School of Social Work Bylaws
Adopted by the Faculty on January 4, 2007
Revised February 20, 2015

The Bylaws of the SSW provide a description of the mission of the School, as well as the policies and procedures related to governance and administrative structures.

ARTICLE 1: MISSION AND PURPOSE OF THE SCHOOL OF SOCIAL WORK

SECTION A: SSW Mission and Goals

School Mission:
The School of Social Work, providing continuously accredited professional social work education, was established in 1964 at the University of Georgia which is the oldest public educational institution in the state. As part of a land-grant institution, the School has primary responsibility for preparing social work leaders and scholars across its three social work degree programs (BSW, MSW & Ph.D.) and the Masters of Arts degree in Non-profit Organizations (MNPO). Through excellence in professional social work education, research, and service, the University of Georgia School of Social Work provides local, state, national and international leadership to promote social and economic justice, to alleviate oppressive social conditions and problems, and to enhance human well-being.

We are committed to the following goals: 1) recruiting a diverse student body that reflects academic excellence; 2) preparing ethical social work leaders who use critical thinking in the development, application, and dissemination of knowledge and skills for the promotion of social and economic justice, as well as, enhancement of human well-being; 3) creating and disseminating social innovations that employ problem-solving strategies in instruction, research, and service; and 4) promoting educational and professional growth and development among professional social workers through the implementation of innovative continuing education and professional development programs.

SECTION B: Purpose of the School of Social Work

The purpose of the School of Social Work at the University of Georgia is:
1) To provide professional generalist social work education at the baccalaureate level, advanced professional social work education at the master’s level, research and social work education at the doctoral level, and non-profit organizations education for the masters of arts;
2) To organize and deploy its educational resources toward the task of improving the quality of social and human service delivery at the local, state, national and international levels; and
3) To develop and disseminate knowledge for social work theory, research, policy, and practice.
ARTICLE 2: PURPOSE of the BY LAWS

The purpose of these Bylaws is to establish the framework for governance of the faculty in the School of Social Work, which includes participation in the academic decision-making processes of the SSW. Thus, the Bylaws were developed to promote the orderly conduct of business within the School of Social Work at the University of Georgia. A secondary purpose is to facilitate a democratic forum and to foster a climate that encourages cooperative and constructive professional working relationships.

These bylaws supplement the Statutes of the University of Georgia. In case of conflict between the Statutes of the University of Georgia and the SSW By-laws, the Statutes will prevail. In addition, Robert's Rules of Order Revised will apply to the extent that its provisions are not inconsistent with the University of Georgia Statutes or these Bylaws.

ARTICLE 3: FUNCTION, FACULTY MEMBERSHIP, AND GOVERNANCE

SECTION A: Membership

The Voting Membership of the Faculty of the School of Social Work will consist of the Dean; all other individuals who are appointed to a tenure-track or clinical faculty position with a minimum of 50% appointment to the School; and academic professionals who hold a 100% assignment to the School. Adjunct instructors, part-time instructors, temporary instructors, temporary academic professionals, and temporary assistant professors are ineligible to vote. Each year a list of voting members, noting those expected for service on standing committees, will be added to these bylaws, beginning in January, 2007. (See appendix A.)

SECTION B. Functions of the Faculty

The voting faculty will be the basic governing body of the School of Social Work, subject to the constitution of the University of Georgia and the regulations of the Board of Regents. The Faculty of the School of Social Work will be responsible for the governance of its affairs and shall retain policy-making authority over all academic matters of concern to the School of Social Work, including, but not restricted to, determining degrees to be granted; establishing admissions and grading policies; faculty searches; promotion, tenure, and post-tenure review; and other operational policies as may be specified by the Bylaws. Additionally, the faculty will conduct an evaluation of the Dean in accordance with the policies of the Provost.

SECTION C: Meetings of the Faculty

Regular Faculty Meetings: The School of Social Work faculty will meet on a regular basis sufficient to conduct the business of the school. Faculty meetings will be held a minimum of six times per calendar year. An agenda will be submitted to the faculty at least five working days prior to all faculty meetings. All action items (meaning that a vote will be taken) must be specified on the agenda, and accompanying information must be attached for review of the faculty. Written notice of regular faculty meetings for the calendar year will be set and given to
the faculty no later than the first week of each semester. A change of any preset date is possible with written notice to faculty at least a week prior to the original meeting date.

