Illinois State University  
College of Arts and Sciences  
School of Social Work  
By-Laws  
Approved April 26, 2011

Preamble

The By-Laws of the School of Social Work establish the policies and procedures for the governance and administration of the School. Every effort has been made to make the By-Laws consistent with University policies and procedures including ASPT documents, College By-Laws, and SFSC guidelines. Should an inconsistency be discovered, College and University documents will prevail.

I. Departmental Mission Statement

A. The mission of the School of Social Work is to promote social and economic justice, progressive social change, human dignity and personal freedom in a pluralistic society undergoing rapid technological and social change. To this end, the School strives to provide leadership in undergraduate, graduate and continuing education, applied research, and both academic and community service with support from public and private partnerships. The School of Social Work advances the mission of the university and the social work profession through education for excellence in generalist (BSW) and specialized (MSW) practice with a particular commitment to outreach to the poor, the disenfranchised, and the vulnerable.

B. Philosophy of the School: Within the guiding spirit of our mission statement, the philosophy of the School of Social Work at Illinois State University is as follows:

1. We believe that faculty, administration, staff, and students must share a common well-articulated view of the future of our School and that it is the responsibility of all to work toward this vision. A core component of this vision is academic freedom.

2. We believe that our School must be committed to excellence in research, teaching, and service to the community, and that it is the task of all faculty, students, and administration to continually refine the measures of effectiveness of our research, teaching, and service.

3. We believe that the role of our faculty is to teach, to expand the boundaries of research, and to apply knowledge through community service to local, national, and international problems and issues in a manner that is consistent with our School’s vision.

4. We believe that the role of the administration of our School is to lead us in defining and setting up management structures that address our School’s
needs; and to acquire and manage the resources necessary to move toward accomplishing our School’s goals.

5. We believe in participatory decision-making; that is, all faculty, academic professionals, civil servants, administration, and students have the right to participate and the responsibility to seek and promote informed participation in School decisions. Input from students and the practice community will be sought on specific matters.

6. We believe in open communication.

7. We believe faculty and administration alike should be accountable and that performance should be linked with the reward systems of the University.

8. We believe that School decisions should be debated and formed within the framework of the governance structure.

9. We believe that all faculty members should be given adequate resources to conduct research, to teach, to do community service, and to promote their professional development.

II. School of Social Work Governance

A. The School has a clear administrative structure and a complementary curriculum committee structure to carry out the operations of the School and manage our educational programs.

B. Membership in the School of Social Work consists of the following positions:
   1. Tenure and tenure-track faculty
   2. Administrative and Professional Staff
   3. Non-tenure track instructional faculty
   4. Civil Service Staff
   5. Students

C. Governance Structure
   1. **School Committee of the Whole.** The School Committee of the Whole acts on recommendations from its individual members, its subcommittees, the Director of the School of Social Work, and the Community Advisory Board. All faculty and academic professionals are voting members. Membership includes:
      a. Director of the School (chair)
      b. All tenured and tenure-track faculty
      c. Director of Field Education
      d. Director of Student Services
      e. Director of Admissions and Recruitment
   2. **Curriculum Committee.** The School’s Curriculum Committee oversees the pedagogical content, methods, and quality of the BSW and MSW degree programs offered by the School. It is responsible for insuring that all courses and their associated syllabi and course outlines adhere to School and CSWE policies. It reviews all curriculum changes including programmatic changes to curricula and new course proposals, and makes recommendations to the
Director of the School and the School Committee. It includes:

- BSW and MSW Program Directors (co-chairs)
- Chairperson of each of the five sequence committees
- Director of Field Education
- Director of Student Services
- Director of Admissions and Recruitment

3. **Five Sequence Committees.** The sequence committees are the first line of oversight and innovation in the five foundational components of our social work education programs: policy, human behavior in the social environment, practice, research, and field. The committees monitor the content, teaching strategies, and texts used in sequence courses, and have primary responsibility for insuring that courses are differentiated and jointly constitute an educational progression across both BSW and MSW programs. The sequence committees forward recommendations to the Curriculum Committee.

