

BYLAWS OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK AND FAMILY SCIENCE

ARTICLE I. PURPOSE

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

ARTICLE II. FACULTY

1. Membership

Full-time faculty shall consist of all personnel with probationary and tenured appointments, as described in Article 4.1, Section 4.1.1. of The Redbook, as well as personnel with full-time nontenurable term appointments (see Kent School Personnel Committee guidelines for titles and rankings of personnel with full-time contracts who do not hold probationary and tenured appointments) pursuant to Article 3.1, Section 3.3.1 and as described in Article 4.1, Section 4.1.1.A.2 of The Redbook. Additionally, to be considered full-time under these Bylaws, faculty must have a primary appointment (80 percent or greater) to Kent School. *Part-time faculty* shall consist of personnel who are hired on a part-time basis to teach, conduct research, or perform service pursuant to Article 4.1, Section 4.1.2 of The Redbook. *Emeritus faculty* shall consist of retired faculty voted such status pursuant to 4.1.3 of The Redbook. *Secondary faculty* (which are types of joint appointments) shall consist of faculty voted such status pursuant to 4.1.4 of The Redbook. Secondary faculty are faculty who hold a full-time primary appointment for a minimum of at least one academic year in a unit or department of the University of Louisville other than Kent School, or in a department within Kent School, or in another institution of higher learning. *Visiting faculty* shall consist of faculty voted such status. Visiting faculty are faculty who are on leave from another institution where they hold a full-time primary appointment and are invited to Kent School and to the University for a specified period of time to share their expertise through teaching, research, and/or service. *Gratis (voluntary) faculty* shall consist of faculty voted such status. Gratis faculty appointments are unpaid positions that support the educational, research, or service missions of Kent School. 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. Faculty Appointments are subject to Board of Trustees Approval or its designee.

2. Responsibilities and Duties

The full-time faculty shall have general legislative powers over all matters pertaining to its own affairs as established by Sections 3.3.2 and 3.3.3 of The Redbook and these Bylaws. The legislative powers are not limited to: (1) governance of Kent School in matters within its jurisdiction and authority; (2) promotion of innovative and high quality academic, research, and service activities; and (3) establishment and enactment of recruitment, admissions, and its own

personnel policies and procedures. Specific duties of the full-time faculty are listed in Appendix 2 of these Bylaws.

ARTICLE III. ADMINISTRATION

The administration shall include the Dean and other Associate and Assistant Deans, as well as program directors as appointed by the Dean according to Article 3.3, section 3.3.5 of The Redbook.

1. The Dean

The Dean shall be the educational and administrative head of Kent School in accordance with the authority delegated under Article 3.2 of The Redbook and duly approved University policies. The Dean shall be responsible directly to the Executive Vice President and University Provost for effective administration and conduct of Kent School's academic programs. The Dean reports to the University Provost through whom they shall be responsible to the President for the administration of Kent School. The Dean shall be responsible for representing the views of the faculty to the executive offices of the University. As per section 3.2.2 of The Redbook, the Dean's specific duties and responsibilities, which shall be approved by the President and the faculty of Kent School, are detailed in a job description in Appendix 3.

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

Associate and Assistant deans are appointed by the Board of Trustees upon recommendation by the Dean, University Provost and President. In accordance with The Redbook (Section 3.3.5), searches for divisional or departmental officers may be limited to internal candidates at the discretion of the Dean. In such cases, the departmental faculty shall submit a slate of candidates to the Dean, from which the Dean may strike any candidates. Before making a recommendation regarding for associate Deans, assistant Dean, and program directions, the Dean shall seek the concurrence of the departmental faculty by one of two methods: Method 1: The departmental faculty may vote on all acceptable candidates. Method 2: The departmental faculty may vote on the candidate tentatively selected by the Dean. When the Dean and a majority of the departmental faculty concur on a candidate, the Dean may recommend associate and assistant Deans via the Executive Vice President and University Provost for approval by the President and Board of Trustees. If there is an impasse in this process, the Dean and departmental faculty shall each submit written reports to the Executive Vice President and University Provost, who shall recommend a departmental officer to the President and Board of Trustees. Job descriptions for these administrative appointments shall be prepared by the Dean and approved by full-time faculty, and be made available to all faculty and staff. Program directors include the administrator of programs ending in a degree (e.g., BSW, MSSW, MCFT, DSW, or PhD). The performance of Associate and Assistant Deans and of program directors shall be evaluated annually by the Dean.