**Special Faculty Meetings:** Special faculty meetings may be held at the discretion of the Dean of the School of Social Work or upon written request to the Dean of no less than 25% of the voting faculty membership. The Dean must convene a special meeting within 14 working days of receiving the request/petition. Written notice of the special faculty meeting will be provided to the faculty at least five working days prior to the special meeting. The notice should include a written agenda, and only items specifically identified on the agenda will be considered.

**Chair:** The Dean of the School of Social Work or his/her designee will preside over the faculty meetings.

**Quorums:** Faculty are members of a deliberative body where contributions from the membership are broadly encouraged. At least 50% plus one of the eligible voting members of the School of Social Work faculty will constitute a quorum at any regular or special meetings of the faculty. No votes or decisions may be made if a quorum is called and found lacking. Faculty members may be absent from faculty meetings because of professional engagements (travel to conference or significant academic assignment; personal, family or medical emergencies and issues) or other reasons not mentioned here. Absentee voting by proxy is allowed under the following circumstances: 1) the absent voting member informs the Chair of the meeting of their absence in writing prior to the start of the meeting (except in extenuating circumstances at the discretion of the Chair) and 2) communicates to the Chair in writing which present voting member will hold the vote and cast it for them. The Chair will, prior to holding the first vote in a meeting, announce the number of proxy votes that are being held in the meeting. Proxy votes will count towards the 50% plus one quorum requirement. Proxy votes will be counted regularly as all votes cast by present members. Additionally, voting may be conducted by electronic mail or ballot. Voting at faculty meetings will be by secret ballot when requested by any member of the voting faculty.

**Attendance at and Participation in Faculty Meetings:** Attendance at Faculty Meetings is expected and will be recorded as part of the minutes. In addition to Voting Members of the faculty, part-time instructors, adjunct instructors, temporary instructors, and temporary assistant professors are encouraged to attend as non-voting members. Others (e.g., students and staff) may be placed on the agenda to speak by invitation from the Dean.

**Records of Minutes:** The Dean’s assistant or his/her designee will record the minutes of the faculty meetings. A copy of these minutes will be distributed to each faculty member within 15 working days after the regular or special faculty meeting. Changes to the minutes should be reported at the next faculty meeting prior to approval of minutes. The Dean's office will retain a cumulative record of the minutes of the faculty meetings and make this record available to members of the faculty upon request. The Associate Dean will monitor this process.
ARTICLE 4: THE DEAN

SECTION A.

The Dean will serve as the chief administrative officer of the School of Social Work. The Dean will appoint the Associate Dean or designee to serve as Acting Dean in his or her absence.

SECTION B.

The Dean will call and preside over regular and special faculty meetings and will prepare and distribute the written agenda for each such meeting at least five working days prior to each meeting.

SECTION C.

The Dean will be the principal financial officer of the School and will supervise receipts and expenditures of all monies as well as prepare an annual budget. As appropriate, the Dean may designate others to have limited budgetary authority within the School. Ultimately, however, the Dean oversees the entire SSW budget.

SECTION D.

The Dean will regularly, and not less than once a year, provide a written and oral report to the faculty in a "State of the School" message which will discuss the overall mission of the School, the priorities to be addressed during the forthcoming year, and major issues of concern to the School and faculty. Included in this report will be an overall budgetary summary.

SECTION E.

The Dean, in conjunction with the Associate Dean and the School's committees, will coordinate all aspects of the academic programs, such as degree requirements, curricular offerings and catalog announcements. The Dean will appoint the Associate Dean and Program Directors. Additionally, the Dean will determine and supervise, in consultation with the Associate Dean, Program Directors, and relevant committees and faculty members, matters such as the scheduling of classes and the assignments of the faculty and staff.

SECTION F.

The Dean, in conjunction with the Associate Dean, will develop procedures to assure that workload assignments will be discussed with each faculty member in advance of the assignment. These procedures will be approved by the faculty.

SECTION G.

An annual review of the performance of each faculty member will be conducted, either by the Dean or his/her designee of senior or equal rank. A written report will be provided to each
faculty member within 30 working days of each annual review, outlining the faculty member's significant contributions during the past year, and describing any areas which require improvement. Annual reviews will be based upon the faculty's performance on their assigned workload in instruction, research and service. Workload assignments and production expectations for the upcoming years should be negotiated during the current year's annual evaluation and serve as the basis of annual evaluation for the preceding year. Thus, workload assignments and production expectations must be included in each faculty member's file and should be included with each faculty member's annual evaluation package.

