

GOVERNANCE DOCUMENT

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

Table of Contents

- * Preamble
- * Description and History
- * Vision Statement
- * Mission

Bylaws of the College

- * Preamble
- * Article I - Name
- * Article II - The College Faculty and its Organization
- * Article III - The Administrative Officers
- * Article IV - College-wide Program Roles
- * Article V - Committees of the College
- * Article VI - Evaluation Process for Faculty and Administrative Officers
- * Article VII - Faculty Selection, Retention, Promotion, and Tenure
- * Article VIII - Staff of the College
- * Article IX - Students of the College
- * Article X - Alumnae and Alumni of the College
- * Article XI - Amending the Bylaws
- * Article XII - Ratification

Preamble

This document provides guidance and structure for the organization of the College of Social Work at the University of Tennessee, Knoxville (herein after referred to as “the College”) 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 COLLEGE OF SOCIAL WORK DESCRIPTION, HISTORY, VISION, AND MISSION

The College of Social Work offers undergraduate and graduate studies leading to the Bachelor of Science in Social Work (BSSW), the Master of Science in Social Work (MSSW), the Doctor of Social Work in Clinical Practice & Leadership (DSW), and the Doctor of Philosophy in Social Work (PhD) degrees. 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 provides local, state and national training, consultation, and community-engaged and applied research and evaluation through its Social Work Office on Research and Public Service (UT SWORPS), the major training and regional program evaluation and research arm of the College. Also, housed in the College of Social Work, the Center for Behavioral Health Research (CBHR) serves as the research arm of the College and focuses on research and grant opportunities to improve the lives of at-risk children, adults, and families. The UT SWORPS and the CBHR maintain separate budgets that are dependent upon external funds obtained through contracts and grants.

Since 1942, the College has had a special mission to serve the needs of the state of Tennessee for social work education. The College 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 began 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 to the Knoxville campus. The PhD 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. The DSW enrolled its first class of students in September 2012. Thus, over a span of 67 years, the University of Tennessee, Knoxville 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, Knoxville. The College of Social Work is administered by a dean who is appointed by, and reports directly to, the Provost and Senior Vice Chancellor.

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 Trustees, 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, MSSW, DSW, and PhD programs on the Knoxville and Nashville campuses. SWORPS and the CBHR 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 Provost and Senior Vice Chancellor. The College's Retention, Promotion, and Tenure committee reviews tenure-track faculty, and makes recommendations to the dean, for tenure and promotion. The Non-Tenure Track Promotion Committee reviews non-tenure track faculty and makes recommendations to the associate dean for promotion.

Vision Statement

(revised and approved by the faculty 5/12/2017).

We envision a socially just world that prioritizes the needs of the most vulnerable.

Values

- *Human Dignity: Commitment to promote social and economic equity.*
- *Responsive Education and Research: Critically informed and practice-relevant professional formation.*
- *Engagement: Collaboration with communities to achieve and sustain well-being.*

Mission Statement

Grounded in social justice, we equip professional social workers with the skills needed to serve diverse and vulnerable populations. We build knowledge by conducting groundbreaking research that focuses on solving social problems. We engage with our communities through meaningful service.

Implementation of College Mission

The educational mission of the College is accomplished by faculty committed to the use of teaching methods that support critical thinking and life-long learning. The College's research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are rendered by both faculty, staff, and students who seek to enhance the quality of life for people and human systems in Tennessee, with particular concern for improving life conditions and greater social justice for vulnerable populations.

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

The University Mission statement emphasizes "... teaching, research, scholarship, creative activity, outreach, and engagement ...". 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 [TN101](#)) 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, and community-engaged scholarship leading to design and dissemination of evidence-based social-work practices. In addition, UT SWORPS makes an essential contribution toward the University's Carnegie Community Engagement Classification through its commitment to community-engaged scholarship.

Bylaws for the governance of the
COLLEGE OF SOCIAL WORK
The University of Tennessee, Knoxville

First Approved: 2/19/1988
* Most recent revision: 2/15/2019

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 online to students around the country and the world. 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 first master's programs, the only online master's program, 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 behavioral health services.

Article I - Name

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

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 including tenured, tenure-earning, and non-tenured, visiting, part-time, and/or emeritus faculty. The roles, responsibilities, and rights of both tenured and non-tenured faculty are defined in the [Faculty Handbook of The University of Tennessee, Knoxville](#).

