Director of the 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.

##### **F. Director of the 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 dean, and

college faculty. Further detail is found below in the Functions and Responsibilities Section of this Governance Document.

### **G. Coordinator/Recruiter Student Liaison**

The coordinator/recruiter student liaison will act as a liaison with current students. Represents the University at scheduled college fair events, high schools, community colleges and colleges and universities to promote enrollment and give guidance. Attend college orientations and assist as needed.

Counsels, recruit, and advise students and parents regarding application procedures, student employment, and financial aid. Assists in planning and conducting admission-related promotional activities and other student activities. Analyzes complex individual financial and other student issues and recommends options in each situation. Assists in the development, interpretation, implementation, and administration of Federal, State, and University financial aid programs. Recommends actions related to student recruitment and student affairs to the dean in consultation with the associate dean and directors.

### **H. Director of Field and International Education**

The director reports to the associate dean and is a member of the Administrative committee. The director is responsible for identifying and establishing affiliations with appropriate field agency settings with agency-based field instructors including field placement sites outside of the U.S. The director supervises and evaluates the BSSW, MSSW Nashville, MSSW Knoxville and online MSSW field placement coordinators. The director oversees the college-wide field placement database, ensures that all accreditation standards are met in all programs, and ensures consistency and conformity across programs while recognizing and supporting programmatic differences. The director is responsible for ensuring that new and innovative field placements are generated by the field coordinators, that field placement sites and field instructors at those sites meet accreditation standards and that field coordinators receive the training and supervision necessary to carry out their responsibilities. In addition, the director will maintain and develop new field placement sites outside of the U.S. for those students wishing to intern in another country and facilitate international exchange programs outside of the U.S. for social work students.

## **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 dean 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 associate dean, the BSSW program director, the MSSW program director(s), the DSW program director, the PhD program director, the director of the Children's Mental Health Services Research Center director, the director of the Office of Research and Public Service and the director of Field and International Education. 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, and administration of the college and each campus, and program/personnel evaluation.
2. The **Faculty Governance Committee** is comprised of five faculty members, with a maximum of one, tenure earning and one, non-tenure earning faculty members. The dean is ex-officio and non-voting member. Colleagues elect the members during the college wide meeting of the spring semester. The chairperson (chair elect) is a tenured faculty member elected by committee members at the last committee meeting during the spring semester. The chairperson will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as the chairperson. 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 **BSSW Program Committee** is comprised of all faculty members currently teaching in the BSSW program. Two BSSW students appointed by BSWO leadership and one BSSW community member selected by the chairperson are ex-officio and non-voting. The BSSW director, who is appointed by the dean in consultation with BSSW faculty, is the chairperson. The committee is responsible to faculty for developing and upholding standards for admission to the program, for developing, monitoring, and evaluating the BSSW curriculum,

and for establishing and implementing policies, procedures, and standards for the program.

4. The **MSSW Program Committee** is comprised of all faculty members currently teaching in the MSSW program. Two students and one MSSW community members selected by the chairperson are ex-officio and non-voting members. The MSSW program directors, appointed by the dean, are the chairperson(s). The MSSW program has four subcommittees: Curriculum, Admissions, Admissions Policy, and the Comprehensive examination. The committee is responsible to the faculty for developing and upholding standards for admission to the program(s), for developing, monitoring and evaluation MSSW curriculum, and for establishing and implementing policies, procedures, and standards for the program.
5. **The DSW Program Committee** is convened by the DSW director, who is appointed by the dean in consultation with the DSW program committee. The committee is responsible to the faculty for developing and upholding standards for admission of students to the DSW program, for developing and evaluating the DSW curriculum, and for establishing and implementing policies, procedures, guidelines and standards for graduation.
6. **The PhD Program Committee** is convened by the PhD director, who is appointed by the dean in consultation with the PhD program committee. The committee is responsible to the faculty for developing and upholding standards for admission of students to the PhD program, for developing and evaluating the PhD curriculum, and for establishing and implementing policies, procedures, guidelines and standards for graduation.
7. **The Retention, Promotion and Tenure (RPT) Committee** is comprised of all tenured faculty members of the College. The chairperson (chair elect) is elected from the pool of full-professors by all the members of the committee. The chairperson will serve a one-year term as vice-chair and chair-elect; followed by a one-year term as chairperson. 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 each campus. Specifics regarding retention review, tenure criteria, the tenure and promotion dossier, including in promotion/tenure dossiers the external letters of assessment, statements from the program director 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.
8. The **Committee for Diversity and Inclusion** consists of four faculty members representing each of the College programs and four students representing each College program. The chair is elected from among the committee for Diversity