SECTION II.

The Dean is responsible for promoting the interests of the School within the larger university community, the community at large, all levels of government, and with the alumni/ae and donor community.

SECTION I.

To provide for participatory governance within the School of Social Work, the Dean will meet with the Faculty Executive Committee (FEC) on a monthly basis. The meeting will provide the opportunity for the FEC and the Dean to communicate and address programmatic and academic issues relevant to the operation of the school.

ARTICLE 5. THE ASSOCIATE DEAN

SECTION A:

The Associate Dean is appointed by and reports to the Dean for a three-year term that may be changed or renewed at the discretion of the Dean. The Associate Dean has responsibility for oversight and leadership of the academic and instructional programs within the School of Social Work. The Associate Dean will be informed of the Council on Social Work Education (CSWE) policies and standards related to curriculum in accredited social work programs. The Associate Dean will interpret and operationalize such CSWE policies and standards.

SECTION B:

In collaboration with the Degree Program Directors, the Associate Dean will coordinate the curriculum offerings for the School. This task will include coordinating course scheduling across the four degree programs, collaborating with Program Directors for instructional assignments, and assigning teaching assistants and adjunct faculty. In addition, the Associate Dean will work with the Dean to identify instructional gaps for faculty searches and adjunct appointments. The Associate Dean will serve as an ex officio member of all curriculum sub-committees in the School.

The Associate Dean will also constitute monthly meetings of the Program Directors and Director of Field. These meetings will provide input into academic policy, course planning, continuity...
among program curricula, and student-related issues. Any curriculum issue that will go before the full faculty will be discussed within these meetings including implications for resources, credit hour production, and faculty workload. Curriculum Sub-Committee Chairs will attend meetings when curriculum issues are on the agenda.

SECTION C:

The Associate Dean will coordinate the evaluation of instruction for all degree programs. In addition, the Associate Dean will work with the Program Directors to ensure regular evaluations of the curriculum in assessing academic effectiveness. At least once per year, the Associate Dean will meet with each of the Degree Program Directors to discuss issues related to quality of instruction within the degree programs.

SECTION D:

The Associate Dean will coordinate faculty professional development plans with the Degree Program Directors. These include distribution of faculty development opportunities, and orientation of new faculty, adjuncts and teaching assistants.

SECTION E:

The Associate Dean will oversee process and procedure related to Graduate faculty status of the SSW faculty members.

SECTION F:

The Associate Dean will directly supervise technology labs and technology support staff personnel in the School.

ARTICLE 6: DEGREE PROGRAM DIRECTORS.

Each degree program currently in the School (BSW, MSW, MNPO and PhD) is headed by a Degree Program Director who reports to the Associate Dean unless otherwise specified by the Dean. The Program Director is appointed by the Dean for a three-year term that may be changed or renewed at the discretion of the Dean. Each Program Director has authority to oversee curriculum, curriculum and program policy, student recruitment and progress within the program. The Program Director has responsibility to oversee various program structures that are part of any degree, such as part-time curriculum.

The various responsibilities of the Program Director include, but are not limited to:
- Providing leadership in the areas of curriculum and curriculum integrity in all aspects of the degree program.
- Staying current with the Council on Social Work Education (CSWE) policies and standards related to curriculum in accredited social work programs (BSW and MSW Program Directors).
• Working with Associate Dean in completing the self-study documents for accreditations and internal review processes, particularly, providing oversight and writing of the curriculum section for CSWE Accreditation process and UGA internal review process.
• Working with the Associate Dean and Curriculum Sub-Committees in devising a systemic continuous evaluation of program curriculum outcomes which should be approved by the faculty as a whole.
• Working with the Associate Dean to schedule necessary courses and appropriate course sections.
• Coordinating curriculum offerings with Field Education and International Programs within SSW.
• Monitoring student enrollment plans to maintain consistency with the overall SSW enrollment plan.
• Overseeing student progress within the degree program.
• Providing leadership in program policy as codified within the degree program manual.
• Serving as the initial point of contact for student performance issues within the program.
• Serving as an ex-officio member of their respective Curriculum Sub-Committee, which they chair.

ARTICLE 7: Chair of the SSW Promotion and Tenure Process

The Chair of the SSW Promotion and Tenure process oversees Promotion and Tenure processes, and post tenure reviews in compliance with University criteria and policies. This position must be filled by a tenured faculty member at the rank of Full Professor, and is elected by a simple majority of the tenure-track, tenured, and clinical* faculty members. The elected chair will serve a three-year term, and may be re-elected with no term limits.

