

**School of Social Work
By-Laws**

Approved by the faculty on May 6, 2019, at a regular meeting

Article I. Name

School of Social Work

Article II. Mission

Master of Social Work (MSW) Program Mission Statement

The Adelphi University School of Social Work MSW program prepares graduates to provide ethical and effective advanced direct social work practice in diverse cultural and social contexts upon entering the profession and throughout their careers. Through our student-centered and research-informed curricula, scholarship, and community-engaged programs, we provide leadership to advance knowledge, skills, and values for the profession. We are committed to the enhancement of human well-being, the advancement of human rights, and the promotion of social justice for individuals and communities, regionally, nationally and globally.

Bachelor of Social Work (BSW) Program Mission Statement

The Adelphi University School of Social Work BSW program prepares graduates to provide ethical and effective generalist social work practice in diverse cultural and social contexts upon entering the profession and throughout their careers. Through our student-centered curricula, faculty scholarship, and community-engaged programs, we provide leadership to advance knowledge, skills, and values for the profession. We are committed to the enhancement of human well-being, the advancement of human rights, and the promotion of social justice for individuals and communities, regionally, nationally and globally.

Article III. Purpose

Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the School of Social Work faculty, in accordance with the University's Articles of Governance and Provisions for Peer Review, the faculty has primary responsibility for the school's mission, curriculum,

educational policies and procedures, and methods of instruction in both the classroom and the field. In addition, faculty has responsibility for policy related to peer review, admission, and academic standards. Faculty responsibilities also extend to faculty recruitment, faculty development, scholarship and research, accreditation and other activities related to the the School including providing academic advisement and counseling to students.

The scope of these by-laws is generally limited to the establishment of faculty governing structures. Mechanisms for implementing policies and the roles of various administrative offices are described in our operating procedures. Additional rights and responsibilities of faculty are described in the Collective Bargaining Agreement.

Article IV. Membership

- A. The voting members of the faculty of the School of Social Work (called “the faculty” within this document) include all clinical or tenure-track faculty who have full-time appointments within the School of Social Work that are at least 50% full-time equivalency for the current academic year.
- B. Voting privileges are valid from the date of initial appointment to the school. Voting privileges end immediately upon severance, for whatever reason, from the school.
- C. Only voting members of the School of Social Work may vote at any faculty meeting, standing committee meeting, or ad-hoc committee meeting.
- D. The Dean of the School is the chief executive officer.

Article V. Meetings

- A. Meetings may be called by:
 - a. The Dean; or
 - b. A written request to the Dean by any five voting members of the faculty.
- B. The Dean of the School or his/her designated representative shall preside at all meetings of the faculty.
- C. A recorder of the minutes shall be designated for each meeting of the faculty.
- D. Fifty percent of the voting faculty shall constitute a quorum.
- E. All decisions of the faculty shall be determined by majority vote except as stated in other sections of the by-laws.
- F. The Dean shall call at least two meetings of the faculty each semester.

- G. All action items shall be formally brought to the faculty's attention at least ten [10] calendar days prior to the meeting. The faculty may waive this notice rule by a majority vote.

Article VI. Standing Committees

The faculty, consistent with the University's Articles of Governance and the School of Social Work's mission, formulates policy with respect to curriculum, educational policies and procedures, and methods of instruction in both the classroom and the field. The faculty sets policies for peer review, admissions, and academic standards.

The following standing committees are charged with carrying out these various responsibilities under faculty governance. All committees should have faculty chairs or faculty co-chairs, elected by their faculty members.

Curriculum Committee

The Curriculum Committee has responsibility for curriculum development and oversight at the undergraduate, master's and doctoral levels. It acts as advisor to the faculty. The members provide initial approval of all new courses and revisions, subject to faculty majority approval. The Curriculum Committee comprises members of the faculty and administration to represent all aspects of the curriculum. The Director of Field Education and the Associate Dean of Academic Affairs serve as ex-officio members. Each sequence appoints a representative to the committee. The committee invites the Faculty Director (or a faculty representative) of the Online MSW Program, Faculty Chair for Curriculum and Instruction, the Faculty Chair of the BSW program, and/or the Faculty Director of the Doctoral Program to attend when addressing issues relevant to their respective offices.