- and Inclusion members. The chairperson will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. 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, DSW, and PhD curricula;
  - b. Special projects and initiatives across the programs and the two 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.
9. The **Search and Screen Committee**. Nominations and voting for the Search Committee will occur each year at the spring college-wide faculty meeting. The Search committee is comprised of five faculty members, with a maximum of one tenure earning and one non-tenure earning faculty members, selected by the dean from a slate of seven faculty members who received the most votes in a faculty election for the Search committee, to insure at least one representative from each campus is on the committee and for minority representation. The composition of the Search and Screen 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. The dean is ex-officio and non-voting member. The chairperson is a tenured faculty member and chosen by the dean at the last committee meeting during the spring semester.
10. The **Departmental Review Committee (DRC)** will be composed of five-tenure-track and/or non-tenure track faculty members with a doctoral degree from the College of Social Work, with a minimum of one member representing each campus on the college-wide DRC for a term lasting two years, and the faculty member(s) who is appointed by UT IRB as the College's representative, who also is appointed for the duration of their term on the UT IRB. Committee members are selected at the spring college-wide faculty meeting. The chairperson (chair elect) is a tenured faculty member elected by committee members at the last committee meeting during the spring semester. The chairperson will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. Committee members will review 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. Each research project will be reviewed by a minimum of two committee members. 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

**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 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 business manager. 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 and in Student Code of Conduct and the student handbook for the respective program, 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 affirmative vote of the faculty who choose 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
  - \* Revised 05/08/2009
  - \* Revised 9/14/2009
  - \* Revised 3/30/2012

- \* Administrative Committee
- \* BSSW Program Committee
- \* MSSW Program Committee
- \* DSW Program Committee
- \* PhD Program Committee
- \* Faculty Governance Committee
- \* Retention, Promotion, and Tenure Committee
- \* Departmental Review Committee
- \* Committee for Diversity and Inclusion
- \* 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
  - \* Revised by the faculty, 3/30/2012
- \* Revised 8/14/2014, effective Fall 2014
- \* Revised 8/13/2015, effective Fall 2015

**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, and administration of the College and each campus, and program/personnel evaluation.

**COMMITTEE MEMBERSHIP**

The Administrative Committee is composed of the dean, the associate dean, the directors of the BSSW-, MSSW-, DSW-, PhD- programs, Field and International Education, Children's Mental Health Services Research Center, and 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, except during the summer. Additional meetings may be called if necessary.

**COMMITTEE QUORUM**

A quorum of the committee is constituted by the presence of a simple majority of the members of the committee.

**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. A staff member takes the minutes

of the committee meetings. A summary of the minutes is distributed to committee members and to faculty. The permanent files of the Administrative committee are maintained in the office of the dean.

**BSSW 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
- \* Revised by the faculty, Spring 2012

**SCOPE AND FUNCTION OF BSSW PROGRAM COMMITTEE**

The BSSW program committee performs the following functions within the mission statement and objectives of the BSSW 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 BSSW program committee will have two standing sub-committees to carry out its responsibilities. These sub-committees are Admissions and Curriculum. The chair of the BSSW program committee will appoint sub-committee chairs. The chair of each sub-committee, at least one other member of the sub-committee and one BSSW student representative must be a member of the BSSW 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 BSSW program committee will consist of the BSSW program director, College faculty members currently teaching required courses in the program, one faculty member not assigned to the BSSW program, one representative from the community, and two BSSW student representatives. The dean and the associate dean will be ex-officio members. The student representatives will be elected annually by the undergraduate Social Work Organization (BSSWO). Students will also elect alternates to serve in the absence of the representatives.

