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| **College** | **Watts College of Public Service and Community Solutions** |
| **Unit** | **The School of Social Work** |
| **Document** | **By-Laws** |

**Unit and college approval**

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| --- | --- |
| **Date of approval by the faculty** | **10/5/2022** |
| **Date of review by the dean** | **11/1/2022** |

**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

**ARIZONA STATE UNIVERSITY**

**COLLEGE OF PUBLIC SERVICE & COMMUNITY SOLUTIONS**

**SCHOOL OF SOCIAL WORK**

**By-Laws**

**Approved by the faculty assembly of the school of 4/27/2015**

**Approved by the dean on 6/1/2015**

**Revised 10/5/2022**

**Dean Approved 11/1/2022**

**As of 10/5/2022 ~~As of 4-30-2015~~**

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**Effective 8/20/1990**

**Revised 4/27/2015**

**Revised 10/5/2022**

**Dean Approved 11/1/2022**

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**ARTICLE I - Name**

The faculty governance organization of the School of Social Work will be named the Faculty Council.

**ARTICLE II - Purpose**

The purpose of the Faculty Council is to provide an organizational vehicle for the faculty to share the responsibilities and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service (ACD 501).

**ARTICLE III - Membership**

Section 1.All faculty, tenured or on tenure-track contracts, and all career track faculty,shall constitute the voting members of the Faculty Council.

Section 2. All faculty, who per university guidelines are subject to promotion policies, will have full membership privileges to vote on personnel issues as it pertains to their position title and rank.

**ARTICLE IV - Duties of the Director**

Section 1. TheDirector shall prepare the agenda for all meetings of the Faculty Council and preside over these meetings.

Section 2 The Office of the Director shall be responsible for: notifying all members in advance of each meeting; keeping and disseminating the minutes of each meeting; and such other duties which the Faculty Council shall, through proper and due process, assign.

Section 3. The Director shall call special Faculty meetings according to the conditions specified in Article V, Section 3.

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Section 4. In the absence of the Director, a temporary chair will be secured by the Director prior to the Faculty Council meeting.

**ARTICLE V -** **Meetings**

Section 1. The regular Faculty Council meetings shall be held monthly beginning in September and ending in May.

Section 2. Special meetings shall be held at any time upon the call of the Director and must be called by the Director on receipt of a written request by at least one-third of the faculty.

Section 3. Notice of the time, place, and purpose of every regular meeting shall be given to each member of the faculty by the Director at least five working days before the meeting. Notification will be made in writing.

Section 4. The presence of a simple majorityof the Faculty Council shall constitute a quorum.

Section 5. The agenda of the meeting will be divided into six major sections: (1) Minutes of the previous meeting; (2) Director’s Report; (3) Action Items/Old Business; (4) Committee Reports; (5) New Business and (6) Informational Items.

Section 6. Action items must be introduced at the previous meeting of the Faculty Council under new business unless the Faculty Council is willing to suspend the rules and allow the item to be acted upon.

Section 7. Any action may be taken by a simple majority vote of the members at a meeting at which a quorum is present.

Section 8. All faculty members are expected to attend all Faculty Council meetings as part of their duties.

**ARTICLE VII - Committees**

Section 1. Committee work in the School of Social Work shall be carried out by the followingtypes of committees:

1. Standing Committees:
   1. Committee on Academic and Professional Standards (SWK 104-01)
   2. Personnel Committees (SWK 104-02)

a) Promotion and Tenure Review Committee

b) Tenured/Tenure-Track Faculty Annual Performance Evaluation Committee

1. Career Track Personnel Committee
2. Career Track Faculty Annual Performance Evaluation Committee
   1. Curriculum and Academic Program Review Committee (SWK 104-03)
   2. Nominating Committee
   3. Online Committee
   4. Awards and Scholarship Review Committee

1. Program Committees:
   * BA/BSW Committee
   * MSW-Foundation Committee
   * MSW-Policy, Administration, and Community Concentration Committee
   * MSW-Advanced Direct Practice Concentration Committee
   * MSW-Advanced Standing Committee
   * MSW-Advanced Generalist Committee
   * Ph.D. Committee

1. Ad Hoc Committees

Section 2. The Faculty Council shall elect in March a Nominating Committee to develop slates of candidates for standing committees to be elected in April with terms to commence the following academic year.Committee memberships and responsibilities shall be in conformance withthe policiescontained inthe School

of Social Work Manual of Policies and Procedures.

Section 3.All School committees shallreport to the Facultymonthlyduring the academic year.All School representatives to University Committees shall report to the Faculty at least once per semester*.* Reports shallbe madebydistribution of minutes and other relevant documents to all faculty members.

Section 4.All Ad Hoc committees shall be established by vote of the Faculty Council*.* Membership ofAd Hoc Committees shall be set by the Faculty.

**ARTICLE VIII – Procedure for Amending By-Laws**

Section 1. The By-laws may be altered, amended or repealed and new By-laws may be adopted by a two-thirds majority of the Faculty Council present at any meeting, at which there is a quorum.

Section 2. Any member wishing to propose alteration, amendment, or adoption of by-laws must provide at least one month’s written notice prior to the meeting at which such changes will be considered.

**ARTICLE IX – Parliamentary Authority**

Section 1. The Faculty Council meetings shall be guided by Robert’s Rules of Order.

Section 2. Each academic year, a member of the Faculty Council shall serve as Parliamentarian. The Parliamentarian will serve as a consultant on matters of policy in an advisory role, and will be responsible for ensuring any changes made to policies by the Faculty Council will be updated and recorded in a master file of the School of Social Work Policies. The Parliamentarian should be appointed by the Director with consensus of the members of the Faculty Council.

It is the intent of the School of Social Work to adhere to ASU policies as given in the Academic Affairs Policies and Procedures (ACD) Manual, the University and Watts College of Public Service and Community Solutions constitution and bylaws, and the policies of the Arizona Board of Regents (ABOR). If any policy of these bylaws is in conflict with these policies, the latter policies will take precedence.