

1 **BYLAWS OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK**

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3 **ARTICLE I. PURPOSE**

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5 The purpose of these bylaws is to establish the organizational structure and legislative governance
6 procedures of the faculty of the Raymond A. Kent School of Social Work, hereafter referred to as
7 Kent School. These bylaws seek to promote participation in governance and decision-making, the
8 orderly and efficient conduct of business, and a healthy organizational culture and climate for
9 faculty, staff, and students.

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11 **ARTICLE II. FACULTY**

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13 **1. Membership**

14 *Full-time faculty* shall consist of all personnel with probationary and tenured appointments, as
15 described in Article 4.1, Section 4.1.1. of The Redbook, as well as personnel with full-time
16 contracts who do not hold probationary and tenured appointments, pursuant to Article 3.1, Section
17 3.3.1 and as described in Article 4.1, Section 4.1.1.A.2 of The Redbook. Additionally, to be
18 considered full-time under these Bylaws, faculty must have a primary appointment (80 percent or
19 greater) to Kent School. *Part-time or Adjunct faculty* shall consist of personnel who are hired on
20 a part-time basis to teach, conduct research, or perform service pursuant to Article 4.1, Section
21 4.1.2 of The Redbook. *Emeritus faculty* shall consist of retired faculty voted such status¹ pursuant
22 to 4.1.3 of The Redbook. *Affiliated or Associate faculty* shall consist of faculty voted such
23 status¹ pursuant to 4.1.4 of The Redbook. Affiliated or Associate faculty are faculty who hold a
24 full-time primary appointment for a minimum of at least one academic year in a unit or
25 department of the University of Louisville other than Kent School or in another institution of
26 higher learning. *Visiting faculty* shall consist of faculty voted such status¹. Visiting faculty are
27 faculty who are on leave from another institution where they hold a full-time primary appointment
28 and are invited to Kent School and to the University for a specified period of time to share their
29 expertise through teaching, research, and/or service. *Gratis (voluntary) faculty* shall consist of
30 faculty voted such status¹. Gratis (voluntary) faculty appointments are unpaid positions that
31 support the educational, research, or service missions of the Kent School of Social Work.

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34 **2. Responsibilities and Duties**

35 The full-time faculty shall have general legislative powers over all matters pertaining to its own

¹ Emeritus, Affiliated/Associate, Visiting or Gratis faculty status are conferred by a majority vote of the probationary and tenured faculty, upon a nomination from the Dean or a full-time tenured or probationary faculty member and a recommendation from the personnel committee.

36 affairs as established by Sections 3.3.2 and 3.3.3 of The Redbook and these bylaws. The
37 legislative powers include, but are not limited to: (1) governance of the school in matters within
38 its jurisdiction and authority; (2) promotion of innovative and high quality academic, research, and
39 service activities; and (3) establishment and enactment of recruitment, admissions, and its own
40 personnel policies and procedures. Subject to the authority of the Board of Trustees, the President
41 and the Executive Vice President and University Provost, governance of each academic program
42 within Kent School is the responsibility of the full-time faculty duly appointed to that academic
43 program. Specific duties of the full-time faculty with probationary and tenured appointments are
44 listed in Appendix 2 of these bylaws.

45 46 **ARTICLE III. ADMINISTRATION**

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48 The administration shall include the dean and other associate and assistant deans, as well as program
49 director as appointed by the dean according to Article 3.3, section 3.3.5 of the Redbook.

50 51 **1. The Dean**

52 The Dean shall be the principal academic and administrative officer of the School in accordance
53 with the authority delegated under Article 3.2 of The Redbook and duly approved University
54 policies. The Dean shall be responsible directly to the Executive Vice President and University
55 Provost for effective administration and conduct of the School's academic programs. The Dean
56 shall be responsible for representing the views of the faculty to the Executive Offices of the
57 University. As per section 3.2.2 of The Redbook, the dean's specific duties and responsibilities,
58 which shall be approved by the President and the faculty of the Kent School, are detailed in a job
59 description in Appendix 3.