*Clinical faculty are eligible for promotions only. See the University of Georgia (UGA) School of Social Work Appointment and Promotion Criteria for Clinical Faculty.

ARTICLE 8: OTHER ADMINISTRATIVE ROLES

SECTION A:

The Business Manager serves as the Budget Advisor within the SSW. This is a staff position with administrative responsibilities related to the SSW budget.

SECTION B:

The Director of Global Education is appointed by and reports to the Dean, and assumes the following set of responsibilities:
• Provides leadership and oversight, in developing study abroad courses that are compatible with the SSW curriculum.
• Leads the Global Education Advisory Committee
• Coordinates student recruitment strategies with faculty for study abroad programs.
• Provides leadership in coordinating visits from international faculty within the SSW.
• Serves as the School's liaison to the Office of International Affairs and Allied University Programs and Departments.
• Provides oversight of budgetary issues related to study abroad programs.

SECTION C:

The Field Education Director is hired through a faculty search process and is administratively responsible, under the supervision of the Associate Dean, for planning, implementing, and evaluating all aspects of the field education experience. The field education director:

• Informs faculty field liaisons, field instructors, students, and agency field coordinators of significant issues related to the field curriculum and field education policies.
• Remains current with the Council on Social Work Education (CSWE) policies and standards related to field education in accredited social work programs. The field education director will interpret and operationalize such policies and standards.
• Assumes responsibility for the design, implementation, and analysis of annual field evaluation.
• Assigns field liaison responsibilities with approval from the Associate Dean.
• Oversees Memorandum of Understanding for Field Education agencies.
• Leads the Field Education Advisory Committee.
• Represents the SSW at the Field Education Collaborative.
• Works with Academic Professionals assigned to Field to,
  • develop and update the Field Education manuals;
  • assess and select field agencies;
  • recruit, determine qualifications of, appoint, provide orientation for, and train field instructors;
  • assign students to a field practicum agency and field instructor;
  • assist in the resolution of any field-related problems as specified in the Student Handbook and Field Manual; and
  • monitor placements and consult with agency personnel, students, and field liaisons as needed.
• Coordinates with the BSW and MSW Program Directors regarding field instruction concerns and policies.
• Serves as ex officio member of BSW and MSW Curriculum Sub-Committees.

SECTION D:

The Gwinnett Part-Time MSW Coordinator is appointed by the Dean, reports to the MSW Program Director, and manages the day-to-day operations of the part-time MSW program in Gwinnett County. The Coordinator’s responsibilities include the following:

• Oversees administrative matters relating to the SSW at the Gwinnett part-time program.
• Serves as the SSW’s liaison to the Administration of the Georgia Gwinnett College.
• Coordinates delivery of the MSW curriculum through the MSW Program Director.
• Serves as the on-site coordinator for MSW student issues at the Gwinnett part-time MSW program.

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• Serves as the Gwinnett part-time MSW program liaison to the MSW program and the SSW.

SECTION E:

The MSW Admissions Coordinator is appointed by the Dean, reports to the Associate Dean, and holds the following responsibilities:
• Processes all admission applications to the MSW Program (Full, Part-time and Advanced Standing).
• Holds orientation and admission sessions for the MSW program.
• Oversees and implements admission recruitment plans.
• Provides the MSW Program Director with admission data for course scheduling purposes.
• Works with the Graduate Coordinator and MSW Program Director to award student financial assistance.

SECTION F:

The SSW Graduate Coordinator (GC) is recommended to the Graduate School by the Dean. The role of the SSW Graduate Coordinator may be held by a faculty member who holds another administrative role. The SSW GC holds the following responsibilities:
• Serves as the SSW GC for all graduate degree programs within the School.
• Represents the SSW at all Graduate Coordinator events that are held by the Graduate School.
• Oversees graduate admission processes for applicants to the SSW degree programs.
• Signs off on SSW graduate students’ programs of study.

ARTICLE 9. FACULTY COMMITTEES

SECTION A: General Procedural Guidelines for Membership on Faculty Committees

BSW, MSW, Doctoral, and MANPO Program Committees: The School’s programs will be the responsibility of the faculty under the direction of the Dean in conjunction with the Associate Dean.