Academic Standards Committee

The Academic Standards Committee has primary responsibility for recommending and implementing standards of academic performance to the faculty. The Academic Standards Committee periodically reviews the standards for academic performance that are described in the student handbooks, field manual, and other governing documents and suggests revisions as necessary. Because field education is the signature pedagogy of the social work profession and professional behavior as a social worker is an explicit learning outcome in social work education, "academic performance" refers to ethical behavior, professional conduct, and progress toward learning goals in both the classroom and in the field. Also, the definition of "faculty" includes faculty field liaisons. The Academic Standards Committee oversees the process of convening panels that

review students who have serious difficulty in the classroom or in field. Academic standards panels investigate cases and issue recommendations to the Assistant or Associate Dean for Academic Affairs for whether, and under what conditions, a student may be allowed to remain in the program. The Director of Field Education and the Associate Dean of Academic Affairs serve as ex-officio members. The Academic Standards Committee has seven faculty members, who are elected by the faculty.

Elections Chairs

Two Elections Chairs are elected by the faculty in April of each year. The co-chairs establish the process for conducting all faculty-wide elections, including elections to faculty committees as described in this document.

Admissions Committee

The Admissions Committee is responsible for recommending admissions policies to the faculty and providing counsel to the Director of Outreach, Enrollment and Advisement regarding screening of applicants who do not meet the minimum GPA requirement of 3.0. The Admissions Committee periodically reviews all stated admissions policies and suggests revisions as necessary. The committee comprises faculty and the Director of Outreach, Enrollment, and Advisement, who serves as an ex-officio member. The Director of Outreach, Enrollment and Professional Advisement shall have responsibility for administrative aspects of the committee. The Admissions Committee has three faculty members, who are elected by the faculty.

Unit Peer Review Committee

The Unit Peer Review Committee reviews and makes recommendations regarding new appointments to the faculty, reappointment, tenure and promotion. The committee shall consist of five tenured full-time faculty with at least two years of service at Adelphi University. Members are elected by the faculty for three year-terms. Terms are staggered so that no more than two members' term expire in any given year.

Field Education Committee

All policies, processes, practices, and procedures (PPPP) in field education are part of the curriculum and subject to review by the Field Education Committee (FEC). All parties involved in field education, including the Director, Associate Directors, and Administrative Staff of the Department of Field Education; other Administrators and Administrative Staff; Faculty; and Field Advisers are responsible for delivering the field education curriculum that has been set forth by the FEC and approved by the Curriculum Committee. The FEC determines its own processes for reviewing and monitoring the implementation of the field education curriculum. The FEC will review

ideas and feedback relating to changes in PPPP in field education, which may be presented by any member of the FEC and by other Administrators, Administrative Staff, and members of the Faculty and documented in FEC minutes as discussed and/or approved. FEC minutes documenting discussion, including consensus and divergent perspectives, and/or agreed upon changes in PPPP, will be forwarded to the Curriculum Committee, and when appropriate, the Bachelor's Committee and the Academic Standards Committee for review and/or approval. Along with Administrators and Administrative Staff, including the Director and Assistant Directors of Field Education, the committee will include three Faculty Members elected by the Faculty. The Faculty Members on the FEC should include at least one member of the Practice Committee, at least one tenured Faculty Member, and at least one Faculty Field Adviser. The Director of Field Education will serve as a co-chair, and a Faculty Member will be elected by the three FEC Faculty Members to serve as the other co-chair.