60 61 **2. Associate Dean(s), Assistant Dean(s), and Program Directors**

62 The associate dean (s), assistant dean (s), and program directors are appointed by and serve at the
63 pleasure of the dean. Job descriptions for these administrative appointments shall be prepared by
64 the dean, in consultation with full-time faculty, and be made available to all faculty and staff.
65 Program directors include the administrator of programs ending in a degree (i.e., BSW, MSSW, or
66 PhD) and the Couple and Family Therapy Program. The performance of the associate dean(s), the
67 assistant dean(s), and program directors shall be reviewed in accordance with Article 3.3, section
68 3.3.5 of The Redbook

69 70 71 **ARTICLE IV. ACADEMIC PROGRAMS**

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73 Academic programs shall consist of those ending in a degree (i.e., BSW, MSSW, or PhD), the
74 Couple and Family Therapy Program or specialized curricular options that have been approved by

revised and approved by faculty 11-14-18

75 full-time faculty and recognized officially by the university. Any recommendation from the dean
76 or full-time faculty to establish or eliminate an academic program requires a favorable written
77 ballot of two-thirds of the full-time faculty.
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83 **ARTICLE V: FACULTY MEETINGS, ASSEMBLIES, & ASSOCIATIONS**

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Faculty meetings, assemblies, and associations are vehicles of shared governance of Kent School, and shall be the responsibility of the faculty, dean, staff, and student body. Minutes of faculty meetings, assemblies, and associations will be documented and retained by the Kent School dean’s office and made available to meeting participants.

90 **1. Faculty Meetings**

91 Faculty meetings, which shall include full-time and part-time faculty, shall be convened by the
92 dean at least once during the fall and once during the spring semesters. The dean or his or her
93 designee shall chair faculty meetings. Additional faculty meetings may be called by the dean, or
94 any member of the full-time faculty through a petition submitted to the dean signed by 25 percent
95 of all full-time faculty. The dean will set the agenda in coordination with full-time faculty, part-
96 time faculty, and a representative of the Kent School Student Association (hereinafter referred to
97 as “KSSA”); prepare and distribute meeting agendas; and facilitate the meetings. Written
98 notification of meetings with agendas shall be sent to all members of the faculty and the KSSA
99 representative no later than one day prior to the date of the meeting.

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At the request of the dean or by majority vote of the full-time faculty, an executive session (with only the dean and full-time faculty present) may be called as warranted to discuss personnel or private student matters.

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106 **2. Assemblies and Associations**

107 The Kent Assembly consists of all faculty, staff, and representatives from the school’s student
108 association. Its primary function is to disseminate information and gather input deemed important
109 to the common good and overall health and function of the school. Meetings of the Assembly may
110 be called by the dean or through a petition submitted to the dean by 25 percent of all Assembly
111 members. The dean or his or her designee shall chair the Kent Assembly.

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113 Staff assemblies may be organized to promote and support endeavors of classified, professional,
114 and administrative staff interests that contribute to the overall efficiency and values of Kent
115 School, and promote a healthy organizational culture and climate for faculty, staff, and students.
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117 Staff assemblies should establish effective communication between the faculty, administration,
118 and other appropriate bodies. Staff assemblies may determine their process of representation to
119 other university bodies by establishing bylaws and other documents in accordance with university
120 policies, The Redbook, and the Staff Handbook.
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122 Kent School recognizes KSSA as its student organization to support all endeavors of student
123 interest, as well as to establish effective representation with the faculty, staff, administration, and
124 other appropriate bodies. KSSA may establish bylaws and other documents in accordance with
125 university policies, The Redbook, and the Student Handbook. A faculty advisor will be
126 responsible for ensuring that KSSA Bylaws and other KSSA documents follow university
127 policies, the Redbook, and the Student Handbook.
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ARTICLE VI. COMMITTEES

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1. Standing Committees

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135 Full-time faculty may establish, modify, or dissolve standing committees with a favorable two-
136 thirds written ballot vote, so long as such actions do not conflict with The Redbook regulations
137 regarding standing committees. The list of Kent School's standing committees, including function
138 and membership, is provided in Appendix 4.
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2. Ad Hoc Committees

