

Bylaws, Kent School, Approved By Faculty, December 4, 1997; Approved by the Board of Trustees, June 22, 1998
Bylaws, Kent School, Amended By Faculty, 1/22/03; 9/21/05; Amended, Revised, and Approved by Faculty January
21, 2009; Amended, Revised, and Approved by Faculty May 13, 2009.

ARTICLE I

Preamble OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK

The Raymond A. Kent School of Social Work at the University of Louisville (the Kent School) provides excellent academic programs and professional development in social work and in marriage and family therapy consistent with the professional mandate and the mission of the University. The Kent School is committed to providing the means by which all those within the structure of the school have a voice about matters pertaining to the school.

ARTICLE II

STRUCTURE OF THE KENT SCHOOL

Administration and governance of the Kent School shall be the responsibility of, and shall be executed by the Dean, faculty, staff and student body as established in these Bylaws.

Section A. Dean of the Kent School

The Dean of the Kent School shall be the principal academic and administrative officer of the School in accordance with the authority delegated under The Redbook and duly approved University policies.

The Dean of the Kent School shall be responsible directly to the Executive Vice President and University Provost for effective administration and conduct of the School's academic programs. The Dean shall be responsible for representing the views of the faculty to the Executive Offices of the University. Duties of the Dean shall include assuring adherence to the duly authorized policies, procedures, and regulations adopted by the Kent School Faculty, appropriate University officers, and the Board of Trustees.

1. Appointment

The Dean of the Kent School shall be appointed by the Board of Trustees on the recommendation of the President in accordance with all applicable sections of The Redbook.

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2. Selection and Review

The procedures for the selection and review of the Dean shall be consistent with the applicable provisions of The Redbook and in conformity with the University guidelines on search procedures.

3. Responsibilities

The duties and responsibilities of the Dean are outlined in The Redbook, Section 3.2.2., and the job description approved by the President and the Faculty includes: (a) coordinating academic programs within the Kent School; (b) preparing a strategic plan and priorities for action for the Kent School; (c) creating an environment that facilitates research and scholarly activity; (d) developing and promoting public service; (e) administering personnel actions; (f) developing and administering the Kent School's budget; (g) submitting an annual report to the Executive Vice President and University Provost; and (h) promoting the Kent School through fund-raising and alumni activities.

Section B. The Faculty

The Faculty of the Kent School shall consist of all full-time personnel holding academic rank, as described in Article 4.1, Section 4.1.1 of The Redbook, and a primary appointment in the Kent School and all persons holding part-time instructional appointments in the Kent School as described in Article 4.1, Section 4.1.2 of The RedBook.

The Faculty shall have general legislative powers over all matters pertaining to its own affairs as established by these Bylaws and in Sections 3.3.2. and 3.3.3. of The Redbook. Governance of each academic program rests with the faculty duly appointed in that academic program.

Full-time and part-time faculty are entitled to represent the Kent School on standing or appointed University committees except where prohibited by these and other Bylaws.

Voting faculty are full-time tenured, full-time probationary, and full-time term faculty members. Full time term faculty members do not vote on tenure and promotion of probationary and tenured faculty. Part-time faculty can only vote in committees in which they have voting rights and privileges.

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Section C. Professional & Administrative Staff and Classified Staff

1. Professional and Administrative Staff

Professional and Administrative positions are exempt positions. These positions are subject to the University's position classification plan meeting the exemption test prescribed by Kentucky Labor Law as determined by University Personnel Services. These positions are paid a salary rather than an hourly rate and are not entitled to overtime pay.

2. Classified Staff

Classified staff are nonexempt positions. A classified position is a regularly established position assigned to a classification which, by definition under the Fair Labor Standards Act, would not be exempt from overtime provision of the Act.

Section D. Students

The students of the Kent School shall consist of those students who have been admitted into one of the academic programs as defined in Article II, Section E.

Section E. Academic Programs

The programs of the school shall consist of those academic degrees or programs in the school that have been approved by the Faculty and recognized officially by the University.