ARTICLE IV. ACADEMIC PROGRAMS

Academic programs shall consist of those ending in a degree or specialized curricular options that have been approved by full-time faculty of the Unit and approved by University-mandated processes. Any recommendation from the Dean or full-time faculty to establish or eliminate an academic program requires a favorable written or electronic ballot of two-thirds of the full-time faculty and recognized officially by the University.

ARTICLE V: FACULTY MEETINGS, ASSEMBLIES, & ASSOCIATIONS

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 Dean's Office and made available to meeting participants.

1. Faculty Meetings

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

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.

2. Assemblies and Associations

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

Staff assemblies should establish effective communication between the faculty, administration, and other appropriate bodies. Staff assemblies may determine their process of representation to other University bodies by establishing Bylaws and other documents in accordance with University policies and the Staff Handbook.

Kent School recognizes KSSA as its student organization to support all endeavors of student interest, as well as to establish effective representation with the faculty, staff, administration, and other appropriate bodies. KSSA may establish Bylaws and other documents in accordance with

University policies and the Student Handbook. The KSSA faculty advisor will be responsible for ensuring that KSSA Bylaws and documents follow University policies, and the Student Handbook.

ARTICLE VI. COMMITTEES

1. Standing Committees

Full-time faculty may establish, modify, or dissolve standing committees with a favorable two-thirds written or electronic ballot vote, so long as such actions do not conflict with University or Unit regulations regarding standing committees. The list of Kent School's standing committees, including function and membership, is provided in Appendix 4.

2. Ad Hoc Committees

Upon the recommendation of the Dean or the full-time faculty, and a simple majority vote of full-time faculty, ad hoc committees may be appointed or elected to perform a particular task related to the mission of Kent School. A majority of persons serving on an ad hoc committee shall be full-time faculty and chaired by a full-time faculty member, unless a charge providing otherwise has been approved by a two-thirds majority vote of the full-time faculty. The list of Kent School's ad hoc committees and appointees to University committees is provided in Appendix 5.

ARTICLE VII. PARLIAMENTARY AUTHORITY

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

ARTICLE VIII. VOTING PRIVILEGES

All full-time faculty have voting privileges within committees of which they are a member, unless voting privileges are prohibited by these Bylaws or The Redbook. Faculty with probationary or tenured appointments vote on personnel matters involving the tenure and promotion of faculty with probationary or tenured appointments. All full-time faculty have voting privileges on personnel matters involving promotion of faculty with nontenurable appointments. Part-time faculty representatives and student representatives elected by their respective bodies or appointed by the Dean play an advisory role in committees on which they are a member and the faculty as a whole, and therefore do not vote.

A quorum shall consist of a majority (greater than 50 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

Kent School staff report to the Dean and other School and University administrators as may be required by their job tasks and responsibilities. Kent School staff may elect or appoint a member(s) to be the representative of the staff in addressing matters that 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. 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 Kent School given they meet the guidelines, requirements, and approval according to Kent School and University policies and procedures.

ARTICLE XI. ADOPTION AND AMENDMENT OF KENT SCHOOL BYLAWS

1. Initiation of Amendment

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

2. Procedures for Approval of Adoption and Amendments

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

Once approved by the faculty, a proposed amendment shall be reviewed and approved according to the governance process defined in The Redbook Section 3.1.3.

APPENDIX 1

MISSION OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK AND FAMILY SCIENCE

The Kent School of Social Work and Family Science 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:

- Kent School governance
 - Making recommendations to the Dean or advisory committees (Faculty Affairs, Planning and Budget, Anti-Oppression, and Personnel) to achieve the overall goals of Kent School.
 - Representing Kent School and the 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 Kent 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, curriculum, and personnel policies and procedures.

APPENDIX 3

POSITION DESCRIPTION—DEAN OF KENT SCHOOL

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

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

1. Appointment

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

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. In addition, the Dean, working with faculty and staff, shall (a) coordinate and support academic programs, (b) create an environment that facilitates research and scholarly activity, (c) promote public service, (d), promote a work environment that supports diversity and inclusion, (e) oversee administration of unit and strategic planning, (f) develop and administer School's budget and annual report, (f) administer personnel actions, and (g) promote Kent School through fund-raising and alumni activities.