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142 Upon the recommendation of the dean or the full-time faculty, and a simple majority vote of full-
143 time faculty, ad hoc committees may be appointed or elected to perform a particular task related to
144 the mission of Kent School. A majority of persons serving on an ad hoc committee shall be full-
145 time faculty and chaired by a full-time faculty member, unless a charge providing otherwise has
146 been approved by a written ballot vote by two-thirds majority of the full-time faculty.
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ARTICLE VII. PARLIAMENTARY AUTHORITY

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151 All faculty and faculty committee meetings will be guided by the current edition of Robert's Rules
152 of Order.

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ARTICLE VIII. VOTING PRIVILEGES

All faculty have voting privileges within committees of which they are a member, unless voting privileges are prohibited by these bylaws or The Redbook. Within committees, all duly elected or appointed faculty members other than those appointed *ex-officio* shall have one vote. Only full-time faculty with probationary or tenured appointments vote by written ballot on personnel matters, including tenure and promotion of probationary and tenured faculty. Only full-time probationary, tenured, and term faculty vote on curriculum matters; admissions policies; and academic standards for retention, advancement, graduation of students, instruction, and school structure. Part-time faculty representatives and student representatives elected by their respective bodies or appointed by the dean play an advisory role in committees in which they are a member. Term faculty, part time faculty, and student representatives do not participate or vote in any matters involving personnel or prohibited by these bylaws or The Redbook. A quorum shall consist of 51 percent of the full-time faculty eligible to vote on the matter before the faculty or faculty committee.

ARTICLE IX. PROFESSIONAL, ADMINISTRATIVE, AND CLASSIFIED STAFF

The Kent School professional, administrative, and classified staff report to the dean. The Kent School professional, administrative, and classified staff may elect or appoint a member(s) to be the representative of the staff in addressing matters which affect the operation of Kent School.

ARTICLE X. STUDENTS

The students shall consist of those students who have been admitted into one of the academic programs of Kent School. The KSSA, which operates under its own set of bylaws, shall be the representative organization of the students of Kent School. Other student organizations may form and be recognized within the Kent School given they meet the guidelines, requirements, and approval according to Kent School and University of Louisville policies and procedures.

ARTICLE XI. ADOPTION AND AMENDMENT OF THE KENT SCHOOL BYLAWS

1. Initiation of Amendment

191 Amendment of these bylaws can be initiated by any full-time faculty member or the Personnel
192 Committee. Proposed amendments and appendices of the bylaws must not be in conflict with
193 The Redbook.

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196 **2. Procedures for Approval of Adoption and Amendments**

197 Adoption of, and amendment to, these bylaws requires that final proposed documents be
198 distributed to each member of the full-time faculty at least ten (10) working days prior to a formal
199 ballot. A vote on adoption or amendment shall take place at a faculty meeting, convened
200 according to the provisions of Article V, Section 1 of these bylaws, by written ballot. A quorum
201 must be present prior to casting of votes. Approval of adoption or amendment to these bylaws
202 shall require a two-thirds majority written ballot vote of full-time faculty. No absentee or proxy
203 ballots shall be accepted.

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205 Adoption of amendments shall take effect immediately upon approval by the President. The
206 President may approve amendments approved by the faculty and the Faculty Senate which do not
207 change governance or faculty rights (see The Redbook, Section 3.1.3).

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210 Changes to Appendix 3 require approval by the Kent School full-time faculty, the Executive Vice
211 President and University Provost, the President, and the Board of Trustees (see The Redbook,
212 Section 3.1.3).

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APPENDIX 1

MISSION OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK

The Kent School of Social Work addresses complex social problems through education, research, and service to create a just and better world.

