

**SOUTHERN CONNECTICUT STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK
DEPARTMENT BY-LAWS DOCUMENT**

Article I – Legal Authority

Section 1.1

The By-Laws of the Department of Social Work are intended to be consistent with the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for Connecticut State Colleges and Universities System, the Personnel Policies of the Board of Regents of the Connecticut State Colleges and Universities System, and the Southern Connecticut State University Faculty Senate Constitution.

Article II - Membership

The Department of Social Work consists of full-time Social Work teaching faculty, a Director of Field Education and MSW Admissions, and an Assistant Director of Field Education. The current Collective Bargaining Agreement further defines full-time faculty members such that full-time faculty members are elected to serve as representatives to the AAUP and University Wide Committees or policy making bodies including UCF, Faculty Senate, and Graduate Council and other University Committees. Full-time Social Work faculty, the Director of Field Education and MSW Admissions, and the Assistant Director of Field Education shall be voting members of the MSW or BSW Core Committees. DSW Core committee consists of selected full-time faculty and Director of Field Education, who serve as voting members.

Section 2.1 – Voting Members

Only the official members of each committee shall vote on the committee decision. Non-committee members shall make a request in writing when he/she/they wish to make recommendations in person. The Department Chairperson will be an ex-officio member of all department committees except the Department Evaluation Committee, Student Assistance Team Committee and Student Review Committee. The Director of Field Education and MSW Admissions and Assistant Field Director are not eligible to serve on any committee that is focused on faculty personnel matters.

Article III - Code of Ethics

Section 3.1

With recognition of the Department's mission to educate professional social workers, the NASW Code of Ethics shall guide the conduct of Department members. The Department members shall not condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity

or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability (NASW Code of Ethics, Section 4.02, 1996, revised 2017).

Article IV – Meetings

Section 4. 1- Frequency

The Department of Social Work faculty and all other Department Standing Committees shall meet at least three times during the academic semester.

Section 4.2 – Ad hoc

The Chairperson may call additional meetings during the academic year as appropriate.

Section 4.3. -Special

Upon request of twenty percent of Department faculty members, the Chairperson shall call a special meeting of the faculty within ten days.

Section 4. 4 – Quorum

A quorum shall consist of a majority of committee members (50% plus one) sitting on each committee.

Section 4. 5 - Voting

All substantive issues, or policy decisions including program development, program planning, program evaluation, parameters of class size, course delivery format, curriculum, and personnel hiring priorities, must be decided by a majority vote of those present and voting at a faculty committee meeting.

During all committee meetings, a majority vote of the committee membership present is required to pass a resolution.

Abstention votes will not be counted in determining number needed for a majority vote, *i.e.*, abstentions have no effect on voting outcomes.

Section 4.6 - Written Ballot

Voting by secret ballot shall be required in all elections and to amend the by-laws.

Section 4. 7 - Absentee Voting

A Faculty member unable to attend a meeting during which a vote on a substantive issue will be conducted, as outlined in Section 4.5, must provide a written absentee vote (email is acceptable) prior to the meeting to either the pertinent Committee Chairperson, the

relevant Core Chairperson, or the Department Chairperson.

Section 4. 8 – Agenda

The order of business for each faculty meeting and all other committee meetings shall be:

- A. Announcements
- B. Approval of minutes of preceding meeting
- C. Old Business
- D. Committee Reports with Action Items
- E. New Business
- F. Adjournment

Section 4. 9 - Robert's Rules

The rules contained in the current edition of Robert's Rules of Order shall govern the Department in all cases to which they are applicable and are not inconsistent with these By-Laws and any special rules of order the Department may adopt.

Section 4. 10 – Meeting Schedule and Agenda Notification

The Committee Chairpersons shall distribute the agenda and time limits for each committee meeting at least one week prior to the meeting. Any member may request that an item be placed on the agenda by notifying the Committee Chairperson at least eight (8) days before the scheduled meeting. The Committee Chairperson should schedule regular meetings at the beginning of each academic year. Whenever possible, the Committee Chairperson should notify faculty members of any additional meetings at least one week in advance.

Section 4.11 - Student Participation

One BSW, one MSW and one DSW student representative, and one BSW, one MSW and one DSW student alternate shall be selected by student governance to represent the interests of the Social Work student body at the Faculty meetings. In addition, one BSW and one student alternate shall be selected to represent the interests of the Social Work student body at the BSW Core meeting. One MSW student representative, and one MSW alternate shall be selected to represent the interests of the Social Work student body at the MSW Core meeting. And one DSW student representative, and one DSW alternate shall be selected to represent the interests of the Social Work student body at the DSW Core meeting.

