

School of Social Work  
By Laws

BYLAWS OF THE SCHOOL OF SOCIAL WORK  
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

**PREAMBLE**

The School of Social Work is a professional degree-granting school located within Rutgers—The State University of New Jersey. It offers doctoral, masters and baccalaureate degree programs as well as programs in professional development, community services, and research. The School maintains programs on all three Rutgers University campuses – Newark, New Brunswick and Camden – as well as offering courses and workshops off campus across the state of New Jersey. In cooperation with the Graduate School New Brunswick, the School offers a Doctor of Philosophy in Social Work degree (Ph.D.) and Masters of Social Work (M.S.W.) degree. A Bachelor of Arts degree (B.A.) with a major in social work is offered on the New Brunswick and Camden campuses in conjunction with School of Arts and Sciences in New Brunswick and the Faculty of Arts and Sciences in Camden. **The School of Social Work is established both through regulations of Rutgers University and statutes of the New Jersey legislature.**<sup>1</sup>

**Article 1**

1.1 Purpose

These Bylaws have been adopted by the Faculty of the School of Social Work. They are intended to govern the affairs of the School in accordance with the Regulations governing Rutgers University. In the event of any inconsistency or conflict between these Bylaws and the regulations governing Rutgers University, University regulations shall prevail. Where necessary, the Rules of Procedure Committee of the School of Social Work shall provide temporary rules while final rules are being drafted and considered.

**Article 2**

Dean of the School

2.1 Selection of the Dean

The Dean is the academic leader and chief administrative officer of the School of Social Work. The Dean is appointed by the Board of Governors, upon recommendation of the President. The President normally shall appoint a search committee and consult, either directly or through a designee, with faculty in formulating a recommendation.

2.2 Duties of the Dean

The Dean is charged with the supervision of the administration of the School to ensure that such

administration is carried out in accordance with the policies of the University. The Dean shall provide overall direction to the School and shall lead the faculty and staff in the creation and implementation of effective programs of instruction, research, service and student life.

In the execution of these responsibilities, the Dean shall review the academic programs and the student life program of the School and shall develop with the advice of appropriate officers the overall asking and working budgets for the School. See University Regulation 1.2.3.

Specifically, the Dean shall:

- Provide overall direction for the faculty for the planning, creation, and implementation of effective programs of instruction, research, service, and student life;
- Provide leadership to the faculty in carrying out its responsibilities;
- Take responsibility for fiscal planning and administration of the School's budget in consultation with appropriate University officers;
- Supervise the personnel of the School, including but not limited to those charged with faculty workload implementation, course scheduling and monitoring, and maintenance of personnel and fiscal records necessary for the proper exercise of these responsibilities and in fulfillment of contractual obligations;
- Recommend faculty appointments, reappointments, and promotions in accordance with University Regulations
- Coordinate the academic activities and student life of the School with other deans of the University;
- Ensure that the academic decisions of the faculty and the School's officers are carried out within the limitations of the School's fiscal restraints, the University regulations, policies and procedures, and that the Regulations of the University are adhered to by all members of the School community;
- Appoint chairs of committees;
- Appoint and define the duties and responsibilities of the Associate Deans, Directors of the Doctoral and Master's Programs, Assistant Deans, Field Education personnel, and other staff of the School; and,
- Serve as an ex officio voting member of all committees within the School.

## **Article 3**

### **Faculty**

#### **3.1 Membership**

Faculty of the School of Social Work shall include the President of the University, the University Vice President for Academic Affairs, and the following officers of the University: the Dean, the Associate Deans, the professors, the associate professors, the assistant professors, the lecturers and instructors who have served at least one year, and members of research and

extension staff of the School of the equivalent rank and service. These constitute the voting members of the faculty. Other officers and School personnel may be invited to faculty meetings and may take part in the discussion but shall not vote.