   Membership includes:
   - One tenured or tenure track faculty member to serve as chair (exception of Field Sequence as the Director of Field will serve as chair; exceptions by chair appointment)
   - Faculty currently teaching in the sequence

4. **Admissions Committee.** The Admissions Committee reviews all applications to the MSW program and makes admissions decisions. The Admissions Committee reviews applicants to the BSW program on an as needed basis at the request of the Director of Recruitment and Admissions. It also reviews admissions policy and procedures and recommends changes to the Director of the School and the School Committee. Membership includes:

   - Director of Admissions and Recruitment (chair)
   - MSW Program Director
   - BSW Program Director
   - Director of Student Services
   - Director of Field
   - Two members from among the tenured or tenure-track faculty

5. **School Faculty Status Committee.** The School Faculty Status Committee reviews faculty performance, mentors faculty, and makes recommendations for tenure and promotion, and salary increments. The committee conducts its work in accord with the SFSC Guidelines approved by the faculty and the College. Members are elected to 2 year rotating terms. Membership includes:

   - Director of the School (chair)
   - Four elected tenured faculty

6. **Community Advisory Board.** The Community Advisory Board serves in an advisory and advocacy capacity to the School. The members are nominated by the faculty and appointed by the Director for two-year terms on a rotating basis. Members represent a cross section of social work and community
interests. One BSW and one MSW student will be appointed by the Director for one year terms. The board meets once each semester and at the request of the School to provide input on projected innovations or current issues as they arise.

7. **Ad Hoc Committees.**
   a. **Student Concerns Committee.** The Student Concerns Committee hears student appeals and grievances, disposition concerns, and Practicum Improvement Plan (PIP) issues. Each committee meeting/process will be chaired by the relevant program coordinator or by the Field Director if the issue is a PIP.
      Membership includes:
      1. The MSW Program Coordinator
      2. The BSW Program Coordinator
      3. Director of Field Education
      4. Director of Student Services
      5. School Director

   b. **School Search Committee.** An ad hoc search committee will be convened in any year that the School of Social Work receives approval to fill one or more faculty positions. The committee will be composed of a minimum of three (3) tenure-track faculty. A committee chair will be appointed by the members.

      The faculty and the Director will jointly determine the required and preferred qualifications for the position(s) to be filled. The Director will advertise the position(s).

      The committee will review all applications and report the characteristics of the pool to the faculty and will recommend a short list of applicants to come to campus who meet the advertised qualifications. Upon approval from the Dean of the College of Arts and Sciences, the Director will invite the candidates to campus. The committee and the Director will plan the candidates’ visits.

      Following the visits of all candidates, the Search Committee will present the results of its rank ordering in writing to the SFSC Committee and the Director. The SFSC will either endorse the Search Committee’s ranking or determine its own ranking. The SFSC will then submit its endorsement or its ranking in writing to the Director. The Director will then convene a meeting of the School Committee of the Whole in which the rankings of the candidates from the Search Committee and SFSC will be discussed. The tenure-track faculty will then vote on their recommendation. The Director will then forward the recommendations to the Dean.

8. **Administrative Team Committee.** The Administrative Team Committee
assists and supports the Director of the School in the management of the School. The Committee points out issues or concerns, suggests policies and procedures, shares information, and develops and review the agendas for faculty meetings. Membership includes:

a. Director of the School
b. MSW Program Director
c. BSW Program Director
d. Director of Field Education
e. Director or Associate Director of the Center for Adoption Studies
f. Director of Student Services
g. Director of Admissions and Recruitment

D. Administrative Positions

1. Four faculty members and three academic professionals serve in major administrative positions in the School: (1) Director of the School, (2) BSW Program Director, (3) MSW Program Director, (4) Director of the Center for Adoption Studies, (5) Director of Field Education, (6) Director of Student Services, and (7) Director of Admissions and Recruitment.

a. **Director of the School of Social Work.** The Director of the School of Social Work is appointed by the Dean for a five-year term. The Director is responsible for the overall maintenance and development of the School. He or she is responsible for short and long-term planning, for resource development, and for external affairs. The Director is the fiscal officer of the School and works closely with the BSW Program Director, the MSW Program Director, the Director of Field Education, the Director of Student Services, and the Director of Admissions and Recruitment. The Director holds a twelve-month tenured faculty position.