**SELECTION OF COMMITTEE DIRECTOR**

The BSSW program director is appointed by the dean and will serve as chair of the BSSW program committee. Term of office is ongoing and is based on incumbency in the administrative positions.

**FREQUENCY OF MEETINGS**

The BSSW 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 BSSW program committee is constituted by the presence of a simple majority of members of the committee.

### **COMMITTEE REPORTS**

The director issues a written call for agenda items to all BSSW faculty in advance of each regularly scheduled meeting of the BSSW program committee. The agenda for each meeting of the BSSW 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 BSSW program committee are kept in the BSSW program files in the office of the dean.

### **FACULTY APPROVAL OF COMMITTEE ACTIONS**

Actions of the BSSW 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.

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

Approved by faculty, 8/14/2014, effective Fall 2014

\*Revised 8/13/2015, effective Fall 2015

**SCOPE AND FUNCTION OF MSSW PROGRAM COMMITTEE**

The MSSW program committee has responsibility for the admissions and curriculum policies of the MSSW program. Within the guidelines and requirements established by the Graduate School and the CSWE, the MSSW program committee is thus responsible for:

1. Developing and upholding standards for admission to the MSSW program;
2. Curriculum development and evaluation;
3. Establishing and implementing policies, procedures, guidelines and standards for graduation requirements, including but not limited to comprehensive examinations

The MSSW program committee will have three standing subcommittees to carry out its responsibilities. These sub-committees are admissions, curriculum, and admissions policy. The directors of the MSSW 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 MSSW program committee. The MSSW program directors and associate dean will be ex-officio members of these sub-committees. Additional subcommittees may be established as needed.

**Composition and Responsibilities of subcommittees:**

- a. Admissions Policy subcommittee is comprised of the MSSW Admissions chairpersons from each campus and one field coordinator. The MSSW program directors and associate dean are ex-officio and non-voting members. The committee reviews, formulates, and recommends to MSSW faculty policies governing admission of students to the MSSW program. The committee meets, at least, once per semester.
- b. Admissions subcommittees: There will be one admissions sub-committee for each program, Knoxville, Nashville and Online. The Admissions subcommittee is comprised of the chairperson, field coordinator and one faculty member. At least one member must be tenure earning. The MSSW program directors are ex-officio, non-voting members. The chairperson is appointed by the program director(s) and will serve a two-year term. All members of the subcommittee will serve a two-year term, with the exception of the field coordinator, who is a permanent member. The admissions subcommittee will meet at least once a month in the spring. Additional meetings may be scheduled as needed.
- c. Curriculum subcommittee is comprised of five faculty members with at least one-tenure track and one non-tenure track faculty members and a field coordinator. The associate dean and the MSSW program directors are ex-

officio, non-voting members. The chairperson is a tenured or non-tenured faculty member who holds the rank of associate or full professor. The chairperson serves a two-year term; when absent, the chair elect functions as the chairperson. Additionally, one master's level social worker from the community selected by the chairperson shall serve as an advisor to the committee, and one MSSW student currently enrolled in the CSW shall serve as an ex-officio, non-voting member. The committee concerns itself primarily with the MSSW 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 MSSW curriculum within the guidelines and requirements established by the Graduate School. The terms are staggered so that two new people are elected to the committee each year. All minutes are to be posted on the CSW Sharepoint site.

### **COMMITTEE MEMBERSHIP AND TERMS OF OFFICE**

Committee membership will be made up of (1) the MSSW program directors; (2) all faculty currently teaching required courses in the program; and, (3) one master's level social work community practitioner appointed by the director. The associate dean and dean will serve as ex-officio members. MSSW program director(s) will appoint the student member for a one-year, renewable term.