B. Faculty Voting

Tenured, tenure-earning, and non-tenured faculty who do not have a dual role (e.g., are also currently enrolled as a student in the College), who are employed full-time according to the University definition of full-time 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 dean of the College is not included among those considered eligible to vote.

The faculty vote via a live voting process that occurs four (4) times a year during college-wide faculty meetings. The voting process is as follows:

1. Voting would take place at college-wide faculty meetings, which members can attend online or in person.
2. Any committee/person(s) proposing a revision, amendment, or new policy for the CSW Bylaw or Policies and Procedures Manual or Curriculum must send this proposal and accompanying explanatory materials to the FGC chair three (3) weeks prior to the faculty meeting.
3. The FGC chair compiles and disseminates all proposals and explanatory materials.
4. The FGC chair notifies all faculty of upcoming votes to occur at the faculty meeting two (2) weeks prior to the faculty meeting. The email notification outlines votes, any brief rationales, and any attachments. Should a committee wish to do so, they may create a brief video of their proposal that will be distributed with the proposal materials. The email clarifies that the two-week-period serves an open-comment on policy proposals. For policy proposals originating outside of FGC, faculty will be directed to send comments directly to the chair of the committee authoring the proposal.
5. Committee(s) authoring policy proposals facilitate discussion in the college-wide faculty meeting and makes any necessary revisions live, using Robert's Rules of Order (i.e., suggesting amendments to the proposal author, who will either accept a friendly amendment or ask for a vote for the change, voting on amendments, and making changes appropriately before the final vote).
6. Discussion of each proposal concludes with live, electronic ballot and vote. The FGC chair facilitates the voting process, including creating the ballot and disseminating the results.

7. Should a proposal require substantial revision outside the scope of the meeting time, the committee or the body can move that it be sent back to committee and voted on at the next college-wide faculty meeting.
8. Should a vote be required between college-wide meetings, due to a time-sensitive issue, a called online meeting can be scheduled two weeks in advance by the FGC or the Dean, for the purpose of holding a live discussion and vote.

NOTE: Bylaw changes require introduction, discussion, and potential amendment at one meeting, and then vote on the final version in the next meeting. All other policy changes will be voted on in a single meeting unless remanded back for reconsideration.

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. Additional meetings may be called by the dean, by his or her appointee, or upon request of 40 percent of the faculty who choose 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 are conducted by the dean and 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 vote on those proposals during College-wide meeting.
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 for academic affairs, by his or her appointee, or on the request of 40 percent of the faculty to vote of the local campus. A quorum for such meetings is defined as two-thirds of the faculty eligible to vote of the local 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 for academic affairs. 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 for academic affairs shall be responsible for securing a record of minutes of meetings and shall have copies distributed to each faculty member. The dean's office will retain a permanent file of the minutes of College-wide faculty meetings. The associate dean for academic affairs 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.

F. Functions

All curricular and admissions policies governing the College's 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 within the College who choose to vote.

1. The advice of the faculty shall be routinely sought by the dean, associate deans, program directors, and committee chairpersons in formulating policies, practices, and decisions governing all major aspects of College life.
2. 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.
3. All other decisions (not covered in the Bylaws) 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 are conducted electronically must follow the guidelines stipulated in Article II, Section B above. College-wide votes at College-wide meetings are valid if the rules for a quorum are met.
4. The faculty shall receive at its College-wide meetings a report from the dean regarding the state of the College.
5. The faculty shall receive written minutes (in electronic format) 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.
6. Faculties on each campus shall have the opportunity to receive at their campus meetings 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.
7. 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 duties of the dean may be found in the Administrative Policies & Procedures Manual.

B. The Associate Dean for Academic Affairs

The associate dean for **academic affairs** is appointed by the dean of the College., in consultation with the faculty of the College. The associate dean for academic affairs is assigned the duty of directly administering each of the academic programs on all

College campuses.

The scope of responsibilities of the associate dean for academic affairs 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 duties of the associate dean for academic affairs may be found in the Administrative Policies & Procedures Manual.

C. The Associate Dean for Research

The associate dean for research is appointed by the Provost and reports directly to the dean of the college. The appointment of associate dean is reviewed at the discretion of the Provost, in consultation with the dean and faculty of the college.

The scope of responsibilities of the associate dean for research 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.

D. The Associate Dean for Equity and Inclusion

The associate dean for equity and inclusion is appointed by the Provost and reports directly to the dean of the college. The appointment of associate dean is reviewed at the discretion of the Provost, in consultation with the dean and faculty of the college.