The student representative shall have all the rights and prerogatives as a bona fide member, including the right to vote, and shall be counted to establish a quorum.

Student representatives will not be present when personnel issues are discussed at any committee meeting.

Section 4.12 - Adjunct Faculty Participation

Within the election procedures of the Elections and By-Laws Committee, two current adjunct faculty representatives shall be appointed by department Chair to represent their interests at the Department of Social Work meetings. Adjunct faculty representatives shall have all the rights and prerogatives as a bona fide member, including the right to vote, and shall be counted to establish a quorum. They should teach a course during the academic year in order to qualify for appointment.

Section 4.14 - Minutes

Minutes of each Standing Committee and all ad hoc committee meetings shall be distributed to the faculty and student representatives within one week of the meeting, with a copy of Departmental minutes provided to the Dean. The Chairperson of each committee shall file a copy of the minutes of each meeting in the Department's Shared File faculty meeting folder in the (X drive). The minutes shall include the following: Type of meeting, date, time, and name of members present, topics reported including discussion on motions stated and their disposition, including action that needs to be taken.

Section 4.15 – Resignation

Resignation from all Committees before the expiration of terms should be given in writing to the Committee Chair and the copies forwarded to the Chair of Elections and By-Laws committee and the Department Chairperson.

Section 4.16 - Vacancies

Vacancies in committee membership required by election procedures shall be filled by elections, conducted by the Elections and By-Laws Committee. The elections to committee shall be held in the spring semester. Vacancies created by resignation of the committee members should be filled by election held within 30 days.

Section 4.17 – Department Chairperson's Responsibilities

1. Responsibilities of the Chairperson are documented in the Department of Social Work job description and the University Faculty Senate document "The Department Chairpersonship."
2. The Department Chairperson is accountable to the Dean and the social work faculty committee.
3. The Department Chairperson reports regularly to the Department faculty and other appropriate committees.
4. The Department Chairperson can convene Ad hoc committees as needed and serve

as a member of the committee.

5. When vacancies required by election procedures occur by resignation or other reasons on all department committees and any other committees on which social work faculty hold membership, the Department Chairperson shall inform the Chairperson of the Elections and By-Laws Committee to hold a special election.
6. The Department Chairperson will notify the appropriate Departmental Committee Chairperson when an agenda item to be discussed in one committee may require the involvement of members of other committees.
7. The Department Chairperson can be invited to attend any committee on the invitation of the committee chair.
8. The Department chairperson will schedule adjuncts for specific courses in each semester based on the pool of adjuncts developed by the personnel committee and in conjunction with the personnel committee chair.

Article V – Department Committees

Section 5.0 – Standing Committees, Ad Hoc Committees, and Other Committees

The Department shall have the following Educational and Administrative Policy Standing Committees, Ad Hoc Committees and other Committees:

1. Faculty Committee
2. Department Management Committee
3. Department Curriculum Committee
4. Department Sequence Committees: HBSE, Research, Practice, Field, Policy
5. BSW Core Committee
 - a. Student Assistance Team
 - b. Social Welfare Organization
6. MSW Core Committee
 - a. Student Review Committee
 - b. Graduate Student Organization
7. MFT Program Committee
 - a. Student Evaluation and Appeals Committee
 - b. Program Admissions Committee
8. DSW Core Committee
9. Department Administrative Committees
 - a. Department Evaluation Committee
 - b. Personnel Committee
 - c. Elections and By-Laws Committee
 - d. Scholarship Committee
 - e. Graduate Admissions Committee

Section 5.1 – Faculty Committee of the Whole

1. The duties of the Faculty shall be to establish and approve curriculum and department policy and programs and procedures governing all department activities.
2. Membership shall consist of all full-time faculty in the department, the Director of Field Education and MSW Admissions, the Assistant Field Director, two adjunct faculty, and one MSW student and one BSW student. The adjunct faculty will be invited by the Chairperson to serve on the committee. The MSW student will be invited by the MSW Coordinator to serve on the committee. The BSW student will be invited by the BSW Coordinator to serve on the committee.
3. The faculty can create Ad Hoc Committees as needed.
4. The committee shall meet at least three times a semester.
5. In the event of discussions concerning individual students, the hiring of faculty, or other matters that in the judgment of faculty justify the exclusion of student representatives, the committee will declare an executive session and student representatives will be asked to leave the meeting room.
6. In the event that a faculty member is under consideration for an open position in the department and this matter is being discussed, the committee will declare an executive session, and ask that individual to leave the meeting room.