The BSW and MSW programs constitute the largest degree programs within the SSW. As such, all faculty members who teach or supervise students in either program are expected to be involved with at least one of these committees.

The membership includes:
• All voting faculty members who have a 50% or higher assignment to the SSW; and
• All part-time or temporary instructors, academic professionals, and assistant professors who have a 50% or higher assignment to the SSW.

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Membership assignment to the BSW or MSW Committee will be determined by the Dean, in consultation with the individual faculty member, the designated Program directors, and Associate Dean. Assignment will be based on the faculty member’s teaching assignment, as well as the needs of the Programs. As such, a faculty member may be re-assigned to meet changing programmatic needs.

The Doctoral and MNPO Program Committees are Standing Committees; membership, described below, is determined by election.

**Elected Standing Committees:** In addition to service on either the BSW or MSW Program Committee, tenured or tenure-track faculty members are expected to serve on standing committees as follows. With the exception of their first year of service, tenure-track faculty members are expected to serve at a minimum on one SSW standing committee. Following third year review, all tenure-track and tenured faculty members are expected to serve on a minimum of one SSW standing committee and one additional standing committee either in the SSW or at the university level. Committee membership and responsibilities will be included in faculty members’ annual review.

**Terms and Elections for Standing Committees:** Faculty will be elected to standing committees and will serve one- or three-year terms as stated below for each committee. Terms begin on August 1 each year, and membership on these committees will be on staggered terms to ensure committee continuity. Faculty nominations for standing committees will be received by March 15th, and elections will be conducted electronically or held at the March faculty meeting, in either case, prior to March 31st. Elections will be conducted by the Faculty Executive Committee, and faculty receiving the most votes will be elected. Faculty may be re-elected for consecutive terms on standing committees. Some duties of the FEC and FPC may be limited to tenured faculty members only.

**Task Committees:** As needed, the BSW and MSW program committees, as well as the standing committees of the School, shall appoint ad hoc committees to complete particular tasks of the School. These task committees shall be constituted around a particular aspect of the committee functioning (e.g. student grievances) and will be disbanded once the task is completed.

**SECTION B: BSW and MSW Committees**

The BSW and MSW Program Directors will facilitate a process with the committees to complete the various tasks associated with the program, and construct a written procedure that is distributed to faculty for comment and acceptance. These tasks may include (but are not restricted to) admissions, recruitment, retention of diversity among students, and grievances. In addition, each committee will have a curriculum sub-committee, the chair of which will attend the Dean’s/Associate Dean’s monthly administrative meetings when curriculum issues are on the agenda. Any decision that impacts School-level resources, credit hour generation or changes in degree requirements must be approved by the entire SSW faculty.
BSW Program Committee:

Purpose: to coordinate and monitor all aspects of the BSW curriculum.

Duties and Responsibilities: The BSW Program Committee has responsibility to oversee curriculum, student composition, educational policy, and enrollment management of the baccalaureate program. The BSW Program Committee has the following duties:

- Constructs and oversees recruitment for students.
- Oversees retention of diversity among students.
- Determines technology needs and goals for instruction within the program.
- Monitors admissions and progress of majors across pre-professional and professional years of the program.
- Drafts and maintains curriculum and curriculum policy for the program.
- Recommends curriculum decisions that impact School-level resources, credit-hour generations, or changes in the MSW degree requirements to the faculty.
- Provides information and mentorship to teaching assistants and part-time instructors who teach within the program.
- Handles student award nominations and appropriate faculty instructional awards in conjunction with the Associate Dean.
- Implements plans for enrollment.

Membership: The BSW Program Director serves as the chair of the committee, and has the option of delegating leadership of various tasks to other committee members as appropriate. Voting faculty members, part-time or temporary instructors, and part-time or temporary assistant professors who teach or supervise BSW students shall serve on this committee. The committee shall additionally include the Field Director, and a student representative elected for a one-year term.

The BSW Curriculum Sub-committee Membership: The BSW Curriculum sub-committee includes all voting BSW faculty members, the BSW Program Director, and the Field Director. The Associate Dean serves as an ex officio member of this sub-committee.

MSW Program Committee:

Purpose: to coordinate and monitor all aspects of the MSW curriculum.