### 3.2 Faculty Duties and Powers

The faculty shall have jurisdiction over academic matters in the School, including:

- Determining any additional requirements for admission that are deemed necessary for entrance into the School;
- Setting up the requisite curricula for academic work and providing for the sequence of courses;
- Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters;
- Determining specific requirements for degrees in keeping with established University standards;
- Recommending for degrees through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees;
- Adopting regulations governing faculty procedures, consistent with University Regulations and with the policies of the Board of Governors and the University;
- Proposing through the Senate and the President amendments to University Regulations to be adopted by the Board of Governors. See generally University Regulation 2.1.3A.

## Article 4

### Meetings of the Faculty

#### 4.1 Regular Meetings

Faculty meetings shall be presided over by the Dean, or in the absence of the Dean, by the Dean's designee. Faculty meetings shall be scheduled and announced by the Dean during the first week of the academic year. Meetings may be canceled by the Dean, but the faculty shall meet at least once a semester.

#### 4.2 Special Meetings

Special meetings may be held at the request of the President or of the Dean. The Dean shall call a special meeting of the faculty on the written request of twenty-five percent (25%) of its members. Unless there is an emergency, special meetings shall not be convened less than seven (7) days after the call for a special meeting has been received by the Dean. Resolutions shall be transmitted by those proposing to make them to the Dean and faculty members in advance of any such meeting. The agenda and discussion of the faculty shall be limited to such resolutions.

#### 4.3 Presiding Officer and Rules of Order

The Dean of the School shall chair the meetings of the Faculty. In the absence of the Dean, the Associate Dean or other designate of the Dean shall preside. Annually, the Dean shall appoint a Parliamentarian to provide parliamentary advice and to rule on all parliamentary questions. Roberts Rules of Order, in the latest edition, shall govern faculty meetings except as modified by these Bylaws. The agenda for regular meetings shall be prepared and circulated at least two days prior to those meetings. Agendas of faculty meetings may be modified at a faculty meeting as provided in Roberts Rules of Order.

#### 4.4 Minutes

Faculty members are responsible for taking minutes of these meetings on a rotating basis. Where possible, minutes of a faculty meeting shall be distributed at least two days prior to the next faculty meeting. There shall be a book of minutes of proceedings, to be kept in the Dean's office and maintained by the Dean's office staff.

#### 4.5 Quorum and Voting Procedures

All resolutions and motions which shall commit faculty to any policy position must be submitted to the Dean in sufficient time so that a copy can be sent to all faculty at least 24 hours prior to any meeting where such resolutions and motions shall be considered. A quorum shall consist of a simple majority (one-half plus one), of all School faculty not on academic or other leave. The Dean shall compute and announce the required number for a quorum at the first faculty meeting of each semester.

Motions or resolutions which have not been circulated to faculty in accordance with this requirement may only be made and debated at a regular faculty meeting if two-thirds of the voting members present concur, and will require a two-thirds majority for adoption. Any member of the faculty may call for a secret ballot on any motion or resolution, and such call must be honored.

## **Article 5**

### **Standing Committees**

5.1 Standing committees are those committees that remain in existence despite periodic change in membership; they are designated by University regulations and/or by the faculty with the advice of the Rules of Procedure Committee. Standing committees do not make final decisions; rather they formulate recommendations to the Faculty (or in the case of the Doctoral Executive Committee to the Doctoral Faculty) and/or the Dean. The Faculty shall have the following standing committees: Committee of Review, Advisory Committee on Appointments and Promotions, Professor II Peer Review Committee, Rules of Procedure Committee, Committee on Admissions Policies, Doctoral Program Executive Committee, and Curriculum Committee, and Dean's

Advisory Committee. Nominations and elections shall be supervised by the Rules of Procedure Committee, and shall be by secret ballot unless the faculty indicates otherwise. Normally, elections to open committee positions will be held at the first faculty meeting of each academic year. All ballots and vote tallies shall be retained by the Chair of the Rules of Procedure Committee for a period of at least one year and shall be available for inspection by faculty members upon written request within ten days.