ARTICLE III

GOVERNANCE

Section A. Specific Responsibilities of the Dean

The responsibilities of the Dean shall include, but not be limited to:

1. Chairing meetings of the Faculty and Assembly.
2. Holding annual elections for officers and standing committees.
3. Convening standing committees and the timely election of their chairs.
4. Appointing such ad hoc or special committees as may be necessary.
5. Submitting an Annual Report to the Faculty.
6. Preparing slates of nominees to fill vacancies on University and Kent School committees and bodies requiring representatives.

Section B. Specific Responsibilities of the Faculty

As part of its general legislative power over all matters pertaining to its own affairs, the duties of the Faculty shall include, but not be limited to:

1. Assisting in the development and review of the Kent School's strategic planning and priorities for action.
2. Identifying and exploring areas of faculty concern and recommending appropriate action to the Dean of the Kent School.
3. Recommending to the Dean specific actions and programs to achieve the overall goals of the Kent School.
4. Advising the Dean on matters related to the mission, budget, and planning of the school.
5. Promoting collaborative academic, research, and service efforts of the Kent School.

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6. Maintain academic and programmatic excellence through development, refinement, implementation and review of the curriculum.
7. Reviewing and submitting recommendations to the Dean for proposals for establishing new degree programs or the dissolution of existing programs.
8. Recommending personnel actions to the Dean based on recommendations of the Personnel Committee.
9. Creating from its membership standing and special committees, and electing representatives necessary to conduct its business.
10. Inviting staff and student input in matters related to the overall health and function of the Kent school.

Section C. Meetings

Meetings include regular and special faculty meetings. All faculty and committee meetings in the Kent School shall be conducted according to Robert's Rules of Order.

1. Faculty Meetings
 - a. The Dean shall convene the Faculty during the Fall and Spring semesters and at other times as needed.
 - b. The agenda for such meetings shall be prepared by the Office of the Dean with input from the faculty. Written notification of meetings with agendas shall be sent to all members of the faculty no later than 1 day prior to the date of the meeting.
 - c. A quorum of the Faculty shall consist of 51% of the total voting Faculty.
 - d. Minutes of all faculty and Kent assembly meetings shall be distributed to all voting and non-voting members of the faculty and be kept on file in the Dean's office.
2. Faculty Meetings at the request of Faculty Member(s)
 - a. Any faculty member(s) can request of the Dean to call a special faculty meeting at other times than regular scheduled faculty meetings. The Dean and requesting faculty member(s) will discuss the nature of the request and

- the Dean will decide on whether to call the special faculty meeting. If the request is denied, and the faculty member(s) wants to pursue the matter further, the faculty member can petition the voting faculty for the meeting to take place. The meeting shall be convened if the faculty member(s) can produce a written petition signed by 25% of the voting faculty membership.
- b. The agenda for such special meetings shall be prepared by the faculty member(s) and distributed to the Dean and all faculty members at least 1 day prior to the meeting, except in emergencies.
 - c. A quorum of the Faculty shall consist of 51% of the total voting Faculty.

Section D. Assemblies and Associations

1. Kent Assembly

The Kent Assembly consists of all faculty, staff, and representatives from each student association. Its primary function is to disseminate information deemed important to the common good and overall health and function of the school. Meetings of the Assembly may be called by the Dean or through a petition submitted to the Dean by 25% of Assembly members.

2. Staff Assemblies

The Kent School recognizes that assemblies of various staff may be organized to promote and support all endeavors of classified and professional and administrative staff interests and should contribute to the overall efficiency of the Kent School and quality of education for all students as well as establish effective communication between the faculty, administration, and other appropriate bodies. These staff assemblies may determine their process of representation to other university bodies by establishing Bylaws and other documents in accordance with all University policies, The Redbook, and the Staff Handbook.

3. Student Associations

The Kent School recognizes the student associations of each academic program as organizations to support all endeavors of student interest, as well as to establish effective representation with the faculty, administration, and other appropriate bodies. They may

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establish Bylaws and other documents in accordance with all University policies, The Redbook, and the Student Handbook.

Section E. Standing Committees and Venues

Within committees all duly appointed faculty members by the Dean shall have one (1) vote. Part-time faculty representatives and student representatives shall be voting members of committees appointed by the Dean other than in committees considering matters involving personnel.

1. Faculty Personnel Committee

The Faculty Personnel Committee shall report directly to the Dean unless otherwise provided for in these Bylaws and Rules.

