

## **GOVERNANCE DOCUMENT**

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### **Bylaws of the Faculty of the College**

#### **Committee Organization**

#### **Policy and Procedures**

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## **Preamble**

This document provides guidance and structure for the organization of the College of Social Work at the University of Tennessee, Knoxville (herein after referred to as “the College”) and for the rules of the faculty of the College. The functions and responsibilities of the dean of the College described in this document are those prescribed by the Governing Regulations of the University in compliance with the Council on Social Work Education. The functions and responsibilities of the faculty are those prescribed by the Governing Regulations of the University of Tennessee, and the Faculty of the College.

Copies of the rules of the faculty and all subsequent amendments shall be submitted to the Provost, filed with all appropriate University bodies and offices, and distributed to all members of the faculty and its committees, and shall be maintained by the dean so as to be freely available to the members of the faculty and other authorized persons.

## **THE COLLEGE OF SOCIAL WORK DESCRIPTION, HISTORY, VISION, AND MISSION**

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

Since 1942, the College has had a special mission to serve the needs of the state of Tennessee for social work education. The College seeks to contribute to the

development of the profession of social work and to professional social work education through research and scholarly activities by faculty and professional staff and to provide service to both the University and social service communities.

The College's heritage began with the founding of the Nashville School of Social Work through a cooperative effort of Scarritt and Peabody Colleges and Vanderbilt University. The first Master's degrees in social work were awarded in June 1944 by Vanderbilt University. The College was initially accredited in 1945 by the American Association of Schools of Social Work, now the Council on Social Work Education (CSWE), and has maintained that status continuously to present. In 1950, a campus program was established in Memphis. In 1951, the College became a program in the Graduate School of The University of Tennessee, Knoxville. A resident faculty member was assigned to Knoxville in 1952, and a full campus program has been operational in Knoxville since 1958. The dean's office and other central operations continued to be located in Nashville until 1973, when these were relocated to the Knoxville campus. The PhD program was approved in 1982 and enrolled its first class of students in September 1983. In 1985, a small, accredited social work undergraduate program on the Knoxville campus, Liberal Arts division, was placed under the direction of the (then) School of Social Work. The DSW enrolled its first class of students in September 2012. Thus, over a span of 67 years, the University of Tennessee, Knoxville College of Social Work has developed from a small school in Nashville to a regionally and nationally recognized College of Social Work offering the full continuum of social work education.

The College of Social Work is a separate administrative unit within the University of Tennessee, Knoxville. The College of Social Work is administered by a dean who is appointed by, and reports directly to, the Provost and Senior Vice Chancellor.

The faculty, through its governance structure, maintains responsibility and control over admissions, curriculum design, educational policy, review and recommendation of candidates for faculty positions, and review and recommendation of faculty for promotion and tenure. New courses and new programs are reviewed by the College's Curriculum Committees, the dean, the University's Undergraduate and Graduate Schools and the College of Social Work faculty as appropriate.

The budgets of the College are developed in conjunction with the overall budget of the University and are dependent on allocations from the Legislature, the Board of Trustees, and independent fund-raising. The dean of the College is responsible for management of the budget allocated to the College. However, separate operating budgets are allocated by the dean to the BSSW, MSSW, DSW, and PhD programs on

the Knoxville and Nashville campuses. SWORPS and the CBHR maintain separate budgets that are dependent upon external funds obtained through contracts and grants. The College's Search and Screen committee conducts recruitment and searches for new faculty. The faculty makes its recommendations on candidates to the dean, who in turn makes recommendations to the Provost and Senior Vice Chancellor. The College's Retention, Promotion, and Tenure committee reviews tenure-track faculty, and makes recommendations to the dean, for tenure and promotion. The Non-Tenure Track Promotion Committee reviews non-tenure track faculty and makes recommendations to the associate dean for promotion.

## **Vision**

Thriving communities with equitable outcomes for all.

## **Values**

**Innovation:** Committing to a spirit of continual learning and creativity in education, scholarship, engagement, and administration.