### **SELECTION OF COMMITTEE DIRECTOR**

The MSSW program director(s) are appointed by the dean in consultation with the MSSW program committee, they serve as co-chairs of the MSSW program committee. Term of office is ongoing and is based on incumbency in the administrative positions.

### **FREQUENCY OF MEETINGS**

The MSSW program committee meets at least once per academic term, except during the summer. Additional meetings will be called as necessary. The chair of the Admissions and Admissions Policy sub-committees will determine frequency of sub-committee meetings. The Admissions sub-committee will meet monthly.

### **COMMITTEE QUORUM**

A quorum of the MSSW program committee is constituted by the presence of a simple majority of members of the committee.

### **COMMITTEE REPORTS**

The director issues a written call for agenda items to all MSSW faculty and the student representative in advance of each regularly scheduled meeting of the MSSW program committee.

The agenda for each meeting of the MSSW program committee is distributed by the director to all faculty currently teaching in the program and the student representative prior to each meeting of the committee. A staff member 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 MSSW program committee are kept in the MSSW program files in the office of the dean.

**FACULTY APPROVAL OF COMMITTEE ACTIONS**

Actions of the MSSW program committee that would bring about substantive changes in MSSW program policies and procedures are submitted for the approval of the faculty of the College.

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

\* Approved by DSW Program Committee

\*Approved by the faculty, 3/30/2012

**SCOPE AND FUNCTION OF DSW PROGRAM COMMITTEE**

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

1. Developing and upholding standards for admission to the DSW 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, capstone project proposals, capstone projects and their defense.

The DSW program committee will have two standing sub-committees to carry out its responsibilities. These sub-committees are admissions and curriculum. The director of the DSW 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 DSW 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) the DSW program director; (2) all faculty currently teaching required courses in the program; (3) one tenured or tenure tract faculty member of the College not currently teaching in the program and elected by the faculty for a two-year term; and (4) one DSW student, all of whom are voting members. The dean, associate dean and the director of the PhD program will serve as ex-officio members. DSW students will elect the student member for a one-year, renewable term.

**SELECTION OF COMMITTEE DIRECTOR**

The DSW program director, appointed by the dean and in consultation with the DSW program committee, will serve as director of the DSW program committee. Term of office is ongoing and is based on incumbency in the administrative positions.

**FREQUENCY OF MEETINGS**

The DSW program committee meets at least once per term, except during the summer. Additional meetings will be called as necessary. The chair of each sub-committee will determine frequency of sub-committee meetings.

### **COMMITTEE QUORUM**

A quorum of the DSW program committee is constituted by the presence of a simple majority of members of the committee.

### **COMMITTEE REPORTS**

The Director issues a written call for agenda items to all DSW faculty and the student representative in advance of each regularly scheduled meeting of the DSW program committee.

The agenda for each meeting of the DSW 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 DSW program committee are kept in the DSW program files in the office of the dean.

### **FACULTY APPROVAL OF COMMITTEE ACTIONS**

Actions of the DSW program committee that would bring about substantive changes in DSW program policies and procedures are submitted for the approval of the faculty of the College.

**PhD 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
- \* Revised by the College Faculty, 3/30/2012

**SCOPE AND FUNCTION OF PhD PROGRAM COMMITTEE**

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

4. Developing and upholding standards for admission to the PhD program;
5. Curriculum development and evaluation;
6. 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 PhD 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 PhD 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 PhD 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) the PhD program director; (2) all faculty currently teaching required courses in the program; (3) one tenured or tenure track faculty member of the College not currently teaching in the program and elected by the faculty for a two-year term; and (4) one PhD student, all of whom are voting members. The dean and associate dean of the College and the director of the DSW program will serve as ex-officio members. PhD. students will elect the student member for a one-year, renewable term

**SELECTION OF COMMITTEE DIRECTOR**

The PhD program director, appointed by the dean and in consultation with the PhD program committee, will serve as director of the PhD program committee. Term of office is ongoing and is based on incumbency in the administrative positions.