The Faculty Personnel Committee shall consist of five (5) tenured members elected by the Faculty to serve 3-year staggered terms. The staggering shall be created by having two people elected in a year, then two the following year, then one the third year. If a member must leave the committee before their term ends, a special election will be held to fill the remainder of their position's three-year commitment. The election process of the committee shall be determined by policies and procedures established by the Kent School faculty.

Members of the committee shall not serve concurrently as the Faculty Grievance representative. Personnel committee members seeking promotion shall not serve concurrently on the Faculty Personnel Committee. A tenured faculty member shall be elected by the faculty to fulfill the duties of the position for the time period vacated by the person seeking promotion.

A Chair shall be elected annually by the Committee from among the five members.

The Faculty Personnel Committee shall adhere strictly to the personnel policies, procedures, and standards as set forth in the Promotion and Tenure Document of the Kent School.

The Faculty Personnel Committee shall establish procedures for faculty searches and deliberate all matters concerning appointments and promotions, changes in faculty classification, the granting of tenure, and make appropriate recommendations to the Kent School Faculty and the Dean.

2. Faculty Grievance Venue

Faculty grievances are received and managed by the University Faculty Grievance Committee (Redbook 4.4.1). The Kent School faculty shall elect one full-time, tenured faculty member for a two-year term as its representative to the University Faculty Grievance Committee. It will also identify another faculty member, similarly qualified, as an alternate member (Redbook 4.4.1.B.4). No person currently engaged as a grievant or respondent in a grievance is eligible to serve on the committee. No person can concurrently serve on this committee and also on the Personnel Committee of the school.

3. Faculty Affairs Committee

The Faculty Affairs Committee includes all full-time faculty. Faculty affairs are the purview of the Faculty of the Kent School who meet at the call of the chair. The chair will be elected annually by the Faculty and must be tenured. Any faculty may bring a concern to the chair. The chair will ensure that regular meetings are held in the Fall and Spring and at other times as needed/requested.

The primary responsibility of the Faculty Affairs Committee is the overall welfare of the faculty, including the maintenance of an academic climate that facilitates each faculty person's right to direct scholarly expression in her/his teaching, research, publications, and associated activities.

4. Curriculum Committee¹

The Curriculum Committee shall consist of Sequence² Chairs who are full-time teaching faculty elected annually by full-time faculty teaching in that sequence from each of the

¹ Note: For the purposes of the doctoral program, the Director of the Doctoral Program will coordinate curriculum development and oversight activities and protocols with the doctoral faculty.

² Note: A sequence is made up of all faculty members who teach the same course(s). For instance, all faculty teaching social work research would be considered members of the research sequence. The research sequence chair is elected from among the faculty who are members of the research sequence. At the Kent School of Social Work, sequences consist of the core curriculum content areas: Human Behavior in the Social Environment (HBSE), Social Work Practice, Social Work Research, Social Welfare Policy, Human Diversity, and Field Education.

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curriculum areas, a faculty representative elected by faculty from the Marriage and Family Therapy (MFT) program, a faculty representative elected by faculty from the Bachelors in Social Work (BSW) program, a part-time faculty representative elected by the part-time faculty, and a student representative from the Kent School Student Association (KSSA). The Associate Dean for Academic Affairs will serve in an ex-officio role in this committee.

The Dean will appoint the chair of the committee from the membership of the curriculum committee, taking into account recommendations from the faculty. The Dean will consult with the Kent School Student Association to appoint a student representative to the committee.

If a member must leave the committee before the term has ended, the sequence which the member represented will elect a new chair to fill the remainder of their commitment.

Other faculty and students may participate in committee discussions when warranted. However, only curriculum committee members shall have a vote in matters related to the curriculum within this committee.

The function of the Curriculum Committee shall be to ensure that the existing and proposed courses comply with university and school mission and standards for accreditation, facilitate all accreditation reviews of the curriculum, ensure quality education and integration of key content across the curriculum while minimizing unnecessary duplication, and coordinate the work of the Sequence Chairs.