Duties and Responsibilities: The MSW Program Committee has responsibility to oversee curriculum, student composition, educational policy, recruitment, retention of diversity among students, and enrollment management of the full and part time programs. The MSW Program Committee has the following duties:

- Constructs and oversees recruitment for students.
- Oversees recruitment and retention of diversity among students.
- Determines technology needs and goals for instruction within the program.
- Monitors admissions and progress of students in the MSW Program on all campuses.
• Handles student award nominations and appropriate faculty instructional awards in conjunction with the Associate Dean.
• Provides information and mentorship to part-time instructors who teach within the program.
• Drafts and maintains curriculum and curriculum policy for the program.
• Recommends curriculum decisions that impact School-level resources, credit-hour generations, or changes in the MSW degree requirements to the faculty.

Membership: The MSW Program Director serves as the chair of the committee, and has the option of delegating leadership of various tasks to other committee members as appropriate. Voting faculty members, part-time or temporary instructors, and part-time or temporary assistant professors who teach or supervise MSW students shall serve on this committee. The committee shall additionally include the Field Director, and a student representative elected for a one-year term.

The MSW Curriculum Sub-committee: The MSW Curriculum Sub-committee includes four voting MSW faculty members, the Director of Field, and the MSW Program Director. The Associate Dean and Admissions Director serve as ex officio members of this sub-committee. Members of the sub-committee are elected by the voting members of the MSW Faculty Committee to serve 3-year staggered terms, with no term limits. The role of the curriculum sub-committee is to ensure that the integrity of the curriculum is maintained.

Responsibilities include:
• Conduct regular and systematic reviews of the MSW educational philosophy, curriculum, course content, and other related issues and make recommendations to the MSW Committee when necessary.
• Assume leadership in the design of major curriculum changes and revisions and make recommendations to the MSW Committee.
• Recommend procedures for student evaluations of courses to the MSW Committee.
• Coordinate curriculum issues with the MSW/MPH, MSW/ID, MSW/MDiv and other certificate programs for MSW students.
• Review and approve student requests for course exemptions and transfer credits.

SECTION C: Elected Standing Committees

MNPO Program Committee:

Purpose: to coordinate and monitor all aspects of the MNPO curriculum.

Duties and Responsibilities: The elected MNPO Program Committee has responsibility to oversee curriculum, student composition, educational policy, and enrollment management of the MNPO degree and certificate programs, and adjunc faculty application review and selection. Any decision that impacts School-level resources, credit hour generation or changes in degree requirements must be approved by the entire SSW faculty.
The MNPO Program Committee has the following duties:

- Constructs and oversees recruitment for students.
- Oversees retention of diversity.
- Targets appropriate student enrollment goals.
- Determines technology needs and goals for instruction within the program.
- Drafts and maintains curriculum and curriculum policy for the program.
- Recommends curriculum decisions that impact School-level resources, credit-hour generation, or changes in the degree requirements to the faculty.
- Coordinates curriculum areas with the MSW program for cross listed courses.
- Handles student award nominations and appropriate faculty instructional awards.
- Reviews applications for part-time faculty members and recommends to the Dean the individuals to teach within the degree program.
- Provides information and mentorship to part-time instructors who teach within the program.

**Membership:** The MNPO Program Committee is comprised of four faculty members who serve a staggered three-year term of office. The MNPO Program Director serves as the chair of the committee. The Graduate Coordinator serves as ex officio.

**Doctoral Program Committee:**

**Purpose:** to coordinate and monitor all aspects of the doctoral program curriculum.

**Duties and Responsibilities:** The elected Doctoral Program Committee has responsibility to oversee curriculum, student composition, educational policy, and enrollment management of the doctoral program. Any decision that impacts School-level resources, credit hour generation or changes in degree requirements must be approved by the entire SSW faculty.

The Doctoral Program Committee has the following duties:

- Constructs and oversees recruitment for students.
- Oversees retention of diversity among students.
- Determines technology needs and goals for instruction within the program.
- Monitors admissions and targeting enrollment goals for the program.
- Drafts and maintains curriculum and curriculum policy for the program.
- Recommends curriculum decisions that impact School-level resources, credit-hour generation, or changes in the degree requirements to the faculty.
- Handles student award nominations and appropriate faculty instructional awards.

**Membership:** The PhD Program Committee is comprised of five faculty members who serve a staggered three-year term of office; the PhD Program Director who serves as the chair of the committee; and the Graduate Coordinator who serves as ex officio. In addition, two doctoral students, each elected by their cohort during their first year of study, serve a staggered two-year term. Faculty members on the committee must have Graduate Faculty status; as well as teach at
least one course in the PhD program during an academic year OR have significant involvement in supervising students through dissertation or independent research.

