

**University of Cincinnati
SCHOOL OF SOCIAL WORK**

GOVERNING RULES

I. Introduction

The following are minimal rules for faculty governance of the University of Cincinnati School of Social Work.

The School of Social Work was established in October, 1978, by the University of Cincinnati Board of Trustees (Minutes, October 3, 1978). The School carries out its educational mission to provide education for professional social work practice through undergraduate and graduate programs. These educational programs and the School organization are consistent with Council on Social Work Education (CSWE) Standards of Accreditation. These Governing Rules are intended to be consistent with University Rules, and the contractual agreement between the AAUP and the University.

II. Governing Faculty

a. The Governing Faculty shall consist of every fulltime member of the School's instructional staff holding the rank of professor, associate professor, assistant professor, or instructor.

b. Persons holding other titles modified by such terms as visiting, adjunct, or field may be nominated by the Director of the School, and/or members of the Governing Faculty for membership in the Governing Faculty. Admission to the Governing Faculty shall be subject to approval of the Governing Faculty. An election to determine such admission(s) shall take place at the first regular Autumn Quarter meeting and as changes in appointment necessitate.

III. Director

The Director of the School of Social Work is the social work Academic unit head appointed by the Board of Trustees upon the recommendation of the President of the University as provided for by Article Eight of the Contractual Agreement between AAUP and the University of Cincinnati. The Director, as chief administrative officer of the unit, shall carry out those responsibilities required by the University, the Contractual Agreement, and the CSWE Accreditation Standards.

IV. Programs

The School of Social Work consists of an Undergraduate and Graduate Program. Each program is chaired by a faculty member appointed by the Director following consultation with faculty and relevant others.

The program faculty consists of those persons teaching in a program. The BSW Program shall have a minimum of 2 full time faculty members with Master degrees in social work whose primary assignment is in the program.

V. Program Chairs

Program Chairs are appointed by the Director according to the process defined in Section IV. The appointments are generally on a nine month basis and involve an administrative stipend. The general areas of program chair responsibilities are defined below.

The Program Chairs are responsible for the management of curricular and student affairs within their respective programs subject to the policies and procedures developed by the Governing Faculty and its Committees. The Program Chairs service as members of the School Search Committee.

Faculty and faculty assignments are developed by the Director in consultation with the Program Chairs. School-wide and cross-program assignments require cooperation among the Director, Program Chairs, and faculty.

The Program Chairs contribute to the development of the School budget by identifying and justifying program needs. The Program Chairs will make known program-wide needs as they emerge or as they are being planned for consideration within the formal budget plan of the School.

VI. Committees

There are nine School committee functions: Curriculum; Admissions and Financial Aid; Reappointment, Promotion, and Tenure; Diversity; Search; Grievance; Field Advisory; Academic Affairs; and Social. Committees shall be appointed by the Director, in consultation with the Faculty, by October 1st of each academic year.

Committee "End of the Year" reports will be reviewed by The Faculty during the Spring Quarter. At the last Faculty Meeting of the year, decisions will be made as to which committees will be formed for the following academic year. All committees with the exception of RPT, Grievance and Academic Affairs, shall be composed of:

- 3 faculty members
- 1 graduate student
- 1 undergraduate student

Student committee members shall be selected from and by members of the respective student associations by processes they determine. The failure of students to elect committee members shall not prevent the committee from functioning. All committee chairs shall be appointed by the Director. The Director shall serve ex-officio on all committees.

a. The Curriculum Committee:

The Curriculum Committee oversees all curriculum matters by monitoring and assessing total curriculum effort. It reviews all proposals whether they are derived from the advice and counsel of the programs, from the committee's own initiative, or from suggestions offered by individual faculty members. The Curriculum Committee brings curriculum revisions to the Governing Faculty for approval. Final authority on curriculum matters rests with the Governing Faculty.

b. Admissions and Financial Aid Committee:

The Admissions and Financial Aid Committee recommends to the Governing Faculty, for its approval, admissions and financial aid policy. This committee shall review the admissions and financial aid procedures of all School programs. The Governing Faculty has final authority over School Admissions and Financial Aid policy.

c. Reappointment, Promotion, and Tenure Committee:

The Reappointment, Promotion, and Tenure Committee shall prepare and/or revise criteria specifying performance levels in the areas of teaching, service (university and community), and scholarly activity for use by the Committee in reviewing eligible candidates for and in making reappointment, promotion, and tenure recommendations to the Director. Rules of procedure

for this Committee are contained in the contractual agreement, and in the reappointment, promotion, and tenure policy statements.

d. The Diversity Committee:

The Diversity Committee shall review and monitor the School activities in all areas relating to diversity including but not limited to racial, ethnic, and women's concerns. The Committee will serve to facilitate and oversee activities to ensure that regular committees and administrative offices are taking into account diversity issues.

e. The Search Committee:

The Search Committee offers advice to and consults the School Director regarding the School's search and hiring policies and Director's search and hiring responsibilities. The Committee, working with the Director, will identify faculty needs in relation to School goals, assist in the drafting of advertising materials, review applicants, assist in the interview process, discuss characteristics of employment (e.g., salary, level), and make recommendations of candidates for appointment. The Director shall report to the Committee during the search and hiring activities.

f. Grievance Review Committee:

The Grievance Review Committee shall hear grievances brought to it by undergraduate students. A report of the Committee's deliberations shall be issued to the School's Director. Committee procedural rules are outlined in the University of Cincinnati Student Grievance Policy and Procedures handout.

g. Field Advisory Committee:

The BSW/MSW Field Advisory Committee shall be comprised of social workers from different fields of practice. This committee will meet once in the Autumn Quarter and once in the Spring Quarter to discuss curriculum and field related issues. The BSW/MSW Field Coordinators shall serve as co-chairs.

h. Academic Affairs Committee:

This committee shall review, with the Program Chair, students' probationary status, student and prospective student policy appeals, and conduct academic reviews.

i. Social Committee:

This committee shall plan with the BSW/MSW students, the Graduation ceremony, and other social events.

j. Scholarship Committee:

This Committee is responsible for receiving and reviewing requests from students for emergency financial assistance and the nominations for the Outstanding Paper Awards given annually to BSW and MSW students.

k. Committee Vacancies:

When vacancies occur on standing committees, the Director shall fill them by appointment from eligible members of the faculty.

VII. Budget

The Director of the School of Social Work shall have the responsibility for budgetary matters. The advice and consultation of the faculty and program chairs shall be obtained in the development of the School budget.

VIII. Attendance

All Governing Faculty, Program and Committee meetings are open to all faculty and students. Only elected or appointed members may vote.

IX. Quorum

A simple majority of the Governing Faculty or Committee membership shall constitute a quorum for purposes of conducting official Governing Faculty or Committee business, respectively.

X. Minutes

The Governing Faculty, Programs, and Committees shall keep minutes, duly approved by the members of each group. Minutes are the official records of School business and shall be kept on file in the Director's Office. It is the responsibility of each Chairperson to see that minutes are recorded, approved, and distributed.

XI. Amendments

These Governing Rules may be amended at any regular meeting of the Governing Faculty provided that one month's prior notice has been given in writing to the faculty including the proposed amendment.