Section 5.2 - Department Management Committee

1. Membership on the Department Management Committee consists of the Department Chairperson, BSW Program Coordinator, MSW Program Coordinator, DSW Program Coordinator, Director of Field Education, the Director of Graduate Admissions, and the coordinator of the MFT program. The Department Chairperson chairs the committee.
2. The Department Management Committee has the responsibility to review, monitor and evaluate department operations and make policy and program recommendations to the faculty committee.

Section 5.3 - Department Curriculum Committee

The purpose of the Department Curriculum Committee is to ensure that the department's curriculum is consistent with the mission, goals, and objectives of the department.

1. The functions of the Committee are to:

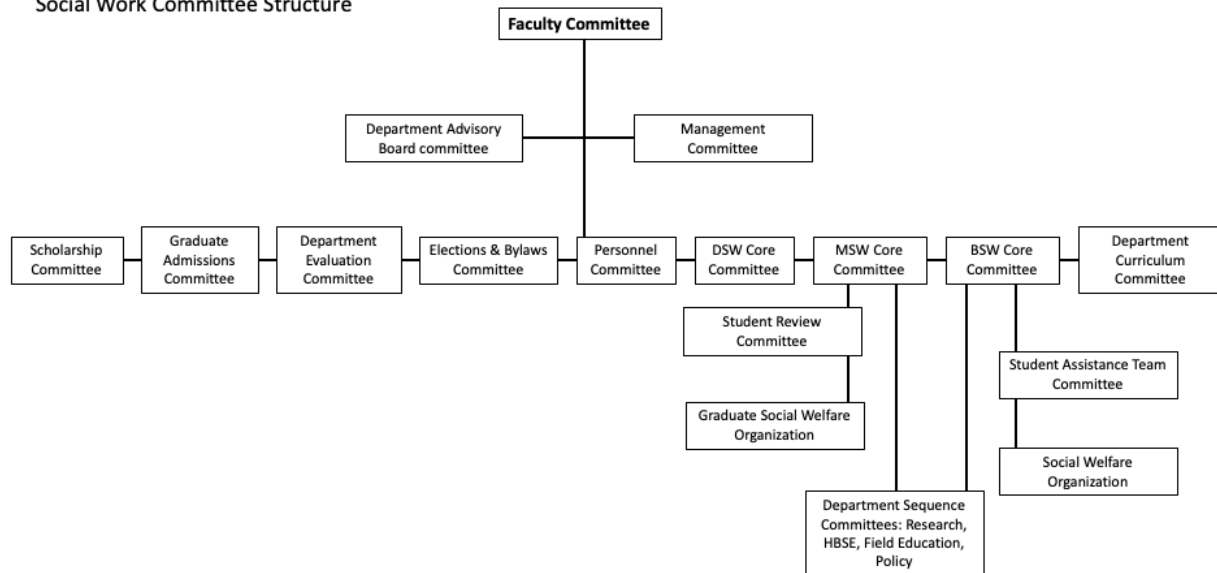
- a. review and make recommendations for any new or modified course or program proposals.
 - b. review and approve any course or program proposals before they are sent to the School Curriculum Committee.
2. Membership
- a. The membership shall consist of 3 Graduate Council representatives and the Undergraduate Curriculum Forum representative and alternate.
 - b. The Chairperson shall be elected by members of the curriculum committee and will serve for one year.
3. The Committee shall meet at least once during the academic semester.

Section 5.4 —Department Sequence Committees

1. The committee membership of the following sequences is composed of BSW and MSW faculty teaching within that sequence during a particular academic year: HBSE, Research, Field, Practice, and Policy.
2. Each sequence will elect a chair who will serve for one year.
3. The chair will schedule meetings on an as needed basis but at least once a semester.

SOCIAL WORK DEPARTMENT COMMITTEE STRUCTURE

Social Work Committee Structure



Section 5.5.0 - Committee and Membership Functioning on Departmental Core Committees

The appointment of all full-time faculty members to the MSW and BSW Core Committees shall be made by the Department Chairperson. The criteria for appointment to either Core Committee is based on whether the majority of courses taught by the faculty member is either on the undergraduate or the graduate level and the minimum composition number for each Core, as determined by CSWE standards.

Section 5.5.1 - BSW Core Faculty Committee

1. The procedures for selection of the BSW Program Coordinator are:
 - a. The Chair recommends a member of faculty for the position of BSW Core Program Coordinator.
 - b. The BSW Core faculty confirm the Chair's recommendation by a simple majority vote and the coordinator normally will serve for a three -year term beginning on September 1 of the first year and ending on August 31 of the third year.
 - c. The election should be completed before May 10 of the preceding Academic year.
2. Responsibilities
 - a. Responsibilities of the BSW Program Coordinator are documented in the Department of Social Work job descriptions.
 - b. The BSW coordinator will assign mentors to new adjunct faculty based on the specific course the adjunct is teaching.
3. The BSW Coordinator is accountable to the Department Chairperson and to the BSW Core Faculty.
4. Membership:
 - a. The BSW Core Faculty Committee membership shall consist of full-time social work faculty who have indicated preference and approved by a Department Chairperson as Undergraduate Faculty, and the Assistant Director of Field Education. Members may teach social work at the BSW, MSW, and DSW levels.
 - b. One adjunct faculty member shall serve on the BSW Core as a representative of adjuncts who teach undergraduate courses.