**Inclusion:** Equipping programs and decision-makers to provide equitable access to opportunities and resources.

**Respect:** Recognizing and honoring the dignity and wellbeing of each person, in all of their identities and interests.

**Empathy:** Informing action with curiosity and understanding.

**Collaboration:** Building authentic, mutually beneficial relationships that empower shared success.

**Integrity:** Exemplifying transparency, accuracy, and the highest standards of professional ethics.

**Accountability:** Holding ourselves and one another responsible for living into our shared values.

## **Mission**

Pursuing a more socially just society through education, scholarship, and engagement.

To do this, we:

...equip professional social workers with the knowledge and skills to facilitate wellbeing and equity.

...conducting groundbreaking, interdisciplinary research that informs policy and practice.

...build partnerships that leverage our resources to improve lives in Tennessee and beyond.

## **Implementation of College Mission**

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

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

The University Mission statement emphasizes "... teaching, research, scholarship, creative activity, outreach, and engagement ...." The College of Social Work has actively recruited talented faculty who are dedicated scholars and teachers, as well as evincing a commitment to community service. Our success in recruiting scholars is evident in our faculty's presentations at prominent national social work conferences and in the frequency of publications in peer-reviewed social work journals. Student evaluations of our faculty compiled by the University (see [TN101](#)) and by the College attest to the educational skills of the faculty. The College's faculty are known by the practice community for their involvement in services to agencies and social welfare programs, and community-engaged scholarship leading to design and dissemination of evidence-based social-work practices. In addition, UT SWORPS makes an essential contribution toward the University's Carnegie Community Engagement Classification through its commitment to community-engaged scholarship.

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

First Approved: 2/19/1988

\* Most recent revision: 5/5/2023

**Preamble**

By adoption and periodic review of these bylaws, the faculty evidences its commitment to full participation in the academic governance of the College. The faculty seeks, through the exercise of the decision-making responsibilities recognized herein, to organize its resources as a community of scholars to help conduct the affairs of the College of Social Work not only in its own best interests but also in those of the larger academic community of which it is an integral part.

Programs of the College are offered in two separate geographic campuses within the state (Knoxville and Nashville) and online to students around the country and the world. This deployment of faculty and staff and distribution of students, though necessary and desirable, adds complexity to the process of collegial relations. Because of this, the College especially values and depends upon the continuing cooperative, forthcoming efforts of its members.

The College provides one of the first master's programs, the only online master's program, and the only doctoral programs in social work within the state of Tennessee. It thus carries a unique responsibility for preparing social workers for entry into advanced practitioner, educational, and research roles. The College also provides education at the baccalaureate level, has a special unit to enhance research and public service endeavors in social work, and administers a research center focusing on behavioral health services.

**Article I - Name**

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

## Article II - The College Faculty and its Organization

### A. Composition of the Faculty

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

### B. Faculty Voting

Tenured, tenure-earning, and non-tenured faculty who do not have a dual role (e.g., are also currently enrolled as a student in the College), who are employed full-time according to the University definition of full-time shall be considered faculty eligible to vote on all issues. Other members of the College faculty and staff may attend and participate in College meetings on a non-voting basis. Faculty who are on official leave or sabbatical from UT for one or more semesters are for the duration of their official leave not included as faculty eligible to vote. The dean of the College is not included among those considered eligible to vote.

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

1. Voting occurs during college-wide faculty meetings, which members can attend online or in person. All votes are cast anonymously via an online platform. Faculty voting is led by the FGC chair or another member of the FGC.
  
