

# **BY-LAWS: GOVERNANCE DOCUMENT**

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# **SCHOOL OF SOCIAL WORK GOVERNANCE DOCUMENT**

## **1.0 PREAMBLE:**

The Faculty shall constitute the governing body of the California State University, Long Beach (CSULB) School of Social Work. The faculty shall be responsible for its own governance and shall operate within the policies and regulations of those units of CSULB and the College of Health and Human Services (CHHS) to which the School is accountable. The faculty shall conduct school-level policy-making, as well as assist in guiding the management and operations of the School. The purpose of this document is to ensure faculty participation in decisions affecting the educational program. This document shall be the official governance policy for the School of Social Work.

## **2.0 VISION AND MISSION STATEMENT**

### **2.1 Vision and Mission Statements**

The Vision of the CSULB School of Social Work is to be California's most innovative and student-centered School of Social Work; a place where academic excellence, ethics, diversity and the pursuit of social justice are embraced by faculty and students to enhance the lives of vulnerable and oppressed populations.

The primary mission of the CSULB School of Social Work is to educate and graduate diverse, ethical, competent social work students able to think critically and use evidence-based practice approaches to effectively serve culturally-diverse, vulnerable individuals, families, and communities in a wide variety of practice areas as practitioners, leaders, and social justice advocates. The School of Social Work will engage in collaborative, community-based research that will enhance the wellbeing of vulnerable populations and disadvantaged communities, improve service delivery systems, and contribute to social work knowledge. In addition, the School of Social Work will provide meaningful service to the community and the profession through the development of ongoing relationships with grassroots community leaders, community-based, non-profit organizations, governmental organizations, and foundations.

## **3.0 STRUCTURE OF THE SCHOOL**

The administrative structure of the School principally consists of the positions held by the Director, Associate Director, Director of Field Education, Undergraduate Program Director, and such staff positions as are necessary to meet the School's mission, and such faculty committees as required to conduct and administer the program.

## **4.0 DIRECTOR OF THE SCHOOL**

The Office of Director of the School of Social Work shall be held by a person appointed by the Provost on the recommendation of the Dean of the College of Health and Human Services and the faculty of the School of Social Work. The Director shall be the chief administrative officer of the program.

#### 4.1 Duties of the Director

The Director shall be responsible for developing and setting forth the plan for the administration and operation of the School. The Director shall represent the School in its dealings with the administration of the College and the University and shall preside at meetings of the School. The Director may select an administrative team to meet the administrative responsibilities of the School consistent with organizational structure and resources.

#### 4.2 Term of the Director

The term of the Director shall be established in accordance with University and College policies for directors or chairs.

#### 4.3 Election of the Director

The process of electing a Director shall be in accordance with University and College policies for election of directors or chairs.

#### 4.4 Balloting

Balloting shall follow the policies and procedures of the University, the College and the Collective Bargaining Agreement (CBA) - Memorandum of Understanding (MOU).

#### 4.5 Replacement of the Director

If the position of Director of the School falls vacant prior to the end of the incumbent's term, the replacement shall be selected in accordance with University and College policies.

### **5.0 FUNCTIONS OF THE SCHOOL**

Responsibility for the academic program rests with the faculty as defined in *6.1 Faculty Membership*. Through its governance document, the faculty sets forth its organization, composition, and authority as the academic policy-making body of the School with the Director as its chief administrative officer. In all matters within its purview, the faculty shall be guided by principles of affirmative action and equity.

#### 5.1 Scope of Functions

The faculty shall review and authorize degree requirements, determine courses to be taught within the program or under its auspices, formulate standards for admission of students, set curriculum policy, and participate in other matters that affect the educational policies of the School. On substantive issues related to these areas, the faculty shall act as a committee of the whole.

## 5.2 Authority of the Faculty and the Director

Decisions approved by the faculty shall become effective after ten (10) working days unless vetoed by the Director.

Decisions of the Director regarding educational policy and curriculum matters may be confirmed, modified, or repealed by a formal vote of the faculty, except where such actions would violate or be in conflict with CSULB Policies.

The Director may veto any action of the faculty by so notifying the faculty in writing within ten (10) working days of the action. The faculty may over-ride the Director's veto at its next meeting at which a quorum is present. Approval by two-thirds (2/3) of the members present shall be required for the over-riding action.

If the Director does not elect to withdraw the veto within ten (10) working days of the recording of the over-riding action, the faculty may refer the matter to the Dean of the College of Health and Human Services for arbitration.

The faculty of the School of Social Work assigns authority for making non-tenure track, one (1) year temporary appointments and part-time lecturer appointments to the Director of the School of Social Work. It is understood that the need for such appointments often takes place during summer months when faculty are unavailable. Wherever possible, the Director shall seek appropriate consultation from the Faculty Search Committee and other available faculty before making such appointments.

In the absence of the Director of one semester or more, the Dean of the College of Health and Human Services will appoint an acting Director. In the absence of the Director for less than one semester, the Director shall appoint an acting Director.

## 6.0 FACULTY

### 6.1 Faculty Membership

**Faculty Unit Employee** – The term "faculty unit employee" or "employee" as used in the California Faculty Association (CFA) Collective Bargaining Agreement (CBA) refers to a bargaining unit member who is a full-time faculty unit employee, part-time faculty unit employee, probationary faculty unit employee, tenured faculty unit employee, lecturer employee, temporary faculty unit employee, coaching faculty unit employee, counselor faculty unit employee, faculty employee, librarian faculty unit employee, extension for credit faculty unit employee, or lecturer employee.