APPENDIX 4

STANDING COMMITTEES OF KENT SCHOOL

1. Program Committees

The function of the Program Committees is to, under the guidance of the program director, establish and implement student recruitment, admission, academic/professional conduct review, and dismissal procedures. The committee must include at least one faculty member who is on a 12-month contract. The committee is also charged with establishing and implementing procedures to evaluate program outcomes and maintain the curriculum for each degree program. The program committees shall consist of the program director (chair) and Kent School full-time faculty who are teaching in the program during the current academic year or who have taught in the prior two academic years. Program Directors may appoint student representation; students may not participate in deliberations that involve other students. Meetings are open to all full-time faculty.

2. Accreditation and Curricular Alignment Committee

The function of the Accreditation and Curricular Alignment Committee is to ensure decisions made within and across programs are equitable, consistent with accreditation requirements, and support the mission of the University and School. Membership shall consist of Associate Deans and Program Directors. The Associate Dean for Academic Affairs will serve as chair. Meetings shall be open to all full-time and part-time faculty.

3. Research

The function of the Research Committee is to develop and maintain an infrastructure for research and promote research activities of Kent School. The Research Committee will consist of the Associate Dean for Research (chair) and full-time faculty. The chair may appoint student (non-voting) representation.

4. Anti-Oppression

The function of the Anti-Oppression Committee is to develop and implement initiatives to advance anti-oppression within Kent School and University, the Louisville community, and the global community in line with Kent School's vision, mission, and goals. The Anti-Oppression Committee shall consist of (1) the Associate Dean for Equity and Inclusion (chair) (2) one staff member from an academic program, (3) a faculty representative from each academic program (e.g., who is currently teaching or has taught in the program in the past two years, (3) one student representative from each academic program, (4) one representative from Kent School Student Association, (4) one staff or faculty representative from the Field Education office. (5) one staff representative at large, and (5) at least two community advisors. The committee must include at least one faculty member who is on a 12-month contract. The staff or faculty representative from an academic program can include any full- or part-time faculty member who teaches at least one course in the program and regularly attends program meetings. Faculty and staff will serve staggered, 3-year terms, community representative will serve 2-year terms, and students will serve one-year terms. Faculty and staff are nominated for terms and students and community representatives are appointed by the Chair. The committee may create sub-committees to facilitate activities consistent with Kent School's vision, mission, and goals.

5. Student Grievance

The function of the Student Grievance Committee is to receive and take appropriate action on all student academic grievances in accordance with procedures in Section 6.8.1 of The Redbook and develop procedural guidelines consistent with Section 6.8 of The Redbook. The Student Grievance Committee shall consist of three full-time faculty and one Kent School student. Terms may be renewed and at least one member must have served the prior year. The committee must include at least one faculty member who is on a 12-month contract. At the coordination of the Dean, an election will be held for the full-time faculty representatives on the committee. A chair shall be elected annually by the committee from among the members with a majority faculty vote.

6. Nomination, Honors, and Awards

The function of the Nomination, Honors, and Awards Committee is to identify nominees, present nominations to the faculty, and prepare nomination materials for faculty, School, and University

honors and awards. The Nominations, Honors, and Awards Committee will consist of three full-time faculty, nominated annually to serve a one-year term. A chair shall be elected annually by the committee from among the members. Ad hoc members may be added annually. Ad hoc appointments shall require a two-thirds majority vote of full-time faculty where there is a quorum present. The chair may appoint student representation.

7. Personnel

The function of the Personnel Committee is to implement the personnel policies, procedures, and standards as set forth in the Promotion and Tenure Document of Kent School. The committee is responsible for establishing promotion and tenure criteria. The Personnel Committee shall report directly to the Dean unless otherwise provided for in these Bylaws. It shall also assist in implementing the procedures for faculty searches, as described in these Bylaws and advise the Dean and the Faculty on all matters concerning appointments and promotions changes in faculty classification, and the granting of tenure.

The Personnel Committee shall consist of five tenured faculty members and one term nontenurable faculty. Members are elected by full-time faculty to serve three-year staggered terms. Associate Deans are not eligible to serve. The staggering shall be created by having two people elected each year. The committee can also nominate non-committee members to serve in an ad hoc capacity to conduct reviews; ad hoc appointments shall require a two-thirds majority written or electronic ballot vote of full-time faculty. The term nontenurable faculty member shall have full voting rights, with the exception of personnel decisions for tenured and probationary faculty. A chair shall be elected annually by the committee from among the members. Personnel Committee members seeking promotion will recuse themselves, and a special election will be held to fill the remainder of their position's three-year commitment. The election process of the committee shall consist of faculty nominations of faculty eligible to be on the Personnel Committee, voting by full-time faculty through closed written or electronic ballot, and election through receipt of the majority of the votes cast. Members of the committee shall not serve concurrently as the faculty grievance representative.