2. Any committee/person(s) proposing a revision, amendment, or new policy for the CSW Bylaws or Policies and Procedures Manual must send this proposal and accompanying explanatory materials to the FGC chair two (2) weeks prior to the next scheduled Faculty Governance Committee meeting. The Faculty Governance Committee will discuss and vote on the revision, amendment, or policy. If approved in Committee, the FGC chair will forward it to all faculty. If the Committee rejects the revision, amendment, or policy, it will be sent back to the committee/person who proposed it detailing the reason for the rejection. Curriculum changes should be sent to the FGC Chair no less than two (2) weeks prior to a collegewide meeting so that they may be made available to all faculty prior to voting at the meeting.
3. The FGC chair compiles and disseminates all proposals and explanatory materials.
4. The FGC chair notifies all faculty of upcoming votes to occur two (2) weeks prior to the next scheduled collegewide faculty meeting. The email notification outlines votes, any brief rationales, and any attachments. Should a committee wish to do so, they may create a brief video of their proposal that will be distributed with the proposal materials. The email clarifies that the two-week-

period serves an open-comment on policy proposals. For policy proposals originating outside of FGC, faculty will be directed to send comments directly to the chair of the committee authoring the proposal.

5. Committee(s) authoring policy proposals facilitate discussion in the college-wide faculty meeting and makes any necessary revisions live, using Robert's Rules of Order (i.e., suggesting amendments to the proposal author, who will either accept a friendly amendment or ask for a vote for the change, voting on amendments, and making changes appropriately before the final vote).

6. Discussion of each proposal concludes with live, electronic ballot and vote. The FGC chair or another member of the FGC facilitates the voting process, including creating the ballot and disseminating the results.

7. Should a proposal require substantial revision outside the scope of the meeting time, the committee or the body can move that it be sent back to committee and voted on at the next college-wide faculty meeting.

8. Should a vote be required between college-wide meetings, due to a time-sensitive issue, a called online meeting can be scheduled two weeks in advance by the FGC or the Dean, for the purpose of holding a live discussion and vote.

NOTE: Faculty must receive notification and materials regarding proposed Bylaw changes 30 days in advance of the next meeting. Review discussion, and potential amendment will occur. . Voting will occur at the following meeting after presentation meeting. All other policy changes will be voted on in a single meeting unless remanded back for reconsideration.

### **C. Organization and Meetings**

Faculty are organized on both a College-wide and a campus basis.

1. There shall be at least one College-wide meeting of faculty during each academic year. Additional meetings may be called by the dean, by his or her appointee, or upon request of 40 percent of the faculty of the College who choose to vote. A quorum for such meetings is defined as two-thirds of the faculty eligible to vote. College-wide faculty meetings are conducted by the dean and provide an opportunity to reflect on major issues and strategies of the College, its mission, and its governance. It is expected that proposals to be brought before the faculty during College-wide meetings will be distributed to all electronically or in hard copy at least two weeks in advance of the meeting. If this advanced distribution requirement is met, faculty may vote on those proposals during College-wide meeting.

2. There shall be regularly scheduled meetings of the faculty of each geographic campus during the regular academic year. Such meetings may be called by the associate dean for academic affairs, by his or her appointee, or on the request of 40



percent of the faculty to vote of the local campus. A quorum for such meetings is defined as two-thirds of the faculty of the local campus who are eligible to vote.

#### **D. Agenda**

Meetings shall be conducted in accordance with a written agenda circulated in advance to faculty members by either the dean or associate dean for academic affairs. A call for items to be placed on the agenda shall be made to participants. Under exceptional circumstances these conditions may be waived.

#### **E. Minutes**

The dean or associate dean for academic affairs shall be responsible for securing a record of minutes of meetings and shall have copies distributed to each faculty member. The dean's office will retain a permanent file of the minutes of College-wide faculty meetings. The associate dean for academic affairs will retain a permanent file of the minutes of campus faculty meetings. Minutes of all faculty and committee meetings shall be made available to faculty in the College-wide electronic archive.

#### **F. Functions**

All curricular and admissions policies governing the College's academic programs are determined by faculty. Decisions to adopt or change published admissions criteria or academic requirements for the BSSW program, the MSSW program, DSW program, or the PhD program require the affirmative vote of a majority of the faculty within the College who choose to vote.