### **FREQUENCY OF MEETINGS**

The PhD program committee meets at least once per term, except during the summer. Additional meetings will be called as necessary. The chair of each sub-committee will determine frequency of sub-committee meetings.

### **COMMITTEE QUORUM**

A quorum of the PhD program committee is constituted by the presence of a simple majority of members of the committee.

### **COMMITTEE REPORTS**

The director issues a written call for agenda items to all PhD faculty and the student representative in advance of each regularly scheduled meeting of the PhD program committee.

The agenda for each meeting of the PhD 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 PhD program committee are kept in the PhD program files in the office of the dean.

### **FACULTY APPROVAL OF COMMITTEE ACTIONS**

Actions of the PhD program committee that would bring about substantive changes in PhD 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
  - \*Revised by the faculty 3/30/2012
- \*Revised 8/14/2014, effective Fall 2014
- \*Revised 8/13/2015, effective Fall 2015

**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;
4. Actively maintain written documentation of changes in the governance and bylaws; and,
5. Ensure up to date copies of the governance and bylaws are available to the dean's office, Sharepoint and the CSW website.

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 faculty members, with a maximum of one, tenure earning and one, non-tenure earning faculty member. Colleagues elect the members in the spring college-wide faculty meeting
2. The dean is 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; except the chairperson who will serve a three-year term. Members are elected to serve staggered terms, no more than 50% of the membership should change or roll off the committee. Election is by a majority of faculty who choose to vote. Elections of faculty representatives occur during the

college-wide faculty meeting in the spring. Representatives will assume their committee duties at the end of the spring semester. ~~fall.~~

### **SELECTION OF COMMITTEE CHAIR**

The chair (chair elect) is elected at the last committee meeting of the spring term from among the Faculty Governance Committee members. The chair must be a tenured faculty member, the chair will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. The chair assumes duties in the fall term. The chair-elect will be selected every other year.

### **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 a simple majority of the members of the committee. A substitute, designed by faculty on an ad hoc basis, may serve in the absence of an elected representative.

### **COMMITTEE REPORTS**

The chair issues a written call for agenda items 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.

### **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.

**RETENTION, PROMOTION AND TENURE 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
    - \* Revised by the faculty, 3/30/2012
  - \* Revised 12/14/2014, effective Fall semester 2014
  - \* Revised 8/13/2015, effective Fall 2015

**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 chair (chair elect) will be elected from the pool of full professors by the all-tenured members of the RPT committee by a simple majority vote. The chairperson will serve a one-year term as vice-chair and chair-elect; followed by a one-year term as chairperson. 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.

**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 committee are maintained in the office of the dean.

**COMMITTEE MEMBERSHIP**

The Retention, Promotion, and Tenure 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 60% of the members.

## **DEPARTMENTAL REVIEW 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
  - \* Revised by the faculty 3/30/2012
- \* Revised 12/14/2014, effective Fall semester 2014
  - \* Revised 8/13/2015, effective Fall 2015

### **SCOPE AND FUNCTION OF DEPARTMENTAL REVIEW COMMITTEE (DRC)**

The overall responsibility of the Departmental Review committee is to review 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. Each research project will be reviewed by a minimum of two committee members. 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.

### **COMMITTEE MEMBERSHIP**

The Departmental Review committee is composed of a minimum of five committee members; the chairperson must be a tenured faculty member.

### **TERM OF OFFICE**

The term of office is two years. Committee members are elected to serve staggered terms, no more than 50% of the membership should change or roll off the committee. Election is by a majority of the faculty who choose to vote. Election of faculty representatives occur during the college-wide faculty meeting in the spring. Representatives will assume their committee duties at the end of the spring semester.