The associate dean for equity and inclusion is responsible for the strategic direction of the College's diversity, equity, and inclusion activities, and the promotion of a diverse, equitable, anti-racist and respectful environment for faculty, staff and students. Further duties of the associate dean for equity and inclusion may be found in the Administrative Policies & Procedures Manual.

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 of Academic Affairs. The director carries both administrative and teaching responsibilities. Further detail may be found in the Administrative Policies & Procedures Manual.

B. Directors of the MSSW Programs (online, in-person Knoxville, and in-person Nashville)

The director(s) of MSSW programs are appointed by the dean in consultation with faculty and the MSSW program committee. The director(s) report to the Associate Dean of Academic Affairs and carries both administrative and teaching responsibilities. Further detail may be found in the Administrative Policies & Procedures Manual.

C. Director of the DSW Program

The director of the DSW program is appointed by the dean in consultation with faculty and the DSW program committee. The director reports directly to the associate dean of Academic Affairs and carries both administrative and teaching responsibilities. Further detail may be found in the Administrative Policies & Procedures Manual.

D. Director of the PhD Program

The director of the PhD Program is appointed by the dean in consultation with faculty and the PhD program committee. The director reports directly to the associate dean and carries both administrative and teaching responsibilities. Further detail may be found in the Administrative Policies & Procedures Manual.

E. Director of the Center for Behavioral Health Research

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 may be found in the Administrative Policies & Procedures Manual.

F. Director of the Social Work Office of Research and Public Service

The director is a tenured faculty member of the CSW and reports to the dean. The director is responsible for administering the work of the office. The director carries the responsibility for providing leadership for ongoing efforts to secure and renew grants and contracts, and ensures all corresponding obligations are met. The director represents UT SWORPS, the CSW, and the University to establish and maintain relationships with current and potential clients and collaborators, while reinforcing UT SWORPS availability as a community resource. Additionally, the UT SWORPS director is available to CSW faculty for consultation regarding their community-engaged research.

The director is selected by the dean, subject to approval and appointment of the Provost. The appointment of the director is reviewed at the discretion of the dean, in consultation with the Provost, associate dean, and college faculty. Further detail may be found in the Administrative Policies & Procedures Manual.

G. Director of Field and International Education

The director reports to the Associate Dean of Academic Affairs. 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 undergraduate and graduate program field coordinators. Further detail may be found in the Administrative Policies & Procedures Manual.

Article V - Committees of the College

Described herewith in 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, associate dean of academic affairs and associate dean for equity and inclusion 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.

In the event of multi-year committee terms, tenure-track faculty, in consultation with their mentors and the Dean, may negotiate and be granted approval for a reduced term for purposes related to scholarship or other tenure-earning workload responsibilities that may represent a temporary, disproportionate, and time-sensitive workload (given the five-year period for earning tenure). This exception would be contingent upon above mentioned consultation and justification, as well as availability of other faculty members to cover the remainder of the term and without adding disproportionately to the workload of other faculty members.

A. Standing Committees

Ten 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 Administrative Policies & Procedures Manual.

1. The **Faculty Governance Committee** is comprised of five faculty members, with a minimum of one tenure track and one non-tenure track faculty member. The dean is ex-officio and non-voting member. Colleagues elect the members during the College-wide meeting of the spring semester. The chairperson is a tenured faculty member elected by committee members at the last committee meeting during the spring semester. The chairperson will serve 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.
2. The **BSSW Program Committee** is composed of six members: 1) PhD Program Chair, who serves as chair; 2) four additional elected faculty members of the College of Social Work who hold a PhD. It is preferred that at least one member of the committee be at the rank of tenure-track assistant professor; and 3) one student member. The associate dean for academic affairs and the DSW program director are ex-officio members.