- c. One BSW student representative and one alternate will be invited to serve on the Committee.
 - d. The BSW Core Faculty Committee shall meet at least three times during each academic semester.
 - e. In the event of discussions concerning individual students, or other matters that in the judgment of faculty justify the exclusion of student representatives, the committee will declare an executive session and student representatives will be asked to leave the meeting room.
5. The BSW Core Faculty Committee has the responsibility to:
- a. Review and monitor all aspects of the BSW program.
 - b. Make recommendations for revision of policies and procedures and for quality improvement in the BSW program.
 - c. Forward BSW curriculum recommendations to Department faculty for approval.
 - d. Review and make decisions about implementing recommendations for quality improvement in the BSW program which come from the Department faculty, the Committee on Field Education, as well other committees and sequence groups and students.
 - e. Forward all changes in and procedures recommended by the BSW Core Faculty Committee to the Department Faculty Committee for voting approval.

Section 5.5.2 – Student Assistance Team Committee (BSW)

1. The Student Assistance Team (SAT) shall be responsible for assessing students progress, identifying academic and field placement difficulties, and developing a contractual plan for resolving issues related to academic difficulties.
2. The SAT serves as a decision-making body when questions arise concerning whether a student is appropriate for field placement or continuation in the program.
3. Membership shall consist of all BSW Core Faculty.
4. The committee shall meet at least once a semester during the academic year or when called to convene by the BSW Coordinator.

Section 5.6.1 - MSW Core Faculty Committee

1. The procedures for selection of the MSW Program Coordinator are as follows:
 - a. The Chair recommends a member of faculty for the position of MSW Core Program Coordinator.
 - b. The MSW Core faculty confirm the Chair's recommendation by a simple majority vote and the coordinator normally will serve for a three -year term beginning on September 1 of the first year and ending on August 31 of the third year.
 - c. The election should be completed before May 10th of the preceding academic year.
2. Responsibilities
 - a. Responsibilities of the MSW Program Coordinator are documented in the Department of Social Work job descriptions.
 - b. The MSW coordinator will assign mentors to new adjunct faculty. Mentors will be selected based on the specific course the adjunct is teaching.
3. The MSW Coordinator is accountable to the Department Chairperson and to the MSW Core Faculty.
4. Membership:
 - a. The MSW Core Faculty Committee membership shall consist of full time Social Work faculty who have indicated preference and have been approved by a department Chairperson to serve on the committee, and the Director of Field Education and MSW Admissions. Members may teach social work courses at the BSW, MSW, and DSW levels.
 - b. One adjunct faculty member shall serve on the MSW Core as a representative of adjuncts who teach graduate courses.
 - c. One MSW student representative and one student alternate will be invited to serve on this committee.
 - d. The MSW Core Faculty Committee shall meet at least three times during each academic semester.
 - e. In the event of discussions concerning individual students, or other matters that in the judgment of faculty justify the exclusion of student representatives, the committee will declare an executive session and student representatives will be asked to leave the meeting room.

5. The MSW Core Faculty Committee has the responsibility to:
- a. Review and monitor all aspects of the MSW program.
 - b. Make recommendations for revision of policies and procedures and quality improvement in the MSW program.
 - c. Forward MSW curriculum recommendations to the Department Faculty Committee for voting approval.
 - d. Review and make decisions about implementing recommendations for quality improvement in the Graduate Social work program which come from the Department faculty, MSW Curriculum Committee, Committee on Field Education Curriculum, other committees and students.
 - e. Forward all changes in policies and procedures recommended by the MSW Core Faculty Committee to the Department Faculty Committee for voting approval.

Section 5.6.2 – Student Review Committee (MSW)

1. The Student Review Committee shall deliberate, monitor and review those situations in which a student's behavior and performance are not meeting department standards. The Student Review Committee (SRC) serves:
 - a. in a consultative capacity to any faculty member who desires a forum for discussing individual student problems,
 - b. as a decision-making body when questions arise concerning whether a student is appropriate for field placement or continuation in the program,
 - c. as a decision-making body when a student is recommended for termination from the program.
2. Membership shall consist of the MSW Coordinator, the Field Coordinator and three faculty selected from the MSW core membership.
3. The committee shall meet at least once a semester during the academic year or when called to convene by the MSW coordinator.