**Faculty Executive Committee:**

**Duties and Responsibilities:** The elected Faculty Executive Committee (FEC) has responsibility to oversee the faculty governance structure within the School of Social Work, and works with the Dean to manage the affairs of the SSW. In particular, the FEC deals with matters of governance, budget, policy, and resource allocation.

The following tasks fall under the responsibility of the FEC. Members of the FEC will be assigned to provide leadership within each area of the School governance structure listed below.

- Conducts elections for the School and University Committees and maintains an accurate data base of committee membership, terms of office, and committee leadership within the Dean’s office
- Reviews the SSW faculty by-laws on an annual basis; and makes recommendations to the faculty for revision, as appropriate

In addition, to provide for participatory governance within the School of Social Work, the Faculty Executive Committee (FEC) will meet with the Dean on a monthly basis during the academic year. This meeting will take place a minimum of two weeks prior to each faculty meeting. Prior to meetings with the Dean, FEC will devise and send its agenda to the faculty. These meetings will provide the opportunity for the FEC and the Dean to communicate and address programmatic and academic issues relevant to the operation of the school. Additional meetings will be held as needed at the request of either FEC or the Dean.

**Membership:** The FEC is comprised of four elected members in tenure or tenure-track positions, who serve a staggered three-year term of office.

The Chair-Elect shall be elected by the FEC members at the August meeting following committee elections and shall serve a one-year term starting on August 1 each year. The Chair-Elect then assumes the Chair for a one-year term starting on August 1 of the next year. If the Chair-Elect is unable to assume the Chair, the committee will elect a replacement.

**Faculty Personnel Committee:**

**Duties and Responsibilities:** The elected Faculty Personnel Committee oversees faculty personnel matters, including the following:

- Develops, reviews, and revises Promotion, Tenure, and Post-Tenure Review policies.
- Develops and oversees policies and procedures regarding faculty awards.
- Reviews and revises the faculty workload policy as needed.
- Reviews part-time instructor applications and recommends to full faculty for approval according to SSW policies and procedures.

**Membership:** The FPC is comprised of four elected members in tenure or tenure-track positions, who serve a staggered three-year term of office.
The Chair-Elect shall be elected by the FPC members at the August meeting following committee elections and shall serve a one-year term starting on August 1 each year. The Chair-Elect then assumes the Chair for a one-year term starting on August 1 of the next year. If the Chair-Elect is unable to assume the Chair, the committee will elect a replacement.

Faculty Search Committee:

**Duties and Responsibilities:** The elected and appointed Search Committee oversees faculty personnel matters, including the following:
- Conducts searches for available social work tenure and tenure-track faculty positions, clinical faculty positions, the MSW Admissions Coordinator, and the Director of Field Education within the School.
- Oversees recruitment of diversity among faculty.

**Membership:** The Search Committee consists of three elected members in tenure or tenure-track positions and two additional members in tenure or tenure-track positions appointed by the Dean. Elected and appointed members serve a one-year term of office, and can be re-elected or appointed with no term limits. The Chair shall be elected by the Search Committee members at the April meeting following committee elections and shall serve a one-year term starting on August 1 each year.

The Search Committee shall receive administrative assistance from support staff assigned by the Dean.

Technology Committee:

**Duties and Responsibilities:** The elected technology committee participates in the development and monitoring of the School of Social Work’s technology plan based on the School’s strategic plan. To that end, specific areas of responsibility of the technology committee include, but are not limited to:
- Plan for, develop, implement and evaluate the School’s technology resources across the three areas of academe: instruction, research and service
- Develop proposal and/or plans, inclusive of implementation strategies, timetable, budget and evaluation procedures and timetable to keep the SSW current with up-to-date technology equipment
- Develop, plan and implement strategies for faculty and administration to be competent users of technology
- Plan and prioritize for future development
- Present annual reports to the School

**Membership:** Voting and non-voting faculty members and staff members shall serve. Three elected faculty members will serve a staggered three-year term of office with no term limits. The Director of Technology, ITS Network Administrator, Public Relations Director, and the Associate Dean serve in an ex officio capacity. Additionally, one student from each degree
program will be selected by Degree Program Chairs and invited by the committee to serve a one year term. The chair will be elected by the committee members.