b. **BSW Program Director.** The BSW Program Director is appointed by the Director of the School for a three year term. The BSW Program Director is responsible for the maintenance and further development of the BSW program in compliance with CSWE accreditation standards. She or he works closely with the Director of the School, the Director of Field Education, the Director of Student Services, the Director of Admissions and Recruitment, and the sequence committee chairs. The BSW Program Director co-chairs the Curriculum Committee with the MSW Program, serves on the BSW Admissions committee, serves as faculty liaison (or appoints a designee) to the student club, and is responsible for resolving baccalaureate students’ educational concerns. The BSW Program Director receives a 25% release time. The BSW Program Director receives appropriate assigned time in the summer to cover her or his responsibilities.

c. **MSW Program Director.** The MSW Program Director is appointed by
the Director of the School for a three year term. The MSW Program Director is responsible for the development and maintenance of the MSW program and for insuring compliance with the CSWE accreditation standards. The MSW Program Director works closely with the Director of the School, the Director of Field Education, the Director of Student Services, the Director of Admissions and Recruitment, and the sequence committee chairs. She or he co-chairs the Curriculum Committee with the BSW Program Director, serves on the MSW Admissions Committee, represents our School as a Graduate Coordinator in the Graduate School, serves as faculty liaison (or appoints a designee) to the graduate student club, and is responsible for resolving master’s students’ educational concerns. The MSW Program Director receives 50% release time from teaching (i.e., a reduction of two courses per academic year for administration and 1 course for scholarship) and holds a nine-month tenured or tenure-track faculty position. The MSW Program Director receives appropriate assigned time in the summer to cover her or his responsibilities.

d. **Director of Field Education.** The Director of Field Education is appointed and reviewed annually by the Director of the School. The Director of Field Education is responsible for the development and maintenance of the field curriculum for both the BSW and the MSW Programs. In this capacity, she or he recruits, develops, assigns, and oversees agency placements, designs and administrates continuing education for agency-based field instructors, and orients and mentors faculty teaching field courses. The Director of Field Education works closely with the Director of the School, the BSW and MSW Program Directors, the Director of Student Services, the Director of Admissions and Recruitment, and faculty teaching the field curriculum, and is responsible for resolving students’ concerns related to field education. The Director of Field Education teaches 1-3 courses a year. The Director of Field Education holds a twelve month academic professional appointment and devotes 75% of the time over 12 months to the administration of the BSW and MSW field programs.

e. **Director of Student Services.** The Director of Student Services is appointed and reviewed annually by the Director of the School. The Director of Student Services is responsible for maintaining and further developing the advising programs for BSW and MSW students. He or she works closely with the Director of the School, The MSW Program Director, the BSW Program Director, the Director of Field Education, the Director of Admissions and Recruitment and the faculty, and serves on the BSW and MSW admissions committees. The Director of Student Services administers the undergraduate Child Welfare Certificate and assists students with the undergraduate Women’s Studies Certificate and Minor,
the undergraduate Gerontology Certificate and Minor, and the graduate Gerontology Certificate in Social Aspects of Aging. The Director of Student Services facilitates financial aid including graduate assistantships and tuition waivers, and works with the MSW and BSW program directors to resolve students’ educational concerns. The Director of Student Services holds a 12-month academic professional appointment and teaches 1-3 courses a year.

f. **Director of Admissions and Recruitment.** The Director of Admissions and Recruitment is appointed and reviewed annually by the Director of the School. The Director of Admissions and Recruitment is responsible for recruiting and admitting students to the BSW and MSW programs. He or she makes presentations and hold interviews at colleges and universities, agencies, and conferences to familiarize potential applicants with the School’s academic programs. The Director of Admissions and Recruitment responds to student inquiries, keeps the BSW and MSW inquiries database, and administers the admissions process from inquiry through admission or denial of admission. He or she conducts initial screening of admissions applications, chairs the BSW and MSW admissions committees, and maintains the admission files. The Director of Admissions and Recruitment works closely with the Director of the School, the MSW Program Director, the BSW Program Director, The Director of Student Services, The Office of the Registrar, and the faculty. The Director of Admissions and Recruitment holds a 12-month academic professional appointment and teaches 1-3 courses a year.

g. **Director of the Center for Adoption Studies.** The Director of the Center for Adoption Studies is responsible for overseeing Center operations, writing grant applications, conducting research on adoption and related issues, serving on relevant external boards/committees and responding to professional and public inquiries about adoption issues. The Center is dependent on external funding secured by the Director. Therefore, should the founding director resign, the future of the center would be contingent upon recruiting a new director who can bring in external funds.