*Full-Time Faculty Unit Employee* – The term "full-time faculty unit employee" as used in this agreement refers to a bargaining unit employee who is serving in a full-time appointment.

*Part-Time Faculty Unit Employee* – The term "part-time faculty unit employee" as used in this agreement refers to a bargaining unit employee who is serving in a less than full-time appointment or at a less than full-time time base.

## 6.2 Faculty Voting Rights

Governance of the school shall be vested in faculty members holding full voting rights. Voting rights are defined as follows: those holding full voting rights are full-time faculty with rank of Assistant Professor, Associate Professor, and Professor as defined in the CFA Unit 3 Faculty Collective Bargaining Agreement (CBA). In addition, voting rights are to be given to all full-time lecturers, all full-time grant faculty, and two (2) elected part-time faculty representatives, persons in the position of the undergraduate and graduate coordination of the School shall have full voting rights if not already voting members under the above categories and one (1) elected representative of the School's staff. Individuals with voting rights shall have one vote per action except where prohibited or otherwise limited by University, College, or School policies and regulations. Those holding *voice*, but no voting rights are all other part-time faculty, professor emeriti and student representatives.

faculty. In the Director's absence, the Director shall appoint a faculty member to preside. The dates for the meetings shall be set and made known to the faculty in advance. Attendance at all scheduled regular meetings of the faculty is an expected duty for all faculty members.

In the instance of a special meeting, the subject(s) for which the meeting was called shall be the first order of business. The faculty may take emergency action on business not on the agenda provided a quorum is present and two-thirds (2/3) of those present consent.

In the conduct of meetings and in all questions not explicated in this document, Robert's Rules of Order (latest edition) shall prevail.

#### 6.6 Faculty Meeting Minutes

The recording of minutes reflecting substantive discussion and detailed information on new policies and procedures, or revisions thereof, and the recording of motions and votes, shall be an administrative responsibility and reside with the Director. The Director's

All standing committees of the School shall provide the School with a report of their activities at monthly faculty meetings, and at the final faculty meeting each year. Interim reports as requested by the School, concerning matters under the jurisdiction of the standing committees shall be provided. Each committee shall coordinate its activities with those of other relevant standing committees of the School.

The Director shall be a non-voting, *ex-officio*, member of each committee.

Students shall participate in the development of School procedures except *where* prohibited by University and College policies and procedures.

## 7.2 Committee Members

All committee members elected by the faculty voting body shall be elected to serve staggered, two-year terms.

Student members will be recruited from the Associated Students of Social Work (ASSW) and its caucuses and through direct student-

### 7.3.2 Duties and Function

The committee shall be responsible for making recommendations about curriculum development. The committee shall receive all proposals for curriculum change and for new courses and make recommendations on their disposition to the School. The committee shall be responsible for the monitoring and evaluation of current curriculum for compliance with School, College and University mission and professional standards.

## 7.4 Search Committee

### 7.4.1 Membership

This committee shall be comprised of no fewer than three (3) elected tenured faculty members.

### 7.4.2 Duties and Functions

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faculty, one (1)

## 7.8.2 Duties and Functions

The Diversity Committee shall serve to coordinate and facilitate activities and strategies related to diversity, equity and inclusion related to race and other intersectional categories. These duties include the coordinating of ongoing, relevant training; making suggestions about ensuring the concept of diversity and inclusion is fully integrated into SSW policy, hiring, student recruitment, curriculum, and programs; evaluating current activities and strategies; and the facilitating other diversity-related activities as appropriate. The committee will coordinate and interface with the School's leadership team, other standing and ad hoc committees as concerns are raised or feedback requested.

## 7.9 Ad-hoc Committees

### 7.9.1 Membership

The Director may create ad-hoc committees or task forces to handle matters on a

Proposed amendments to the by-laws shall be submitted to the Director at least ten (10) working days prior to a scheduled meeting of the faculty to be considered. Within four (4) working days, exclusive of final examination and registration periods following the receipt of such a petition, the Director shall have copies of the proposed amendment distributed to the faculty. Discussion of the amendment will occur no later than the next regularly scheduled meeting of the faculty.

### 8.3 Adoption

An amendment to the by-laws shall become valid when it has received the affirmative votes of two-thirds (2/3) of the faculty present at a School faculty meeting where there is a quorum.

### 8.4 Suspension of By-laws

During any meeting at which a quorum is present, the faculty may suspend any part of these by-laws, provided that a motion for such suspension receives the affirmative vote of three-fourths (3/4) of those members present. Any such motion shall stipulate that the suspension may not exceed thirty (30) days.

faculty contacts. ASSW will be informed of all students selected for membership on committees. ASSW shall be informed of any subsequent changes in student representatives on School committees.

## **11.0 CUSTODY OF BY-LAWS AND POLICY STATEMENTS**

### 11.1 Custody

A standard, up-to-date copy of the by-laws and policy statements of the School of Social Work shall be maintained in the Director's office.

### 11.2 Effective Date

These by-laws shall be in effect beginning Spring semester, 2021.

## **12.0 RATIFICATION AND AMENDMENT**

This governance document (by-laws) was ratified on November 17, 2020 and made operational by a majority vote of the voting faculty members of the School of Social Work. It replaces the CSULB School of Social Work Governance Document ratified in 2016.