Section 5.7.0 – MFT Program Committee

5.7.1 - Mission

The mission of the Marriage and Family Therapy Program was revised and voted on by the MFT faculty in summer 2011. It reads as follows:

“The mission of the Marriage and Family Therapy Program is to prepare qualified front line psychotherapists who demonstrate mastery of knowledge in the field, are able to communicate critically and effectively, can develop creative solutions to problems, and contribute significantly to the psychological development of individuals and families in a multicultural society. We prepare outstanding mental health psychotherapists through evidenced-based quality teaching methods, active clinical and field practice, and related scholarly research. The MFT Program prepares graduates who demonstrate mastery of the program objectives and uphold the highest ethical principles of professional conduct for licensure and are committed to continuing their professional development. Graduates of our program are able to perform the functions of a clinical psychotherapist specializing in systemic marriage and family therapy and impact and provide leadership to organizations, schools and related mental health facilities locally, regionally, nationally and internationally.”

The program curriculum emphasizes a perspective that views people as having the capacity to change and adapt while in continuous and reciprocal interchange with all elements of their environment. The academic and practical components are designed to teach professional Marriage and Family Therapy knowledge and to impart tools for scholarship, critical thinking, and practice. We are committed to ethical practice and the integration of Marriage and Family Therapy values in all educational activities and practice. Further, the Program is committed to preparing Marriage and Family Therapists to promote systemic change to achieve economic and social justice in communities impacted by rapid economic and social shifts. We are committed to our students being able to engage in practice with diverse populations in a variety of urban settings. The MFT Program focuses on developing partnerships with the Greater New Haven community to further both the MFT Program and the University commitment to scholarship, human development and excellence in professional preparation.

5.7.2 - Membership

The members of the MFT Program shall consist of all full-time MFT faculty.

5.7.3. - Organization

5.7.3.1. Program Coordinator: The MFT program shall have a Program Coordinator. The Program Coordinator shall be selected in compliance with the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) guidelines. The Program Coordinator will conduct program faculty and meetings and assume the responsibilities assigned by the Social Work Department Chair and the Dean of the

School of Health and Human Services and other appropriate University administrators and defined in the appropriate documents of SCSU.

The Program Coordinator shall ultimately be responsible for program obligations to the Department of Social Work, the School of Health and Human Services, the Graduate School, and the University at large.

5.7.3.2 - Program Meetings: The MFT program shall meet once each month during the academic semester on a date set by an annual calendar. Special meetings may be called by the Program Coordinator or upon request of at least two program faculty.

The agenda for each Program meeting shall be distributed by the Program Coordinator. Any program faculty member may request an item be placed on the agenda. Agenda items shall clearly communicate the nature of the action to be considered (e.g. election of graduate council representatives and/or new course proposals).

Written minutes of each Program meeting shall be kept and distributed to each faculty member. The minutes of the previous meeting shall be distributed, reviewed and approved at the beginning of each meeting. Decisions shall be by a majority vote.

5.7.3.3 – Committees: Full-Time faculty members, acting in Committee-of-the-whole, will fulfill committee responsibilities within the Program as required by the Program, Department or the School of Health and Human Services, and consistent with University requirements and the Faculty Senate document.

Standing program committees shall include:

5.7.3.3.1 - The Student Evaluation and Appeals Committee (SEAC): The duties of the SEAC include the development of procedures to consider and review the progress of degree candidates whose achievement or behavior is called to the Committee's attention by a Program instructor. The SEAC shall have a minimum of three members. The Committee shall be constituted by a consensus of the MFT faculty.

5.7.3.3.2 - The Program Admissions Committee (PAC): The duties of the PAC shall include developing and implementing procedures for screening and admitting students to the MFT program.

Responsibilities pertaining to the MFT Program operation will be divided among full-time members of the faculty as equitably as possible, taking into account each individual's all-university responsibilities, temporary assignments, and assessment needs.

Special ad hoc committees will be appointed by the Coordinator as need demands and with the consent of the individuals involved.

5.7.4 - Decision Making

All full-time MFT Program faculty members shall have equal voice in decisions which affect the program(s) and faculty and consensus shall be the rule.

When consensus cannot be reached, the majority shall rule, and the members, including the Program Coordinator, shall have equal vote.

In emergency or extenuating circumstances, the Program Coordinator, in consultation with available faculty, shall exercise good judgment and act on behalf of the Program.

5.7.5 - Standards

At all times, the MFT Program faculty will strive for excellence in developing and implementing courses/programs, hold high expectations for student achievement, respect individuals and individual differences, and assure equal access of students to coursework and resources regardless of racial, religious, ethnic, sexual orientation and socio-economic background.