### **SELECTION OF COMMITTEE CHAIR**

The chair (chair elect) is elected in the last committee meeting of the spring term from among the committee members. The chair must be a tenured faculty member, the chair will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. The chair assumes those duties at the end of the spring semester. The chair-elect will be selected every other year.

### **FREQUENCY OF MEETINGS**

The Departmental Review committee meets throughout the academic year, except during the summer. Additional meetings may be called if necessary.

**COMMITTEE QUORUM**

A quorum of the committee is constituted by the presence of a simple majority of the members of the committee.

**COMMITTEE REPORTS**

Faculty members submit electronic files to the committee for review.

**SEARCH & SCREEN COMMITTEE**  
COLLEGE OF SOCIAL WORK, UT  
ORGANIZATIONAL DESCRIPTION

\* Approved by Faculty Committee: May 15, 1987

**SCOPE AND FUNCTION OF SEARCH & SCREEN COMMITTEE**

The overall responsibility of the Search and Screen committee is nominations and voting for the Search Committee will occur each year at the August faculty retreat. The dean is ex-officio and non-voting member.

**COMMITTEE MEMBERSHIP**

The Search and Screen committee is comprised of five faculty members, with a maximum of one tenure earning and one non-tenure earning faculty members, selected by the dean from a slate of seven faculty members who received the most votes in a faculty election for the Search and Screen committee, to insure at least one representative from each campus is on the committee and for minority representation. The composition of the Search & Screen 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 and Screen committee chair.

**TERM OF OFFICE**

Term of office is one-year.

**SELECTION OF COMMITTEE CHAIR**

The chairperson is a tenured faculty member and chosen by the dean at the last committee meeting during the spring semester.

**FREQUENCY OF MEETINGS**

The Search and Screen committee meets as needed, except during the summer. Additional meetings may be called if necessary.

**COMMITTEE QUORUM**

A quorum of the committee is constituted by the presence of a simple majority of the members of the committee.

**COMMITTEE REPORTS**

A staff member takes the minutes of the committee meetings. A summary of the minutes is distributed to committee members and to faculty. The permanent files of the Search & Screen committee are maintained in the office of the dean.

**THE COMMITTEE FOR DIVERSITY & INCLUSION**  
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
- \* Revised by the faculty, 3/30/2012
- \* Revised 12/14/2014, effective Fall semester 2014
- \* Revised 8/13/2015, effective Fall 2015

**SCOPE AND FUNCTION OF THE COMMITTEE FOR DIVERSITY AND INCLUSION**

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, DSW, and PhD curricula;
2. Special projects and initiatives across the programs and the two campuses of the College;
3. Recruitment and retention of diverse students;
4. Recruitment and retention of diverse faculty; and,
5. Implementation of the UT Diversity Plan.

**COMMITTEE MEMEBERSHIP AND TERMS OF OFFICE**

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

1. One faculty representative from the MSSW program, one faculty representative from the BSSW program, and one faculty representative from the DSW and PhD programs. All faculty representatives are to be elected by their constituencies at the college-wide faculty meeting in the spring semester.
2. One student representatives from the MSSW program (rotating annually between campuses), one student representative from the BSSW program, and one student representative from the DSW program, and PhD program. All student representatives are to be elected by their relevant student government associations. Each student member has one-third a vote.

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. Faculty members are elected to serve staggered terms, no more than 50% of the membership should change or roll off the committee.

### **SELECTION OF COMMITTEE CHAIR**

The chair (chair elect) is elected in the last committee meeting of the spring term from among the committee members. The chair must be a faculty member with the rank of Associate or Full Professor, the chair will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. The chair assumes duties at the end of the spring semester. The chair-elect will be selected every other year.

### **FREQUENCY OF MEETINGS**

The committee for Diversity and Inclusion 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 committee for Diversity and Inclusion is constituted by the presence of a simple majority of the members of the committee.