APPENDIX 2

SPECIFIC DUTIES OF THE FULL-TIME FACULTY

Specific duties include, but not limited to:

- School governance
 - Making recommendations to the dean or Faculty Affairs Committee to achieve the overall goals of Kent School.
 - Recommending personnel actions to the dean based on motions of the Personnel Committee.
 - Representing Kent School and university on committees.
 - Creating from its membership standing and special committees and electing representatives necessary to conduct its business.
 - Inviting staff and student input in matters related to the overall health and function of Kent School.
- Innovative and high quality academic, research, and service activities
 - Developing the school’s mission statement (See Appendix 1) in collaboration with the dean.
 - Maintaining academic and programmatic excellence through development, refinement, implementation, and review of the curriculum.
 - Making recommendations to the president and the Board of Trustees regarding the granting of degrees.
- Establishing and enacting recruitment, admissions, and personnel policies and procedures.

268 **APPENDIX 3**

269 **Position Description—Dean of Kent School**

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273 The dean of Kent School shall be the principal academic and administrative officer of the school
274 in accordance with the authority delegated under The Redbook and duly approved university
275 policies.

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277 The dean of Kent School shall be responsible directly to the university provost for effective
278 administration and conduct of the school’s academic programs. The dean shall be responsible
279 for representing the views of the faculty, staff, and students to the Office of the President.
280 Duties of the dean shall include ensuring adherence to the duly authorized policies,
281 procedures, and regulations adopted by the Kent School faculty, appropriate university officers,
282 and the Board of Trustees.
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284 **1. Appointment**

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286 The dean of Kent School shall be appointed by the Board of Trustees on the recommendation of
287 the president in accordance with all applicable sections of The Redbook.
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289 **2. Selection and Review**

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291 The procedures for the selection and review of the dean shall be consistent with the
292 applicable provisions of The Redbook and in conformity with the university guidelines on
293 search procedures.
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295 **3. Responsibilities**

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297 The duties and responsibilities of the dean are outlined in The Redbook, Section 3.2.2. In
298 addition, the dean, working with faculty and staff, shall be responsible for (a) coordinating
299 academic programs within the Kent School; preparing a strategic plan and priorities for
300 action for Kent School; (b) creating an environment that facilitates research and scholarly
301 activity; (c) developing and promoting public service; (d) administering personnel actions; (e)
302 developing and administering Kent School’s budget; (f) writing the annual report; and (g)
303 promoting Kent School through fund-raising and alumni activities.
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314 **APPENDIX 4**
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316 **STANDING COMMITTEES OF THE KENT SCHOOL OF SOCIAL WORK**
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318 **1. Personnel**

319 The function of the Personnel Committee is to implement the personnel policies, procedures, and
320 standards as set forth in the Promotion and Tenure Document of Kent School. It shall also
321 establish procedures for faculty searches and deliberate all matters concerning appointments and
322 promotions, changes in faculty classification, and the granting of tenure, and make
323 recommendations to the faculty and the dean. The Personnel Committee shall report directly to the
324 dean unless otherwise provided for in these bylaws. It shall consist of five tenured members
325 elected by the full-time faculty to serve three-year staggered terms. The staggering shall be
326 created by having two people elected in a year, then two the following year, then one the third
327 year. A chair shall be elected annually by the committee from among the five members. If a
328 member must leave the committee before their term ends, a special election will be held to fill the
329 remainder of their position's three-year commitment. The election process of the committee shall
330 consist of faculty nominations of tenured faculty eligible to be on the Personnel Committee,
331 voting by tenured and probationary faculty through closed ballot, and election through receipt of
332 the majority of the votes cast. Members of the committee shall not serve concurrently as the
333 faculty grievance representative. Personnel Committee members seeking promotion shall not
334 serve concurrently on the Faculty Personnel Committee.
335

336 **2. Faculty Affairs**

337 The purpose of the Faculty Affairs Committee is to increase the likelihood that faculty
338 perspectives are considered in administrative decision-making. Membership shall consist of all
339 full-time faculty who do not hold dean positions. Nomination and election of the Faculty Affairs
340 Committee chair shall be conducted annually by committee members. The chair will serve a one-
341 year term, and must be tenured. Meetings of the Faculty Affairs Committee shall be held at least
342 twice during each academic year and the chair will systematically communicate faculty
343 perspectives to the dean so that they can be considered in decision making.
344