1. The advice of the faculty shall be routinely sought by the dean, associate deans, program directors, and committee chairpersons in formulating policies, practices, and decisions governing all major aspects of College life.
2. The decision to ratify or amend these Bylaws of this governance document shall require an affirmative vote of two-thirds of the faculty who choose to vote.
3. All other decisions (not covered in the Bylaws) submitted for College-wide approval shall require an affirmative vote by a majority of the faculty who choose to vote. To be valid, College-wide votes that are conducted electronically must follow the guidelines stipulated in Article II, Section B above. College-wide votes at College-wide meetings are valid if the rules for a quorum are met.

4. The faculty shall receive at its College-wide meetings a report from the dean regarding the state of the College.
5. The faculty shall receive written minutes (in electronic format) of the meetings of all College-wide committees. The faculty shall receive reports from each of these groups at annual meetings of the College-wide faculty.
6. Faculties on each campus shall have the opportunity to receive at their campus meetings a report from faculty who are members of College committees, ad hoc committees, and local campus committees. Campus faculty shall have the right to review the work of all campus committees. All campus faculty decisions shall require a majority vote of the faculty who choose to vote.
7. The faculty shall establish a plan and procedures for equitable allocation and distribution of faculty workloads. Distribution of faculty workload shall include all essential College functions necessary for collegial management of the College.

### **Article III - The Administrative Officers**

#### **A. The Dean**

The Dean serves as the chief academic and administrative officer of the College. The dean is appointed by and reports to the Provost. The appointment of the dean is reviewed at the discretion of the Provost in consultation with the faculty. The role and scope of responsibilities of the dean are set forth in the UT Faculty Handbook. Further duties of the dean may be found in the Administrative Policies & Procedures Manual.

#### **B. The Associate Dean for Academic Affairs**

The Associate Dean for **Academic Affairs** is appointed by the dean of the College, in consultation with the faculty of the College. The Associate Dean for Academic Affairs is assigned the duty of directly administering each of the academic programs on all College campuses.

The scope of responsibilities of the Associate Dean for Academic Affairs is described in the UT Faculty Handbook. They carry many responsibilities within the College that the "department head" assumes in other University of Tennessee Colleges and Schools. Further duties of the Associate Dean for Academic Affairs may be found in the Administrative Policies & Procedures Manual.

### **C. The Associate Dean for Research**

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

The scope of responsibilities of the Associate Dean for Research is described in the UT Faculty Handbook. They carry many responsibilities within the College that the "department head" assumes in other University of Tennessee Colleges and Schools.

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

### **D. The Associate Dean for Equity and Inclusion**

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

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

## **Article IV – College-wide Program Roles**

### **A. Director of the BSSW Program**

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

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

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

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

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

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

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

### **E. Center Directors**

Center directors are selected by the Dean and report to the Associate Dean for Research. Directors oversee the work of the centers. Directors are responsible for the fiscal, personnel and resource management of the centers. Directors guide the mission and vision of the center through the planful conduct of research, education and/or service.

Further detail may be found in the Administrative Policies & Procedures Manual.

### **G. Director of Field Education**

The director reports to the Associate Dean of Academic Affairs. The director is responsible for identifying and establishing affiliations with appropriate field agency settings with agency-based field instructors including field placement sites outside of the U.S. The director supervises and evaluates the undergraduate and graduate program field coordinators. Further detail may be found in the Administrative Policies & Procedures Manual.

## **Article V - Committees of the College**

Described herewith in are the College-wide committees of the College of Social Work. Each College-wide committee shall, through written minutes, regularly inform the College faculty of its substantive deliberations and recommendations. Where faculty approval of committee actions or recommendations is required, committee chairs shall

collaborate with the dean, associate dean of academic affairs and associate dean for equity and inclusion in soliciting such approvals. The committee chairs shall be responsible for maintaining files of minutes and other documents that record committee work. The minutes of all committees shall be made available to the faculty through electronic archive.

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

## **A. Standing Committees**

Nine standing committees routinely advise the dean and other faculty colleagues in specific areas of College-wide policy and procedure. Details on their scope and function, membership, terms of office, procedures for selection of chairperson, requirements for meetings, provision for quorum, reporting obligations, and method of faculty review and approval of actions is provided in the Administrative Policies & Procedures Manual.