3. The **MSSW Program Committee** is composed 11 members: 1) the three MSSW Program Directors, who serve as chairs; 2) Six faculty members who teach in the MSSW Program. Two representing each campus (Online, Nashville, Knoxville); 3) Two field faculty, representing two different program options who are appointed by the field team; 4) three students from the MSSW Program. One representing generalist year, one representing Organizational Leadership and one representing Clinical concentrations. Each student will write a brief essay describing their desire and qualifications to serve on this committee. The MSSW Program Directors will review and choose the members based on the quality of the essays. The Associate Dean for Academic serves as an ex-officio member.
4. The **DSW Program Committee** is composed of eight members: 1) the DSW program director, who serves as chair; 2) three elected faculty members who currently teach in the program; 3) two tenured or tenure-track faculty of the College not currently teaching in the program; and 4) two DSW students. All member terms are renewable. The Associate Dean for Academic Affairs and the PhD Program Director will serve as ex-officio members of the committee.
5. The **PhD Program Committee** is composed of six members: 1) PhD Program Chair, who serves as chair; 2) four additional elected faculty members of the College of Social Work who hold a PhD. It is preferred that at least one member of the committee be at the rank of tenure-track assistant professor; and 3) one student member. The associate dean for academic affairs and the DSW program director are ex-officio members.
6. 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 serves 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. This documentation includes external letters of assessment, statements from the program director and the faculty. A description of the RPT process can be found in the Faculty Handbook.
7. The **Nontenure Track Faculty (NTT) Promotion Committee (PC)** is comprised of all NTT associate and full faculty members of the College. The chairperson (chair-elect) is elected from the pool of full-professors on the committee. If there are no NTT faculty members at full-professor level, the responsibility will fall to the NTT associate professors. If, at the time, the chairperson is the only NTT faculty member at the full professor level, the chair will have the option to serve a recurring term, or they may transfer the responsibility to the associate level NTT faculty members who will then be chosen by election. The chairperson will serve a one-year term as vice-chair, chair elect; followed by a one-year term as chairperson. The PC is responsible for conducting promotion reviews of all NTT faculty, and making recommendations to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs

will then submit their recommendation to the Dean for final approval.

The PC receives and reviews each NTT faculty member's dossier that is submitted from each campus. The required materials for both retention and promotion are contained in the Faculty Handbook, The University of Tennessee Faculty Handbook, **Appendices II** Evaluation and Promotion of Non-Tenure Track Faculty, **Section B, 4. Assembly of the Promotion Dossier** <https://facultyhandbook.utk.edu/appendices-2/evaluation-and-promotion-of-non-tenure-track-faculty>

8. The **Committee for Equity and Inclusion** consists of four faculty members representing each of the College programs, with a minimum of one tenure earning and one non-tenure earning faculty member, one staff member, and four students representing each College program. The chair is elected from among the faculty and staff committee for Equity and Inclusion members. The chairperson will serve 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, gender identity, 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 programs and 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**. The Search and Screen (S&S) committee is comprised of five faculty members, with one tenure-track, two tenured, and two non-tenure track faculty members. Further, there must be at least one representative from both campuses. The members will serve for a three-year term^{1 2}. The Associate Dean for Equity and Inclusion will serve as an ex-officio member of the committee. Additionally, the Dean may employ a consultant as an assistant to the Search committee chair in specific circumstances.

Each year, nominations and voting for the S&S nominees will occur at the spring college-wide faculty meeting to fill vacant slots. The current S&S chair will inform the FGC chair of open slots and eligibility requirements. Faculty will then nominate or self-nominate faculty members for open slots. The faculty will vote on and elect two candidates for each open slot, and the Dean will select from those put forth to insure diversity and representation. The S&S Committee chair, who must be a tenured

¹ In the first year under the new rules, the election may take place when it is appropriate and necessary and committee member terms will be staggered, with two (2) three-year terms, two (2) two-year terms, and one (1) one-year term.

² Tenure-track representatives, in consultation with their mentor and the Dean, may negotiate a reduced term for the purposes of achieving other, tenure-related workload responsibilities.

faculty member, will be elected by the S&S committee. It is also possible that another member can serve as co-chair, and that person can be of any rank or tenure-earning status.

10. The **Departmental Review Committee** (DRC) will be composed of five tenure- track and/or non-tenure track faculty members from the College of Social Work with a PhD, 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 the University of Tennessee, Knoxville Institutional Review Board (UTK-IRB) as the College's representative, who also is appointed for the duration of their term on the UTK-IRB. Committee members are selected at the spring college-wide faculty meeting. The chairperson is a tenured faculty member elected by committee members at the last committee meeting during the spring semester. The chairperson will serve 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 UTK-IRB.

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.

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, Knoxville as revised. Additional detail regarding evaluation processes is described in the College of Social Work's Administrative Policies and Procedures Manual. Further guidance in such matters is elaborated in periodic documents issued by the 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, Knoxville, as revised. Further amplification of these processes, arising from the unique statewide organization of the College of Social Work, is contained in the Administrative Policies and Procedures Manual. Additionally, faculty are annually notified by the 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 [University of Tennessee Personnel Policy](#).

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 [Student Code of Conduct](#) and in the College of Social Work 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 Article V above.

Article XI - Amending the Bylaws

These 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 semester immediately following their approval.