345 **3. Faculty Grievance Representative and Alternate**

346 The function of the faculty grievance representative is to serve as a liaison to, and member of, the
347 University Faculty Grievance Committee (Redbook 4.4.1). The faculty grievance representative
348 shall be a tenured faculty member who serves a two-year term. An alternate who is similarly
349 qualified will also be identified (Redbook 4.4.1.B.4). No person currently engaged as a grievant or
350 respondent in a grievance is eligible to serve as the faculty grievance representative or alternate.
351 No person can concurrently serve as the faculty grievance representative or alternate and also on
352 the Personnel Committee of the school.

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3. Curriculum

The function of the Curriculum Committee is to ensure that the existing and proposed courses in the BSW and MSSW curricula² comply with the university and school missions, as well as standards for accreditation. The committee is responsible for facilitating all accreditation reviews of the curriculum, ensuring quality education and integration of key content across the curriculum, and coordinating the work of the course chairs who are full-time faculty members. The Curriculum Committee shall consist of (1) full-time faculty elected annually by full-time faculty teaching in that course or appointed³ by the Curriculum Committee from each of the curriculum areas, (2) a faculty representative elected by full-time faculty from the Couple and Family Therapy (CFT) program, (3) a part-time faculty representative elected by the part-time faculty, and (4) a student representative from the Kent School Student Association (KSSA). The associate dean for academic affairs, MSSW and BSW program directors will serve in an *ex-officio* role on this committee. The Curriculum Committee will elect or appoint a chair from among the full-time faculty members of the committee. The committee chair will consult with the Kent School Student Association to appoint a student representative to the committee. Other faculty and students may participate in committee discussions when warranted but do not vote on curriculum matters. Only full-time faculty representatives on the curriculum committee vote in matters related to the curriculum.

4. Diversity and Social Justice

The function of the Diversity and Social Justice Committee is to develop, coordinate, and implement the school's diversity and social justice plan in line with the vision, mission, and goals of Kent School. The Diversity and Social Justice Committee shall consist of a minimum of three members, with at least one being full-time faculty and one full-time 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 elected by the committee, taking into account the recommendation of the dean.

5. Outcomes

The function of the Outcomes Committee is to develop and monitor outcomes for the school, including the coordination of all assessment activities, and the collection and dissemination of outcomes data to faculty, university administration, and accrediting bodies. The Outcomes Committee will be chaired by the associate dean for academic affairs. Additionally, the chair of

² The director of the Doctoral Program will coordinate curriculum development and oversight activities and protocols in collaboration with the doctoral faculty.

³To complete a term due to vacancies or to address shortage of full-time faculty teaching in that particular course

389 the Curriculum Committee, Associate Dean for Research, directors of the Masters, Bachelors,
390 Doctoral, and Couple and Family Therapy programs will serve on this committee. The dean may
391 appoint additional committee members and confer with the Kent School Student Association to
392 seek student representation.
393

394 **6. Research**

395 The function of the Research Committee is to develop and maintain an infrastructure for research
396 and promote research activities of Kent School. The Research Committee will be chaired by the
397 associate dean for research. This committee consists of full-time faculty who are current principal
398 investigators on funded contracts or grants. Additionally, the associate dean for research may
399 appoint staff from the office of the associate dean for research to sit on this committee (non-
400 voting) to support the functions of this committee. The dean may also appoint additional
401 committee members.
402

403 **7. Recruitment and Admissions**

404 The function of the Recruitment and Admissions Committee is to coordinate and monitor the
405 recruitment and admission of students, coordinate with the Diversity and Social Justice
406 Committee on activities to ensure a diverse student body, admit students to Kent School, develop
407 and implement protocols for scholarships, and coordinate with the Outcomes Committee on
408 protocols to measure effectiveness of recruitment efforts and admission practices. The
409 Recruitment and Admissions Committee of each academic program will be recruited by and be
410 chaired by the director of the respective program. It will consist of minimum of two full-time
411 faculty members who teach in the program and the respective program director. The dean may
412 appoint additional full-time faculty members to each academic program's Recruitment and
413 Admissions Committee. Each program director may appoint staff from their respective programs
414 to sit on this committee (non-voting) to support the functions of this committee.
415