Standards for admission to the MFT Program and for evaluation of student performance will be made available each semester and periodically reviewed and modified if appropriate.

In all instances, the MFT Program Faculty will act in accordance with our professional codes and standards and with the CSU-AAUP contract, documents emanating from that contract, and policies, rules, and regulations of Southern Connecticut State University and the Connecticut State University System.

Section 5.8.0 - DSW Core Faculty Committee

1. The procedures for election of the DSW Program Coordinator are as follows:
 - a. Chair recommends a member of faculty for the position of DSW Core Program Coordinator.
 - b. The DSW Core faculty confirm the Chair's recommendation by a simple majority vote and the coordinator normally will serve for a three -year term beginning on September 1 of the first year and ending on August 31 of the third year.
 - c. The election should be completed before May 10th of the preceding academic year.
2. Responsibilities
 - a. Responsibilities of the DSW Program Coordinator are documented in the Department of Social Work job descriptions.

- b. The DSW coordinator will assign mentors to new adjunct faculty. Mentors will be selected based on the specific course the adjunct is teaching.
3. The DSW Coordinator is accountable to the Department Chairperson and to the DSW Core Faculty.
4. Membership:
 - a. The DSW Core Faculty Committee membership shall consist of full time Social Work who have indicated preference and have been approved by a department Chairperson to serve on the committee. Members shall also serve as voting members on either the BSW or MSW Cores and may teach social work courses at the BSW, MSW and DSW levels.
 - b. One adjunct faculty member may serve on the DSW Core as a representative of adjuncts who teach graduate courses.
 - c. One DSW student representative and one student alternate will be invited to serve on this committee.
 - d. The DSW Core Faculty Committee shall meet at least three times during each academic semester.
 - e. In the event of discussions concerning individual students, or other matters that in the judgment of faculty justify the exclusion of student representatives, the committee will declare an executive session and student representatives will be asked to leave the meeting room.
5. The DSW Core Faculty Committee has the responsibility to:
 - a. Review and monitor all aspects of the DSW program, including admissions process, advisement of students, and reviews of progress of students in the program.
 - b. Make recommendations for revision of policies and procedures and quality improvement in the DSW program.
 - c. Forward DSW curriculum recommendations to the Department Faculty Committee for voting approval.
 - d. Review and make decisions about implementing recommendations for quality improvement in the Graduate Social work program which come from the Department faculty, DSW Curriculum Committee, Committee on Field Education Curriculum, other committees and students.

- e. Forward all changes in policies and procedures recommended by the DSW Core Faculty Committee to the Department Faculty Committee for voting approval.

Section 5.9.0 - Department Administrative Committees

The functions and membership requirements of the following Department Administrative Committees are listed below:

1. Department Evaluation Committee
2. Personnel Committee
3. Elections and By-Laws Committee
4. Scholarship Committee
5. Graduate Admissions Committee

Section 5.9.1 - Department Evaluation Committee

1. The duties of the members of this committee shall be to evaluate and recommend full-time faculty for promotion, tenure, renewal, professional assessment and sabbatical leave. These evaluations shall be in accordance with the AAUP Collective Bargaining Agreement and Faculty Senate documents on promotion, tenure renewal, professional assessment, and sabbatical leave.
2. The DEC will be charged with evaluating the adjunct faculty utilizing the same tool used to evaluate full-time faculty. This will include:
 - a. An evaluation in the first semester of an adjunct's employment
 - b. Periodic evaluations in subsequent semesters in a rotation developed by the DEC
 - c. Additional evaluations when/if concerns arise concerning an adjunct's performance
 - d. Results of the above evaluations will be shared with the personnel committee members who then make recommendations to the chair regarding hiring for subsequent semesters.
3. A Committee Chairperson shall be elected at the end of the spring semester by the sitting members of the committee.
4. The Committee shall meet at least three times during the academic semester.
5. Membership:
 - a. Membership shall consist of five tenured members of the Department who are elected by the Department to staggered terms.
 - b. A term of office shall be for three years beginning September 1 and ending August 31st.