5. Diversity Committee

The Diversity Committee shall consist of a minimum of three members, with at least one being a full-time member of the faculty and one, a full-time member of the staff. At the coordination of the Dean, an election will be held for a faculty and staff member to serve terms of three years. Terms may be renewed. The Dean will consult with the Kent School Student Association to appoint at least one student representative to the committee. The Chair will be appointed by the Dean, taking into account the recommendation of the committee.

The function of the Diversity Committee shall be to coordinate with the University's diversity plan, develop and recommend a Diversity Plan for the School, monitor, in coordination with the Outcomes Committee, the assessment of diversity objectives, plan

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activities for the School that promote the interests of an increased diversity profile and educational context.

6. Outcomes Committee

The Outcomes Committee will be chaired by the Associate Dean for Academic Affairs. Additionally, the Chair of the Curriculum Committee, Directors of the Bachelors in Social Work, Doctoral and Marriage and Family Therapy programs will serve on this committee. The Dean may appoint additional committee members and confer with the Kent School Student Association to seek student representation.

The function of the Outcomes Committee shall be to develop and monitor outcomes measurement protocols for the school and coordinate all assessment activities, collect and disseminate all outcomes data, and coordinate outcomes reports for university and accrediting bodies.

7. Research and Scholarship Committee

The Research and Scholarship Committee will be chaired by the Associate Dean for Research. All Principal Investigators will serve on this committee. Additionally, the Associate Dean for Research may appoint staff from the office of the Associate Dean for Research to sit on this committee (non-voting) to support the functions of this committee. The Dean may appoint additional committee members.

The function of the Research and Scholarship Committee shall be to develop and maintain an infrastructure for research and promote research and scholarship activities of the Kent School.

8. Recruitment and Admissions Committee³

The Recruitment and Admissions Committee of each academic program will be elected by the respective faculty and be chaired by the Director of the respective program with the exception of the Master of Science in Social Work (MSSW) program, which will be

³ Note: For the purposes of the doctoral program, the Director of the Doctoral Program will coordinate recruitment and admissions activities and protocols with the doctoral faculty.

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chaired by the Associate Dean for Student Services. The Dean may appoint additional committee members to each academic program's Recruitment and Admissions committee.

The function of the Recruitment and Admissions Committee shall be to coordinate and monitor the recruitment and admission of students, coordinate with the Diversity Committee activities to ensure a diverse student body, admit students to the Kent School, develop and implement protocols for scholarships, and make awards accordingly, and coordinate with the Outcomes Committee protocols to measure effectiveness of recruitment efforts and admission practices.

9. Student Grievance Committee

The Student Grievance Committee shall consist of two (2) faculty members elected by the Faculty each to serve a one (1) year term, one of whom shall serve as Chair, and one (1) student representative. The election process of the Student Grievance Committee shall be determined by policies and procedures established by the Kent School.

The function of the Student Grievance Committee shall be to receive and take appropriate action on all student academic grievances in accordance with procedures in Section 6.8.3 of The Redbook and develop procedural guidelines consistent with Section 6.8 of The Redbook.

Section F. Other Committees

The Kent School Faculty may establish other standing and ad hoc committees derived from and consistent with its mission, in accordance with University policies, the Redbook, these Bylaws, and the Kent School's established Policies and Procedures.

Section G. Notification of Committee Meetings

Notice of all committee meetings shall be sent to the Dean.

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ARTICLE IV

ADOPTION AND AMENDMENT OF THE KENT SCHOOL BYLAWS

Section A. Procedures for Approval of Adoption and Amendments

Adoption and Amendment of the Kent School Bylaws requires that final proposed documents be distributed to each member of the Faculty, as defined in Article II, Section B) at least ten (10) working days prior to a formal ballot. A vote on Adoption or Amendment shall take place at a Faculty meeting by closed, written ballot. Approval of adoption or amendment shall require a two-thirds majority of the ballots cast. No absentee or proxy ballots shall be accepted. Kent School Bylaws or amendments shall take effect immediately upon approval by the President and the Board of Trustees. No Kent School Bylaws or amendments are effective until such approval has been granted.

Section B. Initiation of Amendment

Amendment of the Kent School Bylaws can be initiated by any member of the Kent School Faculty. A discussion forum shall be convened according to the provisions of Article III, Section C of these Bylaws. Approval shall follow procedures specified in this Article, Section A.