**Field Education Advisory Committee:**

**Duties and Responsibilities:** The Field Education Advisory Committee is chaired by the director of field. The Committee serves as a team of advisors to support the field education office in its decision making processes. As such, the committee provides a formal opportunity for its members to have input into the field education component of the School of Social Work curriculum. This committee meets once a semester at a minimum.

**Membership:** The Field Education Advisory Committee is comprised of the Field Education Director and the Field Education Coordinator(s) as ex officio; eight field instructors selected by Field Education Director to broadly reflect the various placements (BSW, foundation, and concentration) and geographic areas (Athens, Gwinnett, and Atlanta); three faculty members to represent BSW, MSW, and Gwinnett programs (appointed by respective Program Directors); and three students to represent BSW, MSW, and Gwinnett programs (selected by Field Education Director).

**Global Education Advisory Committee**

**Duties and Responsibilities:** The Global Education Advisory Committee is chaired by the Director of Global Education. The Committee serves as a team of advisors to support the Global Education Director in his/her decision making process regarding policy, procedural guidelines, and strategic planning for existing and new programs. As such, it provides a formal opportunity for its members to have input into the global education component of the School of Social Work curriculum. This committee meets once a semester at a minimum.

**Membership:** The Global Education Advisory Committee is comprised of one team leader from each study abroad program, one elected faculty member-at-large, one MSW student representative, one BSW student representative, one SSW International student, and one person from the OIE.

**Grade Appeals Committee**

**Duties and Responsibilities:** The committee will oversee grade appeals across the four SSW academic programs, per the Social Work School-Wide Grade Appeals Policy approved by the full faculty on November 18, 2011. Student appeals of course grades must be filed in writing with the committee chairperson and within one calendar year from the end of the term in which the grade was recorded.

**Membership:** The Grade Appeals Committee is comprised of three faculty members (including the chairperson) who serve a three-year, staggered term to ensure committee
continuity. Committee members will be elected by the full faculty and the chairperson must be at the rank of Associate Professor or higher, and be tenured.

**Academic and Professional Performance Committee**

**Duties and Responsibilities:** The committee will review concerns, across the four SSW academic programs, raised by faculty and/or a specific academic program about a student’s status or professional conduct. Concerns should be addressed to the committee chairperson, who will collect information and investigate, per the Social Work School-Wide Academic and Professional Performance Policy approved by the full faculty on November 18, 2011.

**Membership:** The Academic and Professional Performance Committee is comprised of three faculty members (including the chairperson) who serve a three-year, staggered term to ensure committee continuity. Committee members will be elected by the full faculty and the chairperson must be at the rank of Associate Professor or higher, and be tenured.

**ARTICLE 9. AMENDMENTS**

Any five members of the voting faculty may propose an amendment to the Bylaws of the School of Social Work. Such proposed amendments will be circulated in writing to all faculty members at least two weeks in advance of the faculty meeting at which the change will be discussed. The passage of amendments will require two-thirds of the voting faculty to vote in favor of the amendments. If an amendment is passed, it becomes effective in the following academic year unless an alternate date is agreed upon by two-thirds of the voting faculty.
<table>
<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Banks, Leon</td>
<td>Sr. Academic Professional/MSW Admissions Coordin.</td>
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<tr>
<td>Bates, Mary Zorn</td>
<td>Clinical Assistant Professor</td>
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<tr>
<td>Briggs, Harold</td>
<td>Professor/Associate Dean</td>
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<tr>
<td>Campbell, Rosalyn</td>
<td>Assistant Professor</td>
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<td>Caplan, Mary</td>
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<td>Choi, Jcon</td>
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<td>Daniels, Maurice</td>
<td>Professor/Dean</td>
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<td>Ellett, Ert</td>
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<td>Holosko, Michael</td>
<td>Professor</td>
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<td>Hopps, June</td>
<td>Professor</td>
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<td>Jaskyte Bahr, Kristina</td>
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<td>Knox-Betty, Edwina</td>
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<td>Lowe, Tony</td>
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<td>Matthew, Rebecca</td>
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<tr>
<td>Miller, Shari</td>
<td>Assistant Professor/BSW &amp; Ph.D. Director</td>
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<td>Mowbray, Orion</td>
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<td>Murphy, Sandra</td>
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<td>Nackerud, Larry</td>
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<td>Okech, David</td>
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<td>Vonk, Betsy</td>
<td>Professor</td>
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<td>Washington, Tiffany</td>
<td>Assistant Professor</td>
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