416 **8. Student Grievance**

417 The function of the Student Grievance Committee is to receive and take appropriate action on all
418 student academic grievances in accordance with procedures in Section 6.8.3 of The Redbook and
419 develop procedural guidelines consistent with Section 6.8 of The Redbook. The Student
420 Grievance Committee shall consist of two full-time faculty to serve a one-year term, with the
421 senior in rank and/or years of service of the two serving as chair, and one student representative.
422 Terms may be renewed. At the coordination of the dean, an election will be held for the faculty
423 representatives on the committee. The dean shall consult with the Kent School Student
424 Association and the faculty to appoint a student representative to the committee.
425

426 **9. Nomination, Honors, and Awards**

427 The function of the Nomination, Honors, and Awards Committee is to identify nominees, present
428 nominations to the faculty, and prepare nomination materials for university-wide faculty honors

429 and awards. The dean or the dean's designate serves as ex-officio, non-voting member. The
430 Nominations, Honors, and Awards Committee will consist of three full-time faculty who serve a
431 one-year term with the member with the most years of service serving as chair.
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434 **10. Academic Advisory**

435 The function of the Academic Advisory Committee is to assist the associate dean for academic
436 affairs in conducting academic reviews for BSW and MSSW students. The Academic Advisory
437 Committee shall consist of four full-time MSSW and/or BSW faculty members recruited by the
438 associate dean for academic affairs and elected by the full-time faculty. Full-time faculty will
439 serve staggered, two-year terms. During the course of the academic year, additional full-time
440 MSSW and/or BSW faculty members may be elected to serve on this committee when the Dean
441 deems it necessary to address the timeliness of conducting/completing reviews due to increases in
442 the number of students requiring academic reviews.
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444 **11. Planning and Budget Advisory**

445 The function of the Planning and Budget Advisory Committee is to advise the dean regarding
446 revision of the School's Strategic Plan, specifically on (a) the establishment of priorities for action
447 (PFAs) in relation to that plan, (b) requests for new general funds, (c) the development of the
448 annual budget, (d) the allocation of year-end funds, and (e) the development of plans to meet any
449 extraordinary budget situations. In addition, the Planning and Budget Advisory Committee will
450 provide opportunities for the Kent School faculty and staff to actively participate in the planning
451 and budgeting process, and will provide the faculty with an annual report on budgetary status and
452 implications for existing programming, and on availability of resources for new academic
453 program proposals.
454

455 The Planning and Budget Advisory Committee shall consist of three faculty representatives
456 elected by full-time faculty, the dean or the dean's designee, the school's Director of Finance and
457 Administration/Lead Fiscal Officer, associate deans, program directors, and a staff representative
458 appointed by the dean. The dean or the dean's designee, Lead Fiscal Officer, and staff shall be *ex*
459 *officio*, nonvoting members. Elected or appointed members serve three-year terms. To provide
460 continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about
461 one-third of the members will expire.
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469 Bylaws, Kent School, Approved by Faculty, December 4, 1997; Approved by the Board of
470 Trustees, June 22, 1998
471 Bylaws, Kent School, Amended by Faculty, 1/22/03; 9/21/05; Amended, Revised, and Approved
472 by Faculty January 21, 2009; Amended, Revised, and Approved by Faculty May 13, 2009.
473 Approved by Board of Trustees, July 29, 2009.
474 Bylaws, Kent School, Revised 12/06/16; Approved by Faculty 02/22/17
475 Bylaws revised and approved by faculty 8-23-17, revised and approved by faculty 5-9-18, revised
476 and approved by faculty 10-24-18; revised and approved by faculty 11-14-18

revised and approved by faculty 11-14-18