Bachelor of Social Work (BSW) Committee

The BSW Committee reviews and makes recommendations to the faculty and the Dean regarding policy, procedures, curriculum, and academic services as they relate to and affect the BSW program. Policies and procedures refer primarily to admissions and advisement; curriculum refers to those courses exclusive to the BSW program; and academic services refer to student retention and the monitoring of academic standards. All curriculum matters, e.g. modifications to existing courses or the introduction of new courses, must first be presented to the BSW Committee for approval, then forwarded to the School's Curriculum Committee for approval, and then presented to the faculty. Members of the BSW Committee include the Director of the BSW Program, the Faculty Chair, the Directors of the School's Learning Hubs, and the Director of the Field Education or her/his designee. Faculty BSW Committee members will be elected by the faculty.

Doctoral Committee

The Doctoral Committee is charged with ensuring the academic rigor and relevance of the Doctoral program. As such, it plays an important supportive and guiding role in reviewing and developing the Doctoral curriculum under the leadership of the Doctoral Program Director. The Doctoral Program has responsibility for recruitment and selection of candidates for admission. The Doctoral Program Director is a voting faculty member of the Doctoral Committee. Other members of the Doctoral Committee are elected by the faculty.

Student Experience Committee

The function of the Committee is to address issues that impact students as they proceed through their educational experience at school. This includes issues related to the school's climate, pedagogy and curriculum. The committee also functions as an advisory board, to bring issues raised and solutions proposed to the attention of faculty, staff and administrators.

The Student Experience Committee is comprised of students representing the BSW and MSW programs on all four sites, School of Social Work faculty, and School of Social Work administration and/or staff. Each year the faculty will elect four faculty members to the committee. The Dean assigns the administrative committee members, which may include the Associate Dean for Academic Affairs, the Director of Student Engagement and Academic Success, the Directors of the BSW Program, Doctoral Program, and Field Education Office, and an administrative representative from each Learning Hub. Two faculty co-chairs will be elected by the committee. At least one of the co-chairs should be tenured.

Social Action Committee

The Social Action Committee is composed of faculty members, administrators and students who are actively committed to social justice and social change. Through its activities the Social Action Committee seeks to inform the School of Social Work, Adelphi University, and larger communities of policies and issues related to vulnerable and oppressed populations, and to stimulate dialogue and action about these issues. These actions may include school-based or public forums, community partnerships, advocacy, and/or research activities. Each year four faculty members are elected by the faculty.

Library Liaison

The Library Liaison is elected by the faculty and oversees the relationship between the School of Social Work and the Adelphi libraries, at Garden City and at the Learning Hubs. The Library Liaison encourages and monitors print and non-print acquisition requests made by Social Work faculty. Along with the Assistant/Associate Dean for Academic Affairs, the Library Liaison works with the Social Work Librarian to plan library-related educational offerings for both students and faculty. The term length is two years.

Sequence/Content Area Committees

All faculty shall be a member of at least one of the following content area committees: Human Behavior, Practice, Research, and Policy. Members of content area committees

elect their own chairs. Content area committees oversee review and revision of existing courses and the development of new courses. New courses and substantial revisions of existing courses are submitted to the Curriculum Committee for review.

Search Committee

When the School of Social Work is engaged in a search to hire any new faculty member, either clinical or tenure track, a search committee will be formed. This committee will have five members, elected by the faculty, and the chair will be chosen from among those elected members.

Article VII. Referenda

Twenty percent (20%) of the voting faculty may petition the Dean for a referendum by the faculty on any issue. To be valid, a referendum requires that seventy-five percent (75%) of the voting faculty participate. A majority vote shall prevail and supersede any existing school policy subject to Article III above.

Article VIII. Parliamentary Authority

Robert's Rules of Order are used to govern the conduct of faculty meetings in all applicable instances.

The faculty shall elect a faculty parliamentarian to serve for a term of one academic year.

Article IX. Ratification, Amendment and Implementation

As specified by the Articles of Governance of Adelphi University, Article VII, these by-laws and any amendments of them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following a majority vote of the eligible faculty (as defined in Article III). Amendments to this document may be proposed by at least 25% of the voting members of the faculty, or by a majority of the faculty at a meeting at which a quorum is present. Amendments shall be presented to the faculty with a rationale prepared by the sponsoring body. To pass, an amendment must receive the affirmative vote of a majority of the faculty eligible to vote.