8. Faculty Affairs

The purpose of the Faculty Affairs Committee is to advise the Dean regarding faculty perspectives to inform administrative decision-making. Membership shall consist of all full-time faculty who do not hold Dean positions. Nomination and election of the Faculty Affairs Committee chair shall be conducted annually by committee members. The chair will serve a one-year term, and must be tenured. Meetings of the Faculty Affairs Committee shall be held at least twice during each academic year. The chair will systematically communicate faculty perspectives to the Dean so that they can be considered in decision-making.

10. Planning and Budget

The function of the Planning and Budget Committee is to advise the Dean regarding Kent School's Strategic Plan, specifically on (a) the establishment of priorities for action in relation to that plan, (b) requests for new general funds, (c) the development of the annual budget, (d) the allocation of year-end funds, and (e) the development of plans to meet any extraordinary budget situations. Faculty and staff will actively participate in the planning and budgeting process, as

well as the Dean's regular reporting of Kent School's budgetary status, including implications for existing and proposed programming.

The Planning and Budget Committee shall consist of three full-time faculty representatives elected by full-time faculty. The election process of the committee shall consist of faculty nominations, voting by full-time faculty, and election through receipt of the majority of the votes cast. Members shall be elected to serve three-year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire. A chair shall be elected annually by the committee from among the members. The Dean, Associate Dean for Finance, and a staff member appointed by the Dean shall be *ex officio* members. The chair may appoint student (non-voting) representation. Committee meetings are open to all faculty.

APPENDIX 5

AD HOC COMMITTEES AND APPOINTEES TO UNIVERSITY COMMITTEES

1. Search Committee (ad hoc)

The faculty Search Committee will consist of five full-time faculty and two alternates, who shall be recruited by the Personnel Committee in consultation with the Dean. Search committees shall have diverse representation. The names of the members shall be approved by full-time faculty by a majority vote. The Chair of the Search Committee is to be elected from among the faculty members approved to be on the committee. The chair may appoint student (non-voting) representation. If any real, potential and/or perceived conflict of interest of any member arises during the work of the committee, the conflicted member shall recuse themselves from the proceedings in which the conflict arose, or at the discretion of the chair, may be excused from the search committee. All search committee members must go through appropriate University trainings to ensure equitable searches, as well as any other trainings mandated by the University.

2.. Faculty Grievance Representative and Alternate

The function of the faculty grievance representative is to serve as a liaison to, and member of, the University Faculty Grievance Committee (The Redbook Appendix A, Section IV.). The faculty grievance representative shall be a tenured faculty member who serves a two-year term. An alternate who is similarly qualified will also be identified (The Redbook Appendix A Section IV.B.IV.). No person currently engaged as a grievant or respondent in a grievance is eligible to serve as the faculty grievance representative or alternate. No person can concurrently serve as the faculty grievance representative or alternate and also on the Personnel Committee of Kent School. Appendix 6 contains the academic grievance procedures.

APPENDIX 6

ACADEMIC GRIEVANCE PROCEDURES

Kent School Student Grievance Committee adopts the procedures of The Redbook Section 6.8 governing the initiation of academic grievances of its students. Kent School procedural documents regarding academic grievances are maintained by the Associate Dean of Academic Affairs.

Bylaws, Kent School, Approved by Faculty: December 4, 1997
Approved by the Board of Trustees: June 22, 1998
Bylaws, Kent School, Amended by Faculty: January 22, 2003, September 21, 2005
Bylaws, Kent School, Amended, Revised, and Approved by Faculty: January 21, 2009, May 13, 2009
Approved by the Board of Trustees: July 29, 2009
Bylaws, Kent School, Revised: December 6, 2016; Approved by Faculty: February 22, 2017
Approved by Faculty Senate: May 3, 2017
Bylaws, Kent School, Revised and Approved by Faculty: August 23, 2017; May 9, 2018
Bylaws, Kent School, Revised and Approved by Faculty: October 24, 2018; November 14, 2018
Approved by Faculty Senate: January 9, 2019
Approved by the Board of Trustees, April 18, 2019
School Name Change Approved by the President: December 16, 2021
Bylaws, Kent School, Revised and Approved by Faculty: February 23, 2022
Approved by Faculty Senate: May 4, 2022
Approved by the Board of Trustees: June 22, 2023