### **Article V - Committees of the College**

Consistent with the mission of social work, a primary charge of all faculty committees at the University of Tennessee (UT), College of Social Work (CSW) is to promote and ensure diversity, equity, and inclusion (DEI). Our charge is informed by the vision, values, and mission stated in our bylaws and strategic plan, and is aligned with the stated objectives of the UTK Office of Diversity and Engagement:

*“We are committed to supporting the creation of equitable and inclusive spaces for students, faculty, and staff, with a focus on removing structural barriers and fostering an atmosphere in which every member of the campus community matters and belongs. We work to advance access, accountability, an inclusive campus climate, and equity while combating racism, bias, and discrimination”.* <https://diversity.utk.edu>

Our commitment to social justice, DEI, and belongingness is central to our committee decisions, policies, and programming.

## **A. Standing Committees**

### **1. BSSW Program Committee**

Charge/responsibility: The purpose of the BSSW Program Committee is to collaborate with the BSSW Program Director in ensuring curricular excellence and compliance with CSWE, College of Social Work, and UTK curricular standards and effective BSSW Program operations. The committee also oversees:

1. Processes and standards for admission to the BSSW programs;
2. Curriculum development, monitoring and evaluation;
3. Establishing and implementing policies, procedures and standards for the program, including graduation requirements, progression policy, and student's academic standing.

Membership (number, composition): The committee consists of 8 members. These include the BSSW program director and 3 elected full-time faculty members (1 nontenure, 1 assistant tenure track, and 1 tenured; at least 1 must be from the Knoxville residential program and 1 must be from the online program). The committee also includes 1 BSSW field faculty, 1 representative from academic advising, 1 community representative (i.e., practicing social worker from the community,) and 2 BSSW students (1 from each program). The Associate Dean for Academic Affairs will serve as an ex- officio member.

Process for appointment to committee: Per the college bylaws, faculty appointments are based on results of an anonymous online vote.

Process of chair selection: The Director of BSSW Program is select as chair.

Process of community representative selection: Appointed by the Director of the BSSW program.

Process of student selection: Nominees will submit a statement that addresses the following: (1) Why do you want to serve on the committee? (2) Describe your background and commitment to social justice. (3) How will you use your background in social justice to contribute to the excellence and advancement of the program? Students will be elected by their peers.

Length of term (members/chair): Director of BSSW program is the chair for the duration of their directorship. Elected faculty members serve two-year terms. BSSW field faculty and academic advisor representative serve on an on-going basis. Student representatives serve a one-year term and are elected by their respective cohorts. The community representative serves a two-year term.

### **2. MSSW Program Committee**

Charge/responsibility: The purpose of the MSSW program committee is to collaborate with the MSSW Program Directors in ensuring curricular excellence and compliance with CSWE, College of Social Work, and UTK curricular standards and effective MSSW Program operations.

1. Collaborate with the MSSW Program Directors on ensuring the overall quality of the MSSW program.
2. Collaborate with the Admissions and Recruitment Coordinators on admissions issues and standards.
3. Collaborate with the MSSW Program Directors on responding to programmatic issues and concerns.
4. Collaborate with the MSSW Program Directors on program and policy development.

5. Collaborate with the MSW Program Director on special programming and events (e.g., lunch and learn sessions; guest lectures; conferences, etc.) that enhance the academic experience.
6. Collaborate with the MSSW Program Directors on admissions policies
7. Ensure curricular compliance with CSWE standards.
8. Oversee curriculum development, monitoring and evaluation;

Membership (number, composition): The committee is composed of 7 members. These include 3 MSSW Program Directors (who serve as chairs), 3 faculty members (1 nontenure, 1 assistant tenure track, and/or 1 other (tenured, tenured track/pre-tenured, and/or nontenure)) who teach in the MSSW Program (1 will represent each campus -Online, Nashville, Knoxville), 1 field faculty (who are appointed by the field team), and 3 students from the MSSW Program (1 first year student and 2 second year students) (1 Organizational Leadership student and 1 Clinical student). The Associate Dean for Academic Affairs serves as an ex-officio member.