- 5.11 All committee chairs are appointed by the Dean. Committee members may be elected or appointed, depending upon University regulations and these Bylaws.
- 5.12 Each committee shall have a charge which specifies its areas of responsibility, maintain minutes of all meetings, and make those minutes available in the Office of the Dean for review by any member of the Faculty. Committee recommendations are passed on to the full faculty or doctoral faculty and/or the Dean for final action as appropriate.
- 5.13 In order to assure each committee freedom to proceed as it sees fit, procedural matters are left to the discretion of the committee unless existing University or School rules provide otherwise.
- 5.14 All faculty members are expected to engage in committee service. To provide for an equitable distribution of committee tasks, whenever possible, faculty shall serve on no more than two (2) committees except when committee membership is required by virtue of a faculty position, such as chair of a specific committee or program.
- 5.15 Students shall serve as members of faculty committees as specified by University regulations or these Bylaws. Unless otherwise specified, students will serve with voice, but not vote on these committees. Students will be appointed by the Dean upon nomination by the student association. No student shall serve on more than one faculty-student committee and must be in good academic standing to be appointed.
- 5.16 Ex officio members of a committee, where specified, generally serve without vote. The Dean shall be an ex officio member of every committee and shall be a voting member.
- 5.17 A quorum of a committee shall consist of a majority of members eligible to vote on that committee, unless the committee establishes a different quorum and registers it with the Chair of the Rules of Procedure Committee and the Dean.
- 5.18 Unless otherwise specified, terms of committee membership shall be for two (2) academic years, from September 1<sup>st</sup> to June 30. Temporary committee vacancies shall be filled when possible by whomever received the next highest number of votes for that position. If this is not possible, the Chair of the committee in consultation with the Dean and the remaining members of the committee will select a temporary replacement until the vacating member returns or new elections are held. A member's term of office may not be extended or altered as a result of his or her absence from the committee.

## 5.2 Committee of Review

The purpose of the Committee of Review is to counsel and advise faculty members who seek advice regarding any problem affecting their status as members of the University. The Committee, which has advisory powers only, may also make suggestions regarding personnel matters to the administrative officers. It may report to the Dean of the School, the President, or the Board of Governors, and may in its discretion make reports also for the information of the faculty. University Regulation 2.1.2B(3).

### 5.21 Membership

The Committee of Review shall consist of four faculty members, two elected by the faculty and two appointed by the Dean. Committee membership shall be limited to faculty with indefinite tenure.

## 5.3 Advisory Committee on Appointments and Promotions

The purpose of the Advisory Committee on Appointments and Promotions (A&P) is to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within the tenure ranks, the recommendations of the committee shall also be forwarded by the Dean to the University's Promotion Review Committee,<sup>2</sup> pursuant to University Regulation 2.1.2B(4).

### 5.31 Functions

The functions of the A&P Committee shall include, but are not limited to:

- Reviewing the performance of tenure-track Faculty under consideration for promotion and/or tenure and formulating recommendations to the Dean regarding such promotion;

### 5.32 Membership:

The Appointments and Promotions Committee shall consist of from three to six faculty members, all appointed by the Dean. At least one of the committee members shall be a member of the Faculty of the School of Social Work. Committee membership shall be limited to faculty with indefinite tenure.

### 5.33 Meetings

This is an ad hoc committee, which will meet as needed.

## 5.4 Professor II Peer Review Committee

The purpose of the Professor II Peer Review Committee is to review the performance of faculty

under consideration for the rank of Professor II, according to University Regulations and the Academic Reappointment /Promotion Instructions.

#### 5.41 Membership

All faculty at the rank of Professor II at the School shall be members of this Committee. If they number fewer than six in total, the Dean shall request the service of sufficient faculty at the Professor II level in related fields in other units of the university to bring the Committee total to six members.

#### 5.42 Meetings

This is an ad hoc committee. There may be more than one ad hoc committee during the course of any given promotion cycle. Each Professor II candidacy may have a different set of faculty from outside the School serving as ad hoc members, at the Dean's discretion.