### **COMMITTEE REPORTS**

The chair issues a written call for agenda items to all faculty in advance of each regularly scheduled meeting of the committee for Diversity and Inclusion. 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 Sharepoint.

**ORGANIZATION OF THE COLLEGE OF SOCIAL WORK:  
FUNCTIONS AND RESPONSIBILITIES**

\* 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

\*Revised by the faculty 3/30/2012

Revised 8/14/2014, effective Fall 2014

**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 lecturer 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 and administers 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. Promote and manage the College of Social Work award recommendations for recognition of outstanding faculty, students, lecturers and community leaders; and,
12. 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 Associate Dean**

Reports to dean and is appointed by the Provost upon the recommendation of the dean of the College of Social Work in consultation with the faculty. The associate dean has oversight responsibility for administering each campus and academic programs of the campus. The BSSW-, MSSW- (Knoxville, Nashville, Online), DSW-, PhD- program

directors, and the director of Field and International Education report to the associate dean.

Responsibilities includes:

1. Faculty development
2. Performance evaluations
3. Recommendations for retention, promotion, and tenure
4. Recommendations for merit
5. Assign faculty workload and tasks
6. Special events
7. Administrative functions supporting student admissions;
8. Faculty and student recruitment and
9. Building maintenance
10. Manage budget
11. Coordinate with the BSSW-, MSSW-, DSW-, and PhD- program directors faculty teaching assignments

### **The BSSW Program Director**

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

1. Making recommendations to the associate dean on instructional and advising assignments
2. Developing and proposing a budget for annual operating expenses and lecturers
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 BSSW 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

### **The MSSW Program Director**

Provides leadership in the development and ongoing assessment of the MSSW curriculum. Reviews CSWE accreditation outcomes of the MSSW program annually, shares outcomes with faculty and leads curriculum revision as informed by annual outcomes; is an ex-officio and non-voting member of the Curriculum committee.

1. Works with the college Coordinator of Student Recruitment and Student Affairs in recruiting students and crafting recruitment materials
2. Coordinate the admissions process as an ex-officio non-voting member of the Admissions committee
3. Maintain student files and monitor student progress

4. Responsible for ensuring program policies and procedures in compliance with the university and consulting with the associate dean for updates on changes in university policies and procedures, which may impact the program
5. Promote student involvement in outside scholarship activities.
6. Apprise students of opportunities for outside funding, calls for papers, etc and actively encourage students to seek external funding and scholarly collaborations.
7. Collaborate with the university Office of Career Services to job readiness skills, promote job placement contacts and opportunities.
8. Manage student problems associated with their roles and program's expectations and requirements.
9. Inform students of funding opportunities within the university, community, and organizations to support student research, scholarship, travel, and tuition assistance.
10. Perform other functions as may appropriately be delegated or assigned by the associate dean or dean.
11. Responsible for scheduling courses and hiring lecturers.
12. Monitors student advisement.
13. Responsible for organization and implementation of the annual student orientation.
14. Oversees scholarship activities, writing graduate school scholarship endorsements as well as managing college scholarship recommendations.
15. Serves as standing member of the Administrative committee.

### **The DSW Program Director**

1. Is appointed by the dean of the College of Social Work in consultation with the DSW program faculty reports to the associate dean.
2. Assume primary administrative responsibility for the DSW program.
3. Chair the DSW program committee
4. Provide leadership in the development and ongoing assessment of DSW 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 capstone project 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 student problems associated with their roles and program's expectations and requirements.
17. Seek to promote internal and external funding to support students.
18. Perform other functions as may appropriately be delegated or assigned by the dean.

### **The PhD Program Director**

1. Is appointed by the dean of the College of Social Work in consultation with the PhD program faculty and reports to the associate dean.
2. Assume primary administrative responsibility for the PhD program.
3. Chair the PhD program committee
4. Provide leadership in the development and ongoing assessment of PhD 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 PhD 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.

### **The 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 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. Additional information available on the CSW website.

**The 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