Process for faculty appointment to committee: Faculty appointments are based on results of an anonymous online vote.

Process of chair selection: Directors of MSSW Programs are selected as chairs.

Process of student selection: Nominees will submit a statement that addresses the following: (1) Why do you want to serve on the committee? (2) Describe your background in social justice work. (3) How will you use your background in social justice to contribute to the excellence and advancement of the program?

Students will be elected by their peers.

Length of term (members/chair): Directors of the MSSW programs are chairs for the duration of their directorship. Other faculty members serve two-year terms. Students serve a one-year term.

### **3. DSW Program Committee**

Charge/responsibility: The purpose of the DSW program committee is to collaborate with the DSW Program Director in ensuring curricular excellence and compliance with CSWE, College of Social Work. The DSW program is responsible to the CSW faculty for developing and upholding standards for admission of students to the DSW program, for developing and evaluating the DSW curriculum, and for establishing and implementing policies, procedures, guidelines and standards for DSW student graduation. The DSW committee members have a commitment to increasing diversity, equity and inclusion within the DSW curriculum, students and faculty. Furthermore, there is a strong commitment to increasing social justice-focused work in the community. The DSW program committee has responsibility for the admissions and curriculum policies of the DSW program. Within the guidelines and requirements established by the Graduate School for admissions and curriculum, the DSW program committee is responsible for:

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

Membership (number, composition): The committee consists of 7 members including the chair. These include the chair, 6 full-time faculty members, and 2 DSW students. The four fulltime faculty members include (1) a tenured professor from the college who does not teach

in the DSW program, and (2) 3 fulltime faculty members who teach in the program and may be tenured, tenured track/pre-tenured, and/or nontenure. The Associate Dean for Academic Affairs and the PhD program director are ex-officio members.

Process for faculty appointment to committee: Faculty appointments are based on results of an anonymous online vote.

Process of chair selection: The Director of DSW program is selected as chair.

Process of student selection: Nominees will submit a statement that addresses the following:

(1) Why do you want to serve on the committee? (2) Describe your background and commitment to social justice. (3) How will you use your background in social justice to contribute to the excellence and advancement of the program? Students will be elected by their peers.

Length of term (members/chair): The Director of DSW program is the chair for the duration of their directorship. Other faculty members and students serve two-year terms.

#### **4. PhD Program Committee**

Charge/responsibility: The purpose of the PhD program committee is to collaborate with the PhD Program Director in ensuring curricular excellence and compliance with CSWE, College of Social Work. The PhD program committee is responsible for reviewing PhD applications, making admissions decisions, guiding the direction of the PhD program, overseeing the curriculum, and making other relevant program decisions, as required.

Membership (number, composition): The committee consists of the chair and 5 members.

These include four faculty members with doctorates. At least 2 must be tenured faculty. At least 2 must teach in the program. One faculty member will be tenure track (pre-tenured/tenure line faculty member). One PhD student will also serve on the committee. The Associate Dean of Academic Affairs and the chair of the DSW program are ex-officio members.

Process for appointment to committee: Faculty appointments are based on results of an anonymous online vote.

Process of chair selection: Director of PhD program is selected as chair.

Process of student selection: Nominees will submit a statement that addresses the following:

(1) Why do you want to serve on the committee? (2) Describe your background and commitment to social justice. (3) How will you use your background in social justice to contribute to the excellence and advancement of the program? Students will be elected by their peers.

Length of term (members/chair): Director of PhD program is the chair for the duration their directorship. Other faculty members serve two-year terms. Students serve a one-year term.

#### **5. Committee name: Department Review Committee**

Charge/responsibility: The purpose and responsibility of the Department Review Committee is to review all research projects involving human participants initiated by faculty, staff, and students in its department for compliance with legal, regulatory, and ethical provisions for the protection of research participants' rights. Applications are reviewed by the chair or, in their absence, the vice chair. Applicable ethical standards include principles of the Belmont Report and codes of professional ethics governing the discipline(s) involved. The DRC will apply the same standards applied by the UT-IRB. The college-wide DRC is responsible for the timely review of all submitted proposals.