#### 5.5 Dean's Advisory Committee (This serves as the Planning Committee called for in University regulations)

The purpose of the Dean's Advisory Committee is to advise the Dean regarding matters pertaining to the long range planning for the school, pursuant to University Regulation 2.1.2(5).<sup>3</sup>

#### 5.51 Functions

The functions of the Dean's Advisory Committee shall include, but are not limited to, the following:

- Advising the Dean on program priorities for resource allocation in the area of teaching, research, and service;
- Advising the Dean regarding long range planning (3 to 5 years) for the School in the areas listed in above.

#### 5.52 Membership

The Dean's Advisory Committee shall consist of: the Dean (Chair), the Associate Deans, the Directors of the Ph.D. MSW, and BASW Programs, and the Director of the Institute for Families. In addition, there shall be two elected faculty members.

#### 5.6 Rules of Procedure Committee

The purpose of the Rules of Procedure Committee is to serve as an advisory and record-keeping body regarding School and University policies and procedures.

#### 5.61 Functions

The functions of the Rules of Procedure Committee include but are not limited to the following:

- Recommending to the faculty and the Dean rules of procedure for the operation of the School;
- Ruling on procedural issues that arise in the course of the School's business or at its regular meetings in accordance with Roberts Rules of Order, University Regulations and University Policy and Procedure;
- Soliciting faculty interest in serving in elected committee positions and submitting the names of interested parties as nominees to the faculty for final election.
- Informing the Faculty and the Dean of any proposals for the creation of new committees and the renewal of ad hoc or subcommittees;
- Maintaining a systematic record of school policies and decisions affecting the operation of the School.

#### 5.62 Membership

The Rules of Procedure Committee shall consist of four (4) faculty members, two (2) appointed by the Dean and two (2) elected by the faculty.

### 5.7 Committee on Admissions Policies

The purpose of the Committee on Admissions Policies is to review and reaffirm or propose modifications to the admissions criteria for the MSW program on an annual basis.

#### 5.71 Functions

The functions of the Committee on Admissions Policies shall include, but are not limited to:

- Reviewing admissions statistics and advising the Dean and Director of Student Services on issues related to applications and enrollment trends;
- Providing guidance to the Dean and Director of Student Services on policy matters related to admissions standards;
- Providing guidance on issues related to enrollment management, including insuring the diversity of the student body.

#### 5.72 Membership

The Committee on Admissions Policies shall consist of four (4) faculty members. The Director of Student Services shall staff and be an ex-officio member of this committee.

#### 5.73 Meetings

The Committee on Admissions Policies shall meet at least once during each academic year.

## 5.8 Doctoral Program Executive Committee

The purpose of the Doctoral Program Executive Committee is to monitor, revise/develop and review curriculum and curricular policies for the Ph.D. program in the School.

### 5.81 Functions

The functions of the Doctoral Program Executive Committee include, but are not limited to, the following:

- Reviewing and developing the curriculum of the Ph.D. program;
- Recommending review and/or action on curricular matters to the Social Work Doctoral Faculty, the Dean; and
- Developing policies governing the recruitment, admission and retention of students in the Ph.D. program, in concert with the Graduate School.

### 5.82 Membership

The Doctoral Program Executive Committee shall consist of the Dean of the School, the Director of the Doctoral Program, four (4) faculty members appointed by the Dean, one (1) elected faculty member, and two (2) doctoral students (appointed for 1-year terms). Elected faculty shall be nominated and elected by and from the School's full and associate members of the University's Graduate School Faculty. At least four (4) of the five (5) appointed and elected faculty shall be Full Members of the Graduate School Faculty. Students shall be nominated to the Dean by fellow doctoral students and by doctoral faculty and shall be active and in good standing.

### 5.83 Meetings

The Director of the Doctoral Program shall call a meeting of the School's Doctoral Faculty at least once a semester.

### 5.84 Sub-committees

The Director of the Doctoral Program and the Executive Committee shall establish subcommittees as they deem necessary to deal with matters related to such issues as curriculum, recruitment, admission and retention, and other issues as may from time – to-time arise.