Section 5.9.2 - Personnel Committee

1. The functions of the Personnel Committee shall be to:
 - a. Conduct the selection process for the Department Chairperson following procedures set forth in the University Faculty Senate By-Laws document on Department Chairperson.
 - b. Conduct the search process for full-time faculty positions following the Management committee's assessment of need, and the university regulations and affirmative action guidelines governing these positions. The Personnel Committee coordinates the presentations and colloquia for final candidates for full-time faculty positions and seeks input from faculty and students. The Personnel Committee submits its recommendations to the Chairperson. The Chairperson reviews the recommendations, provides input, and forwards the recommendation to the Dean, who then forwards it to the Provost for consultation around a final hiring decision.
 - c. The Committee will be charged with developing and maintaining a pool of candidates for adjunct faculty for the BSW and MSW programs. This will include:
 - 1) Developing a brief application form
 - 2) Screening applications
 - 3) Interviewing applicants and identifying specific areas in which they are competent to teach
 - 4) Recruiting potential adjuncts for specific areas of need
 - 5) Reviewing evaluations of adjunct faculty and making recommendations to the chairperson regarding continued hiring for subsequent semesters.
2. Membership:
 - a. Membership shall include six (6) members of the Department who are elected by the Department to staggered terms.
 - b. The Committee shall elect its own Chairperson to a one-year term and conduct itself in accordance with the By-Laws of the Department, the University and the Faculty Senate document.
 - c. In the instance when the Committee is conducting a faculty search, the Dean may appoint a search committee chair for purposes of conducting the search.
 - d. The Department Chairperson shall be an ex-officio member of the Committee on all matters other than selection of Chairperson.

- e. A term of office shall be for three years beginning September 1st and ending August 31 of the third year.
- f. The Committee shall meet at least three times during the academic semester.

Section 5.9.3 - Elections and By-Laws Committee

1. The functions of this committee shall be to:
 - a. Determine the vacancies which will occur in all Department Committees, University Wide Standing Committees assigned to its jurisdiction, the Faculty Senate and AAUP representation, and other committees.
 - b. Solicit nominations with and prepare a written nomination ballot including all interested candidates.
 - c. Prepare a written election ballot including all interested nominated candidates.
 - d. Conduct elections to fill the above-mentioned vacancies by mailing ballots accordance with procedures consistent with University and Faculty Senate By-Laws Document.
 - e. Submit election results to faculty.
 - f. Update and review Department By-Laws as required by current Department By-Laws Document.
 - g. Provide accurate copies of the Department By-Laws Document and Roster of Department Committee membership to all faculty members.
2. Membership:

Membership shall consist of three members elected for terms of three years on a staggered basis.

- a. The terms of committee members begin September 1st and end August 31th
- b. The Committee shall elect its Chairperson to a one year term and conduct itself in accordance with the By-Laws of the Department, the University and the Faculty Senate document.
- c. The Committee shall meet at least three times during the academic semester.

Section 5.9.4 – Scholarship Committee

1. The Scholarship Committee shall be responsible for:
 - a. Disseminating information to students and faculty on scholarship, award, and other Grant monies available to social work students.
 - b. Coordinating committee activities with the Office of Alumni Relations.
2. Membership:
 - a. Membership on this committee consists of three members of the Department elected in accordance with the by-laws of the Department.
 - b. Members shall serve a three-year term beginning September 1 and ending August 30th.
 - c. The Committee shall elect its own Chairperson to a one-year term and conduct itself in accordance with the By-Laws of the Department, the University and the Senate.

Section 5.9.5- Graduate Admissions Committee

1. The functions of the committee shall be to:
 - d. Develop, review, and implement all voted upon decisions related to the admissions process and admission criteria
 - e. Read and evaluate all completed files for choosing the following year's class.
2. Membership:
 - a. Membership shall consist of eight (8) faculty members, both tenured and non-tenured, elected by the faculty to staggered three-year terms beginning September 1st and ending August 30th.
 - b. The Committee shall meet at least three times a semester.
 - c. The MSW Coordinator and the Chairperson shall be ex-officio members.
3. The Director of MSW Admissions is accountable to and reports to the Chairperson of the Department, the Admissions Committee, and the MSW Core.
4. The Director of MSW Admissions has the responsibility to carry out the Admissions Committee's decisions and to propose policy recommendations to the Committee,

the Chairperson, and the MSW Core. Final decisions on admission procedures and policies are made by the faculty as a whole in consultation with the Chairperson.

5. The Director of Admissions prepares and presents an annual report to the Chairperson, faculty, and the Admissions Committee. This report is due in the beginning of the fall semester after all data has been analyzed and confirmed with the MSW Coordinator.
6. The Director of Admissions is responsible for administrative procedures related to running all aspects of the admissions program: scheduling and handling open houses on and off campus; supervision of Admissions Coordinator and Graduate Assistant(s); supervision of all office procedures related to writing admissions packet information, keeping website and graduate catalog up to date; relating to Graduate Studies office; keeping track of all applicant procedures related to organizing applicant files; distribution of applicant files to Admission Committee members; chairing monthly Admission Committee meetings; supervising data entry; and compiling admissions statistics for annual report.
7. The Director of Admissions is a member of, and chairs, the admissions committee. The admissions director is a permanent voting member serving in addition to the eight elected faculty members.