### III. Election Procedures

A. **Announcement of Elections:** openings for elected positions are announced by the Director via e-mail at least two weeks prior to the election. Positions that only involve faculty members are sent only to faculty members. Broader position openings are sent to both Administrative Professional Employees and Faculty.

B. **Nominating Process:** Nominations may be made by any peer/colleague with the permission of the nominee ahead of time. Nominations for a particular class of
faculty (e.g., tenured or tenure-track) must be made by persons within that class. All nominations should be made at least one week prior to the election.

C. Identifying eligible candidates: The Director will identify which faculty members or administrative professionals are eligible to run at the time of the announcement. Persons already serving on the committee are eliminated from consideration unless their terms are up. Only those who are actually nominated will be placed on the ballot.

D. Dissemination of ballots: Ballots are distributed by email and may be either sent directly to the lead staff of the School or printed and handed in to the lead staff of the School. All ballots are distributed one week prior to the election. All persons voting must be checked off a master list to insure that each person votes only once.

E. Counting ballots: Ballots are secured in a locked box until the deadline for voting has passed (e.g., 9:00 a.m. Wednesday). All ballots are then counted by both the lead staff and the Director of the School.

F. Announcing results: results are given to the Director of the School who then announces the results.

G. Runoff elections: In case of a tie, the two candidates are again placed on an email ballot and the same procedures are followed to determine a winner.

IV. Policies and Procedures

A. School Meetings: School meetings consist of:
1. School of Social Work Faculty-Staff meetings,
2. Curriculum Committee,
3. The five Sequence committees,
4. Administrative team meeting.

All school meetings will be scheduled on a monthly basis on a standing date and time in which no classes are scheduled. The Director will build the teaching schedule each year as to allow for a standing block of time (3 hours). The School of Social Work Faculty-Staff meeting will be the fourth meeting of the month. The Practice/HBSE will be the first meeting, Research/Policy will be the second meeting, and Field/Curriculum Committee will be the third. The administrative team meeting will be held on a non-teaching time for administrative team members in the week prior to the Faculty-Staff meeting.

B. Personnel files: All personnel files for faculty, staff, and civil service are maintained electronically in the shared secured drive. Only the chair and lead office staff member have access to the human resources file. This includes course
evaluations among other documents. During the annual evaluation period, the Director will open a secure drive only for SFSC members to maintain submitted faculty material and evaluation letters. Hard copies of annual evaluation portfolios will be stored in a locked office that only the Director and lead office staff can grant access to for SFSC members.

C. Buyout Policies: If a faculty member wishes to be released from a course due to receipt of an externally funded grant, the faculty member must contribute $5000 per course buyout to the School.

D. Absentee Votes: A faculty member or academic professional who must be absent from a meeting may give his or her proxy in writing to another faculty member or academic professional, respectively. A copy of the proxy will be included with the meeting minutes and/or the election results.

A faculty member who is on leave due to a sabbatical, paid leave, or grant, or for any other reason deemed acceptable by the majority of the faculty may vote in an election by absentee ballot or by proxy.

E. Allocation of teaching assignments: Although the Director has the ultimate responsibility for teaching assignments, generally, all faculty will be expected to contribute to teaching in both the undergraduate and graduate programs.

F. Mentoring: When a new faculty member or administrative professional is hired, the Director will facilitate an appropriate mentor from existing faculty/staff. The mentor and mentee will mutually determine the types of supports that are needed. The mentor will receive appropriate service recognition in the annual evaluation process.

III. Revision of By-Laws: Any change in the procedures described in these By-Laws requires a majority (i.e., 50% plus 1) vote by the faculty and A/P Staff. The by-laws will be reviewed annually at the first faculty meeting of the academic year.