## 5.9 Curriculum Committee

The purpose of the Curriculum Committee of the School is to address issues in MSW and BASW curriculum policy, and the integration of the two curricula, as well as issues related to dual degrees

and a combined MSW/Ph.D. option.

#### 5.91 Functions

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW and BASW programs are current and consonant with the needs of the field;
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum;
- Reviewing and approving new MSW courses;
- Considering additions or changes to the curriculum as initiated by the administration, policy and planning or direct practice discussion groups, or the BA major in Social Work program;
- Considering additions and/or changes to the BA major in social work curriculum.

#### 5.92 Membership

The Curriculum Committee shall consist of the Associate Dean for Academic Affairs, the Director of Student Services, the Director of Field Education, the Directors of the MSW and BASW programs, four (4) elected faculty members, and one MSW student member.

#### 5.93 Sub-Committees

Upon the request of the Dean or the Curriculum Committee chair, this committee will divide into subcommittees to address specific MSW or BASW curricular issues. The appointment of members to subcommittees will be the committee chair.

The Chair of the Curriculum Committee also shall appoint a faculty member to serve as discussion leader for each method. The discussion leader shall convene the group as necessary, but no less than once each semester, to address educational and curricular issues. Recommendations of faculty in the curricular methods shall be presented to the Curriculum Committee and to the Dean by their respective discussion leaders. Communication and coordination between the methods areas is highly encouraged.

## **Article 6**

### **Ad Hoc Committees, Task Forces and Elected Faculty Positions**

#### 6.1 Ad Hoc Committees and Task Forces

To further the work of the School, the Dean may create ad hoc committees and task forces and

appoint members to these bodies. Ad hoc committees and task forces are special bodies established to address a specific topic or problem which requires solution. Ad hoc committees or task forces will be discharged upon completion of their tasks, usually within a year.

## 6.2 Other Elected Faculty Positions

As needed, faculty will be elected to serve on additional committees or bodies outside the School and have responsibility for reporting back to the faculty. Those committees include, but are not limited to:

### 6.21 University Senate.

The number of representatives to the University Senate is determined by University regulations. One or more faculty members will be elected to represent the School for a term of three (3) years.

### 6.22 New Brunswick Faculty Council.

The number of representatives to the New Brunswick Faculty Council is determined by University regulations. Faculty members representing the School of Social Work will be elected for terms of three (3) years.

## **Article 7**

### **Amendments to Bylaws**

#### 7.1 Process of Amendment

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Voting Faculty, upon the recommendation of the Dean or the Rules of Procedure Committee. If the Bylaws are out of compliance with the regulations of the University, the Rules of Procedure Committee shall propose interim changes to the Bylaws to bring them into compliance with University Regulations.

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1. The statutory basis for the School is found in the New Jersey Statutory Code:

'18A:65-56. Graduate school of social work

The corporation shall maintain in the university a graduate school of social work to be known as the graduate school of social work.

'18A:65-57. Courses of instruction

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The school of social work shall offer courses of instruction in accordance with professional standards in the field of social work for persons preparing to enter this profession. It shall also provide part-time instruction for the benefit of persons already employed as social workers. Its instruction shall be conducted with particular reference to the training of personnel for the public and private social agencies located within the state of New Jersey and serving the people of this state.

'18A:65-59. Programs of research

The school of social work shall establish programs of research in the field of social work to aid in carrying on its program of instruction and to improve the standards of social service in New Jersey.

2. A member of the Advisory Committee on Appointments and Promotions shall not participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own. A member of the Advisory Committee on Appointments and Promotions who participates in the Peer Review of a candidate shall not participate in the Advisory Committee's evaluation of that candidate.

3. "Each faculty will promulgate specific criteria and procedures by which the character and number of members of the Planning Committee will be determined to best service the educational unit. Nothing in this resolution shall abrogate the duties or responsibilities of the dean and department chairpersons detailed in University Regulation 1.2.3A and 1.2.4A respectively, nor shall it in any way abrogate the rights and responsibilities of the faculties as stated in the University statutes under statements on academic freedom."