Article VI –Advisory Board

Section 6.1 - Purpose

The purpose of the Board shall be:

- a. To improve the stature and visibility of the Department of Social Work by educating others about the strengths, goals, and needs of the Southern Connecticut State University Department of Social Work.
- b. To encourage involvement and active participation and support of the Department of Social Work among alumni and friends of the Department.
- c. To provide feedback to the Department regarding mission, goals, and objectives.
- d. To develop strategies, methods and curricula addressing current trends and the changing needs of the practice community.
- e. To assist in fundraising and other outreach programs to support the department meetings its mission, goals and objectives.
- f. To identify and recruit capable individuals willing to serve on the Board.

- g. To use and create opportunities for speaking about the Department to individuals and organizations which directly or indirectly can refer potential students who will bring strength and diversity to the student bodies in all degree programs.

Section 6.2 - Meetings

- a. The Board shall meet quarterly each year, at a time and place selected by the Board. As appropriate, business or subcommittee meetings of the full Board may be conducted via videoconference or teleconference.
- b. Special meetings may be called by the Board at any time: by the Chair of the Board upon receipt of a written request by three or more members, or by the Chairperson of the Social Work Department. Written notice of such a special meeting shall be mailed to the last known address of each Board member not less than ten (10) days, nor more than thirty (30) days before the date of the meeting.
- c. At least 33% of Board members will constitute a quorum at regular and special meetings to consider action items.

Section 6.3 - Membership

- a. The Board shall be composed of individuals from the professional social work community, the business community, current students of each program of the Department of Social Work, and the community at large. Efforts will be made to have representation across fields of practice and geographical areas served by the Southern Connecticut State University, Department of Social Work
- b. Members shall serve a term of three (3) years from the date of election. Members may serve more than one term, but no more than two successive terms. Total membership of the Board shall not exceed fifteen (15) members. A member who misses more than two meetings a year in unexcused absences shall remove her/himself from the Board and that incomplete term shall be filled by a new member.
- c. Members shall constitute the voting body of the Board. Each member shall have one (1) vote.
- d. The Chairperson of the Department of Social Work, or other designated persons, shall serve as a voting ex officio member of the Board.
- e. Prospective members may be proposed by any member of the Board and by faculty of the Department of Social Work.

- f. Student members of the Board, one from the BSW program, one from the MSW program, and one from the DSW program, shall be appointed for one year terms by the faculty and will have full voting privileges.

Section 6.4 - Officers

- a. The Board members nominate and vote upon the positions of a Chair of the Board, a Vice-Chair, to serve in the event of the Chair's absence, and a secretary. Officers shall serve a two-year term.
- b. Officers shall be elected at the Fall meeting of the year. Any member of the Board shall be eligible for nomination and election to any elective office of the Board provided the member has served one year on the Board.
- c. Vacancies in any elective office may be filled for the balance of the unexpired term by majority vote of the Board. The Board, by majority vote, may remove any officer.

Article VII – Adoption and Approval of - The Department By-Laws

Section 7.1

The Department of Social Work By-Laws shall be distributed one week prior to a vote on the document. A majority vote to the full-time faculty is required for approval. The faculty approved by-laws are sent per the Collective Bargaining Agreement to the Dean for his/her approval. Upon the approval of the Dean, the newly approved Department By-Laws become effective and supersede all past By-Laws documents.

Article VIII - Interpretation of the By-Laws

Section 8.1

The Election and By-Laws Committee and the Department Chairperson shall interpret the By-Laws of the Department of Social Work. Membership elections for newly established committees will be held within one academic month after the adoption of the Academic By-Laws.

Article IX – Amendment to the By-Laws

A request for amendment can be initiated by a faculty member, the Department Chairperson, or any departmental committee. The Election and By-Laws committee reviews the request and makes a proposal to the faculty. Any amendment must be approved by a simple majority of the faculty of the whole and submitted to the Dean for approval.

Article X – Periodic Review and Revision

The by-laws will be reviewed at least once every three years and revised as necessary by the Election and By-Laws committee. Any revisions must be approved by a simple majority of the faculty of the whole and submitted to the Dean for approval.

Article XI—Exigent Circumstances

In exigent circumstances a simple majority of the faculty can vote to temporarily suspend the preceding. This may include but is not limited to suspension of regularly scheduled committee meetings, the convening of *ad hoc* committees as necessary, as well as temporary committee appointments by the chairperson.

Adoption Date: February 25, 2020

I have read and approved the By-Laws for the Social Work Department at Southern Connecticut State University.



Sandra Bulmer, Ph.D.
Dean, School of Health and Human Services

8/24/2020

Date