Membership (number, composition): The committee consists of the chair who is a full-time tenured faculty member and a vice chair who is a tenure line or nontenured faculty member in the college who conduct research. The Associate Dean of Research is an ex-officio member.

Process for appointment to committee: The vice chair is appointed by the Associate Dean of Research.

Process of chair selection: The chair is appointed by Associate Dean of Research.

Length of term (members/chair): The chair and vice chair serve two-year terms.

## **6. Committee name: Faculty Governance Committee**

Charge/responsibility: The purpose of the faculty governance committee is to develop policies and bylaws for the College. The Faculty Governance committee performs the following functions:

1. Provide a forum through which the faculty role in College governance can be continuously clarified and amplified;
2. Participate in the ongoing development of college wide administrative policies and procedures that affect the performance of the faculty role;
3. Routinely advise the dean on policy and administrative matters that are of concern to the faculty;
4. Actively maintain written documentation of changes in the governance and bylaws; and,
5. Ensure up to date copies of the governance and bylaws are available to the dean's office, Sharepoint and the CSW website.

Major decisions of the Faculty Governance committee are subject to the approval of the faculty of the College.

Membership (number, composition): The committee includes 5 faculty members. These include 1 chair and 1 chair-elect/vice chair (both must be tenured faculty members), 1 promoted tenured, 1 nontenure, and 1 assistant tenure-track faculty member. At least 1 member of the committee must be from the Knoxville campus and 1 member must be from the Nashville campus. The college dean is an ex-officio member. Chairs, chair-elects, and faculty members are not assistant or associate deans.

Process for appointment to committee: Appointments are based on results of the anonymous online votes.

Process of chair selection: Chair appointments are based on results of an anonymous online vote.

Length of term (members/chair): Terms of office of faculty members are two years; except the chairperson who will serve a three-year term. Members are elected to serve staggered terms. The chair will serve a one-year term as vice-chair and chair-elect; followed by a two-year term as chairperson. The chair assumes duties in the fall term. The vice-chair and chair-elect will be selected every other year.

## **7. Committee name: Promotion Committee**

Charge/responsibility: The purpose of the Promotion Committee is to conduct promotion reviews of all NTT faculty, and make recommendations to the Associate Dean for Academic Affairs (for

practice and clinical faculty) and the Associate Dean for Research (for research faculty). The Associate Deans will then submit their recommendation to the Dean for final approval.

Membership (number, composition): All full-time, associate and full, nontenured faculty (NTT) in the college. The Associate Dean of Academic Affairs and Associate Dean for Research are ex-officio on this committee

Process for appointment to committee: All nontenure-line faculty promoted to the associate and full professor ranks at the college (regardless of administrative roles).

Process of chair selection: The chair and vice chair are full NTT professors in the college and appointments are based on results of the anonymous online vote. (If there are no NTT faculty members at full-professor level, the responsibility will fall to the NTT associate professors. If, at the time, the chairperson is the only NTT faculty member at the full professor level, the chair will have the option to serve a recurring term, or they may transfer the responsibility to the associate level NTT faculty members who will then be chosen by election.)

Length of term (members/chair): The chairperson serves a one-year term as vice-chair, chair elect; followed by a two-year term as chairperson. The members serve on the committee for the duration of their faculty appointment.

#### **8. Committee name: Retention, Promotion, and Tenure Committee**

Charge/responsibility: The purpose of the committee is to annually advise the dean as recommendations are developed from the College with respect to University decisions on faculty retention, promotion and tenure.

Membership (number, composition): All tenured faculty in the college (other than the Dean).

Process for appointment to committee: All tenure granted at the college. The Dean is an ex-officio member of the committee.

Process of chair selection: The chair and vice chair are full professors in the college and appointments are by the committee. Assistant and associate deans do not serve as chair and chair elect.

Length of term (members/chair): The chairperson serves a one-year term as vice-chair, chair elect; followed by a two-year term as chairperson. The members serve on the committee for the duration of their tenure in the college.

#### **9. Committee name: Search and Screen**

Charge/responsibility: The purpose of the committee is to identify, evaluate and recommend qualified faculty applicants. Members are trained through the university DEI programs and must use a fair, equitable, and inclusive search process. One designated member will monitor the inclusiveness of the search process to ensure that faculty are recruiting diverse faculty for open positions.

Membership (number, composition): The committee includes 7 faculty members. These include 3 tenured faculty members, 1 assistant tenure-track faculty member, 1 non-tenured faculty (promoted/associate or full), and 2 non-tenured faculty (associate or assistant). At least 2 members of the committee must be from the Knoxville campus and 2 members must be from the Nashville campus. One tenured faculty member serves as chair of the committee. One tenured faculty member serves as vice chair. Members are not assistant or associate deans. The Associate Dean for Equity and Inclusion and the Associate Dean for Faculty Development

serve as ex-officio members. If necessary, the Dean, in collaboration with the search committee co-chairs, can recommend an additional faculty member to the search committee and the full faculty will vote on the proposed membership. If the number of searches in 1 academic year exceeds 3, the dean and the faculty governance committee members can develop a second, temporary, small committee and the full faculty will vote on the proposed membership. The second committee will only work on searches for nontenured faculty positions and the Associate Dean for Equity and Inclusion and the Associate Dean for Faculty Development serve as ex-officio members.

Process for appointment to committee: Faculty appointments are based on results of anonymous online votes.

Process of chair selection: The chair and vice chair are elected at the last committee meeting of the spring term from among the Search and Screen Committee members.

Length of term (members/chair): All members (chair and committee members) serve three-year, staggered terms.

## **B. Other Committees**

The dean may appoint ad hoc committees as the need arises. Under usual circumstances, faculty representing each of the campuses constitutes such committees. The responsibilities, membership, and reporting requirements of these committees shall be established at the time of the announcement of their creation.

## **Article VI - Evaluation Process for Faculty and Administrative Officers**

The College of Social Work is guided in matters of performance appraisal by provisions contained in the Faculty Handbook of the University of Tennessee, Knoxville as revised. Additional detail regarding evaluation processes is described in the College of Social Work's Administrative Policies and Procedures Manual. Further guidance in such matters is elaborated in periodic documents issued by the Provost.

## **Article VII - Faculty Selection, Retention, Promotion, and Tenure**

The College of Social Work governs its actions in the areas of faculty selection, retention, promotion, and tenure in accordance with the provisions of Faculty Handbook of the University of Tennessee, Knoxville, as revised. Further amplification of these processes, arising from the unique statewide organization of the College of Social Work, is contained in the Administrative Policies and Procedures Manual. Additionally, faculty are annually notified by the Provost about current University procedures for considering tenure, promotion, and retention.

## **Article VIII - Staff of the College**

Responsibilities and rights of support staff are defined in [University of Tennessee Personnel Policy](#).

## **Article IX - Students of the College**

The University's policy on student rights and responsibilities is detailed in [Hilltopics](#) and in the [graduate and undergraduate catalogs](#), as revised. The relationship between faculty and administrative officers, and students, within the College of Social Work is detailed in the [Student Code of Conduct](#) and in the College of Social Work student handbook for the respective program, as revised. Student representatives may serve on certain faculty committees at both the campus and College-wide levels. Such roles are acknowledged in the Article V above.

## **Article XI - Amending the Bylaws**

These Bylaws may be amended during the regular academic year by a two-thirds affirmative vote of the faculty who choose to vote, provided that the amendment has been presented in writing to the faculty at least 30 days in advance of the ballot. Amendments shall be proposed by the Faculty Governance Committee, or by petition of one-third of faculty eligible to vote.

## **Article XII- Ratification**

These Bylaws shall go into effect at the beginning of the semester immediately following their approval.